

# CHICAGO STATE UNIVERSITY



## 2016-2017 UNDERGRADUATE ACADEMIC CATALOG

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# Chicago State University

## 2016-2017 Undergraduate Catalog

College of Arts and Sciences  
College of Business  
College of Education  
College of Health Sciences  
College of Pharmacy  
Division of Continued Education and Non-Traditional Degree Programs  
Honors College

This publication is a record and an announcement of the 2016-2017 academic years. It is for informational purposes only and does not constitute a contract. Faculty assignments and programs listed are subject to change, and individual departments and units should be consulted for further information. Courses listed in this publication are subject to revision without advance notice. Courses are not necessarily offered each term or each year. Individual departments or units should be consulted for information regarding regularity of course offerings.

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## A Message from the President

### Welcome to Chicago State University



Chicago State University (CSU) is pleased to provide the 2016-2017 Undergraduate Catalog. This University catalog is the student's first point of reference to our diverse course offerings and unique programs that are tailored to support your particular interests and career goals.

Chicago State University is the oldest independently accredited public university in Illinois and has evolved into a multipurpose university. For nearly 150 years, Chicago State University has fulfilled a need to provide a quality higher education on the south side of Chicago. From its humble roots as a small teachers college, CSU has evolved into a world class university with nationally recognized academic programs, state of the art facilities, 15 Division I athletic programs, and a vibrant campus life.

As the new President of Chicago State University, my goal is to expand our student recruitment efforts by broadening our horizons and introducing CSU to new communities; to increase the amount of private investments to the university to help grow and build our campus; and to ensure that every CSU student and employee is valued for his/her dedication to our university.

I pledge to work with faculty, staff, administrators, alumni and trustees to continue to enhance the transformational impact on the lives of our students and our surrounding communities. We will work each and every day to uphold our core values of academic excellence, integrity, social justice, leadership, service, pride in-self, and lifelong learning.

We welcome you to come and experience the new Chicago State University!

Sincerely,

Thomas J. Calhoun, Jr., Ph.D.  
President

# Chicago State University Code of Excellence

As a member of the Chicago State University community, I pledge the following:

**I will practice personal and academic integrity.**

Dishonesty of any kind, including the practice of plagiarism or copying another person's scholarship, lying, deceit, excuse making and disloyalty in personal relationships, is not acceptable.

**I will respect the dignity of all persons.**

Behaviors that compromise or demean the dignity of individuals or groups, including hazing, intimidating, taunting, teasing, baiting, ridiculing, insulting, harassing and discriminating, are not acceptable.

**I will respect the rights and property of others.**

All forms of theft, vandalism, arson, misappropriation, malicious damage to and desecration or destruction of property are not acceptable. Any behavior that violates persons' rights to move about freely, to express themselves appropriately and to enjoy privacy is not acceptable.

**I will strive for true cultural diversity and learn to accept and value the differences of others.**

Denial of equal rights and opportunities for all, regardless of their age, sex, race, religion, disability, ethnic heritage, socioeconomic status, sexual orientation and gender equity, political, social or other affiliation or disaffiliation, is not acceptable.

**I will respect the basic human rights.**

Behaviors that are inconsiderate, insensitive, inhospitable, or inciteful or that unjustly or arbitrarily inhibit another's abilities to feel safe or welcomed in the pursuit of appropriate academic goals are not acceptable.

**I will strive for personal and academic excellence.**

Allegiance to these ideals obligates us to be responsible for our own actions and deeds, take ownership of our education, pursue scholarship, and abide by all university rules and procedures.

**I will strive to abide by the principles of this code and will encourage others to do the same.**

## **Board of Trustees**

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Dean, College of Arts and Sciences

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Interim Dean, Continuing Education and Non-Traditional Programs

Dr. Richard Darga



Dean, Library and Instruction Services

Dr. Omar Headen

Dean, Honors College

Ms. Sheila Collins,

Dean of Students and First-Year Experience

## General Information

### Academic Departments and Programs Directory

Department/Program	Chair/Director	Phone/995+Extension	Building/Room
Accounting and Finance	Collins	3976	BHS 435
African American Studies	Harris	4422	SCI 321
Art and Design	Dawson	3984	BHS 600
Biological Sciences	Potluri	2183	SCI 310
Chemistry and Physics	Garcia	2180	SCI 309
Communications, Media Arts, and Theatre	Dawson	2280	DH 116A
Community Outreach and Field Placement Services	Herring	2392	ED 322
Criminal Justice	Bradbury	2108	HWH 329
Doctoral Studies in Education	Black-Parker		ED 111
Early Childhood and Bilingual Education	Harrington	3932	ED 318
Elementary and Middle Level Education and Graduate Reading	Harrington	1-2831	ED 318
Engineering Studies	Harton	2357	HWH 129
English	Ellis	2189	SCI 320
Foreign Languages and Literature	Ellis	2350	HWH 301A
General Studies Program	Howard	2484	HWH 330

Geography, Sociology, History, African American Studies, and Anthropology	Mulugeta	2186	SCI 321
Graduate Programs in Education	Luseno	2086	ED 319
Health Information Administration	Borden	2593	BHS 424
Health Studies	Ebomoyi	821-2201	DH 127
Philosophy and Political Science	Bradbury	3815	SCI 251
Honors College	Headen	3801	LIB 428
Individualized Curriculum	Maynard	3817	JDC 201
International Studies	King	12809	SCI 316
Liberal Studies	Redman	2186	SCI 321
Information Studies	Black-Parker	2598	ED 208
Marketing, Management, and Information Systems	Bokhari	3953	BHS 435
Mathematics, Computer Science, and Economics	Attele	2582	HWH 332
Military Science	Perkins	2242	JDC 103
Music	Dawson	2155	HWH 331
Nursing	Young	3992	BHS 200A
Occupational Therapy	Roundtree	2366	DH 132
Pharmacy Practice	Hardy	12153	DH 206
Pharmaceutical Sciences	Newaz	821 2582	DH 206
Prelaw	Perkins	2108	HWH 325 311
Premedical Education	Leftridge	3981	SCI 221
Psychology/Counseling	Bicknell-Hentges	2394	HWH 328
Physical Education, Secondary Education, Professional Studies, and Recreation		2290	ED 321
Social Work	Seyfried	2207	SCI 116A
Educator Licensure Officer	Belisle	2492	ED 317
Teacher Development Center [COE]		2215	ED 309

# Administrative Offices Directory

## Cook Administration Building

Department/Program	Room
Administration and Finance	304
Academic Affairs	306
Admissions	126
Board of Trustees	300
Bursar	212
Cashier	211
CougarOne ID Office	130
CSU Foundation	322
Duplicating Services	130
Enrollment Management	129
Equal Employment Opportunity	317A
Evaluation and Advisement	128
Examinations	126
Financial Aid	207
President	313
Records and Registration	128
Student Employment	203
Wellness/Health Center	131

## Education Building

Department/Program	Room
Dean, College of Education	320
Doctoral Studies in Education	111
Early Childhood and Bilingual Education	321
Community Outreach and Field Placement	322

Elementary and Middle-Level Education	318
Graduate Programs In Education	319
Information Studies	208
Educator Licensure Services	317
Teacher Development Center	309

## **Business and Health Sciences Building**

Department/Program	Room
Accounting and Finance	435
Art & Design	600
Dean, College of Business	602
Dean, College of Health Sciences	607
Health Information Administration	427
Management, Marketing, and Information Systems	602
Nursing	200A

## **Harold Washington Hall**

Department/Program	Room
Criminal Justice	329
Dean, College of Arts and Sciences	330
Engineering Studies	129
Foreign Languages and Literatures	301A
Institutional Review Board	304B
Mathematics and Computer Science	332
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## Academic Library

Department	Room
Access Services (Inter Library Loan/Reserves)	132
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Dr. Julian Scheinbuks Sunroom and Auditorium	410
Archives and Special Collections	300
All-Campus Computer Lab	136
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Education Resource Center	338
Exhibit Lobby	445
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Honors College	428
Information Mall	223
CTRE Instructional Lab	144
Learning Assistance Center [LAC]	450
Library Administration	442
Library Instruction Classroom	210
Library Commons	4th Floor
Music and Performing Arts	338 (324)
Periodicals	250
Reference and Instruction Services	223
Technical Services	1st Floor
Conference Room	454

## **Williams Science Center**

<b>Department/Program</b>	<b>Room</b>
Biological Sciences	310
Calumet Environmental Resource Center	208
Chemistry and Physics	309
English	320
Geography, Sociology, History, African-American Studies, and Anthropology	321
Philosophy and Political Science	315
Neighborhood Assistance Center	321
Pre-Health Professions	221
Social Work	116A

## **Paul and Emily Douglas Hall**

<b>Department/Program</b>	<b>Room</b>
Academic Computing	122
Breakey Theater	102
Campus Ministry	Suite A
College of Pharmacy	3065
Communication, Media Arts, and Theatre	116A
Educational Opportunity Program	132
Health Studies	127
Media Services	315
Military Science	104
Student Support Services	120
Occupational Therapy	132
Radio Station (WCSU)	132

## Jacoby Dickens Athletic & Physical Education Center (JDC)

Department/Program	Room
Dance Studio	102
Athletic Trainer's Office	107
Pool Office	112
Men's Athletic Locker Room	105
Women's Athletic Locker Room	113
Men's Pool Locker Room	113
Women's Pool Locker Room	111
Female Faculty Locker Room	109
Male Faculty Locker Room	106
Main Gym	100
Main Gym Office	100C
Baseball Office	100B
Volleyball Office	212A
Classroom	211
Classroom (Options Computer Lab)	212C
Classroom	213
Classroom	214
Fitness Center	210A
Men's & Women's Cross Country	100E
Physical Education, Secondary Education, Professional Studies, and Recreation	216
Division of Continuing Education (Options)	201

## **Cordell Reed Student Union Building**

<b>Department/Program</b>	<b>Room</b>
Academic Support Services & First Year Experience	158
Alumni Affairs	160
Cafeteria	East Wing
Career Development Center	231
Counseling Center	190
Computer Study Center	150
Abilities Office of Disabled Student Services	192
Game Room	East Wing, 2nd Floor
Latino Resource Center	230
International Programs	240
Office of the Dean of Students	268-A
Office of Judicial Affairs	247
Student Activity Center	260
Student Government Association	265
Student Health Insurance	268-O

## **Emil and Patricia Jones Convocation Center**

<b>Department/Program</b>	<b>Room</b>
Department of Intercollegiate Athletics	1502
Director, Intercollegiate Athletics	4409
Assistant to the Director	1507
Associate Athletic Director, Academic Services/SWA	1505
Academic Coordinator	1538
Associate Athletic Director, Compliance	1536
Compliance Coordinator	1526



Associate Athletic Director, Business Affairs	1506
Associate Athletic Director, Facilities and Operations	1520
Sports information	1532
Men's Basketball	1519
Women's Basketball	1528
Men's & Women's Tennis	1515
Men's & Women's Track & Field	1525
Men's & Women's Cross Country	JDC 100E
Women's Golf	1513
Men's Golf	1508
Women's Golf	1533
Women's Soccer	1535
Police (Special Events) Office	1202/1203

## **Building Directory**

Education (ED)

Business and Health Sciences (BHS)

Harold Washington Hall (HWH)

Williams Science Center (SCI)

Douglas Hall (DH)

Cook Administration (ADM)

Jacoby Dickens Athletic and Physical Education Center (JDC)

Physical Plant (O&M)

Robinson University Center (RUC)

Cordell Reed Student Union Building (CRSUB)

Residence Hall (RH)

Library (LIB)

Emil and Patricia Jones Convocation Center (JCC)

# The University

Chicago State University is a fully-accredited, public, urban commuter and residential institution. Originally founded in 1867 as a teacher training school, the institution has evolved into a multipurpose university committed to meeting the needs of the urban community.

The primary purpose of Chicago State University is instruction. Degrees are conferred at the bachelor's, masters, and doctoral levels. The university offers undergraduate programs in the College of Arts and Sciences, the College of Business, the College of Education, and the College of Health Sciences and through the Division of Continuing Education and Non-Traditional Programs. The university offers graduate programs in the College of Arts and Sciences, the College of Education, the College of Pharmacy, and the College of Health Sciences. In addition to degree programs, the university offers many courses, certificates and programs of study for in-service education available through late afternoon, evening, and Saturday classes; summer sessions; and extension courses.

Chicago State University admits applicants who meet the admission criteria for its programs to undergraduate and graduate programs. The university is affirmatively committed to providing opportunities for enrollment to all students, regardless of racial or ethnic background, sex, religion, and social or economic circumstance. Faculty and students of Chicago State University engage in scholarly and creative activities that complement and supplement the instructional programs of the university. Faculty and students also provide services to the public. These services integrate the university's research and instructional purposes and demonstrate their applications to practical matters of importance to governments, businesses, schools, social agencies and community groups. Public services are adjunct to the university's primary instructional purpose.

Chicago State University is sensitive to the diverse needs and characteristics of its student population. The university's multiracial student body reflects the demographics of the Chicago metropolitan area, particularly the southern and western areas of the city and adjacent suburbs. In addition, the student body includes more females than males, many part-time students who hold full-time employment, a substantial population of students from low-income backgrounds, and many students who are older than the traditional college age.

Our dedicated faculty provides quality instruction in a caring, intellectually stimulating environment that addresses societal and technological changes as they impact students' needs. Students' academic and personal growth is also facilitated through extensive support services and living, learning, and serving experiences.

## Location

The university is located in a residential community on the south side of Chicago, approximately 12 miles from downtown. The 161-acre campus has contemporary buildings, attractively placed in a carefully preserved woodland setting. The university is conveniently served by the Dan Ryan expressway, the Chicago Transit Authority, Metra, and several bus routes. Ample parking

is also available. The mailing address is 9501 S. King Drive, Chicago, Illinois 60628-1598. The phone number is 773/995-2000, and the website address is [www.csu.edu](http://www.csu.edu).

## **Organization**

The university is classified as a comprehensive urban university with a mission that incorporates instruction, research and public service. Chicago State University is governed by a Board of Trustees appointed by the Governor of the State of Illinois. The president has full power and responsibility within the framework of the general policies determined by the Board of Trustees in the organization, management, direction and supervision of the university and is held accountable to the board for the successful functioning of the institution in all its departments, divisions, and services. The general administration of the university is managed by the president.

The university is organized into four divisions, each administered by a vice president: Academic Affairs, Enrollment Management; Administration and Finance; Labor and Legal Affairs. Faculty, student, and staff participation in university governance is accomplished through the Faculty Senate, Student Government, the Civil Service Council, and membership on standing and ad hoc committees. These bodies and their committees consider and recommend policies, curricula, and procedures to the president.

## **Core Values**

Chicago State University values all of the following:

- Intellectual development
- Creative and innovative thinking and learning
- Dignity and unique talents of all persons
- Responsible choices and actions
- Personal and academic excellence
- Personal, professional, and academic integrity
- Diversity
- Leadership, service, philanthropy, social justice, and entrepreneurship
- Pride in self, community, and the university
- Lifelong learning

## **Vision Statement**

Chicago State University will be recognized for innovations in both teaching and research and in promoting ethical leadership, entrepreneurship, and social and environmental justice. We will embrace, engage, educate, and empower our students and community to transform lives locally and globally.

## **Mission Statement**

Chicago State University (CSU) is a public, comprehensive university that provides access to higher education for students of diverse backgrounds and educational needs. The university fosters the intellectual development and success of its student population through a rigorous, positive, and transformative educational experience. CSU is committed to teaching, research, service and community development including social justice, leadership and entrepreneurship.

## **History**

Chicago State University opened its doors as a teacher training school in a leaky railroad freight car in Blue Island, Illinois on September 2, 1867. Today, in contrast, the university is a fully accredited public, urban institution located on 161-picturesque acres in a residential community on the Southside of Chicago. During the first year of its founding, CSU enrolled 62 students. The current student enrollment is nearly 7,200.

The path from then until now has been marked by change. During more than 140 years, CSU has changed its name, focus, governance and location. But with each transition, the university has kept sight of its educational mission and enhanced its services to Chicago and its surrounding communities.

Under the name of Cook County Normal School, the school found its first permanent home in 1870. Daniel S. Wentworth was the institution's first principal. The original building contained 27 rooms and a model grammar school. A few years later, Cook County Normal School added a dormitory that earned it a jump in enrollment and a national reputation. The school was acquired by the Chicago Board of Education in 1897, and renamed Chicago Normal School. In 1913, it became Chicago Normal College, and still later Chicago Teachers College.

A major change, reflected in a broadening of the college's curriculum, came in 1965, when control of the school passed into the hands of the State of Illinois. The revamped institution was renamed Illinois Teachers College: Chicago South. Soon after, the legislature acted to remove the title of "teachers college" from all state colleges and universities. In 1967, the school became Chicago State College. Throughout the 1960s, Chicago State expanded its academic programs and began to move toward fulfilling its new, more comprehensive role as a liberal arts institution. The school was renamed Chicago State University in 1971.

In November 1972, the university made the monumental move from its 6800 South Stewart Street campus, where it had been located for 102 years, to its present location at 9501 South King Drive, 12 miles from the Loop. A new student union and a 360-bed residence hall opened in August 1995, giving CSU students an opportunity to experience the convenience of living on campus in an enriched academic, social and cultural environment.

Today, CSU is governed by a Board of Trustees appointed by Governor of Illinois. The university's five colleges - Health Sciences, Arts and Science, Business, Education, and Pharmacy - offer 36 undergraduate and 25 graduate degree-granting programs. In addition, CSU has a Division of Continuing Education and Non-Traditional Programs that reach out to the community with extension courses, distance learning and not-for-credit programs.

From its humble origins, Chicago State University has evolved into an outstanding, nationally acclaimed university that provides a value-added education for all who enter its hallowed halls. Consistently evolving to reflect state-of-the-art trends in higher education, Chicago State University prepares students for success in the twenty-first century.

## The Seal

The Chicago State University seal is based on the design of the original seal of the normal school, probably the earliest symbol of Chicago State University. It appropriately reiterates the university's heritage and proud past. The pine evergreen design is the symbol of vitality, life, and continued growth; it is always green and growing, persistent, and long living. Each stage of the evergreen's growth broadens its base and increases its stature. The motto "Responsibility" that encircles the evergreen characterizes the university's educational stance and its commitment to students and the urban community that it serves. The seal appears along with the Message from the President.

## Accreditation

The Higher Learning Commission of the North Central Association of Colleges and Schools (NCA), 30 North LaSalle Street, Suite 2400, Chicago IL 60602, 312/263-0456, [www.higherlearningcommission.org](http://www.higherlearningcommission.org).

National Collegiate Athletic Association (NCAA), Division I, 700 W. Washington Street, PO Box 6222, Indianapolis IN 46206-6222, 317/917-6222, [www.ncaa.org](http://www.ncaa.org).

In addition to North Central Association accreditation, CSU has additional independent program accreditation from the following associations:

- Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association
- Accreditation Council for Pharmacy Education (ACPE)
- American Chemical Society
- Association of Collegiate Business Schools and Programs (ACBSP)
- Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM)
- Council on Accreditation of Counseling and Related Educational Programs (CACREP)
- Council of Social Work Education (CSWE)
- Educational Leadership Constituent Council housed by the National Policy Board for Educational Administration (NCATE/ELCC)
- Illinois Alcohol and Other Drug Abuse Professional Certification Association, Inc.
- National Association of Schools of Music
- National Association of Schools of Art and Design
- National League for Nursing Accrediting Commission (NLNAC), Inc.
- National Middle School Association (NMSA)

- National Recreation and Park Association/American Association for Leisure and Recreation Council on Accreditation

National Council for Accreditation of Teacher Education (NCATE) Programs accredited by NCATE-recognized specialty organizations/associations:

Bilingual Education/Association for Childhood Education International

Doctor of Education in Education Leadership/Educational Leadership Constituent Council (ELCC)

Early Childhood Education/National Association for Education of Young Children

Elementary Education/Association for Childhood Education International

General Administration/Educational Leadership Constituent Council (ELCC)

Physical Education/Society of Health and Physical Educators

Special Education/The Council for Exceptional Children

Teaching Biology and Chemistry/National Science Teachers Association

Teaching English/National Council of Teachers of English

Teaching Geography and History/National Council for Social Studies

Teaching Reading/International Reading Association

Technology Education International Technology Education Association/Council on

Technology Teacher Education

In addition to the accreditations listed above, the Illinois State Board of Education recognizes Chicago State University's teacher education programs.

The university is a member in good standing of the American Association of Colleges for Teacher Education and the American Association of State Colleges and Universities. It is also affiliated with the American Council on Education.

## **Housing and Residence Hall**

The Residence Hall is a three-story quadrangle, coeducational facility that houses approximately 330 students. There are 150 double rooms with adjoining bathrooms and 18 deluxe single rooms with private baths; in addition, ADA rooms are available. Each room comes furnished with beds, dressers, desks, chairs, closet space, cable TV, a phone jack and Internet with Ethernet and Wi-Fi access. All rooms are equipped with smoke detectors and water sprinklers. All suites are equipped with units for controlling air and heat.

In the center of the Residence Hall is a landscaped courtyard with trees, flowers, greenery and barbeque grills. The building also has several lounges for studying, socializing, or watching TV; a laundry facility; several vending machines; and an elevator. Residence Hall is staffed 24 hours a day. The main entrance to the building has a front desk, which is staffed and maintains video surveillance throughout the building.

Students have an option to live on campus for 9 or 12 months during the year. Meals are standard for students on the nine-month agreement. Community Living Standards in Residence Hall are published in the Student Calendar Handbook.

Information concerning on-campus housing can be obtained by contacting the Office of Housing and Residence Life at 773/995-4543.

## Admissions

Chicago State University admits academically qualified students on the basis of individual merit and without regard to race, color, national origin, creed, sex, or physical disability. For information regarding graduate admission requirements and graduate course listings, reference the Graduate Catalog, or call the Office of Graduate Admissions at 773-995-2404, or visit the office in Room 200, Cook Administration Building.

### Applying for Admission

General admission is granted three times a year for fall, summer and spring semester. Undergraduate admission application can be submitted online via the Chicago State University website ([www.csu.edu](http://www.csu.edu)). New incoming first time freshmen can also submit an application via Common App ([www.commonapp.org](http://www.commonapp.org)) Paper applications are no longer accepted.

Applicants are encouraged to complete the application by the priority review dates for an early decision and merit scholarship opportunities.

#### Priority processing dates:

Fall – May 1<sup>st</sup>

Spring – November 15<sup>th</sup>

Summer Session 1 – May 1<sup>st</sup>

Summer Session 2 – June 1<sup>st</sup>

Late applicants will be considered on a first-come, first-served basis for admissions and financial assistance.

### Application Policy

Admissions documents required to complete an application must be submitted electronically to the Office of Admissions at [ug-admissions@csu.edu](mailto:ug-admissions@csu.edu) or via the Common App for freshman applicants ([www.commonapp.org](http://www.commonapp.org)) or via mail to: Office of Admissions, 9501 S. King Drive, Chicago, IL 60628. Documents not sent directly to the Office of Admissions will not be considered official. Transcripts sent via fax are not accepted.

Official transcripts are required for all schools attended. Applicants who submit an application for admission or readmission and withholds information such as, but not limited to, prior academic experience or submit documents that are forged, fraudulent, altered, or deceptive may be denied admission or have their admission rescinded.

For those already enrolled when a fraudulent document or falsified application is discovered, the misconduct is adjudicated by an admissions committee and may result in rescission of admission; revocation of a financial aid and scholarship award; and / or permanent expulsion from Chicago State University.

Students whose admission is rescinded remain responsible for fulfilling financial obligations to Chicago State University, federal, state and local governments; and private loan providers.

## Undergraduate Freshman Student Admission Requirements

To be granted admissions to Chicago State University, a prospective freshman student must submit an application via the common app ([www.commonapp.org](http://www.commonapp.org)) or via the school website ([www.csu.edu](http://www.csu.edu)). To complete the application, a prospective student must submit the requirements listed below by category.

### Freshmen Applicants

Applicants who are currently in high school or have earned a high school diploma, or a General Education Development (GED) certificate, or a home-schooled program and never attended college **must** submit the following requirements to complete the admission application:

- Official High School transcript, or GED test results, or home-schooled portfolio
- Official ACT or SAT scores
- Personal essay \*
- Letter of Recommendation \*\*
- Application fee

Applicants with a high school diploma **must meet** the following **subject requirements**: 4 years of English, 3 years of Math, 3 years of Social Studies, 3 years of Science and 2 years of foreign language, music, vocational education or art.

Applicants with a GED certificate or Home schooled **must** meet a minimum ACT composite of 18 or SAT composite of 870.

\* Applicants who submit an application via the school website can download the essay topic that must accompany the application. Applicants who submit an application via common app must answer the essay question on that application.

\*\* Letters of recommendation can be completed by a teacher, school counselor, mentor, coach, or employer.

Note: Students can request ACT or SAT official scores to be sent to Chicago State University – code 0992 by contacting the agencies at: ACT at [www.act.org](http://www.act.org) or via phone at 319-337-1313 or SAT at [www.collegeboard.org](http://www.collegeboard.org) or via phone at 609-771-7600.



## Undergraduate Transfer Student Admission Requirements

To be granted admissions to Chicago State University, a prospective transfer student **must** submit an application via the school website at ([www.csu.edu](http://www.csu.edu)). To complete the application, a prospective student **must** submit the requirements listed below by category. To be considered a transfer student, all post-secondary coursework must be completed at a regionally accredited institution of higher education with a cumulative GPA of 2.0 on a 4.0 scale.

### Transfer Applicants

Applicants who have earned an Associate degree or have more than 24 semester hours or 36 quarter hours of earned college level coursework **must** submit the following requirements to complete the admission application:

- Official College transcript (s) from each college or university attended
- Application fee

### Transfer Freshman Applicants

Applicants who have earned less than 24 semester hours or 36 quarter hours of earned college level coursework **must** also meet freshman requirements and submit the following to complete the admission application:

- Official College transcript (s) from each college or university attended
- Official High School transcript, or GED test results, or home-schooled portfolio
- Official ACT or SAT scores
- Personal essay \*
- Application fee

### Second Degree Applicants

Applicants who have earned a Bachelor degree from a regionally accredited institution of higher education **must** submit the following requirements to complete the admission application:

- Official College transcript (s) from each college or university attended
- Application fee

### Non-Traditional Applicants

A non-traditional applicant are new undergraduate applicants who are over the age of 24 and seek admissions with no previous college level experience or has less than 24 semester hours or 36 quarter hours of earned college level course-work.

Applicants with fewer than 24 semester hours or 36 quarter hours of earned college level coursework **must also meet freshmen admission requirements** and submit the following:

- An official high school transcript indicating date of graduation or a GED score report.
- Official ACT or SAT scores

## **Undergraduate-at-Large Admission Requirements**

Undergraduates-at-large are individuals who are **not seeking** a degree at Chicago State University and are in need of taking a credit bearing course. Students may complete up to 30 semester hours as an undergraduate-at-large.

Undergraduate students may attend the university as at-large in either of the following categories:

- Individuals who attend or attended a regionally accredited college or university and who can demonstrate good academic standing at the last institution attended; or
- Individuals who wish to enroll as part of a special program or a cooperative agreement between the university and another institution.

To be considered an Undergraduate-at-Large student, a prospective applicant must download the Undergraduate-at-Large application via the school website at ([www.csu.edu](http://www.csu.edu)) and submit the following requirements:

- Verification of good academic standing (2.0 on a 4.0 scale) at the last college/university attended (official or unofficial transcript, last grade statement showing cumulative GPA or letter from the registrar or dean of the college).
- Application fee

NOTE: Undergraduate-at-large students are not eligible for financial aid or merit scholarship and will not receive an evaluation of previous college credit.

## **High School Student-at-Large Admission Requirements**

High School student-at-large are high-achieving high school students in the third or fourth year of education who desire an opportunity to earn college credits while completing high school. Students may register for and attend classes at the university. Participating students may register for one lower-division course per semester or summer term. To be considered a HS student-at-Large, a prospective applicant **must** download the Undergraduate-at-Large application via the school website at ([www.csu.edu](http://www.csu.edu)) and submit the following requirements:

- High School transcript demonstrating good standing
- Letter of consent from a school counselor
- Application fee

The admissions committee will review these request for approval and notify the student of acceptance.

## Undergraduate International Applicants

International applicants are individuals who are a citizen or permanent resident of a country outside the United States. Chicago State University is authorized under federal law to sponsor nonimmigrant alien students studying on an F-1 visa.

To be granted admissions to Chicago State University, applicants are required to submit academic documentation and proof of financial support before being considered for admission. To complete an application and before an I-20 can be issued, international applicants must complete the steps listed below by category.

### International Applicants (Non-US Citizens)

In general, international students must meet the same academic standards for admission as those required of native students. All applicants must provide evidence of their former academic work, English proficiency, and adequate financial resources. Contact the Office of Admissions for further information.

International students must submit the following:

- Original or true copies of all secondary and post-secondary educational records (All documents in languages other than English must be accompanied by a certified translation from a nationally known credentials translator. Contact the Office of Admission for further information);
- Official TOEFL scores (Not required if applicant completed 24 semester credit hours from an accredited US college or university.);
- Evidence of financial support for the duration of the time required to reach planned academic objectives;
- Certification of sponsorship supported by sponsor's bank and/or employment letter;
- A photocopy of I-94 form with the application for admission (if in the US on a visa);
- Completed application for admission and preliminary data form; and
- Application fee.

Deadline dates: fall semester, May 1; spring semester, September 1; summer semester, February 1. Applications received after the deadline will be processed for the following semester.

**NOTE: An I-20 will not be issued until all required documents have been received and the applicant has been formally admitted to the university.**

### English Language Proficiency Policy for International Applicants

International applicants whose native language is not English must present evidence of proficiency in oral and written English by obtaining a satisfactory score on the Test of English as Foreign Language (TOEFL) or International English Language Testing System (IELTS) and secure the minimum score of:

Exam	Paper-Based	Computer-Based	Internet
TOEFL	525	195	69

Exam	Academic
IELTS	7

International applicants that meet and can provide evidence of one of the factors below will not be subject to TOEFL or IELTS requirement.

- The applicant completed secondary education in a country where English is the official language; OR
- The applicants completed secondary education at an institution where English was the medium of instruction; OR
- The applicant has completed a minimum of completed 24 semester credit hours or 36 quarter hours of earned credit from an accredited U.S. college or university

## Freshmen Applicants

Prospective freshman undergraduate international students must submit an application via the common app at ([www.commonapp.org](http://www.commonapp.org)) **AND** submit a downloadable international application packet via the school website at ([www.csu.edu](http://www.csu.edu)). Applicants who are currently in high school or have earned a high school diploma and never attended college **must** submit the following requirements to complete the admission application:

- Official High School transcript – Foreign transcripts not written in English must be translated into English by a nationally known credential translator. Applicants must meet a minimum Grade Point Average (GPA) of 2.50 on a 4.0 scale
- Foreign Credential Evaluation – Only accepted by Education Credential Evaluators ([www.ece.org](http://www.ece.org)) or World Education Services ([www.wes.org](http://www.wes.org))
- Official ACT or SAT scores – Must meet a minimum ACT composite of 18 or SAT composite of 870
- Official TOEFL or IELTS scores (Not required if English is the applicant’s country first language)
- Personal essay \*
- Letter of Recommendation \*\*
- Application fee

To demonstrate financial support for the duration of the time required to reach planned academic objectives, applicants must submit the following:

- Certification of sponsorship along with documentation in support of the sponsorship such as; an official letter from the bank or a bank account statement

## Transfer Applicants

Prospective transfer undergraduate international students must submit a downloadable international application packet via the school website at ([www.csu.edu](http://www.csu.edu)). A transfer applicant is an individual who has earned an Associate degree or have more than 24 semester hours or 36 quarter hours of earned college level coursework from an accredited U.S. college or university. Applicants **must** have a minimum cumulative Grade Point Average (GPA) of 2.0 on a 4.0 scale and submit the following requirements to complete the admission application:

- Official College transcript
- Foreign Credential Evaluation – (Only accepted by Education Credential Evaluators ([www.ece.org](http://www.ece.org)) or World Education Services ([www.wes.org](http://www.wes.org)) \*only required if the College transcript is from a Foreign institution
- Official TOEFL or IELTS scores (Not required if applicant completed 24 semester credit hours or 36 quarter hours of earned credit from an accredited U.S. college or university)
- Application fee

To demonstrate financial support for the duration of the time required to reach planned academic objectives, applicants must submit the following:

- Certification of sponsorship along with documentation in support of the sponsorship such as; an official letter from the bank or a bank account statement

**NOTE:** Additional documents may be required to complete the admissions application or before an I-20 can be issued.

Transfer applicants that do not meet the minimum of 24 semester hours or 36 quarter hours of earned college level coursework from an accredited U.S. college or university will be processed as a Transfer Freshman and must comply with those requirements.

For questions, contact the Office of Admissions at 773.995.2513 or via email at:

[ug-admissions@csu.edu](mailto:ug-admissions@csu.edu)

## Readmit Applicants (Returning Students)

Chicago State University students who do not enroll for two consecutive years **must** be readmitted. Former undergraduate students of CSU who were in good academic standing at the time of withdrawal and who wish to reenter after an absence of two or more years must submit the following to the Office of the Registrar, Cook Administration Building, Room 128:

- Completed and signed application for readmission;
- Official transcripts from all colleges and/or universities attended during absence from CSU.

Deadline dates: fall semester, August 1; spring semester, December 1; summer session, May 1. Applications received after the deadline date will be processed for the following semester.

NOTE: Readmitted students must meet the degree requirements applicable to their program of study for the term in which they are readmitted. To change degree programs, students must contact their readmitted department and complete a change of major form.

## **University College**

The University College is a university entrance program designed to assist students gain the skills needed to strengthen their academic performance during the first year of college to be fully prepared to transition into the program they aspire to pursue. Applicants with a composite ACT score of 15 are automatically considered for this program. Applicants with a composite ACT score of 16 with a grade point average (GPA) below 2.75 are also considered for this program. International undergraduate students do not qualify for entrance into the University College program. The program requires the student interviews to be a participant and complete a bridge program. A final admission decision is sent to the student in writing.

## **Advanced Placement and CLEP Credit Policy**

Advanced Placement (AP), International Baccalaureate (IB) and College Level Examination Program (CLEP) credit are accepted for credit at Chicago State University up to a maximum of total transfer credit policy. *\*see Transfer Credit and Transfer Student Policy*

Some programs offered through the College of Arts and Sciences accept credit for IB (International Baccalaureate) courses and/or AP (Advanced Placement) exams if they meet specific criteria as listed. Students who want to know if their AP or IB credit will be accepted should contact the Office of Evaluation and Advisement in Room ADM 128 or contact their academic advisor.

Official transcripts indicating the completion of IB coursework and/or official copies of AP exam scores from the College Board need to be submitted in order to receive college-level credit. Please submit all official copies to:

Office of the Registrar ADM 128  
Chicago State University  
9501 S. King Dr.  
Chicago, IL 60628

## **Transfer Credit and Transfer Student Policy**

Chicago State University will accept a maximum of 66 semester credit hours from a two-year college or a maximum of 88 semester credit hours from a four-year institution. Courses with a final grade of D or below will not be accepted as a transfer course or credit.

All transfer students must complete Chicago State University's proficiency examinations for English composition, reading, and math unless they can demonstrate having passed the Illinois Certification Test of Academic Proficiency (TAP) in basic skills or have completed an Associate of

Arts (AA) or an Associate of Science (AS) from an accredited two-year college prior to being admitted to CSU. However, if individual courses in specific majors require a passing score on a proficiency examination as a prerequisite, all students, including transfer students, must satisfy the prerequisite by taking the proficiency examination.

Chicago State University requires all students to complete 6 hours of a single foreign language, a diversity course, and a critical thinking course. The requirements are embedded, which means one course may be counted as both a diversity course and a social sciences general education course. Courses with an IAI designation of N or D will be counted as having satisfied the diversity requirement.

## **Transfer Students with AA or AS Degrees**

- Students who transfer to Chicago State University with an Associate of Arts (AA) or an Associate of Science (AS) degree will be deemed to have completed all university general education requirements, including those university requirements that exceed the Illinois General Education Core Curriculum. However, this policy will not override the requirements of any college, department, program, or major.
- Students who transfer to Chicago State University without an Associate of Arts (AA) or an Associate of Science (AS) degree, but with 75 or more credit hours and has completed the Illinois GECC requirements before transferring, will be deemed to have completed all university general education requirements, including those university requirements that exceed the Illinois General Education Core Curriculum. However, this policy will not override the requirements any college, department, program, or major.
- Students who transfer to Chicago State University with an Associate of Arts (AA) or an Associate of Science (AS) degree will not be required to take proficiency examinations in English, mathematics, or reading. However, if individual courses in specific majors require a passing score on a proficiency examination as a prerequisite, all students, including transfer students, must satisfy the prerequisite by taking the proficiency examination.

## **Advanced Placement and CLEP Credit**

Advanced Placement (AP) and College Level Examination Program (CLEP) credit will be accepted for credit at Chicago State University. Official transcripts from AP and CLEP are required to determine the number of credits that will be accepted and their course equivalencies.

## **Undergraduate-at-Large Admission Requirements**

Undergraduates-at-large are those individuals who are not seeking a degree at Chicago State University. Undergraduate students may attend the university as at-large students in either of the following categories:

- Individuals who attend or attended a regionally accredited college or university and who can demonstrate good academic standing at the last institution attended; or

- Individuals who wish to enroll as part of a special program or a cooperative agreement between the university and another institution.

Undergraduate-at-large applicants should submit the following to the Office of Admissions:

- Completed and signed undergraduate-at-large application for admissions;
- Application fee; and
- Verification of good academic standing (2.0 on a 4.0 scale) at the last college/university attended (official or unofficial transcript, last grade statement showing cumulative GPA or letter from the registrar or dean of the college). Students may complete up to 30 semester hours as an undergraduate-at-large.

NOTE: Undergraduate-at-large students are not eligible for financial aid and will not receive an evaluation of previous college credit.

## **High School Student-at-Large Admission**

High-achieving high school juniors and seniors have the opportunity to earn college credits. Students may register for and attend classes at the university. Participating students may register for one lower-division course per semester or summer term. In order to be admitted to the university, students must have an unofficial high school transcript demonstrating good standing consent of the high school counselor, and the approval of the university.

## **Medical Report**

Students who wish to reside in Residence Hall, athletes, international students, and students in specialized programs requiring practicum experiences (e.g., health science and education majors) must submit a completed medical form, signed by a primary care provider. The medical examination forms are available in the Wellness/Health Center in the Cook Administration Building, Room 131.

## **Immunization**

Illinois Department of Public Health, Part 694, College Immunization Code specifies that any student registered for six or more hours and born on or after January 1, 1957 who is either a first-time freshman, a transfer student, or a student reentering the university after an absence of more than one semester will be required to show proof of immunity to measles, mumps, rubella, diphtheria, and tetanus.

A registered health care provider must verify documentation of immunization and testing. A high school health record with proof of immunizations, if properly noted and certified, is acceptable documentation for residents of Illinois. Individuals who are not properly immunized will not be allowed to register. Proof of proper immunization must be on file prior to registration.

Evidence of tuberculin testing is required for all Residence Hall students, as well as students in programs which may require proof of immunizations (e.g., health, education, and international programs).



Students who need to obtain immunizations or information regarding immunizations may contact the Wellness/Health Center or one of the city of Chicago's public health clinics. Students residing outside of the city of Chicago should contact the public health clinic for their township or county.

Students who wish to document that they have met the immunization requirements must submit a completed immunization record by fax or mail to the Chicago State University, Wellness/Health Center 9501 King Drive, ADM 131, Chicago, IL 60628. For more information call 773/995-2010.

Students who have not submitted an up-to-date immunization record to the Wellness/Health Center by the tenth day of the first semester of attendance will be charged a \$25.00 non-compliance fee.

## **Other Vaccines Strongly Recommended**

- Meningococcal Vaccine – Meningococcal bacteria are transmitted through air droplets and direct contact with persons already infected with the disease. One dose is recommended at entry into college for students who wish to reduce their risk of meningococcal disease. Meningitis is a potentially life-threatening bacterial infection.
- Hepatitis B series or documented proof of immunity.
- Varicella vaccine or documented proof of immunity.

## **Academic Advisement**

Upon admission to the university, students will be assigned academic advisors in their major fields of study. Students should contact the Advising Center located in the Cordell Hall Student Union Building to arrange for advising as soon as possible after admission. Students must meet with their academic advisors at least once each term for advisement prior to registration for the next term. Students will only be able to register for courses when the advisor provides a PIN following the advising session. In addition to registration advisement, academic advisors help students clarify career goals, track their progress toward graduation, and serve as resources for information about programs relevant to the major and to students' personal growth.

## **Evaluation of Credit**

Every effort will be given to provide transfer students with an evaluation of credits that will apply to their major prior to registration their first semester at Chicago State University. Official evaluations, however, will not be prepared from unofficial documents. Any delay in submitting official transcripts may adversely affect financial aid, acceptance of transfer credit, and advising.

The university accepts credit from regionally accredited institutions for college-level classes that are baccalaureate oriented and are similar in content to CSU courses. Transfer courses will be evaluated on an individual basis to determine how credit meets Chicago State University's graduation requirements and the requirements of the respective college, department, and program option. Grades below a C will not be accepted in transfer. Students who have a combination of two and four year colleges may transfer a maximum of 88 hours.

Developmental, remedial, vocational, study skills, college survival practicum, ESL, and other similar courses **do not transfer**. Academic advisors in each major field can explain the content of this evaluation during the student's regular visit for advisement.

Chicago State University will award college credit to adult learners enrolled in non-traditional studies programs based on the American Council on Education (ACE) Credit Recommendation's National Guide to Educational Credit for Training Programs. This credit is subject to the general policies governing transfer credits and departmental policies. Students offering ACE-approved credits enrolled in traditional programs will also be considered on an individual basis following departmental and university guidelines and policies governing acceptance of transfer credits.

All course work can be viewed on Cougar Connect approximately three weeks after submission of official transcripts. Applications received during peak periods may require additional time for evaluation (eight to twelve weeks).

## **Illinois Articulation Initiative**

Chicago State University is a participant in the Illinois Articulation Initiative (IAI), a statewide agreement that allows transfer of the completed Illinois General Education Core Curriculum between participating institutions. Completion of the transferable General Education Core Curriculum or completion of an AA or AS degree at any participating college or university in Illinois assures transferring students that university general education requirements for the bachelor's degree have been satisfied. Students who have completed 75 or more hours from a combination of two-year and four-year institutions and who have completed the Illinois General Education Core Curriculum are considered to have completed their general education requirements.

Students in specific majors that require mathematics beyond the general education requirement must take the mathematics placement examination and take the course indicated by the examination results. All Chicago State University students must pass the University English Qualifying Examination before graduating.

The Illinois Articulation Initiative also includes recommended freshman-level and sophomore-level courses for specific majors. Major courses are identified for disciplines in art, biology, business, chemistry, computer science, criminal justice, early childhood education, elementary education, English, history, mathematics, music, nursing, political science, psychology, secondary education, sociology, and speech. Students should always consult with an academic advisor when planning to transfer, and read about the Illinois Articulation Initiative at [www.itransfer.org](http://www.itransfer.org).

## Registration

Students are required to register at the university according to the registration schedule published in the General Information document (publish online). Registration is not complete until all fees are paid or fee payment arrangements have been made with the Bursar and all registration materials are filed in the Office of the Registrar. Students should consult the General Information document (publish online) for specific details prior to registration.

## Course Load

Course loads in undergraduate studies are limited to ensure student success. Students may register for a program of 16 credit hours in a 16-week semester or 12 credit hours in a summer term.

The maximum credit hour load for the Fall and Spring semesters is 16 credit hours. Students whose CSU cumulative grade point average is 3.0 or better may register for a program of 18 semester hours. Additional hours beyond 16 must be approved in writing by the academic department. The Office of the Registrar must record that approval in the system. (Refer to the Academic Standing Student Responsibility policy.)

Students whose CSU cumulative grade point average is 1.99 or less are limited to 12 credit hours or four courses in a 16-week semester or six credit hours in a summer term.

The following minimum credit-hour load is recommended: veterans receiving benefits under Public Law 89-358 (Veterans Re-adjustments Benefits Act of 1966) must carry 12 credit hours to be eligible for full subsistence allowances during the semester.

For the following students a minimum credit hour load is required:

(1) Student athletes **must** carry a minimum of 12 hours during the fall and spring terms to maintain eligibility status.

(2) F-1 international students **must** carry a minimum of 12 credit hours during Fall and Spring terms to maintain lawful F-1 student status in the United States.

Students **may not** be registered at other colleges without written permission from the program's department chair. This permission **MUST** be obtained prior to registration at either college.

## Concurrent Registration

In order to enroll for a course or courses at another college or university, a student following a degree sequence at Chicago State University **must obtain written approval** for concurrent attendance from the Office of Academic Evaluation and Advisement prior to registration. Students who have earned a cumulative total of 66 credit hours or more must attend a four-year institution to earn credit. Students are also cautioned to review university residence

requirements (See current catalog for additional graduation requirements). Transfer credit for work completed elsewhere will be accepted by the university only when the appropriate procedure is followed.

## Change of Registration

Students may add classes to their schedule during registration or the change-of-program period (add/drop period). The change-of-program period (add/drop period) is the first week of classes for all terms. Specific dates for each term are published online in the General Information document. Students may drop a course the tenth day (100% refund) of regularly scheduled classes on CSU X-PRESS, which is accessible via Cougar Connect. After the 100% refund date, students may drop or withdraw from classes by completing the Change of Schedule form. The completed form must be submitted for final approval to the Office of the Registrar by published deadline dates in order to prevent academic penalty. The requested change or changes do not become official until the form is submitted to the Office of the Registrar. Errors in completion of the Change of Program form are the student's responsibility.

**Note:** You will not be allowed to drop your last class online resulting in a full withdrawal with zero (0) credit hours of enrollment after the 100% published deadline date. You must complete and submit the online "*Complete Withdrawal Request Form*" to the Office of the Registrar (ADM 128) by the published deadline. You must also participate in a short exit interview with Financial Aid prior to the processing of the complete withdrawal. Please reference the term's general information document (*published online*) for additional information.

## Auditing Courses

The university does not permit students to audit courses. Attendance in course sessions is based on the assumption that the student has officially registered for the course(s). Students are not permitted to attend classes unless officially registered.

## Prerequisites

Prerequisites for courses are listed in this catalog and in the General Information document published online each semester. Students may not register for courses if they do not meet the published prerequisites. If students do register, they may be required to drop the course or courses unless the appropriate academic department has granted special permission.

## Registration Holds

Students with financial or academic holds may not register until the department that initiated the hold processes a release. Students with holds should contact the department that initiated the hold on their record prior to their scheduled registration date. Students cannot Web register if they have a hold. Academic advisors can let students know if they have a hold on their record during their registration advisement session. Some holds that can affect

registration are listed below. Students should contact the department listed if they have any of the identified hold codes.

- Admissions (final documentation required) – ADM 126
- Academic Support (student on probation) – SUB 158
- Bursar (balance due) – ADM 212
- Examinations (exam(s) or courses required) – ADM 126
- Registrar (dropped for poor scholarship) – ADM 128
- Wellness Center (immunization/records needed) – ADM 131

## **Payment of Fees**

Students must meet all their financial obligations to the university before they are eligible to register for classes unless special arrangements for meeting such obligations have been made with the bursar. In addition, all financial accounts must be clear before a transcript, academic record, or diploma can be issued.

## **Credit Balance Distribution**

If the posting of student aid or loan results in a credit balance, a refund will be generated to the student. Refunds are distributed weekly based upon the established refund schedule each term. Please refer to the CSU website for key dates.

## **Refunds**

Students who register and who officially withdraw from the university by the 100% drop deadline date shall receive a refund of all tuition, student activity, and University Center fees. For the summer term, the full refund period is effective through the sixth day of regularly scheduled classes.

Students who officially withdraw from the university in accordance with established university procedures after the tenth day, but before the 21st day of regularly scheduled classes, will receive a refund of one half of tuition, student activity, and University Center fees. For the summer term, the one-half refund period is effective through the 12th day of regularly scheduled classes.

Students may receive a refund of mandatory fees if a scholarship that covers those fees is awarded. The application for refund must be made no later than 60 calendar days after the close of the session.

Students shall receive a refund of mandatory fees if the university declares the students ineligible for enrolled status prior to the first day of regularly scheduled classes. Students who change from full-time to part-time status prior to the tenth day (sixth day during the summer term) of regularly scheduled classes shall receive a refund of all mandatory fees not applicable to part-time status. Students receiving refunds of fees will not be eligible for activities and benefits covered by such fees.

# Residency

## 1. Definitions

For the purpose of this regulation, the following definitions pertain:

An “adult student” is a student who is 18 or more years of age.

A “minor student” is a student who is less than 18 years of age.

An “emancipated minor student” is a completely self-supporting student who is less than 18 years of age. Marriage or active military service shall be regarded as effecting the emancipation of minors, whether male or female, for the purposes of this regulation.

“Residence” means legal domicile. Filing of tax returns, proper license and registration for driving or ownership of a vehicle, a copy of a rental lease agreement, and other such transactions may verify intent of residence in a state. Neither length of university attendance nor occupancy in Residence Hall shall be construed to be proof of Illinois residence. Except as otherwise provided in this regulation, no parent or legal natural guardian will be considered a resident unless the parent or guardian maintains a bona fide and permanent residence in Illinois, except when temporarily absent from Illinois, with no intention of changing his or her legal residence to some other state or country.

## 2. Residency Determination

The university shall determine the residency status of each student enrolled in the university for the purpose of determining whether the student is assessed in-state or out-of-state tuition. Each applicant for admission to the university shall submit, at the time of application, evidence for determination of residency. The office responsible for admissions shall make a determination of residency status.

If a nonresident is erroneously classified as a resident, a change in tuition charges shall be applicable beginning with the term following reclassification. If the erroneous resident classification is caused by false information submitted by the student, a change in tuition charges shall be applicable for each term in which tuition charges were based on such false information. In addition, the student who has submitted false information may be subject to appropriate disciplinary action.

If a resident is erroneously classified as a nonresident, the student may file a written request for review and a change in tuition charges applicable to the term of reclassification.

## 3. Residency Requirements

- a) ADULT STUDENTS - To be considered a resident, an adult student must have been a bona fide resident of Illinois for a period of at least six consecutive months immediately preceding the beginning of any term for which the individual registers at the university and must continue to maintain a bona fide residence in Illinois. In the case of an adult student who resides with his or her parent(s), the student will

be considered a resident if the parents have established and are maintaining a bona fide residence in Illinois.

- b) MINOR STUDENTS - The residence of a minor student shall be considered to be the same as and to change with the following:
  - 1) That of the minor's parent(s) if they are living together, or
  - 2) If the parents are separated or divorced, that of the parent to whom custody of the minor has been awarded by court decree or order, or, in the absence of a court decree or order, that of the father unless the minor has continuously resided with the mother for a period of at least six consecutive months immediately preceding the minor's registration at the university, in which latter case the minor's residence shall be considered to be that of the mother, or
  - 3) If the minor has been legally adopted, that of the adoptive parents, and, in the event the adoptive parents become divorced or separated, that of the adoptive parent whose residence would govern under the foregoing rules if the parent had been a natural parent, or
  - 4) That of the legally appointed guardian of the person, or
  - 5) That of a "natural" guardian, such as a grandparent, adult brother or adult sister, adult uncle or aunt, or other adult with whom the minor has resided and by whom the minor has been supported for a period of at least six consecutive months immediately preceding the minor's registration at the university for any term if the minor's parents are deceased or have abandoned the minor and if no legal guardian of the minor has been appointed and qualified.
  
- c) EMANCIPATED MINORS - If emancipated minors reside in Illinois, such minors shall be considered residents even though their parents or guardians may not reside in Illinois. Emancipated minors who are completely self-supporting shall be considered residents if they have maintained a dwelling place within Illinois for a period of at least 12 consecutive months immediately preceding the beginning of any term for which they register at the university. Emancipated minors who reside with their parent(s) and whose parent(s) have established and are maintaining a bona fide Illinois residence shall be regarded as residents.
  
- d) Minor Children of Parents Transferred Outside The United States - The minor children of persons who have resided in Illinois for at least 12 consecutive months immediately prior to a transfer by their employers to some location outside of the United States shall be considered residents. This rule applies only when the minor children of such parents enroll in the university within five years of the employer transfer of their parent(s) to a location outside the United States.
  
- e) Married students - A nonresident student, whether minor or adult, who is married to a person who meets and complies with all of the applicable requirements of these regulations to establish residence status, shall be classified as a resident.

- f) Armed Forces Personnel - Nonresidents of Illinois who are on active duty with one of the services of the Armed Forces of the United States who are stationed in Illinois and who submit evidence of such service and station, as well as the spouses and dependent children of such persons, shall be considered residents as long as such persons remain stationed in Illinois and the spouses and/or dependent children of such persons also reside in Illinois. If such persons are transferred to a post outside the continental United States, but remain registered at the university, residency status shall continue until such time as these persons are stationed within a state other than Illinois within the continental United States.
  
- g) Staff Members of the University, Allied Agencies, and Faculties of State-Supported Institutions in Illinois - Staff members of the university and of allied agencies, and faculties of state-supported institutions of higher education in Illinois, holding appointments of at least one quarter time, and their spouses and dependent children, shall be treated as residents.
  
- h) Teachers in Public and Private Illinois Schools - Teachers in the private and public elementary and secondary schools in Illinois shall, if subject to the payment of tuition, be assessed at the resident rate during any term in which they hold an appointment of at least one-quarter time, including the summer session immediately following the term in which the appointment was effective.
  
- i) International Students - To be considered a resident, a student who is not a United States citizen must have a "permanent resident" status or "refugee" status with the US Immigration and Naturalization Service and must also comply with all other requirements of these regulations.

#### **4. Residency Status Appeal Procedure**

Students who take exception to their residency status classification shall pay the tuition assessed but may file a claim in writing to the Office of the Registrar for reconsideration of residency status. The written claim must be filed within 30 calendar days from the date of the tuition bill, or the student loses all rights to a change of residency status for the term in question. If the student is dissatisfied with the ruling in response to his or her written claim, the student may file a written appeal within 10 calendar days of receipt of the decision to the Office of the Registrar. Such written appeals shall be forwarded to the Vice President for Enrollment Management, who shall consider all evidence submitted in connection with the case and render a decision, which shall be final.



## 5. Special Situations

Upon recommendation of the President, the Board may, in special situations, grant residency status to categories of persons otherwise classified as nonresidents under this regulation.

### Contiguous States

Chicago State University recognizes Indiana, Iowa, Kansas, Kentucky, Michigan, Minnesota, Missouri, Nebraska, North Dakota, South Dakota, Ohio and Wisconsin, as contiguous states for its **undergraduate** programs. Residents of these states pay the same tuition as Illinois residents.

### Transcripts

Official Chicago State University transcripts are issued by the Office of Records and Registration upon a student request. **Note: Official transcripts can only be picked up by the student with proper identification.**

Effective **Spring 2015**: Students may request the release of their transcripts **online only**.

Online requests are made through the National Student Clearinghouse. A credit card is required for payment and the charge for transcripts ordered via the web are as follows:

- Transcripts requested electronically (regardless of how the transcript is being delivered) are **\$10.00 per copy, plus a \$2.25 processing fee per order.**
- Transcripts requested electronically (regardless of how the transcript is being delivered) for immediate receipt are **\$15.00 per copy, plus a \$2.25 processing fee per order.**

To order through the National Student Clearinghouse via web click on the link below:

[https://www.studentclearinghouse.org/secure\\_area/Transcript/login.asp?FICEcode=00169400](https://www.studentclearinghouse.org/secure_area/Transcript/login.asp?FICEcode=00169400)

Transcript requests are generally processed within three to five business days.

The time required for preparation and mailing of transcripts varies, depending on when the request is made. During registration and term-ending periods there may be a delay of up to two weeks.

Unofficial transcripts may be viewed online from CSU X-Press via Cougar Connect by selecting Academic Transcript from the Student Records menu.

Chicago State University will not accept a transcript request by telephone, fax, or email. In addition, transcripts are not issued for individuals with outstanding financial obligation to Chicago State University.

**\*\*Chicago State University complies with the Family Educational Rights and Privacy Act**

## Diplomas

Diplomas are available approximately twelve (12) weeks following the end of the semester. Diplomas will be issued only for students whose records are clear of all financial or other obligations to the university or by special authority of the Office of Administration and Finance (Bursar or Vice President of Administration and Finance). Students will be notified by mail when the diplomas are available. Students must keep their address current through Cougar Connect. A student's address may be updated online or with a photo ID (i.e. driver's license, state ID, passport) in the office of Records and Registration.

Duplicate diplomas will be furnished for a fee of \$26.50 plus an additional \$8.00 fee for mailing. The Office of Academic Evaluation and Advisement order duplicate diplomas only twice a year.

## Financial Information

Beginning with the 2004-2005 academic year, tuition and mandatory fees will be charged on a per-credit-hour basis up to 15 hours. This 15-credit-hour cap will allow students to complete 120 credit hours in eight semesters or four years. There is no additional charge for credit hours above 15 hours per semester. Graduate tuition rates apply to all students holding a baccalaureate degree, regardless of the level of course work in which they intend to enroll. This policy applies to those who are non-degree-seeking, seeking a second bachelor's degree, or seeking a certificate.

Visit <https://www.csu.edu/catalogs/> graduate tuition rates.

## Six-Year Guaranteed Tuition Plan

The "Truth in Tuition" bill mandated that Illinois public universities provide four years of level tuition for new students enrolling for the first time beginning with the 2004-2005 academic year. Beginning with the Fall 2004 semester, each new undergraduate class of students (first-time freshmen and transfer students) has the tuition rate held constant for four consecutive years. In 2010 the bill was amended to include an additional two years of guaranteed tuition rates for the amount the university charged students who first enrolled in the university for the academic year following the academic year the student first enrolled in the university.

The guaranteed rates remain in effect for six years or until the student reaches 120 credit hours, whichever comes first. The hours will be extended to accommodate any majors or programs that exceed the 120 hours or six years. The guaranteed rate will remain in effect except in the event of a break in enrollment of no more than one year (two semesters, excluding summer school). In no case will the initial guarantee rate be valid beyond six years of total enrollment. The undergraduate (returning, non-guaranteed rate) will be assessed for students that extend beyond the six-year guarantee period (120 credit hours) or six years of total enrollment. For all other students, Chicago State University's current tuition program remains in effect. The Term's General Information document published online each term, references current information.

## Important Notes

A change in major will not affect the guaranteed rate. The guarantee rate will continue for the number of credit hours necessary to complete the new major, not to exceed six years of total enrollment. Beyond six years of total enrollment, the undergraduate (returning, non-guarantee rate) will be assessed. Extended illness and military service will be given special consideration. The rate guarantee will be extended on a case-by-case basis by invoking the student appeal process. Transfer student rates will be guaranteed.

## Tuition and Fees

Please see the separately published document entitled "Fall 2016 CSU Tuition at <https://www.csu.edu/catalogs/>".

## CTA Ventra Card/U-Pass Card

The Ventra U-Pass Card will provide all eligible full-time students with unlimited rides on CTA buses and trains throughout the duration of an academic term at a reduced cost; the Ventra U-Pass Card eliminates the need to re-issue a U-Pass Card every semester. The Ventra U-Pass Card also allows participating students to ride CTA buses and trains when school is out of session and on Pace buses. A full-fare will be deducted from the student's transit account for these trips. The Ventra fee will be automatically charged to all full time students. For more information, please contact Ventra U-Pass Card coordinators, Bobbie Stewart and Pearls Wiley, in the University Cashier's Office at [\(773\) 995-2029](tel:773-995-2029) or by email at [upass@csu.edu](mailto:upass@csu.edu).

## Student Health Insurance

Chicago State University is pleased to offer an Injury and Sickness Insurance Plan from a major insurance provider. Full-time students (Undergraduate 12 hours / Graduate 9 hours / Pharmacy 12 hours / Doctorate 6 hours, or more, during each of the fall or spring semesters) are enrolled by the university in a State of Illinois mandated health insurance plan. Students will be billed every semester for the cost of the plan. Students who can provide evidence of equal or better coverage than offered in the plan have the option of waiving this requirement by the cancellation deadline announced prior to the beginning of each semester. **NO EXCEPTIONS** can be made to published deadlines! For more information please go to the [Student Health Insurance](#) web page.

All registered undergraduate students taking 12 or more credit hours, graduate students taking 9 or more credit hours, and doctoral students taking 6 or more credit hours are required to participate in this plan on a hard waiver basis. The fee applies to all on-campus credit hours and to a combination of off-campus and on-campus credit hours. All international students are required to purchase this insurance plan for fall, spring and summer terms. Part-time students taking 6 to 11 credit hours may participate in this plan on a voluntary basis.

Students must actively attend classes for at least the first 31 days after the date for which coverage is purchased. Home study, correspondence, Internet, and television courses do not fulfill the eligibility requirements for mandatory enrollment. Note that students enrolled in all web/online courses are not charged for the insurance plan. The company maintains its rights to investigate student status and attendance records to verify that the policy eligibility requirements have not been met. If the company discovers the eligibility requirements have not been met, its only obligation is refund of premium.

Insured students may also enroll their eligible dependents in the health plan. Eligible dependents are the student's legal spouse or domestic partner and any dependent children under 26 years of age. To enroll dependents, please visit cougar connect for information on enrolling.

Students are eligible to waive the mandatory health insurance charge if they can provide proof that they are insured under comparable coverage. Students are encouraged to review the plan benefit brochure on the cougar connect site before completing a waiver form. Students should check their CSU email for the website address and instructions to complete a waiver/enrollment form 72 hours after being enrolled full time. The Office of Student Health Insurance can be contacted if a student has not received the email within 72 hours after registering as full time.

Upon completion of the online process, the student will receive a confirmation of approval or denial via the student's CSU email. A copy of this email confirmation should be retained for the student's records. The confirmation email that the student will receive after submitting the online waiver will be required for any waiver dispute. The student must complete a waiver/enrollment form for each fall and spring semester that the student is enrolled full time. The waiver/enrollment form is valid for one semester only. Failure to submit an online waiver form will obligate the student to pay the coverage listed on the student tuition bill. Waiver/Enrollment deadlines are published in the Course Schedule Bulletin each semester. NOTE: Students should not wait until they receive a bill with the insurance charge itemized, or they may miss the deadline to cancel. Cancellation requests are not accepted after the cancellation deadline, which is published in the Course Schedule Bulletin each semester.

## **Installment Payment Plan**

Students may pay for their tuition and mandatory fees on an installment payment plan. A non-refundable service fee will be charged to students choosing the installment payment plan, according to the month that the plan begins for the term. Students enrolling under the installment payment plan will also be required to make the initial down payment to the university by the established due date each term or upon registration. Check with the Office of the Bursar each semester for the specific dates of installment payments. A delinquent fee may be charged to students who have not completed full payment of their tuition and fees by the due date of the final payment, and a financial hold will be placed on the students' records preventing registration for the subsequent semester.

## On-Line Payments

Students who wish to pay their bills online can visit the Bursar's page <https://www.csu.edu/financialaffairs/bursar/payment.htm> and click the appropriate payment link. For questions, students may call the Bursar's office at 773/995-2470.

## Senior Citizens Courses Act

The Senior Citizens Courses Act (110 ILCS 990/1 and 990/2) states, "Each public institution of higher education shall permit senior citizens accepted for admission to enroll without the payment of tuition in regularly scheduled credit courses." The act defines a senior citizen as an Illinois resident who is 65 years or older and whose annual household income is less than the threshold amount provided in section 4 of the 'Senior Citizens and Disabled Persons Property Tax Relief and Pharmaceutical Assistant Act.'" The current threshold is \$39,060 for a household containing three or more persons (2013-2014). Consult the CSU Tuition and Fee Waiver Handbook – 2017 for more information.

Undergraduate admission requirements for senior citizens eligible for the CSU Tuition Waiver can be found under the Admissions Section of this catalog.

## Financial Assistance

Paying for college is an important investment in your future, that's why we're here. Chicago State University's Office of Student Financial Aid is your guide and your resource tool for helping to make college affordable. When you have questions we are here to find you the answers! Each year CSU's Office of Student Financial Aid works with students and their families to help make their education more affordable. We assist families with the financial aid application process and work with them to identify grants, loans, and scholarship opportunities. Please contact us if you would like to discuss your individual circumstances and what financial aid resources may be available to make a CSU education within your reach.

## Financial Aid Basics

"Financial aid" is a broad term that encompasses a variety of options, including gift aid that doesn't require repayment, loans that must be repaid, and student employment known as work-study.

Students are automatically considered for most of these types of aid when the [Free Application for Federal Student Aid \(FAFSA\)](#) has been completed. You can complete the FAFSA at: [www.fafsa.gov](http://www.fafsa.gov). We encourage all students to complete the FAFSA early.

Beginning with the 2017-2018 academic year students can file their FAFSA for that year, and any subsequent year, as early as October 1<sup>st</sup> of the calendar year preceding the year during which the academic year starts. Example: **Students may file the FAFSA for the 2017-2018 academic year on October 1, 2016.**

Once your application has been processed by the U.S. Department of Education, our office reviews the information. We consider your Estimated Family Contribution (EFC), which is the ability of you and your family to contribute to your education. Your EFC is determined by the U.S. Department of Education from the information provided by you on your FAFSA. At the same time, we estimate your educational costs according to your program of study, anticipated enrollment level and housing plans. The difference between your educational costs and your EFC is your financial need. You will receive a financial aid award notice, which includes your financial aid award package and directions on how to accept or decline your awards. New and continuing students can access their financial aid award package by logging into [Cougar Connect](#) and accessing CSU X-press. Prospective students may access CSU X-press directly. Instructions as to how to do so will be sent to prospective students upon receipt of their FAFSA information. Award packages will include financial aid programs for which you have eligibility. It is important that you go online to accept the financial aid awards that you wish to receive.

FAFSA results are reviewed and financial aid award packages created in March for the academic year that begins in August. The review/award process continues throughout the academic year. If you have questions about your status, please contact the Office of Student Financial Aid. If we require additional information during our review process, we will notify you via your CSU email account, if you are a continuing student. If you are a new or prospective student and have not been assigned a CSU email account, we will use the email address you used on your FAFSA. In the absence of any email account we will notify you via U.S. Mail.

## **Applying for Aid**

All prospective, newly admitted and continuing students are encouraged to file a FAFSA on or very soon after October 1st of each year for the upcoming school year. Students who apply early increase their opportunity of obtaining funding from financial aid sources which award until all funds are exhausted.

Newly admitted and continuing students who completed their FAFSA will receive a financial aid package based on the information from their FAFSA and current academic standing at CSU.

Prospective students who have not been admitted to CSU and who complete a FAFSA will have a financial aid award package prepared based on the anticipated academic standing information indicated on the FAFSA. Please note, that if the anticipated academic standing reflected on your FAFSA should differ from the standing after admittance to CSU, the financial aid award package may need to be adjusted. Students will be notified via email if adjustments occur.

## **Eligibility Requirements**

Financial aid applicants must meet the federal eligibility requirements for aid, and if asked, provide documents as needed to support eligibility:

- You must be a U.S. citizen or eligible non-citizen.
- You must be accepted and currently active in an eligible degree program.
- For most financial aid programs, and for loan deferment, you must enroll in your program at least half-time – that is, at least a minimum of six credit hours per semester

for undergraduate students. Your classes must be taken for credit. Students who are in an “At-Large” status **are not eligible** for financial aid programs. However, “At-Large” students may be eligible for Private (Alternative) Educational Loans, at the discretion of a lender.

- You must be in satisfactory academic standing and making academic progress in your course of study.
- You must not be in default on any federal loan or owe a repayment on any federal grant.
- You must comply with all federal regulations governing selective service registration and use of funds for educational purposes.

For complete information regarding federal eligibility requirements, including information about prior drug conviction and federal student aid eligibility, please refer to the [Federal Student Aid website](#).

## Verification

The U.S. Department of Education requires that CSU verify FAFSA information for a group of students they select each year. If you are selected for verification, we will ask you to document your income and submit other verification items as needed. Outstanding student requirements needed for verification are reflected in CSU X-press. Please submit required documents as soon as possible after notification.

## Special Circumstances

Generally, financial aid eligibility is based on a previous year’s income information. If your financial situation has changed substantially during the year or since completing the FAFSA, you can contact the Office of Student Financial Aid to request a reevaluation of your financial aid need. Circumstances that can be considered include the following:

- Loss of income (wages, benefits) because of unemployment (job loss, employment change) or change in your or your parents’ marital status.
- High unreimbursed medical and/or dental expenses.
- Higher cost of attendance due to specific circumstances, including childcare costs.

## Important Dates

Many financial aid programs are awarded until all funds are exhausted. You can help maximize your opportunity to be considered for funds by filing your FAFSA as soon as possible on or after, October 1<sup>st</sup> of each year.

## Notifications

Throughout the financial aid process we will e-mail you to let you know the status of your application and awards. Once you have been admitted to the university all notifications will be sent to your CSU e-mail address. Prior to admission, we will utilize the address you use on your FAFSA.

There will be instances when we send paper notifications to your home mailing address. To assure prompt delivery of your information, please ensure that your mailing address is kept current in CSU X-press, which can be accessed through [Cougar Connect](#).

## Financial Aid Policy Regarding Repeat Coursework

Effective July 1, 2011, per federal regulations (34 CFR Section 668.2), repeated coursework that falls under the following conditions cannot be included in a student's enrollment status for Title IV Federal Aid eligibility, including the Federal Pell Grant and Federal Stafford Loans:

- Repeating a previously passed course more than once. A course is considered passed if the student receives a grade of D or better.
- Repeating a previously passed course due to failing other coursework.
- Repeating a previously passed course for the sole purpose of gaining eligibility for Title IV aid.

Federal Title IV aid will be recalculated based on the student's adjusted enrollment status. This recalculation will be applied regardless of whether a student received aid for previous course enrollments.

The policy for repeat coursework only applies to undergraduate students.

Please refer to the university policy as some courses are repeatable per university policy and are not restricted by these regulations. Students receiving Title IV aid will be notified if they are enrolled in non-repeatable coursework for a term via their CSU express account.

## Types of Aid

Financial aid is usually grouped into two main categories:

- Gift aid is financial assistance that does not have to be repaid. It includes need-based federal, state and institutional grants, all scholarships, veteran's educational benefits and employer tuition reimbursement.
- Self-help aid refers to educational loans or student employment. It includes both student and parent federal loans, alternative loans (from private lenders, banks or guarantee agencies), federal work-studies and assistantships.



## Federal Awards and Loans

**Federal Direct Stafford Loan Program: By completing a financial aid application (FAFSA),** the student will be considered for the Federal Direct Stafford Loan Program. This loan is commonly referred to as the Federal Direct Loan Program. There are two types of Federal Direct Stafford Loans for students who meet all federal eligibility requirements: the Federal Direct Subsidized Loan (available to undergraduates only), and the Federal Direct Unsubsidized Loan (available to both undergraduates and graduates).

**Federal Subsidized Direct Stafford Loan (undergraduates only):** A student's eligibility for the Direct Subsidized is based on their financial need and their undergraduate academic level. Repayment is deferred until six months after graduation or enrollment ceases or enrollment is less than half-time. During the period of enrollment the government pays the interest on the loan. Subsidized Direct Stafford Loan maximums vary according to academic level. In addition, there are lifetime loan limits.

**Federal Unsubsidized Direct Stafford Loan (undergraduates and graduates):** Student's eligibility for the Federal Direct Unsubsidized Loan is not based on financial need. A student may borrow the cost of education minus all other financial aid you receive, up to the Direct Loan maximum for the academic level. The interest on the Unsubsidized Direct Loan accrues from the date of disbursement. Students have two choices for paying interest: pay it while still enrolled as a student or it can accrue and become part of the principal that will be owed. The student is required to begin making payments six months after graduation; or when enrollment ceases for more than six months; or when enrollment is less than half time for more than six months.

**Federal Perkins Loan:** Perkins Loan funds are awarded to eligible students and are based upon the availability of funds. Annual awards generally range from \$500 to \$4,000. The interest rate on this loan is fixed at 5%. No interest payments or principal payments are due until the student is no longer enrolled at least half-time and the nine-month grace period has expired. The Perkins loan carries some specific deferment and cancellation provisions. All students are required to complete an entrance and exit interview. Exit Interviews are required for loan recipients who separate from Chicago State University or drop below half time status (6 credit hours). Exit Interviews are conducted on line through our third party servicer. Please contact the Bursar's Office for the website. A Perkins Exit Hold will be placed on accounts until the Exit Interview is completed.

### Federal Work Study

The Federal Work-Study Program is a need-based, federally funded, part-time employment program. Students must be in good academic standing in order to be considered for a work-study position and must maintain a cumulative 2.0 GPA for continued eligibility. Salaries are

paid by Federal funds. The amount of a student's Federal work-study eligibility is based on the student's financial need.

When accepting a Federal work-study award, it is the student's responsibility to seek employment through the Office of Human Resources, located in the Cook Administration Building. Please note that work-study dollars are paid directly to the student for hours worked; funds are not credited to the student's account. The hourly rate of pay will be based on the requirements of the job and on university pay scales, but will not be less than the federal minimum wage. Students are paid on the 15th and the last day of the month.

## **Grants**

Grants are funds that do not need to be repaid.

Grants are awarded based on financial need as determined by the [Free Application for Federal Student Aid](#) (FAFSA). Grants are credited directly to the student's account during each semester for which the student has been awarded funds. The funds are first applied against any amounts owed the university.

## **Federal Pell Grant**

The Federal Pell Grant is awarded to undergraduate students with exceptional financial need. Students are automatically considered for it when a [FAFSA is completed](#). The maximum award amount varies annually according to an appropriation from Congress. Pell Grant awards can range from \$591 to \$5,815 (for the 2016-2017 award year). Amounts may change annually. The Pell Grant is available to students who have not earned a bachelors or professional degree and is awarded to both part-time and full-time students.

Effective July 1, 2012, students are not eligible to receive the Federal Pell Grant for more than 12 semester's equivalent.

## **Federal Supplemental Educational Opportunity Grant (SEOG)**

This grant is awarded to eligible undergraduate students based on financial need. As funding is limited, SEOG is generally awarded to eligible students until funds have been exhausted.

## **Federal TEACH Grant**

The Teacher Education Assistance for College and Higher Education (TEACH Grant) is a federal grant program for students who plan to teach in a public or private elementary or secondary school that serves students from low-income families.

The TEACH Grant provides up to \$4,000 per year. In order to qualify for the TEACH Grant students must, among other requirements, have achieved a 3.25 GPA, and must maintain such a GPA for ongoing eligibility. In exchange for receiving the TEACH Grant, students must agree to serve as a full-time teacher in a high-need field in a public or private elementary or secondary school that serves low-income students. Recipients of a TEACH Grant must teach for at least four academic years within eight calendar years of completing their program of study for which the TEACH Grant was received.

IMPORTANT: If you fail to complete this service obligation, all TEACH Grant funds received will be converted to a Federal Direct Unsubsidized Stafford Loan. This loan must be repaid to the U.S. Department of Education. Students will be charged interest from the date the grant(s) was disbursed.

## **State of Illinois Monetary Award Program (MAP)**

This grant is awarded to undergraduate students from Illinois who have financial need and are attending Illinois schools. The maximum award amount varies annually according to the budget set by the State of Illinois. These funds are managed by the Illinois Student Assistance Commission (ISAC).

MAP regulations require students to enroll for 15 credit hours per semester to receive the full award. If enrolled during the fall or spring semesters, students will receive half of their MAP grant each semester. Students enrolled part time, or for only part of the academic year, will have their awards prorated in accordance with ISAC rules. MAP is not available for the summer semester. For additional information regarding MAP awards, please go to <http://www.isac.org>

## **Iraq and Afghanistan Service Grant**

This grant is awarded to students whose parent or guardian was a member of the U.S. armed forces and died as a result of performing military service in Iraq or Afghanistan after the events of 9/11. Students must be ineligible for a Federal Pell Grant due only to having less financial need than is required to receive Pell funds; must have been under 24 years old or enrolled at least part-time at an institution of higher education at the time of the parent's or guardian's death. Maximum award amount is \$5,500 a year.

**NOTE:** All grant award amounts are subject to change.

## **CSU Presidential Scholars Talent Waiver**

The Presidential Scholars Talent Waiver is a tuition waiver awarded to select students admitted into the Honors College. Tuition waivers may be applied only to tuition; mandatory university fees and/or room and board are not covered. The Waiver is renewable for a maximum of 4 years or 120 credits whichever occurs first, as long as other eligibility criteria are met. Criteria include: admission to and in good standing with the Honors College, completion and submission of a "Free Application for Federal Student Aid" (FAFSA) and, if selected for Verification, completion of the Verification process and submission of any documentation required by the Office of Student Financial Aid. Students must be enrolled full-time (minimum of 12 credit hours in Fall and Spring terms) and maintain a minimum cumulative GPA of 3.35. Applications for this program are available in the Honors College located in the Academic Library Room 428 or online under the Honors College. For more information, contact the Presidential Scholars Program at 773/821-2541.

## Scholarships

Scholarships are funds that do not need to be repaid. Scholarships are credited directly to the student's University account during each semester for which the student has been awarded funds. They are first applied against any amounts owed to the University. We invite students to view a list of external scholarships by visiting the Office of Student Financial Aid Scholarship information web page.

## Satisfactory Academic Progress Policy (SAP)

Note: This policy is subject to revision at any time due to a change in Federal, State of Illinois or CSU regulations and/or policies).

## Policy Explanation

In accordance with the U.S. Department of Education regulations, Chicago State University is required to establish Satisfactory Academic Progress standards for Federal and state financial aid recipients. These minimum standards ensure that only those recipients demonstrating satisfactory progress toward the completion of their educational objective continue to receive financial assistance.

This policy is effective fall 2012 and replaces all prior Satisfactory Academic Progress requirements at CSU. However, if a student was determined ineligible under the school policies prior to Fall 2012, the suspension is still in effect.

## Policy Standards

The following are "minimum standards" required for a student to be eligible for financial assistance:

- **Minimum Cumulative Grade Point Average Requirement**

Undergraduate students must maintain a minimum cumulative grade point average (GPA) of 2.0 (2.0 = C) or better on a 4.0 scale as determined by the University. Second Bachelors and Teacher Certification students must maintain a minimum cumulative grade point average of 2.5 or better. Master's and Doctorate students must maintain a minimum cumulative grade point average of 3.0 (3.0=B) or better. Professional/Pharmacy students must maintain a minimum cumulative grade point average of 2.0 (2.0 = C) or better on a 4.0 scale.

- **Minimum Completion Rate Requirement (credit hours attempted vs. completed)**

All students must successfully complete at least 67% of cumulative attempted hours by the end of each term.

- **Maximum Time Frame Requirement**

Students may receive financial aid for a maximum of 150% of the credit hours required to receive a first undergraduate degree. For example, 120 hours required x 150% = 180 maximum

allowable hours attempted for financial aid eligibility. Transfer hours from other institutions accepted by the University will count toward the maximum attempted credit hour limit.

## **Typical Maximum Time Frames**

Undergraduate - 180 hours for a 120 hour degree (degree requirements vary)

Graduate - 48 hours for a 32 hour degree (degree requirements vary)

## **Additional Information on Minimum Completion Rate Standards**

All students must comply with the minimum standards for Satisfactory Academic Progress Completion Rate. Satisfactory Academic Progress Completion Rate refers to the percentage of cumulative hours completed in relation to cumulative hours attempted. Attempted hours include all transfer credit, hours with A, B, C, D, F, P,W, WP, WA,WF, I (incomplete), X (missing grade),I/F (missed incomplete deadline), P1(passes level 1 of Math) repeated hours, and developmental hours. All courses numbered 0900-0990 are considered developmental courses. Completed hours include classes that have a letter grade of A, B, C, D, F, P, I/F, P1 and all transfer credit.

\*Example: A student who has attempted 28 hours at the end of spring semester must have completed a minimum of 19 hours to reach the 67% completion rate.

## **Review Period**

At the end of each semester, the record of every student who has completed the FAFSA or receives financial aid for which Satisfactory Academic Progress must be maintained will be reviewed to determine if the student has made progress according to the minimum standards set by this policy.

## **Financial Aid Warning**

If a student is not making progress according to minimum standards under this policy (with the exception of a student who must maintain a cumulative 2.0 as noted above) he/she will be placed on Financial Aid Warning and allowed the following semester of enrollment to achieve the minimum standards. Students are eligible to receive financial aid during their warning period. If at the end of that warning semester the student has not achieved satisfactory progress, financial aid probation will occur.

**Note:** If a student is nearing the 180 maximum attempted hours as an undergraduate student or 48 maximum attempted hours as a graduate student, a warning notice will be emailed.

## **Financial Aid Probation**

Any student who has not maintained Satisfactory Academic Progress as defined by this policy after one semester on Financial Aid Warning will be placed on Financial Aid Probation and not

eligible to receive Federal and state financial aid funds. Students on Financial Aid Probation may continue to attend Chicago State University at their own expense or until they once again meet SAP criteria or submit a SAP Appeal that is approved.

## **Reinstatement**

There are two ways a student's eligibility can be reinstated:

- 1) Meet minimum standards as set forth in this policy by the end of next enrollment period.
- 2) File a successful SAP Appeal.

## **Appeal Process**

A student who fails to meet the CSU Satisfactory Academic Progress requirements may submit a written appeal to the Satisfactory Academic Progress Appeals Committee. Appeal forms (pdf) are available on the Office of Student Financial Aid website and must be completed within 30 days after the start of the semester for which the appeal is requested, or 30 days after the receipt of the notice of cancellation, whichever is later. Appeals must clearly explain and provide proof of why Satisfactory Academic Progress standards were not met. Proof can include medical reasons, family crisis, personal problems, transfer hours accepted that would not apply to degree, change in major, or other circumstances that adversely affected academic performance. Students with "incomplete" hours may ask instructors to provide the following information: percentage of work completed to date, grade on work submitted to date, and projected date for final grade.

As a part of the SAP Appeal process students must meet with the Office of Academic Support to develop an academic plan that successfully meets the requirements of both their academic program and the Satisfactory Academic Progress policy.

Note: Graduate students must see advisors in their departments. The Academic Plan must be completed when submitting the appeal form to the Office of Student Financial Aid.

Completed appeal forms should be returned to the Office of Student Financial Aid. Appeals are reviewed each semester on an individual basis. Students are notified by the Office of Student Financial Aid of the decision of the committee. The decision of the committee is final.

**NOTE:** It is the responsibility of all students to keep themselves informed of issues and policy changes that may affect their financial aid eligibility by regularly accessing the Office of Student Financial aid website, Cougar Connect and CSU X-press.

## **Treatment of course withdrawals, incomplete(s) or not reported, repeated courses, and noncredit remedial courses**

### **Withdrawals (W)**

Courses dropped before the conclusion of the add/drop period each semester as defined by the Office of Records and Registration will not count as a class attempted. Classes dropped after this point will count as a class attempted. Students who totally withdraw after the conclusion of the add/drop period in any semester will have all of their classes counted as attempted. Before students drop a class, they need to take into consideration their SAP status.

### **Incompletes (I) or Not Reported (NR)**

Courses in which a student has an incomplete or the faculty member has not reported a grade at the time when SAP is reviewed will be included in the attempted hours. However, as there will be no current grade in the system, these courses will not be included in the cumulative GPA determination at such time.

### **Repeated Courses**

For courses repeated, only the most recent grade is included in the student's cumulative GPA. When determining if a student is meeting the quantitative SAP standards, all courses will be included in the attempted hours. Federal Financial Aid guidelines have changed. Please refer to Financial Aid Repeat policy for additional information or check the Financial Aid website at [www.csu.edu](http://www.csu.edu).

### **Non-credit remedial courses (NC)**

Noncredit remedial courses are included in both the attempted hours and the student's cumulative GPA. Developmental course work is deducted from the 180 credit hours limit. Students may receive financial aid for an additional maximum of 30 credit hours of attempted course work if the 30 hours are classified as developmental.

NOTE: GPA and hours attempted/completed under a Financial Aid Consortium Agreement with a school other than CSU are also included in the SAP policy compliance requirements. This policy is effective beginning with the Fall 2011 semester and is subject to change without notice based on changes with government regulations or university policy.

All information contained in the Financial Assistance section of this catalog is subject to revision based upon changes in government regulations, funding availability, and CSU policy. For the most up-to-date information concerning the financial assistance process at CSU, please consult the Office of Student Financial Aid website.

# Academic Regulations

## Academic Skills Program

The academic skills courses ensure that students possess the minimal English composition, reading, and mathematics skills necessary to perform productively in their chosen fields of study. Once accepted for admission to Chicago State University, all freshmen must take the university qualifying examinations in English, reading, and mathematics by the end of their first term in residence.

Transfer students who have not completed an associate's degree must take the university qualifying examinations in English and reading. However, students who have earned up to 75 hours from a combination of two-year and four-year schools and have completed the Illinois General Education Core Curriculum are not required to take the qualifying examination in English, reading, or mathematics unless it is a prerequisite for a required course that a transfer student will need to take to graduate.

NOTE: Some courses list the passing of a qualifying examination as a prerequisite. Students are required to satisfy all prerequisites before registering for individual courses and thus may be required to take the qualifying examinations in some majors.

All transfer students must see their advisors to determine whether or not they are required to take the qualifying examination in math. Transfer students who have earned general education math credit at another school whose majors do not require additional math courses should receive a signed mathematics examination waiver from their advisors. See Examination Waivers later in this section. Students who are required to take the qualifying examinations must either meet minimal requirements by passing the qualifying examinations in English, reading, and mathematics or enroll in the appropriate academic skills course(s) as follows:

- ENG 1230 Writers' Workshop I
- ENG 1240 Writers' Workshop II
- READ 1500 Advanced College Reading Skills
- MATH 0990 Intermediate Algebra, levels one and two.

NOTE: Transfer students whose majors require them to take the mathematics qualifying exam must enroll in the appropriate academic skills course.

All freshmen who fail two or more qualifying examinations and all provisionally-admitted freshmen are required to enroll in Freshman Seminar FRSE 1500 or and FRSE 1510.

All courses numbered 0900-0990 do not carry graduation credit. Reading 1500 and English 1240 may not be used to satisfy general education requirements or to satisfy requirements in the major. English 1230 may be substituted for English 1270. Grades for FRSE 1500 and 1510, Reading 1500, and English 1230 and 1240 are A, B, C, D, F or I. Grades for MATH 0990 and 0880 are P1, P, F1 or I. Students required to take courses in the Academic Skills Program (ENG 1230, 1240; MATH 0880, 0990; READ 1500; CSU 0900, 0970 and 0920) must complete them prior to earning 45 credit hours at Chicago State University. Students who do not meet this requirement will not be permitted to register for any courses until they have registered for the required Academic Skills Program courses.



## **Repeat Policy for Academic Skills Courses**

A student who receives two F's or I's in an academic skills course may be considered to be making unsatisfactory academic progress and referred to the Office of Academic Support for academic counseling and to the Counseling Center for appropriate intervention. A student who receives four F's or is in any one of the academic skills courses or who has failed the exit exam for any one of the academic skills courses a total of six times will be dismissed from the university.

Federal Financial Aid guidelines have changed. Please refer to Financial Aid Repeat policy for additional information or check the Financial Aid website at [www.csu.edu](http://www.csu.edu)

## **Grade of Incomplete**

- 1) The grade of I is awarded with the following conditions:
- 2) A student must have successfully completed (passed) at least 50 percent of the requirements for the course.
- 3) During the time a student has a grade of I in any of these courses, the student is limited to a course load of not more than 13 credit hours per semester.

If a student has not completed the course requirements by the end of the next long term after receiving the grade of I (unless otherwise indicated by the contract), the grade automatically is changed to the grade of F. The F may be replaced with a higher letter grade if the student retakes the class and passes the exit examination.

## **University Studies Program**

### **FRSE 1500 FRESHMAN SEMINAR: SPECIAL TOPICS (1)**

### **FRSE 1510 FRESHMAN SEMINAR: PORTFOLIO (1)**

FRSE 1500 and FRSE 1510 are courses designed to provide the fundamental skills essential to successful performance in college. Specifically, the courses are designed to promote learning and study-skills techniques with application to subject matter courses; provide practice in basic computer skills, word processing, and spread sheet development; promote using email as a communication tool and utilization of the Internet and other electronics media as research tools and resources in explaining career choices; and provide practice in using the library and writing term papers. FRSE 1510 provides additional structured activities that enable students to become more purposeful and self-directed in their learning by using the Internet and other electronic media, as well as through writing, discussions, and collaborative techniques. Self-assessments and portfolio development of first-year experiences stress the improvement of learning. FRSE 1500 and FRSE 1510 are required for University College students.

# University General Education Requirements

All freshmen and transfer students entering the university must satisfy these general education requirements. The purpose of the general education curriculum is to develop students' abilities in four areas:

- 1) Judgment, expression, and computation;
- 2) Understanding of Western and non-Western cultures;
- 3) Awareness and understanding of ecological, ethical, social, economic, and political problems; and
- 4) Understanding of alternative, integrated cultural, intellectual, and historical perspectives. A distinctive element of the general education curriculum is that it offers interdisciplinary approaches and encourages active student learning through discussion, writing, laboratory, and field experiences.

## General Education Curriculum

All students who enroll for the Fall 2007 semester and after must meet the general education requirements.

The general education curriculum consists of 36 credit hours including two components:

- Core requirements of 15 credit hours
- General requirements of 21 credit hours

### Core Requirements (15 credit hours)

The core requirements, which include writing, computing, and reasoning, are enabling skills students need to participate successfully in the intellectual life of the university and pursue any degree successfully. Course work in these areas provides the fundamental background essential to developing proficiency in individual majors. Courses that teach these skills should be taken during the freshman year.

(6 hours) Composition: English 1230 or 1270 and English 1280.

(6 hours) Foreign Language: Two-semester sequence in a single foreign language. (AF L 1100, FREN 2120, and RUS 1200 may not be used to satisfy the language requirement.)

(3) Mathematics.

### General Requirements (21 credit hours)

The general requirements provide students with exposure to the content, tradition, and methods of mathematics and the natural sciences, the social sciences, and the humanities. They provide an appreciation of the complexity and interdependence of these broad areas of knowledge, and they afford a familiarity with a common pool of knowledge generally used to understand and used to approach problems in society.

(6) Humanities: At least 3 credit hours must be in the area of fine arts, chosen from the following: art; music; English; communication, media arts, and theatre; philosophy; or foreign language.

(6) Physical and Life Sciences: One course must have a lab, chosen from the following: biology; chemistry; physics or physical science.

(9) Social Sciences: At least two disciplines, chosen from the following: African American Studies; anthropology; economics; geography; history; political science; psychology; or sociology.

## **Embedded General Education Requirements**

Embedded requirements are requirements that can be satisfied at the same time other requirements are satisfied. For example, Sociology 1250 fulfills both a social science requirement and the diversity requirement.

(3) Critical Thinking\*: At least 3 credit hours of critical thinking courses, chosen from the following: ECON 1000, GEOG 1200, MATH 1010, MATH 1020, MATH 1200, MATH 1800, PHIL 1020, PHIL 1030, PH S 1080, POL 1000.

(3) Diversity\*: At least 3 credit hours of courses that fulfill the diversity requirement, chosen from the following:

AFAM 1020, AF L 1100, ANTH 1010, ANTH 2010, ANTH 2160, ART 2110, ART 2150, ART 2122, ART 2150, CJ 2245, CMAT 2140, ENG 2210, ENG 2410, GEOG 1000, GEOG 1100, HIST 2200, HIST 2840, HIST 2850, MUS 2285, MUS 2286, MUS 2287, PHIL 2710, PHIL 2730, REC 2050, SOC 1200, SOC 1250, SOC 2230,

WS 2000.

(3) Fine Arts: At least 3 credit hours in fine arts courses chosen from the list below:

Art: ART 1100, ART2101, ART 2102, ART 2105, ART 2110, ART 2120, ART 2130, ART 2140, ART 2150.

English: ENG 1260, ENG 2160, ENG 2330, ENG 2340, ENG 2410, ENG 2440, ENG 2910, ENG 2940.

Theatre: CMAT 1750, CMAT 2040, CMAT 2140, CMAT 2310.

Music: MUS 1134, MUS 2215, MUS 2216, MUS 2217, MUS 2285.

\* Lists of critical thinking and diversity courses are subject to change due to further course approvals by the University General Education Committee.

Note: Lists are subject to change due to the addition of interdisciplinary courses approved by the College of Arts and Sciences.

## Graduation Requirements

The following are requirements for graduation:

- 1) Completion of two writing emphasis courses within the major;
- 2) Successful completion of the appropriate English and reading qualifying examinations;
- 3) Completion of a minimum of 120 semester hours of college level credits.

NOTE: Students who transfer to Chicago State University with a completed associate of arts or associate of science degree are not required to take and pass the Math, Reading or English proficiency examinations in order to graduate.

## Additional Requirements

All students, regardless of college and program in which they are enrolled, must complete the following university requirements for graduation:

- 1) Formal admission into the university;
- 2) Formal admission into the college and department of their choice;
- 3) Completion of all curriculum requirements as specified in the required program;
- 4) Completion of a minimum of 120 semester hours of college-level credits;
- 5) Completion of 54 hours from a four-year accredited college or university;
- 6) Completion of the last 30 semester hours at Chicago State University, including six hours in the major field of study (Credit earned through proficiency examinations with the exception of university proficiency examinations and/or military training may not be used to satisfy this requirement.);
- 7) Minimum overall cumulative Chicago State University grade point average of 2.0(C) at the time of graduation;
- 8) For education majors, successful completion of certification requirements for the State of Illinois;
- 9) Successful completion of university general education requirements;
- 10) Successful completion of the English and reading qualifying examinations or documentation of having passed the Illinois Certification Test of Basic Skills (ICTBS) (Note: The successful completion of the qualifying examinations is not a university graduation requirement for students seeking a second baccalaureate degree or for students who come to Chicago State University with a completed Associate of Arts or Associate of Science degree.)
- 11) Effective Fall 2010, for all undergraduate students who enroll Fall 2010 or thereafter and who graduate in spring 2015 or thereafter, successful completion of a senior thesis (project/research paper) as defined by the student's program of study to satisfy one of the culminating university requirements for graduation.

## **College of Arts and Sciences Constitution Requirement: Constitution Examination**

The College of Arts and Sciences requires all prospective graduates to pass a written examination on the federal constitution. Students may transfer the results of the examination on the state and federal constitutions if they satisfy the following:

- 1) The examination was taken at an accredited Illinois college or university;
- 2) The date and passing of the examination is indicated on an official transcript issued by the institution;
- 3) The examination was taken at the college level. Students enrolled at Chicago State University may satisfy the constitution requirement by successfully completing Political Science 1010, History 1300 or History 1310. Credit will not be given for the constitution examination if History 1300 and 1310 were taken prior to January 1, 1975. Students who do not satisfy the constitution requirement by the prescribed methods mentioned above are required to take a written examination on the state and federal constitutions administered by the Office of Examinations.

## **Graduation Application Procedure**

Commencement exercises take place twice a year, at the end of the fall and spring semesters. Students must file an application for graduation in the Office of Academic Evaluation and Advisement in accordance with the following schedule.

Undergraduate students who plan to complete degree requirements must apply by the announced deadline. The responsibility for meeting the deadline for submitting the application for graduation rests with the student. Failure to do so will result in a deferment of the student's graduation.

## **Graduation Fee**

All undergraduate students are required to pay a \$50.00 graduation fee to cover the costs of graduation and the degree. This fee does not cover the cost of the cap, gown, or announcements.

Students who have paid their graduation fee, but do not graduate in the term for which they have applied do not have to pay the fee again. However, they must file another application for graduation. Students who graduate in absentia should arrange with the Office of Academic Evaluation and Advisement to have their diplomas mailed to them. Because graduation fees cover only a small part of commencement expenses, students who graduate in absentia are not excused from paying the graduation fee.

# Academic Standing Student Responsibility

Students are considered in good academic standing as long as they maintain a cumulative grade point average of at least 2.0 (C), unless their college or program has a higher standard. The Office of the Registrar will monitor students' academic progress at the end of each term and notify them if their academic standing falls below a 2.0 (C); however, it is the students' responsibility to take steps to improve their academic status whenever necessary. A cumulative grade point average of at least 2.0 (C) is required to complete all degree programs at Chicago State University. Some programs require a higher cumulative grade point average for graduation. Students with a cumulative grade point average below 2.0 (C) are ineligible to petition for graduation, irrespective of the number of course hours earned.

The Office of Academic Support Services is available to provide students with information on study skills workshops, tutoring in a variety of academic disciplines, and other services. Students with GPAs below 2.0 (C) are strongly encouraged to take advantage of these services. However, students are responsible for earning and maintaining the minimum cumulative grade point average required for academic success. Students should maintain close contact with their departmental academic advisors to ensure their current academic status is always clear.

## Academic Probation

The Office of the Registrar will place undergraduate students on academic probation when their cumulative grade point average falls below 2.0. The purpose of academic probation is to provide students with a warning that their academic performance does not meet minimum university standards. While on probation, students may enroll for no more than 12 semester hours. Registration for additional semester hours requires the written approval of the college dean.

## Eligibility for Probationary Status

Students on academic probation are given opportunities for academic assistance from the Office of Academic Support Services. Students who are placed on probation will be notified by letter. In addition, the Office of Academic Support Services will require 4-, 8-, and 12-week progress reports from the student's instructors. During the probationary period, students are expected to meet monthly with their advisor and a representative from the Office of Academic Support Services to assess academic progress and develop a written plan to improve academic performance, and they are expected to participate in appropriate activities such as workshops or tutoring sessions to improve their academic performance.

Students on probation will be permitted to register for up to 12 semester hours as long as their cumulative grade point average is 1.80 with fewer than 30 credit hours, 1.90 after reaching 30 credit hours, and 2.00 after reaching 60 credit hours. The credit-hour status of transfer students will be determined by the combined total of transfer hours accepted and credit hours enrolled at Chicago State University. However, only courses taken at Chicago State University will be used to determine a student's term and cumulative grade point average. CSU courses and transfer courses will be used to determine a student's classification.

## **Dismissal for Poor Scholarship**

Students will be dismissed from the university for poor scholarship. The following constitutes poor scholarship:

- 1) Failure to maintain satisfactory academic progress, as defined above
- 2) Two consecutive terms with no completion of course work. The academic progress of students on academic probation will be reviewed at the end of each semester. Students who are dismissed for poor scholarship will be notified by letter. Students who are dismissed for poor scholarship must spend one or more terms out of residence. During this period, students are required to demonstrate their ability to succeed at university-level work by taking one or more courses at a community college or at another university.

## **Appeals**

Students have the right to appeal the university's decision on dismissal before the onset of the next term after dismissal. Students must present their appeal in the form of a written petition addressed to the Academic Appeals Committee of the appropriate college. The petition must be delivered to the office of the appropriate dean. The petition will be considered and acted on by a faculty committee appointed by the appropriate college dean. The petition must describe succinctly and concisely what the problem is and what the student is requesting. Supporting documents (e.g., medical statements, a statement from the student's academic advisor, etc.) must accompany the student's petition. Students will be notified by email of the disposition of their appeals.

## **Reinstatement of Students Dismissed for Not Maintaining Academic Standards**

Students dismissed for not maintaining academic standards may petition for reinstatement to the university after one or more long terms. Petition forms are available in the Office of the Registrar. The student must present the request for reinstatement in the form of a written petition addressed to the Office of the Registrar. All petitions must be filed by the following dates.

Fall term: August 1    Spring term: December 1    Summer Term: May 1

A petition for reinstatement must contain documented evidence and logical reasons for the student's ability and desire to successfully complete a program of study at the university.

Transcripts of all college work taken since leaving the university must accompany the petition.

The Office of the Registrar will notify students, by letter, of the decision regarding their petition for reinstatement. Students may be reinstated a maximum of two times prior to completion of the degree.

## Grading System

The unit of credit used by Chicago State University is the semester hour. The grades assigned in courses are as follows:

Grade	Description	Grade Point Value Per Credit Hour
A	Excellent	4
B	Good	3
C	Fair	2
D	Poor, but passing	1
F	Failing	0
P	Passing	0
W/P	Withdraw/Passing	0
W/F	Withdraw/Failing	0
W/A	Withdraw/Student attended one class session	0
W/N	Withdraw/Student never attended	0
I	Incomplete	0
X	No grade issued	0
I/F	Missed incomplete deadline	0
P1	Passed Level I of MATH 099	0

## Course Numbering System

Course Number	Level of Course
1000-2000	Lower Division Undergraduate
3000-4000	Upper Division Undergraduate
5000	Graduate / Masters
6000	Graduate / Doctoral or Professional



## **Incomplete**

A student may request a grade of Incomplete (I) in a non-academic skills course when extraordinary and unavoidable circumstances have prevented the student from completing all of the graded course work by the end of the regular semester. The student must have completed at least 50% of the graded course work with a passing grade (D or better) and must have attended classes to within three weeks of the last day of scheduled classes. A request for a grade of Incomplete must be initiated by the student and must be submitted to the instructor in writing, using the Incomplete Grade Request and Contract, by the last day of regular classes before the final exam period. The student must indicate the reason(s) why he or she was unable to complete the required course work. The student's instructor must indicate the specific work that the student is expected to complete. The instructor must also indicate a default grade (B, C, D, or F) to which the Incomplete will revert if the student does not complete the work specified in the contract. By signing an Incomplete grade request and contract, the student agrees to complete all unfinished course work on or before the last day of scheduled classes at the end of the next long semester (fall or spring) that follows the assignment of the incomplete grade.

An extension of one long term may be requested via petition only in the case of documented extenuating circumstances. The petition must be submitted to the faculty within 30 days prior to the incomplete contract deadline. The student will receive notice of approval or denial via CSU email.

## **Grade Point Average (GPA)**

The number of grade points for a grade in a given course is calculated by multiplying the grade point value by the number of credit hours earned in the course. The term grade point average is calculated by dividing the total number of grade points that a student has earned in all courses taken during the term by the total number of credit hours awarded by those courses. The cumulative grade point average is calculated by dividing the total number of grade points that a student has earned in all courses taken by the total number of credit hours awarded for those courses. Courses in which the student received a grade of P, W, I, W/P, W/F, W/A, or W/N or courses that were taken at another institution are not included in the calculation. Courses in which the student received a grade of F or I/F are used in the calculation.

## **Repeated Courses**

Students will be allowed to repeat a course and have the highest grade earned for the course count towards their cumulative grade point average. A student may repeat a course a maximum of three times. Please note that certain financial aid programs may not cover tuition towards repeating a course. Students should contact a financial aid advisor when attempting to repeat a course to determine eligibility.

## **Departmental Honors**

Scholarship is emphasized at the university by giving special recognition to those students who achieve excellence in their university work. At the end of each 18-week semester, students who complete 12 semester hours with a grade point average of 3.50-3.79 receive honors; those with a grade point average of 3.80-3.94 receive high honors; and those with a grade point average of 3.95-4.00 receive highest honors. Students who receive honors, high honors, or highest honors receive a letter of congratulations from the dean of the appropriate college, the Provost and Vice President for Student and Academic Affairs, and the President respectively. A variety of professional, departmental, and fraternal honorary organizations offer recognition and membership based upon distinctive achievement. Honors convocation is held annually at the university to give recognition to those students who have a high level of scholastic achievement in specific subject areas and to inspire others to similar high achievement.

## **University Honors**

Students who meet all university graduation requirements and maintain a cumulative grade point average at Chicago State University of 3.5 or better for all courses taken at Chicago State University applied toward the bachelor's degree are given special recognition on their diplomas and in their academic records and are identified in the commencement program.

The honors categories are as follows:

3.50-3.79	Honors
3.80-3.94	High Honors
3.95-4.00	Highest Honors

## **Classification of Students**

The total number of credit hours earned determines the academic classification for undergraduates. Students are classified as follows:

- Freshmen: 0-29 credit hours
- Sophomores: 30-59 credit hours
- Juniors: 60-89 credit hours
- Seniors: 90 or more credit hours

## **Class Attendance**

Student attendance is critical for academic success. The first class is equally as important as the last. While students are expected to attend all sessions in the course sections for which they are registered, students are required to attend the first week of class. Faculty are expected to identify and document each enrolled student and regularly monitor each student's academic work and activities. Students who officially register for a session may not withdraw by merely stopping attendance. It is the student's responsibility to officially drop any and all registered classes.

# **Excused Absences**

## **Student and Faculty Responsibilities**

It is the responsibility of the student to provide the instructor with advance notice of all absences for which advanced notice is possible and to make arrangements to fulfill his or her obligations to the university in advance of such absence to the degree that it is possible. For emergency absences, it is the responsibility of the student to provide notice as soon as possible and make arrangements to fulfill his or her obligations to the university.

It is the responsibility of each instructor to devise a system for addressing missed assignments and examinations that does not penalize the student when an excused absence is accepted.

## **Excused Absences with Prior Notice**

Excused absences for which prior notice is possible include the following:

Participation in an official university activity such as an athletic competition, musical performance, or theatrical performance, or for officially sanctioned representation of the university at meetings or conferences. It is the responsibility of the department or unit of the university sponsoring such activities to provide the student with timely written notification of the need for absence and for the student to share that notification with the instructor.

In accordance with the University Religious Observance Act (110 ILCS 110/1.5), any student in an institution of higher learning, other than a religious or denominational institution of higher learning, who is unable, because of his or her religious beliefs, to attend classes or to participate in any examination, study, or work requirement on a particular day shall be excused from any such examination, study, or work requirement and shall be provided with an opportunity to make up the examination, study, or work requirement that he or she may have missed because of such absence on a particular day; provided that the student notifies the faculty member or instructor well in advance of any anticipated absence or a pending conflict between a scheduled class and the religious observance and provided that the make-up examination, study, or work does not create an unreasonable burden upon the institution. No fees of any kind shall be charged by the institution for making available to the student such an opportunity. No adverse or prejudicial effects shall result to any student because of his or her availing himself or herself of the provisions of this Section. Students and employees who believe they have been discriminated on grounds of religious observances may seek redress through the Equal Employment Opportunity Office.

Fulfillment of military duty, in accordance with Illinois Public Act 094-0857, which specifically references students called to active military service and states, "The University shall allow a currently enrolled student who is called to active military service to complete any unfinished courses at a later date at no additional charge, unless course credit has already been given or the student received a full refund upon withdrawing from the course (in which case the student's record shall reflect that the withdrawal is due to active military service). The student must be given priority over other students in reenrolling in the course or courses."

Fulfillment of required court appearances and legal obligations, including jury duty, with appropriate documentation.

## **Excused Emergency Absences**

A student shall also be excused from class for emergency absences. Emergency absences must be reported to the instructor as soon as possible. Excused emergency absences include the following:

Illness or injury on the part of the student or a close family member for which the student has responsibility or obligation when certified by a physician.

Death of a close family member, which must be appropriately documented.

## **Students as University Employees**

If students are employees of the university, the same policies and obligations apply.

## **Withdrawal from Courses (Dropping Courses)**

The dates of the last day to drop a course or courses are published in the university calendar section of the Class Schedule Bulletin for each semester or term. Students may drop courses without penalty until the deadline date for 100% reversals. After the 100% reversal date a student may totally withdraw from the university and receive a 50% refund of charges through to the published deadline date for 50% withdrawals. Students must file a Change of Program form in the Office of the Registrar before the transaction is official. Simply ceasing to attend class or notifying the instructor is not sufficient and will result in a final grade of F. Students will not be permitted to drop classes after the published deadline date for dropping/withdrawing from classes, without penalty of W/P, W/F, or F.

F-1 international students are required to receive authorization from the Office of International Programs' designated school office before dropping a course that will reduce the F-1 student's credit hour load to below 12 semester hours.

## **Withdrawal from the University**

An undergraduate student who wishes to withdraw from the university must file a withdrawal form in the Office of the Registrar before the transaction is official. Students may withdraw from the university until the fifth week of instruction during a 16-week semester or until the third week of instruction during a summer term. The last date to withdraw from the university without penalty of W/P, W/F, or F is published in the Class Schedule Bulletin for each semester term. Simply ceasing to attend class or notifying the instructor is not sufficient.

## **Leave of Absence Policy**

Periodically students must interrupt their enrollment due to extenuating circumstances. Allowing students to take a leave of absence (LOA), provides students with the opportunity to

return to the university under the rules and policies in effect when they left. It also allows the university the opportunity to counsel students about the required actions to return upon the end of the leave.

A leave of absence (LOA) is a temporary interruption in a student's program of study and refers to the specific time period during a program when a student is not in attendance. A LOA, together with any additional leave of absence, must not exceed a total of 180 days in a 12 month period. The 12 month period begins on the first day of the student's initial LOA. All student requests for a LOA must be submitted in writing, signed and dated. Please refer to the university website for process and procedures in requesting a leave of absence.

## **Return of Title IV Policy**

### **Return of Title IV Policy**

Students are awarded Title IV aid with the assumption that they will complete the entire period (semester) for which the assistance was provided. The Higher Education Act of 1965, as amended, requires students to earn Title IV funds on a pro rata (in proportion) basis. When students cease enrollment in all cases after the period begins, the U.S. Department of Education requires schools to determine if such students earned all the aid they received or if additional aid must be paid based on attendance.

### **Title IV Funding Programs**

The Federal assistance programs for which Title IV funds are returned include: Pell Grant, Supplemental Educational Opportunity Grant, TEACH Grant, Iraq and Afghanistan Service Grant, Federal Perkins loan, Direct Graduate Plus loan, Direct Parent Plus loan, Subsidized Direct Stafford loan, and Unsubsidized Direct Stafford loan.

### **Return of Title IV Formula**

Chicago State University's responsibility is to determine the amount of Title IV aid assistance that the student earned as of the date enrollment ceased (withdrawal date). The Federal Return of Title IV funds formula dictates the amount of Title IV aid that must be returned to the Federal government by the school within 45 days of the student's notification date or the date that CSU determines the student's enrollment ceased.

### **Withdrawal Date Determination**

CSU is a non-attendance taking institution and as such withdrawal dates are determined in two ways:

- 1) Through a student-initiated withdrawal (official).
- 2) Through a CSU administrative withdrawal (unofficial).

The student-initiated withdrawal occurs when the student notifies CSU of his/her intent to withdraw. Administrative withdrawal occurs when CSU determines that the student is no

longer enrolled based on a variety of reasons such as (but not limited to): a student's lack of academic activity, failure to establish academic activity at the beginning of a new term, student dismissal due to disciplinary reason or failure to pay tuition.

## **60% Rule**

The initial amount of Title IV aid assistance earned is based on the number of calendar days that the student was enrolled within the semester. During the first 60% of the enrollment period, a student earns Title IV funds in direct proportion to the length of time he/she is enrolled. The initial percentage of aid earned is determined by the total number of calendar days completed in the enrollment period (from the start of the semester through the date student initiated withdrawal), divided by the calendar days in the semester. Scheduled breaks of five or more consecutive days are excluded. For more information on Return of Title IV please refer to [csu.edu](http://csu.edu).

## **Policy on Student Identification Card**

All students enrolled at Chicago State University are required to obtain a CougarOneCard, the official CSU photo identification card. The card should be kept in the student's possession while on campus attending classes, using the library and the computer labs, and attending campus functions. The CougarOne ID also allows students to check out books, check account balances, purchase meals in the cafeteria, receive discounts when applicable, and is a necessity of everyday campus life.

In addition, the CSU ID card has the student University ID number (UID), which should be used in place of the Social Security number. The card must be presented on demand for the purpose of official university identification. The CSU ID card can be obtained from the CougarOne ID Office (ADM 130). To get an ID, students must present a photo ID and be registered for classes. If you have lost your CougarOne ID, there is a \$20 replacement fee that can be paid at the Cashier's Office (ADM 213). Students must bring a photo ID along with a cashier's receipt to receive a replacement ID.

## **Policy On Student Conduct**

The Office of Judicial Affairs is responsible for providing oversight of the process for protecting students' rights to live and learn in a safe and crime-free environment. The office administers CSU's student judicial process and follows the guidelines established by the university. A judicial hearing committee representing members of CSU's faculty, staff and students is responsible for hearing students' responses to charges filed with the Office of Judicial Affairs and for levying sanctions in cases when students are found responsible for violating the Student Code of Conduct. The complete Student Code of Conduct can be found online at [www.csu.edu/judicialaffairs](http://www.csu.edu/judicialaffairs) or by calling 773/995-2150. The Office of Judicial Affairs is located in the Cordell Reed Student Union Building, Room 247.

## **Policy on Release of Student Information**

Chicago State University, in accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA), has designated a student's name, address, telephone number, date and place of birth, honors and awards, dates of attendance, the degrees a student has been awarded, current enrollment status (full-time/part-time, withdrawal) and academic information used to determine eligibility for scholarships or awards as directory (public) information. In addition, in the case of military recruiters, FERPA also allows the disclosure once per term of a student's major/program of study and class. The university receives many inquiries for directory information from a variety of sources, including prospective employers, licensing agencies, government agencies, friends and relatives. Students have the right to have this directory information withheld from the public if they so desire.

Forms to request that directory information be withheld can be obtained in the Office of the Registrar, ADM 128. The university, in good faith, will not release information not listed as directory information unless the student provides written consent for the release. All students enrolled at the university shall have the right to inspect and review their official university records, to request corrections or deletions, and to limit access to such records by other persons in accordance with FERPA and university guidelines issued pursuant thereto. Copies of the Guidelines for Implementation of the Family Educational Rights and Privacy Act of 1974 are available in the Office of the Registrar. The primary academic record of a student is located in the Office of the Registrar. Other records may be located in Admissions, Alumni Affairs, Financial Affairs, Wellness/Health Center, the School of Graduate and Professional Studies, Financial Aid, Student Affairs, Intercollegiate Athletics and academic departmental offices. Students have the right to file complaints regarding alleged failure of the university to comply with FERPA. Students should file a written request for a hearing with the Office of Judicial Affairs.

## **University Office of Examinations**

The Office of Examinations assists students with testing needs. The office administers qualifying examinations to incoming students and examinations on the state and federal constitutions. The office also has registration materials and/or is a testing center for ACT and CLEP.

## **Academic Skills Examinations**

### **Freshmen**

Once accepted for admission to Chicago State University, all freshmen must take the university qualifying examinations in English, reading, and mathematics by the end of their first term in residence. All freshmen students must either meet their minimal requirements of the university qualifying examinations or pass the appropriate academic skills course, namely English 1230, Reading 1500, or MATH 0990 Level 1 and/or 2. Students must pass the appropriate examination to exit these courses.

## **Transfer students**

Transfer students who have not completed an associate's degree (AA degree or AS degree) must take qualifying examinations in English and reading by the end of their first term in residence. Transfer students who transfer in general education math courses with a C or better or whose majors do not require additional mathematics courses do not have to take the proficiency examination in mathematics. Transfer students who do not transfer in general education math or who are required by their majors or courses to take more math (particularly majors in the sciences, mathematics, engineering, and technology) must take the proficiency examination in mathematics. Students must meet with their advisors to determine whether or not their majors require them to take the mathematics placement examination.

Transfer students entering Chicago State University Fall 2008 or thereafter who have earned an associate's degree (AA degree or AS degree) or who have completed 75 hours or more from a combination of two and four-year institutions and have completed the Illinois General Education Curriculum (as indicated by the transcript) are considered to have met the University General Education Requirement. However, students are required to take a qualifying examinations in English, reading, or math if the major or course requires it as a prerequisite.

## **English Qualifying Examination**

Students entering the university with no credit in composition must take the English Diagnostic Examination. Students who successfully meet placement requirements may enroll in English 1270, Composition I. Students who do not meet placement requirements are required to enroll in English 1230, Writer's Workshop I. Upon successful completion of English 1230 or English 1270, students will receive three credit hours in composition and will enroll in English 1280, Composition II. Students wishing to transfer three credit hours of composition must take the English Qualifying Examination. Students who pass the University English Qualifying Examination will receive transfer credit for English 1270, Composition I, and will enroll in English 1280, Composition II. Students who do not pass the examination must enroll in English 1230, Writers' Workshop I. Upon successful completion of English 1230, students will receive credit for Composition I and will enroll in English 1280, Composition II. Students wishing to transfer five to six credit hours in composition must also take the English Qualifying Examination. Students who pass the University English Qualifying Examination will receive transfer credit for six hours in composition. Students who do not pass the examination must enroll in ENG 1240, Writers' Workshop II. Upon successful completion of ENG 1240, students will receive their six credit hours in composition.

NOTE: students enrolled in ENG 1230 or ENG 1270 must pass the University English Qualifying Examination at the end of the course to receive a passing grade and credit for the course. Students who do not pass the University English Qualifying Examination will be required to repeat the course.



## Reading Qualifying Examination

Students who fail to pass the reading examination are required to enroll in READ 1500/150, Advanced College Reading Skills, a course offered by the College of Education. The course will provide the student with the necessary reading instruction to assist in the successful completion of the Reading Qualifying Examination, which is taken at the end of the course.

## Mathematics Qualifying Examination

Degree seeking undergraduate students may not register for any mathematics or computer science courses until they have passed the Mathematics Qualifying Examination or the appropriate academic skills mathematics course(s). The mathematics examination is a computerized examination, which will place students into MATH 0990, Intermediate Algebra (Level 1) or 0990 Level 2, Intermediate Algebra (Level 2) or a higher-level mathematics course depending on the student's major.

Transfer students must meet with their advisors to determine whether or not their majors require them to take the Mathematics Qualifying Examination. Regardless of major, any student who wishes to enroll in a course or courses for which passing the MATH 0990 level of the Math Qualifying Examination is required as a prerequisite must take the examination and enroll in MATH 0990 Level I or II as advised based on the examination results.

NOTE: Questions about the courses or preparation materials should be addressed to the appropriate area: Mathematics (Dr. Attele, HWH 322, X 2104); English Composition (Dr. Kelly Ellis, SCI 320, X 2189) Reading (Dr. Nancy Grim, ED 309, X2215).

## Examination Waivers

Effective Fall 2004 for all students (new, continuing, and returning), university placement examinations are waived for the following categories of students:

- 1) Students at large. However, if students at large who are already enrolled transfer into a degree program, placement examinations will be required, except for students who meet criteria 2, 3, and 4 below.
- 2) Students seeking a second degree (baccalaureate or higher).
- 3) Graduate students, including post-baccalaureate students seeking initial teacher certification.
- 4) Students who have passed the Illinois Certification Test of Academic Proficiency (TAP) in basic skills.
- 5) Students who complete the ACT Compass examinations in reading and mathematics at another college or university, providing the scores are at the same passing level as required by Chicago State University.

Examination waivers apply only to university requirements. Departments and programs retain the option of requiring successful completion of one or more of the qualifying examinations as a condition of program completion or as prerequisites for course offerings.

## **Retake Policy**

Effective Fall 2004, students who fail a placement examination on their first attempt may automatically retake it only during their first semester in residence at Chicago State University. Students are assessed a \$25 retake fee for each university placement examination (English, mathematics, or reading), which must be paid at the cashier's office (Cook Administration Building, Room 211). Students who earn an A in a developmental mathematics course at Chicago State University are permitted to retake the mathematics examination free if taken within one semester of completing the developmental course. Depending on their scores, these students may place into a higher-level mathematics course. In order for students to receive appropriate instruction, the following conditions are stipulated relative to the examination retake procedure:

- Students who do not pass an examination on their first attempt may retake it during their first semester in residence at CSU without petition. After the first semester, students must petition for a retake of each examination. If the petition is granted, students must pay the \$25 retake fee.
- Students who do not pass an examination on the second attempt will be required to register for the appropriate developmental course during the following semester. Policies in place that prevent students from registering for courses if they have not completed the required developmental courses will be strongly enforced.

## **Credit by Examination**

The university recognizes that students may acquire knowledge through means other than formal college-level courses. Therefore, a program of credit by examination has been established to award college-level credit to students who demonstrate that they have satisfied college-level course requirements. A student may earn up to a maximum of 60 credit hours by examination. Methods currently available are (1) College Level Examination Program, (2) Advanced Placement Program, (3) Proficiency Examination Program, and (4) university administered and/or constructed qualifying examinations.

### **College Level Examination Program**

The College Level Examination Program offers both general and subject examinations. General examinations measure achievement in five basic liberal arts areas (1) English composition, (2) humanities, (3) mathematics, (4) natural sciences, and (5) social sciences-history. General examinations are designed to be particularly relevant to the kinds of intellectual experiences students can be expected to have had by the end of two years of college-level study, whether in or out of college. The subject examinations are tied more closely to a specific course or subject and are intended to measure an individual's achievement in that particular area. They are designed to assess students' overall mastery of the subject and to compare their grasp of the information, ideas, and skills with those normally expected of students who successfully complete the course. All full-time or part-time undergraduate degree-seeking students currently enrolled at the university and all incoming freshmen and transfer degree-seeking students are eligible to participate in the program.

Graduate students accepted into one of the graduate programs of the university are also eligible to take the examinations to satisfy prerequisite undergraduate courses. Registration forms may be obtained from the Office of Examinations, ADM 126. Completed registration forms along with fees must reach the Office of Examinations at least four weeks prior to the test date(s) for subject examinations and one week prior to the test date(s) for general examinations. Fees must be paid by check or money order (not by cash) made payable to College Level Examination Program and Chicago State University. The distribution of scores earned on the general and subject examinations of CLEP are controlled by the individual taking the examination. CLEP mails scores to the person taking the examinations and to whomever the individual has designated.

Incoming degree-seeking freshmen and transfer students who have taken CLEP tests before being admitted to Chicago State University should have an official statement of their CLEP scores mailed to the Office of Admissions, Chicago State University. The scores will become a part of the admissions folder for entering students but will in no way affect the admissions decision. The request for such scores should be directed to the following address:

Currently enrolled degree-seeking students who have taken CLEP tests since admission and registration at the university should have an official statement of their CLEP scores mailed to the Office of Academic Evaluation and Advisement.

The university will award successful candidates college credit in accordance with university policy. Scores in all examinations must reach or exceed the 50th percentile in order for credit to be granted by the university. Students will be notified in writing by the Office of Academic Evaluation and Advisement about the number of credit hours earned at the university through the CLEP examinations. All credit earned will be posted on the student's permanent academic record. No student may retake a CLEP examination within a six month period.

\* Students who take and pass the English composition CLEP examination must also pass the Chicago State University English Qualifying Examination (EQE) in order to apply CLEP credits to the general education composition requirement.

## **Advanced Placement Program**

The university participates in the Advanced Placement Program of the College Entrance Examination Board. Students who have completed advanced level courses in high school may take the standardized examinations offered by the Board. Upon application for admission to the university, students should send their test scores to the Office of Admissions. The appropriate university academic department determines the scores required credit. The Office of Evaluation and Advisement notify students in writing about the credit hours earned through the program. At present, course descriptions and examinations are available in American history, art, biology, chemistry, English, European history, French, German, Latin, mathematics, music, physics, and Spanish. These examinations are based on college-level studies. Students who have not had extensive preparation beyond regular secondary school work are not expected to take them. The examinations are administered during the third week in May. Students take the examinations in their own local participating schools. The secondary schools participating in the program must take the primary responsibility for the administration of the

examinations and distribution of materials and documents. Students who are unable to make the necessary arrangements to take the examinations should write to the following address:  
Program Director College Board Advanced Placement Examination  
PO Box 977  
Princeton, New Jersey 08541

The schools that give the examinations collect examination fees. Students may obtain information regarding the current examination fee schedule from their high school academic counselor.

## **Proficiency Examination Program**

The American College Testing Proficiency Examination Program (PEP) provides students with an opportunity to obtain recognition for college-level learning, regardless of how the knowledge was acquired. There are a total of 47 examinations designed to permit an individual to demonstrate proficiency in various college-level subjects. PEP examinations cover course work in a broad range of areas, including the arts and sciences, criminal justice, business, education, health, and nursing. Most of the examinations cover undergraduate-level work, but some deal with graduate-level learning. The examinations generally cover material studied in comparable one or two semester courses; a few advanced examinations in business subjects deal with broader areas. College and university faculty members who have taught comparable courses in their own schools have prepared the PEP examinations. Each examination is based on an outline that defines its scope and content. This outline is contained in the PEP study guide for examinations, which may be obtained by writing to ACT. The PEP examinations are administered four times annually during regularly scheduled testing periods that encompass two days. A student may register for any examination given on a particular date, except a student (1) may take only one examination during any of the four half-day testing sessions and (2) may not take the same examination more than twice during any 12 consecutive months. A student's grade for any PEP examination is the result of the application of one of three scoring systems; hence, it is reported in one of three ways: (1) a standard score, (2) a letter grade, or (3) a pass/fail grade. A student is awarded credit for an examination at Chicago State University if the student has achieved (1) a standard score of 45 or higher, (2) a letter grade of C or better, and (3) a grade of Pass. For registered nurses matriculating to the Bachelor of Science in Nursing, credits earned by the PEP examinations may be counted toward meeting graduation requirements, but are subject to all the academic regulations that would apply if the same course had been taken in regular class attendance. For more information about any aspect of the ACT Proficiency Examination Program, write to the following address:

The PEP Program  
PO Box 168  
Iowa City, Iowa 52243

## **University Proficiency Examinations**

Many of the academic programs of the university participate in the university's program of credit by proficiency examination. The examinations cover material taught in university courses

in particular subjects. The university grants credit for successful performance on these examinations. The decision about what constitutes adequate performance on these examinations or the validity of a test in a given area is made by the university department concerned. Applications for university administered and/or constructed qualifying examinations are available in the Office of the Registrar. Proficiency examinations may be taken for credit in accordance with the following regulations:

- 1) The applicant must be a degree seeking student at the university and in good academic standing.
- 2) The course for which the examination is requested may not duplicate any courses already taken for credit or accepted as transfer credit upon entrance to the university.
- 3) The applicant must obtain the approval of the chairperson of the appropriate academic department.
- 4) An examination for credit will not be permitted in a course where the applicant has already received credit for course work in advance of the course for which the examination is requested (to be determined by chairperson).
- 5) In order for the student to be granted credit, the examination must be comprehensive, and the grade must be C or better.

Credit earned by proficiency examinations may be counted toward meeting graduation requirements, but are subject to all the academic regulations that would apply if the same course had been taken in regular class attendance. The grade in the proficiency examination is Pass or Fail. No official record is made of failures in these examinations, and grades received on qualifying examinations are not considered in computing grade point averages. Students will be notified in writing by the Office of the Registrar about credit hours earned through proficiency examinations.

All credit earned will be posted on the student's permanent academic record.

## **Undergraduate Degrees and Majors at Chicago State University**

Although only one undergraduate major is required for graduation, students may take advantage of the diverse educational opportunities available at the university to complete multiple undergraduate majors. Multiple majors may be completed in the following ways:

### **Double/Second Major**

Students may declare a double/second major with the approval of the participating departments. Students choosing a second/double major must satisfy requirements for both majors. Unless otherwise specified in a particular program, students may use a specific course to meet requirements for both majors. Nevertheless, a double/second major may require more credit hours than the minimum 120 semester hours required for graduation. If the requirements for both majors are fulfilled, both will be indicated on the academic transcript record. The diploma granted will be that of the student's first or primary major. Double/second majors are categorized as 2 majors in Bachelor of Arts (BA) or 2 majors in Bachelor of Science (BS).

Students pursuing a double major who complete all degree requirements for one major, but not the other, may graduate with a single major by submitting a change-of-major form to change from “double-major” or “second-major” to “single-major” status.

For one degree, BA or BS, with a double major, one graduation application is filled out and signed by both advisors.

## **Second Baccalaureate Degree**

A student who has received one bachelor’s degree from Chicago State University or from another accredited institution may receive a second bachelor’s degree, provided that all specified requirements for the second degree are fully met and provided that the curriculum offered for the second degree includes a minimum of 33 semester hours not counted for the first degree.

Applicants wishing to earn a second bachelor’s degree at Chicago State University must meet all of the following requirements:

- 1) Be a graduate of an accredited college or university or an admitted second-degree student at Chicago State University.
- 2) Submit the appropriate application form and academic credentials to the Office of Admissions.
- 3) Complete a minimum of 33 semester hours at Chicago State University distributed as follows:
  - a) At least 24 of the 33 semester hours of work required for the second degree must be senior college level, and
  - b) The general education requirements of the selected degree program must be fulfilled either through courses completed for the first bachelor’s degree or through appropriate courses completed at Chicago State University.
- 4) Complete the semester hours required for a major as established by the selected degree program and the appropriate academic department. Courses completed as part of the program for the first degree will not be counted for meeting the requirements in semester hours for the new major, unless the major department at Chicago State University approves.
- 5) Pay the graduation fee and all other appropriate fees.

Applicants for the second bachelor’s degree are subject to the same academic regulations as students earning their first baccalaureate degree at Chicago State University.

NOTE: Graduate tuition rates apply to all students holding a baccalaureate degree, regardless of the level of course work in which they intend to enroll. This policy applies to those who are seeking a second-bachelor’s degree or certificate and to those who are non-degree-seeking.

## **Concurrent Baccalaureate Degrees**

A student may complete more than one major by electing to concurrently pursue multiple degrees: a major in Bachelor of Arts (BA) and a major in Bachelor of Science (BS).

Students may pursue concurrent degrees with the approval of the participating departments. Students choosing to pursue concurrent degrees must satisfy requirements for both degrees. Unless otherwise specified in a particular program, students may use a specific course to meet requirements for both degrees. Nevertheless, concurrent degrees may require more credit hours than the minimum 120 semester hours required for graduation. For concurrent degrees, students will receive two diplomas. In such cases, the transcript and diplomas will read, for example, “Bachelor of Arts: Major in Sociology” and “Bachelor of Science: Major in Mathematics.”

Applicants wishing to earn concurrent degrees at Chicago State University must meet all of the following requirements:

- 1) Submit the appropriate application form and academic credentials to the Office of Admissions.
- 2) Complete a minimum of 33 semester hours at Chicago State University distributed as follows:
  - a) At least 24 of the 33 semester hours of work must be senior college level.
  - b) The general education requirements of the selected degree program must be fulfilled either through courses completed through transfer credit or through appropriate courses completed at Chicago State University.
- 3) Complete the semester hours required for a major as established by the selected degree program and the appropriate academic department. Courses completed as part of the program for the one degree will not be counted for meeting the requirements in semester hours for the second degree, unless the major department at Chicago State University approves.
- 4) Pay the graduation fee and all other appropriate fees.
- 5) Submit two separate graduation applications.

NOTE: Applicants for concurrent degrees are subject to the same academic regulations as students earning their first or second baccalaureate degree at Chicago State University.

## **Grievance Procedure**

Each college, program, and/or department has a grievance procedure developed to provide students with a fair method of resolving conflicts with faculty, staff, and administrators. Students with complaints, grievances, and appeals concerning academic programs should contact the appropriate department chairperson or the dean of the appropriate college. If complaints cannot be handled at the department or college level, students should contact the university’s ombudsperson.

## **Oral English Proficiency Policy and Student Complaint Procedures**

Illinois statute requires each public institution of higher education to “establish a program to assess the oral English language proficiency of all persons providing classroom instruction to students” and to “insure that each person who is not orally proficient in the English language attain such proficiency prior to providing any classroom instruction to students.” Students with

complaints about the oral English proficiency of an instructor should first contact the chairperson of the department involved. The complaint must be in writing and should be as specific as possible. Copies of the complaint must be sent to the appropriate college dean and to the provost. The chairperson will investigate the complaint and may observe the class. If the chairperson concludes that the faculty member's English is adequate, the chairperson will notify the student, the faculty member, the appropriate college dean, and the provost. The student may appeal the chairperson's decision to the dean. The dean will then investigate the complaint and follow the same notification procedure. The decision of the dean will be final. If the chairperson or the dean finds that the faculty member's oral English is unsatisfactory, he or she will make a recommendation to the provost who will take action on this recommendation and notify all parties involved of his or her decision. Except for the necessary notifications, the identities of all students and faculty involved in oral English proficiency complaints shall remain confidential.

## Academic Resources

### Academic Computing Facilities

Information Technology Division provides a wide range of academic computing services to students and employees. The primary computer laboratory is located in the Academic Library. This computer laboratory comprising of more than 150 Windows and APPLE computers is spread across the four floors of the Library. The computers are equipped with Windows 7 operating system and software applications such as Microsoft Office, SPSS, Mathematica, Adobe, among others. Printing, scanning and photocopying services are readily available on the first floor. Remote access to the library databases is also available with a CSU email username and password. Additional laboratories are operated by the academic departments throughout the campus buildings and are for use by the respective student majors. Wireless network is available in all University buildings for immediate connectivity to the Internet. Helpdesk is located on the first floor of the Library and can be reached at 773-995-3963 or [helpdesk@csu.edu](mailto:helpdesk@csu.edu).

### Athletics

The Department of Intercollegiate Athletics considers athletics to be an integral part of the university community and thus follows and honors Chicago State University's overall institutional mission. As such, Intercollegiate Athletics must strive for the excellence just as academic units strive for greatness in teaching, research and services. This commitment to excellence in athletics compels Intercollegiate Athletics to provide exemplary leadership, employ diverse yet dedicated individuals who are successfully competitive in their sport, and is committed to providing appropriate facilities and support services that will allow its student-athletes to compete at the highest level of intercollegiate competition, and reach their educational and academic objectives. The successful completion of our mission culminates with the graduation of student-athletes while producing winning programs that attain regional and national recognition.



The university is a member of the Western Athletic Conference (WAC) and the National Collegiate Athletics Association (NCAA) at the Division I level. Intercollegiate sports for men are basketball, baseball, cross country, golf, indoor and outdoor track and field, and tennis. Intercollegiate sports for women include basketball, cross country, golf, indoor and outdoor track and field, Soccer, tennis and volleyball.

The Department of Intercollegiate Athletics embraces the National Collegiate Athletic Association's "Principles of Sportsmanship and Ethical Conduct" and believes that student-athletes, coaches, and staff should adhere to such fundamental values as respect, fairness, civility, honesty, and responsibility. The Department of Intercollegiate Athletics is also committed to nondiscrimination, equal opportunity, and affirmative action. The university provides equal opportunity to education, employment and participation in university-sponsored activities without regard to race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, or gender equity.

Integrity is indispensable to an intercollegiate athletics program, for without it sport loses its true meaning. The department believes that administrators, coaches, and student-athletes, in concert with all members of the university community, must share a total commitment to abiding by the rules of the NCAA, the conference, and the institution, in their endeavor to be successful.

Both full and partial scholarships are available to qualifying student-athletes. Questions on eligibility should be referred to the coach of the sport in which a student is interested. The Athletics Department offers an extensive study and tutorial assistance program for all athletes.

For more information regarding employment, programs, and services please contact Athletics at 773-995-2295 or visit our website at [www.gocsucougars.com](http://www.gocsucougars.com)

## **Breakey Theater**

The Breakey Theater is housed in the Douglas Hall, Room 102. With a seating capacity of 300, the theater provides a space that can be utilized for recreational, entertainment, or ceremonial purposes. The Breakey Theater is the home for displaying such talents as the CSU Danceworks, the Music Department and is a classroom, performance and rehearsal space for the Communications, Media Arts, and Theatre Department.

## **Campus Ministry**

Campus Ministry seeks to support, encourage, and develop the faith/spiritual life of the university community, students, administrators, faculty, and students. Campus Ministry offers opportunities for Bible study, worship, counseling, retreats, community service, and peace and justice awareness. Although the Catholic Archdiocese of Chicago and the Chicago Metropolitan Baptist Association sponsor the campus ministers at present, their ministry is extended to all members of the university, regardless of denomination. Campus Ministry is located in Douglas Hall, Suite A, and the telephone number is 773/995-3869.

## **Campus Recreation**

Chicago State University's Campus Recreation program is a division of the Athletics Department. Our mission is to enhance the quality of life of the individuals within the CSU community by providing a variety of fun-filled, health promoting, recreational and leisure programs conducive to wellness and personal development. The Campus Recreation program engages students, faculty, staff, alumni and the surrounding community to participate in these activities through the following structured programs and services: intramural sports, open recreation, sport clubs, special events, and instructional programs.

Current CSU students and individuals that have a current Alumni membership are automatically members of Campus Recreation for that semester. Campus Recreation also offers affordable membership packages to community members. Current membership with Campus Recreation includes access to the indoor facilities in the Jacoby Dickens Center and entry into our various recreational programs. Within those facilities and programs, members are able to take advantage of:

- Cardio and strength training equipment
- Group fitness, strength and aquatic classes
- Intramural sports
- Multipurpose courts
- Indoor track
- Locker rooms and Dry sauna
- Open, lap swimming and private swim lessons

For more information regarding employment, programs, and services please contact Campus Recreation at 773-995-2254, e-mail at [campusrec@csu.edu](mailto:campusrec@csu.edu), or visit our website at [www.gocsucougars.com/campusrec](http://www.gocsucougars.com/campusrec)

## **Career Development Center**

The Career Development Center assists students and with developing the skills needed to engage in an active, focused and successful job search. The Career Development Center strives to help Chicago State University students and alumni meet their overall career and employment related goals. Services include helping students to choose a career path, professional development, workshops, job search assistance and document assistance, mock interviews, and career assessment. The Career Development Center is located in the Cordell Reed Student Union, Room 231, and the telephone number is 773/995-2327.

## **Counseling Center**

All college students must balance personal and career aspirations with the demands posed by school, work, and home. These demands may result in high levels of personal stress or in social/emotional obstacles that prevent students from attaining the skills needed for academic achievement, social participation, and self-fulfillment. The university's Counseling Center offers all Chicago State University students opportunities to address these problems in a confidential setting with approachable, qualified mental health counselors on an individual basis or in-group programs.

Special programs in the areas of study skills and academic self-development are offered throughout the year. Workshops, presentations, and referrals on a variety of topics such as domestic violence, family and interpersonal relationships, emotional difficulties, alcohol and drug screening, and anger management are also offered. Psychological assessment for career exploration, choosing a major, or

learning more about a specific learning difficulty is also available. In addition, the Counseling Center provides consultative services to other campus offices, faculty, and staff, and the center assists the university community in understanding the student body through involvement in educational planning and decision making.

Services are free, strictly confidential, and available to all students. Professional confidentiality is maintained. The Counseling Center is located in the Cordell Reed Student Union Building, Room 190, and the telephone number is 773/995-2383.

## **CSU E-Mail Accounts**

All Chicago State University students are assigned CSU email accounts when they are admitted to the university. To activate the email accounts, students must go to the computer lab in DH 122. Students are strongly encouraged to activate their email accounts immediately upon admission. Information concerning financial aid awards and disbursements, as well as other important information is sent to students via their CSU email accounts. Students enrolled in courses using Moodle Software must use their CSU email accounts to complete class assignments.

## **Disabled Student Services (Abilities Office)**

In order for students with disabilities to overcome limitations to the pursuit of their education, the Abilities Office of Student Disability Services provides services classified as reasonable accommodations such as note takers, readers, sign language interpreters, equipment loans, priority registration, advocacy and other accommodations. These services are provided to students who identify themselves and supply verification of the existence of a disabling condition. A person is considered disabled when he or she has a mental or physical impairment that hinders the performance of one or more major life functions such as mobility, hearing, sight, and learning. These services are provided in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Services are provided at no cost to all Chicago State students with verified disabilities. Students who need special parking permits should apply at the Secretary of State driving facility located at 99th Street and King Drive. The Abilities Office is located in the Counseling Center in the Cordell Reed Student Union Building, Room 198, and the telephone number is 773/995-4401 (Voice) and 773/995-3761 (TTY).

NOTE: Petitions filed by students based on circumstances that could constitute a request for an academic adjustment or modification on the basis of a disability as defined by Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 will be referred to and processed by the Abilities Office for Disability Services.

## **Distance Learning**

### **Specific Requirements**

Chicago State University's Distance Learning programs are designed for technologically literate students with an interest in learning from a distance. However, other interested students can receive hands-on training from the CTRE in order to prepare for distance learning courses. Various computer-training workshops are offered several times a year. A key element to successful completion of these programs is access to course delivery systems. For example, online courses require students to have immediate access to the Internet, electronic mail, and electronic discussion sessions. Online courses require students to have immediate access to the Internet and a CSU electronic mail account.

### **Tuition and Fees**

See the separately published listing of Tuition and Fees for Fall 2014. For further information, contact 773-995-2960 or visit [www.csu.edu/CTRE](http://www.csu.edu/CTRE).

## **Educator Licensure Services**

The College of Education has the responsibility of recommending students completing an entitlement program for all educator licenses, and for additional endorsements at the time of licensure. No one may be recommended for licensure to teach or supervise in the public schools of Illinois who is not of good character, in good health, at least twenty years of age, and a citizen of the United States or legally present and eligible for employment and who has not completed all requirements in the approved licensure program, including state licensure tests and compliance with the College criminal background check policy and related state and federal statutes. Additional requirements, such as drug testing, may be implemented in compliance with local, state, and federal policies or laws.

In recognition of the importance of long-range planning for advising and its relationship to assuring compliance with state and federal licensure and employment statutes, teacher licensure counselors have been assigned to each academic program and/or unit. These individuals will be supported by the Assistant to the Dean for Accreditation and Licensure, who is responsible for monitoring the state licensure process for students completing an education program leading to teacher licensure or licensure in school administration, counseling, or social work. Workshops are held each semester for all students completing teacher, administrative, and school service personnel licensure programs. At these workshops, students expecting to complete all requirements that term receive all materials and instructions to begin the process for applying for their licenses and additional endorsements. All candidates who complete all requirements of a licensure program will receive a recommendation for licensure once final grades and/or degrees are posted and within the compliance recommendations of Title IV of the Civil Rights Act of 1964 which prohibit discrimination based on race, color, creed, national origin, sex, handicap or lack of access to programs.

Early and continual consultation and careful planning are essential for students who are seeking to satisfy educator licensure requirements. Additional information is located in ED 203 or call (773) 995-2519.

## **Equal Employment Opportunity**

Chicago State University supports the principles of equal opportunity in employment and education. The university seeks to insure that no person will encounter discrimination in employment or education on the basis of age, color, disability, sex, national origin, race, religion, sexual orientation, or veteran's status. This policy is applicable to both the employment practices and administration of programs and activities within the university. It is the policy of the university that no person shall be excluded from participation in, be denied the benefits of, or in any way be subject to discrimination in any program or activity in the university.

The Office of Labor and Legal Affairs handles complaints of discrimination. Any employee or student may at any time contact Legal Affairs to discuss an alleged discrimination complaint and/or to seek a formal or informal resolution of a complaint. The office is located in the Cook Administration Building, Room 318, and the phone number is 773/995-2462.

## **Community Outreach & Field Placement Services (COFPS)**

The Community Outreach and Field Placement Services (COFPS), Located in ED 322, primary mission is to provide a high quality field experience program for teacher education candidates in the College of Education. The COFPS office provides opportunities to assist pre-service and student teacher candidates for their diverse field experiences in urban, suburban and rural settings. A record of each teacher candidate's field experiences is maintained in COFPS as required by the Illinois State Board of Education. In addition, the office provides a range outreach services to support enrollment, retention, and graduation.

## **The Fredrick Blum Neighborhood Assistance Center**

The Fredrick Blum Neighborhood Assistance Center (NAC) provides technical and research assistance to neighborhood-based, community, and economic development organizations. While housed in the Department of Geography, Sociology, History, African American Studies, and Anthropology and drawing heavily on the resources and skills of the department, the NAC endeavors to involve faculty and students from across the university. Thus the NAC not only applies discipline-specific skills to the solution of neighborhood problems, but it also acts to increase the level of service to the community by the university.

Undergraduate and graduate students can become involved with the NAC through internships and work-study assignments. Students work with community organizations and faculty members on projects utilizing skills they obtain in their classes. Graduate students can become involved in NAC projects through funded research assistantships. The main goal of the NAC is the fostering of self-reliant community development. This is accomplished by the following services:

- Assisting in the development of neighborhood planning projects in ways that enable neighborhood residents to develop their own strategies for neighborhood maintenance and revitalization.
- Performing food and social service access analysis, grant writing assistance, and data base construction.
- Mapping assistance and spatial analyses using the department's Geographic Information System (GIS) laboratory.
- Maintaining documents and data pertaining to land use, housing, economic development, and community planning.

The Calumet Environmental Resource Center (CERC) is a unit of the Fredrick Blum Neighborhood Assistance Center and is a repository for environmental information relating to the Lake Calumet region of southeast Chicago. Through its participation in the Lake Calumet Ecosystem Partnership, CERC helps to coordinate environmental initiatives in the region. CERC resources are available to students, faculty, and members of the community.

## **Gwendolyn Brooks Center for Black Literature and Creative Writing**

The Gwendolyn Brooks Center for Black Literature and Creative Writing, founded in 1990, is a literary and cultural center invested in researching, teaching, and disseminating information about acclaimed Black writers, especially the life and works of Gwendolyn Brooks (1917-2000), former poet laureate of Illinois and distinguished professor of English at CSU. The Brooks Center's mission is to promote the study of Black writers and to strengthen the humanities, especially literature, history, art, music, culture and health awareness, by engaging in collaborative and interactive programming for students, faculty, and the general public. The center's broad selection of culturally insightful and academically stimulating programs includes the annual Gwendolyn Brooks Writers' Conference, Black History Month Video and Film Festival, Women's History Month Lecture and Workshop Series, the Poetry Month Festival.

## **The Latino Resource Center**

The Latino Resource Center was founded in 1988 by a group of Latino students, faculty and administrators. The focus since its inception has been to support and advocate for Latino students on campus. The mission of the LRC has expanded to provide enrollment, retention and graduation initiatives for Latino students at CSU. Its staff provides activities that assist incoming students successfully enroll into the University. CSU students also have the opportunity to participate in cultural, leadership and professional development, and social activities throughout the academic year. The Office also serves as a liaison between CSU and Latino community groups, businesses, and service agencies at the local, state and national levels. The Center is located in the Cordell Reed Building, Room 230A, and the telephone number is 773/995-2526.

## **Larry A. Harris Reading Center**

The Larry A. Harris Reading Center (LAHRC) is a site at Chicago State University where teachers are trained in reading diagnosis and remediation. Each year a limited number of individuals, both adults and children, come to the center for help with reading problems. Their reading difficulties are

diagnosed, and they are given remedial instruction by graduate student teachers under the supervision of the center's professional staff. All diagnoses and instruction are provided for a small fee on either an individual or group basis. Additionally, the LAHRC hosts informal forums where recent research in reading and language arts is presented to undergraduates, graduates and teachers. The location is the Education Building, Room 308.

## **Library and Instruction Services (LIS)**

Library and Instruction Services consists of five units housed within the University Library: Library Services, which includes Access Services & Scholarly Communications, Public Services, and Technical Services; Archives and Special Collections; the Center for Teaching and Research Excellence; Distance Education; and the Learning Assistance Center. Each of the divisions offer a broad array of services and work together to enhance one another in their efforts to deliver comprehensive academic information and instruction resources that support and sustain informed teaching and learning at the University.

### **Library and Instruction Services Mission:**

Library and Instruction Services provides exemplary information and instructional services to guide learning, teaching, research and discovery for the Chicago State University community.

We support the university mission, values, and vision by:

- Providing access to global information resources through cutting-edge technology.
- Developing user-centered services that foster academic excellence and student success.
- Creating spaces where positive transformational academic experiences can occur.

We will be a dynamic partner in the educational experience at the university.

### **Library and Instruction Services Core Values:**

To create an environmental that fosters

- Intellectual development
- Collaborative learning
- Personal accountability and respect for other
- Academic integrity
- Teaching and technological innovation
- Community development and partnerships
- Lifelong learning

Located at the head of the campus, the Library is a 142,000 square-foot facility that comprises traditional Library and research services with instructional learning, teaching and technology. Reengineered in every sense, this modern facility is furnished with comfortable seating, has a café, multi-media group study rooms, an all-campus computer lab with over 200 computers throughout the building for media use, information retrieval and instruction. It also has a faculty instructional lab, a sunroom, auditorium and conference rooms for special events, receptions and meetings, a library instruction classroom, an information mall with 36 computer workstations for hands-on research assistance and a learning commons to accommodate

collaborative learning. The entire building has high speed wireless access.

## **Hours of Operation:**

Hours of operation vary during the summer and University holidays. Please check the library website at <http://library.csu.edu/> for up-to-date information on hours of operation.

Access to many Library resources is available to students, faculty and staff 24 hours a day, 7 days a week online at <http://library.csu.edu>.

## **Library Services**

The Library Services Unit is responsible for the selection, acquisition, dissemination and instruction in the use of materials and resources in all formats in service to the academic success and scholarly needs of students, faculty and scholars. The Library has a collection of over 426,000 volumes, eighty percent of which are stored in ROVER, the first automated library storage and retrieval system installed in the state of Illinois. ROVER houses most books published prior to 1991, all bound periodicals, the Library's Black Studies collection, media, and archival collections. Electronic resources that include over 40,000 ebooks, over 100 databases providing access to thousands of journal and newspaper articles, as well as microform and audiovisual materials, augment the book collection. Access to materials beyond the scope of the Library's collection is provided through I-Share, a statewide online resource sharing network. I-Share includes the resources of 76 libraries that belong to the Consortium of Academic & Research Libraries in Illinois (CARLI). All CSU students, faculty and staff may use the resources from all participating libraries.

## **Reference Services**

Library faculty is available to assist and instruct on all facets of information and document retrieval and use of library resources. Reference service is available in person, via email or over the telephone.

## **Reference Collection**

This non-circulation collection currently contains 15,000 volumes that include bibliographies, biographical sources, atlases, almanacs, dictionaries, encyclopedias, and much more. In addition to the print reference collection, the library subscribes to over 100 electronic databases providing access to diverse array of journal literature. The library also provides electronic access to hundreds of traditional print reference titles.

## **Information Mall**

Located directly adjacent to the Reference Desk, the information mall is a small computing lab directed to research. The information mall has 36 computing terminals. Priority for use is for students conducting research and using library database/resources.

## **Library Instruction Lab (LIB 210)**

Working as partners with teaching faculty, reference librarians conduct library instruction sessions in all academic disciplines. Each semester, the unit offers an information literacy



program as part of a general education course to all freshmen English Composition classes, as well as a similar program to College of Pharmacy students. Library instruction classes acquaint our students with the research process and provide them with enhanced information literacy skills. All library instruction sessions are held in the instruction lab, which is equipped with state-of-the-art learning technologies.

## **Education Resource Center (ERC)**

Located on the library's third floor, contains a specialized collection of 48,000 volumes to support teacher preparation programs and works closely with the College of Education. It houses children's and young adults' literatures, textbooks, and other curriculum materials, including electronic resources and other media for pre-K through 12th-grade education.

## **Government Documents**

CSU library is a selective US federal documents repository, which focuses on government information relating to the teaching and research interest of the university. It houses over 90,000 documents various formats: books, pamphlet, journal, poster, map, audiovisual, microform, and electronic.

## **Music & Performing Arts Collection**

The Music & Arts Collection provides a variety of resources and materials for research, study and classroom projects, which includes books, scores, and over 3000 recordings mostly in audio CD format. Electronic resources include music database (International Index to Music Periodicals) for journal access and three streaming music listening services: Naxos Music Library, Naxos Jazz, and African-American Song. The collection also has theater and dance resources.

# **INSTRUCTIONAL SERVICES**

## **Archives and Special Collections**

The University Archives serves as the official memory of the Chicago State University community and is charged with preserving historical materials from the University's past and present. Our special collection are focused primarily on African American history, literature and politics; Chicago neighborhood history; and the history of education.

- The Illinois Leadership Collection features the papers of the Illinois Legislative Black Caucus and several of its members who served in the Illinois General Assembly.
- Thomas H. Wirth Collection of 18th and 19th century African-Americana. Included are rare first editions by authors like Phillis Wheatley, John Marrant, David Walker, Frederick Douglass, William Wells Brown, Henry O. Flipper, and Sojourner Truth.
- R. Eugene and Alzata C. Pincham Collection: R. Eugene Pincham was a pioneering African American civil rights attorney, judge of the Circuit Court of Cook County, Illinois, justice of the Appellate Court of Illinois, and ardent critic of the U.S. criminal justice system. The papers and writing includes transcripts of Pincham's trials during his time as an Illinois attorney and preserved scrapbooks with over 50 years of career

accomplishments. The art collection features pieces from various African cultures, including masks, statues and framed contemporary paintings.

- The Provident Hospital Collection documents the history of the first African American privately-owned hospital in the nation, opened in 1891, which served predominantly African American patients. In addition, it was the first private hospital in the State of Illinois to provide internship opportunities for Black physicians and the first to establish a school for nursing to train Black women. The archival collection contains photographs of students, administration and the building, administrative records, medical and teaching artifacts, news clippings about the hospital and artwork.

## **Learning Assistance Center**

The Learning Assistance Center (LAC) serves CSU students by providing free access to tutors and other resources necessary to support their academic success. Located on the fourth floor of the library LIB 450, the LAC has drop-in tutoring for writing and math, appointment-based tutoring for a variety of disciplines, technology access and support, study hall space, and information and referral services to a variety of other campus. Some of the services provided to students include:

- Tutoring in a wide variety of subjects by certified tutors.
- Facilitation of study hall hours.
- Coordination of academic peer assistance and informal study groups.
- Proctoring exams for online students.
- One-on-one research support and instruction.
- Technological and media support for academic assistance in math, writing, foreign languages, etc.

The LAC is open seven days a week during the academic term. During breaks the hours are reduced. Please check the website at [www.csu.edu/tutoring](http://www.csu.edu/tutoring) for up to date information on hours and to schedule an appointment.

## **Center for Teaching and Research Excellence (CTRE)**

The CTRE is a unit within Library and Instruction Services that is comprised of three areas of responsibility, namely, faculty development, academic advising development and distance learning. Extensive collaboration occurs between the three areas.

Faculty development activities offered by the CTRE to support faculty in their teaching and research include workshops, mini-grants (based on funding availability), individual consultations, access to off-campus meetings and events, and the provision of online resources. The CTRE also supports faculty (and students) in the use of Moodle; the university's online learning management system.

Distance learning was developed to service mature, self-motivated and busy adults in need of a flexible educational schedule. This program is especially designed for students needing a program free of time and space limitations and requiring no or minimal campus classroom

attendance. Chicago State University's highly recognized full-time faculty and adjunct lecturers teach distance learning courses from the Colleges of Arts and Science, Business, Education, and Health Sciences.

The in-state or out-of-state tuition for distance learning students is the same as for other full-time CSU students with the addition of a \$50.00 distance-learning fee per course, covering telecommunication and technology costs. For more information call the Center for Teaching and Research at 773/995-2960 or visit our website at [www.csu.edu/CTRE](http://www.csu.edu/CTRE).

## **Office of Student Affairs**

The Office of Student Affairs is responsible for the formulation of policy governing student activities on campus. It serves as liaison, a resource and referral center for any student concern, and a coordinator of matters relating to student life. The Office of Student Affairs provides leadership for and maintains close liaison with students, student publications, student organizations, and other administrative units of the university. The office is staffed by persons with experience and training in student development and other areas of student personnel service. The staff is available to assist students in a variety of ways, including the interpretation of student life policies and the resolution of personal, social, and academic concerns.

## **Office of Student Activities**

The Office of Student Activities provides academic, cultural, social, intellectual, and civic programming designed to enhance the academic experience of Chicago State University students. It is responsible for managing all recognized clubs and organizations, including but not limited to the Student Government Association and Fraternity and Sorority life. The office works in conjunction with the Student Government Association and Campus Life Board to provide guidance and supervision to a diverse group of student programs sponsored by the Office of Student Activities. These activities include Welcome Week, Homecoming, Thanksgiving Throwdown, African American History Month, Cinco de Mayo, Women's Awareness Month, and other activities. The office is located in the Cordell Reed Student Union Building, Room 260, and the telephone number is 773/995-2300.

## **Student Government Association**

The Student Government Association (SGA) is the representative body for students and serves as an umbrella organization for all campus student organizations. All students who have paid their student fees are automatically members of the SGA and as such are entitled to vote, chair and serve on committees, hold office, and take advantage of all SGA sponsored activities and services. The office is located in Room 268 of the Cordell Reed Student Union Building.

## **Television Services**

Television Services supports the undergraduate program in radio-television broadcasting as well as other areas of the university. The HD tapeless facility can be used for microteaching and

for the production of instructional programs for local viewing or cable casting. Additionally, the facility houses digital editing suites (Avid and FinalCut Pro), audio production suites, digital graphics suites and the use of HD camcorders for students to check out for projects and remote shoots. Also, Television Services undertakes field production as requested. A professional-level audio facility is available for radio and other audio productions.

## **Veterans Affairs**

The Office of Veterans Affairs is designed to provide a variety of essential services and activities to veteran students. Services provided by the Office of Veterans Affairs include certifying enrollment, verifying information, processing appropriate applications and forms, adhering to and disseminating information about veterans and university policies, procedures and regulations, and maintaining current data on all veterans receiving Veteran Affairs funds to defray educational costs. In addition, the Office of Veteran Affairs helps veteran students make a successful transition to the university.

## **Wellness/Health Center**

The Chicago State University Wellness/Health Center is a comprehensive health and educational resource for the campus community. Directed by a family nurse-practitioner, the Wellness/Health Center is the campus community's link to personal health and wellness. The center provides primary health care and wellness programs; encourages students, faculty, and staff to develop healthy lifestyles; serves as a health consultant and referral resource; and acts as a liaison for health issues that affect the university community. Students may be seen by a primary care provider by appointment for a nominal fee with a valid Chicago State University identification card. All students must submit an official immunization record to the Wellness/Health Center as part of the registration process. Immunizations needed to comply with regulations, and the immunization laws are also available through the Wellness/Health Center. Information regarding the mandatory student health insurance is available through the student health insurance coordinator. The Wellness/Health Center is located in the Cook Administration Building, Room 131, and the telephone number is 773/995-2010.

## **Special Academic Programs & Opportunities**

### **Assessment: Publicizing Learning**

Assessment at Chicago State University is integrally related to the university's mission of providing quality graduate and undergraduate programs. Academic assessment emerges from the university's commitment to excellence in teaching and learning and is grounded in faculty-developed program learning outcomes expressing what students should know. Program assessment information is available on departmental websites. The undergraduate assessment program at Chicago State University includes assessment of the following:

- Basic skills in English, mathematics, and reading
- General education courses
- Learning in the student's major program of study

Faculty members have incorporated a number of measures and methods to assess students' acquisition of knowledge, skills, and attitudes. These include but are not limited to:

- capstone courses and projects
- oral examinations, internships
- portfolio collections of student work
- senior theses and projects
- standardized national examinations
- faculty developed tests,
- performance on licensure examinations
- certification or professional examinations
- juried reviews and performances
- exit interviews, opinion surveys
- external evaluators, focus groups
- interviews
- graduation and retention rates
- graduate follow-up studies
- job placement data

The results of the assessment of academic achievement are used by faculty to improve instruction and student learning. Refer to individual academic departments for assessment requirements.

## **Academic Support Program**

The Office of Academic Support was established as a “one stop” academic support center for students and the anchor of retention efforts at CSU. In addition to monitoring the academic progress of students, the staff makes referrals to other support services on campus that assist students with qualifying examinations, study and learning skills, counseling, and personal development. Special activities are also offered for freshmen, which include the University College program that admits students who do not meet regular admission requirements and an extended freshman orientation course/program. The Office of Academic Support also collaborates with the Career Development Center, which prepares students for internships. . Other activities in the Office of Academic Support include academic warning system, special basic skills workshops in English and mathematics, and the Student Success Program. The Office of Academic Support is located in the Cordell Reed Student Union Building, Room 158, and the telephone number is 773/995-4510.

## **Academic Assistance Center**

The Academic Assistance Center is located in the Academic Library, Room 450. Chicago State University students may come to the center for free tutoring in the following:

English: All students enrolled in English Composition courses are provided English tutoring on a one-to-one or small-group basis when referred by their instructors. In addition, all Chicago State University students may take part in workshops on grammar and composition. Self-paced learning materials are also available for independent work.

Reading: Individualized tutoring is available in preparation for the Reading Qualification Exam or the Nelson Denny Reading assessment; an exit requirement.

Mathematics: One-to-one and small-group tutoring is available to all Chicago State University students enrolled in algebra, pre-calculus, calculus, and a variety of other mathematics courses. Students may be referred to the center for advisement on preparation for the Mathematics Qualifying Examination.

Accounting, French, and Spanish: Tutoring is presently available on a one-to-one or small-group basis.

Student Success Program: Special activities are available for students with GPAs below 2.0.

NOTE: Tutoring hours may vary from one semester to another. Students must make appointments to receive tutoring services.

## **Student Support Services Program**

The Student Support Services Program (SSS) is a Federal TRiO program funded by the US Department of Education. The program targets low-income, first-generation, college students and students with disabilities who might benefit from a program of supportive services. SSS provides a multitude of interconnected academic support services designed to build confidence and promote student success, enabling them to persist and graduate from Chicago State University.

The goal of the program is to provide a variety of services designed to enhance academic and social skills, increase student retention and graduation rates, and stimulate career interests beyond the undergraduate level of achievement. The program provides individual and group counseling, workshops, tutorials, cultural activities, social activities, mentorships, advocacy, and coping skills to enhance personal growth and self-confidence. Student progress is monitored daily, and remediation is individually prescribed to increase opportunities for success.

## **Upward Bound Programs (PF/UB)**

The Upward Bound Program is a Federal TRiO Program funded by the US Department of Education. The Upward Bound program serves 115 low-income high school students who have potential to attend college, but need supplemental academic and counseling services. Project F.A.M.E./Upward Bound program (PF/UB) began at Chicago State University in 1982. The acronym, F.A.M.E. represents Female and Male Excellence. Upward Bound assists high school students to prepare for higher education. Participants receive instruction in literature, composition, mathematics and science after school, weekends, and during the summer.

To goal of Project FAME Upward Bound is to contribute to the cultivation of future leaders by providing high school students with a variety of academic, leadership, and cultural achievement

opportunities designed to generate high levels of achievement in precollege performance and ultimately in their higher education pursuits.

Eligible participants must be low-income and or potential first-generation college students living in the program's target area or attending one of the program's target high schools.

## **Project Success/Educational Opportunity Center (EOC)**

Project SUCCESS/EOC is one of the Federal TRIO Programs funded by the US Department of Education. It is designed to provide potential first generation, low-income adults (19 years and older) with information regarding educational, financial aid, and career opportunities. Services offered include assistance with college applications and financial aid forms, assistance in locating scholarship and other sources of financial aid, career planning and counseling, and referrals to GED and other programs as needed. Services are provided on campus or at community sites, as appropriate.

## **Undecided Major Program**

The Office of the First Year Experience advises students in the undecided major program. This structured program is specifically designed for first-year students to make informed decisions when choosing an academic major. During the first year, students participate in workshops and one-on-one advising sessions aimed at helping them select a major. Students also create an individualized academic plan with their advisor during their first term. For more information, please contact the Office of the First Year Experience in the Cordell Reed Building, Room 158.

## **Writing Across the Curriculum**

Chicago State University recognizes that students who can communicate effectively will be powerful competitors in today's global economy. The Writing Across the Curriculum program has been established to provide students with the opportunity to learn to write well within their majors. Students complete a minimum of two writing emphasis courses to demonstrate their understanding of course material by completing frequent writing assignments. In these courses, students will not only develop their abilities to write skillfully, but they will also find that writing about a subject increases their understanding of it. Refer to each academic department for writing emphasis courses.

## **International Programs/Study Abroad**

The purpose of the Office of International Programs (OIP) (<http://www.csu.edu/abroad/>) is to expose students and faculty to international cultures, subjects, issues, and concerns in an effort to prepare students to be global citizens and to promote faculty development. The Office of International Programs challenges students and faculty to reach beyond the realm of familiarity and to extend their purview through travel, research, and study abroad.

OIP offers a range of academic and student-oriented services. Various international travel programs may be available throughout the year for study and research abroad. The programs

may be offered by Chicago State University, through collaboration with other universities, or through state/federal agencies. Some of the activities of OIP are specifically tailored for newly admitted international students.

The Office of International Program's mission is to serve the entire campus by fostering collaboration and stimulating interdisciplinary relationships between students, faculty, and staff. The OIP's goal is to internationalize the campus through opportunities for global research, study, internships, and language and cultural enrichment.

### **Admission**

For admission to most study abroad programs, the student must be currently enrolled at Chicago State University. Admission to the many available programs vary in terms of requirements for GPA, language proficiency, other special skills, academic discipline, academic level, full-time or part-time status, and other criteria. Most programs are open to both US citizens and/or residents, although a few are open only to US citizens.

### **Course Offerings**

Students who engage in classes at educational institutions and programs outside of the United States will enroll at Chicago State University in one of the six study abroad courses listed below:

S AB 3960    S AB 4720    S AB 4730    S AB 4740    S AB 4980    S AB 4990

## **Enrichment Programs to Prepare for Graduate Study and Pipeline Programs for Graduate Study**

Chicago State University offers many enrichment opportunities for students to participate in programs and activities that prepare them for graduate study and to participate in pipeline programs that award scholarships and fellowships for graduate study. These enrichment and pipeline programs are conducted in collaboration with other colleges and universities.

The enrichment programs enable students to take advanced courses and research seminars and to conduct research projects or participate in research projects under the direction of a faculty member at a research university. These programs are conducted at other university campuses during the regular semesters and during the summer. Enrichment programs are currently being offered by the University of Iowa (Summer Research Program) and the University of Chicago (Minority Student Enrichment Program—see program description, below). Chicago State University is continually developing pipeline programs with other universities. These pipeline programs provide students with scholarships or fellowships to attend graduate school after they complete their bachelor's or master's degree. Chicago State University students are currently enrolled in pipeline masters or doctoral programs at Northwestern University, the University of Iowa, the University of Minnesota, and the University of Illinois, Chicago. The Graduate and Professional Studies Office in Academic Affairs has information on other scholarships and fellowships for graduate study.

Enrichment and pipeline programs are a particular initiative of the Center for STEM Education and Research at CSU. The Center administers the Illinois Louis Stokes Alliance for Minority



Participation (ILSAMP) program. ILSAMP currently receives funding from the National Science Foundation (NSF) to support a two-year Bridge to the Doctorate (BD) program at the University of Illinois at Chicago (UIC). The NSF has funded six Illinois LSAMP BD programs. The first two cohorts were located at Southern Illinois University at Carbondale, and the last four were at UIC. In the spirit of the NSF Broadening Participation Initiative, the Illinois LSAMP BD program efforts have demonstrated commitment to comprehensive doctoral training and professional development exemplified by the combined completion of 11 PhDs, 25 master's, 38 entering doctoral candidacy, with 55 of 66 (83%) matriculating into STEM doctoral programs since the first Illinois BD Fellows began their graduate study experiences in 2004.

Generally, students must have a cumulative grade point average of at least 3.0 to be eligible for enrichment and pipeline programs. For information on preparation programs for graduate school, pipeline programs, and application to graduate school, contact the Graduate and Professional Studies Office, located in Academic Affairs, ADM 308, 773/995-2404.

## **Minority Student Enrichment Program (MSEP)**

The Minority Student Enrichment Program (MSEP) is a joint program established by the University of Chicago and Chicago State University. This program includes opportunities for Chicago State University students to take courses and use facilities at the University of Chicago in a seminar series on academic and career-oriented topics, social interaction with students from both campuses, and a summer program through which Chicago State University students do research under the direction of University of Chicago faculty members. MSEP, though not establishing a direct “pipeline” to graduate school, is designed to encourage students to pursue further education in a doctoral program and to prepare and aid minority students in that pursuit. The program’s ultimate goal is to increase minority representation on college and university faculties.

### **Program**

The three components of MSEP follow:

1. The opportunity for undergraduate and graduate students enrolled at Chicago State University to take courses at the University of Chicago, with credit transferable to Chicago State University. The program covers tuition, and a stipend is provided for books and travel expenses.
2. The opportunity for undergraduates to pursue a summer research internship, working one-on-one with a University of Chicago professor or as part of a laboratory research team, with a \$3,000 stipend and the opportunity to live on the University of Chicago campus provided.
3. A free seminar series for undergraduate and graduate students, which explores graduate school (e.g., what PhD programs are like, how to apply for and finance them and the academic careers that follow).

## Eligibility

Undergraduate students must be currently enrolled at Chicago State University and have completed a minimum of six credit hours in each of the previous two semesters. Participation is open to students in fields of study that normally culminate in a doctorate (e.g., behavioral and social sciences, physical and biological sciences, and humanities). Students in fields that do not usually grant a doctorate are not eligible for this program. For further information, contact Professor Marc Cooper, Chicago State University's Coordinator of MSEP, at 773/995-2131.

## Course Listings

Courses numbered 0900 to 0990 are developmental; 1000 to 1999 are freshman level; 2000 to 2999 are sophomore level; 3000 to 3999 level are junior level; and 4000 to 4999 are senior level courses. Courses numbered 5000 to 5999 are master's level courses, and courses numbered at 6000 to 6999 are reserved for doctoral students.

The following notations and definitions are used to describe the credit hour and the contact hours that are associated with each course:

- A number in parentheses shows credit hours, following the course title. For example, (3) is three credit hours. Three hours of credit are granted for a class meeting for a period of three 50-minute periods in one week. Where courses are offered for variable credit, the range of credit hours is shown.
- Courses designated as activity, clinical, field, laboratory, practice, recitation, seminar, or studio have additional hours of contact. These contact hours are shown after the slash mark in the course title. For example, /5 is five contact hours in one week.
- The number of hours required for fieldwork in education and health science courses is listed as "clock hours." One clock hour is a full 60-minute period per semester.

Accounting (ACCT)

African American Studies (AFAM)

African Languages (AF L)

Anthropology (ANTH)

Arabic (ARAB)

Art (ART)

Airforce Studies (A S)

Bilingual Elementary Education (BIL)

Biology (BIOL)

Botany (BOT)

Business Education (B E)

Business Laboratory Honors Program (BLP)

Chemistry (CHEM)  
Chinese (CHIN)  
College of Arts and Sciences (CAS)  
College of Business (COB)  
Communications, Media Arts and Theatre (CMAT)  
Communications Media (CM)  
Computer Science (CPTR)  
Conflict Resolution (CFR)  
Continuing Education (CE)  
Counseling (COUN)  
Criminal Justice (CJ)  
Early Childhood Education (ECH)  
Early Childhood Elementary (ECEE)  
Early Childhood Special Education (ECSE)  
Economics (ECON)  
Education (ED)  
Education Doctorate in Leadership (EDDL)  
Educational Leadership, Curriculum and Foundations (ELCF)  
Elementary Education (ELED)  
Engineering Studies (ENGR)  
English (ENG)  
Family and Consumer Science (FCS)  
Finance (FIN)  
Foreign Languages and Literatures (FLL)  
French (FREN)  
Freshman (FRSE)  
General Studies Program (GSP)  
Geography (GEOG)  
German (GERM)  
Health and Safety (H S)  
Health Information Administration (HIA)  
Health, Physical Education and Recreation (HPR)

Health Sciences (H SC)  
History (HIST)  
Honors Program (HON)  
Individualized Curriculum Program (ICP)  
Industrial Technology (I T)  
International Studies (IS)  
Information Systems (INSY)  
Italian (ITAL)  
Japanese (JPN)  
Liberal Studies (LBST)  
Library Science (LIMS)  
Information Studies (LIS)  
Management (MGMT)  
Marketing (MKTG)  
Mathematics (MATH)  
Middle Level Education (MIDS)  
Military Science (MI S)  
Music (MUS)  
Music Applied (MUSA)  
Music Ensemble (MUSE)  
Music Major (MUSM)  
Nursing (NURS)  
Occupational Therapy (O T)  
Pharmacy (PHAR)  
Philosophy (PHIL)  
Physical Education (PE)  
Physical Science (PH S)  
Physical Therapy (PT)  
Physics (PHYS)  
Physiology (PSLY)  
Political Science (POL)  
Pre-Pharmacy (PPHR)

Psychology (PSYC)  
Public Health (PUBH)  
Quantitative Business Analysis (QBA)  
Reading (READ)  
Recreation (REC)  
Russian (RUSS)  
Social Work (S WK)  
Sociology (SOC)  
Spanish (SPAN)  
Special Education (S ED)  
Study Abroad (S AB)  
Technology and Education (T&ED)  
Technology and Performance Studies (TPS)  
University College (UC)  
University Without Walls (UWW)  
Women and Gender Studies (WS)  
Zoology (ZOOL)

# College of Arts and Sciences

Dean: Dr. Leroy Jones

Interim Associate Dean: Dr. Ida Abraha

## **Degree Programs**

BA in African American Studies

BA in Art

BS in Biological Sciences

BS in Chemistry

BS in Computer Science

BS in Criminal Justice

BA in English

BA in General Studies

BA in History

BS in International Studies

BA in Liberal Studies

BS in Mathematics

BA in Media Arts

BA in Music

BS in Physics

BA in Political Science

BA in Psychology

BA in Sociology

BA in Spanish

## **Minor Programs**

African American Studies

African Languages, Cultures, and Literatures

Alcoholism and Other Drugs of Addiction

Anthropology

Art and Design

Art History

Biology  
Chemistry  
Chinese  
Communication Studies  
Computer Science  
Criminal Justice  
English  
Environmental Studies  
French  
Geography  
Gerontology  
History  
International Studies  
Latin American/Latino Studies  
Mathematics  
Media Production  
Music  
Philosophy  
Photography  
Physical Science  
Physics  
Political Science  
Psychology  
Public Relations  
Religious Studies  
Social Work  
Sociology  
Spanish  
Spirituality in Psychology  
Sports Broadcasting  
Theatre Arts  
Women and Gender Studies  
Writing

## **Special Programs**

Engineering Studies

Military Science (ROTC)

Premedical Education

## **Interdisciplinary Minors**

Environmental Studies

International Studies

Latin American/Latino Studies

Peacemaking Studies: Conflict Resolution and Mediation

Religious Studies

Women and Gender Studies

Security and Intelligence Studies

## **The College of Arts and Sciences Academic Programs**

Programs in the liberal arts and sciences prepare students for a wide variety of occupational opportunities and for graduate work. Programs are designed to produce graduates who are broadly educated and who have special knowledge and competence in their major field of study.

### **MISSION STATEMENT**

The College of Arts and Sciences provides the intellectual nucleus of the University. The College prepares its students to be competitive in challenging careers in the humanities, the visual and performing arts, the social and behavioral sciences, and the STEM disciplines of life science, physical sciences, technology, engineering, and mathematics. The College provides students throughout the university with broad interdisciplinary awareness and competence to equip them for citizenship in the 21st century environment of diversity, globalization, and social justice.

### **VISION STATEMENT**

The College of Arts and Sciences will be recognized for its depth and breadth of scholarship; its commitment to utilizing pedagogies that effectively teach students while equipping them for the workplace, its student and community engagement in research and creative activities to foster economic growth, social justice, and lifelong personal development; its support of all education programs in the University by teaching critical thinking, numeracy and creative and purposeful writing. It will be recognized for engagement in major issues that both challenge and foster democratic thought.



Admission to the programs in the College of Arts and Sciences is contingent upon good academic standing and acceptance by the appropriate academic department. Programs leading to Bachelor of Arts or Bachelor of Science degrees are offered in the following fields: African American studies, Art, Biology, Chemistry, Communication, Media Arts and Theatre, Computer Science, Criminal Justice, English, Geography, General Studies, History, International Studies, Liberal Studies, Mathematics, Music, Physics, Political Science, Psychology, Sociology and Spanish. CAS also offers minor sequences in the above listed fields.

In addition, pre-professional programs in engineering studies, prelaw, and premedical education. Students interested in a career in education should select one of the following secondary teaching options the College of Arts and Sciences offers: art, biology, chemistry, English, geography, history, mathematics, music, physics and Spanish. General degree requirements are outlined in the pages that follow. Specific requirements for each major sequence appear subsumed under the appropriate/respective academic departmental listings in the pages that follow.

## **College of Arts and Sciences Departmental Uniform Grievance Policy and Procedures**

### **Introduction**

The purpose of the student grievance procedure is to provide an impartial review process and to protect the rights of all parties involved in student-faculty disputes. Disputes include, but are not limited to, grading and grading policies, expectations, and standards.

The initial discussion between the student and the faculty member and the department chair, director, or coordinator may be informal. The departmental and college committee levels of the process require a formal request and clear documentation of the complaint. At each step of the complaint process, however, an interaction report is completed to document the purpose and outcome of the meeting and to indicate agreement or to identify next steps. A uniform interaction report form is available from all programs in the College of Arts and Sciences.

NOTE: Petitions by students based on circumstances that could constitute a request for an academic adjustment or modification on the basis of a disability as defined by Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 will be referred to and processed by the Abilities Office for Disability Services

### **Departmental Process**

Any student who believes he or she has a grievance should first utilize the departmental process as listed herein.

#### Step One

A student who has a grievance against a faculty member should make an appointment with the faculty member within 30 calendar days of the incident to discuss and resolve the dispute. If the student feels that a satisfactory solution or relief has not been provided, the student should follow the procedures outlined in step two.

## Step Two

The student should make an appointment with the chairperson, director, or coordinator of the department within ten days after the initial meeting with the faculty member. The chairperson, director, or coordinator will attempt to resolve the dispute or request the student to submit the complaint in writing for a hearing by the departmental Faculty-Student Relations Committee (FSRC), which is only needed if the student moves to step three. If the student feels that a satisfactory solution has not been provided, the student should follow the procedures outlined in step three.

## Step Three

The student must submit a written complaint within 60 days of the incident (e.g., rendering of the final grade) to the chairperson, director, or coordinator. The written complaint must include supporting documents and must clearly state a resolution within the authority of the department (e.g., changing a grade from D to C). The chairperson, director, or coordinator will convene the departmental FSRC and distribute the written complaint, along with any supporting documents, to its members and to the faculty member involved in the grievance. At this point, the faculty member must submit a written response with any supporting documentation. The faculty documents are then forwarded to the departmental FSRC.

The departmental Faculty-Student Relations Committee shall comprise a minimum of five faculty members and a minimum of one student. The department chairperson, director, or coordinator will appoint one of the five faculty members to serve as committee chairperson. When the departmental FSRC is convened to hear a grievance, decisions of the committee will be determined by a simple majority vote, provided 75 percent of the membership is present, including one student representative. The selection process for the departmental Faculty-Student Relations Committee is as follows:

1. The faculty members (adjuncts will be eligible at the discretion of the department chairperson, director, or coordinator) will be appointed by the chairperson, director, or coordinator of the department or according to departmental bylaws.
2. The student representative will be selected from a student organization within the department or program and may change depending on criteria 3 (below).
3. The student representative should not be enrolled in any classes of the grievant or the faculty member grieved.
4. The faculty member against whom the grievance is lodged should not be a member of the grievance committee.

The departmental FSRC shall have authority and/or responsibility only to make recommendations to the chairperson, director, or coordinator of the department. The final departmental decision will be made by the chairperson, director, or coordinator in writing, with a copy of the decision sent to the Dean of the College of Arts and Sciences.

The departmental Faculty-Student Relations Committee will have a hearing with all parties present within 30 calendar days of receipt of the complaint. Within 10 calendar days after the committee has met, the committee chairperson will send recommendation(s) to the department chairperson, director, or coordinator and will also send a copy to the dean. Within

10 days of receipt of the committee's recommendations, the department chairperson, director, or coordinator, or dean will render a written decision to all parties involved and will send a copy to the dean. All meetings of the departmental Faculty-Student Relations Committee shall be closed to protect the confidentiality of both parties and to protect their rights of privacy. The departmental Faculty-Student Relations Committee must approve all witnesses in advance.

NOTE: Departments cannot host virtual meetings. All meetings must be face-to-face.

#### Step Four

The student may request to have the grievance considered by the CAS FSRC within 15 days after receipt of the written notice from the department chairperson, director, or coordinator. If the decision is unsatisfactory to either party, the CAS FSRC will convene for the specific purpose of hearing an academic grievance as needed. All materials must be forwarded to the CAS FSRC Committee within 15 days. (See College Process.)

### **College Process**

When a student or faculty members initiates an appeal to the dean, the procedures are as follows:

#### Step One

The petitioner must file the grievance in writing, stating the reasons the appeal is being made and the facts upon which the appeal is based. He or she also must state clearly the resolution sought; however, the resolution must be within the authority of the dean to grant.

The petitioner must attach to the written petition: 1. a copy of the original complaint, 2. a copy of the instructor's reply, if applicable, and 3. the chairperson's, director's or coordinator's reply and any other supporting documentation connected with the case, as well as any new documents. No new or unrelated allegations shall be added to this petition.

#### Step Two

The dean will forward the written complaint to the CAS FSRC Chairperson within 10 calendar days. This committee will include a minimum of nine faculty members, two program directors and/or coordinators, and a minimum of two students. The dean will appoint the committee chairperson.

#### Step Three

Within 10 calendar days of the distribution of the grievance statement, the faculty member involved must submit a written response to the chairperson of the CAS FSRC. Copies will be distributed to committee members.

#### Step Four

1. Within 30 calendar days of receipt of all materials, the CAS FSRC will schedule a meeting to review the grievance. Both parties involved (student and faculty member) will be expected to attend the meeting.

2. All meetings of the CAS FSRC shall be closed to protect the confidentiality of both parties and to protect their rights of privacy.
3. The chairperson of the CAS FSRC shall approve all witnesses.
4. Only members of the CAS FSRC may ask questions of the parties involved.
5. When the CAS FSRC is convened to hear a grievance, decisions of the committee will be by a simple majority vote, provided 75 percent of the membership is present, including one student representative.
6. Following the final discussion of the CAS FSRC meeting, the chair of the committee within five calendar days will submit written recommendations to the dean, along with any supporting documentation.
7. Within 10 calendar days of receipt of the recommendations from the CAS FSRC, the dean shall inform the student, faculty member, and department chairperson, director, or coordinator of the decision made in writing.
8. Parties may then appeal to the dean of the College of Arts and Sciences. The decision of the dean will be final.

## **The College of Arts and Sciences General Education Requirements**

All students must complete a minimum of core courses in English composition, foreign language, humanities, mathematics, natural sciences, and social sciences to satisfy the university general education requirements. In addition to satisfying university general education requirements, all students completing the Bachelor of Arts (BA) degree or the Bachelor of Science (BS) degree must complete the following College of Arts and Sciences general education requirements, which include courses from the areas of humanities, natural sciences/mathematics, and social sciences. General education requirements are to be distributed as follows:

### **Core Requirements (15 credit hours)**

- (6) Composition: English 1230 or 1270 and English 1240 or 1280.
- (6) Foreign Language: Two-semester sequence in a single foreign language. (AF L 1100, FREN 2120, and RUS 1200 may not be used to satisfy the language requirement.)
- (3) Mathematics

### **General Requirements (27 credit hours)**

- (9) Humanities: At least two disciplines (at least 3 credit hours must be in the area of fine arts), chosen from the following: Art; Music; English; Communication Media Arts, and Theatre; Philosophy; or Foreign Language.
- (9) Social Sciences: at least two disciplines, chosen from the following: African American Studies; Anthropology; Economics; Geography; History; Political Science; Psychology; or Sociology

(9) Natural Sciences, Computer Science, & Mathematics: Three hours from the life sciences and three hours from the physical sciences, of which one course must have a lab. Three remaining hours can be chosen from the following: biology, chemistry, computer science, mathematics, physics or physical science.

### **Embedded General Education Requirements**

(3) Critical Thinking Courses: 3 credit hours, chosen from the following: ECON 1000; GEOG 1200; PHIL 1020; PHIL 1030; PH S 1080; POL 1000; MATH 1010; MATH 1020; MATH 1200; MATH 1800.

(3) Diversity: 3 credit hours, chosen from the following: AFAM 1020; AF L 1100; ANTH 1010; ANTH 2010; ANTH 2160; ART 2110; ART 2150; ART 2122; CJ 2245; CMAT 2140; ENG 2210; ENG 2410; SOC 1200; SOC 1250; SOC 2230; GEOG 1000; GEOG 1100; HIST 2200; HIST 2840; HIST 2850; MUS 2285; MUS 2286; MUS 2287; PHIL 2710; PHIL 2730; WS 2000; REC 2050.

(3) Fine Arts: 3 credit hours, chosen from the list below:

Art: ART 1100; ART 2101; ART 2102; ART 2105; ART 2110; ART 2120; ART 2130; ART 2140; ART 2150.

English: ENG1260; ENG 2160; ENG 2330; ENG 2340; ENG 2410; ENG 2440; ENG 2910; ENG 2940.

Theatre: CMAT 1520; CMAT 1750; CMAT 2040; CMAT 2140; CMAT 2310.

Music: MUS 1134; MUS 2215; MUS 2216; MUS 2217; MUS 2285.

(3) Interdisciplinary: 3 credit hours, chosen from the following: AFAM 1000; ART 2030; ART 2040; ART 2050; BIOL 1130; BIOL 2200; CJ 1800; GEOG 1500; MUS 2050; PH S 1800; PH S 2120; POL 1000; PSYC 1130; SOC 1500; SOC 2120; SOC 2200; WS 2000.

### **Major Requirements**

See departmental listing for the specific major.

### **Electives**

See departmental listing for the specific major.

### **Other Requirements**

Successful completion of the examination on the state and federal constitutions.

Successful completion of the English Qualifying Examination and the Reading Qualifying examination.

Total semester hours required for the Bachelor of Arts or Bachelor of Science degree is a minimum of 120 credit hours.

**\*\*\*NOTE:** Minor programs must be completed prior to graduation in order to appear on the transcript.

## **General Education Requirements for Professional Degrees**

Students pursuing professional degrees in the Department of Music (Bachelor of Music Education) must complete general education requirements as listed with the Department of Music.

## **General Education Requirements in Teacher Education Options**

See the departmental listings in this catalog for the specific general education requirements of the teacher education programs in art, biology, chemistry, English, geography, history, mathematics, music, physics, and Spanish.

## **Professional Education Requirements**

The following courses are required in all teacher education programs in the College of Arts and Sciences. Some programs have additional professional education courses beyond those listed here. See individual departmental listings for details. Refer to the College of Education requirements for information regarding requirements for Professional Educator Licensure (PEL).

Formal admission to the College of Education requires successful completion of the Test of Academic Proficiency (TAP). Alternatively, students may be admitted with an ACT Plus Writing composite score of 22 or SAT composite score of 1030 on critical reading and mathematics. Scores earned more than 10 years ago will not be accepted.

Beginning Fall 2015, students will also complete the pre-service Teacher Performance Assessment of their readiness to practice. This assessment, the edTPA, will be completed during student teaching and includes planning, instructional delivery, use and teaching of “Academic Language”, assessment and reflection. edTPA has been implemented as a result of the enactment of Illinois Senate Bill 1799.

The Illinois State Board of Education (ISBE) has changed requirements for middle grade endorsements that will become effective February 1, 2018. Candidates in current programs who wish to obtain middle grade endorsements must complete the program and have the middle grade endorsement issued by January 31, 2018.

### **Teacher Preparation Programs and Teacher Certification**

CAS 2630 Classroom Management Seminar (1)

ED 1500 College of Education Seminars (1)\*

ED 1520 Introduction to Teaching (2)\*

ED 2000 History and Philosophy of American Public Education (3)

ED 4500 Principles and Practices in Secondary Education (2)

PSYC 2020 Educational Psychology (3)

S ED 4301 Characteristics of Exceptional Children (3)

S ED 4303 Teaching Students with Exceptional Needs (2)

READ 4100 Content Reading for Middle School and Secondary School Teachers (2)

Teaching Methodology in the Content Area/ Student Teaching and Seminars I (varies by program; see departmental listing for details)

Student Teaching and Seminar II (6 credit hours)

\*Music Education has alternative courses to meet these requirements.

## **Pre-Professional Education**

### **Pre-Health Professions**

The Pre-health Professions Programs (PPP) assist individuals interested in allopathic medicine, osteopathic medicine, chiropractic medicine, dentistry, veterinary medicine, optometry, pharmacy, podiatric medicine, public health and physician-assistant programs to prepare for and gain admission into health professions schools or programs. In addition, PPP provides students with information, direction and assistance in preparing for admissions examinations for professional schools and for career options.

Students interested in medicine may select any major offered by the university. Medical and related health professions schools do not require potential applicants to major in any particular area of study. However, in choosing a major, two factors should be assessed: interest and aptitude. Most students participating in PPP are either biological sciences or chemistry majors. Students who hold a bachelor's degree or beyond are welcomed and encouraged to complete their pre-professional course work for any of the health professions at Chicago State University. Faculty members serve as advisors in the academic major. However, since professional schools' entrance requirements vary, students are strongly encouraged to work closely with the Office of Pre-health Professions Programs.

Significant factors in gaining entry to professional schools include academic performance in college, results on the designated admissions test, letters of evaluation, a possible interview, and involvement in extracurricular activities. Medical and related professional schools are most concerned with the overall quality and scope of the undergraduate academic performance. Therefore, the importance of establishing and maintaining an above-average academic record from the freshman through the senior year cannot be overemphasized.

### **Pre-law**

Most law schools do not require a specific major or course of study for admission, although the most common majors are political science, English, history, economics and psychology. Law schools usually expect students to have a broad foundation in the social sciences and the humanities; however, expertise in the sciences is in increasing demand. Most law schools do not necessarily prefer a major in prelaw or criminal justice. Students who want to attend law school must develop their reading, writing, and analytical skills to a high level. They are strongly urged to take additional courses in English composition, philosophy, history, and other

disciplines that enhance these skills. Since most law schools now rely on computers for research, communication, and testing, it is essential that students become computer literate. In addition, students should plan to take a test preparation course before taking the Law School Admission Test (LSAT). Students should plan to take the LSAT no later than the fall semester of their senior year. The following courses help prepare students for law schools by examining and exploring legal reasoning, the legal profession, and law school: CJ 4345 Law, the Legal System, and Society POL 1310 Law School Application. In addition, the following courses may be beneficial for students who plan to attend law school:

PHIL 1020 Introduction to Logic

PHIL 1030 Critical Thinking

PHIL 2760 Philosophy of Law

ENG 2280 Critical Strategies of Writing

ENG 2790 Business Writing

CJ 4343 Constitutional Criminal Procedure

POL 4030 American Constitutional Law

POL 4050 Civil Liberties and Civil Rights

POL 0920 LSAT Preparation

Students interested in preparing for law school should contact Dr. Carol Leach, CSU Prelaw Advisor, who is located in SCI 311.; 773/995-2445; Email: cleach@csu.edu. Updates on Prelaw activities will be posted on the Prelaw website at [www.csu.edu/PreLaw](http://www.csu.edu/PreLaw). For additional information about the law school experience, contact Dr. Marian Perkins at 773/995-2233.



# African American Studies

Chairperson: Gebeyehu Mulugeta    Program Coordinator: Kelly Harris

Affiliate Faculty: Brenda Aghahowa (Literature), Philip Beverly (Political Science), Emmett Bradbury (Philosophy), Suzuko Morikawa (History), Gebeyehu Mulugeta (Geography), and Saidou Mohamed N'Daou (History).

The African American Studies program in the College of Arts and Sciences offers a Bachelor of Arts degree and a minor in African American Studies. This degree provides students with a comprehensive undergraduate degree program designed to foster the systematic understanding and examination of the experiences of people of African descent. The program offers students the opportunity to engage in intellectual work that will give them a strong foundation in the core ideas, concepts, and theories of the discipline of African American Studies. African American Studies uses an interdisciplinary approach to analyze the history, culture, social and political thought, values, and conditions of people of African descent. A degree in African American Studies prepares students to be culturally knowledgeable, academically excellent, and socially responsible global citizens empowered to serve their communities and creatively meet the challenges of a rapidly changing global environment. The rigor and interdisciplinary nature of the department's requirements prepare students for careers in law, education, criminal justice, international affairs, business, publishing and journalism, as well as graduate programs in African American Studies and various other liberal arts disciplines. The curriculum is structured so that students can pursue a double major in a reasonable amount of time.

NOTE: All 1000- and 2000-level African American Studies courses count for general education social science credit.

NOTE: The department's assessment plan can be found in the departmental office.

## General Requirements

The program will not accept transfer courses with a grade of D or below. A grade of C is required in all major courses. Student must complete 120 credit hours, including all College of Arts and Sciences General Education requirements and specific program requirements.

## Specific Requirements

### Core Courses (18 credit hours)

AFAM 1000, 2020, 2900, 3010, 3030, and 4000.

### **Required Area Courses (15 credit hours)**

Select one course from each of the five categories below. NOTE: Some of the courses listed below have prerequisites.

1. African American History and Politics: POL 3510, HIST 2720, HIST 2730, or HIST 4311.
2. African-American Literature: ENG 2910, 2940, 4321, 4323, or 4386.
3. African-American Psychology and Social Issues: SOC 4280, 4300 or PSYC 3200.
4. Black Music, Art, and Theatre: ART 2105, 4120, MUS 2286, AFAM 2040, SOC 3060, or CMAT 2140.
5. Black Africa: ANTH 2120, HIST 1840, HIST 2850, or POL 2600.

### **Suggested Foreign Language Sequence (6 credit hours)\***

Select six hours in a single foreign language. The department recommends AF L 1010 and 1020 or a 6-hour sequence in French or Spanish.

\* Note that this requirement is a part of the College of Arts and Sciences General Education requirements. Student do not need *additional* credit hours of foreign language.

### **Elective Courses (9 credit hours)**

The department recommends that students distribute their electives over one or two of the concentrations listed below.

African American History and Politics: ANTH 2140; PHIL 2720; POL 3510; HIST 2710, 2830, 4050, 4510, 4830; SOC 4300; PSYC 3200, 3240.

African-American Literature: ENG 2910, 4321, 4322, 4323, 4324, 4332, 4334, 4370, 4382, 4384, 4386; CMAT 2140.

Black Music, Art, and Theatre: ART 3130, 4121, 4122, 2545, 4120; MUS 2215, 2216, 2217, 4040; CMAT 2140.

Black Africa: AF L 1010, 1020, 1100; ANTH 2120; BIOL 2001; IST 1840, 2840, 2850, 4530, 4540, 4550, 4560, 4840, 4860, 4900; POL 2600; GEOG 3060.

### **Minor in African American Studies (18 credit hours)**

The Department of Geography, Sociology, History, African American Studies, and Anthropology offers an 18-hour minor in African American Studies, with the 18 credit hours to be selected with the approval of the African American Studies Program coordinator and program advisors. Equivalent from other institutions will be considered, but at least 12 of the credit hours must be earned at Chicago State University. African American Studies courses may be used to satisfy College of Arts and Sciences general education social science requirements. The requirements for the minor must be completed prior to graduation in order for the minor to appear on the transcript.

**Core Courses (6 credit hours)**

AFAM 1000, 2020 \*\*\*see advisor for other required core courses

**Humanities (3 credit hours)**

Three credit hours, selected from the following: ART 3130, 4121; ENG 2910, 4321, 4322, 4332; MUS 2215, 4040; CMAT 2140

**Social Sciences (6 credit hours)**

Six credit hours, selected from the following: ANTH 2120, 2140; GEOG 3060; HIST 2840, 2850; POL 2600, 2650, 3510; PSYC 3200, 3240; SOC 2400, 4300

**Supportive Electives (3 credit hours)**

Three credit hours, selected from the following African American Studies courses: AFAM 1020, 2000, 2010, 2450, 2900, 3000, 3020, 3030, and 3510

# **Anthropology**

Chairperson: Gebeyehu Mulugeta

## **Minor in Anthropology (18 credit hours)**

The Department of Geography, Sociology, History, African American Studies, and Anthropology offers an 18-hour minor in anthropology. Anthropology brings a uniquely bio-cultural approach to the study of the human condition. It considers people both as biological and as cultural organisms. It is the “science of culture.”

Anthropology’s comparative, cross-cultural perspective and its focus on non-Western and traditional cultures are directly relevant to the student planning a future in the multicultural modern world. Through biological anthropology, students gain an insight into the origins and significance of human biological diversity and human evolutionary heritage, while archaeology investigates the origins of culture and the rise and fall of the great civilizations of the ancient world.

### **Required Courses (6 credit hours)**

ANTH 1010, 1020

### **Elective Courses (12 credit hours)**

Completion of 12 credit hours, including two 2000-level and two 3000/4000-level courses selected with the approval of the department. The department will accept only courses with grades of C or above for completion of the minor.

# Art and Design

Department Chairperson: Lillian Kay Dawson

Faculty: Chongim Choi, Shaila Christofferson, Soo Yun Kang

Art and Design offers a Bachelor of Arts degree in Art, with options in art, design, and art education (K-12). Students following the liberal arts curriculum in the art and design options may study in the areas of drawing, painting, printmaking, photography, sculpture, ceramics, fiber arts, and jewelry/metalsmithing, as well as graphic design and interactive media.

Completion of art education option qualifies students for an Initial Type 10 Illinois Professional Educator License with elementary (K-8) and high school (9-12) endorsements in visual arts. Licensure requires the successful completion of the Illinois Licensure Tests of Academic Proficiency or the equivalent, Visual Arts Subject Matter Test, and edTPA.

These options are designed to encourage students to develop their expressive capabilities and individual artistic perceptions. The art curriculum has flexibility allowing students to pursue in depth their personal interest in the visual arts.

Art majors are required to participate in a portfolio review process three times during their matriculation for a degree: sophomore, junior, and graduating senior portfolio reviews. Each portfolio review is a method of evaluating students' commitment to their education and their potential to pursue a career in the studio arts, crafts, interactive media, graphic design, or K-12 teaching. Information concerning the details of these portfolio reviews can be obtained via the Art and Design webpage or from the program assessment coordinator. Art and Design reserves the right to retain student work for exhibition purposes for a period of time not to exceed one academic year from the time the work was completed. In studio classes, students are required to do assignments that extend beyond class time; at least a minimum of one hour of work per week is expected of students for every credit hour enrolled. Faculty members will determine the time and place for work to be completed. In some instances, studios and required equipment will be made available. Students must follow health and safety regulations as outlined for all studios, labs and courses.

## Honors in Art and Design

The Honors in the Major Program (HMP) is a unique opportunity for a motivated and gifted art major to create a body of artwork, research papers, and/or written thesis, beyond basic requirements, toward an advanced individualized portfolio. Using visual language appropriate to a specific thematic concentration or media, the resulting portfolio is preparation for graduate or career pursuits. To receive honors credit, at the end of each course, the student must present his or her work to the Honors review committee selected to oversee the progress of the thesis/project. Upon successful completion of the required 12 credits, the student is recognized as an honors student on his or her transcript.

## **Application guidelines**

### Status

Students should apply during the second semester of their sophomore year or after completing 45 credits. Students must have junior level status when they begin the program, and are required to have passed the First Assessment Portfolio Review.

### GPA

Students can obtain a copy of their current transcript from CSU Express. Enter the GPA on the application form, and attach a copy of your unofficial transcript. Minimum requirements are 3.25 GPA in the major and 3.0 overall GPA.

### Faculty Mentor

Prospective honors students must invite an Art and Design faculty member teaching in their area of interest to serve as mentor and instructor of record. This faculty member will assist the student in determining the honors thesis/project. The faculty mentor will monitor progress in the honors program and will assist the student towards completion of the honors thesis/project requirements.

### Honors Thesis/Project Proposal

The application requires a description of the area of intended focus for the honors work.

Every course with a 3000-4000 designation may be taken for honors once admitted to the Honors in the Major Program and with permission of the faculty mentor and chairperson. ART 4950, Portfolio Preparation with honors designation, is required.

To complete HMP, twelve honors credits, with a minimum grade of B, are required in any approved concentration in the options of Art, Design, or K-12 Art Education. ART 4950 Portfolio Preparation with honors designation is required.

### Application Portfolio

Students must present a portfolio of art work and research papers created in Art and Design courses or independently. Work must be presented in a slideshow in PDF file on a CD or DVD.

### Presentation and Acceptance.

The faculty mentor will present the application to the HMC. Faculty mentors and the program coordinator and department chairperson's signature are required.

# Art Option and Design Option

## General Requirements

The following general requirements apply to the Art Option (with concentrations in 2D studio and 3D studio) and the Design Option (with concentrations in graphic design and interactive media).

Complete a minimum of 120 semester hours of work including:

- 45 hours in general education, including a core of 3 hours in oral communication, 6 hours in composition, 6 hours in a foreign language, 3 hours in mathematics and other general education requirements (Refer to liberal arts curriculum outline for more details.), consisting of 9 hours of humanities/fine arts\*, 9 hours in the social sciences, and 9 hours in natural sciences electives. \*Interactive Media concentration requires MUS 2050 for fine arts.
- 63 hours in art, emphasizing the option choice and choice of the specific concentration.
- 12 hours in electives, except for Interactive Media for which there are 9 elective hours. CMAT 2520 is an additional Interactive Media requirement.
- Pass the examination on the federal constitution or the equivalent.
- Admission to any of the programs is contingent upon good academic standing and acceptance by the program. Transfer credit of D will not be accepted.

## Art Option (63 credit hours)

### Core Art Courses (30 credit hours)

ART 1101, 1104, 1105, 1200, 1280, 1290, 2101, 2102, 2103, 2200, 4950\*and 2105, 2110, or 4120.

\* ART 4950 fulfills the senior thesis/capstone requirement.

### Area of Concentration (33 credit hours)

2D studio: ART 2230, 2260, 2401; 2570, 2500, or 2540; one 2000-4000 level 3D; one 2000-4000 level 2D course and five additional 3000 – 4000 level 2D courses.

3D studio: ART 2401, 2570 and 2500 or 2540; 2230 or 2260; one 2000-4000 level 2D course; one 2000-4000 level 3D course and five additional 3000 – 4000 level 3D courses.

Elective courses that qualify as 2D Studio courses: 2210, 2230, 2245, 2260, 2310, 2350, 2360, 2710, 2712, 2730, 3200, 3245, 3260, 3310, 3330, 3340, 3350, 3360, 3715, 3730, 3740, 4230, 4340, 4350, 4360, and 3097, 3098, 3099, 3960, 4000, 4098, 4099 (independent study and special topics courses in these disciplines).

Elective courses that qualify as 3D Studio courses: 2050, 2455, 2500, 2540, 2570, 2600, 3401, 3410, 3450, 3455, 3465, 3500, 3540, 3570, 3575, 4400, 4575, and 3097, 3098, 3099, 3960, 4000, 4098, 4099 (independent study and special topics courses in these disciplines).

## **Design Option (63 - 66 credit hours)**

### **Core Art Courses (27 credit hours)**

ART 1101, 1104, 1105, 1200, 1280, 1290, 2101, 2102, 2103, 4950\* and 2105, 2110, 2120, or 4120.

\* ART 4950 fulfills the senior thesis/capstone requirement.

### **Area of Concentration (36- 39 credit hours)**

Graphic Design: ART 2350, 2360, 2710, 2712, 2714, 3360, 3722, 3724, 3726, and 2730. Select two supportive art electives at the 2000 – 4000 level.

Interactive Media: ART 2360, 2710, 2712, 2714, 2730, 3360, 3715, 3722, 3724, 3726, 2730, and 4099 and CMAT 2520.

## **Art Education Option (K-12)**

### **General Requirements**

Completion of the teacher preparation option in Art qualifies students for an Illinois Professional Educator License (PEL) with an endorsement for teaching Visual Arts for grades K - 12. Licensure requires the successful completion of the Illinois Licensure Test of Academic Proficiency (TAP) or the equivalent, the Visual Arts content area test, and the Assessment of Professional Teaching (Special K-12).

Students must:

- pass the examination on the state and federal constitutions
- complete 128-130 credit hours
- complete general education requirements, 39 credit hours
- complete courses in the area of specialization, 57 credit hours
- complete professional education courses, 32-34 credit hours

### **General Education (39 credit hours)**

ENG 1270 and 1280; MATH 1010; Foreign Language (6 credit hours); CMAT 1130; Fine Arts course in MUS or interdisciplinary humanities course; 3 hours in each of biological sciences and physical sciences of which one course must include a lab; HIST 1310 or POL 1010; PSYC 1100 and 2040.

### **Area of Specialization (57 credit hours)**

Required Art Courses 51 credit hours ART 1101, 1104, 1105, 1200, 1280, 1290, 2101, 2102, 2103, 2110, 2230, 2260, 2360, 2401, 2570, 2710 or 2712, 4649, 4950\* and one of the following: ART 2455, 2500, or 2540; two art courses in one studio area, selected with the approval of the advisor.

\* ART 4950 fulfills the senior thesis/capstone requirement.



**Professional Education (32-34 credit hours)** ED 1500, 1520, 2000, 4500\* or ELED 3010; READ 4100\*; PSYC 2020; S ED 4301 and 4303\*; ART 1092\*, 4662\*, 4664\*, and 4975\*; CAS 2630\*. The courses must be passed with at least a grade of C. A grade point average of B or above is required in all art courses and all professional education courses. A grade of B or above is required in Student Teaching. Students must submit a "cleared" criminal background check before enrolling in a course requiring field experiences and before admission to the College of Education. \*Restricted to students admitted to the College of Education.

### **Minor in Art (21 credit hours)**

#### **Required Courses (9 credit hours)**

Art 1100, 1200, 1280

#### **Elective Courses: (12 credit hours)**

Twelve credit hours of any art courses with approval of program.

### **Minor in Art History (21 credit hours)**

#### **Required Courses (9 credit hours)**

Art 2101, 2102, 2103

#### **Elective Courses: (12 credit hours)**

Twelve credit hours of any art history courses with approval of program.

### **Minor in Photography (21 credit hours)**

#### **Required Courses (12 credit hours)**

Art 1200, 1280, 2120, 2360 (we've deleted 1300 and replaced it with 2360)

#### **Elective Courses (9 credit hours)**

Any of the following: Art 2300, 2310, 2350, 3360 or other photography course, with approval of program.

The requirements for all minors must be completed prior to graduation in order for the minor to appear on the transcript.

# Biological Sciences

Department Chairperson: Devi Prasad Potluri

Faculty: Walid Al-Ghoul, Anser Azim, Timothy Bell, Christopher Botanga, Melvin Daniels, Noe De La Sancha, Mark Erhart, Joyce Ache Gana, Rong Lucy He, Karel Jacobs, Andrew Maselli, Eric Peters, Kevin Swier, Laurie Walter.

The Department of Biological Sciences offers a Bachelor of Science degree and a minor in Biological Sciences. Students may take courses in biological science, botany, physiology, and zoology. Students following the liberal arts curriculum may prepare themselves for a variety of positions in private industry, government or field naturalist services, education, as well as for graduate studies in any of the biological sciences or for the professional study of medicine, veterinary science, pharmacy, or dentistry.

Assessment: The Department of Biological Sciences requests the participation of students in assessment of the curriculum and the academic progress of students. Participation is requested near the beginning of the student's program, part way through the student's program, and after graduation. Student responses are important and are used to change and improve departmental offerings. The complete assessment plan and prior assessment reports can be viewed in the departmental office.

Admission to the program is contingent upon good academic standing and successful completion of university qualifying examinations in reading and mathematics. The department will not accept D transfer credits in any biology courses. Biology majors must earn a grade of C or better in all required biology courses and may earn a maximum of one D in a required supportive courses. Once enrolled at Chicago State University, biology majors may not take a major or supportive course at a two-year college.

A Biology Major requires completion of 120 semester hours of 1000-4000 level courses, including College of Arts and Sciences General Education requirements. Students must also pass the examination on the federal constitution.

Biology majors can retake a required major's courses twice. However, if a student requires a third attempt to pass a major's course, the student must obtain permission from the instructor and the chair of the department in order to register for this third and final attempt.

There are two pre-professional/professional concentrations:

- Pre-Health Professions [including Pre-Med, Pre-Dental, Pre-Vet, etc.]
- Secondary Education Teaching Concentration

Students may apply for admission to a concentration when they meet the following requirements:

- Successful completion of 60 credit hours
- Successful completion of ZOOL 2040 and BOT 2050
- Successful completion of two semesters of General Chemistry
- Successful completion of Math 1210 or Math 1250
- Minimum GPA: 3.0 (Pre-Health Professions) or 2.5 (Secondary Ed)
- Secondary Ed applicants must have passed the TAP exam

# Biological Science Major

## General Requirements (120 credit hours)

1. 30 hours general education:
  - General Education requirements of math (3 hours) and natural sciences (9 hours) are satisfied by courses in the Biology major.
  - All additional College of Arts and Sciences General Education requirements, including the embedded requirements must be fulfilled.
2. 43-47 hours Biology:
  - 25 credit hour course (see below)
  - 14-16 biology electives (minimum four courses, at least two lab courses and at least two 4000-level courses)
  - 4-6 hour Biology capstone course (satisfies the senior thesis/capstone requirement)
3. 36-37 hours supportive courses in Math, Chemistry and Physics (see below)
4. 7-11 hours elective courses at 2000-level or higher.

## Specific Requirements

### Core Courses in the Biological Sciences (25 credit hours)

BIOL 1600, 1710, 3040, 3051, 3072; ZOOL 2040; BOT 2050

### Supportive Courses (36-37 hours)

MATH 1600, Math 1250 (or MATH 1200 and 1210), Math 1415 (or Math 1410); CHEM 1400, CHEM 1410, CHEM 1450, CHEM 1460, CHEM 2400, CHEM 2410, CHEM 2450 and CHEM 2460; PHYS 1510, 1520.

### Electives (14-16 credit hours)

Choose four courses at 3000 and 4000-level, with at least two lab courses and at least two at 4000-level from Biology and Biochemistry

### Biology Capstone: BIOL 4800 \*

\*BIOL 4800 fulfills the senior thesis/capstone requirement for all Biology majors except for Biology Secondary Education concentration.

### Electives to complete 120 Hrs (7-11 credit hours)

Choose any other courses at the 2000-level or higher

## **Secondary Teaching Option in Biological Sciences (138 hours)**

Students may choose a concentration in Secondary Teaching-Biology, which prepares them to teach middle and/or high school science. Supportive Course, Biology Electives and other Electives will include the following: PHYS 1140 or GEOG 1400, PSLY 2040, BIOL 3055, BIOL 4630, BIOL 4715, EDUC 1520, EDUC 2000, PSYC 2020, PSYC 2040. After successful admission to the concentration, students will also need to apply for admission to the College of Education. The following courses are required by the College of Education: CAS 2630, READ 4100, ED 4500, S ED 4301, and S ED 4303. (These courses must be passed with at least a grade of C. Restricted to students admitted to the College of Education.)

Completion of the Secondary Teaching track in Biology qualifies students for an Illinois Professional Educator License (PEL) with an endorsement for teaching Science Biology for grades 9-12, and middle grade endorsements in biological science, physical science, and general science for grades 6-8, provided that the program is completed and the middle grade endorsement issued by January 31, 2018, when new middle grade endorsement rules will come into effect.

Licensure requires the successful completion of the Illinois Licensure Tests of Academic Proficiency, Science: Biology Content Area, and Assessment of Professional Teaching (Secondary 6-12). The Secondary Teaching Program is accredited by the National Science Teachers Association (NSTA) and meets Illinois State Board of Education (ISBE) standards in science education.

Summary of hours for Secondary Teaching Option:

1. Gen Ed 30 hours (12 hours embedded in major)
2. Biology Major (including core, electives and student teaching) – 46 hours
3. Supporting Biology major courses – 40 hours
4. Required courses in Education and Psychology beyond Gen. Ed. – 11 hours
5. Required courses in the College of Education – 11 hours
6. BIOL 4750 fulfills the senior thesis/capstone requirement for secondary education concentrators.

Supportive Courses, Biology Electives and other Electives will include the following: PHYS 1140 or GEOG 1400, PSLY 2040, BIOL 3055, BIOL 4630, BIOL 4715, EDUC 1520, EDUC 2000, PSYC 2020, PSYC 2040. After successful admission to the concentration, students will also need to apply for admission to the College of Education. Once the student is admitted, the following courses are required by the College of Education: CAS 2630, READ 4100, EDUC 4500, SP ED 4301, and SP ED 4303.

## **Pre-Health Professions Program**

Students may choose a concentration in Pre-Health Professions. Students must attain a minimum cumulative grade point average of 3.0 in BIOL 1710, ZOOL 2040, BOT 2050, CHEM 1550, CHEM 1560, MATH 1200 and MATH 1210 or MATH 1250, MATH 1600, and MATH 1415 to

be accepted in the concentration. To remain in good standing, students must maintain a 3.0 cumulative grade point average. The concentration recommends the following electives: PSLY 2040, BIOL 3690, ZOO 2050, BIOL 4510, PSLY 4035 or PSLY 4330, and CHEM 4302.

## **Medical Sciences Dual Degree Programs with Professional Schools**

Under this curriculum, students attend three years of study at Chicago State University and then matriculate to the specific health professional school applied to and complete four years of study. Once students have successfully completed one year at the health professional school, they will receive a baccalaureate degree from Chicago State University's Department of Biology. Currently there are two dual degree programs: one with the University of Illinois Urbana/Champaign College of Veterinary Medicine and the other with Palmer College of Chiropractic.

## **Integrated BS Biology and Pharm D Program**

Admission to the program is contingent upon acceptance by the department. Note: the fourth year coursework requires dual acceptance into the pharmacy doctorate program. A grade of C or above is required in transfer credit for all coursework. Once enrolled in this option, all remaining Biology courses must be taken at CSU. Completion of 123 semester hours of work: 30 hours in general education consisting of 9 hours in humanities, 9 hours in the social sciences, 6 hours in a single foreign language, and 6 hours of composition; 43-46 hours in Biology, 35-36 hours in supportive courses including mathematics, physics, and chemistry. Please see specific requirements for details.

Students in this option are required to take 12 hours of embedded requirements (no additional credits) to strengthen their general education background including 3 hours of critical thinking, 3 hours of diversity, 3 hours of fine arts, and 3 hours of interdisciplinary course work, each from a list of approved courses.

### **Specific Requirements:**

Admission to this program is administered by the College of Pharmacy. Please check with the Associate Dean for Admissions in the College of Pharmacy for details and eligibility.

## **Minor in Biological Sciences (22 credit hours)**

The requirements for minors must be completed prior to graduation in order for the minor to appear on the transcript. For more information about minors, see the chairperson of the department. Completion of 22 credit hours in biology to be selected with the help of a department advisor, including a maximum of three courses at the 1000 level, a minimum of one course at the 3000-4000 level, and a minimum of three laboratory courses.

# Honors Program in Biology

## Admission Requirements

Students who desire to graduate with honors in biology must

- have a GPA of 3.25 in biology and overall GPA of 3.0;
- be juniors (sophomores may apply during their second semester);
- complete course requirements over the course of three to four semesters;
- take 6-9 credit hours in honors courses;
- take 3-6 hours of research independent study;
- write an honors thesis.

# Chemistry

Department Chairperson: Edmundo Garcia

Faculty: Aida Abraha, Valerie Goss, LeRoy Jones II, David Kanis, Robert LeSuer, Kristy Mardis, Asare Nkansah, Robert Richter, Felix Rivas, Andrea Van Duzor.

The Department of Chemistry, Physics, and Engineering Studies offers a Bachelor of Science degree in Chemistry. The general goal of the chemistry program is to prepare students for scientific careers in industry, government, and education, as well as for advanced study in chemistry or a related discipline, such as biochemistry, medicine, forensic science, dentistry, patent law, or pharmacy. The chemistry program aids students in developing the following:

- A broad foundation in the theory, principles, and history of chemistry.
- Skills in analytical reasoning and problem solving.
- Necessary laboratory, safety, and literature skills.
- Effective oral and written communication skills, including notebook-keeping, graphing, writing laboratory reports, using computers for data analysis, and conducting research presentations.
- An understanding of the impact of chemistry on industry, society, and the environment, and an appreciation of the roles and responsibilities of chemists in today's world.

The Bachelor of Science degree in Chemistry consists of five options:

- Students following the Chemistry Option prepare for research, industrial, and governmental careers or for graduate study in chemistry or related fields. Students completing this option will receive a degree certified by the American Chemical Society.
- The Industrial Chemistry Option serves students preparing for positions in industry or in technical sales.
- Students who wish to prepare for careers in biomedical research or to gain admission to medical, dental, or pharmacy school usually follow the Biochemistry Option.
- Students who are pre-admitted to the pharmacy school as incoming first year students will follow the CHMP option. Students in this option will receive their B.S. in chemistry after successful completion of their first year of pharmacy school.
- Completion of the Secondary Teaching Option in Chemistry qualifies students for an Illinois Professional Educator License (PEL) with an endorsement for teaching Science-Chemistry for grades 9-12 and a middle grade endorsement in general science and physical science for grades 6–8 provided that the program is completed and middle-grade endorsements issued January 31, 2018, when new middle-grade endorsement rules will come into effect. Licensure requires the successful completion of the Illinois Licensure Tests of Academic Proficiency (TAP) or equivalent, Science-Chemistry Content Area test, and edTPA. The Secondary Teaching Program is accredited by the National Council for the Accreditation of Teacher Education (NCATE) and meets Illinois State Board of Education (ISBE) standards in science education.

Assessment is required by the university and is an integral part of the chemistry program.

Assessment results are used to guide revisions in our instruction and improve student learning

and attitudes about science. It is expected that students take all examinations and complete all surveys that are administered as part of the assessment schedule for the program. Copies of our assessment schedule, as well as past reports, are available in from the department chairperson. A summary of our assessment efforts is available on the department web page.

The department offers minor sequences in chemistry, physics, and physical science for students majoring in other fields.

## **Honors Program in Chemistry**

- Students can apply to the Honors Program in Chemistry if they have a GPA of 3.25 in chemistry courses and an overall GPA of 3.00, have completed 60 credit hours, and have completed two semesters of general chemistry and one semester of organic chemistry. The Departmental Honors Committee will determine who will be accepted into the program unless the student is both a member of the Honors College and meets the GPA requirements for the Honors Program in Chemistry.
- Students in the Honors Program must maintain a GPA of 3.25 in chemistry courses and an overall GPA of 3.00 to remain in the Honors Program and to be awarded departmental honors at graduation. Should a student's GPA fall below these levels, the honors student will be given one semester to bring the GPA up to the required levels.
- Students entering the Honors Program will be advised by the Departmental Honors Committee until an Honors Thesis Committee is established for a particular student. The student's thesis committee will be composed of the primary mentor (chosen by the student) and two additional science faculty (chosen by the student in consultation with the primary mentor). One of the committee members could be from an area other than chemistry.

## **Specific Honors Program Requirements in Chemistry**

1. Honors students will register for 6-9 credit hours in courses designated as "honors."
  - a) Honors courses will be given a unique number designation and will be cross-listed with non-honors courses. Students in the honors section of the courses will be required to read a scientific paper from a journal pertinent to the course and published by the American Chemical Society as chosen by the instructor. The student will be required to provide a detailed analysis of the publication in the form of a final paper.
  - b) Chemistry Honors Courses: CHEM 4205 Honors Microscopic Physical Chemistry, CHEM 4305 Honors Biochemistry I, CHEM 4375 Honors Analytical Chemistry II, CHEM 4105 Honors Advanced Inorganic Chemistry, CHEM 4315 Honors Advanced Organic Chemistry.
  - c) Students may choose any two of the above honors courses, depending on the students' interests. Students would be permitted to take all five courses if desired. Students must earn a B or higher in all honors courses. Students in all chemistry options are required to take the first three courses; thus, a student in any of the chemistry options could participate in the Honors Program.



2. Honors students will propose and be engaged in at least one outreach activity.
  - a) Honors students will write a brief outreach proposal that must be approved by the student's Honors Committee.
  - b) Once approved, the student should initiate the outreach activity and is encouraged to involve other members of the department (students, staff, and faculty).
  - c) These activities might include inviting students to CSU for a science activity, visiting a local school to perform an activity, holding a session about careers in science, tutoring several hours a week for a semester, mentoring younger students in research, etc.

## **Chemistry Option (CHEM)**

### **General Requirements**

Admission to the program is contingent upon good academic standing and acceptance by the department. A grade of C or above is required in transfer credit in all chemistry, mathematics, and physics courses. A maximum of one required chemistry course with a grade of D earned at Chicago State University will be accepted. Once enrolled in this option, all remaining chemistry courses must be taken at CSU. Any exceptions must have prior approval from the Chemistry Curriculum Committee. Completion of 120 semester hours of work: 30 hours in general education (refer to the College of Arts and Sciences General Education Requirements; note that the mathematics, and natural sciences, computer science, and mathematics general education requirements are embedded in the supportive courses for the major), consisting of 9 hours in humanities, 9 hours in the social sciences, 6 hours in a single foreign language, and 6 hours in composition; 49-50 hours in chemistry; 25-28 hours in supportive courses; and 12-16 hours in general electives. Students in this option are required to take 12 hours of embedded requirements (no additional credits) to strengthen their general education background, which include 3 hours of critical thinking, 3 hours of diversity, 3 hours of fine arts, and 3 hours of interdisciplinary course work, each from a list of approved university courses.

### **Specific Requirements**

#### **Required Courses in Chemistry (49-50 credit hours)**

CHEM 1010\*, 1400, 1410, 1450, 1460, 1600, 2400, 2410, 2450, 2460, 2600, 2650, 3241, 3600, 4100 or 4105, 4200 or 4205, 4210, 4250, 4260, 4303, 4304, 4355,\*\* 4365 or 4375.

\*CHEM 1010 is required only for entering freshmen and transferring freshmen and for transferring sophomores who do not pass the university Mathematics Qualifying Examination.

\*\*CHEM 4355 fulfills the senior thesis/capstone requirement.

#### **Required Courses in Physics (8 credit hours)**

PHYS 2110 and 2220

### **Required Courses in Mathematics (13-14 credit hours)**

MATH 1250 OR (MATH 1200 & 1210), 1410, and 1420

### **Required Course(s) in Biology (4 or 6 credit hours)**

BIOL 1710; or BIOL 1070 and 1080. This also satisfies the general education biology requirement.

### **Elective Courses (12-16 credit hours)**

Courses to be selected with the approval of a chemistry academic advisor in order to reach 120 total credit hours. These do not need to be chemistry courses.

## **Industrial Chemistry Option (CHMI)**

### **General Requirements**

Admission to the program is contingent upon good academic standing and acceptance by the department. A grade of C or above is required for transfer credit in all chemistry, mathematics, and physics courses. A maximum of one required chemistry course with a grade of D earned at Chicago State University will be accepted. Once enrolled in this option, all remaining chemistry courses must be taken at CSU. Any exceptions must have prior approval from the Chemistry Curriculum Committee.

Completion of 120 semester hours of work: 30 hours in general education (refer to the College of Arts and Sciences General Education Requirements; note that the mathematics, and natural sciences, computer science, and mathematics general education requirements are embedded in the supportive courses for the major), consisting of 9 hours in humanities, 9 hours in the social sciences, 6 hours in a single foreign language, and 6 hours in composition; 3 hours in the biological sciences; 48-49 hours in chemistry (including a 4-credit-hour internship); 39 hours in supportive courses; and 3 hours of general electives. Students in this option are required to take 12 hours of embedded requirements (no additional credits) to strengthen their general education background, including 3 hours of critical thinking, 3 hours of diversity, 3 hours of fine arts, and 3 hours of interdisciplinary course work, each from a list of approved university courses.

## **Specific Requirements**

### **Biology (3 credit hours)**

Any introductory biology course. This course can be used to fulfill College of Arts and Sciences General Education requirements.

### **Required Courses in Chemistry (48-49 credit hours)**

CHEM 1010\*, 1400, 1410, 1450, 1460, 1600, 2400, 2410, 2450, 2460, 2600, 2640, 2650, 2700, 3241, 3600, 4200 or 4205, 4210, 4250, 4355,\*\* 4365 or 4375.

\*CHEM 1010 is required only for entering freshmen and transferring freshmen and for transferring sophomores who do not pass the university Mathematics Qualifying Examination.

\*\* CHEM 4355 fulfills the senior thesis/capstone requirement.

### **Required Courses in Physics (14 credit hours)**

PHYS 2110, 2220, 2700, and 2710. These courses can be used to fulfill College of Arts and Sciences General Education requirements.

### **Required Courses in Mathematics (16 credit hours)**

MATH 1250, 1410, 1420, and 1600. These courses can be used to fulfill College of Arts and Sciences General Education requirements.

### **Required Course in English (3 credit hours)**

ENG 2090.

### **Elective Courses (6 credit hours)**

Six credit hours to be selected from among CJ 1130; MKTG 3110; ENG 2060; ENGR 1210; CHEM 2630, 3300, 4250. Courses to be selected with approval of a chemistry academic advisor.

## **Biochemistry Option (CHMB)**

### **General Requirements**

Admission to the program is contingent upon good academic standing and acceptance by the department. A grade of C or above is required for transfer credit in all chemistry, mathematics, and physics courses. A maximum of one required chemistry course with a grade of D earned at Chicago State University will be accepted. Once enrolled in this option, all remaining chemistry courses must be taken at CSU. Any exceptions must have prior approval from the Chemistry Curriculum Committee.

Completion of 120 semester hours of work: 30 hours in general education (refer to the College of Arts and Sciences General Education Requirements; note that the mathematics, and natural sciences, computer science, and mathematics general education requirements are embedded in the supportive courses for the major), consisting of 9 hours in humanities, 9 hours in the social sciences, 6 hours in a single foreign language, and 6 hours in composition; 47-48 hours in chemistry; 12-14 hours in biology; 21-22 hours of supportive courses; 5 hours in chemistry, physics, or biology electives selected with the approval of a chemistry academic advisor; and 1-5 hours of general electives.

Students in this option are required to take 12 hours of embedded requirements (no additional credits) to strengthen their general education background, including 3 hours of critical thinking, 3 hours of diversity, 3 hours of fine arts, and 3 hours of interdisciplinary course work, each from a list of approved university courses.

## **Specific Requirements**

### **Required Courses in Chemistry (47-48 credit hours)**

CHEM 1010\*, 1400, 1410, 1450, 1460, 1600, 2400, 2410, 2450, 2460, 2600, 2650, 3240, 3600, 4200 or 4205, 4210, 4250, 4303, 4304, 4313, 4355,\*\* and 4365 or 4375.

\*CHEM 1010 is required only for entering freshmen and transferring freshmen and for transferring sophomores who do not pass the university Mathematics Qualifying Examination.

\*\*CHEM 4355 fulfills the senior thesis/capstone requirement.

### **Required Courses in Physics (8 credit hours)**

PHYS 2110 and 2220

### **Required Courses in Mathematics (13-14 credit hours)**

MATH 1250 OR (MATH 1200 & MATH 1210), 1410, and 1420

### **Required Courses in the Biological Sciences (12-14 credit hours)**

BIOL 1710 or (BIOL 1070 & 1080), PSY 2040, ZOOL 2040 or ZOOL 2050 or BOT 2050

### **Elective Courses in Biology, Physics, and Chemistry (5 credit hours)**

Five credit hours selected (with advisor's approval) from CHEM, PHYS, BIOL, BOT, ZOOL, PSY. Chemistry 1050 and 1300 may not be selected.

### **Elective Courses (1-5 credit hours)**

Courses to be selected with approval of a chemistry academic advisor to reach 120 total credit hours.

# **BS in Chemistry / PharmD Option (CHMP)**

## **General Requirements**

Admission to the program is contingent upon acceptance by the department. Note: the fourth year coursework requires dual acceptance into the pharmacy doctorate program. A grade of C or above is required in transfer credit for all coursework. A maximum of one required chemistry course with a grade of D earned at Chicago State University will be accepted. Once enrolled in this option, all remaining chemistry courses must be taken at CSU. Completion of 123 semester hours of work: 30 hours in general education (refer to the College of Arts and Sciences General Education Requirements; note that the mathematics, and natural sciences, computer science, and mathematics general education requirements are embedded in the supportive courses for the major), consisting of 9 hours in humanities, 9 hours in the social sciences, 6 hours in a single foreign language, and 6 hours in composition; 41 hours in chemistry; 11 in mathematics, 8 in physics, 12 in biological sciences, and 21 in pharmacy courses. Please see the Specific Requirements section for details.

Students in this option are required to take 12 hours of embedded requirements (no additional credits) to strengthen their general education background, including 3 hours of critical thinking, 3 hours of diversity, 3 hours of fine arts, and 3 hours of interdisciplinary course work, each from a list of approved university courses.

## **Specific Requirements**

### **General Education (30 credit hours)**

- Social Sciences (9 credit hours): Psychology 1100 or Sociology 1010; One course that is cross-listed as a diversity or interdisciplinary course; One course that is cross-listed as a critical thinking course.
- Humanities (9 credit hours): CMAT 2030; One course that is cross-listed as a fine art; One course that is cross-listed as a diversity or interdisciplinary course.

### **Area of Specialization (93 credit hours)**

#### **Required Chemistry Courses (41 credit hours)**

- CHEM 1010\*, 1400, 1410, 1450, 1460, 1600, 2400, 2410, 2450, 2460, 2600, 2650, 3240, 3600, 4200, 4210, 4300, 4355\*\*, 4365

\*CHEM 1010 is required only for entering freshmen and transferring freshmen and for transferring sophomores who do not pass the university Mathematics Qualifying Examination.

\*\* CHEM 4355 fulfills the senior thesis/capstone requirement.

#### **Required Mathematics Courses (11 credit hours)**

- MATH 1410 or 1415, 1420, 1600

Required Physics Courses (8 credit hours)

- PHYS 2100 and 2220

Required Biology Courses (12 credit hours)

- BIOL 1710, ZOO 2040, ZOO 2050

Required Pharmacy Courses (21 credit hours)

- Pharmacy Physiology
- Pharmaceutical Biochemistry I
- Pharmaceutical Biochemistry II
- Pharmaceutical Dosage Forms I
- Pharmaceutical Dosage Forms II

## **Secondary Teaching Option in Chemistry (CHMT)**

### **General Requirements**

Students must complete the following:

- Pass the examination on the federal constitution.
- Complete 123-127 credit hours: 30 credit hours in general education, 65-69 credit hours in the area of specialization (chemistry and supportive courses), and 28 credit hours in professional education.
- Prior to recommendation for licensure, the student must pass an oral interview, including but not limited to a “practice lesson”; prepare a teaching portfolio; and present proof that all admission requirements have been fulfilled as determined by the College of Education and the Department of Chemistry, Physics, and Engineering Studies.

A grade of C or above is required in the following, either as transfer credit or credit completed at Chicago State University: all courses in general education, all required courses in the area of specialization, all required courses in supportive disciplines.

### **Specific Requirements**

#### **General Education (30 credit hours)**

Composition (6 credit hours): ENG 1270 and 1280.

Foreign Language (6 credit hours): One year of a single foreign language.

Humanities (9 credit hours): CMAT 1130, humanities elective (3 credit hours), and fine arts elective (3 credit hours).

Social Sciences (9 credit hours): HIST 1300 or 1310 or POL 1010, PSYC 1100 and 2040.

Students must fulfill critical thinking (3 credit hours) and diversity (3 credit hours) requirements.

These requirements can be embedded in the other general education requirements and do not require the student to complete additional hours.

Other General Education requirements (mathematics and natural sciences) are embedded in the major curriculum (see below).

### **Required Chemistry Courses (37-38 credit hours)**

CHEM 1010\*, 1400, 1410, 1450, 1460, 1600, 2400, 2410, 2450, 2460, 2600, 2650, 3600, 4200 or 4205, 4210, 4250, 4303, 4304, and 4365 or 4375.

\*CHEM 1010 is required only for entering freshmen and transferring freshmen and for transferring sophomores who do not pass the university Mathematics Qualifying Examination.

### **Required Supportive Courses (28-31 credit hours)**

CHEM 1092; BIOL 1710 or (1070 and 1080); PHYS 2110 and 2220; either PH S 1140 or GEOG 1400; MATH (1200 and 1210) or 1250, 1410 or 1415, and 1420.

### **Professional Education (28 credit hours)**

ED 1500 or CHEM 4710; ED 1520 and 2000, PSYC 2020, S ED 4301 and 4303\*, ED 4500\*, READ 4100\*, CHEM 4630\* and 4750\*, CAS 2630\*.

These courses must be passed with at least a grade of C.

\*Restricted to students admitted to the College of Education. CHEM 4750 fulfills the senior thesis requirement.

### **Minor in Chemistry (21 credit hours)**

The requirements for a minor must be completed prior to graduation in order for the minor to appear on the transcript. Grades of C or better are required in all courses to be counted towards completion of the minor. Course work up to a maximum of 12 credit hours may be allowed to simultaneously fulfill requirements for one major and this minor. For more information about a chemistry minor, contact a chemistry academic advisor.

### **Required Courses (13 credit hours)**

CHEM 1400/1410, 1450/1460, 2600, and 2650.

### **Elective Courses (8 credit hours)**

Completion of one of the following sequences of courses: CHEM 2400, 2410, 2450, and 2460; or CHEM 2010 and 3241.

# Communications, Media Arts, and Theatre

Department Chairperson: Lillian Kay Dawson

Program Coordinator: Christine List

Faculty: Kamesha Khan

The Program of Communications, Media Arts and Theatre (CMAT) in the Department of Art & Design and Communications, Media Arts & Theatre offers a Bachelor of Arts degree in Media Arts. Students in the CMAT program will choose to concentrate their studies in one of three areas: media arts, public relations, or theatre. The department also offers minor sequences in communication studies, theater arts, public relations, Hispanic media and sports broadcasting. Students in the program have the opportunity to gain hands-on training through practica with CSU Theatre, WCSU-Radio, and CSU-TV, as well as internships with Chicago area media companies and theatre organizations. The Bachelor of Arts degree prepares students for careers in television and radio production, digital filmmaking, announcing, acting, directing, writing and producing and also in the allied fields of advertising, public relations, and broadcast journalism, corporate communications and theatre.

## General Requirements

- Admission to the program is contingent upon good academic standing and acceptance by the department.
- The department will not accept D transfer credit in the major. Achievement of a grade of C or better is required in all major courses at Chicago State University.
- Completion of 120 semester hours of work: 42 hours of general education, consisting of 6 hours in composition, 6 hours in a single foreign language, 3 hours in mathematics, 9 hours of humanities (of which 3 hours must be a fine arts course) in at least two different disciplines, 9 hours in mathematics/physical science/life sciences (of which one course must have a lab, chosen from biology/chemistry/computer science/math/physics/physical science).
- Embedded General Education Requirements Include: 3 credit hours in critical thinking, 3 credit hours in diversity, 3 credit hours in fine arts, and 3 credit hours in interdisciplinary coursework, embedded in the preceding courses and selected from a list of approved courses
- CMAT Course Requirements: 51 hours in CMAT core courses and 12 hours in Upper Division concentration courses; passing the examination on the federal constitution.
- One additional credit hour course (CMAT 1000 – CMAT Orientation) is required for freshman or transfer students with fewer than 45 credit hours.



## Specific Requirements

Required Courses: 51 credit hours in the following areas:

CMAT 2030, CMAT 2040, CMAT 2070, CMAT 2080, CMAT 2110, CMAT 2120, CMAT 2150, CMAT 2200, CMAT 2500, CMAT 2520, CMAT 2530, CMAT 2550, CMAT 4307, CMAT 4397\*\*

\*\* CMAT 4397 fulfills the senior thesis/capstone requirement

One of the following lower division theory/history courses: CMAT 1750, CMAT 2140, CMAT 2310, CMAT 2170, CMAT 2000

One of the following upper division research writing courses: CMAT 3070, CMAT 4316, CMAT 4362, CMAT 4345, CMAT 3030, CMAT 3690, CMAT 4314, CMAT 4327

One of the following upper division professional writing courses: CMAT 3230, CMAT 3240, CMAT 3210, CMAT 3460, CMAT 4322

### Required CMAT Concentration Courses (12 credit hours)

Students will choose one of the three concentrations in CMAT: Media Arts, Public Relations or Theatre. For each concentration students must complete four additional required course as well as required prerequisite courses. With approval of the CMAT Department, students may count one upper division class from another category toward the concentration. **Concentration courses cannot count both toward a concentration and a specific CMAT CORE course requirement.**

Media Arts Concentration:

Three hours in a media practicum (CMAT 3111, CMAT 3110, CMAT 3020, CMAT 3080, CMAT 4306) and nine credit hours of upper division media courses from the following list: CMAT 3040, CMAT 3050, CMAT 3070, CMAT 3630, CMAT 3030, CMAT 3230, CMAT 3240, CMAT 3462, CMAT 3600, CMAT 4367, CMAT 4300, CMAT 4302, CMAT 4327, CMAT 3430, CMAT 4342, CMAT 4345, CMAT 3660, CMAT 4373, CMAT 4399, CMAT 4010, CMAT 4020, CMAT 3060, CMAT 3061, CMAT 3070, CMAT 4372, CMAT 4374, CMAT 4375, CMAT 4376, CMAT 4377, CMAT 4378, CMAT 4110

Public Relations Concentration:

Twelve credit hours from the following: CMAT 3320 (CMAT 2460 is a prerequisite for this course), CMAT 3460, CMAT 4345, CMAT 4346, CMAT 3690, CMAT 4304, CMAT 4305, CMAT 4310, CMAT 4315, CMAT 4399, CMAT 4376, CMAT 4377, CMAT 4378, CMAT 4010, CMAT 3462

Theatre Concentration:

Twelve credit hours from the following: CMAT 2560, CMAT 3010, CMAT 3090, CMAT 3130, CMAT 3730, CMAT 3680, CMAT 4312, CMAT 4314, CMAT 4322, CMAT 4332, CMAT 4334, CMAT 4350, CMAT 4360, CMAT 4398

# Honors Program in Communications, Media Arts and Theatre

## Application Requirements

At the time of application, a student must

- have a minimum of a 3.25 GPA in the CMAT major;
- have completed a minimum of 12 credit hours in the CMAT major;
- have a minimum of a 3.0 GPA overall;
- complete an application during the spring of his or her sophomore year (student must achieve junior level status by fall semester to participate in the CMAT honors option);
- identify a tenure-track or tenured CMAT faculty member in his or her area of interest who will serve as chair of his or her thesis project. The chosen faculty member must commit to the project through signature on the CMAT Honors Application;
- submit a brief proposal that specifically identifies his or her proposed thesis project title, while offering a process/methodology for completing the thesis project.

## General Requirements

The honors student must

- earn a B or better in each CMAT honors course;
- maintain a major 3.25 GPA to be awarded CMAT honors;
- during junior year, complete six credit hours over two semesters of the honors-designated Independent Study in CMAT courses (CMAT 2990) that will be constructed by the faculty member to prepare the student for his or her thesis project;
- during senior year, complete a creative project, while completing six credit hours over two semesters of the honors-designated Independent Study in CMAT (CMAT 4399).

## Minor in Communication Studies (18 credit hours)

The requirements for a minor must be completed prior to graduation in order for the minor to appear on the transcript. For more information about minors, see the chairperson of the department.

### Required Courses (9 credit hours)

CMAT 2030, 2150, 2210 or 2720.

### Elective Courses (9 credit hours)

9 credit hours selected from CMAT 4304, 4305, 4310, 4345, and 4399.

## **Minor in Public Relations (18 credit hours)**

### **Required Courses (15 credit hours)**

CMAT 2150, 2460, 2500, 3320, and 3460.

### **Elective Course (3 credit hours)**

An upper division practicum course to be selected with the approval of the CMAT academic advisor.

## **Minor in Media Production (18 credit hours)**

### **Required Courses (12 credit hours)**

CMAT 2150, 2070, 2520, and 2120.

### **Elective Courses (6 credit hours)**

6 credit hours, including one scriptwriting course, selected with the approval of the CMAT academic advisor.

## **Minor in Sports Broadcasting (18 credit hours)**

### **Required Courses**

CMAT 2110, 3430, 4302, 4306 or CMAT 3080; CMAT 4326; CMAT 4342.

## **Minor in Theatre Arts (18 credit hours)**

### **Required Courses (9 credit hours)**

CMAT 2040, 2140, and 2550.

### **Elective Courses (9 credit hours)**

9 credit hours selected from CMAT 1520, 1530, 1540, 2080, 2180, 2400, 2560, 2610, 3090, 4312, 3130, 4314, 4350, 4360, 3680, 3730; ENG 4311 or 4355.

Only three hours of independent study, practicum or internship credit may be applied to the minor.

# Computer Science

Department Chairperson: Kapila Rohan Attele

Faculty: Jan-Jo Chen, Johng-Chern Chern, Luis Vidal-Ascon

The Department of Mathematics and Computer Science offers a Bachelor of Science degree in Computer Science and a minor sequence in computer science for students majoring in other fields. Students may choose to concentrate in database and software engineering, communications and networks, or web programming and development. Students obtaining this degree will be prepared for positions in private industry or government or to pursue an advanced degree in their area of specialization.

All entering freshmen and transfer students who intend to major in computer science are required to take the university placement examination in mathematics. These students may not register for any mathematics or computer science course until they have taken the examination. This examination is designed to place students into the appropriate mathematics course from basic mathematics to calculus.

## General Requirements

Admission to the program is contingent upon completion of CPTR 1100 and CPTR 2100, a cumulative grade point average of 2.0 or higher, and acceptance by the department. The department will not accept D grades in any required major courses or required supportive courses, either as transfer credit or completed at Chicago State University.

Requirements include completion of 120 semester hours including 39 hours in general education; 5 additional hours in the natural sciences as specified in required supportive courses; 46 hours in computer science; 40 hours in required supportive courses; and passing the examination on the federal constitution. By demonstrating proficiency, a student may be able to obtain credit for certain mathematics and computer science courses at the recommendation of the department.

## Specific Requirements

### Required Courses (46 credit hours)

34 credit hours: CPTR 1100, 1900, 2100, 2400, 2550, 3100, 3500, 3700, 4210, 4220,\* 4400, 4600 (\* CPTR 4220 fulfills the senior thesis/capstone requirement);

6 credit hours selected from one of the three following tracks:

- Database and software engineering: CPTR 3150, 3620, 4620, 4800, 4820.
- Communications and networks: CPTR 4700, 4710, 4720, 4730.
- Web programming and development: CPTR 1120, 2130, 3640.

6 credit hours from courses not taken in the list above or from the following: CPTR 3330, 3350, 4200, 4310, 4320, 4340, 4740, 4750, 4900, 4920.

### **Required Supportive Courses (40 credit hours)**

- Mathematics: MATH 1410 or 1415, 1420, 1600 or 4600, 2200, 2800
- Science: BIOL 1070, 1080, or equivalent; one of the following physical science sequences: PHYS 1510, 1520; or PHYS 2110, 2220; or CHEM 1550, 1560. (These courses can be applied to the natural science requirement.)
- Communications and Ethics: CMAT 2030, ENG 2120, PHIL 2530 (These courses can be applied to the humanities requirement.)

### **Elective Courses:**

Electives must be selected with the departmental advisor's approval.

### **Minor in Computer Science (18 credit hours)**

The requirements for minors must be completed prior to graduation in order for the minor to appear on the transcript. For more information about minors, see the Department Advisor.

### **Required Courses (15 credit hours)**

CPTR 1100, 2100, 2400, 3100, and one course selected from 3500, 3620, or 4600.

### **Elective Courses (3 credit hours)**

Completion of one computer science course at the 3000 level or higher. The minor may be modified depending upon the student's interests and objectives.

# Criminal Justice

Department Chairperson: Emmett Bradbury

Faculty: Lewis Myers, Marian Perkins, Mohammad Salahuddin, Douglas Thomson.

The Department of Criminal Justice, Philosophy, and Political Science offers a Bachelor of Science degree in Criminal Justice. The program provides students with a broad foundation in the social sciences while emphasizing restorative justice, social and economic justice, fairness, community involvement, and public safety. Students are encouraged to think critically about fundamental issues regarding crime and justice as they learn about all aspects of the delivery of criminal justice services. Course work allows an emphasis in policing, law, corrections, or juvenile justice. Students who have a 3.25 GPA in the major, a 3.00 GPA overall, and have junior status are eligible for the department's honors program. The program culminates with students completing an internship or service practicum in criminal justice. Students who have six months or more work experience in the criminal justice field may elect to write a bachelor's paper on some topic in criminal justice. Upon graduation, students are especially prepared for careers across the range of criminal justice, including corrections officer, juvenile probation officer, law enforcement officer, and more. Graduates are well prepared for law school, as well as to continue their study of criminal justice in graduate school programs leading to the master's degree or PhD. The department assesses the effectiveness of its program annually and produces a report that can be found in the department office and on the CSU website.

## General Requirements

A 2.0 GPA achieved after earning at least 45 hours of college credit is required for admission to the program. A 2.5 GPA must be achieved for courses required by the program (core courses, cognates, and criminal justice electives) taken at Chicago State University. Achievement of a C or better is also required in those courses. Completion of 120 semester hours of work including general education requirements (refer to the College of Arts and Sciences General Education requirements), major requirements, general electives (selected with the departmental advisor's approval), and completion of the federal constitution requirement. At least 21 credit hours of criminal justice courses must be taken at Chicago State University.

## Specific Requirements

### Core courses (12 credit hours)

CJ 1200, 2309, 2316, 4350.

### Required Cognates (12 credit hours)

ENG 1360, 2100, and 2790 or 2800; CMAT 2030. CMAT 2030 can be used to satisfy the General Education humanities requirement.

### Criminal Justice Electives (24 credit hours)

24 credit hours, including at least one course taken at Chicago State University or as upper-level transfer courses from another four-year college or university, or other courses (with consent of the department) from each of the following categories, with no double counting permitted:

- Police: CJ 4325, 4326, 4334, 4335, 4363.
- Law: CJ 4318, 4343, 4344, 4345, 4361.
- Corrections: CJ 4318, 4321, 4336, 4351, 4352, 4353, 4354, 4356.
- Juvenile: CJ 4323, 4324, 4352, 4357.

### **Culminating Course Options (3 Credit Hours)**

CJ 4390 (Practicum/Internship in Criminal Justice ), CJ 4391 (Bachelor Paper), or CJ 4392 (Service Learning in Criminal Justice).

Courses in the minor must be completed with a grade of C or better, and an overall grade point average of 2.5 or higher in these courses must be achieved.

## **Honors Program in Criminal Justice**

### **Admission requirements**

Students accepted into the Honors Program in Criminal Justice must meet the following criteria:

- Have a GPA of 3.25 or higher in the major after having completed at least 12 credit hours in the major;
- Have an overall GPA of 3.0 or higher;
- Have an academic classification of junior (Second semester sophomores may apply for admission);
- Identify a faculty member who will serve as a program mentor. Program mentors shall assess their students' progress at the end of each semester, their students' independent study projects, and their students' practicum/internship or bachelor papers;
- Complete an application for admission, which must be signed by the student's faculty mentor and approved by the department chair.

### **General Requirements**

Students must meet the following requirements to complete the Honors Program in Criminal Justice:

- Complete two classes designated honors at the 3000-4000 level (6 credit hours);
- Complete a two-semester honors project under the guidance of a faculty mentor (6 credit hours);
- Earn a B or above in every course completed with the honors designation;
- Maintain a GPA of 3.25 or higher in the major.

## **Honors Program Courses**

All honors courses will be designated with an “H” as its section and will require a level of intellectual engagement over and above that of regular courses. Honors sections will require additional reading and one or more additional projects.

Honors courses include:

- CJ 4302 Independent Study in Criminal Justice
- CJ 4303 Problems in Social Justice
- CJ 4329 Research Apprenticeship
- CJ 4338 Criminology Theory

## **Honors Project**

Students must meet the following criteria to complete their honors projects:

- Develop a project under the guidance of a faculty mentor that contributes to the body of knowledge in criminal justice. Appropriate types of projects include publishable reviews of the scholarship in criminal justice and projects requiring empirical research. The project shall cover two semesters and will be completed through either CJ 3302 (Independent Study in Criminal Justice) and CJ 4390 (Practicum/Internship in Criminal Justice) or CJ 3302 (Independent Study in Criminal Justice) and CJ 4391 (Bachelor Paper) or CJ 3302 (Independent Study in Criminal Justice) and CJ 4392 (Service Learning in Criminal Justice );
- Defend the honors project before a committee consisting of the faculty mentor as primary reader and chair, plus one of two secondary readers from the criminal justice faculty;
- Submit a manuscript to the department that describes the project and follows ASA style.

## **Minor in Criminal Justice (18 credit hours)**

The requirements for the minor must be completed prior to graduation in order for the minor to appear on the transcript. For more information about minors, see the chairperson of the department.

### **Required Courses (12 credit hours)**

CJ 1200, 2309, 2316, and one course from the law category (CJ 4318, 4340, 4343, 4344, 4345, 4361).

### **Elective Courses (6 credit hours)**

- Select one course each from two of these three categories:
- Police: CJ 4325, 4326, 4334, 4335, 4363;
- Corrections: CJ 4318, 4321, 4336, 4351, 4353, 4354, 4356;
- Juvenile: CJ 4323, 4324, 4352, 4357.



# Engineering Studies

Director: Austin Harton

There are two options for students who are interested in pursuing a career in the field of engineering. In one option students can enroll in the Engineering Studies Program at Chicago State University (CSU) where they take the basic math, physics and chemistry courses required for an undergraduate engineering degree and then complete the undergraduate degree in engineering at an accredited engineering institution. The other option gives students the opportunity to obtain a degree in Physics from Chicago State University (CSU), following the Engineering Physics Option. More information on the Engineering Physics Option can be found in the Physics section of the catalog.

Completion of the Engineering Studies curriculum with a cumulative grade point average of 3.0 or above, and the equivalent of four semesters of full-time study, guarantees transfer to the accredited engineering programs at either the Illinois Institute of Technology (IIT) or the University of Illinois at Chicago (UIC). Prior to transfer, the program allows dual registration at either IIT or UIC after completing the equivalent of one year of full-time, transferable engineering courses and maintaining a cumulative grade point average of 3.0 or above. Dual registration permits students to enroll in special summer courses at IIT and UIC. The engineering studies curriculum articulates with all baccalaureate engineering degree programs at IIT and UIC. A full range of academic and professional development services support students in the Engineering Studies Program. Preparatory course work is available for students who must take the necessary prerequisites to enter engineering studies courses. CSU, as a member of the Chicago Engineering Consortium, partners with the Illinois Institute of Technology and the University of Illinois at Chicago.

A Pre-matriculation Summer Institute (PSI) is available to students the summer prior to their enrolling at CSU. The program consists of six weeks of progressively advanced topics in mathematics and English composition; seminars in goal setting, study skills and time management; and field trips to area engineering corporations. The goal of the program is to assist students in making a positive adjustment to the academic and social life of college early in the matriculation process.

Chicago State University's demanding engineering options are balanced by a remarkable variety of activities designed to enhance leadership attributes and to expand academic and career goals. The National Society of Black Engineers (NSBE), a national student and professional-based organization, is the recognized group on campus to which many engineering students belong. The objective of NSBE is to stimulate and develop student interest in engineering, to increase the number of students studying engineering at the undergraduate and graduate level, and to increase the number of minority professionals in the industry.

## Admission Requirements

To qualify for admission to the Engineering Studies Program, applicants must be in the top half of their high school graduating class and satisfy the following criteria:

- A minimum ACT composite score of 18 or rank in the top five percent of the high school graduating class.
- Three years of regular high school mathematics: Algebra I, Geometry, Algebra II/Trigonometry, Pre-Calculus, Calculus or College Algebra (computer mathematics and pre-algebra are not acceptable).
- Three years of natural and/or physical sciences (at least two should be a laboratory science such as biology, physics, or chemistry).

## Sample Curriculum

NOTE: Engineering studies course requirements are based on full-time attendance. The sample curriculum does not include possible preparatory course work. Please note that some students may take longer than two years to complete the engineering studies curriculum at Chicago State University.

First Semester		Second Semester	
MATH 1410	4	MATH 1420	4
CHEM 1400	3	CHEM 1450	3
CHEM 1410	1	CHEM 1460	1
ENGR 1210	3	PHYS 2220	4
PHYS 2110	4	CPTR 1100	3
	15		15

Third Semester		Fourth Semester	
MATH 2430	4	MATH 2550	4
PHYS 2330	4	PHYS 2330	4
ENGR 2430	3	ENGR 2550	3
ENG 1270	3	ENGR 2330	3
		ENG 1280	3
	14		17

# **Environmental Studies**

## **Environmental Studies Minor (23-25 credit hours)**

The College of Arts and Sciences offers a 24-credit-hour interdisciplinary minor in Environmental Studies. The minor is designed to educate students on the challenge and complexity of environmental concerns relative to inner-city surroundings. The requirements for minors must be completed prior to graduation in order for the minor to appear on the transcript. For more information about minors, see the chairperson of the department.

### **Required Courses (14-15 credit hours)**

BIOL 1080, 1190, or 2550; CHEM 1550; GEOG 1400 or 3450; BIOL 4070 or CHEM 3070.

### **Elective Courses (9 -10 credit hours)**

Three courses chosen from the following with approval of academic advisor: BIOL 2010, 4730; CHEM 1560, 2650, 4365; PH S 1000, 1010; CMAT 2450\* 4345\*; ECON 2000; GEOG 2410, 2420, 2430; POL 4990\*; MATH 1600; PHIL 1200\* or 2510.

Equivalent required courses and/or elective courses from other institutions relevant to Environmental Studies will be considered as possible substitutions.

\*Special topics courses must be presented on environmental subjects to be accepted in the Environmental Studies minor.

# English

Department Chairperson: Kelly Norman Ellis

Faculty: Brenda Aghahowa, Kelly Norman Ellis, Forrest Hazard, William Howard, Christine Ohale, Nuru Yakubu Ubangiji.

The Department of English, Foreign Languages and Literatures offers a Bachelor of Arts degree in English with options in literature, secondary teaching, and writing. The department also offers minor sequences in English and writing for students majoring in other fields.

Students in the Literature and Writing Options may prepare for a variety of careers including: creative writing, editing, advertising, business, law, and librarianship. Completion of the Secondary Teaching Option in English qualifies students for an Illinois Professional Educator License (PEL) with an endorsement for teaching English language arts for grades 9-12 and a middle grade endorsement in language arts for grades 6-8, provided that the program is completed and the middle grade endorsement issued by January 31, 2018, when new middle grade endorsement rules will come into effect. Licensure requires the successful completion of the Illinois Licensure Tests of Academic Proficiency (TAP), or equivalent, English Language Arts Content Area Test, and Assessment of Professional Teaching (Secondary 6-12). The Secondary Teaching Program is accredited by the National Council of Teachers of English (NCTE) and meets Illinois State Board of Education (ISBE) standards in English language arts education. The department maintains an updated copy of its assessment report in SCI 320.

## Honors Program in English

### Admission Requirements

Honors students must

- have a GPA of 3.50 or higher in the major (after 12 credit hours in the major);
- have an overall GPA of 3.0 GPA or higher;
- have second semester sophomore or junior level status;
- be a declared English major;
- identify a faculty member who will serve as a program mentor (both in assessing student progress at the end of each semester and in the completion of the honors thesis);
- complete an application for admission that is signed by the faculty mentor and approved by the department chair.

### General Requirements

Honors students must

- complete two 4000-level honors classes (6 credit hours);
- complete one 4000-level capstone course (3 credit hours);
- complete an honors thesis project with a faculty mentor (3 credit hours);
- complete honors course requirements within three or four semesters;
- earn a B or above in each honors course;

- maintain a GPA of 3.50 or higher in the major.

Honors sections will require a level of intellectual engagement over and above that of the traditional course. Honors sections will require additional reading and one or more additional assignments.

## **Thesis Project Requirements**

To complete the honors thesis requirement, students must

- submit a thesis proposal;
- enroll for honors thesis credit (3 credit hours) and work with an honors faculty mentor for one semester;
- write a minimum 25-page publishable paper that presents a clear thesis consisting of central ideas and major topics of interest in the field;
- defend the honors thesis before a committee consisting of the faculty mentor and one or two faculty readers;
- submit a copy of the thesis to the department.

## **Literature Option**

### **General Requirements**

- Admission to the program is contingent upon good academic standing and acceptance by the department.
- The department will not accept D transfer credit in the major. Achievement of a C or better in all major courses at Chicago State University is required.
- Before proceeding to any 3000- or 4000-level course in literature, an English major in any of the options must have passed the University English Qualifying Examination and completed ENG 2100 and ENG 2260. Literature and Writing majors also must take ENG 2280 before proceeding to any 3000-level course in literature. English majors in the Literature and Secondary Teaching options must complete at least five 4000-level English courses before graduating.
- Completion of 120 semester hours of work, including the College of Arts and Sciences General Education requirements. Students also must pass the examination on the federal constitution.

### **Specific Requirements**

#### **Required English Courses (57 credit hours)**

ENG 1360\*, 2011\*\*, 2100, 2160, 2190, 2260, 2280, 2330, 2340, 2910 or 2940, 4311, 4316, 4331, 4338, 3870 or 4327, and 4390; students must choose one course from each of the following three groups:

- ENG 4314, 4326, 4342, 4349, 4350, 4351, 4357 or 4358;
- ENG 4341, 4345 or 4346;
- ENG 2410, 4321, 4322, 4323, 4324, 4332, 4334, 4370, 4382, 4384 or 4386.

\*Students may test out of ENG 1360, which is a prerequisite for ENG 2100, by taking and passing the Grammar Competency Examination (GCE).

\*\*or CMAT 2030

### **Required Supportive Courses (6 credit hours)**

Students must take 6 credit hours in the same foreign language with approval of the academic advisor. Students wishing to demonstrate proficiency in a language through testing should see their academic advisor.

### **Department Electives (15 credit hours)**

Courses are to be selected with the approval of the department academic advisor:

- 6 hours from 2000-level writing courses
- 3 hours from 4000-level writing courses
- 3 hours from 4000-level linguistics courses
- 3 hours from other department offerings.

### **University Thesis Requirement (ENG 4327 or 3870) (3 hours)**

### **University Electives**

Students should complete additional electives to reach 120 total credit hours.

## **Secondary Teaching Option in English**

### **General Requirements**

Students must:

- pass the examination on the federal constitution.
- complete 126 credit hours: 42 credit hours in general education, 48 credit hours in area of specialization, 35 credit hours in professional education, and 1 credit hour in classroom management.

### **Specific Requirements**

#### **General Education (42 credit hours)**

42 credit hours in general education, including 6 credit hours in composition (3 credit hours for ENG 1270 and 3 credit hours for 1280). See the College of Arts and Sciences General Education requirements for specific courses.

#### **Area of Specialization (48 credit hours)**

#### **Required English Courses**

ENG 1360, 2011, 2100, 2160, 2190, 2260, 2330, 2340, 2410, 2910 or 2940, 4311, 4316, and 4390; one 3-hour course selected from each of the following four groups:

- 3350, 4336, 4338, 4339, 4361 or 4366;
- 4321, 4322, 4323, 4324, 4332, 4334, 4370, 4382, 4384, or 4386;
- 4314, 4326, 4342, 4349, 4350, 4351, 4357, 4358 or 4359;
- 4341, 4345 or 4346.

\*Students may test out of ENG 1360, which is a prerequisite for ENG 2100, by taking and passing the Grammar Competency Examination (GCE).

### **Required Supportive Course**

All English secondary teaching majors pass the state teacher certification exam in English Language Arts. ENG 1092 is a required preparation course for that exam, but credit does not count toward graduation requirements. Although the course may be waived with consent of the English Secondary Education Advisor, students should expect to take it.

### **Professional Education (35 credit hours)**

ED 1520, 2000, and 4500\*; ED 4312; READ 4100\*; PSYC 2020; S ED 4301 and 4303\*; ENG 4347\*, 4360\*, 4363\*, and 4375\*. The courses must be passed with at least a grade of C.

(\* Restricted to students admitted to the College of Education.)

### **Classroom Management (1 credit hour)**

CAS 2630\*

(\* Restricted to students admitted to the College of Education.)

## **Writing Option**

### **General Requirements**

Admission to the program is contingent upon good academic standing and acceptance by the department.

- The department will not accept D transfer credit in the major. Achievement of a C or better in all major courses at Chicago State University is required.
- Completion of 120 semester hours of work, including the College of Arts and Science General Education requirements. In addition, students must complete 51 hours in English, inclusive of embedded 3-credit-hour courses considered to meet the fine arts, critical thinking, diversity, and interdisciplinary requirements; 3 hours in communications (ENG 2011); 3 hours of university electives; and 24 hours in the concentration selected with the departmental advisor's approval. Students also must pass the examination on the federal constitution.

## **Specific Requirements**

### **Required English Courses (66 credit hours)**

ENG 1360\*, 2010, 2011,\*\* 2020 or 2540, 2060, 2090, 2100, 2120, 2160 or 2190, 2280 or 2800, 2330 or 2340, 2370, 2790, 2910 or 2940, 2920 or 2940, 4311, 4337, 4338, 4379, 4381 or 4383, 3870 or 4327, 4395.

\*Students may test out of ENG 1360, which is a prerequisite for ENG 2100, by taking and passing the Grammar Competency Examination (GCE).

\*\*Students may take CMAT 2030

NOTE: Students not meeting program standards also will be required to enroll in ENG 3920 (Professional Technical Writing Practicum) prior to enrolling in ENG 4395.

### **University Thesis Requirement may be met by ENG 4327 or 3870 (3 hours)**

### **Department Electives (6 hours)**

Courses are to be selected with the approval of the department academic advisor:

- 3 hours from 2000-level literature courses
- 3 hours from 4000-level literature courses

### **University Electives**

Students should complete additional electives to reach 120 total credit hours.

### **Minor in English (18 credit hours)**

Students wishing to earn a minor in English with a focus in literature must complete 18 hours, including a 3-credit-hour course in language (ENG 4335 or 4336). Students also must complete elective courses in English totaling 15 credit hours. Courses are to be selected with the approval of the departmental academic advisor. At least 6 hours must be in American literature, and 6 hours must be in English literature.

### **Required Course (3 credit hours)**

ENG 4335 or 4336.

### **Elective Courses (15 credit hours)**

### **Minor in Writing (18 credit hours)**

#### **Required Courses (6 credit hours)**

ENG 1360 and 2100.

#### **Elective Courses (12 credit hours)**

Select 12 hours with the approval of the departmental academic advisor. At least one course must be at the 4000-level.



# Foreign Languages and Literatures

Chairperson: Kelly Ellis

Faculty: Robert Chierico, Evelyne Norris, Eddy Gaytan, Virginia Shen, Maria Yazmina Moreno-Florida

The Department of English, Foreign Languages, and Literatures offers a BA in Spanish. The purpose of the program reflects the mission of the university in that it emphasizes a quality preparation in the area of humanities, provides access to traditionally underrepresented populations, especially Latino students, and contributes to the economic and social welfare of the community. At the heart of the philosophy of the department is a belief that language and communication are paramount to the human experience.

Competence in more than one language is not only integral to a complete educational experience, but also enables individuals to participate more fully in the global society and marketplace. In addition, the study of other languages and cultures empowers people to behave with a greater sense of self and to be successful in their relationships with those of different backgrounds.

Students enrolled in the liberal arts option in Spanish may prepare for careers in government, public service, translation, interpreting, sales, etc. Completion of the teacher preparation option in Spanish qualifies students for an Illinois Professional Educator License (PEL) with an endorsement for teaching Spanish for grades K-12. Licensure requires the successful completion of the Illinois Licensure Test of Academic Proficiency (TAP) or the equivalent, the Spanish content area test, and the Assessment of Professional Teaching (Special K-12). The program meets Illinois State Board of Education (ISBE) standards for foreign language education in Spanish.

The department offers introductory and advanced courses in Spanish and French. It also offers introductory courses in African languages, Arabic, Chinese, German, Italian, Japanese, and Russian. The first-year foreign language courses are intended to develop the ability to understand, speak, and read the target language. The department also offers minor sequences in French, Spanish, and Latin American/Latino Studies for students majoring in other degree programs.

The department will grant a maximum of nine hours of proficiency credit to both Spanish and bilingual education majors, six hours to elementary education majors and students undertaking a Spanish minor or Latin American/Latino Studies minor, and six hours to French minors. Proficiency credit will be awarded during the last semester of the program.

## Liberal Arts Option in Spanish

### General Requirements

Admission to the department is contingent upon good academic standing and acceptance by the department. The department will not accept D transfer credit in the major. All Liberal Arts in Spanish majors will be assessed periodically during their course of study. As students

progress in the program, all majors will be evaluated by examinations in the areas of oral proficiency, reading, and writing. By graduation they will be expected to have met the Advanced + level in these skills and passed a culture/literature exam. During their senior year, they must successfully complete an oral examination, which is conducted by a departmental faculty panel, on a Spanish literary classic. In addition to vocabulary and fluency, students will be evaluated on their ability to identify themes and style of a particular author and interpret and analyze text and ideas in a given socio-historical context. Their performance will be evaluated on content, vocabulary, and fluency.

Transfer students should complete 30 hours in the major or have consent of the department and the appropriate departmental assessments for graduation. Courses older than seven years will not be accepted. Oral proficiency will be assessed.

## **Course requirements**

Completion of 120 semester hours of work including the College of Arts and Sciences General Education Requirements, 45 hours in Spanish, 9 hours in cognate electives, and 27 hours in general electives selected with the Spanish departmental advisor's approval. Students must also pass the examination on the federal constitution.

## **Specific Requirements**

### **Required Spanish Courses (27 credit hours)**

SPAN 2010, 2020; 3010 or 3020; 2060 or 2070; 3130 or 3140; 3150 or 3160; 3220 or 3230; 3500 or 3510. Students must choose one course from the following group: SPAN 3190, 3210, 3330, 3660, 4140, 4150, 4170, 4300, 4410, 4420, 4440, 4450, 4610, 4620, 4630, 4640, or 4650.

### **Elective Spanish Courses (15 credit hours)**

15 credit hours in Spanish to be selected with the approval of the academic advisor.

### **Cognate Elective Courses (9 credit hours)**

9 credit hours of cognate electives to be divided among courses that will either complement the Spanish degree or will create a more intensified area of expertise in a field related to the major. These electives may be taken from anthropology; political science; foreign languages; art; music; educational leadership, curriculum, and foundations; history; geography; or any other academic discipline approved by the department. Courses are to be selected with the approval of the academic advisor.

### **Elective Courses (27 credit hours)**

Courses are to be selected with the approval of the department academic advisor.

# **Secondary Teaching Option in Spanish**

## **General Requirements**

Students must:

- pass the examination on the federal constitution.
- complete 126 credit hours: 48 credit hours in general education, 45 credit hours in area of specialization, and 33 credit hours in professional education .

## **Specific Requirements**

### **General Education (48 credit hours)**

6 credit hours in c: ENG 1270 and 1280.

### **Humanities (6 credit hours)**

CMAT 2030 and ENG 1260.

### **Natural Sciences (12 credit hours)**

6 hours of elective courses in biological sciences and 6 hours of elective courses in physical sciences; at least one course must be a laboratory course.

### **Social Sciences (15 credit hours)**

HIST 1310 or 1310 or POL 1010; PSYC 1100 and 2040; 6 hours of courses in the social sciences in the same discipline.

### **Mathematics (6 credit hours)**

MATH 1010 and 1020.

### **Elective Courses (3 credit hours)**

3 hours of elective courses approved by advisor.

### **Required Courses (45 credit hours)**

SPAN 2010, 2020, 2060 or 2070; 3010 or 3110, 3020 or 3120; 3130, 3140; 3150 or 3160; 3210, 3220, 3230, 3500, 3510, 4170; select one course from the following: SPAN 3190, 3300, 3660, 4140, 4150, or 4300, 4410, 4420, 4430, 4440, and 4450.

### **Required Supportive Course (to be taken before student teaching).**

SPAN 1092 or pass the state Content Area Certification Test in Spanish.

### **Required Pre-Professional Education**

ED 4312; ED 1520, 2000; PSYC 2020; S ED 4301.

## **Professional Education (33 credit hours)**

S ED 4303\*; ED 4500\*, 2000; READ 4100\*; FL&L 4000\*, 4630\*; SPAN 1092, SPAN 4675\*; CAS 2630.

Course must be passed with at least a grade of C.

\* Restricted to students admitted to the College of Education.

## **Spanish Honors Program**

The Spanish Honors Program is designed for rising juniors (second semester sophomores) or juniors who wish to challenge themselves beyond the requirements of their major (Liberal Arts Spanish or K-12 Spanish Education). Students are provided with faculty mentorship and opportunities for independent research during their junior and senior years of undergraduate study. The Honors Committee of the department solicits candidates from faculty in the department. Candidates are then interviewed for final admission into the program. Students may also apply to the program by contacting the Honors advisor.

### **Eligibility Requirements**

To be eligible, students must:

- be juniors or second semester sophomores;
- have a minimum GPA of 3.25 in Spanish course work (after a minimum of 12 hours taken) and a cumulative average GPA of 3.0.

### **General Requirements**

Honors students must:

- successfully complete 15 honors credit hours in the major with a minimum grade of B;
- complete 9 credit hours taken from honors designated courses or independent studies within the major at the 3000-4000 level courses. These courses will require additional projects, research and activities;
- fulfill course requirements over three or four semesters (one honors course should be taken each semester);
- enroll in and successfully complete the Spanish Honors Seminar (6 credit hours) and complete an honors thesis or special project under the supervision of a faculty member. A presentation will be required.

## **Minor in French (21 credit hours)**

The requirements for minors must be completed prior to graduation in order for the minor to appear on the transcript. For more information about minors, see the chairperson of the department.

### **Required Courses (12 credit hours)**

FREN 1010, 1020, 2010, and 2020.

### **Elective Courses (9 credit hours)**

Completion of 9 credit hours of French to be selected with the approval of the departmental academic advisor.

## **Minor in Latin American/Latino Studies (21 credit hours)**

The college offers an interdisciplinary minor in Latin American/Latino Studies. Students must complete a minimum of 21 credit hours to be selected with the approval of the Foreign Languages and Literatures Departmental Advisor. The requirements for minors must be completed prior to graduation in order for the minor to appear on the transcript.

### **Spanish (9 credit hours)**

SPAN 3140 and 3300. One course from the following: SPAN 2020, 3010, 3020, 3110, 3120, 3150, or 3160.

### **Humanities (6 credit hours)**

Two courses selected from the same discipline: ART 3130, 4130; SPAN 3190, 3500, 3510, 4140, 4150, 4300, 4270, 4650; MUS 2286, 4042.

### **Social Sciences (6 credit hours)**

Two courses selected from the same discipline: ANTH 2110, 3180, 4160; GEOG 2020, 3020, 3030; HIST 1710, 2300, 2320, 4640, 4710; POL 3270 could be taken with any of the above history courses to fulfill the social science requirements for the minor.

Equivalent courses from other institutions will be considered, but at least 12 of the 21 credit hours must be earned at Chicago State University. Latin American/Latino Studies courses may be used to satisfy the College of Arts and Sciences general education requirements.

## **Minor in Spanish (21 credit hours)**

The requirements for minors must be completed prior to graduation in order for the minor to appear on the transcript.

### **Required Courses (12 credit hours)**

SPAN 1010, 1020, 2010, and 2020.

### **Elective Courses (9 credit hours)**

Completion of 9 credit hours of Spanish to be selected with the approval of the departmental academic advisor.

A minimum of 6 credit hours must be completed at Chicago State University.

## **Minor in African Languages, Cultures, and Literatures (21 hours)**

The minor in African Languages, Cultures, and Literatures emphasizes the languages and rich cultural traditions of continental Africa. The minor requires a minimum of seven courses (21 hours), including two African language courses, two core courses, and three electives. The requirements for minors must be completed prior to graduation in order for the minor to appear on the transcript.

### **Core Courses (6 hours)**

FLL 1100 and FLL 1511

### **African Language Courses (choose a two-course sequence; 6 hours)**

FLL 1010 and 1020 or ARAB 1010 and 1020

### **Cultures and Literatures Electives (9 hours):**

Choose any of the following: ENG 2210, FREN 1303, 1304, FLL 1500,\* 1510,\* 2200, 2500, 2510, 3310, 4310, 4500,\* 4510.\* Other electives with a substantial African content can be used with the approval of the Chair or program coordinator.

\*Study abroad must be with an official CSU program to a region in Africa with a focus on languages and cultures.

# General Studies

Program Coordinator: William Howard

The General Studies major at Chicago State University is an interdisciplinary undergraduate degree program that students can tailor to personal and professional interests and experiences. It offers the equivalent of a double minor, tied together with a General Studies Orientation course and culminating General Studies Capstone course. Students may receive up to 18 credit hours of academic credit for previously acquired experiential learning. Class times and days vary depending on a student's chosen fields of study.

The General Studies degree offers versatility in the range of courses across a variety of disciplines, with some structure added to ensure fundamental ideas are included in the program. This degree is often useful for someone who has completed some college coursework, but has not yet earned a degree, and may be working in a field where a degree would offer professional advancement.

## Program Requirements

Admission to the General Studies Bachelor of Arts Degree

Formal admission into the General Studies Degree Program requires a student:

- to be 24 years of age or older to be admitted.
- Students must meet academic requirements per the criteria below:
  - Students with 24 (or more) semester hours of collegiate level work\* must:
    - Provide official, sealed transcripts from each university attended.
    - Demonstrate a cumulative grade point average (GPA) above 2.0
  - Students with fewer than 24 semester hours of collegiate work\* must:
    - Provide official, sealed transcripts from each university attended (if prior coursework exists)
    - Complete CSU's English and Reading proficiency examinations
    - Complete CSU's General Studies prospective student interview

\*Collegiate level work is defined as 100/1000-level courses (or higher) from a regionally accredited college or university.

New students, 24 years of age or older, who do not have an ACT/SAT score, will be interviewed by the department prior to being recommended for admission.

In addition:

- Effective Spring 2002 for all entering and returning students, all grades earned at CSU only will be calculated in computing the student's grade point average.
- All credits earned with grades of A, B, C, Pass, or Credit are accepted toward the degree, if applicable.
- No grades of D are accepted in transfer.
- Effective Fall 2007 for all new entering and returning students no graduation credit is given for a grade of "D."

- Residency requirement of 24 semester hours of coursework successfully completed at CSU.
- Minimum grade point average at graduation of C (2.00).
- Successful completion of university examinations in English, reading, federal constitution, and other examinations as required by the University. Math placement examinations are necessary for students who wish to take courses for which passing the Math 0990 examination is a prerequisite.

All General Studies students must complete 120 semester hours of work, specifically,

- 45 hours in general education consisting of:
  - 6 hours in English composition
  - 3 hours general education math
  - 9 hours in communication skills (upper division writing, speech, and technology)
  - 9 hours in the humanities, in at least two disciplines (three hours of which must be in Fine Arts)
  - 9 hours in physical and biological sciences and mathematics/computer science, in at least two disciplines with 6 hours in the natural sciences (must include one lab course) and 9 hours in social sciences (must be at least two disciplines);
  - 6 hours of General Studies Orientation and Capstone Seminars,
  - 36 hours in two General Studies Enhanced Minors from the approved list

At least 12 credit hours in each of the two minors must be at the 4000 level.

## **Curriculum Requirements for the General Studies Bachelor of Arts Degree:**

Please note that the Foreign Language Requirement does not apply to the Non-traditional Degree Programs at this time. However, if a nontraditional degree student wishes to be considered for Latin Honors, he/she must meet the foreign language requirements.

English Composition: six semester hours consisting of ENG 1230/1270 and ENG 1240/1280

Note: Placement in English composition courses is done by examination.

1. Students with no college credit in composition take the diagnostic examination for placement in ENG 1230 or ENG 1270. Students who demonstrate competencies for ENG 1270 must register for that course; those who do not must register for ENG 1230.
2. Transfer students with three semester hours of composition credit from another institution take the English Qualifying Examination (EQE), which is the same as the ENG 1270 exit examination. If they pass, their three credit hours in composition are accepted as transfer credit and they enroll in ENG 1280; if they do not pass, they must register for ENG 1230.
3. Transfer students with six semester hours of composition credit from another institution must pass the English Qualifying Examination (EQE) in order to apply the transfer credit



hours toward graduation requirements at Chicago State University. Those who do not pass the examination must register for ENG 1240.

## **Mathematics Qualifying Examination**

Degree seeking undergraduate students may not register for any mathematics or computer science courses until they have passed the mathematics qualifying examination or the appropriate academic skills mathematics course(s). This is a computerized examination that will place students into MATH 0990 level one or two or will certify that students need no developmental math.

Transfer students who transfer in one or two general education math courses with a C or better and whose majors do not require additional math courses do not have to take the placement examinations in mathematics.

Transfer students who have earned an AA/AS degree are assumed to have met the university general education requirements. This does not waive course prerequisites; therefore, if a course requires a mathematics, reading or EQE exam, the student must take the exam. General Studies students require an upper level writing class, and so must take the EQE.

**STUDENTS MUST MEET WITH ADVISORS TO DETERMINE IF THEY ARE REQUIRED TO TAKE THE PLACEMENT EXAMINATIONS IN MATH.**

Regardless of major, any student who wishes to enroll in a course or courses for which passing the Math 0990 level of the diagnostic math examination is required as a prerequisite must take the examination and enroll in 0990 level one or two as advised based on the mathematics examination results.

## **General Requirements**

- ✓ 6 semester hours of English Composition
- ✓ 3 semester hours of mathematics
- ✓ 9 semester hours of communications skills: 3 semester hours of speech/communication (CMAT 2030 or 1130); 3 semester hours technology course (INSY 1370 or ENG 2370); 3 semester hours writing: ENG 2280 or 2790 or 2800

## **Humanities**

9 semester hours of electives to be selected from the following disciplines: art, English, modern languages, music, philosophy, speech/communication, with at least two disciplines. At least 3 hours must be in fine arts.

## **Social Sciences**

9 semester hours of electives to be selected from the following disciplines: anthropology, criminal justice, economics, geography, history, political science, psychology, sociology. Must include at least two disciplines.

## Natural Sciences-Mathematics

9 semester hours of electives to be selected from at least two disciplines from among the following disciplines with at least 6 semester hours in the natural sciences: biological sciences and physical sciences, and mathematics/computer science. Must include one lab.

## Embedded Requirements

3 semester hours interdisciplinary, 3 semester hours critical thinking, 3 semester hours diversity

## Specific Requirements

**GSP 2000:** General Studies Orientation

**GSP 4500:** General Studies Capstone Seminar\*

\* GSP 4500 fulfills the senior thesis/capstone requirement for General Studies majors.

Two minors, at least one from the College of Arts and Sciences, with others from CAS and COB

- At least 12 credit hours from each minor must be at the 3000 and 4000 levels
- Enough upper division courses (3000- and 4000-level) in minor disciplines to reach 45 credit hours, **with the prior approval of the minor academic program.**
- Courses in the Content Area Minors may not be double-counted unless they are required in each minor.
- NOTE: curriculum is updated by academic programs, and the General Studies program will work with advisees to identify available course options

### General Studies Minors in the College of Arts and Sciences:

African American Studies (21 credit hours): AFAM 1000, 2020, 3000 or 3020 or 3510; 6 credit hours in the Humanities, chosen from ART 3130, ART 4121; ENG 2910, ENG 4321, ENG 4322, MUS 2215, MUS 4040, CMAT 2140; 6 credit hours in the Social Sciences, chosen from ANTH 2120, ANTH 2140; BIOL 2001, GEOG 3060; HIST 2710, HIST 2840; HIST 2850; POL 2600, POL 2650, POL 3510; PSYC 3200; PSYC 3240; SOC 2400, SOC 4300.

Alcohol and Other Drug Abuse Counselor Training (21 credit hours): PSYC 4200, 4201, 4202, 4203, 4204, 4205, and 4206.

Anthropology (21 credit hours): ANTH 1010, 1020; One of ANTH 2010, 2100, 2110, 2120, 2130, 2140, 2150, 2160, 2210, 2220, 2990; Any four of ANTH 3010, 3020, 3130, 3140, 3150, 3180, 4120, 4160, 4230, 4250, 4900.

Art and Design (21 Credit hours): Art 1100, 1200, 1280; 12 credit hours of electives chosen from 3000- and 4000 Art electives, with the prior approval of the Art and Design program.

Communication Studies (21 credit hours): CMAT 2030, 2150, 2210, 2720; Any four of CMAT 4304, 4305, 4310, 4345, 4399.

Computer Science (21 credit hours): CPTR 1100, 2100, 2400, 3100, 3500 or 3620 or 4600; 6 hours of CPTR electives at least one of which must be at the 3000- or 4000- level.

Criminal Justice (24 Credit hours): CJ 1200, 2245, 2309, 2316; select one of each of the four categories: Police: CJ 4325, 4326, 4334, 4335, 4363; Corrections: CJ 4318, 4321, 4336, 4351, 4353, 4354, 4356; Juvenile: CJ 4323, 4324, 4352, 4357; Law: CJ 4318, 4340, 4343, 4344, 4345, 4361.

English (21 credit hours): ENG 4335 or 4336; American Literature: 6 credit hours from ENG 2160, 2190, 2910, 2940, 4321, 4322, 4323, 4324, 4332, 4334, 4341, 4345, 4346, 4370, 4382, 4384, 4386; English Literature: 6 credit hours from ENG 2330, 2340, 4311, 4314, 4315, 4326, 4342, 4349, 4350, 4351, 4357, 4358; 6 credit hours from ENG 2210, 2410, 2440, 4306, 4316, 4343, 4355, 4356, 4390.

Environmental Studies (24 credit hours): BIOL 1080 or 1190 or 2550; CHEM 1550; GEOG 1400 or 3450; BIOL 4070 or CHEM 3070; 12 credit hours of electives chosen from the following: BIOL 2010, 4730; CHEM 1560, 2650, 4365; PH S 1000, 1010; CMAT 2450\* 4345\*; ECON 2000; GEOG 2840, 4290, 4800; POL 4990\*; MATH 1600; PHIL 1200\* or 2510. \*Special topics courses must be presented on environmental subjects to be accepted in this minor. Ensure that at least 12 credit hours are at the upper division level.

Geography (24 credit hours): GEOG 1000 or 1100, 1400, 2210 or 2230 or 4500 (required for Urban Agriculture concentration), 2410 or 2400; Complete one concentration: Community Development: choose 4 of: GEOG 4500 ( if not completed as part of core), 4520, 4530, 3450, 3010, 4010 4590; Environmental Justice: choose 4 of 3450, 4290, 4250, 4280, 4460; GIS: complete GEOG 4800, 4820, 4830, and 4810; Urban Agriculture: GEOG 2250, 4250, 4590, and 4950.

Gerontology (21 credit hours): SOC 2250, 4250, 4580, 4950: 9 credit hours chosen from ANTH 4230, BIOL 1150, H SC 2250, 2375, 3312, NURS 4150, POL 4450, REC 2580, PSYC 2140, 3040.

Latin American/Latina(o) Studies (21-24 credit hours): SPAN 3140, 3300, 2020 or 3010 or 3020 or 3110 or 3120 or 3150 or 3160; Humanities 6 credit hours from ART 3130, 4130; SPAN 3190, 3500, 3510, 4140, 4150, 4300, 4270, 4650; MUS 2286, 4042; Social Sciences: 6 credit hours: chosen from one discipline: ANTH 2110, 3180, 4160; GEOG 2020, 3020, 3030; HIST 1710, 2300, 2320, 4640, 4710; POL 3270 (with a history class).

Media Production (24 credit hours): CMAT 2070, 2120, 2150, 2520; 3 CMAT electives at the 3000- and 4000- levels chosen with the prior approval of the CMAT program; One practicum chosen from CMAT 3020, 3080, 3110.

Peacemaking Studies (21 credit hours): CFR 4000, 4100, 4250; 9 credit hours of electives chosen from CJ 2245, 4303, 4306, 4359, MGMT 3020; POL 3000, 4040; PSYC 2100, 3160; SOC 1110, 3200, 3430, 3560, 3570; Internship CFR 4000 (specific so students' disciplinary interests).

Political Science (21 credit hours): Pol 1010, 1020; 15 credit hours of electives, of which at least 12 hours to be at the 3000- and 4000- levels, and at least one from each category: American

Government/Public Law: POL 2010, 2050, 2060, 2070, 2080, 2150, 2540, 3150, 3160, 3200, 3370, 3380, 3510, 4030, and 4050; International Relations/Comparative Politics: POL 2600, 2610, 2650, 3000, 3270, 3550, 4040, and 4320; Political Theory: POL 1000, 2020, 3030, 3040; Public Administration/Public Policy: POL 2210, 2230, 3220, 3240, 3250, 3260, 3280, 3290, 3300, 3350, 4330, and 4400.

Psychology (21 credit hours): PSYC 2000, 2040 and 2700; 12 credit hours of Psychology electives at the 3000- and 4000- levels.

Public Relations (21 credit hours): CMAT 2150, 2460, 2500, 3320, 3460; One of CMAT 3462, 4010, 4304, 4305, 4310, 4315, 4345, 4378, or 4399; One practicum chosen from CMAT 3020, 3080, 3110.

Religious Studies (24 credit hours): ANTH 2150; HIST 4810; PHIL 1040, 2730, 2740; SOC 3300; 6 credit hours of upper division courses in ANTH or HIST or SOC.

Social Work (21 credit hours): SOC 2500, 3500, 3520, 4560; 9 credit hours from SOC 2100, 3030, 3560, 3570, 4550, 4570, 4910, 4950.

Spanish (24 credit hours): SPAN 1010, 1020, 2010, 2020; 12 credit hours of SPAN electives at the 3000- and 4000- levels.

Spirituality in Psychology (21 credit hours): PSYC 2140, 2500, 3070, 4170 and 4205. 6 additional credit hours of Psychology, 3 of which must be upper division.

Sports Broadcasting (24 credit hours): CMAT 2110, 2520, 2530, 3430, 4302, 4326, 4342, and 4306. Transfer students must also complete CMAT 2230 Basic and Advanced Avid editing training.

Theatre Arts (21 credit hours): CMAT 2040, 2140, 2550: 12 credit hours chosen from CMAT 1520, 1530, 2180, 2400, 2560, 2610, 3090, 4312, 3130, 4314, 4350, 4360, 3680; ENG 4311 or 4355.

Women and Gender Studies (21 credit hours): WS 2000 and 3100; 15 hours of electives, chosen in consultation with the academic advisor, from AFAM 2900, ART 2150, CJ 4320, GEOG 4280, SOC 2230, 3230, 4300, PSYC 2200, ENG 4321, 4390, HIST 4100, 4020, 4390, PHIL 2750, POL 3370, 3380, WS 2990.

Writing (24 credit hours): ENG 1360, 2100, 2260, 2090 or 2280 or 2920 or 2930; any four of the following: ENG 3350/4335, 4336, 4337, 4338, 4339, 4361, 4367, 4368, 4379, 4380, 4381, 4384.

### **General Studies Minors in the College of Business:**

Accounting (24 credit hours): ACCT 2110, 2111, 1290 or 2291, 3212, 3214, 3293, 3314, FIN 2660

Entrepreneurship (24 credit hours): ACCT 2110, 1290 or 2291; FIN 2660; MGMT 2520, 4100, 4505, FIN 3805; MKT 3705 or MGMT 3755 or FIN 4505

Finance (24 credit hours); ACCT 2110, 2111, FIN 2660; choose 4 from FIN 3630,3640, 3650, 3660, 3670, 3680, 3690, 3750, 3805,3840, 4505,4700; INSY 1370 or CPTR 1060

Human Resources Management (24 credit hours): MGMT 3010, 3020, 3600: choose any 5 of PSYC 3160, 4140 ECON 2150, MGMT 3620, 3640, 4610

Management (24 credit hours): INSY 1371, MGMT 3010: choose any 6 of MGMT 2520, 3020, 3570, 3600, 3620, 3640, 3730, 3755, 4100, 4505, 4610, 4850

Sales and Sales Management (24 credit hours): ACCT 2110, 1290 or 2291; MKTG 3110, 3200, 3790, 4200; choose 2 from MKTG 3600, 3650, 3705, BLP 2070

# Geography

Department Chairperson: Gebeyehu Mulugeta

Faculty: Daniel Block, Tekleab Gala, Gebeyehu Mulugeta

As of Fall 2016, the Department of Geography, Sociology, History, African American Studies, and Anthropology will no longer offer a Bachelor of Arts degree in Geography. The department will continue to offer the M.A. in Geography, post-baccalaureate certificates in GIS and Community Development, as well as undergraduate general education courses and two undergraduate minors. Please see the department chairperson for more information.

## Minor in Geography (18 credit hours)

The requirements for minors must be completed prior to graduation in order for the minor to appear on the transcript. Grades of C or better are required in all courses to be counted toward completion of the minor. For more information about minors, see the chairperson of the department.

### Required Courses (12 credit hours)

Geography Core: GEOG 1000, 1400.

Human Geography: Select 3 hours from GEOG2210, 2230, or 4500.

Physical Geography: Select 3 hours from GEOG2410 or 2440.

### Elective Courses (6 credit hours)

Completion of 6 credit hours of geography.

Elective Courses to be selected from the 2000, 3000 or 4000 level with the approval of the departmental academic advisor.

## Minor in Geographical Information Systems (18 credit hours)

The Minor in Geographical Information Systems (GIS) is open to students majoring in any discipline at Chicago State University. The minor provides students with a solid foundation in GIS concepts, theories, and applications, and prepares students for entry-level positions as GIS Analysts.

Graduates with a minor in GIS can pursue the Graduate Certificate in GIS or the MA in Geography with GIS concentration at Chicago State University to become advanced GIS/Remote Sensing professionals.

## **Required Courses (18 credit hours)**

GEOG 1000, 2840, 4800, 4810, 4820, 4830

## **The Fredrick Blum Neighborhood Assistance Center**

Coordinator: Daniel Block

The Fredrick Blum Neighborhood Assistance Center (NAC) provides technical and research assistance to neighborhood-based, community, and economic development organizations. While housed in the Department of Geography, Sociology, History, African-American Studies, and Anthropology and drawing heavily on the resources and skills of the department, the NAC endeavors to involve faculty and students from across the university. Thus, the NAC not only applies discipline-specific skills to the solution of neighborhood problems, but it also brings university resources to local communities to promote positive change. Students may become involved in NAC projects through funded research assistantships, internships, and work study. The main goal of the NAC is the fostering of self-reliant community development. This is accomplished by:

- assisting in the development of neighborhood planning projects in ways that enable neighborhood residents to develop their own strategies for neighborhood maintenance and revitalization.
- performing land-use and housing-quality surveys, feasibility studies, market analyses, food and social service access analysis, grant writing assistance, and data base construction.
- mapping assistance and spatial analyses using the department's Geographic Information System (GIS) laboratory.
- maintaining documents and data pertaining to land use, housing, community health, economic development, and community planning.

## **The Calumet Environmental Resource Center (CERC)**

The Calumet Environmental Resource Center (CERC) is a unit of the Fredrick Blum Neighborhood Assistance Center and is a repository for environmental information relating to the Lake Calumet region of southeast Chicago. Through its participation in the Lake Calumet Ecosystem Partnership, CERC helps to coordinate environmental initiatives in the region. CERC resources are available to students, faculty, and members of the community.

CERC was established in 1991 through a joint effort of the Neighborhood Assistance Center at Chicago State University, the Center for Neighborhood Technology, and the Chicago Legal Clinic and is maintained by the Neighborhood Assistance Center. CERC's resource collection continues to grow daily and now contains over 3,000 assorted reports, documents, maps, books, photographs and other resources that specifically focus on the Calumet region of southeastern Chicago, Cook County, and Northwestern Indiana.

# History

Department Chairperson: Gebeyehu Mulugeta

Faculty: Robert Bionaz, Ann Kuzdale, Suzuko Morikawa, Mohamed N'Daou

The Department of Geography, Sociology, History, African American Studies, and Anthropology offers a Bachelor of Arts degree in History and a minor in history for students majoring in other disciplines. All department majors must complete the assessment requirements specific to their major field, copies of which can be obtained from the departmental website.

The department's Bachelor of Arts degree in History consists of two options: history and secondary teaching. Students enrolled in the history option may prepare for such careers as law, public service, government, or foreign relations, or for postgraduate study. Completion of the Secondary Teaching Option in History qualifies students for an Initial Illinois Professional Educator License (PEL) with an endorsement for teaching Social Science – History for grades 9-12, and a middle grade endorsement in social science for grades 6-8, provided the program is completed and the middle grades endorsement issued by January 31, 2018, when new middle grade endorsement rules will come into effect.. Licensure requires the successful completion of the Illinois Licensure Tests of Academic Proficiency (TAP), Social Studies with History content area test, and Assessment of Professional Teaching (Secondary 6-12).

## Liberal Arts Option in History

### General Requirements

Admission to any of the department's programs requires academic good standing, an interview with the undergraduate advisor, and formal acceptance by the department. A grade of C or above is required in all history courses counted in the history major or minor, either as transfer credit or completed at Chicago State University. Completion of 120 credit hours of work: 42 credit hours in general education, consisting of 6 hours in composition, 9 hours in humanities, 6 hours of a single foreign language, 9 hours in physical and life sciences, 3 hours in mathematics, and 9 hours in social sciences (embedded course hours consisting of 3 hours in critical thinking, 3 hours in diversity, 3 hours in fine arts, and 3 hours in interdisciplinary course work should also be completed); 42 credit hours in history; 36 hours in electives.

### Specific Requirements

#### Required Courses (24 credit hours)

HIST 1200, 1210, 1300, 1310, 2200, 2220, 2720 or 2730, and 4950.\*

\* HIST 4950 satisfies the senior thesis/capstone requirement.

#### Concentration Courses (12 credit hours)

Select six hours in each of two fields of concentration: US, European, Africa, African American, and Latin American with approval of advisor.



## **History Elective Courses (6 credit hours)**

Six hours of history electives with approval of advisor.

## **Elective Courses (36 credit hours)**

Nine credit hours of social sciences cognate courses recommended. Social sciences cognate courses may be chosen from Geography, Sociology, or Psychology, in a single discipline intended to complement the history major.

# **Secondary Teaching Option in History**

## **General Requirements**

Students must:

- Pass the examination on the state and federal constitutions.
- Pass three state examinations, Test of Academic Proficiency, History Content Area, and EDTPA (Secondary 6—12).
- Have a GPA in the major and overall of 3.0 or higher (after 12 credit hours)
- Complete 125 credit hours: 39 credit hours in general education, 54 credit hours in area of specialization, and 32 credit hours in professional education.

## **Specific Requirements**

### **General Education (39 credit hours)**

- Composition (6 cr hrs): ENG 1270 and 1280 Humanities (9 cr hrs): CMAT 1130 and 6 credit hours of elective courses in humanities, and 3 credit hours of which must be fine arts.
- Foreign Language (6 cr hrs): At least 6 credit hours in a single foreign language
- Natural Sciences (6 cr hrs): At least 3 credit hours from a physical science and at least 3 credit hours from a life science. At least one course must be a laboratory course.
- Mathematics (3 cr hrs): Any 1000-level course or above in mathematics
- Social Sciences (9 cr hrs): PSYC 1100, PSYC 2040, and POL 1010
- Embedded requirements (no additional credit hours needed)

Fine Arts Requirement: See Humanities above

Diversity Requirement: Fulfilled through HIST 1200, 1210, 2220, or GEOG 1000

Critical Thinking Requirement: Students must select at least one 3 credit hour course in the area of Critical Thinking, which can also fulfill a Humanities or Natural Sciences requirement above

### **Area of Specialization (54 credit hours)**

- Required History Courses (42 cr hrs)  
HIST 1200, 1210, 1300, 1310, 2200, 2220, and 2470 (21 credit hours)  
Ancient/Medieval Field (3 credit hours)  
Minimum of 6 credit hours in each field and total of 18 credit hours  
U.S./African American/Latin American History Field  
African/Asian/European/World History Field

- Required Supportive Social Science Courses (12 cr hrs)  
GEOG 1000 or 1100; GEOG 1400; ECON 1010; SOC 1010.

### **Professional Education (32 credit hours)**

- HIST 1092, Ed 1500, 1520, and 2000; ED 4312; PSYC 2020; S ED 4301\* and 4303\*; ED 4500\*; READ 4100\*; CAS 2630\*; HIST 4363\* and 4375\* (\* The courses must be passed with at least a grade of C.)

## **Honors Program in History**

### **Admission Requirements**

Honors students must:

- have a GPA of 3.5 or higher in the major (after 12 credit hours).
- 
- have an overall GPA of 3.0 or higher.
- have a junior level status.
- identify a faculty member that will serve as a program mentor (both in assessing student progress at the end of each semester and completing HIST 4555 Honors Colloquium.)
- complete an application for admittance that is signed by the faculty mentor and approved by the department chair.
- present their honors thesis project in a public forum.

### **General Requirements**

Honors students must:

- complete two subject-area 3000/4000-level courses with honors option (6 credit hours)\*.
- complete one research/writing course (independent study at 3000/4000 level, 3 credit hours).
- complete HIST 4555 Honors Colloquium
- earn a B or above in each honors course.
- maintain a major GPA of 3.25 or higher.

### **Thesis Project Requirements**

In order to complete the honors thesis requirement, students must:

- develop a project (in conjunction with the faculty mentor) that contributes intellectually to the field of history.
- present the honors project before a committee consisting of the faculty mentor and 1 or 2 additional faculty members.
- submit a correctly-styled manuscript describing the project to the department.

\*Any 2000-level or 4000-level subject-area courses may include an honors section pending approval by the History Honors Committee. Such courses will be designated as “H” sections. For

a course to be considered an honors course, it must require a level of intellectual engagement over and above that of the traditional course. Honors sections may require additional reading, one or more additional projects, or other additional course materials as outlined by history faculty.

### **Minor in History (18 credit hours)**

The requirements for minors must be completed prior to graduation in order for the minor to appear on the transcript. For more information about minors, see the chairperson of the department.

Completion of 18 credit hours in history electives to be selected with the approval of the departmental academic advisor, including a minimum of six credit hours in American history and six credit hours in European history. Also, six hours at the 1000-level, six hours at the 2000-level, and six hours at the 4000-level. The department will accept only courses with a grade of C or better for the completion of the minor.

# **International Studies**

Department Chairperson: Kelly Norman Ellis

Program Coordinator: Margaret King

The Department of English, Foreign Languages, Literatures and Interdisciplinary Studies offers a Bachelor of Arts degree in International Studies and a minor sequence in International Studies for students majoring in other disciplines.

All program majors must complete assessment requirements, which may be found on the program webpage.

The International Studies program provides students with an understanding of international issues and problems; extends skills needed to engage the global community in a variety of careers and from a variety of perspectives; and provides knowledge of basic forms of international behavior and interaction, based upon student interests.

A major or minor degree in International Studies at CSU enables students to compete on an equal footing with peers in our ever-growing global society. A student with knowledge of International Studies is well positioned for entry-level positions in the foreign, diplomatic, and intelligence services of national and international governments and organizations. The US State Department, the Peace Corps, the United Nations, the World Bank, and the World Trade Organization are some of the first-level employment institutions that value students with knowledge of our global society and its dynamics in relation to national and local contexts.

The International Studies degree offers students a distinctive curriculum consisting of 42 credit hours of course work. The instructional component of the International Studies degree features a core curriculum of 15 hours, an intensive foreign language requirement, an area or component specialization, a study-abroad or internship experience, and a senior-level methods and writing course. In addition, students are required to complete the general education requirements of the university and the College of Arts and Sciences. For freshmen and transfer students with fewer than 30 hours, there is a required one-hour cognate elective (I S 1099) to acclimate student majors to the university academic experience.

## **Core Requirements**

First, the core curriculum consists of five required courses (15 credit hours) in the subfields of international studies: POL 2500; HIST 2200; ECON 2030; GEOG 1100; ANTH 1010; two years foreign language study; internship or study-abroad experience (6 hours) chosen with the coordinator of International Studies and the Office of International Programs.

Second, students must complete two years of study in a single foreign language, after which they may choose to pursue oral proficiency certification in that language. The first year of study may fulfill the existing university general education requirement of six hours.

Third, students must complete a study-abroad and/or internship experience (6 hours). The study-abroad courses may be selected according to the student's academic college and interests, with the approval of the Office of International Programs and the International Studies degree coordinator. Should students choose to complete an associated internship

experience, the internship would need to be approved by the International Studies degree coordinator. Students will need to have completed the study-abroad or internship before the beginning of their senior year.

## **Area Specialization**

Each student is required to complete 12 hours of course work in one of the six subfields below.

NOTE: many of these courses have significant prerequisites. It is recommended that students choose a minor in a related field.

### **International Economics and Business**

ECON 2110, 2120, 3010, 3030; FIN 3650; MKTG 4820; GEOG 2230; MGMT 3240, 4850.

### **International Relations/Comparative Government/International Law**

POL 2600, 2650, 3550, 4040, 3000, 4320; CJ 3373, 4334, 4368.

### **International History, Culture and Society**

ANTH 2110, 2120, 2130, 3130, 3180; ENG 2210, 2410, 4316; GEOG 2210, 2230, 2020, 3020, 3050, 3055, 3060, 3040, 3045, 4250, 4460; HIST 2300, 2830, 2930, 4280, 4620, 4810, 4900.

### **International language and Literatures**

Two years of an additional foreign language or equivalent; two semesters of foreign literature taught in the target language.

### **International Public Health**

ECON 2200, H SC 2250, H SC 2375, H SC 3310, GEOG 4210, GEOG 4270.

### **International Environmental Studies**

GEOG 3450, 4250, 4460, 4800; BIOL 4730; CHEM 4365; HSC 4060.

### **Capstone Course**

All international studies students must complete a required senior-level capstone course entitled International Studies Seminar (IS 4000), which will cover theory and methods of international studies. This course also will involve the preparation of a seminar paper and attention to special topics in international studies.

## **Honors in International Studies**

Students approved for the Honors Program in International Studies must:

- complete two designated international studies classes or independent studies at the 3000-4000 level as honors classes (6 credit hours).
- complete a two-semester honors thesis project with a faculty mentor (6 credit hours), taking IS 4750 and IS 4850
- earn a B or better in each honors course.
- maintain a major GPA of 3.25 or higher.

Qualified students interested in beginning honors-level work in their freshman or sophomore years are encouraged to apply to the Honors College for advanced study in general education. See the Honors College section of this catalog for further details.

## **Minor in International Studies (21 credit hours)**

### **Requirements for Minor**

HIST 2200, POL 2500, ECON 2030, GEOG 1100, ANTH 1010.

### **Tracks**

Select six hours from one track with approval of the International Studies Minor Coordinator:

International Economics and Business: ECON 2110, 2120, 3010, 3030; FIN 3240, 3650, 4820, 4850; GEOG 4560.

International Relations/Comparative Government/International Law: POL 3550, 2600, 2650, 3000, 4040, 4320; CJ 4334, 4368, 3378.

International History, Culture, and Society: ANTH 2110, 2120, 2130, 3180, 3130; ENG 2210, 2410, 4316; GEOG 2020, 2210, 2230, 3020, 3040, 3045, 3050, 3055, 3060, 4250, 4460; HIST 2830, 2930, 4280, 4620, 4810, 4900.

International Language and Literatures: Two years of a single foreign language or equivalent; two semesters of foreign literature taught in the target language

International Public Health: ECON 2200; H SC 2250, 2375; GEOG 4210, 4270.

International Environmentalism: GEOG 3450, 4800, 4250, 4460; BIOL 4730; CHEM 4365; HSC 4060.

Study Abroad: Study-abroad courses according to the student's academic college and interests, with the approval of the Office of International Programs and International Studies Minor advisor, may be taken to fulfill part or all of the minor track requirement.

## Liberal Studies

The Liberal Studies major at Chicago State University is an interdisciplinary liberal arts program that integrates fundamental aspects of knowledge in the humanities, fine arts, the social and behavioral sciences, and the natural sciences and mathematics. The core course requirements within the major ground all students in the basic and essential knowledge of a liberal arts education.

The concentration provides a foundation for cross-disciplinary knowledge and expertise in the humanities, the social and behavioral sciences, or the natural sciences and mathematics. The program graduates students with competence in many disciplinary perspectives, an appreciation of the unique characteristics of the various liberal arts disciplines, and integration of these diverse approaches into an organized, creative, and insightful set of skills and knowledge. The Liberal Studies major is a traditional degree program in the sense that the core courses address specific learning outcomes, while the concentration permits focused study in an area of interest. However, the program is exceptional in the sense that each of the core learning outcomes can be met with a choice of courses and the concentration remains interdisciplinary.

The program is appropriate for students interested in a career where broad, rather than specific, knowledge and research skills are required. The program is best suited for students who are intellectually focused and who can work with an advisor to plan their specific curriculum within the liberal studies framework. Built into the program are tools to help facilitate the planning and maintenance of an integrated set of courses: regular advisement and program review each academic year, a foundations course to help develop an interdisciplinary outlook, a portfolio containing course syllabi, graded materials and reflective essays, and the Liberal Studies Capstone Seminar.

## Educational Outcomes

Educational outcomes in the general education courses are addressed in the university's assessment plan. Educational outcomes within the Liberal Studies major address a series of goals and objectives consistent with a liberal studies education. Upon completion of the Liberal Studies major, students will be able to:

- study, analyze, interpret, and enjoy a wide range of literary texts.
- critically analyze ideas and texts using the foundational tools of a philosophical education.
- appreciate and articulate the diversity of human experience, with regard to race and ethnicity, gender, social class, age, human identity, and personality.
- apply the basics of the scientific method, including the formulation and testing of hypotheses, the use of empirical observation, and data collection and analysis.
- articulate how artistic expression and the creative processes are developed in the fine arts, including those of non-Western culture.

- effectively communicate ideas through written expression.
- employ fundamental elements of history and/or political thought to demonstrate an awareness of the interconnectedness of the political, economic, social, and cultural aspects of society and the role these connections play in the local, national, and global community.
- exhibit personal responsibility, competence, and confidence in the development of the whole person as a component in the liberal education of the individual. ☐
- exhibit a deeper knowledge and appreciation of a general area within the liberal arts, chosen from the humanities, the fine arts, the social sciences, the natural sciences and mathematics.
- Apply those skills in a comprehensive project that demonstrates analytical thinking, research ability and writing proficiency.

## General Requirements

Admission to the program is contingent upon good academic standing. The program will not accept transfer courses with a grade of D or below. A grade of C is required in all major courses. Completion of 120 credit hours: 42 hours of general education, comprising 6 hours in composition; 6 hours in a foreign language; 3 hours in mathematics; 9 hours in social science; 9 hours in humanities, of which 3 hours must be a fine arts course; 9 hours in mathematics/physical science/life science/computer science, of which 3 hours must include a laboratory component; 3 hours in critical thinking, 3 hours in diversity and 3 hours in interdisciplinary, embedded within the above and chosen from the list of approved courses; 30 credit hours of core requirements; 18 credit hours in a concentration in one of humanities, social sciences, and natural sciences and mathematics, 12 hours of which must be at the 3000 and 4000 level; and 30 hours of university electives.

## Specific Requirements

### Liberal Studies Core Courses\* (24 credit hours)

Select one course from each of the eight categories below.

NOTE: some of the courses listed have prerequisites.

Literature: ENG 2150, 2160, 2190, 2330, 2340, 2410, 2440, 2910, 2940, 4316, 4370; FREN 3220, 4140; SPAN 3220, 3230, 3500, 3510, 4150.

Philosophical Foundations: PHIL 1020, 1030, 1040, 2250, 2510, 2700, 2720.

Diversity in Human Interaction: AFAM 2010; ANTH 2120, 2130; CMAT 2170; HIST 2160; PSYC 2200, 2500, 3200; SOC 2230, 3230; WS 2000.

Research Methods: AFAM 3010; GEOG 4800, 4880; CJ 1800/PH S 1800; ENG 4327; PSYC 4100; SOC 4820, 4810.

Fine Arts: ART2110, 2120, 2101, 2102, 2103; MUS 2216, 2217, 2285; CMAT 2040, 2140, 2310, 3130, 4314.



Advanced Writing: ENG 2090, 2100, 2280, 2790, 2800, 2920.

History and Political Thought: HIST 2200, 2300, 2320, 2710, 2720, 2730, 2840, 2850, 4070, 4170, 4200, 4270, 4280; POL 2020, 3030, 3040; ECON 2050.

Personal Development and Enrichment: H S 2220; ECON 1040; FIN 1010; PE 2300 (4 credit hours), PSYC 2120, 4205; REC 2050.

\*Liberal Studies core courses may not be counted towards General Education requirements. They may be used to meet embedded requirements.

### **Required Liberal Studies Courses (6 credit hours)**

LBST 1099 (Liberal Studies Freshman Seminar), LBST 3000 (Liberal Studies Foundations), and LBST 4900 (Liberal Studies Capstone Seminar).\*

\*LBST 4900 fulfills the senior thesis/capstone requirement for Liberal Studies majors.

### **Concentration\*\* (18 credit hours)**

Choose a concentration from one of the following three areas: humanities/fine arts\*\*, social sciences, mathematics/natural sciences. Courses within the concentration are chosen with the advisor. At least two different disciplines are represented, and all courses must be at the 2000, 3000, and 4000 levels. Furthermore, 12 credit hours must be at the 3000 and 4000 levels.

\*\*PE 2090 (Dance Performance Study/Activity) and PE 4170 (Progressive Rhythmic Activities) will be allowed to count as fine arts courses.

### **Elective Courses (30 credit hours)**

Electives to complete the degree requirements are chosen in consultation with the advisor. If feasible, a minor is preferred.

# Mathematics

Department Chairperson: Kapila Rohan Attele

Faculty: Victor Akatsa, Kapila Rohan Attele, Jan-Jo Chen, Johng-Chern Chern, Daniel J. Hrozencik, Paul Musial, Richard Solakiewicz, Luis Vidal-Ascon.

The Department of Mathematics and Computer Science offers a Bachelor of Science degree in Mathematics with two options: (a) Mathematics and (b) Secondary Teaching. Within the Mathematics Option, a student may take an actuarial science concentration. The built-in flexibility of the Mathematics Option will prepare students for careers in banks, insurance, industry, and government or to pursue advanced degrees in mathematics.

Completion of the Secondary Teaching Option in Mathematics qualifies students for an Illinois Professional Educator License (PEL) with an endorsement for teaching mathematics for grades 9–12 and a middle grade endorsement in mathematics for grades 6–8, provided the program is completed and the middle grade endorsement issued by January 31, 2018, when new middle grade endorsement rules will come into effect.

Licensure requires the successful completion of the Illinois Licensure Tests of Academic Proficiency (TAP) or equivalent, Mathematics content area, and Assessment of Professional Teaching (Secondary 6–12). The secondary teaching program meets Illinois State Board of Education (ISBE) standards in mathematics education.

The department offers a minor sequence in mathematics. It will provide students majoring in other disciplines access to more potent professional tools and help them to gain a deeper understanding of their own fields.

All entering freshmen and transfer students who intend to major in a mathematics program are required to take the university placement examination in mathematics. These students may not register for any mathematics or computer science course until they have taken the examinations. These examinations are designed to place students into the appropriate mathematics course from Applied Intermediate Algebra to Calculus. Students may not use MATH 0880, 0900, 0950, 0980, 0990, 160 or 161 toward satisfying general education mathematics or university graduation requirements. Credit will not be given for any mathematics course that is a prerequisite for a course in which a grade of C or better has already been earned.

## **Mathematics Option (with concentrations in Mathematics and Actuarial Science)**

### **General Requirements**

Admission to the program is contingent upon completion of MATH 1210 or MATH 1250 with a grade of C or higher, cumulative grade point average of 2.0 or higher, and acceptance by the department.

The department will not accept D grades in any required major courses or required supportive courses, either as transfer credit or completed at Chicago State University.

Requirements include completion of 120 credit hours of work: general education requirements as listed in this catalog for the College of Arts and Sciences; 44 hours in mathematics; 15 hours of supportive courses; 22 hours in electives selected with the departmental advisor's approval; and passing the examination on the federal constitution.

By demonstrating proficiency, a student may be able to obtain credit for certain mathematics and computer science courses at the recommendation of the department.

### **Specific Requirements (Mathematics Concentration)**

9 credit hours in physical and life sciences selected from biology, chemistry, physics, and physical science, including at least one laboratory course.

#### **Required Courses (44 credit hours)**

MATH 1900, 2200, 2300, 1410 or 1415, 1420, 2430, 2550, 4110, and 4940;\* one of the following: MATH 4210, 4230, or 4250; one of the following : MATH 4410 or 4450; one of the following in applied mathematics: MATH 3510, 3520, 3820, 4510, 4520, 4600, or 4650; two additional courses selected from the above or MATH 2800, 3210, 3800, 4710, 4900.

\* MATH 4940 fulfills the senior thesis/capstone requirement

#### **Required Supportive Courses (15 credit hours)**

CPTR 1100; Physical and life sciences elective that must be selected from biology, chemistry, physics, and physical science (three additional credit hours); nine additional credit hours selected from accounting, biology, botany, chemistry (1550 or above), computer science (above 1100), economics, mathematics (2810 only), physics or zoology. At least two courses must be from the same discipline.

#### **Elective Courses (22 credit hours)**

22 credit hours of electives selected with the department advisor's approval.

### **Specific Requirements (Actuarial Science Concentration)**

#### **Required Courses (44 credit hours)**

MATH 1900, 1410 or 1415, 1420, 2200, 2300, 2430, 2550, 3630, 3800, 4110, 4600, 4650, and 4940; one of the following: MATH 2800, 3510, 3520, 3820, 4230, 4240 or 4900.

#### **Required Supportive Courses (15 credit hours)**

Physical and life sciences selected from biology, chemistry, physics, and physical science: three additional credit hours; complete one of the following two sets of courses: CPTR 1100, ACCT 2110 and 2111, and FIN 2660; or CPTR 1100, ACCT 2110, FIN 2660 and 3680. ECON 1010 and 1020 are strongly recommended to fulfill the general education social science requirement.

#### **Elective Courses (22 credit hours)**

22 credit hours of electives selected with the department advisor's approval.

## Secondary Teaching Option in Mathematics

To be considered for recommendation for admission to the College of Education, students must have:

- completed with a grade of C or higher MATH 1420 and two 4000-level mathematics courses;
- completed with a grade of C or higher or be concurrently enrolled in MATH 2430 and MATH 4110;
- passed the Illinois State Test of Academic Proficiency (TAP), or equivalent; and
- a GPA of 2.5 or higher in 1000-level and above mathematics courses.

### General Requirements

Students must:

- pass the examination on the state and federal constitutions.
- complete 120 credit hours: 39 credit hours in general education, 50 credit hours in area of specialization, 27 credit hours in professional education, and 4 credit hours in elective courses.

### Specific General Education Requirements

#### General Education (39 credit hours)

The major satisfies the 3 hours in mathematics. In addition, the nine credit hours in physical and life sciences must include a two-course science laboratory sequence. Also, the nine hours in social sciences must be chosen from the following: HIST 1300 or 1310 or POL 1010; PSYC 1100 and 2040.

#### Area of Specialization (50 credit hours)

#### Required Mathematics Courses (47 credit hours)

MATH 1900, 1410 or 1415, 1420, 2200, 2300, 2430, 4010, 4020,\* 4250, 4110, 4450 or 4410, 4600, and 4710; at least six additional hours selected from MATH 2550, 2800, 3210, 3510, 3520, 3820, 4210, 4230, 4410, 4450, 4510, 4650, 4800, 4840, 4900 or 4940.

\*MATH 4020 fulfills the senior thesis/capstone requirement

#### Required Supportive Courses: (3 credit hours)

MATH 1092 or pass state teacher certification subject matter test in mathematics;

MATH 2810 or three additional hours in the physical and life sciences (biology, chemistry, physics, and physical science).

#### Professional Education (27 credit hours)

ED 1520 and 2000; PSYC 2020; S ED 4301 and 4303\*; ED 4500\*; READ 4100\*; CAS 2630\*, MATH 4000\* and 4005\*.

Course must be passed with at least a grade of C.

\* Restricted to students admitted to the College of Education.

### **Elective Courses (4 credit hours)**

## **Minor in Mathematics (24–26 credit hours)**

The requirements for minors must be completed prior to graduation in order for the minor to appear on the transcript. For more information about minors, see the department advisor.

### **Required Courses (15 credit hours)**

MATH 1410 or 1415, 1420, 2430, 2200.

### **Elective Courses (9–11 credit hours.)**

Three additional mathematics courses from MATH 2550, 2800, or those numbered 4230 or above.

# Military Science

Contact: Ms. Josette Perkins, Army Reserve Officer Training Corps Program (SROTC)

The Department of Military Science offers students valuable training in leadership and management skills for success in any career field, whether civilian or military. The Senior Reserve Officers' Training Corps (SROTC) program offers interested students an opportunity to earn a commission as an officer (Second Lieutenant) in the United States Army, Army National Guard, or Army Reserve. The Army SROTC offers two programs: the Basic Program and the Advanced Program.

The Basic Program is designed for students with little or no prior military experience or college. The Basic Program focuses on customs and traditions of the army, military history, and the national defense system. There is a heavy emphasis on leadership development and introductory activities that enable students to have fun while they learn about the military.

For Basic Program students, the exercises present opportunities to have fun while learning about the military. The exercises include adventure training and confidence-building activities to help Basic Program students feel better about who they are and what they can accomplish.

There is no commitment for the Basic Program if a student is not attending college on a federal SROTC scholarship. Upon successful completion of the Basic Program, qualified students are eligible to compete for entry into the Advanced Program.

The Advanced Program, or Pre-commissioning Program, is the second tenet within the department's curriculum and instruction. The Advanced Program's curriculum focuses on instruction and practice in management, tactics, ethics, professionalism, communication skills, and leadership development. The department sponsors two off-campus field training exercises each year. Both field exercises are conducted in Joliet, Illinois. In addition, advanced course students are sent to Fort Knox, Kentucky for the Leadership Development Assessment Course. This course is a requirement for completion of the SROTC program.

In addition to the pre-commissioning training, the Department of Military Science provides students, both Basic and Advanced programs, opportunities to attend professional development training. Students may attend Airborne School, Fort Benning, Georgia, or Air Assault School, Fort Campbell, Kentucky. The Department of Military Science offers a summer internship program for Advanced Program students to serve on active duty with a Regular Army unit during a portion of the summer. Internship locations include major military installations located throughout the United States, Germany, Korea, Alaska, and Hawaii.

## General Requirements

Admission to the SROTC Program is contingent upon good academic standing and acceptance by the department. The department will not accept transfer grades below a C in military science or related supportive courses. In addition, the student must meet the following criteria:

1. Be a United States citizen (or have resident alien status)
2. Have classification as a full-time student with a minimum cumulative GPA of 2.00

3. Have the ability to qualify for appointment as a second lieutenant before the candidate turns 30 years of age
4. Be of good moral character
5. Be physically qualified for a commission

A student entering the university after successfully completing training in high school or in a preparatory school that has an accredited junior division ROTC program is entitled, upon enrollment, to such placement as may be determined by the department chairperson. Instruction is offered through four year (entering freshman) and two year (veterans or eligible sophomores and juniors) programs. Both programs include attendance at advance summer camp (Fort Knox, Kentucky) between the junior and senior years. Students not enrolled in the SROTC program may attend classes with the consent of the department. Basic and advanced course Cadets are issued, at no cost, uniforms and equipment necessary for the SROTC program.

The department's assessment plan can be found in the departmental office.

## **Specific Requirements**

### **Basic Program (8 credit hours)**

Required Courses: MI S 1010, 1020, 1510, 2010, 2020, 2510.

### **Advanced Program (17 credit hours)**

Required Courses: MI S 3010, 3020, 3110, 3120, 3150, 3610, and successful completion of advanced Camp at Fort Lewis, Washington. Also required is a class in Military History, MI S 2600.

# Music

Department Chairperson: Lillian Kay Dawson

Program Coordinator: Mark Smith

Faculty: Roxanne Stevenson, Mark Sudeith, Deborah Williams

The Department of Music offers the Bachelor of Arts in Music. Music offers concentrations in general music, gospel music, commercial music and technology, and music education grades K-12. The department offers courses to all students to broaden their understanding and enjoyment of music as a fine art. Completion of the Bachelor of Arts in Music degree with the concentration in music education qualifies students for an Illinois Special Professional Educator License (PEL) with an endorsement for teaching music grades K-12. Licensure requires the successful completion of the Illinois Licensure Test of Academic Proficiency (TAP) or the equivalent, the Music content area test, and the edTPA. The program meets Illinois State Board of Education (ISBE) and National Association of Schools of Music (NASM) standards for music education.

Admission to the department of music is contingent upon the successful completion of an instrumental, piano, or vocal audition and a written music theory placement examination. Entering students who do not meet the minimum standards to be music majors may be admitted conditionally. Students must remove identified deficiencies within the first year of matriculation before being fully admitted as music majors.

During enrollment in the university, all music majors are required to register for MUSM (1800 Performance Class). This zero-credit course is pass/fail and is based upon attendance at on-campus music recitals, concerts, or master classes. Full-time enrollment requires attendance at a minimum of 10 scheduled music events. Part-time enrollment requires attendance at a minimum of five scheduled music events. Students may substitute a maximum of two off-campus events with appropriate documentation.

Students who have no keyboard experience will be expected to acquire some proficiency in piano prior to completion of 60 credit hours.

All students who qualify may participate for credit, or without credit, in the various performance groups sponsored by the department. All students are encouraged to audition as early as possible for scholarship and financial aid consideration.

## Honors Program in Music

### Admission requirements

- 3.25 GPA or higher in music.
- 3.0 GPA or higher overall.
- Completion of MUSM 1112, 1116, and 3020.
- Completion of honors application approved by the faculty mentor and department chair.



## **Program Requirements**

- Complete nine credit hours in designated honors classes selected from the following: MUSM 3021 Music History and Literature II, MUSM 3800 Junior Recital, MUSM 4014 Orchestration, MUSM 4040 Conducting, MUSM 4800 Senior Recital.
- Complete MUSM 3000 Independent Study (3.0 credit hours) with a faculty member in music who will guide the honors thesis or project.
- Earn a B or higher in each honors class.
- Maintain a cumulative GPA of 3.0.
- Maintain a GPA of 3.25 in music.
- Course requirements must be fulfilled over a period of at least three semesters. An honors course should be taken each semester.

## **Honors Classes**

The designated honors classes will be offered in conjunction with existing courses. Honors students who have been accepted in the Honors Program in Music will be given additional reading and assignments in these classes.

## **Bachelor of Arts in Music**

### **General Requirements for Music**

Students must:

- pass an exit piano proficiency examination and complete the applied major senior recital before graduation.
- register and participate in either the university concert band or jazz band if an instrumental major, or the concert choir if a vocal major, during the fall and spring semesters while enrolled full time at the university. Piano and guitar majors may choose between concert band, concert choir, or jazz band.
- pass the examination on the state and federal constitutions.
- complete 120 credit hours : 42 credit hours in general education, 50 credit hours in music specialization, and 28 credit hours in electives.

### **Specific Requirements**

General Education (42 hours)

6 credit hours in composition: ENG 1270, 1280.

6 credit hours in foreign language.

9-10 credit hours in natural sciences/math (includes one course that includes a lab).

3 credit hours in math elective.

9 credit hours (from at least two disciplines) in social sciences.

9 credit hours (from at least two disciplines) in humanities.

Embedded Requirements: one critical thinking course; one diversity course; one fine arts course (chosen from art or English); one inter-disciplinary course.

### **Music Specialization (52 hours)**

MUSM 1000, 1111, 1112, 1113, 1114, 1115, 1116, 1117, 1118, 3020, 3021, 4014, 4040

### **Applied Major (12 credit hours)**

12 hours from MUSA: a minimum of 4 semesters (8 credit hours) of applied lessons at the 1000 level and a minimum of 2 semesters (4 credit hours) of applied lessons at the 2000 level. The student must successfully complete a proficiency hearing to advance to the 2000 level of applied lessons.

### **Large Ensemble**

8 credit hours of MUSE 1110, 1130 or 1140.

### **Small Ensemble**

2 credit hours of MUSE, chosen from the small ensemble list.

### **Performance Class (0 credit hours)**

MUSM 1800 every semester of full-time or part-time enrollment.

### **Senior Recital (0 credit hours)**

MUSM 4800.\*

\*MUSM 4800 fulfills the senior thesis/capstone requirement

### **Elective Hours (28 hours)**

Within the 28 Elective Hours: A maximum of 14 credit hours may be taken in music courses selected from the MUS General Education course list; MUSM courses not required in the major; and MUSA 1130/2230, 1131/2231, 1132/2232, 1133/2233, 1134/2234, 1135/2235, 1136/2236, 1137/2237, or 1138/2238. Credit towards degree will not be given for MUS 1111, 1116, 1117, 1134, 1191, or 1192; Any applied instrumental or vocal lessons (MUS or MUSA); or Large and Small Ensemble (MUSE).

## **General Requirements for Gospel Music**

Students must:

- complete the applied major senior recital before graduation.
- register and participate in MUSM 1800 during the fall and spring semesters while enrolled full time at the university.
- pass the examination on the federal constitution or equivalent course.
- complete 120 credit hours : 45 credit hours in general education, 56 credit hours in music specialization, and 19 credit hours in electives.

### **Specific Requirements**

General Education (45 hours)

6 credit hours in composition: ENG 1270, 1280.

6 credit hours in foreign language.

3 credit hours in communications.

3 credit hours in math.

9 credit hours in natural sciences/math (includes one course that includes a lab).

9 credit hours in social sciences: AFAM 1000 and two additional courses with at least one in a different discipline.

9 credit hours in humanities: one Humanities, one Fine Arts, and one elective.

Embedded Requirements: one critical thinking course; one diversity course; one interdisciplinary course.

### **Music Specialization (23 hours)**

MUSM 1000, 1111, 1112, 1113, 1115, 1116, 1117, 3020, 3021, 3111, 4040; and

MUS 2100, 2215, 2221, 2223

### **Applied Major (12 hours)**

12 hours from MUSA: a minimum of 6 semesters (12 credit hours) at the 1000 level.

### **Ensemble**

6 credit hours of MUSE 1144; and

2 credit hours of MUSE 1110 or 1140

### **Performance Class (0 credit hours)**

MUSM 1800 every semester of full-time or part-time enrollment.

### **Senior Recital (0 credit hours)**

MUSM 4800.\*

\*MUSM 4800 fulfills the senior thesis/capstone requirement

### **Elective Hours (19 hours)**

Within the 19 Elective Hours: a maximum of 12 credit hours may be taken in music courses selected from MUS and MUSM 2000 level courses not required in the major, and MUSM 4900.

## **General Requirements for Commercial Music and Technology**

Students must:

- complete the applied major senior recital before graduation.
- register and participate in MUSM 1800 during the fall and spring semesters while enrolled full time at the university.
- pass the examination on the federal constitution or equivalent course.
- complete 120 credit hours : 45 credit hours in general education, 54 credit hours in music specialization, and 21 credit hours in electives.

### **Specific Requirements**

General Education (45 hours)

6 credit hours in composition: ENG 1270, 1280.

6 credit hours in foreign language.

3 credit hours in communications.

3 credit hours in math.

9 credit hours in natural sciences/math (includes one course that includes a lab).

9 credit hours in social sciences: AFAM 1000 and two additional courses with at least one in a different discipline.

9 credit hours in humanities: one Humanities, one Fine Arts, and one elective.

Embedded Requirements: one critical thinking course; one diversity course; one interdisciplinary course.

### **Music Specialization (54 hours)**

MUSM 1000, 1111, 1112, 1113, 1115, 1116, 1117, 3020, 3021 3111, 3115; and

MUS 2100, 2150, 2217

## **Ensemble**

8 credit hrs in MUSE 1180

## **Performance Class (0 credit hours)**

MUSM 1800 every semester of full-time or part-time enrollment.

## **Senior Recital (0 credit hours)**

MUSM 4800.\*

MUSM 4800 fulfills the senior thesis/capstone requirement

## **General Requirements for Music Education:**

Students must:

- pass an exit piano proficiency examination and complete the applied major senior recital before student teaching.
- register and participate in either the university concert band if an instrumental major, or the concert choir if a vocal major, during the fall and spring semesters while enrolled full time at the university. Piano and guitar majors may choose between concert band or concert choir.
- pass the examination on the state and federal constitutions.
- complete 129 credit hours : 36 credit hours in general education, 61 credit hours in music specialization, and 32 credit hours/120 field hours in professional education.

## **Specific Requirements**

### **General Education (36 credit hours)**

6 credit hours in composition: ENG 1270, 1280.

6 credit hours in foreign language: all 6 credit hours in a single foreign language.

6 credit hours in humanities: CMAT 1130; MUS 2285

6 credit hours in natural sciences: BIOL 1070 or 1080; 3 hours in physical sciences elective; at least one course must be a laboratory course.

9 credit hours in social sciences: HIST 1310 or POL 1010; PSYC 1100, 2040.

3 credit hours in mathematics: math elective.

### **Music Specialization (61 credit hours)**

MUSM 1000, 1111, 1112, 1113, 1114, 1115, 1116, 1117, 1118, 2201, 2202, 2203, 2204, 2206, 2207, 3020, 3021, 4014, 4040.

### **Applied Major (12 credit hours)**

12 hours from MUSA: a minimum of 4 semesters (8 credit hours) of applied lessons at the 1000 level and a minimum of 2 semesters (4 credit hours) of applied lessons at the 2000 level. The student must successfully complete a proficiency hearing to advance to the 2000 level of applied lessons.

### **Large Ensemble**

7 credit hours of MUSE 1110 or 1140.

### **Small Ensemble**

2 credit hours of MUSE, chosen from the small ensemble list.

### **Performance Class (0 credit hours)**

MUSM 1800 every semester of full-time or part-time enrollment.

### **Senior Recital (0 credit hours)**

MUSM 4800.\*

\* MUSM 4800 fulfills the senior thesis/capstone requirement

### **Professional Education (32 credit hours/120 field hours):**

MUSM 1261; ED 2000; PSYC 2020; S Ed 4301, 4303\*; READ 4100\*; MUSM 4061\*, 4062\*, 4063\*, 1092\*, and 4076\*.

All courses must be passed with at least a grade of C. Student teaching must be passed with at least a grade of B.

\* Restricted to students admitted to the College of Education.

### **Music Minor (23 credit hours)**

All students who wish to minor in music shall demonstrate proficiency in a performing medium (instrumental, piano, or vocal) by audition before entering the program minor.

The requirements for minors must be completed prior to graduation in order for the minor to appear on the transcript. For more information about minors, see the chairperson of the department.

### **Required Courses (14 credit hours)**

MUS 1111, 1134; MUSM 1111, 1112, 1115, 1116.

### **Elective Courses (9 credit hours)**

Completion of 9 credit hours selected with the approval of the departmental academic advisor.

# Philosophy

Department: Criminal Justice, Philosophy, and Political Science

Department Chairperson: Emmett Bradbury

Faculty: Philip Cronce

## Minor in Philosophy (18 credit hours)

The Department of Criminal Justice, Philosophy, and Political Science offers a minor in philosophy to those students who desire a more fundamental appreciation for how philosophy is interconnected with law, medicine, business, and the natural and human sciences and to those seeking personal enrichment.

The program emphasizes the development of critical thinking skills, which the discipline is uniquely positioned to offer, as well as ethics courses involving value studies applied to contemporary issues. The minor is designed to complement the student's major field of study and prepares the student for nearly every employment challenge requiring informed decision making, critical thinking, and assessment.

### Required Courses (9 credit hours)

PHIL 1010, 1020 or 1030, and either 1040 or 2500 or 2520 or 2530.

### Elective Courses (9 credit hours)

Completion of 9 additional credit hours in philosophy selected with the approval of the department. No course will be accepted toward the minor below a grade of C.

# Physics

Department Chairperson: Edmundo Garcia

Faculty: Justin Akujieze, Austin Harton, Lionel Pittman, Mel Sabella

The Department of Chemistry and Physics offers a Bachelor of Science degree in Physics. The general goal of the physics program is to prepare students for scientific careers in industry, government, and education, as well as for advanced study in physics or other disciplines, such as engineering, architecture, medicine, material science, or medicine and health. The physics program aids students in developing

- a broad foundation in the theory, principles, and history of physics.
- skills in analytical reasoning and problem solving.
- necessary laboratory, safety, and literature skills.
- effective oral and written communication skills, including notebook keeping, graphing, writing laboratory reports, using computers for data analysis, and conducting research presentations.
- an understanding of the impact of physics on industry, society, the environment, and an appreciation of the role and responsibilities of physicists in today's world.

The Bachelor of Science degree in Physics consists of four options:

- Students following the Liberal Arts Option prepare for research, industrial, and governmental careers or for graduate study in physics or related fields.
- The Physics for Biosciences Application Option prepares students who wish to pursue careers in medical physics or motion science or to gain admission to medical, dental, or pharmacy schools usually follow the Physics for Biosciences Applications Option.
- Students interested in pursuing Engineering careers or Engineering graduate programs should consider the Engineering Physics Option.
- Students interested in teaching high school science with a specialization in physics pursue the Secondary Education Option in Physics. Completion of this option qualifies students for an Illinois Professional Educator Licensure (PEL) with an endorsement in Science-Physics for grades 9-12 and middle grade endorsements in general science and physical science for grades 6-8 provided that the program is completed and middle grade endorsements issued by January 31, 2018, when new middle grade endorsement rules will come into effect. Licensure requires the successful completion of the Illinois Licensure, Test of Academic Proficiency (TAP) or equivalent, Physics Content Area Test, and Assessment of Professional Teaching (Secondary 6-12). The Secondary Teaching Program is accredited by the National Council for the Accreditation of Teacher Education (NCATE) and meets Illinois State Board of Education (ISBE) standards in science education.

Assessment is an integral part of the physics program. It is expected that students take all examinations and complete all surveys that are administered as part of the assessment schedule for the program. Copies of our assessment schedule, as well as past reports, are available by contacting the department chair. A summary of assessment results are available on the department website.



The department offers minor sequences in chemistry, physics, and physical science for students majoring in other disciplines.

## **Honors in Physics Program**

- Students can apply to the Honors in Physics Program if they have a GPA of 3.25 or higher in physics courses, and an overall GPA of 3.00 or higher, have completed 60 credit hours, and have completed three semesters of general physics.
- Students in the honors program must maintain a GPA of 3.25 or higher in physics courses and an overall GPA of 3.00 or higher to remain in the honors program and to be awarded departmental honors at graduation. Should a student's GPA fall below these levels, the honors student will be given one semester to bring the GPA up to the required levels.
- Students entering the honors program will be advised by the Departmental Honors Committee until an Honors Thesis Committee is established for a particular student. The students' thesis committee will be composed of the primary mentor (chosen by the student) and two additional science faculty (chosen by the student in consultation with the primary mentor). One of the committee members could be from an area other than Physics.

## **Honors Program Requirements**

**Honors students will register for 6-9 credit hours in courses designated as Honors.**

The honors courses have a unique number designation and are cross-listed with non-honors courses. Students in the honors section of the courses are required to read a scientific paper on a topic pertinent to the course. The paper should be published in a peer-reviewed journal such as the American Journal of Physics, or similar, as chosen by the instructor. The student is required to provide a detailed analysis of the publication in the form of a final paper. Details of the paper project will be left to the course instructor.

### **Physics Honors Courses**

Physics 3115 Honors Classical Mechanics I

Physics 3155 Honors Electricity and Magnetism I

Physics 3255 Honors Quantum Mechanics I

Students may choose any two of the above honors courses, depending on student interest. Students are permitted to take all three courses if desired. Students must earn a B or higher in all honors courses in order to graduate with the honors designation.

**Honors students will propose and be engaged in at least one outreach activity.**

Honors students will write a brief outreach proposal that must be approved by the student's Honors Committee. Once approved, the student should initiate the outreach activity and is

encouraged to involve other members of the department (students, staff, and faculty). These activities might include inviting students to CSU for a science activity, visiting a local school to perform an activity, holding a session about careers in science, tutoring several hours a week for a semester, mentoring younger students in research, etc.

### **Honors Students will write an Honors Thesis.**

Each honors student is required to register for 6 credits in Physics 4905(Honors Thesis). With the approval of his/her thesis committee, a student would typically register for 3 credits of Physics 4905 in a given semester, then register for another 3 credits of Physics 4905 the following semester. In the first semester the student would concentrate on research work, and in the second semester the student would complete the research work and prepare a paper or a talk that would be presented to the student's committee.

The honors thesis is the culminating activity for the student and will be based on an independent research project or an independent study project (library thesis). The Honors Thesis Committee must approve a thesis proposal. In most cases, the thesis work will be based on the work completed during the Honor Thesis course.

An honors student will defend his or her thesis in an open forum before his or her graduation date. The Honors Thesis Committee will decide the date of this defense. The Honors Thesis Committee may add an outside member (on/off campus reader) to aid in thesis review if appropriate.

## **Physics Option (PHYS)**

### **General Requirements**

Admission to the program is contingent upon good academic standing and acceptance by the department. A grade of C or above is required in transfer credit in all physics, chemistry, and mathematics courses. A maximum of one physics course with a D grade earned at Chicago State University will be accepted.

Completion of 122 semester hours of work: 30 hours in general education (refer to liberal arts curriculum outline), consisting of 9 hours in humanities, 9 hours in the social sciences, 6 hours in a single foreign language, and 6 hours in composition; 53 hours in physics; 33 hours in supportive courses; 6 hours in electives; and passing the examination on the state and federal constitutions. Students in this option are required to take 12 hours of embedded requirements (no additional credits) to strengthen their general education background, including 3 hours of critical thinking, 3 hours of diversity, 3 hours of fine arts, and 3 hours of interdisciplinary course work, each from a list of approved university courses.

## **Specific Requirements**

### **Required Courses in Physics (53 credit hours)**

PHYS 1010 or CHEM 1010\*; PHYS 1600, 2110, 2220, 2330, 2700, 2710, 3110 or 3115, 3150 or 3155, 3210, 3250 or 3255, 3450, 3460, 4120, 4160, 4260, 4850, and 4905.\*\*

\*PHYS 1010 or CHEM 1010 is required only for entering freshmen and transferring freshmen.

\*\*This course fulfills the senior thesis/capstone requirement.

### **Required Courses in Mathematics and Computer Science (19 credit hours)**

MATH 1410, 1420, 2430, and 2550; CPTR 1100.

### **Required Courses in Biology, Chemistry, and Physical Science (14 credit hours)**

CHEM 1550, 1560; either PH S 1140 or 1150; and any introductory biology course (3 credit hours).

### **Elective Courses (6 credit hours)**

Courses to be selected with approval of a physics academic advisor.

## **Physics for Bioscience Applications Option (PHYB)**

### **General Requirements**

Admission to the program is contingent upon good academic standing and acceptance by the department. A grade of C or above is required in transfer credit in all chemistry, mathematics, and physics courses. A maximum of one physics course with a D grade earned at Chicago State University will be accepted.

Completion of 122 semester hours of work: 30 hours in general education (refer to liberal arts curriculum outline), consisting of 9 hours in humanities, 9 hours in the social sciences, 6 hours in a single foreign language, and 6 hours in composition; 34 hours in physics; 61 hours in supportive courses; and passing the examination on the state and federal constitutions. Students in this option are required to take 12 hours of embedded requirements (no additional credits) to strengthen their general education background, including 3 hours of critical thinking, 3 hours of diversity, 3 hours of fine arts, and 3 hours of interdisciplinary course work, each from a list of approved university courses.

### **Specific Requirements**

#### **Required Courses in Physics (34 credit hours)**

PHYS 1010 or CHEM 1010\*; PHYS 2110, 2220, 2330, 2700, 3110 or 3115, 3150, 3250, 3450, 4850, and 4905.\*

\*PHYS 1010 or CHEM 1010 is required only for entering freshmen and transferring freshmen.

\*This course fulfills the senior thesis/capstone requirement for PHYB students.

### **Required Courses in Mathematics and Computer Science (19 credit hours)**

MATH 1410, 1420, 2430, and 2550; CPTR 1100.

### **Required Courses in Chemistry and the Biological Sciences (33 credit hours)**

CHEM 1550, 1560, 2500, and 2510; BIOL 1710; ZOOL 2040 and 2050; PSLY 2040; BOT 2050.

### **Required Course in Communications (3 credit hours)**

CMAT 2030.

### **Elective Courses (6 credit hours)**

6 credit hours must be selected from PE 3010, PE 3030, 2000-level or above PSYC courses, or courses in the biological sciences. Courses to be selected with approval of a physics academic advisor.

### **Suggested General Education Courses**

Introductory ECON course, PSYC 1100, and PSYC 2080.

## **Engineering Physics (PHYE) – 121 hours**

The Engineering Physics option prepares students for careers where multiple engineering disciplines merge. In addition it facilitates graduate school in engineering or physics.

### **General Education Requirements (30 credit hours)**

Six hours composition; six hours foreign language, nine hours humanities from at least two disciplines, nine hours social sciences from at least two disciplines, critical thinking, diversity, fine arts, and interdisciplinary courses as specified by College of Arts and Sciences General Education requirements.

### **Required Physics Courses (39 credit hours)**

PHYS 2110, 2220, 2330, 2700, 2710, 3150, 3250, 3610; a 3000-level physics or engineering elective; 4160, 4850, 4905\*

\*This course fulfills the senior thesis/capstone requirement for PHYE students.

### **Required Supportive Courses (46 credit hours)**

Mathematics and Computer Science: MATH 1410, 1420, 2430, 2550; CPTR 1100;

Chemistry: CHEM 1400, 1410, 1450, 1460;

Engineering: ENGR 1210, 2330 or PHYS 3210, 2400, 2430, 2500, 2550

### **General Electives (6 credit hours)**

Courses to be selected with approval of physics academic advisor. Must include three credits of life science to meet general education requirements.

## **Secondary Teaching Option in Physics (PHYT)**

### **General Requirements**

Students must:

- Pass the examination on the state and federal constitutions.
- Complete 127 credit hours consisting of 33 credit hours in general education, 67 credit hours in area of specialization, and 27 credit hours in professional education.
- Prior to recommendation for licensure, pass an oral interview including, but not limited to, a “practice lesson”; prepare a teaching portfolio; and present proof that all admission requirements have been fulfilled as determined by the College of Education and the Department of Chemistry and Physics.

### **Specific Requirements**

#### **General Education (33 credit hours)**

Composition (6 credit hours): ENG 1270 and 1280.

Foreign Language (6 credit hours): One year of a single foreign language.

Humanities (9 credit hours): CMAT 1130; humanities elective (3 credit hours); fine arts elective (3 credit hours).

Social Sciences (12 credit hours): HIST 1300 or 1310 or POL 1010; PSYC 1100 and 2040; social science elective (3 credit hours).

Students are required to fulfill the diversity and critical thinking requirements.

Students in this option are encouraged to take an interdisciplinary course (3 credit hours) to strengthen their general education background.

Area of Specialization (66 credit hours)

#### **Required Physics Courses (31 credit hours)**

PHYS 1010 or CHEM 1010\*; PHYS 1600, 2110, 2220, 2330, 2700, 3110 or 3115, 3150 or 3155, 3250 or 3255, 4500, and 4550 or 4850.

\*PHYS 1010 or CHEM 1010 is required only for entering freshmen and transferring freshmen.

### **Required Supportive Courses (36 credit hours)**

PHYS 1092; BIOL 1710; CHEM 1400, 1410, 1450, and 1460; either PH S 1140 or GEOG 1400; MATH 1710, 1410, 1420, 2430, and 2550.

### **Professional Education (27 credit hours)**

ED 1500 or PHYS 5710; ED 1520 and 2000; PSYC 2020; S ED 4301 and 4303\*; ED 4500\*; READ 4100\*, CHEM 4630\* and 4750\*; CAS 2630\*.

These courses must be passed with at least a grade of C.

\* Restricted to students admitted to the College of Education. This course fulfills the senior thesis/capstone requirement for PHYT students.

### **Minor in Physical Science (24 credit hours)**

Grades of C or better are required in all courses to be counted towards completion of the minor. Course work up to a maximum of 12 credit hours may be allowed to simultaneously fulfill requirements for one major and this minor. The requirements for a minor must be completed prior to graduation in order for the minor to appear on the transcript. Contact the chairperson of the department for more information about a physical science minor.

### **Required Courses (16 credit hours)**

One of the following chemistry sequences: CHEM 1550 and 2010, or CHEM 1550 and 1560; and one of the following physics sequences: PHYS 1510 and 1520, or PHYS 2110 and 2220.

### **Elective Courses (8 credit hours)**

Completion of 8 credit hours of elective courses in chemistry, physics, or physical science to be selected with the approval of a departmental academic advisor.

### **Minor in Physics (18 credit hours)**

The requirements for a minor must be completed prior to graduation in order for the minor to appear on the transcript. For more information about a physics minor, contact a physics academic advisor.

### **Required Courses (12 credit hours)**

PHYS 2110, 2220, and 2330.

### **Elective Courses (6 credit hours)**

Completion of 6 credit hours in physics to be selected from PHYS 3110, 3150, 3210, 3250, 4120, or 4160.

# Political Science

Department: Criminal Justice, Philosophy and Political Science

Department Chair: Emmett Bradbury

Program Coordinator: Carol Leach

Faculty: Phillip Beverly, Agber Dimah, Carol Leach, Bernard Rowan

The Department of Criminal Justice, Philosophy, and Political Science offers a Bachelor of Arts degree in Political Science and a minor sequence in Political Science for students majoring in other disciplines. Minor degree and honors options are available for students in Political Science. All department majors must complete the assessment requirements specific to their major field, copies of which can be obtained in the departmental office or via the departmental website.

Political science as a discipline seeks to explain the development of political attitudes and behavior, the nature and function of contemporary political institutions, the development and implementation of public policies, and the limits and possibilities of government, both at the national and international levels. Students will learn to critically evaluate public policies and institutions and are encouraged to become actively involved in the community through internships in government and public law. A degree in political science helps prepare students for careers in government, law, campaign management, business, international organizations, and research.

Areas of emphasis within the political science major are American politics and public law, international relations and comparative politics, public administration and public policy, and political theory and methodology. The department also offers a minor sequence in political science for students majoring in other degree programs.

## Internships

The department prepares students for careers in government and industry through internship opportunities. Political science and international studies students have completed internships in national, state, and local government agencies; state and federal legislators' offices; campaign organizations; and law firms. Students may earn up to 12 credit hours of internship credit in political science; no more than six credit hours may count toward the major.

## Prelaw Studies

Although no specific major is required for law school, political science is the most common major for students attending law school and is strongly recommended as either a major or minor. The coordinating pre-law advisor at the university is based in the Political Science department.

## **General Requirements**

Admission to the Political Science and International Studies programs is contingent upon good academic standing and acceptance by the department. The department will not accept D transfer credit in the major, and students must achieve a grade of C or better in all major courses at Chicago State University. Students must complete 120 semester hours of work: 6 hours in composition and 36 additional hours in general education (refer to the College of Arts and Sciences General Education requirements outline). For freshmen and transfer students with fewer than 30 hours, there is a required one-hour cognate elective (POL 1099) to acclimate student majors to the university academic experience.

## **Specific Requirements For Political Science**

### **Required Courses (42 credit hours)**

#### **Core Requirements**

POL 1010, 1020, 2210, 2500, 3030 or 3040, 3500.

Select at least one course from each of the following four fields:

- American Government/Public Law: POL 2010, 2050, 2060, 2070, 2080, 2150, 2540, 3150, 3160, 3200, 3370, 3380, 3510, 4030, and 4050.
- International Relations/Comparative Politics: POL 2600, 2610, 2650, 3000, 3270, 3550, 4040, and 4320.
- Political Theory: POL 1000, 2020, 3030, 3040.
- Public Administration/Public Policy: POL 2210, 2230, 3220, 3240, 3250, 3260, 3280, 3290, 3300, 3350, 4330, and 4400.

Twelve additional credit hours, selected from at least two of the four fields of concentration. At least 12 hours in the major must be at the 3000-4000 levels.

### **Required Cognate Courses (6 credit hours)**

ECON 1010 or 1020; ENG 2790 or 2800.

### **Elective Cognate Courses (18 credit hours)**

18 credit hours of upper division courses in a related field, selected with the approval of the departmental academic advisor, or completion of a minor.

### **General Electives (12 credit hours)**

Completion of 12 credit hours of general electives, selected with the approval of the departmental academic advisor. Students who are required to take POL 1099 will only need to complete 11 hours of general electives.



## **Honors in Political Science**

Students approved for the honors program in political science must:

- complete two designated political science classes or independent studies at the 3000-4000 level as honors classes (6 credit hours).
- complete a two-semester honors thesis project with a faculty mentor (6 credit hours), taking POL 4750 and POL 4850.
- earn a B or better in each honors course.
- maintain a major GPA of 3.25 or higher.

Qualified students interested in beginning honors-level work in their freshman or sophomore years are encouraged to apply to the Honors College for advanced study in general education. See the Honors College section of this catalog for further details.

## **Minor in Political Science (21 credit hours)**

The requirements for minors must be completed prior to graduation in order for the minor to appear on the transcript. For more information about minors, see the chairperson of the department.

### **Required Courses for Minor (6 credit hours)**

POL 1010 and 1020.

### **Elective Political Science Courses (15 credit hours)**

Must have at least one course in three of the four sub-fields, selected with the approval of the departmental advisor. The department will accept only courses with grades of C or above for completion of the minor.

# Psychology

Department Chairperson: Lindsay Bicknell-Hentges

Faculty: Victor Etta, LaShonda Fuller, Tadesse Giorgis, John Lynch, Karen McCurtis-Witherspoon, Alesia Richardson.

The Department of Psychology offers a Bachelor of Arts degree for students interested in the scientific study of behavior. Psychology is composed of many disciplines. The curriculum and courses reflect this diversity and are designed to provide a well-rounded education in psychology.

Graduates of the program are prepared for advanced study in psychology and related disciplines and for employment in professional entry-level positions. Students with a Bachelor of Arts in Psychology work in community agencies, social service agencies, hospital settings, and business.

## General Requirements

Admission to the program is contingent upon good academic standing and acceptance by the department. Achievement of a grade of C or better is required in all psychology courses applied toward the major. Students must complete 120 semester hours of work, including the College of Arts and Sciences General Education Requirements, required credit hours in the major, and general electives selected with the advisor's approval. It is recommended that students take ENG 1360 (Essentials of English Grammar) as a general elective, since it is a prerequisite to three psychology core courses. Examinations on the federal constitution or equivalent coursework must be completed before graduation. Students must take the university qualifying examinations in English, reading, and mathematics before enrolling in most 3000-level courses.

## Specific Requirements

### Psychology Core (28 credit hours)

PSYC 1100, 2040, 2100, 2155, 2700, 3100, 3120, 3500, 4100.\*

\*PSYC 4100 fulfills the senior thesis/capstone requirement for Psychology majors.

### Elective Psychology Courses (12 credit hours)

Requires twelve credit hours of electives in psychology, selected with the approval of the departmental academic advisor.

NOTE: Psychology majors may not elect to take 2020 or any 4000-level courses with the exception of PSYC 4201, 4203, and 4205. Students may take PSYC 4000 and 4160 with the approval of the department faculty and the psychology academic advisor.

# Honors Option in Psychology

## Admission requirements for Honors in Psychology

In order to apply students must:

- have a 3.25 GPA or higher in the major (after 12 credit hours);
- have a 3.0 GPA or higher overall;
- have a junior level status;
- identify a faculty member that will serve as a program mentor both in assessing student progress at the end of each semester and the completion of the honors project/thesis.
- complete an application for admittance that is signed by the faculty mentor and approved by the department chair;

## Program Requirements

Honors students must:

- complete two designated honors classes at the 3000-4000 level (6 credit hours);
- complete a two-semester honors thesis/project with a faculty mentor (6 credit hours);
- earn a B or above in each honors course;
- maintain a major GPA of 3.25 or higher;
- complete program requirements over 3-4 semesters.
- present their honor thesis/project in a special poster session.

## Honors Courses

Honors sections will require a level of intellectual engagement over and above that of the traditional course. Honors sections will require additional reading and one or more additional projects.

## Honors Thesis/Project Requirements

In order to complete the honors thesis/project requirement, students must

- enroll with a faculty mentor for two semesters (6 credit hours) in a section of Honors Special Projects;
- develop a thesis/project (in conjunction with the faculty mentor) that contributes intellectually to the field of psychology. Appropriate types of projects include written literature reviews (of the type suitable for publication) or empirical research projects;
- Defend the honors thesis/project before a committee consisting of the faculty mentor and 1 or 2 additional faculty readers;
- Submit an APA-style manuscript describing the project/thesis to the department.

## **Minor in Alcohol and Other Drug Abuse Counselor Training (27 credit hours)**

The requirements for minors must be completed prior to graduation in order for the minor to appear on the transcript. For more information about minors, see the chairperson of the department.

### **Requirements**

Completion of all coursework with a grade point average of 3.0 or higher.

Internship of 500 clock hours, which must be completed in one year.

### **Prerequisites**

- PSYC 1100
- PSYC 2040 or PSYC 2000
- PSYC 2155

### **Required Courses (24 credit hours)**

PSYC 4200, 4201, 4202, 4203, 4204 (6 credit hours), 4205, and 4206.

### **Electives (3 credit hours)**

- PSYC 4207 or other approved elective
- Certification Exam Review Seminar (non-credit course)

## **Minor in Psychology: 18 credit hours**

### **Required Courses (9 credit hours)**

PSYC 1100, 2000 or 2040 and 2700.

### **Psychology Elective Courses (9 credit hours)**

Any three additional psychology courses with the approval of the departmental advisor.

# Sociology

Department Chairperson: Gebeyehu Mulugeta

Faculty: Leslie Baker Kimmons, Judith Birgen, Tiffany Davis, Louis Pancho McFarland, Arthur Redman.

The Department of Geography, Sociology, History, African-American Studies, and Anthropology offers a Bachelor of Arts degree in Sociology. Sociology is the social scientific study of society, social groups, and human interaction. There are many subareas in the field, and these are reflected in the department's course offerings. At its core, sociology analyzes human interaction, social inequality, social institutions, and social change. The discipline promotes social justice and solutions to social problems through community outreach and engagement. Sociology provides excellent training in social science research and analysis for application in a broad array of careers, including law, social work, human resource management, gerontology, marketing and market research, urban planning, industrial relations, community organizing, and policy research and analysis. In summary, sociology provides an excellent educational background for any field in which individuals must work with people and critically assess social influences and phenomena on human interactions.

The department also offers undergraduate courses in social work. The array of courses prepares individuals for careers in the social services, in both the public and private sectors. The program prepares graduates to work with disadvantaged and vulnerable populations by developing and applying skills and strategies to effectively confront systemic problems faced by these groups. Cultural awareness, personal growth, and inter-relational sensitivities are integral components of social work education. In addition to the major in sociology, the department offers undergraduate minors in sociology, social work, and gerontology. See the graduate catalog for a description of the Master of Social Work Program.

## General Requirements

Admission to the program is contingent upon good academic standing and acceptance by the department. The department will not accept D transfer credits in the major. Achievement of a grade of C or better is required in all major courses at Chicago State University.

Completion of 120 semester hours of work: 6 hours in composition; 6 hours in a single foreign language, 3 hours of mathematics, 9 hours in humanities, 9 hours in social sciences, and 9 hours in natural sciences. Students will work with advisors to choose appropriate courses in diversity, critical thinking, fine arts, and interdisciplinary education. 42 hours in sociology; 3 hours in required support courses (to be applied to general education mathematics/science requirements); 36 hours in electives selected with the departmental advisor's approval; and passing the examination on the state and federal constitutions.

This program is assessed using uniform assessment instruments.

## **Sociology Major (42 hours)\*\***

### **Core Requirements (18 credit hours)**

SOC 1010, 1099 (if applicable);\*\* 3800, 4200, 4810, 4830, and 4980.\*

\* SOC 4980 fulfills the senior thesis/capstone requirement

\*\* The major sums to 43 hours if SOC 1099 is required

### **Area Requirements (12 credit hours)**

Students must take a total of 15 credits, with at least one course from each of the following four areas:

Social Foundations: SOC 1110, 2030, 2050, 2100;

Social Inequality: SOC 1200, 2230, 2250, 3230;

Social Institutions: SOC 2300, 3300, 4280, 4300;

Social Change: SOC 2410, 3400, 3430, 4450

### **Required Support Course (3 credit hours)**

CPTR 1060 (to be applied to general education mathematics/science requirements).

### **Sociology Electives (12 credit hours)**

- Two sociology courses must be at the 2000/3000 level or from SOC 1110, 1200 and 1500
- Two sociology courses must be at the 3000- or 4000 level.

## **Minor in Gerontology (18 credit hours)**

The requirements for minors must be completed prior to graduation in order for the minor to appear on the transcript. For more information about minors, see the chairperson of the department.

### **Required Courses (12 credit hours)**

SOC 2250, SOC 4580, SOC 4250, and SOC 4950.

### **Elective Courses (6 credit hours)**

Chosen from ANTH 4230, BIOL 1150, H SC 2250, H SC 2375, H SC 3312; NURS 4150, POL 4420, REC 2580, PSYC 2140 and 3040.

## **Minor in Social Work (18 credit hours)**

Required Courses (12 credit hours)

SOC 2500, 3500, 3510, and 4560.

### **Elective Courses (6 credit hours)**

Select 6 credit hours from the following: SOC 2100, 3030, 3340, 3560, 3570, 4500, 4550, 4570, 4910 and 4950.

## **Minor in Sociology (18 credit hours)**

### **Required Courses (9 credit hours)**

SOC 1010, 3800, and 4810.

### **Elective Courses (9 credit hours)**

Completion of 9 credit hours, selected with the approval of the department. At least 3 credits must be at the 3000 or 4000 level.

## **The Honors Program in Sociology**

### **Requirements for Admissions**

Students must

- have a 3.25 GPA or higher in the major (after 12 credit hours in the major);
- have a 3.0 GPA or higher overall;
- have junior level status;
- be a declared sociology major. Students in other majors or the Board of Governors Program will be considered and offered admission to the honors option contingent on their declaration of a sociology major;
- identify a faculty member who will serve as a program mentor (both in assessing student progress at the end of each semester and the completion of the honors thesis);
- complete an application for admission that is signed by the faculty mentor and approved by the department chair.

### **Program Requirements**

Honors students must

- complete 12 credit hours designated as “honors” in sociology major classes;
- within the 12 credits of honors courses, complete at least two, but not more than three, designated honors classes at the 3000-4000 level (6-9 credit hours);
- within the 12 credits of honors courses, complete at least one, but not more than two semesters of Senior Honors Thesis (SOC 4990) with a faculty mentor (3-6 credit hours);
- earn a B or above in each honors course;

- maintain a major GPA of 3.25 or higher (students whose GPAs fall below the minimums will be granted one semester grace period to regain the minimum GPA level);
- participate with other honors students in department-initiated honors student activities.

Honors sections will require a level of intellectual engagement over and above that of the traditional course. Honors sections will require additional reading and one or more additional projects, papers, or assignments.

### **The Honors Thesis Project Requirements**

In order to complete the honors thesis requirement, students must

- enroll with a faculty mentor for one or two semesters (3-6 credit hours) in a section of Senior Honors Thesis;
- develop a project (in conjunction with the faculty mentor) that contributes intellectually to the field of sociology;
- defend the honors thesis before a committee consisting of the faculty mentor and 1 or 2 additional faculty readers;
- submit a publishable manuscript of the thesis project or submit an archive copy and written description of a nontraditional thesis project, such as a documentary film.



## **Interdisciplinary Minors in the College of Arts and Sciences**

### **Minor in Peacemaking Studies: Conflict Resolution and Mediation (18 credit hours)**

The College of Arts and Sciences (CAS), through the Office of the Dean, offers an interdisciplinary minor in Peacemaking Studies. The minor is an interdisciplinary program that draws from four disciplines in the college: Criminal Justice, Psychology, Social Work, and Sociology. The program's focus is on conflict resolution and the mediation process. Mediation is a confidential and voluntary process that employs a neutral third party as a mediator to help disputing parties make decisions that concern the future of the dispute and lead to an agreement. Conflict resolution is a strategy used to resolve disputes among two or more parties. The minor prepares students for mediation in a wide variety of settings, including social service, business, health services, and education. Students able to demonstrate fluency in languages other than English can receive certification from the Department of Foreign Languages that they have the skills to work in the relevant bilingual context. The program is managed by a steering committee consisting of representatives from the College of Arts and Sciences (Criminal Justice, International Studies, Psychology, and Social Work), the College of Pharmacy, The College of Business, the College of Health Sciences, and the College of Education. Accelerated courses are offered over the summer to facilitate matriculation for those students whose regular schedule accommodates only courses for the major. The minor requires students to complete 18 credit hours distributed as follows.

#### **Required Core Courses (8 credit hours)**

CFR 4000, 4100, 4250.

#### **Electives (6 credit hours)**

Elective courses can be selected from the list below, which contains courses from programs throughout the university. Through their elective course work, students are able to focus their study and prepare for mediation in specific areas.

NOTE: Students should be aware that many of the elective courses have prerequisites that must be met before the course can be taken.

Elective courses: CJ 2245 Introduction to Restorative Justice; CJ 4303 Problems in Social Justice; CJ 4306 Counseling in Social Justice Areas; CJ 4359 Family Crisis Intervention in Social Justice Areas; MGMT 3020 Organizational Behavior; POL 3000 International Law; POL 4040 Contemporary International Relationships; PSYC 2100 Social Psychology; PSYC 3160 Industrial Psychology; SOC 1110 Social Problems; SOC 3200 Race Relations; SOC 3430 Dealing with Diversity; SOC 3560 Crisis Intervention in Social Work; SOC 3570 Methods of Social Work Intervention.

### **Internship (4 Credit hours)**

CFR 4900 (Specific to students' disciplinary interests).

### **Religious Studies Minor (18 credit hours)**

The College of Arts and Sciences offers an 18-hour interdisciplinary minor in Religious Studies, consisting of courses in anthropology, history, philosophy, and sociology. The requirements for minors must be completed prior to graduation in order for the minor to appear on the transcript. For more information, please contact the chairperson of the Department of Geography, Sociology, History, African-American Studies, and Anthropology.

Equivalent courses from other institutions will be considered.

### **Required Courses (18 credit hours)**

ANTH 2150; HIST 4810; PHIL 1040, 2730, 2740; SOC 3300.

### **Minor in Women and Gender Studies (18 credit hours)**

Coordinator: Ann Kuzdale

Advisor: Pancho McFarland

The College of Arts and Sciences offers an interdisciplinary minor in Women and Gender Studies. The requirements for minors must be completed prior to graduation in order for the minor to appear on the transcript. For more information about minors, see the chairperson of the department or consult the website: [www.csu.edu/womenandgenderstudies](http://www.csu.edu/womenandgenderstudies)

### **Required Courses (6 credit hours)**

WS 2000 and 3100.

### **Electives (12 credit hours):**

Selected from: AFAM 2900; ART 2030; ART 2150; CJ 4320; GEOG 4280; SOC 2230; SOC 3230; SOC 4230; SOC 4300; PSYC 2200; ENG 4321; ENG 4390; HIST 4100; HIST 4020 (or HIST 5020); HIST 4390; PHIL 2750; POL 3370; POL 3380; WS 2990 and any other special topics courses on women or gender with the approval of the Women and Gender Studies advisor.

Equivalents from other institutions will be considered. Women and gender studies courses may be used to satisfy the College of Arts and Sciences general education requirements.

# College of Business

Dean: Derrick K. Collins

## Degree Programs

BS in Business Administration with the following professional concentrations:

- Accounting
- Finance
- Management
- Marketing
- Management Information Systems

## Minor Programs

- Accounting
- Business Administration
- Entrepreneurship
- Finance
- Human Resources Management
- Management
- Management Information Systems
- Marketing
- Sales and Sales Management

## Vision Statement

The College of Business is an outstanding urban-based learning center committed to excellence as it prepares students to become leaders in the local, state, and global business community.

## Mission Statement

The mission of the College of Business, in keeping with the university's mission, is to promote quality undergraduate education that is learner-centered and technologically responsive to a culturally and economically diverse student population. Through its programs, the college is committed to developing students by

- providing foundations in business for students who have the ability to and desire to learn.
- producing graduates who are responsible, discerning, ethical, and informed citizens with a commitment to lifelong learning, business leadership, entrepreneurship, and service.
- fostering a collegial environment that values the personal growth and academic success of individuals through its teaching, research, service and entrepreneurial initiatives.
- supporting other university academic programs by providing basic business instruction to enrich their curricula.

The College of Business offers a four-year program leading to a Bachelor of Science in Business Administration with professional concentrations in accounting, finance, management information systems, management, and marketing. The curriculum includes a broad foundation in liberal arts and sciences with a strong business core and a major core of required courses and approved electives as described in this catalog. The College of Business is accredited by the Accreditation Council of Business Schools and Programs (ACBSP).

## **Admission to the College of Business**

Students are admitted as intended business majors until after completion of all admission requirements for the College of Business. Sophomore or transfer students seeking admission must have completed at least 45 semester hours of course work with at least a 2.5 (C) grade point average. Transfer students must have completed at least nine hours at CSU.

The following are College of Business admission requirements:

- Pass all proficiency examinations (if applicable).
- Successfully complete the following courses: English 1270, 1280 and 2790; CMAT 2030; Mathematics 1200; Natural Science (3 hours); Economics 1010 and 1020.

Registration in the following courses is restricted to admitted majors and minors in the College of Business: ACCT 4316, 4317; FIN 3690, 4700; MGMT 4890, 4100, 4850; MKTG 4880; and all BLP courses. The Dean of the College of Business may grant waivers to this restriction in special circumstances.

Students not admitted as a major to the College of Business may not register for more than thirty hours of course work in the college. This policy may be waived only by the Dean of the College of Business under special circumstances.

## **Assessment**

All students enrolled in College of Business courses will participate in a series of qualitative and quantitative assessment activities prescribed by each program option plus one through the college's capstone course, MGMT 4890. Through the assessment activity, students will demonstrate their acquired professional knowledge via the successful completion of courses leading to this capstone course. The College of Business will evaluate the quality of the learning experience within the college to upgrade or enhance the college's curriculum. The assessment plan is undertaken as part of the college's commitment to quality education and in partial fulfillment of requirements from the Illinois Board of Higher Education; the North Central Association of Colleges and Schools; and ACBSP, a professional business school accrediting body.

The overall assessment plan for the College consists of the following components.

- Comprehensive examination: standardized examination in MGMT 4890;
- Capstone course: each program option designates a senior-level course required within that area and will measure student performance against a standard;
- Senior exit survey: confidential questionnaire for graduating seniors administered when students apply for graduation.

For full details on all assessment activities, students should consult their department.

## **Transfer Credit Policies**

The College of Business has entered into articulation agreements with various community colleges. Students should contact their colleges for specific details. In general, the college will grant credit for the following core courses provided that the course content is similar in nature to the course at Chicago State University, and a grade of C or better was received in the course: ACCT 2110, 2111, 1290, 2291, 3292; INSY 1370; MGMT 1030; QBA 2000.

Credit for the above courses also will be accepted by successfully completing examinations offered through the College Level Examination Program (CLEP). Contact the community college or CSU for details.

## **Articulation Agreements**

As part of the CSU transfer assurance plan, students from many community colleges arriving with Associate of Arts (AA) or Associate of Science (AS) degrees will be considered as having met the CSU university-wide general education requirements and will have junior standing; however, students must complete each of the College of Business's admission requirements.

## **Two-Year Colleges**

The College of Business will accept lower-division courses in business provided they are similar in nature to respective courses at Chicago State University and a grade of C or better was received in the course. In addition, selected upper-division courses in business will be accepted provided the student successfully passes a proficiency examination for each course based upon the relevant material. The following upper division courses can be accepted through this method: ACCT 2120, 3213, and 3293; FIN 2660; MGMT 3010; MKTG 3110. The department chairpersons and coordinators may waive the requirement for a proficiency examination.

## **Four-Year Colleges**

The College of Business will accept courses in business from four-year colleges accredited by their regional accreditation body. These courses may be applied to the core requirements or the professional option requirements where applicable, provided they are similar in nature to the course at Chicago State University and a grade of C or better was received in the course.

## **Academic Policies**

Academic departments will only accept grades of C or better in College of Business courses. The Bachelor of Science degree in Business Administration will be awarded after completion of 120 semester hours credit in the following: 6 hours in composition; 3 hours in business writing; 6 hours in a single foreign language; 9 hours in humanities (3 hours in fine arts, 3 hours in

diversity); 3 hours in mathematics; 3 hours in physical science; 3 hours in life science; 6 hours in economics; 45 hours in the business core; 36 hours in the professional option.

NOTE: Students in business comply with university general education critical thinking requirements with 3 credit hours in math. Waivers, substitutions, and other modifications of this policy will be considered after the student has submitted an academic petition to the appropriate department chairperson.

The policies contained herein represent the policies of the College of Business at the time of publication. The policies, contained on the College of Business website: [www.csu.edu/collegeofbusiness](http://www.csu.edu/collegeofbusiness), represent current official policies and supersede the policies stated herein.

## **College of Business Student Petition and Grievance Policy**

Complaints, grievances, and appeals relating to admissions, academic status, financial assistance, student conduct, and other topics are described at appropriate places in the CSU Undergraduate Catalog or student handbook. When such a dispute occurs, students are required to file their written petition or grievance within 60 days of the occurrence of the disputed issue. Petitions or grievances initiated after the 60-day deadline will not be considered.

The programs in the College of Business provide students with a written copy of student and instructor responsibilities, and procedures for enforcing them. Causes for complaints or grievances may include the following:

- Admission to the College of Business or professional course sequence.
- Course grade and/or evaluation of student performance in courses or other program-related activities.

### **Hearing Process**

To initiate a formal grievance, the student must file a completed Petition for Hearing with the student's program chairperson. The Petition for Hearing is available on the College of Business website and in the main office of the College of Business, located in BHS 435. Before a formal grievance can rise to the college level, it must have proceeded through the prior levels of deliberation indicated below:

1. Conference between instructor and student;
2. Conference between program chairperson and student;

### **Grievance Committee**

The dean will appoint a Grievance Committee to hear the complaint and provide a recommendation. The rights of parties at a hearing (student or instructor) shall apply in accordance with university policy, including the right to notice of hearing and decision reached. Following the hearing, the committee will present its recommendation to the dean and communicate its recommendation to the department chair or program director, to the

instructor, and to the student. Recommendations from the Grievance Committee will be based on a simple majority. The decision of the dean will be final.

If the student requests, and the instructor does not object, the dean may resolve the problem without the intervention of a Grievance Committee.

## **Minor in Business Administration (24 credit hours)**

To be admitted as a minor in Business Administration, a student will submit to the College of Business's Office of Academic Advising (BHS 602) a program application form. Each applicant must

- be a business major;
- successfully complete the university qualifying examinations in English, reading, and mathematics;
- complete 24 hours of college credit or university-level work, including MATH 1200 (or other appropriate math course), ENG 1280, and ENG 2790; and either ECON 1010 or 1020; and
- have at least a 2.0 or better grade point average for all courses taken.

The minor must be completed prior to graduation.

## **Minor in Entrepreneurship (24 credit hours)**

### **Non-Business Majors**

#### **Required courses (24 credit hours)**

ACCT2110, 1290/2291, FIN 2660, MGMT 2520, MGMT 4505, FIN 3805, MGMT 4100.

NOTE: Students must have at least a 2.0 or better grade point average for all courses taken. The minor must be completed prior to graduation.

#### **Electives (3 credit hours)**

Select from: MKT 3705; MGMT 3755; FIN 4505; INSY 2900.

### **Business Majors**

#### **Required courses (15 credit hours)**

MGMT 2520, MGMT 4100, MGMT 4505; FIN 3805; INSY 2900.

#### **Electives (9 credit hours)**

Select from: MKTG 3705; MGMT 3755; FIN 4505.

## **Minor in Sales and Sales Management(21 credit hours)**

### **Non-Business Majors**

#### **Required courses (18 credit hours)**

ACCT 2110, 1290/2291; MKTG 3110, 3200, 3790, 4200.

#### **Electives (3 credit hours)**

Select from MKT 3600, MKT 3650, MKT 3705, BLP 2070.

### **Business Majors**

#### **Required Courses (9 credit hours)**

MKTG 3200, MKTG 3790, MKTG 4200.

#### **Electives (12 credit hours)**

MKTG 3600, MKTG 3650, MKTG 3705, BLP 2070.



# Accounting

Chairperson : Derrick K. Collins

Faculty: Linnae Bryant, Vincent Osaghae, Farhad Simyar

The College of Business offers a program leading to the Bachelor of Science degree in Business Administration, with a professional concentration in Accounting.

Accounting programs prepare individuals to be professional accountants, auditors, budget analysts, tax accountants, and to provide financial management services to individuals, businesses, and/or corporations (profit and not-for-profit). Although the areas are not entirely distinct, accounting can be divided into two major fields: financial accounting, which emphasizes the preparation and analysis of financial information, and managerial accounting, which emphasizes the decision-making process based on accounting data.

The accounting student explores the fundamentals of accounting in two introductory courses and completes a ten-course sequence of higher-level courses that cover financial accounting theory, cost accounting, auditing, advanced accounting topics, federal income tax, business law, and accounting information systems.

The typical accounting graduate enters the profession as a staff accountant in a public accounting firm, corporation, or governmental unit. Students may aspire to positions such as senior accountant, manager, controller, comptroller, or partner of a CPA firm.

## Program Assessment

Students concentrating in accounting are expected to fulfill the following assessment requirements:

- **Capstone Analysis:** A comprehensive examination will be administered in ACCT 4317 (auditing course). The purpose of the examination is to assess student learning of general financial accounting principles, simple computations, and cost accounting principles.
- **Standardized Field Test Examination:** All College of Business students must take a standardized field test examination in business. This examination is given in MGMT 4890. The purpose of the examination is to provide students with feedback on their mastery of general business concepts compared to other senior business students. The students' ability to analyze and solve problems, understand relationships, and interpret material is also covered in the examination.
- **Senior Exit Interview:** All graduating seniors are required to complete a senior exit interview questionnaire as part of their application for graduation. The purpose of the questionnaire is to learn the student's perceptions regarding his or her academic experience at CSU. The senior exit interview forms can be obtained from the department secretary.

Assessment results will be used to evaluate the quality of learning within the accounting program. The results will also be the basis for any future revisions in the curriculum.

### **General Education Requirements (39 credit hours)**

Humanities (9 credit hours): CMAT 1130, 2030, or 2210; ENG 2790; 3 hours in fine/arts diversity.

Mathematics (3 credit hours): MATH 1200 (also satisfies the critical thinking requirement).

Physical and Life Science (6 credit hours): BIO 1070 or 1080; PH S 1000 or 1010

Social and Behavioral Science (6 credit hours): ECON 1010, 1020; 3 additional credits in social science.

### **Business Core Courses (48 credit hours)**

ACCT 2110, 2111, 1290 OR 2291; FIN 2660; INSY 1370, 3200; QBA 2000, 3500; MKTG 3110; MGMT 1020, 1045, 3010, 3020, 3240, 4850, 4890;\*

\*This course fulfills the senior thesis/capstone requirement.

### **Accounting Concentration Required Courses (24 credit hours)**

ACCT 2120, 3213, 3214, 3292, 3293, 4315, 4317, 3319.

### **Accounting Concentration Electives (3 credit hours)**

Select from ACCT 3314, 4900, 4394; FIN 3680, 3690; BLP 3207.

### **Non-Business Electives (6 credit hours)**

Electives must include at least 3 hours in a social and behavioral science and 3 hours in the humanities. CMAT 1140 and MATH 1400 are encouraged.

## **Minor in Accounting 18 credit hours**

### **Required Courses (15 credit hours)**

ACCT 2110, 2111, 3213, and 1290 or 2291; FIN 2660; INSY 1370 or CPTR 1060.

### **Elective Courses (3 credit hours)**

Select three hours from the following: ACCT 2120 , 3214, 3293, or 3314.

Students must complete required courses with a C or better.

# Finance

Chairperson: Derrick K. Collins

Faculty: Ernst Coupet

The College of Business offers a Bachelor of Science degree in Business Administration, with a professional concentration in Finance.

Finance students study corporate financial management, capital markets, investment evaluation and decision making, and investment portfolio management. They learn the concepts and the methods of finance that are current in industry. Career opportunities are available in banking, finance, investment companies, and the public sector. Finance prepares individuals to provide financial or banking services to individuals or institutions. Occupations include financial managers, budget analysts, loan officers, analysts and sales people, and business executives.

## Program Assessment

Students concentrating in finance are expected to fulfill the following three assessment requirements:

- **Capstone Analysis:** A pre and post examination will be given in 4000-level finance courses. The purpose of the examination is to assess student understanding of financial concepts, ratios, and computations.
- **Standardized Field Test Examination:** all College of Business students must take a standardized field-test examination in business. This examination is given in MGMT 4890. The purpose of the examination is to provide students with feedback on their mastery of general business concepts compared to other senior business students. The students' ability to analyze and solve problems, understand relationships, and interpret material is also covered in the examination.
- **Senior Exit Interview:** all graduating seniors are required to complete a senior exit interview questionnaire as part of their application for graduation. The purpose of the questionnaire is to learn the student's perceptions regarding his or her academic experience at CSU. The senior exit interview forms can be obtained from the department secretary.

Assessment results will be used to evaluate the quality of learning within the accounting and finance program. The results will also be the basis for any future revisions in the curriculum.

## General Education Requirements (39 credit hours)

Composition (6 credit hours): ENG 1270, 1280.

Foreign Language (6 credit hours): In a single foreign language.

Humanities (9 credit hours): CMAT 1130, 2030, or 2210; ENG 2790; 3 hours in fine/arts

diversity.

Mathematics (3 credit hours): MATH 1200 (also satisfies the critical thinking requirement).

Physical and Life Science (6 credit hours): BIO 1070 or 1080; PH S 1000 or 1010

Social and Behavioral Science (6 credit hours): ECON 1010, 1020; 3 additional credits in social science.

### **Business Core Courses (48 credit hours)**

ACCT 2110, 2111, 1290 OR 2291; FIN 2660; INSY 1370, 3200; QBA 2000, 3500; MKTG 3110; MGMT 1020, 1045, 3010, 3020, 3240, 4850, 4890\*

\*This course meets the senior thesis/capstone requirement.

### **Finance Concentration Required Courses (24 credit hours)**

FIN 3630, 3650, 3660, 3680, 3690, and 4700; ECON 4010; QBA 3310.

### **Finance Concentration Electives (3 credit hours)**

Select from FIN 3640, 3650, 3670, 3750, 3805, 3840, 4505, 4990; ACCT 3213, 3293, 4394; BLP 3207, 3208, 3209, 3210.

### **Non-Business Electives (6 credit hours)**

Electives must be in social and behavioral science courses. CMAT 1140 and MATH 1400 are encouraged.

## **Minor in Finance 21 credit hours**

### **Required Courses (12 credit hours)**

ACCT 2110, 2111; FIN 2660; INSY 1370 or CPTR 1060.

### **Elective Courses (9 credit hours)**

Select three 3000-level or 4000-level finance courses.

# Management

Chairperson: Zafar Bokhari

Faculty: Joni Jackson, Wolanyo Kpo

The College of Business offers a Bachelor of Science degree in Business Administration, with a professional concentration in Management. This program provides students with an opportunity to acquire skills and knowledge necessary for managing groups and organizations in increasingly competitive environments. Emphasis is given to the development of skills in planning, organizing, leading, and controlling various business units and activities.

Graduates typically enter an organization in various capacities and eventually move up to middle and top management positions of increasing responsibility. Some of the industries typically hire graduates with a concentration in management, include retail and wholesale trade businesses, construction and manufacturing industries; transportation, communications, and utilities firms;; and state, local, and federal governmental units.

## **General Education (39 credit hours)**

Composition (6 credit hours): ENG 1270, 1280.

Foreign Language (6 credit hours): In a single foreign language.

Humanities (9 credit hours): CMAT 1130, 2030, or 2210; ENG 2790; 3 hours in fine/arts diversity.

Mathematics (3 credit hours): MATH 1200 (also satisfies the critical thinking requirement).

Physical and Life Science (6 credit hours): BIO 1070 or 1080; PH S 1000 or 1010

Social and Behavioral Science (6 credit hours): ECON 1010, 1020; 3 additional credits in social science.

## **Business Core Courses (48 credit hours)**

ACCT 2110, 2111, 1290 OR 2291; FIN 2660; INSY 1370, 3200; QBA 2000, 3500; MKTG 3110; MGMT 1020, 1045, 3010, 3020, 3240, 4850, 4890\*

\*This course fulfills the senior thesis/capstone requirement.

## **Management Concentration Required Courses (15 credit hours)**

MGMT 2520, MGMT 3600, MGMT 3620, MGMT 3640, MGMT 4100.

## **Management Concentration Electives (12 credit hours)**

Select 12 hours of upper-division business courses.

**Non-Business Electives (6 credit hours)**

CMAT 1140 and MATH 1400 are encouraged.

**Minor in Human Resources Management  
(18 credit hours)**

**Required Courses 9 credit hours**

MGMT 3010, 3020, 3600.

**Elective Courses (9 credit hours)**

Selected from the following: PSYC 3160, 4140; ECON 2150; MGMT 3620, 3640 or 4610.

**Minor in Management (18 credit hours)**

**Required Courses (6 credit hours)**

INSY 1370; MGMT 3010.

**Elective Courses (12 credit hours)**

Any four 3000-level or 4000-level management courses.

**Minor in Business Administration (24 credit hours)**

**Required Courses (21 credit hours)**

ACCT 2110 and 2111; INSY 1370; QBA 2000; MGMT 3010; MKTG 3110; FIN 2660.

**Elective Courses (3 credit hours)**

Any 3000 or 4000 level business application courses.

# Management Information Systems

Chairperson: Zafar Bokhari

Faculty: Saleem Abuleil, Khalid Alsamara

The College of Business offers a Bachelor of Science degree in Business and Administration, with a professional concentration in Management Information Systems. This is one of the most rapidly growing fields of business. The student learns how to use quantitative information and computer systems and tools to make business decisions. Also important are the design of database systems and the production of periodic and special reports. Opportunities are available in almost all industries and firms, with excellent opportunities for rapid promotion.

## General Education Requirements (39 credit hours)

Composition (6 credit hours): ENG 1270, 1280.

Foreign Language (6 credit hours): In a single foreign language.

Humanities (9 credit hours): CMAT 1130, 2030, or 2210; ENG 2790; 3 hours in fine/arts diversity.

Mathematics (3 credit hours): MATH 1200 (also satisfies the critical thinking requirement).

Physical and Life Science (6 credit hours): BIO 1070 or 1080; PH S 1000 or 1010

Social and Behavioral Science (6 credit hours): ECON 1010, 1020; 3 additional credits in social science.

## Business Core Courses (48 credit hours)

ACCT 2110, 2111, 1290 OR 2291; FIN 2660; INSY 1370, 3200; QBA 2000, 3500; MKTG 3110; MGMT 1020, 1045, 3010, 3020, 3240, 4850, 4890;\*

\*This course fulfills the senior thesis/capstone requirement.

## Management Information Systems Concentration Required Courses (21 credit hours)

INSY 1360, INSY 2840, INSY 2900, INSY 3250, INSY 3270, INSY 3280, INSY 4300

## Management Information Systems Concentration Electives (6 credit hours )

Select 6 additional hours from the following: INSY 3100, 4250, 4450, 4470, 4480, 4900.

## **Non-Business Electives (6 credit hours)**

CMAT 1140 and MATH 1400 are encouraged.

## **Minor Management Information Systems (18 credit hours)**

All students enrolled in the Management Information Systems Minor Program must complete 18 credit hours in the MMIS department and pass each with a grade of C or better.

### **Required Courses for the Minor**

INSY 1360, INSY 2900, INSY 3270, INSY 3280, INSY 4300, and INSY\*\*.

\*\*Any Management Information Systems Course at the 2000 level or above, selected with the assistance of a College of Business academic advisor.

## **Business Laboratory Internship Program (BLP)**

The Business Laboratory Internship Program (BLP) is a credit program sponsored by the College of Business. It is designed to provide students with professional job experiences prior to earning a bachelor's degree in business and administration or hospitality management. Students apply for acceptance after completing 75 college credits and earning a minimum cumulative grade point average of 2.5, with a minimum of 2.75 within their major. They work either part-time (15-20 hours) or full-time (30-40 hours) per week while enrolled in the program. The program lasts one term, unless otherwise designated by the employer. Students enroll during the academic year or during the summer. On-campus classes may be limited or not feasible to complete during the period students are enrolled in the BLP. Many employers consider the internship opportunity as a full-time job and require students to maintain regular office or business hours while in the program.

### **Application**

Students must apply and be accepted for admission to the program one semester prior to beginning their internship. Deadlines are posted, and publications are available in Academic Advising (BHS 435) and the Dean's Office (BHS 602). All enrollments are under the advisement of the Dean's Office, and credit hours are awarded with the advice and consent of the department chairperson.

Some departments have restricted the number of credit hours internships can be used toward graduation; contact the department for details. (Acceptance into the program does not guarantee job placement, which is required for receiving course credit.)



# Marketing

Chairperson: Zafar Bokhari

The College of Business offers a Bachelor of Science degree in Business Administration, with a professional concentration in Marketing. A marketing student learns about advertising, consumer behavior, marketing research, brand management, among other marketing techniques and concepts. Graduates usually enter companies in sales, research, or assistant buyer positions. They can expect to be promoted to brand management, sales supervision, or general management positions. Many firms expect all employees to have strong marketing backgrounds.

## **General Education Requirements (39 credit hours)**

Composition (6 credit hours): ENG 1270, 1280.

Foreign Language (6 credit hours): In a single foreign language.

Humanities (9 credit hours): CMAT 1130, 2030, or 2210; ENG 2790; 3 hours in fine/arts diversity.

Mathematics (3 credit hours): MATH 1200 (also satisfies the critical thinking requirement).

Physical and Life Science (6 credit hours): BIO 1070 or 1080; PH S 1000 or 1010

Social and Behavioral Science (6 credit hours): ECON 1010, 1020; 3 additional credits in social science.

## **Business Core Courses (48 credit hours)**

ACCT 2110, 2111, 1290 OR 2291; FIN 2660; INSY 1370, 3200; QBA 2000, 3500; MKTG 3110; MGMT 1020, 1045, 3010, 3020, 3240, 4850, 4890\*

\*This courses fulfill the senior thesis/capstone requirement.

## **Marketing Concentration Required Courses (9 credit hours)**

MKTG 3780, MKTG 4880, MKTG 4830

## **Marketing Concentration Electives (9 credit hours)**

Select 3 from the following: CMAT 2460; MKTG 3200, 3600, 3620, 3630, 3650, 3705, 3750, 3770, 3790, 3840, 4200, 4820, 4900, 4990.

### **Non-Business Electives (9 credit hours)**

CMAT 1140 and MATH 1400 are encouraged.

### **Minor in Marketing (21 credit hours)**

#### **Required Courses (15 credit hours)**

INSY 1370, QBA 2000; MKTG 3110, 4880, 4830.

#### **Elective Courses (6 credit hours)**

Any 3000 or 4000 level advanced marketing course.

### **Minor in Sales and Sales Management (21 credit hours)**

#### **Required Courses (18 credit hours)**

ACCT 2110, ACCT 1290/2291, MKTG 3110, MKTG 3200, MKTG 3790, MKTG 4200.

#### **Elective Courses (3 credit hours)**

MKTG 3600, MKTG 3650, BLP 2070.

# College of Education

Interim Dean: Dr. Jamilah R. Jor'dan

## Undergraduate Degrees

Bachelor of Science in Education

Bachelor of Arts, Science, or Music Education\*

\*K-12 or 6-12 Secondary Teaching Options awarded by the College of Arts and Sciences

## Programs

Bilingual Education

Early Childhood Education

Elementary Education

Health and Physical Education

Middle Level Education

Recreation

Secondary Education

## Vision and Mission

We envision the College of Education (College) as a global leader that informs and transforms urban education through the development and delivery of practice-based programs for education professionals who (a) demonstrate best practices in teaching and learning, (b) reveal knowledge through research and scholarship, and (c) provide service through outreach efforts.

The College's mission is to offer quality programs and services that prepare education professionals (leaders, teachers, counselors, diagnosticians, librarians, information specialists, leisure personnel, and others) to plan, organize, deliver, assess, support, and oversee instruction and related activities within both K-12 and higher education. Further, the College is committed to fostering effective practices in settings with significantly diverse populations.

The College pursues its vision and accomplishes its mission through activities that meet the following goals:

- Sustain a caring, cohesive, and supportive College team that fosters collaborative relationships throughout the College, university, and community.
- Recruit, retain, and prepare education professionals who are recognized for their effectiveness of teaching, quality of research, depth of scholarship, concrete understanding of pedagogy, unremitting service, productive leadership, and exemplary community outreach activities.

- Model best practices in teaching that are informed by research, integrated with technology and validated by the learners’ quest for knowledge across the life span.
- Prepare candidates to engage and utilize systemic and systematic assessments that ensure accountability, enhance efficient utilization of resources, fulfill expectations of stakeholders, and address the demands of the contemporary job market.
- Provide comprehensive and coherent standards-aligned programs that develop content knowledge.
- Develop and sustain collaborative outreach relationships with schools, libraries, non-profit and commercial organizations, and other institutions that meet the needs of schools, communities, and workplace settings.
- Foster commitments to diversity, social justice, and service to linguistically and culturally diverse learners.
- Promote democratic leadership.

## **Beliefs and Values**

We believe that all candidates can support student learning. To ensure success, faculty and staff in the College of Education are committed to planting and cultivating the following values among candidates:

- Commitment to Excellence – We expect our candidates to demonstrate best practices in education by continuously pursuing professional preparation centering on content area knowledge; implementing local, state and national standards; and employing assessment strategies designed to ensure quality and accountability.
- Promotion of Well Being—We expect our candidates to provide a positive nurturing environment where collaboration is grounded in sensitivity to individual dignity and to the concept that all students should be afforded equal access to quality education.
- Global Preparedness—We expect our candidates to display a commitment to professional preparation that is informed by standards and exemplified through the preparation of learners for a technology-ready, global environment.
- Reliability and Integrity—We expect our candidates to be dependable, accept responsibility, and to consistently adhere to ethical standards in all settings.
- Civility—We expect our candidates to show respect for others (tone of voice, body language, personal etiquette, empathy, etc.) and an understanding of and sensitivity to cultural differences.
- Lifelong Learning and Scholarship—We expect our candidates to engage in the pursuit of learning as a lifelong process with branches that reach across many academic disciplines to enhance human growth and to promote intellectual and cultural development.

## **Conceptual Framework**

The conceptual framework embraces the College of Education's mission, philosophy, model and purposes for preparing education personnel and the knowledge bases undergirding them. The initial and advanced programs for teachers, administrators and specialists are designed to

reflect these concepts for preparing education personnel. Our conceptual framework reflects a shared vision, set forth coherently, with attention to candidates' professional commitments and dispositions. It communicates our commitment to diversity, technology and our belief that our candidate proficiencies are aligned with professional and state standards. The conceptual framework applies to both the College's graduate and undergraduate programs and their candidates. It serves as the model for how the College of Education Prepares All Candidates To Support student learning. This preparation is characterized and distinguished by five core themes: (P) Professionalism, (A) Assessment, (C) Content knowledge, (T) Technology, and (S) Standards. It serves as the model for how the College of Education prepares all candidates to support student learning.

## **Accreditation and Assessment**

The National Council for Accreditation of Teacher Education (NCATE) has accredited the College of Education since 1954. Initial licensure programs in the College that meet NCATE-approved guidelines of their specialty organization include Bilingual, Elementary and Middle School Education (Association for Childhood Education International – ACEI and National Middle School Association); Early Childhood Education (National Association for the Education of Young Children – NAEYC); Physical Education (National Association for Sport and Physical Education – NASPE); and Special Education (Council for Exceptional Children -CEC). Secondary programs in the College of Arts and Sciences meeting NCATE-approved guidelines are Secondary Biology, Chemistry, and Physics (National Science Teachers Association – NSTA); Secondary English (National Council of Teachers of English – NCTE); and Secondary Geography and History (National Council for the Social Studies – NCSS). The Illinois State Board of Education (ISBE) approves all teacher education programs for licensure.

All College of Education programs and the undergraduate College of Arts and Sciences Secondary Education Option programs participate in an annual assessment cycle to measure indicators on the following key assessment instruments: (1) Licensure, (2) Content Knowledge, Skills, and Dispositions, (3) Planning, (4) Effective Practice, (5) Impact on Student Learning and the Learning Environment [Senior Thesis Capstone Project], and (6) Professional Portfolio and Dispositions. Programs may require additional identified assessments in order to meet national and state accreditation requirements.

## **edTPA**

The Illinois School Code requires that teacher preparation programs in Illinois begin phasing in an “evidence-based assessment of teacher effectiveness.” As of Sept. 1, 2015, all teacher candidates for licensure will have to pass such an assessment in order to complete their teacher preparation programs and apply for licensure. Students failing to pass this assessment will not be eligible for licensure or licensure degree completion. Further, effective Fall 2014, the College of Education will begin preparation for full implementation within licensure programs.

## **Accountability Policy**

All candidates must perform at or above the acceptable level on all indicators for each key assessment in order to be eligible to complete the program. Programs are committed to providing an opportunity for candidates to address areas of concern that are identified at checkpoints that occur at specific intervals in the program (such as the mid-point or exit-point). Candidates who have unresolved issues at any checkpoint will not be permitted to move to the next stage of the program.

## **Academic Degree Programs**

Undergraduate teacher education programs leading to initial licensure are offered in early childhood education, elementary education, middle school education, and bilingual elementary education; secondary biology, business education, chemistry, English, family and consumer science, geography, history, industrial technology, mathematics, and physics; and K-12 art education, music education, physical education, and Spanish. In addition, the College of Education offers five undergraduate non-teaching programs leading to the Bachelor of Science in Education degree: child studies, elementary education, family studies, and recreation.

All teacher preparation programs have received Illinois State Board of Education (ISBE) approval for teacher licensure. Students earning the Bachelor of Science in Education degrees in one of the teacher education programs in the College of Education, or the Bachelor of Arts, or the Bachelor of Science degree in one of the teaching options in the College of Arts and Sciences qualify for state of Illinois teacher licensure by entitlement.

The College of Education is structured under the following areas: (1) Bilingual and Early Childhood Education; (2) Elementary and Middle Level Education [Elementary, and Middle Level]; (3) Secondary Education, Professional Studies, and Recreation [Health, Physical Education and Recreation; and Secondary Education (K-12 and 6-12)]; (4) Graduate Studies [Instructional Foundations and Administration, Physical Education, and Special Education ]; (5) Information Studies [Library and Information Sciences and Technology and Performance Improvement Studies]; and (6) Doctoral Studies [Educational Leadership]. Please refer to the College of Education website at <http://www.csu.edu/collefeofeducation> for more details.

The College of Education also offers graduate doctoral and masters degree programs and certificates and endorsements. Please refer to the CSU Graduate Student Catalog or the following website for more information: <http://www.csu.edu/collegeofeducation/>.

## **College Support Services**

College of Education (COE) support services are organized into three areas: (1) Teacher Development Center (TDC); (2) Community Outreach and Field Placement Services (COFPS); (3) Licensure Services (CCS).

## **Teacher Development Center (TDC)**

The main Teacher Development Center (TDC) is located in ED 309 with a satellite computer laboratory located in ED 310. One major goal of this unit is to assist students in developing academic readiness knowledge, skills, and dispositions with a particular emphasis on test preparation for three state of Illinois licensure examinations: (1) the Illinois Test of Academic Proficiency (TAP) in basic skills (reading comprehension, language arts, mathematics, and writing), (2) an Illinois Content Area Test in specific designated knowledge areas, and (3) the Assessment of Professional Teaching (APT), which measures attainment and application of best practice pedagogical knowledge.

The TDC unit provides courses, workshops, and other intervention services to provide professional development and ensure that all students are successful on standardized examinations required for licensure and to meet program requirements.

Staff members are proficient in the use of LiveText, online courseware, document production software and hardware, and digital media. Furthermore, the TDC provides building and technical support to facilitate faculty, staff, and student requests for access to technology equipment such as projectors, computers, laptops, and other digital media and support for wireless Internet access. For additional information, contact the Teacher Development Center at 773/995-2215. Additional information is located on the College website at <http://www.csu.edu/collegeofeducation/centers/teacherdev/>.

## **Community Outreach and Field Placement Services (COFPS)**

The primary mission of the Community Outreach and Field Placement (COFPS) Services unit is to provide a high-quality field experience program for teacher education candidates in all majors during the last few semesters of their teacher preparation program. Preceded by an internship that varies in length according to program, student teaching is the culminating field experience of all teacher education programs in the College. During student teaching, the prospective teacher works full time in two 8-week placements with different age groups or in one placement for approximately 16 weeks. The candidate works under the supervision of a campus-based supervisor (university faculty member) and a field-based supervisor (school district faculty member).

In cooperation with educators and professional staff, candidates are assigned to local schools to complete field experiences, practica, and/or internships. During internships, candidates gradually assume full responsibility of the classroom instruction. The campus and field supervisors determine the pace of the transition from teacher aiding to full teaching.

The student teaching experience is considered by many to be the most important phase of professional preparation; this is the time the prospective teacher applies and tests the principles, theories, and methods learned in the teacher education program. During student teaching, the student may observe for a short period of time and gradually assume the responsibility for as many as five assigned classes. The pace at which this gradual transition is made, however, is done at the discretion of a cooperative agreement between the field and campus-based supervisors.

A second part of the COFPS mission is to provide community outreach services that (1) facilitate establishing partnerships with school districts that may lead to school reform projects and

alternative licensure pathways, among other initiatives; (2) support opportunities for diverse experiences, including schools based in urban, suburban, rural, and international settings; and (3) identify financial and other support to assist candidates through their internship and student teaching experiences. COFPS staff supplement information dissemination efforts while in the field community and on campus.

Additional information is located on the College website at <http://www.csu.edu/collegeofeducation/LFP/COFPS/>. You can also call 773/995-2570 or visit us at ED 322.

## **Licensure Services**

The College of Education has the responsibility of recommending students completing an entitlement program for all educator licenses, and for additional endorsements at the time of licensure. No one may be recommended for licensure to teach or supervise in the public schools of Illinois who is not of good character, in good health, at least twenty years of age, and a citizen of the United States or legally present and eligible for employment and who has not completed all requirements in the approved licensure program, including state licensure tests and compliance with the College criminal background check policy and related state and federal statutes. Additional requirements, such as drug testing, may be implemented in compliance with local, state, and federal policies or laws.

In recognition of the importance of long-range planning for advising and its relationship to assuring compliance with state and federal licensure and employment statutes, teacher licensure counselors have been assigned to each academic program and/or unit.

Workshops are held each semester for all students completing teacher, administrative, and school service personnel licensure programs. At these workshops, students expecting to complete all requirements that term receive all materials and instructions to begin the process for applying for their licenses and additional endorsements. All candidates who complete all requirements of a licensure program will receive a recommendation for licensure once final grades and/or degrees are posted and within the compliance recommendations of Title IV of the Civil Rights Act of 1964 which prohibit discrimination based on race, color, creed, national origin, sex, handicap or lack of access to programs.

Early and continual consultation and careful planning are essential for students who are seeking to satisfy educator licensure requirements. Additional information is located at or by calling (773) 995-2492.

## **Undergraduate University Admissions**

All students need to be admitted into the University prior to applying for formal admittance to the College of Education professional course sequence. Information related to the application for admission to the institution and contact information for the Office of Undergraduate Admissions is located at <http://www.csu.edu/admissions/applicants.htm> or 773/995-2513.



## College of Education Admissions

Enrollment in an initial teacher preparation program requires admission to the College of Education as a prerequisite to all teaching methodology courses, student teaching, and other professional education courses in the course listings. Admission to the College of Education is based on academic record, good character, and proficiency in basic skills. Students who meet all admission requirements are eligible to apply to the College of Education for formal admission. Application forms are available online at <http://www.csu.edu/CollegeOfEducation/TeacherCertification/applications/> and must be submitted to the designated licensure counselor in each academic program.

### Applications for Admission to the College of Education are due at the following intervals:

Admission Term	Registration Period	Deadline
Fall	Advance	March 1
Fall	Regular	June 1
Spring	Advance	October 1
Spring	Regular	December 1
Summer	Advance /Regular	March 1

### Admission Criteria

- Academic Record: Admission to the College of Education in a bachelor's degree or non-degree licensure-only program requires a minimum program GPA of 2.5 in all course work required in the teacher preparation program, either as transfer credit or completed at Chicago State University. Effective Fall 2007, admission to the College of Education requires minimally acceptable grades in all program-applicable courses completed at Chicago State University. At the time of admission, students must be within 12 semester hours of completing their general education requirements.
- Character: Admission to the College of Education requires that candidates have no unresolved violations of the COE Professional Code of Conduct and a "clear" criminal background. Admission to the College of Education also requires a personal reference and a recommendation from the academic department.
- Illinois Test of Academic Proficiency: Admission to the College of Education requires a passing score on the Illinois Test of Academic Proficiency (TAP) (formerly the Illinois Basic Skills Test) in basic skills within the last ten years preceding admission. The Illinois State Board of Education (ISBE) may accept ACT plus Writing score reports (minimum composite score of 22 and minimum combined English/Writing score of 19) and SAT score reports (minimum composite on the critical reading + mathematics of 1030 and minimum score on the writing of 450) that are up to 10 years old. The official score report can be no older than 10 years old at the time of submission to ISBE and must include a writing component.

**Note: The College of Education nor Chicago State University is responsible for changes implemented by ISBE or any other governing agency.**

- Undergraduate admission also requires the successful completion of the university qualifying examinations in English, mathematics, and reading, unless the TAP examination was passed prior to the time of admission to Chicago State University in a teacher education program.

### **Admission to the College**

- Admission to the College of Education is required prior to registration in professional education courses other than ED 1520, ED 2000, ED 4312, ED 5000, ED 5400, ED 5650, PSYC 2020, PSYC 5830, S ED 4301, and courses specified in the general requirements for each program. Students may receive an administrative withdrawal from those courses if they have not met all admission requirements by the end of the preceding term.
- Students who make application for admission to the College of Education will be required to own, or have access to, a laptop computer for class use.
- Students who are not admitted to the College of Education because of a low grade point average will be allowed to reapply for admission at any time within the next 30 semester hours of attempted credit and according to the requirements for admission in effect at the time they reapply. Students who do not meet the grade point average required for admission to the College of Education after attempting an additional 30 semester hours of course work will be dropped from the program.

### **Licensed Teachers Seeking Additional Endorsements and/or Certificates**

Licensed teachers may qualify for a waiver of admission to the College if they provide a current State of Illinois Initial or Standard Teacher License to the licensure counselor in the academic department offering the needed course(s) for a designated endorsement or licensure program. If the teacher registers for a course that has a field experience hour requirement, teachers may submit proof of employment in a school setting and evidence to demonstrate a “clear” background check to satisfy the background check requirement.

### **Policies for Post-Baccalaureate Students Seeking Initial Licensure**

Individuals who possess a bachelor’s degree and wish to earn an initial teacher license may apply as licensure students for admission to a non-degree (described in this section) program or a master’s degree approved program that satisfies state of Illinois licensure requirements (described in the Graduate Catalog). Students enroll as post baccalaureate students at the graduate level but follow the undergraduate initial licensure program requirements. Licensure programs leading to initial licensure are available in early childhood education, bilingual education, elementary education, middle and secondary education, or K-12 education.

Licensure students may make an appointment with licensure counselors in the academic departments to have their transcripts evaluated in order to determine eligibility for the

master's degree program and deficiencies in courses necessary for initial licensure. Initial licensure requires completing the approved licensure program, including the successful completion of state licensure examinations such as the Test of Academic Proficiency (TAP) in basic skills, Content Area Examinations, and Assessment of Professional Teaching (APT) . Students who have completed a teacher preparation program here or elsewhere, but are not certified in Illinois, and who have been evaluated by the Illinois State Board of Education (ISBE) to determine specific course deficiencies for an initial teacher certificate, may enroll in courses leading to initial licensure through ISBE transcript evaluation. Students who have been issued an ISBE deficiency statement must meet requirements for admission to the College of Education and course prerequisite requirements in order to enroll in teaching methodology courses or student teaching.

Students who obtain licensure through ISBE transcript evaluation are enrolled as graduate students-at-large and are not eligible to receive an institutional recommendation from Chicago State University for licensure in Illinois or in any other state. Students holding a current State of Illinois Initial, Standard, or Master Teacher Certificate are exempt from meeting the College of Education admission requirements prior to enrolling in licensure courses. Licensed teachers must present a current license to a certification counselor in the academic department before enrolling in licensure courses for the first time. The following certificates/licenses do not qualify for this exemption: substitute, transitional bilingual, provisional vocational, administrative, and school service personnel. Please contact the Licensure Services unit at 773/995-2519 or visit ED 312, for assistance. Additional information is located on the College website at <http://www.csu.edu/collegeofeducation/LFP/Licensure/licensurereTesting.htm>.

## **Student Teaching Admissions**

### **Admission Criteria**

The teacher education program at Chicago State University has established critical guidelines for student teaching to ensure program integrity and to provide quality educational experiences. All students completing an initial teacher preparation program are required to student teach five full days per week for 16 weeks.

To be eligible for student teaching, the student must have

- been admitted into the College of Education.
- presented evidence of a passing result on both the Illinois Test of Academic Proficiency (TAP) in basic skills or its equivalency and the Licensure Content Area Test.
- attained a minimum GPA of 2.5 which is required in the following: all course work required in the program (Program GPA); all course work in the area of specialization or concentration (with the exception of Art Education, which requires a minimum GPA of 3.0); and all course work in professional education (with the exception of Elementary Education and Early Childhood Education, which require a minimum GPA of 3.0). Higher grade point average requirements may be included in individual program listings.
- completed all course and departmental prerequisite requirements, including the program-specified number of preclinical field experience hours, a preclinical field

practicum and/or internship, and the successful completions of an oral interview examination.

- a current tuberculosis test (PPD).
- a “cleared” background check, including fingerprint analysis (and drug testing, as appropriate).
- a signed copy of Article 21 of the Illinois School Code.
- zero unresolved violations of the COE Professional Code of Conduct and the Dean’s Expectations on Dispositions on file.

## **General Student Teaching Polices**

- Students are strongly encouraged to complete a one-credit-hour review course for the Illinois Teacher Licensure Content Area Test prior to taking the exam. Students must submit proof of passing the licensure test to the licensure counselor assigned to the academic program before they will be allowed to student teach. Programs reserve the right to require this course as needed to meet accreditation requirements.
- Students should consult with their program for permission to take courses with student teaching.
- Qualified students are required to attend a Student Teaching Application Meeting one semester preceding the term they expect to student teach. This meeting is held each fall and spring semester on the third Tuesday after the beginning of day classes. The specific dates are published through University Relations via print and digital media mechanisms. Students who do not meet application deadlines must reapply the following semester.

## **Student Teaching Option for Full-time Substitutes**

Full-time substitute teachers enrolled in a master’s degree or non-degree licensure program for initial licensure may qualify for a student teaching option in their own classroom without relinquishing their position or salary if they meet the following criteria:

- Minimum grade point average of 3.0 in each of the following areas: all course work required in the program, the area of specialization or concentration, and professional education.
- Minimum of six semesters of full-time teaching experience with total responsibility for an assigned classroom.
- Classroom assignment matching the area of licensure the semester before student teaching.
- Three positive evaluations of classroom teaching performance from current school principal and one from the campus-based internship supervisor.
- Request from school’s principal for student teaching placement in current classroom and identification of a site-based supervisor.
- Recommendations from two teaching colleagues in the school.
- Professional development outside of course work in the form of in-services, workshops, conferences, and/or membership in professional organizations.

- Portfolio of sample curriculum materials, lesson plans, and an analysis and reflection to demonstrate a meaningful impact on student learning or the learning environment.
- Passing scores on the Illinois Licensure tests: Test of Academic Proficiency (TAP) in basic skills or its equivalency, Content Area and Assessment of Professional Teaching.
- Completion of 50 secondary and 50 elementary field experience hours (by students in K-12 programs only).
- Minimum of 100 field experience hours in public schools if student teaching assignment is in a private school (no field experience hours can be waived for teaching experience).

For additional information concerning student teaching or the student teaching option for full-time substitutes, contact the Community Outreach and Field Placement (COFPS) Services unit in ED 322 or call 773/995-2392.

## **Initial Licensure Program Completion**

- A grade of B or above is required in student teaching.
- All candidates must pass the Illinois Assessment of Professional Teaching (APT) licensure test in order to receive a grade in student teaching, be eligible to complete a program, and/or to graduate.
- Effective Fall 2015, completion of edTPA with a passing score.
- Candidates will submit a Professional Portfolio and the Candidate Impact on Student Learning or the Learning Environment Project that fulfills the Senior Thesis Capstone Project requirement.

## **Professional Code of Conduct and Dean's Expectations on Dispositions Policy**

All candidates are provided a list of pedagogical and general dispositions and are asked to periodically self-assess their understanding in the following areas:

### **Pedagogical Dispositions**

Area 1 – Classroom Delivery and Demeanor (Including Differentiation)

Area 2 – Collaboration

Area 3 – Creative and Critical Thinking

Area 4 – Lifelong Learning and Scholarship

### **General Dispositions**

Area 1 – Relationships with Others

Area 2 – Reliability

Area 3 – Willingness to Collaborate

Area 4 – Reflective Practice

Area 5 – Personal Appearance

The College of Education is committed to ensuring that all candidates successfully complete their program with the knowledge, skills, and dispositions required to enter the profession of teaching prepared to help all children learn (NCATE Standard 1, 2008, Professional Standards for NCATE Accreditation) or to enter other professions. This includes adherence to the Dean's Expectations on Dispositions as well as the Professional Code of Conduct. The Professional Code of Conduct is formally assessed at the following four checkpoints in all teacher education programs leading to initial licensure and at other appropriate checkpoints identified in the college's non-teacher education programs: 1) enrollment in professional courses containing field hours, 2) admission to the College of Education, 3) admission to student teaching, and 4) graduation and/or licensure.

Candidates must not have any unresolved violations of the Professional Code of Conduct in order to continue in their program past any of these checkpoints. The Professional Code of Conduct includes (but is not limited to) academic integrity, accountability, appropriate language, civility, cleanliness, fairness, honesty, justice, punctuality, reliability, professional ethics, nondiscriminatory behavior, respect, trustworthiness, and other aspects of professional behavior.

Candidates who are observed violating any aspect of the Professional Code of Conduct can be given the opportunity to correct their behavior after consulting with the party who has observed the violation, or with the party's or candidate's academic department. If the problem is not successfully resolved, a referral can be made by the party observing the violation, his or her academic department, or the candidate's academic department to the College's Admission and Standards Committee (ASC) for a final resolution.

Candidates who have a history of violating the Professional Code of Conduct (whether the violations are resolved or unresolved) can be referred to the Admission and Standards Committee at the discretion of a concerned member of the university community. The ASC will review the referral and render a decision regarding the candidate's status in the program, in accordance with standard ASC referral review procedures.

## **Policies Regarding Background Checks**

Students registered for courses tied to field experiences that require being placed in a school or in direct contact with a minor (birth to age 21), must undergo a background check and be found to be "clear" with no hit record. The Criminal Background Check (CBC) process will access the State of Illinois, FBI Criminal History Record Information (CHRI), Illinois Sex Offender Registry, Illinois Child Murderer, and National Sex Offender Public Website databases. The College reserves the right to enforce compliance mechanisms (such as drug testing) as required by local, state, or federal agencies or entities as set forth by current laws or policies. Students who do not have documentation on file to support a determination that they are "clear" will be issued a CE Hold, which may prevent registration and access to online records. Please see the background approval process below:

1. Register online with the Chicago Public Schools (CPS) at <https://hrportal.cps.k12.il.us/STI/index.htm>. Please note, per the CPS policy, all CPS employees are required to have a background check through this process.

2. Review CPS Field Experience Fingerprinting Guide found on their website.
3. Complete the Fingerprinting Background Investigation Authorization & Release Form and take it to Accurate Biometrics for processing. The fee for the background check is \$55.00. Call [866-361-9944](tel:866-361-9944) or go to [www.accuratebiometrics.com](http://www.accuratebiometrics.com) to obtain a list of locations.
4. You will receive a state and federal background check that will be forwarded to the CPS Field Experience office for processing. If your background check is clear you will receive an "Approval Notice" via email. This process is approximately two (2) weeks.
5. When you receive your approval notice from CPS, attach a copy to your application for admittance to the College of Education. For additional information, please contact the Director of field experiences at [\(773\) 995-2570](tel:773-995-2570).

## College of Education Policies

All College of Education policies can be found on the College of Education policy webpage at <http://www.csu.edu/collegeofeducation/>.

## College Level Student Grievance Procedures

### College of Education Grievance Policy and Procedures

A grievance may arise out of a decision or action reached or taken in the course of official duty by a member of the faculty, staff, or administration of Chicago State University. The purpose of the grievance procedures is to provide a process for an impartial review and to ensure that the rights of all involved parties are properly recognized and protected.

#### DEFINITION OF "GRIEVABLE ACTION"

A grievable action is defined as capricious, arbitrary, unreasonable, false, malicious or professionally inappropriate sanction, evaluations or behavior.

In the case of alleged sexual harassment or discrimination, students should bypass the College of Education grievance process and consult the Chicago State University Department of Legal Affairs for guidance on filing a grievance. Grievances based on physical or mental ability should be initiated in the Office of Abilities Services.

#### TIMELINESS OF GRIEVANCE

Students who question the action or decision of a faculty, administrator or staff member (grade dispute, unprofessional behavior, etc.) must make a good-faith effort to resolve the issue within sixty (60) academic calendar days from the time the student became aware of or could reasonably be expected to have known of the action being grieved. Academic calendar days consist of days which the University is open (excluding weekends and designated University holidays). Issues initiated after this time will not be considered.

The only allowed exception to this timeline is during the summer semester. If (a) a portion of the sixty-day period of filing falls within the summer semester AND (b) the faculty or staff member is on hiatus during the summer semester and not in an official working status during

the summer semester, the period from the last day of the Spring semester until the day before the first day of the Fall semester is excluded from the time period.

#### WRITTEN COMMUNICATION WITHIN THE GRIEVANCE PROCESS

Students must complete a grievance form to begin the grievance process. Documents can be obtained within academic departments or the Dean's Office. All parties are responsible for providing a functional U.S. mail address, email address or telephone number to receive notifications within the grievance process. Once contact information for correspondence is submitted, it becomes the responsibility of all parties to check that source for correspondences regarding the grievance process. Failure to check for correspondence or failure to notify the department of a change in contact information will not preclude the process of notification and the adherence to timelines. All parties are responsible for retaining copies of all written correspondences within the grievance process.

#### DEPARTMENTAL GRIEVANCE LEVELS

A grievance can be heard at both the department and college levels. Before a case can be heard by the College Grievance Committee, it must proceed through three prior levels of deliberation. These levels include the following:

- Level One: Conference between student and instructor/staff, when practical and if applicable;
- Level Two: Conference between student and department chairperson; and
- Level Three: Hearing before the Department Grievance Committee.

If circumstances prohibit individuals from beginning the grievance process at level one, a grievant is to begin his/her grievance at the next appropriate level. Examples of this include, but are not limited to faculty unavailability due to retirement or other non-affiliation actions or if the respondent is a chairperson. It is the student's responsibility to make an appointment with the faculty or staff member involved to try to resolve the issue.

Once this procedure of due process has begun, the grievant must follow the steps within the departmental grievance procedure. Once the grievance process has begun, the grievant has the responsibility to keep all scheduled appointments and sessions within this process. As the grievant has the opportunity to agree on scheduled appointment dates within the grievance process, missed appointments (outside of verifiable emergencies) at any level within the grievance process will result in a grievance being withdrawn from the process and the grievant may not re-file the grievance at a later time.

- a. Level One: Conference between student and instructor/staff

When a grading evaluation or other dispute occurs, students should attempt to discuss with the faculty or staff how the decision was made. This communication can occur in written format (e-mail or regular mail) but a face-to-face meeting is preferred. As far as possible, the student and the faculty or staff should attempt to resolve the grievance at this level. Many times, questions about grades or other decisions affecting the student can best be resolved through communication at this level. If a resolution is found, the grievance process concludes at this level and no further action is needed. If no satisfaction is obtained, either party may request that the matter be escalated to level two of the grievance process. Further, if the staff or faculty refuses to meet with the student to discuss the issue, the student has the right to request that the matter be escalated to level two of the grievance process.



b. Level Two: Conference between student and department chairperson

A request for a Level Two Conference with the department chair should be submitted to the department chair in writing within ten (10) academic calendars days after the date of the Level One conference. This request will occur in the form of a completed and signed grievance form.

At minimum, a grievance must contain:

- a) Identification of individual against who the grievance is directed.
- b) The date of the alleged violation.
- c) The specifics of how the grievant believes a policy or right was violated.
- d) A brief summary of the evidence supporting the allegations and a brief summary of the argument.
- e) Information about attempts to resolve the grievance with the faculty or staff and information about the results of those attempts.
- f) The proposed resolution to the issue.

Upon receipt of a completed grievance form (obtained from the department), the department chair will send a copy of the grievance to the respondent, requesting a written response. During the grievance process, it is permissible to transmit correspondence related to a grievance by email. However hard copies of all documents must also be sent by U.S. or campus mail or delivered by hand. Upon submission, if it is determined that the grievance form is incomplete, the student will have ten (10) academic calendars days from the date of notice to modify the grievance form. If the form is not completed within this time period, the grievance will be dismissed and written notice of this action will be provided to the student within ten (10) academic calendars days.

The department chair will meet with the instructor and student for the purpose of clarification as the matter warrants, and in an attempt to arrive at a solution within ten (10) academic calendar days. At the request/discretion of the student or department chair, the person against whom the complaint is made may or may not be present at the initial discussion. If situations warrant, the student may request the presence of a student observer and the department chair may request the presence of another department chair or comparable level administrator observer at the Level Two session. Observers attend this session for observation purposes only. They should not be relatives of the grievant.

A written statement should be submitted to the grievant, respondent, college grievance officer and the office of the dean within ten (10) academic calendar days regarding the outcome of the meeting. If a resolution is found, the grievance process concludes at this level and no further action is needed. If no satisfaction is obtained, the matter may proceed to Level Three for a hearing before the departmental grievance committee.

c. Level Three: Hearing before the Department Grievance Committee

If the student is not satisfied with the outcome of the meeting with the department chair, the student should notify the department chair (in writing), within ten (10) academic calendar days of receipt of written notification of the outcome of the Level Two conference, of the desire to have a departmental hearing on the matter.

A grievance hearing will ordinarily be completed within thirty (30) academic calendars days after the department chair's receipt of the formal complaint. Should the grievance be brought at a time when this period extends into the summer semester, the hearing committee will attempt to proceed within the set timeline, but if this cannot be accomplished due to summer absences of any involved party, the chair will notify all parties that the process will be held in

the beginning of the fall academic semester.

Once an agreed upon date is secured, the department chair shall convene a departmental grievance committee consisting of two faculty members from the department and one student from any program in the college. This committee will function as a standing departmental committee. The department chair shall appoint one of the selected faculty members to function as the hearing committee chair. The selected student must be representative of the same level (or higher) of the program. For example, a graduate student may only serve on the committee within the graduate studies department. One of the selected faculty members should be a content specialist on the presented issue, as applicable.

At this level of the grievance process, legal counsel or guests (outside of pertinent witnesses) are not allowed at the grievance committee hearing. The ordinary rights of the student and instructor or staff will apply, including the right to notice of the hearing; the decision reached; the right to be present at the hearing; and the right to present and inspect evidence. If either party fails to show to a scheduled hearing, the hearing will still occur and a decision will be rendered.

Hearings will only be rescheduled in the event of a verified emergency, which is determined by the department chair. Documentation may be requested. The initiating party has the option of requesting (in writing to the department chair) that their grievance be withdrawn from the process and may not re-file the grievance at a later time.

The hearing committee chair is responsible for conducting the hearing, including limiting questioning and testimony to relevant issues. The hearing committee shall make all decisions based on relevant evidence submitted as a part of the hearing. A recording or other official record shall be kept of all proceedings in which evidence is presented. Upon the conclusion of the hearing the hearing committee shall decide whether the evidence presented supports the request contained within the grievance. A two-thirds majority shall be considered a decision of the committee. The hearing committee shall forward a written report of its findings to the department chair, the office of the dean and the college grievance officer. Within ten (10) academic calendar days, following the hearing, the department chair should also forward findings and recommendations to the grievant and respondent.

#### VI. Appealing through the College-Level Grievance Process

The student may appeal the departmental grievance committee's decision within ten (10) academic calendar days of notification of the decision by submitting a copy of the committee's decision, a copy of the original grievance form, all pertinent evidence and a letter of dissent to the College of Education's Office of the Dean. College-level hearings will be held within thirty (30) academic calendar days upon the receipt of all required documentation by the College of Education Grievance Officer. If it is determined that all required documentation has not been received, the student will have ten (10) academic calendar days from the date of notice to submit required documents. If documentation is not submitted within this time period, the grievance will be dismissed and notice of this action will be provided to the student within ten (10) academic calendar days.

At this level of the grievance process, legal counsel or guests (outside of pertinent witnesses) are not allowed at the grievance committee hearing. The ordinary rights of the grievant will apply, including the right to notice of the hearing; the decision reached; the right to be present at the hearing; and the right to present and inspect evidence. If either party fails to show to a scheduled hearing, the hearing will still occur and a decision will be rendered. Hearings will only

be rescheduled in the event of a verified emergency, which is determined by the College of Education Grievance Officer. Documentation may be requested. The initiating party has the option of requesting (in writing to the College of Education Grievance Officer) that the grievance be withdrawn from the process and may not re-file the grievance at a later time. Specific procedures for the hearing of each case shall be determined by the members of the committee deliberating that case. The composition of the College Grievance Committee shall be:

1. The College of Education Grievance Officer or an administrative representative designated by the Dean of the College of Education who shall chair the committee and convene the committee meetings.
2. Two faculty members or one faculty member and one administrator not from the department involved. Adjunct faculty members will be eligible to serve on the College Grievance Committee at the discretion of the Dean or his/her designated representative.
3. Two student representatives; one from the department involved and the other from another department or program within the college. The student representatives should not be enrolled in any classes of the grievant.
4. The faculty or staff member against whom the grievance is lodged should not be a member of the grievance committee.
5. The student who is filing the grievant should not be a member of the grievance committee.

The College of Education Grievance Officer or an administrative representative designated by the Dean of the College of Education is responsible for conducting the hearing, including limiting questioning and testimony to relevant issues. The hearing committee shall make all decisions based on relevant evidence submitted as a part of the hearing. A recording or other official record shall be kept of all proceedings in which evidence is presented. Upon the conclusion of the hearing the hearing committee shall decide whether the evidence presented supports the request contained within the grievance. A three-fifths majority shall be considered a decision of the committee.

The College Grievance Committee makes recommendations to the Dean of the College of Education within five (5) academic calendar days after the hearing. A decision will be rendered to all involved parties within fifteen (15) academic calendar days after the hearing. The decision rendered from the Dean of the College of Education is final and is not grievable.

# Bilingual Elementary Education

Department: Early Childhood - Primary and Bilingual Education

Chairperson: Timothy Harrington

Faculty: Miguel Fernandez; Cynthia Valenciano

## Degree(s)/Certification(s):

BS in Ed. in Bilingual Education

+ Illinois Professional Educator License (PEL) with Eled (Grades 1-6) endorsement

+ Bilingual and ESL endorsements

## Content Designations: BIL

There are two degree options available through the Bilingual Elementary Education Program: the Bilingual Licensure Degree Program and the Bilingual Non-Teaching Degree Program. The Bilingual Specialists Degree Program does not lead to teacher licensure.

After completing the general education and initial professional education courses, the Bilingual Licensure Degree Program candidates apply to the College of Education, take the final series of methods courses, and complete a student teaching experience, thereby meeting requirements for an Illinois Professional Educator License (PEL).

The Bilingual Licensure Degree Program leads to the Bachelor of Science in Education degree in Bilingual Elementary Education. The purpose of the program is to prepare elementary teachers who can effectively teach all children in the elementary grades, including English Learners (ELs). Completion of the Bilingual Elementary Education program qualifies students for an Illinois Professional Educator License (PEL) with an Elementary Education (K-6) Endorsement and a Bilingual and ESL Endorsements. Licensure requires candidates

- receive a passing score on Test of Academic Proficiency (240) or Composite score on the SAT of 1030 (critical reading + mathematics = 1030 or higher) and a minimum score of 450 on writing at one test administration taken on the same date or ACT Composite score of 22 or higher and a minimum score of 16 on the Writing portion for ACT exams taken September 1, 2015 or later
- receive a passing score on Target Language Proficiency (Spanish)
- receive a passing score on Content Area Test for Elementary (110)
- receive a passing score on edTPA

The Bilingual Elementary Education Program maintains recognition status from the National Council for Accreditation of Teacher Education/Council for the Accreditation of Educator Preparation (NCATE/CAEP)), the Association for Childhood Education International (ACEI), and meets Illinois State Board of Education (ISBE) standards in elementary education.

Changes to licensure and licensure requirements mandated by the Illinois State Board of Education (ISBE) may result in changes to posted curricula, in accordance with timelines specified in law or rules.

## **Bilingual Certification Program**

### **General Requirements**

- Students are responsible for meeting the program and College requirements in effect at the time they officially register in a teacher education program leading to certification at Chicago State University, regardless of when they were admitted to the university.
- Admission to the program is contingent upon good academic standing and acceptance by the department.
- Admission to the College of Education is required prior to registration in any professional education courses other than BIL 4010, BIL 4011, BIL 4012, BIL 4013, IL 4014, BIL 4015, BIL 4016, BIL 4017, BIL 4018, ELED 4110, READ 4114, READ 4160 and S ED 4303.
- All student teachers will demonstrate they have met the Illinois Professional Teaching Standards and successfully complete Field Practicum and Student Teaching and all required coursework with a cumulative 3.0 GPA in all program coursework; successfully complete all clinical fieldwork; successfully meet all requirements for the professional portfolio; successfully pass all required state assessments, including the Content Area Test for Elementary Education (Grades 1-6) (197-200) and edTPA; and meet all requirements for state licensure
- All degree requirements must be completed within six years.

NOTE: Candidates must abide by all College policies stated in this catalog, unless exceptions or adherence to higher expectations are noted in program documentation.

Students must

- pass the examination on the state and federal constitutions.
- complete 134 credit hours: general education (48 credit hours), area of concentration (12 credit hours), professional education (74 credit hours).

### **Specific Requirements**

#### **General Education (48 credit hours)**

#### **Composition (6 credit hours)**

ENG 1270 and ENG 1280

#### **Humanities (12 credit hours)**

ART 1100; CMAT 1130; ENG 1360 and MUS 1134

### **Natural Sciences (9 credit hours)**

BIOL 1510; PH S 1100 and 1140

### **Social Sciences (12 credit hours)**

GEOG 1100; HIST 1310; PSYC 1100 and PSYC 2040

### **Mathematics (9 credit hours)**

MATH 1010; MATH 1020 and MATH 1200

### **Area of Concentration (12 credit hours)**

12 credit hours of Spanish, 2000-level or above.

### **Professional Education Requirements (74 credit hours)**

Non-restricted courses: BIL 4000; BIL, 4001; BIL 4002; BIL 4003; BIL 4004; ED 1500; ED 1520; ED 2000; ED 4312; PSYC 2020; PE 2040 and S ED 4301

Restricted for those admitted to COE: BIL 4010; BIL 4011; BIL 4012; BIL 4013; IL 4014; BIL 4015; BIL 4016; BIL 4017; BIL 4018; ELED 4110; READ 4114; READ 4160 and S ED 4303

The courses must be passed with at least a grade of C.

BIL 4018 fulfills the senior thesis/capstone requirement for Bilingual Education students.

## **Bilingual Specialists Non-Teaching Program Options**

### **Bilingual Specialist Degree Program**

The Bilingual Specialist Degree Program is a nonteaching option that does not lead to teacher licensure. Candidates choose one of the two options, Social Science or Health and Science. The degree provides completers with the multidisciplinary preparation necessary to work in agencies that require bilingual specialists who can advocate and assist speakers of other languages. Degree candidates will be prepared to work in community organizations or social service agencies. Depending on their selection (Social Sciences or Health and Science), they will be able to work in any of these areas of service:

Community education	Home care services
Community health	Homeless services
Crisis intervention	Housing assistance
Disability services	Human services
Domestic violence	Immigrant assistance
Drug abuse/prevention	Public information

Ethnic organizations

Men's and women's services

Family services

Youth services

Single parents' services

The Bilingual Specialist Program does not lead to teacher licensure. After completion of general education and initial professional education courses, candidates choose either Option 1 (Social Sciences) or Option 2 (Health and Science) to complete their program. (See options below).

## **General Requirements**

Students are responsible for meeting the program and College requirements in effect at the time they were admitted to the university.

- Admission to the program is contingent upon good academic standing and acceptance by the department.
- Admission to the College of Education is required prior to registration in any professional education courses other than BIL 2000; BIL 4050; BIL 4100; BIL 4150; BIL 4200; BIL 4700; ED 2000, ED 4312; PE 2040; PSYC 2020 and S ED 4301.
- All degree requirements must be completed within six years.

Note: Candidates must abide by all College policies stated in this catalog, unless exceptions or adherence to higher expectations are noted in program documentation.

Students must complete 120 credit hours in the following:

- General Education - 45 credit hours
- Area of Concentration - 12 credit hours
- Professional Education - 39 credit hours
- Specialist Options – 24 credit hours

## **General Education Requirements / 45 credit hours**

### **Composition / 9 credit hours**

CMAT 1130; ENG 1270 and ENG 1280

### **Humanities / 9 credit hours**

ART 1100; ENG 1260 and MUS 1134

### **Natural Sciences / 9 credit hours**

BIOL 1510; PS 1130; 3 hours in any other natural science.

### **Social Sciences / 12 credit hours**

GEOG 1100; HIST 1310; PSYC 1100 and PSYC 2040

## **Mathematics / 6 credit hours**

MATH 1010 and MATH 1020

## **Area of Concentration / 12 credit hours**

12 credit hours of Spanish 2000 level or above.

## **Professional Education Requirements/39 credit hours**

BIL 2000; BIL 4050; BIL 4100; BIL 4150; BIL 4240; BIL 4700; BIL 4720; ED 1500; ED 1520; ED 2000; ED 4312; PE 2040; PSYC 2020 and S ED 4301

The courses must be passed with at least a grade of C.

## **Option 1 -- Social Sciences (24 credit hours)**

ACCT 2110 Introduction to Financial Accounting	3 credit hours
FIN 2660 Principles of Finance	3 credit hours
FIN 3660 Financial Institutions	3 credit hours
MGMT 3010 Principles of Management	3 credit hours

Choose one English course:	3 credit hours
ENG 2790 Business Writing	
ENG 3030 Practicum Teaching English to Speakers of Other languages (field)	

SOC 1010: Introduction to Sociology	3 credit hours
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Choose one sociology course:	3 credit hours
SOC 1110 Social Problems	
SOC 3350 Complex Organizations	
SOC 3340 Urban Social Policy	

Choose one Spanish course:	3 credit hours
SPAN 3200 Spanish for Community and Social Service Professionals	
SPAN 3100 Introduction to the Art of Translation	
SPAN 4330 Spanish for Business 1	

## **Option 2 -- Health and Science (24 credit hours)**

H SC 2250 Health Care Ethics	3 credit hours
H SC 3319 Introduction to Public Health	3 credit hours
BIOL 1150 Human Biology	3 credit hours
BIOL 1510 Concepts of Biology	3 credit hours



PSYC 3300 The Psychology of Parenting	3 credit hours
PSYC 3320 Family and Community Violence	3 credit hours
Choose one English course:	3 credit hours
ENG 2790 Business Writing	
ENG 3030 Practicum Teaching English to Speakers of Other Languages (field)	
Choose one Spanish course	3 credit hours
SPAN 3200 Spanish for Community and Social Service Professionals	
SPAN 3100 Introduction to the Art of Translation or SPAN 4330 Spanish for Business 1	

# Early Childhood Education and Child Studies

Department: Early Childhood and Bilingual Education

Chairperson: Timothy Harrington

Faculty: Patricia Steinhaus

## Degree(s)/Certification(s)

BS Ed in Early Childhood Education + Illinois Professional Educator License with an Early Childhood Endorsement

BS Ed in Early Childhood Education (Non-Licensure)

Child Studies Option (Non-Licensure)

## Content Designations: ECH

The Early Childhood Education program offers the Bachelor of Science in Education degree in Early Childhood Education with three options: Early Childhood Education, Child Studies, and a Non-Teaching Family Studies.

Completion of the Early Childhood Education + Professional Educator License qualifies students for a Professional Educator License with an Early Childhood Endorsement for birth to grade 3. Licensure requires the successful completion of the Illinois Test of Academic Proficiency, Early Childhood Content Area, and Early Childhood Assessment of Professional Teaching (birth to grade 3) tests. The Early Childhood-Primary program is accredited by the National Council for Accreditation of Teacher Education/Council for the Accreditation of Educator Preparation (NCATE/CAEP) in full compliance with the National Association for the Education of Young Children (NAEYC) and meets Illinois State Board of Education (ISBE) standards in early childhood education.

Completion of the Child Studies Option prepares students to work with children and families in a variety of nonpublic school early childhood settings such as social service and governmental agencies, hospitals, parks and recreation departments, and private schools. Students prepare for a variety of leadership positions: practitioner in a child care setting, education and parent coordinator, program director, child life specialist, child abuse specialist, and early childhood advocate.

Completion of the Family Studies Option (Non-Teaching) provides candidates with a background in family functions and needs and prepares them for positions such as parent coordinator, family service provider in Head Start, child care and state-funded prekindergarten programs and for agency positions such as state licensing representative or children and family service intern with the Illinois Department of Children and Family Services or Department of Human Services.

## **Early Childhood Education Option**

### **(Type 04 certification)**

Entitled for the following Gateways to Opportunity Credentials:

- ECE Credential Level 5
- Infant Toddler Credential Level 2

### **General Requirements**

- Students are responsible for meeting the program and College requirements in effect at the time they officially register in a teacher education program leading to certification at Chicago State University, regardless of when they were admitted to the university.
- Admission to the program is contingent upon good academic standing and acceptance by the department.
- Admission to the College of Education is required prior to registration in any professional education courses other than ED 1500, 1520 and 4312; ECH 4000, 4001, 4002, 4304, 4170, and 4310; S ED 4301; and READ 3700.
- A one credit hour review course for the Illinois Teacher Certification Test in Illinois Certification Content Area Test in Early Childhood is strongly encouraged before applying to student teaching.
- All student teachers will demonstrate they have met the Illinois Professional Teaching Standards, including mastery of the content knowledge as evidenced by a passing score on the Illinois Certification Content Area Test in Early Childhood. Students must submit proof of passing the certification test to the Office of Field Placement before they will be allowed to apply to student teach. In addition, all candidates must pass the Assessment of Professional Teaching (APT) (Early Childhood Birth to Grade 3) certification test before completing student teaching.
- All degree requirements must be completed within six years.
- Students must complete 123 credit hours: 51 credit hours in general education, 9 credit hours in area of concentration, and 63 credit hours in professional education.

NOTE: Candidates must abide by all College policies stated in this catalog, unless exceptions or adherence to higher expectations are noted in program documentation.

### **Specific Requirements**

#### **General Education (51 credit hours)**

Composition / 6 credit hours

ENG 1270 and 1280.

Humanities / 15 credit hours

CMAT 1130; two courses from ART 1100,

MUS 1134, or ENG 1260; 6 hours in a single foreign language.

Natural Sciences/ 9 credit hours

BIOL 1510; PH S 1100; and one of the following: PH S 1140 or BIOL 1080; at least one course must be with a laboratory.

Social Sciences / 15 credit hours

HIST 1310; POL 1010; GEOG 1100; PSYC 1100 and 2040.

Mathematics / 6 credit hours

MATH 1010 and 1020.

### **Area of Concentration (9 credit hours)**

Early Childhood Education majors must complete a nine-hour concentration in one of the following disciplines approved by their advisor: anthropology, biological sciences, cultural geography, economics, English and language arts, fine arts (art or music or theater only)\*\* , foreign language, history, linguistics, literacy and reading, mathematics, philosophy, physical sciences, political science, psychology, sociology, child development or early childhood courses beyond those required in the program.

\* \*\*Can include course work in movement and play in child development.

### **Supportive Course**

ECH 3092\* (May not be counted for degree credit.)

\*If student has not successfully completed Illinois Certification Content Area Test in Early Childhood

Education he or she must take and pass ECH 3092.

### **Professional Education (64 credit hours)**

ED 1500, ED 1520, and 4312; S ED 4301 and 4303\*; ECH 4000, 4001, 4002, 4304, 4008\*, 4009, 4120\*, 4150, 4170, 4180\*, 4319\*, 4310, 4740\* 4750\*, and 4850; and READ 3700.

The courses must be passed with at least a grade of C.

\* Restricted to students admitted to the College of Education.

### **Child Studies Option**

Entitled for the following Gateways to Opportunity Credentials:

Illinois Director Credential Level II;

ECE Credential Level 5;

Infant Toddler Credential Level 2;

Students must complete - 120 credit hours in the following: General education (48 credit hours) and Professional education (72 credit hours).

## **General Requirements**

Students are responsible for meeting the program and College requirements in effect at the time they were officially admitted to the university.

Admission to the program is contingent upon good academic standing and acceptance by the department.

Admission to the College of Education is required prior to registration in any professional education courses other than ED 1500, 1520 and 4312; ECH 4000, 4001, 4002, 4009, 4015, 4304, 4170, and 4310; S ED 4301; READ 3700.

## **Specific Requirements**

General Education (48 credit hours)

Composition / 6 credit hours

ENG 1270 and 1280.

Humanities / 12 credit hours

ART 1100; MUS 1134; CMAT 1130.

Foreign Language / 6 credits

Select six hours in the same foreign language.

Natural Sciences / 9 credit hours

At least one course must include a laboratory.

Social Sciences / 12 credit hours

GEOG 1100, POL 1010; PSYC 1100 and 2040.

Mathematics/Critical Thinking / 6 credit hours

MATH 1010; MATH 1020 or a critical thinking course.

## **Professional Education**

### **Required Courses / 54 credit hours**

ED 4312, S ED 4301 and 4303; ECH 4000, 4001, 4002, 4304, 4008\*, 4009\*, 4150\*, 4170, 4180\*, 4220, 4310, 4850, 4860, and 4950.

\* Restricted to students admitted to College of Education.

### **Elective Courses / 18 credit hours**

Select 18 hours of professional education electives with approval of advisor.

## **Family Studies (Non-Teaching) Option**

### **General Requirements**

Students are responsible for meeting the program and College requirements in effect at the time they were officially admitted to the university.

Admission to the program is contingent upon good academic standing and acceptance by the department.

Admission to the College of Education is required prior to registration in any professional education courses other than ED 1520; ECH 4000, 4001, 4002, 4009, 4150, 4170, 4304, and 4310; S ED 4301; READ 3700 and ED 4312.

### **General Education (51 credit hours)**

Composition / 6 credit hours

ENG 1270 and 1280.

Humanities / 15 credit hours

CMAT 1130; two courses from ART 1100,

MUS 1134, or ENG 1260; 6 hours in a single foreign language.

Natural Sciences/ 9 credit hours

BIOL 1510; PH S 1100; and one of the following:

PH S 1140 or BIOL 1080; at least one course must be with a laboratory.

Social Sciences / 15 credit hours

HIST 1310; POL 1010; GEOG 1100; PSYC 1100 and 2040.

Mathematics / 6 credit hours

MATH 1010 and 1020.

## Area of Concentration (9 credit hours)

Early Childhood education majors must complete a 9-hour concentration in one of the following disciplines approved by their advisor: anthropology, biological sciences, cultural geography, economics, English and language arts, fine arts (art or music or theater only)\*\*, foreign language, history, linguistics, literacy and reading, mathematics, philosophy, physical sciences, political science, psychology, sociology, child development or early childhood courses beyond those required in the program.

\* \*\*Can include course work in movement and play in child development.

## Professional Education

### Required Courses (36 credit hours)

ED 1500, 1520, and 4312; READ 3700; S ED 4301; ECH 4000, 4001, 4002, 4304, 4170, 4310, and 4850.

### Additional Professional Education: (15 hours):

ECH 4150, 4220, 4640, and 4650\*

\*ECH 4650 fulfills the Senior Thesis/Capstone requirement for Family Studies majors.

## Family Specific Content Courses

### Required Courses (15 credit hours)

PSYC 3260	Psychology of Child Abuse	3 credit hours
PSYC 3300	The Psychology of Parenting	3 credit hours
PSYC 3320	Family and Community Violence	3 credit hours
PSYC 2300	Cultural Psychology	3 credit hours
IS 4001	Multi-Cultural materials	3 credit hours

## Early Childhood Special Education Letter of Approval

Early Childhood Program is entitled by Illinois State Board of Education (ISBE) for Early Childhood Special Education (ECSE) Letter of Approval. Teachers with an Illinois Professional Educator License with an Early Childhood Endorsement can earn the Early Childhood Special Education Letter of Approval (Early Childhood Special Education Letter of approval according to the [Illinois Administrative Transition Rules: Section 226.810 \(f\) Special Education Teacher Approval.](#))

The Early Childhood Special Education Letter of Approval can also be added to an Illinois Professional Educator License with an LBS1 endorsement, which qualifies the teacher to teach special education below kindergarten level. It cannot be added to any other certificate.

**The following 4 courses must be completed at CSU to earn the Early Childhood Special Education Letter of Approval:**

ECSE 4150 FAMILY, SCHOOLS AND COMMUNITIES IN EARLY CHILDHOOD SPECIAL EDUCATION (3)

ECSE 4309 ATYPICAL AND TYPICAL LANGUAGE DEVELOPMENT IN YOUNG CHILDREN (3)

ECSE 4319 EARLY CHILDHOOD SPECIAL EDUCATION METHODS /FIELD (3)

ECSE 4850 EARLY CHILDHOOD SCREENING AND ASSESSMENT (3)



# Elementary Education

Department: Elementary and Middle Level Education

Chairperson: Timothy Harrington

Faculty: Margaret Kelly, Douglas Lia, Chyrese Wolf

## Degree(s)/Licensure(s)

BS Ed in Elementary Education

Elementary Education – Non-Teaching Option

+ State of Illinois Type 03 Licensure (Grades K-9)

## Content Designation for Elementary Education (ELED)

Completion of the Elementary and Middle Level Education programs qualify students for an Initial Type 03 (K-9) Illinois Elementary Licensure with middle grade (5-8) endorsements in language arts and social sciences. Additional endorsements are possible. Licensure requires the successful completion of the Illinois Certification Test of Academic Proficiency, Elementary/Middle Grades (K-9), and Assessment of Professional Teaching (Elementary K-9). The Elementary Education and Middle Level Programs are by the standards of the Association for Childhood Education International, the Association for Middle Level Education, and meet Illinois State Board of Education standards in elementary education.

### Our Mission

The mission of the Elementary and Middle Level programs is to develop licensed teaching professionals who are pedagogically prepared with the content knowledge and skills to teach diverse populations. This mission aligns with, and supports the missions of the University and College of Education.

### Our Vision

We will provide rich and relevant experiences that will result in professionals who positively affect the lives of children and contribute to the profession through research and practice.

### Our Values

We value

- the dignity and unique talents of all children;
- personal, professional, and academic integrity;
- a global perspective; and a
- commitment to service.

## **Elementary Education General Requirements**

- Students are responsible for meeting the program and College requirements in effect at the time they officially register in a teacher education program leading to licensure at Chicago State University, regardless of when they were admitted to the university.
- Admission to the program is contingent upon good academic standing and acceptance by the department.
- Admission to the College of Education is required prior to registration in any professional education courses other than ED 1500, 1520, 2000, 4312; ELED 3010; PE 2040; PSYC 2020; S ED 4301; and READ 3700.
- A one-credit-hour review course for the Illinois Teacher Licensure Test in Elementary/Middle Grades (K-9) is strongly encouraged before applying to student teaching.
- All student teachers will demonstrate they have met the Illinois Professional Teaching Standards, including mastery of the content knowledge as evidenced by a passing score on the Illinois Licensure Content Area Test in Elementary/ Middle Grades (K-9). Students must submit proof of passing the licensure test to the Office of Field Placement before they will be allowed to apply to student teach. In addition, all candidates must pass the Assessment of Professional Teaching (APT) standards licensure test (Elementary K-9) before completing student teaching.
- All degree requirements must be completed within six years.

Note: Candidates must abide by all College policies stated in this catalog, unless exceptions or adherence to higher expectations are noted in program documentation.

## **General Requirements**

Students must complete 127-128 credit hours in the following:

- General Education - 54 credit hours
- Area of Concentration - 15 credit hours
- Professional Education - 58 credit hours

## **Specific Requirements**

### **General Education (54 credit hours)**

Composition / 6 credit hours

ENG 1270 and 1280.

Humanities / 9 credit hours

CMAT 1130; ENG 1260; and ART 2600 or MUS 1134.

Foreign Language / 6 credit hours in a single foreign language.

Natural Sciences / 12 credit hours

BIOL 1510 and one biological science elective; PH S 1100 and either PH S 1130 or 1140. At least one course must be a laboratory course.

Social Sciences / 15 credit hours

HIST 1310; POL 1010; GEOG 1000 or GEOG 1000 or 1100; PSYC 1100 and 2040. (PSYC 2040 requires a grade of B or above.)

Mathematics / 6 credit hours

MATH 1010, 1020.

### **Area of Concentration (15 credit hours)**

Elementary education majors must complete 15 hour concentration in one of the following disciplines approved by their advisor: anthropology, biological sciences, computer science; computer applications, cultural geography; economics; English and language arts; fine arts (art and/or music and/or theater only); general science; history; linguistics; literacy and reading; mathematics; philosophy; physical sciences; political science; psychology; social studies; sociology; Spanish. Except for mathematics, nine credit hours must be in upper division courses. Minimum GPA of 2.5 required in area of concentration.

### **Professional Education (58 credit hours)**

ED1500, 1520, 2000, 4100, 4312; PSYC 2020; PE 2040; S ED 4301 and 4303\*; READ 3700, 4280\*, 4160\*; ELED 3010, 4140\*, 4150\*, 4170\*, 4190\*, 4200\*, and 4210\*.

The courses must be passed with at least a grade of C. Minimum G.P.A. of 3.0 required in Professional Education course work.

\* Restricted to students admitted to the College of Education.

Supportive Course (1 credit hour)

ELED 3092 (May not be counted for degree credit.)

\*If student has not successfully completed Illinois Licensure Content Area Test in Elementary/Middle Grades (K-9) he or she must take and pass ELED 3092.

### **Elementary Education – Non-teaching Option**

The Elementary Education, Non-teaching Option requires 30 hours of elective work in one or two approved sequences or strands (e.g. business technology, professional writing, etc.). Sequences are decided by the candidate with program approval. Total hours for graduation are 125 credit hours.

# **Library and Information Science**

Department: Information Studies

Chair: Kimberly Black-Parker

Faculty: Gabriel Gomez,

Degree(s)/Licensures: none

## **Content Designations**

LIS/LIMS

The Library and Information Science program offers a limited number of courses to serve undergraduate students in their baccalaureate programs. The courses include offerings in literature and information services to children, youth and multicultural populations, and information literacy.

# Middle Level Education

Department Chairperson: Timothy Harrington

Degree(s)/Licensure(s)

BS Ed in Middle School Elementary Education

+ State of Illinois Type 03 Licensure

(Grades K-9 + Highly Qualified Middle School Endorsement)

## Content Designations: MIDS

The Middle Level Education Option in Elementary Education leads to a Bachelor's of Science in Education degree in Middle School Elementary Education. This program qualifies students for an Initial Type 03 (K-9) Illinois Elementary/Middle Grades Licensure with middle grade endorsements in language arts and social science. As part of the required concentration courses, students will be able to choose an additional middle grade endorsement in reading, science, mathematics, or computer applications. Licensure requires the successful completion of the Illinois Licensure Test of Academic Proficiency, Elementary / Middle Grades (K-9) Content Area, and Assessment of Professional Teaching (Elementary K-9). The Middle School Education program is accredited by the Association for Middle Level Education and meets Illinois State Board of Education (ISBE) standards in elementary education.

## General Requirements

- Students are responsible for meeting the program and College requirements in effect at the time they officially register in a teacher education program leading to licensure at Chicago State University, regardless of when they were admitted to the university.
- Admission to the program is contingent upon good academic standing and acceptance by the department.
- Admission to the College of Education is required prior to registration in any professional education courses other than ED 1500, ED 1520, 2000; PSYC 2020; S ED 4301; READ 3700, 4150; MIDS 3010, 3020; LIMS 4002; BIL 3150; and PE 2040.
- A grade of B or better is required in PSYC 4210/377 and student teaching.
- A one-credit-hour review course for the Illinois Teacher Licensure Test in Elementary/Middle Grades (K-9) is strongly encouraged before applying for student teaching.
- All student teachers will demonstrate they have met the Illinois Professional Teaching Standards, including mastery of the content knowledge as evidenced by a passing score on the Illinois Licensure Content Area Test in Elementary/ Middle Grades (K-9). Students must submit proof of passing the licensure test to the Office of Field Placement before they will be allowed to apply to student teach. In addition, all candidates must pass the Assessment of Professional Teaching (APT) licensure test (Elementary K- 9) before completing student teaching.
- All degree requirements must be completed within six years.

- Students must complete 132-133 credit hours: 51 credit hours in general education, 18 credit hours in area of concentration, and 63 credit hours in professional education.

NOTE: Candidates must abide by all College policies stated in this catalog, unless exceptions or adherence to higher expectations are noted in program documentation.

## **Specific Requirements**

### **General Education (51 credit hours)**

Composition / 6 credit hours

ENG 1270 and 1280.

Humanities / 6 credit hours

CMAT 1130; one of the following ENG 1260, ART 1100, or MUS 1134.

Foreign Language / 6 credit hours of a single foreign language.

Natural Sciences / 12 credit hours

BIO 1510; PH S 1100, 1130, and 1140. At least one course must be a laboratory course.

Social Sciences / 15 credit hours

ECON 1000 or POL 1010, HIST 1310, GEOG 1000 or GEOG 1100, PSYC 1100, 4210. (PSYC 4210 requires a grade of B or above.)

Mathematics / 6 credit hours

MATH 1010, 1020.

### **Professional Education (63 credit hours)**

ED 1500, 1520, 2000, 4440\*; S ED 4301 and 4303\*, 4312; READ 3700, 4160\*, 4291\*, and 4150 or BIL 3150, 4160\*, 4170\*; LIMS 4002; MIDS 3010, 3020, 4160\*, 4200\*, 4210\*; PSYC 2020; PE 2040; and one of the following: MIDS 4220\*, 4230\*, 4240\*, or 4250\*.

### **Area of Concentration (18 credit hours)**

Middle School Education majors must complete an 18-hour concentration in one of the following areas: reading, science, mathematics, language arts/English, or social science. Except for mathematics, nine credit hours must be upper division. Courses must be approved by a department advisor. The courses must be passed with at a minimum GPA of 2.5.

Requirements for Math Endorsement: MATH 1200, 1210, 1600, 1410, 4050, 4040, or 4060, 5220.

\* Restricted to students admitted to the College of Education.

**Supportive Course (1 credit hour)**

ELED 3092 (May not be counted for degree credit.)

\*If student has not successfully completed Illinois Licensure Content Area Test in Elementary/Middle Grades (K-9) he or she must take and pass ELED 3920.

# Physical Education K-12

Department: Secondary Education, Professional Studies and Recreation (K-12 & 6-12)

Chairperson: Mark Kutame

Faculty: Sarah Buck, Debra Nelson, Edward Reed, Robert Szyman

## Degree(s)/Certification(s)

BS Ed in Physical Education (Grades K-12)

+ Professional Educator License

## Content Designations: HS, PE

The Department of Secondary Education, Professional Studies, and Recreation offers a Bachelor of Science in Education degree in Physical Education. The department also offers minors in recreation and physical education. The Physical Education Program provides courses of study in physical education and dance with career opportunities in teaching, coaching, health education, driver education, and fitness certification.

The Physical Education Program is accredited by the National Association for Sport and Physical Education (NASPE) and meets Illinois State Board of Education (ISBE) standards in physical education. Completion of the Physical Education Program qualifies students for an initial Professional Educator License endorsed in physical education for grades K-12. Licensure requires the successful completion of the Illinois Test of Academic Proficiency (APT) or substitute test, Physical Education Content Test, and Assessment of Professional Teaching (Special: K-12).

## General Requirements

- Students are responsible for meeting the program and College requirements in effect at the time they officially register in a teacher education program leading to certification at Chicago State University, regardless of when they were admitted to the university.
- Admission to the program is contingent upon good academic standing and acceptance by the department.
- Admission to the College of Education is required for registration in the following restricted professional education courses: S ED 4303; READ 4100; PE 3092; PE 4520; PE 4530; PE 4540; PE 4750
- All core concentration courses taken cannot be older than 7 years based on catalog year.
- A one-credit-hour review course for the Illinois Certification Content Area Test in Physical Education is strongly encouraged before applying for student teaching.
- All student teachers will demonstrate they have met the Illinois Professional Teaching Standards, including mastery of the content knowledge as evidenced by a passing score



on the Illinois Certification Content Area Test in Physical Education. Students must submit proof of passing the licensure test to the Community Outreach and Field Placement Services before they will be allowed to apply to student teach. In addition, all candidates must pass the Assessment of Professional Teaching (APT) certification test (Special: K-12) before completing student teaching.

- All degree requirements must be completed within six years.
- Students must complete 124 credit hours: 40 credit hours in general education, 53 credit hours in area of specialization, and 31 credit hours in professional education.

Note: Candidates must abide by all College policies stated in this catalog, unless exceptions or adherence to higher expectations are noted in program documentation.

## **Specific Requirements**

### **General Education (40 credit hours)**

Composition /6 credit hours

ENG 1270 and 1280.

Humanities /12 credit hours

CMAT 1130; ART 2150; six credit hours in a single foreign language

Physical and Life Sciences /10 credit hours (including at least one laboratory course)

BIOL 1080; ZOOL 2050; physical science elective.

Social Sciences /9 credit hours

POL SCI 1010; PSYC 1100 and PSYC 2040.

Mathematics /3 credit hours

MATH 1010

NOTE: Students who enter the Physical Education K-12 degree program without a completed AA or AS degree must fulfill 3 hours of diversity and 3 hours of critical thinking courses. Diversity and critical thinking requirements may be fulfilled with other general education requirements (consult advisor).

Students who enter the Physical Education K-12 degree program with a completed AA or AS degree are required to take ZOOL 2050, MATH 1200 and a birth through adolescent psychology course.

## **Core Concentration in Physical Education (53 credit hours)**

HS 1575; HS 2200; HPR 2500; PE 2010, 2070, 2080, 2130, 2140, 2360, 2363, 2380, 2390, 2500, 2610, 2611, 2620, 3010, 3030, 3280, 3520, 4022, 4520/5420.

3092; REC 2300.

These courses must be passed with at least a grade of C.

## **Professional Education Courses (34 credit hours)**

ED 1500; PSYC 2020; S ED 4301 and 4303\*; PE 4250; READ 4100\*; P E 1950, 2800, 3040, 4530\*, 4540\*, 4750\*.

These courses must be passed with at least a grade of C, except for PE 4750 that must be passed with a grade of B or better.

## **Physical Education (Non-Teaching) / 126 credit hours (PENT)**

### **General Education (40 credit hours)**

Composition /6 credit hours

ENG 1270 and 1280.

Humanities /12 credit hours

CMAT 1130; Foreign Language Elective; 6 hours in a single language; ART 2150.

Natural Sciences /10 credit hours

BIOL 1080; ZOOL 2050; physical science elective. At least one course must be a laboratory course.

Social Sciences /9 credit hours

POL SCI 1010; PSYC 1100 and 2040.

Mathematics /3 credit hours

MATH 1010.

NOTE: Students who enter the Physical Education program with a completed AA or AS degree are required to take an anatomy course and a childhood through adolescent psychology course.

### **Area of Specialization (53 credit hours)**

HS 1575, 2200; PE 2010, 2070, 2080, 2130, 2140, 2360, 2380, 2390, 2500, 2610, 2611, 2620, 2363, 3010, 4022, 3030, 3280, 3520; HPR 2500; REC 2300

### **Professional Education Courses (14 credit hours; 95 field hours)**

ED 1500, PSYC 2020; SED 4301; PE 1950, 2800, 3040

### **Elective Courses (19 hours, minimum 2.5 GPA)**

PE 2040, 4250 and 13 hours of other PE, HPR, HS, and/or REC electives.

All courses must be passed with at least a grade of C.

### **Minor in Health / 24 credit hours**

The requirements for minors must be completed prior to graduation in order for the minor to appear on the transcript.

#### **Required Courses**

H&S 1570, 2250, 4010, 4040, 4060, 4070, 4630, and 4750.

### **Minor in Physical Education Change / 20 credit hours**

The requirements for minors must be completed prior to graduation in order for the minor to appear on the transcript.

#### **Required Courses**

PE 2050, 2380 or 2390, 2610, 2360 and PE activity electives at the 1000 level (2 credit hours).

#### **Specialty Areas / 10 credit hours**

Select one of three specialty areas:

Fitness: HPR 1200 plus PE Fitness Activity course 3410, 4420, and physical activity courses (2 credit hours).

Dance: PE 1030, 1130, 1270, 1290, 1300; PE 2090 (3 credit hours); PE 2140.

Coaching: HPR 2500; PE 2170, 4260, ADD PE 3280.

Dance – see Physical Education (PE)

## **Recreation**

Department: Secondary and Middle School Education (K-12 & 6-12)

Chairperson: Mark Kutame

Faculty: Brian Martin, June Price-Shingles

### **Degree(s)/Certification(s)**

BS Ed in Recreation (Non-certification)

### **Content Designations: REC**

The Recreation program leads to a Bachelor of Science degree in Recreation. The department also offers minors in health, recreation, and physical education. The Recreation Program provides emphasis areas in 1) general recreation, 2) recreation management, 3) sport studies, and 4) therapeutic recreation.

### **General Requirements**

- Students are responsible for meeting the program and College requirements in effect at the time they officially register in a teacher education program leading to certification at Chicago State University, regardless of when they were admitted to the university.
- Admission to the program is contingent upon good academic standing and acceptance by the department.
- Admission to the College of Education is required prior to registration in any professional education courses other than ED 2000; ED 4312; PE 2040; PSYC 2020; and S ED 4301.
- Documented disposition deficiencies must be satisfied in order to register for REC 4540 and REC 4750.
- Successfully complete the university qualifying examinations in English, mathematics, and reading before completing 30 credit hours in recreation courses.
- All degree requirements must be completed within six years.

Note: Candidates must abide by all College policies stated in this catalog, unless exceptions or adherence to higher expectations are noted in program documentation.

### **General Recreation**

#### **General Education (36-42 credit hours)**

Core Requirements/15 credits

Composition (6), Foreign Language (6-two semesters in sequence), and mathematics (3).

### **General Requirements/ 21 credits**

Humanities (6- CMAT 1130 or 2030 and one fine arts elective), physical and life sciences (6-one course must have a lab), and social science (9- SOC 1010; POL 1010; and PSYC 1100).

Embedded Requirements /6 credits(if not satisfied at same time other requirements are satisfied): Diversity (3) and critical thinking (3).

### **General Recreation Core Requirements (45 credits)**

REC 1000; 2000; 2010; 2070; 2200; 2300; 2580; 4000; 4240; 4300; 4500; 4540; and 4750.

### **General Recreation Supportive Courses (10 credits)**

HS 1570; PE 2140; REC 2360; PE 2380; PE 2390.

General Recreation Directed Electives (12-15 credits)

Advisor directed.

### **General Recreation Specialty (11-14 credits)**

REC 4100 or 4400 required; remaining from any REC, PR or HPER courses.

## **Recreation Management**

### **General Education (36-42 credit hours)**

#### **Core Requirements/ 15 credits**

Composition (6), foreign language (6-two semesters in sequence), and mathematics (3).

#### **General Requirements/ 21 credits**

Humanities (6- CMAT 1130 or 2030 and one fine arts elective), physical and life sciences (6-one course must have a lab), and social science (9- SOC 1010; POL 1010; and PSYC 1100).

Embedded Requirements/ 6 credits (if not satisfied at same time other requirements are satisfied)

Diversity (3) and critical thinking (3).

### **Recreation Management Core Requirements (46 credits)**

ED 1500, REC 1000; 2000; 2010; 2070; 2200; 2300; 2580; 4000; 4240; 4300; 4500; 4540; and 4750.

### **Recreation Management Supportive Courses/(10 credits)**

HS 1570; PE 2140; REC 2360; PE 2380; PE 2390.

### **Recreation Management Directed Electives (15 credits)**

6 credits must be from the following: ACCT 2110; ACCT 2111; ECON 1010; ECON 1020; MGMT 1030; MKTG 3110; MKTG 3820.

### **Recreation Management Specialty (11-14 credits)**

REC 4100 or 4400 required; remaining from any REC, PR or HPER courses.

## **Sport Studies**

### **General Education (36-50 credit hours)**

Core Requirements/ 15 credits

Composition (6), foreign language (6-two semesters in sequence), and mathematics (3).

General Requirements/ 21-29 credits.

Humanities (6- CMAT 1130 or 2030 and one fine arts elective), physical and life sciences (BIOL 1080) (Fitness Management specialty must also take ZOO 2050 and PSLY 2040), and social science (9- SOC 1010; POL 1010; and PSYC 1100).

Embedded Requirements/ 6 credits (if not satisfied at same time other requirements are satisfied)

diversity (3) and critical thinking (3).

### **Sports Studies Core Requirements (46 credits)**

ED 1500, REC 1000; 2000; 2010; 2070; 2200; 2300; 2580; 4000; 4240; 4300; 4500; 4540; & 4750

### **Choose one specialty area:**

#### **Fitness Management**

Fitness Management Specialty/ 10-13 credits

HS 1570; HPR 1200 or PE 2300; PE 1230; PE 3030; PE 3410 or PE 4420.

Fitness Management Supportive Courses/ 4 credits

Choose two of the following: PE 2140; REC 2360; PE 2380; PE 2390.

Fitness Management Directed Electives/ 11-14 credits

REC 4100; 6 credits must be from the following: ACCT 2110; ACCT 2111; ECON 1010; ECON 1020; MGMT 1030; MKTG 3110; MKTG 3820; remaining are electives.

### **Sport Management**

Sport Management Specialty/ 11 credits

HS 1570; HPR 2500; REC 4070; PE 3280.

Sport Management Supportive Electives/ 4 credits

Choose two from the following: PE 2140; REC 2360; PE 2380; PE 2390.

Sport Management Directed Electives/ 18-23 credits

REC 4100; 6 credits must be from the following: ACCT 2110; ACCT 2111; ECON 1010; ECON 1020; MGMT 1030; MKTG 3110; MKTG 3820; remaining are electives.

## **Therapeutic Recreation**

### **General Education / 44-50 credit hours**

Core Requirements/ 15 credits

Composition (6), foreign language (6-two semesters in sequence), and mathematics (3).

General Requirements/ 29 credits

Humanities (6- CMAT 1130 or 2030 and one fine arts elective), physical and life sciences (14- BIOL 1080, ZOOL 2050, PSLY 2040), and social science (9- SOC 1010; POL 1010; and PSYC 1100).

Embedded Requirements/ 6 credits (if not satisfied at same time other requirements are satisfied) Diversity (3) and critical thinking (3).

### **Therapeutic Recreation Core Requirements (42 credits)**

ED 1500, REC 1000; 2010; 2070; 2200; 2300; 2580; 4000; 4240; 4300; 4500;\* 4540; and 4750.

\* REC 4500 fulfills the senior thesis/capstone requirement for REC majors.

### **Therapeutic Recreation Supportive Courses (7 credits)**

From among this list: HS 1570; PE 2140; REC 2360; PE 2380; PE 2390

### **Therapeutic Recreation Directed Electives (9-12 credits)**

PSYC 2000, PSYC 4155, and electives per advisor.

## **Therapeutic Recreation Specialty (15 credits)**

REC 3310; REC 3410; REC 4320; REC 4430; and REC 4440.

## **Minor in Recreation 21 credit hours**

### **Required Courses (18 credit hours)**

REC 1000, 2000, 4240, 4300, and one of the following: REC 2300, 4100 or 4400.

### **Elective Courses (3 credit hours)**

Select any three-credit-hour recreation course with the exception of REC 2070.



# Secondary Education

Department: Secondary Education, Professional Studies, and Recreation

Chairperson: Mark Kutame

Faculty: Affiliate faculty in College of Education and College of Arts and Sciences staff the courses for secondary education programs.

## Degree(s)/Licensures(s)

### Degrees Awarded through the College Of Arts and Sciences

BA Secondary Teaching Option

BS Secondary Teaching Option

BS in Music Education

### Certifications Entitled through the College of Education

Type 9 (Secondary 6-12)

Type 10 (K-12)

## Content Designations:

K-12 Visual Arts – ART

Secondary Science (Biology) – BIO

Secondary Business Education – BE

Secondary Science (Chemistry) – CHEM

Secondary English – ENG

K-12 Foreign Language & Literature (Spanish) – FLL

Secondary Social Studies (Geography) – GEOG

Secondary Social Studies (History) – HIST

Secondary Mathematics – MATH

K-12 Music – MUS

K-12 Physical Education – PE

Secondary Science (Physics) – PHYS

Secondary Education – SECD

Secondary Technology Education – T&ED

Program information and course descriptions are available in the respective content designation areas in the College of Arts and Science sections of this catalog. The Secondary Business Education and Secondary Technology Education course descriptions are in the College of Education section of this catalog.

# The College of Health Sciences

Dean: Dr. Leslie K. Roundtree

## Degree Programs

BS in Health Information Administration

BS in Community Health

BS in Health Sciences, (Pre-Occupational Therapy)

BS in Pre-Physical Therapy

BS in Nursing

## Minor in Health Sciences

The College of Health Sciences is the unit within the university responsible for developing and administering programs related to the education of health care professionals. This unit consists of the Departments of Health Information Administration, Health Studies, Nursing, and Occupational Therapy. The Wellness/Health Center and the HIV/AIDS Research and Policy Institute are the service units within the College.

Students are educated in a caring climate, which fosters a deep commitment to their personal and professional growth and instills within them an appreciation for the personal and professional growth of others. All the professional programs offered in the college are accredited by their national professional organization.

As a community of scholars, faculty and students work with communities to develop and implement collaborative teaching, research, and educational opportunities that enhance health and wellness. Graduates are prepared to successfully pass their professional licensure/credentialing examinations and to deliver quality health care to all clients.

## Educational Philosophy Statement

The College of Health Sciences is committed to the philosophy of interdisciplinary education. Students enrolled in the college for a degree or a minor are required to take the service learning course (HSC 3321) and the Introduction to Health Professions (HSC 2150). Service learning is a strategy that enables students to learn and develop their leadership skills through active participation in a structured service project that helps meet the community needs.

The experiences bring the students out of the classroom into the “real world” to enable them to utilize their skills and develop their critical thinking abilities and group problem-solving proficiency. Service learning differs from the traditional clinical affiliation experience because it extends learning beyond the four walls of the clinical environment to foster the character development of students by involving them in the communities, thus promoting their altruistic spirit. The service learning course includes both a didactic/educational component and a service

component that provides opportunity for students to lead and make meaningful contributions to the ethnic minority communities.

#### College Core Values, Mission and Vision Statements

The College accepts the central core values, mission, and vision of the university and provides health sciences education opportunity for students without regard to race, age, gender, religion, ethnic origin, or disability.

## **CORE VALUES**

Chicago State University, College of Health Sciences faculty and staff values the following:

Student learning and development

Life-long learning

Diversity

Accountability and responsibility

Community service

Critical thinking

Interdisciplinary education

Empowerment and social justice

Transformative leadership

Professional integrity

## **MISSION**

The College of Health Sciences at Chicago State University educates a caring and competent, non-traditional student body, many of whom are underrepresented in the healthcare professions. Through innovative teaching strategies and interdisciplinary educational experiences, we empower our graduates to be critical thinkers, lifelong learners, advocates for reducing health disparities, and providers of quality health care services.

## **VISION**

The College of Health Sciences at Chicago State University, strives to be recognized as a national leader in interdisciplinary healthcare education and excellence in teaching, research, and service. We strive to inspire and prepare our students to seek and create innovative healthcare opportunities locally, nationally, and globally.

## **Admission and Graduation Processes**

Admission into the university and declaration of intent to major in any health science program does not imply acceptance into the upper division professional phases of the programs. Acceptance into the professional phases is competitive and is based on academic performance in the preprofessional coursework. Admission also requires completed medical and dental examinations, a recent PPD test or chest x-ray, and a current immunization record on file in the major department and also in the Wellness/Health Center. Each professional program has separate and distinct application procedures; therefore, requirements and procedures for admission vary among each of the college programs. Persons intending to seek admission to any program are urged to contact the appropriate department chairperson as early in their academic careers as possible for programmatic and admission guidance.

In general, admission is limited to students who have completed the program prerequisites and the minimum required semester hours. Requirements for each degree program appear under the appropriate academic departments.

## **College-Level Student Grievance Procedure**

The programs in the College of Health Sciences provide professional-level students with a written copy of student and instructor responsibilities and procedures for enforcing them. Reasons for grievances might include

admission to professional course sequence.

admission to clinical experiences.

evaluation of student performance in courses, clinical settings, or other program-related activities.

Student grievance procedures and guidelines and the Petition for Hearing are available from the respective academic departments.

### Steps Prior to Hearing

- To initiate a formal grievance, the student must file a completed Petition for Hearing form with the student's department chairperson.
- Before a formal grievance can rise to the college level, it must have proceeded through the prior levels of deliberation indicated below (Each department has detailed procedures for action at each level);
- Conference between instructor and student.
- Conference between chairperson and student.
- Hearing before department level grievance committee.

## **College-Level Grievance Process**

The dean will appoint a grievance committee to hear the complaint and provide advice. The ordinary rights of parties at a hearing (student or instructor) shall apply, including the right to notice of hearing and decision reached, the right to be present at the hearing, and the right to

present and inspect evidence. Members of the committee shall determine specific procedures for the hearing of each case. The primary role of the grievance committee is to ascertain whether the department followed their published policies and procedures. Following the hearing, the committee will present its findings and recommendations to the dean . The dean's decision will be communicated to the department chairperson, to the instructor, and to the student. The decision of the dean will be final. If the student requests, and the instructor does not object, the dean may resolve the problem without the intervention of a grievance committee.

### **Composition of College-Level Grievance Committee**

- The Dean of the College or his/her representative from the College of Health Sciences.
- One faculty member from the department involved.
- One faculty member from the other academic departments in the college.
- One College of Health Sciences student not from the department.
- One student from the department involved.

Resolution of the committee will be based on two-thirds of the majority vote.

### **Undergraduate Health Sciences Core Competencies**

The College of Health Sciences provides core foundation knowledge to all undergraduate students enrolled in the various professional programs and for students seeking a minor in health sciences. The following core courses are offered in the College of Health Sciences:

- HSC 1104 Medical Terminology
- HSC 3375 Health Policy
- HSC 2050 Health Ethics
- HSC 2150 Introduction to Health Professions
- HSC 3321 Service Learning

At the completion of the Health Sciences core courses, the student will be able to:

1. demonstrate beginning interpersonal skills for interdisciplinary collaboration and community services.
2. utilize the language of the health professions.
3. explain the policy and ethical issues in health care practice.
4. reflect on the roles of the health care professionals in addressing social needs.

# **Health Information Administration**

Program Director: Adrienne Borden

The Department of Health Information Administration (HIA) offers a four-year program that leads to a Bachelor of Science degree. Students following the program may prepare for employment in hospitals, clinics, health agencies, health information systems, medical research programs or any other health-related organization. Graduates are eligible to write the National Certification Examination administered by the American Health Information Management Association. Upon successful completion of this examination, graduates are awarded the credential of Registered Health Information Administrator (RHIA).

The department offers a flexible curriculum for individuals who have attained a Registered Health Information Technician status and who wish to pursue a higher level of education to that of a Registered Health Information Administrator. The department also offers a 62-hour postbaccalaureate certificate in Health Information Administration. The Commission on Accreditation accredits the Health Information Administration program for Health Informatics and Information Management (CAHIIM).

## **Department of Health Information Administration Mission and Vision**

The mission of the Department of Health Information Administration is to prepare confident, competent, and contributing professionals, many of whom are underrepresented in the health care professions, to function in ever-changing health information management and technology systems. Graduates will be equipped through engaging in lifelong learning, and will serve as advocates for patient and consumer health, privacy, and confidentiality.

Our vision is to be recognized as a leader in health information and informatics education and to empower individuals to serve as leaders in the health information management profession.

## **BS Degree Program in Health Information Administration**

Entering freshmen and transfer students must meet the general admission requirements of the university and must successfully complete the required university examinations and courses in English, mathematics and reading. The mathematics placement examination can be waived for students with transfer credits in College Algebra and Basic Statistics.

The department will accept from transfer students only those prerequisite courses and courses in the major with a grade of C or better.

## **Student Learning Outcomes**

Upon completion of the Health Information Administration program the graduates will

- produce organization-wide health record documentation guidelines.
- analyze clinical data to identify trends that demonstrate quality, safety, and effectiveness of health care.
- create and implement organization-wide confidentiality policies and procedures.
- examine and contribute to the development of networks, including intranet and internet applications to facilitate the electronic health record (EHR), personal health record (PHR), public health, and other administrative applications.
- manage human resources to facilitate staff recruitment, retention, and supervision.
- apply general principles of management in the administration of health information services.

## **Admission to the Professional Phase of the BS Degree Program**

Admission to the professional phase of the degree program is based on the following requirements and acceptance by the Admissions Committee. All students must complete the prescribed prerequisite as specified in the current curriculum pattern with a grade of C or higher and have a cumulative GPA of 2.5 on a 4.0 scale. The formal application includes:

1. Completed application form.
2. Three recommendations on the prescribed College of Health Sciences form mailed directly to the HIA Department by the evaluators or submitted sealed and signed with the application.
3. A professional statement of educational goals.
4. Current report of a complete medical examination, including proof of specified immunizations.
5. Completed pre-professional grade form.

Applications and supporting documents should be received in the Health Information Administration Department by March 31 to be considered for fall admission to the professional program. Applicants will receive a written response by June 30. If all places are not filled, applications will continue to be received until July 15.

## **Progression Policy**

Progression of students is based on the successful completion of all courses with a grade of C or better. Students are required to assume responsibility for transportation and incidental expenses in connection with the academic program, including professional practice experiences and field trips. Prior to entering the senior year, students must pass a comprehensive examination for the technical level courses. Students are required to complete the professional program within five years of admission to the department.

Students who leave the department for more than one semester will be required to complete the requirements that are in effect at the time of their return to the Health Information Administration Department.

## **Graduation Policy**

All students must achieve a satisfactory grade of C or better in each health information administration course and co-requisite course. Health information administration courses can be retaken one time only. In addition, students must successfully pass all end-of-course examinations and successfully pass the senior competency examination in order to qualify for graduation. Participation in college and university convocation and commencement ceremonies is contingent upon successful completion of the senior competency examinations.

## **Dismissal Policy**

A grade of C or higher must be maintained in all professional-level courses. A course with a grade lower than C must be repeated, and a student who earns lower than a C in more than two professional courses will be dismissed from the department. A student who receives a D or F in a repeated course will be dismissed from the department.

## **Readmission Policy**

Students who have been dismissed from the Health Information Administration Department for academic reasons may apply for readmission after a waiting period of one year. The usual application procedure is required. Any student who drops/withdraws or leaves the health information administration program for any reason and is readmitted will have to meet the requirements of the current HIA curriculum. Any consideration for readmission of the student is dependent upon space availability.

## **Grievance Policy**

Students are required to become familiar with the department and college grievance policies. The policies and procedures can be found in the university catalog, the health information administration student handbook and department webpage.

## **General Requirements**

Completion of 124 semester hours of work: 6 hours in composition, 6 hours in mathematics, 11 hours in biological sciences, 3 hours in physical science, 18 hours in humanities (6 hours of which must be in a single foreign language and 3 hours of which must be in critical thinking), 6 hours in social sciences, 9 hours in required support courses, and 65 hours in health information administration. Students must pass a comprehensive examination covering all professional course content in order to pass HIA 4700, which is required for graduation. Students who do not pass the comprehensive examination will be given one additional opportunity to pass an equivalent examination. Students who fail to pass at least one of the examinations will receive a grade of F for HIA 4700. Degree requirements may be individualized for applicants with previously earned registration or certification in an appropriate allied health profession. The department chairperson will determine specific program requirements.

Prospective students should contact the Health Information Administration office:

Adrienne Borden

E-mail: [aborden@csu.edu](mailto:aborden@csu.edu)

Main Office: 773.995.2045

Fax: 773-995.2950



## **Specific Requirements**

### **Composition (6 credit hours)**

ENG 1270,1280.

### **Mathematics (6 credit hours)**

MATH 1200, 1600; PSYC 2080 or 4190 may be substituted for MATH 1600.

### **Biological Sciences (11 credit hours)**

BIOL 1080; PSLY 2040; ZOOL 2050.

### **Physical Science (3 credit hours)**

Physical science elective.

### **Humanities (18 credit hours)**

CMAT 2030; ENG 2790; 3 hours fine arts; PHIL 1020 or PHIL 1030; and 6 hours in a single foreign language.

### **Social Sciences (6 credit hours)**

PSYC 1100; SOC 1250 (or equivalent diversity course).

### **Required Support Courses (9 credit hours)**

HSC 1104; HSC 2150; HSC 3321.

### **Health Information Administration (65 credit hours)**

HIA 1000 (or demonstrated proficiency), 3100, 3011, 3200, 3300, 3400, 3500, 3600, 3700, 3810, 3900, 3910, 4010, 4020, 4100, 4200,\* 4300, 4400, 4500, 4600, 4700.

\* HIA 4200 satisfies the senior thesis/capstone requirement.

Once admitted to the professional phase of the program the student has five years to complete his or her studies and graduate.

## Curriculum Pattern for BS Degree Health Information Administration Majors

### Freshman Year

Fall Semester		Spring Semester	
ENG 1270	3	ENG 1280	3
PSYC 1100	3	PSYC 2080 or 4190 or MATH 1600	3
BIOL 1080	3	CMAT 2030	3
MATH 1200	3	Language	3
Language	3	Physical Science	3
	15		15

### Sophomore Year

Fall Semester		Spring Semester	
ZOOL 2050 (optional)	3	CPTR 1060	3
HSC 1104	3	Social science (diversity)	3
HSC 2150	3	ENG 2790	3
Fine Arts (elective)	3	PSLY 2040	4
PHIL 1020 or 1030	3	HSC 3321	2
	16		16

### Junior Year

Fall Semester		Spring Semester	
HIA 3011	4	HIA 3100	3
HIA 3300	4	HIA 3200	3
HIA 3400	3	HIA 3600	3
HIA 3500	3	HIA 3700	4
HIA 3810	3	HIA 3910 (optional)	3
	17		13 or 16

### Summer

HIA 3910	3
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## Senior Year

Fall Semester		Spring Semester	
HIA 3900	4	HIA 4200	3
HIA 4010	4	HIA 4300	3
HIA 4020	2	HIA 4400	3
HIA 4100	2	HIA 4600	3
HIA 4500	3	HIA 4700	2
	15		14

# Health Studies

Department Chairperson: Dr. William Ebomoyi

Faculty: Alfreda Beth, Thomas Britt, Paula Carney, Yashika Watkins

The Department of Health Studies offers four-year Bachelor of Science degree programs in Community Health and Pre-Physical Therapy. The mission of the department is consistent with the university's mission to recruit and graduate culturally and economically diverse health care professionals.

The department also aims to produce graduates who are responsible, service oriented, discerning, and informed global citizens.

The Bachelor of Science degree programs draw heavily from a sound knowledge of liberal arts, the medical sciences, communications, health education, and psychology. The curriculum is a model of interdisciplinary education because it entails courses from various departments within and outside of the College of Health Sciences. The curriculum permits the close interaction of students enrolled in other health sciences disciplines (pre-occupational therapy, nursing, and health information administration), thereby enhancing the students' ability to function together as members of a health team.

## Mission Statement

The mission of the Department of Health Studies at Chicago State University (CSU) is to provide community/ public health and pre-physical therapy education to a culturally diverse, nontraditional and traditional student body. Our academic programs promote interdisciplinary educational experiences in the classroom setting and service learning experiences in the community where students apply their critical thinking skills.

## Vision Statement

The Department of Health Studies at CSU seeks national recognition and international recognition as a leader in teaching, research, and service. We motivate our students to seek entry-level professional physical therapy degrees or to contribute to public health delivery by addressing health disparities locally and beyond.

## Community Health

Program Coordinator: Ivonne Anguh

Graduates of the community health program are educated to enter the job market as health educators, fitness consultants, consumer information directors, and community outreach coordinators who are trained to promote healthy lifestyles through behavior modification, physical activity, and proper nutrition to prevent diseases such as obesity, high blood pressure, cancer, domestic violence, HIV, substance abuse, or heart disease.

To curtail the high cost of health care, policy makers are increasingly employing the preventive approaches and services of community educators in county, state, and federal health departments; wellness programs; hospitals; disease management and consulting firms; consumer advocacy and international organizations; and voluntary health care organizations.

## **Student Learning Outcomes**

Following the completion of the Bachelor of Science (BS) degree in community health, the graduates will:

1. apply psychological and sociological theories in explaining human behaviors in different clinical scenarios.
2. comprehend the factors that influence health and well-being.
3. promote health and prevent disease by positively influencing the behavior of clients.
4. determine the individual and community health needs by using valid health information and appropriate evaluative methods.
5. understand the US health care system and respond ethically to health care dilemmas.
6. comprehend published research in public health.

## **Admission Process and Graduation Requirements**

The community health program admits freshmen and transfer students. Applications are accepted and reviewed throughout the year. Students must complete the general university admission requirements and successfully complete the required university examinations in English, mathematics, and reading, in addition to federal and state constitution examinations.

All students admitted to the community health program must successfully complete 121-122 credit hours of course work, which consist of 55-56 credits of general education courses, 12 credits of health sciences core courses, 43 credits of community health core courses, and 9 hours of community health supportive electives. A minimum grade point average of 2.5 is required to remain in the program. Students must earn a grade of C or better in all courses. Any course with a grade of D must be repeated.

## **General Education and Required Supportive Courses**

### **English Composition (6 credits)**

ENG 1270, ENG 1280.

### **Math/Critical Thinking/Computer Science (9 credits)**

MATH 1200, PHIL 1030 or College Level Math, CPTR 1060.

### **Humanities (12 credits)**

Six hours in a single foreign language, CMAT 1130, 2030, or 2210; CMAT 2460

### **Natural Sciences (13-14 credits)**

PHS 1000, 1010, 1100; PHYS 1510; BIOL 1710 or 2059, ZOOL 2610; ZOOL 2040 or BIOL 1080; BIOL 3050 or BOT 2050; \*CHEM 1050 or 1550; \*BIOL 2020 and 2021 (A & P I and II); or ZOOL 2050 and PSLY 2040.

### **Social Sciences (12 Credits)**

ANTH 1010 or SOC 1010; PSYC 1100\*; PSYC 2000 or 2040; PSYC 4155, PSYC 2080 or 4190 or MATH 1600

### **Electives (6 credits)**

#### **Required Health Science Core Courses (12 Credits)**

H SC 1104, H SC 1150, H SC 2250, H SC 3375.

#### **Required Community Health Core Courses (43 Credits)**

H SC 2190, H SC/PE 2220, HS 1103, H SC 3320 (Substitute + HIA 4200, NURS 3200 or PSYC 4120, H SC 3317 (Substitute + NURS 2100), H SC 3315, H SC 4414, H SC 4418, HSC 4423, H SC 3313, H SC 3316 (Substitute + NURS 2200, HIA 3300 or 3700, OT 4160 or 4161), H SC 4424, HSC 3319, H SC 4425,\* HSC 3321, \* HSC 4425 fulfills the senior thesis/capstone requirement

#### **Community Health Supportive Electives (9 Credits)**

PE1700, PE 3340, H SC 3310, PSYC 4205, PSYC 3060, PSYC 4206, PSYC 3300, PSYC 2140, H SC 3328, PSYC 4205, PSYC 3320, H SC 2265, H SC 3326, HSC 3327, HS 4600, H SC 2210

\* Required Course

\*\* H SC courses cannot substitute for professional courses in nursing (NURS), occupational therapy (OT) and health information administration (HIA).

+ Other professional courses (such as HIA, OT, PT or NURS codes) completed with a grade of C or better will be accepted as a health promotion supportive elective with the approval of the Dean. Credits will not be awarded for both HSC and the professional courses in HIA, nursing and OT.

### **Curriculum Pattern for the BS in Community Health.**

Fall First Year		Spring First Year	
ENG 1270	3	ENG 1280	3
PSYC 1100*	3	MATH 1200	3
ANTH 1010 or SOC 1010	3	HSC 2220/PE	3
Foreign Language	3	HSC 2215 or CPTR 1060	3
CMAT 1130 or 2030 or 2210	3	For. Lang.	3
	15		15

Fall Second Year		Spring Second Year	
CHEM 1050	5	BIOL 2020* or ZOOL 2050*	4
HSC 1104	3	HSC 2250	3
HSC 1150	3	HSC 2190	3
BIOL 1080	3	Fine Arts	3
HS 1103	1	CMAT 2460	3
	15		16
Fall Third Year		Spring Third Year	
PSLY 2040 or BIOL 2021	4	HSC 3315	3
HSC 3313	3	HSC 3316	3
HSC 3319	3	HSC 3200	3
HSC 3329	3	HSC 3317	3
HSC 3313	3	HSC Elective	3
	15		16
Fall Fourth Year		Spring Fourth Year	
HSC 4418	3	HSC 4423	3
HSC 4414	3	HSC 4425	3
HSC 3375	3	HSC Electives	6
HSC 4425	3	HSC 4424	3
HSC Elective	3		
	15		15

Total Credits Required: 122

\*Required Sciences Courses

## Minor in Health Sciences (20 credit hours)

The College of Health Sciences offers a minor in health sciences to students who may wish to pursue a career in the health field. Any student enrolled at Chicago State University with a defined major field of study may elect to obtain a minor in health sciences to enhance his or her education and employment prospects.

The minor in health sciences requires three core courses, which include the recently introduced service learning course (HSC 3321) and 12 hours of electives. The minor must be completed before graduation and the student must attain a cumulative grade point average of 2.0 or better. A grade of C or better is required in all courses accepted towards the minor.

**Required Courses (8 credit hours)**

H SC 1104, 1150 and 3321

**Elective Courses (12 credit hours)**

Selected 12 hours from the following: H SC2190, 2210, 2215, 2220, 2250, 2255, 2265, 2299, 3311, 3312, 3320, 2375; HIA 3010; OT 2010; PT 3301.

Equivalent courses from other institutions will be considered. The Dean of the College of Health Sciences may approve substitution of required and/or elective courses.

Requirement for the minor must be completed prior to graduation. Prospective students should contact the Coordinator of the Minor in Health Sciences, Ivonne Anguh, by email at [ianguh@csu.edu](mailto:ianguh@csu.edu), or by phone at 773/995-2554.



# **Nursing**

Interim Department Chairperson: Lisa Young

Faculty: Runez Bender, Sweet Mordi.

## **VISION**

The Department of Nursing at Chicago State University seeks to educate nurses who will be able to demonstrate excellence through practice, scholarship, leadership, and service, while caring for diverse populations.

## **MISSION**

The mission of the Department of Nursing is to provide educational experiences that empower learners, promote competence in the area of professional nursing, strengthen the capacity for employment in a variety of clinical practice settings within the healthcare community, and develop a sense of civic responsibility.

Through high quality and creative instruction, the faculty strives to provide an environment that is conducive to learning, stimulates intellectual inquiry, and encourages personal and professional growth. The faculty creates an environment that fosters scholarship and a desire for lifelong learning. The nursing faculty is sensitive to the unique characteristics of learners as these relate to issues of access, retention, and graduation. The faculty strives to prepare graduates who are able to function as compassionate, caring professionals. By providing a high-quality program, the faculty endeavors to prepare nursing leaders to meet the changing and comprehensive health needs of the community. Both faculty and learners attempt to create and strengthen community linkages in order to develop collaborative research and service projects that will enhance the health status of the underserved communities.

## **Student Learning Outcomes**

The graduates of the Bachelor of Science in Nursing (BSN) will be able to:

1. utilize critical thinking skills when applying knowledge from the biophysical and behavioral sciences, humanities, and nursing to the care of individuals and aggregates.
2. utilize evidence-based nursing interventions through the nursing process.
3. demonstrate leadership skills in collaboration with consumers and other members of the health care team in a variety of settings to effect change in the delivery of quality health care in a multicultural society.
4. evaluate research findings in nursing and other fields for their applicability to the improvement of nursing practice.
5. assume responsibility for personal and professional growth through lifelong learning.
6. assume responsibility for professional practice that reflects the standards of professional and regulatory bodies.

7. utilize technology in managing information in meeting the healthcare needs of clients in a variety of health care settings.

The professional nursing program begins in the spring semester of the sophomore year.

Graduates of the nursing program qualify for the following:

- Admission to sit for the National Council Licensure Examination for Registered Nurses (NCLEX-RN);
- The practice of professional nursing, if licensing examination is passed;
- Beginning-level leadership positions in nursing;
- Advanced study in nursing; and
- Expanded roles in the health care delivery system.

\*NOTE: Felony Conviction Policy. If a student has been convicted of a felony, the Illinois Department of Financial and Professional Regulation (IDFPR) will not consider his or her application for licensure in the State of Illinois until a review hearing has been conducted by the Committee of Nurse Examiners. The Committee will not conduct this hearing until the individual has completed the required approved nursing program in an approved school and has completed the necessary application forms for licensure required by the IDFPR. The decision to allow an individual to take the examination for licensure rests with the Committee. All individuals applying for initial licensure as a Registered Nurse (RN) or Licensed Practical Nurse (LPN) must submit verification of fingerprint processing from the Illinois Department of State Police, or its designated agent, for fingerprint processing.

The Department of Nursing is approved by the Illinois Department of Financial and Professional Regulation, is accredited by the Accreditation Commission for Education in Nursing (ACEN) Inc., and is a member of the American Association of Colleges of Nursing and the National League for Nursing.

## **Basic to BSN Track**

Admission into the Department of Nursing takes place at the end of the fall semester of the sophomore level. The Department of Nursing Admission, Progression, Retention, and Graduation (APRG) Committee adheres to the department admission policies and makes recommendations to the department chairperson regarding student admission.

## **Admission Requirements**

- Meet the general admission requirements of the university.
- Successfully complete the required university placement examinations or developmental courses in English, mathematics, and reading. Math placement examinations may be waived if transferring in college math and physics. University placement examinations are waived for second baccalaureate degree students, Associate of Arts degree students and Associate of Science degree students.

- Successfully complete the battery of standardized examinations for the nursing program.
- Have a minimum cumulative GPA of 2.75 on a 4.0 scale. Admission to the program is on a competitive basis, and applications will be rank ordered based on the selection criteria: Applicants having the highest performance score will be given preference for admission. Only those prerequisite courses with a grade of C or better will be accepted.
- Submit a letter of intent, nursing data form, and three letters of reference to the Department of Nursing. Have a personal interview with a nursing faculty advisor. Credentials will be reviewed by the APRG Committee for formal acceptance into the professional component of the program. (Applications and supporting documents from sophomore and transfer students must be received by September 30th to be considered for January admission into the professional component of the program. Registered Nurse (RN) students see RN to BSN Track.
- Adjustments in the basic nursing curriculum may occur from year to year. Upon admission to the nursing program, each student will be given a curriculum pattern indicating the courses for which they will be held responsible. Any student who drops/withdraws or leaves the nursing program for any reason and is re-admitted will have to meet the requirements of the current nursing curriculum. Any consideration for re-admission of the student is dependent upon space availability.

## **Specific Requirements**

- Students admitted to the university Fall Semester 2008 and after must complete the following: 6 hours in composition; 3 hours in mathematics; 19 hours in natural sciences; 3 hours in humanities, and 6 hours in a single foreign language; 12 hours in social science; 3 hours in nutrition; 8 hours in nursing courses (including the required NURS 0910); PSYC 1100, 2000; BIOL 1080, 2020, 2021, 2059; CHEM 1050; MATH (Any math that meets CSU requirements); SOC 1010 or 1250\*; NURS/H SC 2190; H SC 2150\*; PHIL 1020 or 1030.
- Prerequisite courses required for admission may be repeated only once when a grade of D or F has been achieved: BIOL 1080, 2020, 2021, 2059, CHEM 1050. Science courses will only be accepted if taken within the past five years.
- Students must successfully complete NURS 0910 before admission.
- Admission to the program is not guaranteed even with the completion of 0910 and attainment of the minimum GPA requirements. A competitive ranking scale is used for admission.
- Students admitted into the professional program are expected to (1) assume responsibility and cost for transportation in connection with clinical experiences and field trips, (2) carry malpractice and health insurance and CPR certification, (3) pay program fees required for the professional courses, and (4) file a current and complete medical examination, specifying immunizations, and background check.

## **Progression Policy**

**Gate 1** – This gate is for the pre-professional phase of the nursing program. Freshmen and transfer students must comply with the general admission requirements of the University, complete the prerequisite courses, and attain the expected level of academic achievements prior to possible admission into the professional program.

**Gate 2** – Students admitted into the professional program and who pass all nursing courses during sophomore level will matriculate to the junior level.

### **Criteria for Nursing 0920**

- Sophomore students with a nursing course grade of D or F must take and successfully pass Nursing 0920/092 before being allowed to repeat the failed course.
- Students not passing the NURS 0920/092 course will be dismissed from the nursing program and will receive individualized career counseling from the nursing advisor.
- Those students who fail a course at the sophomore level but pass NURS 0920 will be allowed to repeat the course one time only.

**Gate 3** – Students who pass all nursing courses and the end-of-course (EOC) examinations during junior level will matriculate to the senior level.

### **Criteria for Nursing 0930**

- Junior students with a nursing course grade of “D” or F” must take and successfully pass NURS 0930/093 before being allowed to repeat the failed course.
- An individualized program of study (IPS) will be developed for each student with specific academic problems identified and a plan for addressing each identified problem will also be developed.
- Students not passing the NURS 0930 course will be dismissed from the nursing program and will receive individualized counseling from the nursing advisor.
- Those students who fail a course at the junior level but pass NURS 0930 will be allowed to repeat the course one time if they have failed only one nursing course.
- Only students who pass the junior level nursing courses will be allowed to complete the end-of-course examinations for that specific course.
- Students failing any end-of-course examination may retake the exam one time. If students fail the second attempt, they must take NURS 0930.

Students who fail NURS 0930 or fail the EOC examination(s) for the third time will be dismissed from the nursing program and will receive individualized career counseling from the nursing advisor.

**Gate 4** – Students who pass the nursing courses and end-of-course (EOC) examinations during senior level are eligible to take the comprehensive exit examination.

## **Criteria for Nursing 0940**

- Senior students with a nursing course grade of D or F must take and successfully pass NURS 0940 before being allowed to repeat the failed course.
- An individualized program of study (IPS) will be developed for each student with specific problems identified and a plan for addressing each identified problem will be developed.
- Students not passing NURS 0940 will be dismissed from the nursing program and will receive individualized career counseling from the academic advisor.
- Those students who fail a nursing course at the senior level but pass NURS 0940 will be allowed to repeat the course one time.
- Only students who pass the nursing course will be allowed to complete the end-of-course examination for that specific course.
- Students failing any end-of-course examination may retake the exam one time. If students don't pass, they must take NURS 0940.
- Students who fail NNURS 0940/094 or who fail the EOC examination(s) for the third time will be dismissed from the nursing program and will receive individualized career counseling from the nursing advisor.
- Only students who pass all senior level nursing courses and EOC examinations will be allowed to complete the HESI comprehensive exit examination.
- Students must successfully pass the HESI comprehensive exit examination with a minimum of 900 points in order to graduate.
- Students who fail the comprehensive exit examination on their first attempt are required to take and successfully pass NURS 0940, and complete a designated live review course prior to taking the comprehensive exit examination for the second time.
- Based on a profile of their HESI comprehensive exit examination results, an individualized program of study (IPS) in NURS 0940 will be developed.
- If students fail the exit examination a second time, they must take and successfully pass NURS 0940 a second time before retaking the comprehensive exit examination for the third time. Based on a profile of the results from the second attempt at the comprehensive examination results, an individualized program of study (IPS) in NURS 0940 will be developed. If students fail a third time, students must complete a live review of choice in order to retake the comprehensive exit examination for the fourth and final time. Students who fail the exit examination on the fourth attempt will be dismissed from the nursing program and will not be permitted to graduate. The student will receive individualized career counseling from the nursing advisor.

## **Dismissal Policy**

Failure in any required course for a second time will result in dismissal of the student from the program. Failure in a second nursing clinical and/or theory course or a second nursing course will result in the dismissal of the student from the program.

## Readmission Policy

Students applying for readmission to the Department of Nursing must:

- meet university readmission requirements. (See section on university admissions in this catalog.)
- remediate any identified deficiencies.
- submit a letter to the APRG Committee at least 2-3 months prior to the beginning of the semester stating that they wish to re-enter and stating their intent to re-enter the nursing program. Include evidence to support readmission, such as reasons for dismissal or failure, documentation of how the problem has been resolved, and a plan for continued academic progress (to be signed by student's advisor). The APRG Committee will review the student's folder, noting reasons for the dismissal or failure in the nursing program, and forward a recommendation to the chairperson of the department regarding the readmission of the student to the program. Readmission to the program is not automatic and is based on a variety of factors. The decision regarding readmission will be sent to the student by the chairperson with copies placed in the student's folder.
- have a minimum GPA of 2.5 for readmission.
- have completed all prerequisite or co-requisite courses.
- have a personal interview with a faculty advisor.
- have specific laboratory tests completed.
- show evidence of completion of required retention activities.
- be prepared to pay malpractice insurance.
- have proof of health insurance.
- complete the nursing courses within five years.
- meet the requirement of the existing curriculum pattern (if out of CSU for more than one year).
- understand that previous acceptance into the program does not guarantee readmission into the nursing program.

The department reserves the right to terminate students' enrollment in the nursing program when their health, academic record, or nursing performance indicate that it would be inadvisable and/or unsafe for them to continue in the preparation for the practice of professional nursing. If at any time during the program a student exhibits behavior that the faculty regards as unethical (disruptive, dishonest, disrespectful, or involving alcohol or drug abuse), the APRG Committee will give the student a hearing, and a recommendation will be made to the chairperson regarding retention or dismissal from the nursing program. The department chairperson will convey her decision to the student. All nursing majors must follow the policies, procedures, and curriculum in the Department of Nursing Student Handbook on admission, progression, retention, and graduation and adhere to all university policies including academic conduct (e.g., plagiarism, cheating, etc.).

## University Graduation Policy

All students must complete the following university requirements for graduation:

- Completion of all curriculum requirements as specified in the required program.

- Successful completion of the university required placement examinations in math, English and reading. Math placement examinations may be waived if transferring college-level math and physics. University placement examinations are waived for second baccalaureate students.
- Completion of a minimum of 120 semester hours of college-level credit.
- Completion of the last thirty semester hours at Chicago State University. Credit earned through proficiency examinations, with the exception of university proficiency examinations, and/or military training may not be used to satisfy this requirement.
- Minimum overall cumulative Chicago State University grade point average of 2.0 (C) at the time of graduation.

## **Nursing Requirements for Graduation**

All students must achieve a satisfactory grade of C or better in each nursing course and co-requisite course. Nursing courses can be retaken one time only. In addition, students must successfully pass all end-of-course examinations and successfully pass the senior comprehensive exit examination in order to qualify for graduation.

In general, course-for-course credit for nursing courses completed in other schools of nursing is nontransferable. Students who enter the Chicago State University nursing program with RN licensure will receive 30 hours of nursing credits, with LPN licensure, 15 hours of nursing credits, and students who are certified nursing assistants (CNA) will receive 3 nursing credits, according to the Illinois Articulation Initiative.

Adjustments in the basic nursing curriculum may occur from year to year. Upon admission to the nursing program, each student will be given a curriculum pattern indicating the courses for which he or she will be held responsible. Any student who drops/withdraws or leaves the nursing program for any reason and is re-admitted, will have to meet the requirements of the current nursing curriculum. Any consideration for re-admission of the student is dependent upon space availability.

## **Specific Requirements**

Students admitted to the university Fall Semester 2008 and after must complete the following: 6 hours in composition; 6 hours in mathematics/critical thinking; 19 hours in natural sciences; 3 hours in humanities and 6 hours in a single foreign language; 12 hours in social science; 3 hours in nutrition; 81 hours in nursing courses.

### **Composition (6 credit hours)**

ENG 1270, 1280.

### **Foreign language (6 credit hours)**

(Must be in a single foreign language).

### **Mathematics (3 credit hours)**

Any math that meets university requirements/PHIL 1020/204 or 1030.

### **Humanities (6 credit hours)**

Humanities elective; fine arts 3 credit hours.

### **Natural Sciences (19 credit hours)**

BIOL 1080, 2020, 2021, 2059; CHEM 1050.

### **Nutrition (3 credit hours)**

NURS/H SC 2190.

### **Social Sciences (12 credit hours)**

PSYC 1100, 2000, 4190; SOC 1010 or 1250.

### **Nursing Courses (74 credit hours)**

NURS 0910, 2300, 3000, 2200, 2190, 2100, 3150, 3250, 4200, 4100, 4000, 4050, 4350, 3200, 3300, 4250,\* NURS/HSC 3321, 4300, and 3 credit hours of a nursing elective.

\* NURS 4250 fulfills the senior thesis/capstone requirement.

### **Required Support Course (3 credit hours)**

H SC 2150\*.

\*SOC1250 and HSC 2150 are required for students entering the university Fall2007 and thereafter.

## **Curriculum Pattern for Basic BSN Track**

### **Freshman Level**

Fall Semester		Spring Semester	
ENG 1270	3	ENG 1280	3
Mathematics(1000 level)	3	CHEM 1050	5
PSYC 1100	3	BIOL 2020	4
SOC 1010 or SOC 1250**	3	PSYC 2000	3
BIOL 1080	3		
	15		15



Summer Semester	
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H SC 2150**	3
Fine arts	3
	6

**Sophomore Level**

Fall Semester		Spring Semester	
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BIOL 2059	3	NURS 2100	3
BIOL 2021	4	NURS 2150	3
H SC/NURS 2190	3	NURS 2200	4
PHIL 1020 or 1030	3	Foreign language	3
NURS 0910	3		
	16		13

Summer Semester	
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NURS 2300	3
Foreign language	3
	6

**Junior Level**

Fall Semester		Spring Semester	
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NURS 3000	2	NURS/H SC 3200	3
NURS 3050*	7	NURS 3250*	6
PSYC 4190	3	NURS 3300*	6
NURS 3150	3		
	15		15

\*End-of-Course Examinations (EOC)

Summer Semester	
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Humanities	3
NURS/H SC 3321	3
	6

## Senior Level

Fall Semester		Spring Semester	
NURS 4000*	6	NURS 4200*	6
NURS 4050*	6	NURS 4250*	6
NURS 4100*	2	NURS 4300	2
NURS 4150 (Elective)	3		
	17		14

\*End-of-Course Examinations (EOC)

Comprehensive Exit Examination

\*\*SOC 1250 and HSC 2150 are required for students entering the university Fall 2007 and thereafter.

N-3321 is required for Basic students who entered the university after Fall 2007.

NURS 0920, 0930, and 0940 are mandatory no-credit nursing courses for students who have received a grade of D or F in a nursing course or who have failed an end-of-course and/or end-of-level examination.

## CNA to BSN Track

Consistent with the Illinois Articulation Initiative, certified nurse assistants who have graduated from a state-approved nurse assistant course and have passed the Illinois Nursing Assistant Competency Evaluation are awarded 3 credit hours in nursing. The department of nursing will award these 3 credit hours after admission into the professional nursing sequence and these students will not have to take NURS 4150-Special Topics in Nursing. Certified nursing assistants admitted under this pattern will subsequently follow the same curriculum pattern as Basic nursing students.

## RN to BSN Track

The nursing major provides registered nurse graduates from a state approved and nationally accredited associate degree or diploma program in nursing, an opportunity to obtain a baccalaureate degree in nursing. Faculty in the Department of Nursing recognize that the RN student differs from an undergraduate student beginning a course of study. These differences reflect the RN student as an adult learner who has successfully completed either an associate degree or diploma program with a major in nursing and is also licensed to practice professional nursing. Licensure is seen as meeting minimum competency standards in nursing. The RN

student, in contrast to the beginning basic nursing student, has therefore met and in many cases exceeded minimum competency.

The RN to BSN track curriculum was developed to build on this prior knowledge and skills so as to avoid redundancy. The RN to BSN Track consists of 120 credit hours distributed among the natural sciences, social sciences, general education, humanities, nursing, and electives.

Students interested in the RN to BSN track may call the RN Coordinator at 773/995-3992 for an appointment to discuss the requirements and for an unofficial transcript evaluation prior to applying for admission to the University.

## **Admission Requirements**

Complete the general requirements for admission to Chicago State University. (Call 773/995-2513 for an admission application.)

Upon admission to the University, each student must take proficiency examinations in reading, mathematics, and English. Math placement examinations may be waived if transferring in college math and chemistry. University placement examinations are waived for second baccalaureate degree students, Associate of Arts degree students and Associate of Science degree.

Prospective students must:

- Successfully complete Nursing 3400 – Professional Development for RN students.
- Submit all documents to the RN Coordinator. Incomplete folders are not considered for admission. RN students must meet the same University criteria as Basic nursing students in order to be considered for admission to the Department of Nursing.

RN students from accredited programs are awarded 30 credit hours of nursing credits according to the Illinois Articulation Initiative. RN students from non-accredited nursing programs will need to submit a portfolio or complete and pass the ACT PEP Regents Nursing Examinations in the areas of Fundamentals, Psychiatric/Mental Health Nursing, the baccalaureate level Maternal and Child Health, and Adult Nursing. Credit will be held in escrow until the RN student has successfully completed Nursing 3400/343 – Transition to Professional Nursing.

## **Specific Requirements**

### **Composition (6 credit hours)**

ENG 1270, 1280

### **Mathematics (3 credit hours)**

Any math that meets university requirements; PHIL 1020 or 1030.

### **Foreign language (6 credit hours in a single foreign language)**

### **Natural Sciences (19 credit hours)**

BIOL 1080, 2020, 2021, 2059; CHEM 1050

### **Nutrition (3 credit hours)**

H SC 2190

### **Humanities (6 credit hours)**

Fine Arts 3 credit hours

### **Social Sciences (12 credit hours)**

PSYC 1100, 2000, 4190; SOC 1010 or SOC 1250

### **Nursing Courses (36 credit hours)**

NURS 2200, 3150, 3400, 3450, 4100, 3200, 4150, 4500, 4550, 4600, 4300.

Illinois Articulation credit given for the following nursing courses: 2300 (3), 3050 (3), 3250 (6), 4200 (6), 4000 (6), 3300 (3), and 4050 (3) for a total possible credit hours of 30.

## **Curriculum Pattern for RN to BSN Accelerated Pathway Track**

### **Freshman Level**

Fall Semester		Spring Semester	
ENG 1270	3	ENG 1280	3
Mathematics > 1000 level	3	CHEM 1050	5
PSYC 1100	3	BIOL 2020	4
SOC 1250*	3	PSYC 2000	3
BIOL 1080	3		
	15		15

### Sophomore Level

Fall Semester		Spring Semester	
BIOL 2059	3	PSYC 4190 or HS C 3329	3
NURS/HSC 2190	3	Foreign Language	3
BIOL 2021	4	PHIL 1020 or 1030	3
Foreign Language	3	HUMANITIES	3
	13		12

### Junior Level

Fall Semester		Spring Semester	
NURS 2200	4	NURS 3450	3
NURS 3400	3	NURS 4100	2
NURS 3150	3	NURS 4300	2
		NURS 3200	3
	10		10

### Senior Level

Fall Semester		Spring Semester	
NURS 4500	5	NURS 4600	5
NURS 4550	2	Nursing electives	3
	7***		8

\*SOC1250 is required for students entering the university fall 2007 and thereafter.

N-4350 is required for RN students entering the university before Fall 2007.

# **Pre-Occupational Therapy (BS Degree in Health Sciences)**

Department Chairperson: Leslie K. Roundtree

Faculty: Sarah L. Austin, Regina T. Smith, Elizabeth S. Wittbrodt, Stephanie Zuba-Bates

The Department of Occupational Therapy offers a Bachelor of Science (BS) degree in Health Sciences, which is a pre-professional degree designed to prepare students to enter the Masters of Occupational Therapy (MOT) program at Chicago State University. The combined BS/MOT. curriculum allows students to begin professional study in occupational therapy as an undergraduate student and supports the transition to a post baccalaureate degree in occupational therapy.

The occupational therapy program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) c/o Accreditation Department of the American Occupational Therapy Association (AOTA), located at 4720 Montgomery Lane, Suite 200, Bethesda, MD 20814-3449. ACOTE's telephone number via c/o AOTA 301/652-AOTA6611 ext. 2914, and the web address is [www.acoteonlineota.org](http://www.acoteonlineota.org). Graduates of the BS/MOT program will be eligible to sit for the national certification examination for occupational therapists administered by the National Board for Certification in Occupational Therapy (NBCOT). After successful completion of this exam, the individual will be an Occupational Therapist, Registered (OTR) and will be eligible to apply for licensure to practice in Illinois and many other states that require licensure. A felony conviction may affect a graduate's ability to sit for the NBCOT examination or attain a state license. A process for early determination of eligibility is available from NBCOT (12 South Summit Avenue Suite 100, Gaithersburg, MD 20877-4150; telephone 301-990- 7979; website [www.nbcot.org](http://www.nbcot.org)).

## **Vision Statement**

The vision of the Department of Occupational Therapy is to be widely recognized as a dynamic, community-oriented program that trains competent, diverse occupational therapists and enhances the health of underserved communities through research and service. The vision of the Department of Occupational Therapy is to provide a dynamic community oriented program that produces occupational therapists who are change agents for underserved communities and the occupational therapy profession.

## **Mission Statement**

The mission of the Chicago State University Department of Occupational Therapy is to prepare a diverse student body to become competent provide education designed to prepare diverse, competent and effective occupational therapists who are skilled in and effective at meeting the needs of clients within demands of rapidly changing service delivery systems. The program is designed to provide a transformative educational experience that develops entry-level seeks to

develop therapists who possess foundational skills in the principles of the occupational therapy profession. We strive to produce graduates who exhibit and the ability to integrate knowledge into practice while using evidence, the critical thinking, and reflective abilities necessary to take on a variety of roles (i.e., address the multiple roles of practitioner, consultant, educator, manager, researcher, and advocate) within traditional and emerging service delivery systems. The Department of Occupational Therapy's mission is consistent with the university's mission and the College of Health Science's mission and upholds the commitment to the recruitment and education of candidates from diverse backgrounds, underrepresented in the practice of occupational therapy. The program's purpose is to develop graduates that are compassionate and dedicated to implementing contextually relevant occupation-centered services that promote and enhance the health, participation, and quality of life for individuals and populations.

## **Student Learning Outcomes**

The graduates of the BS in Health Sciences (Pre-Occupational Therapy) will:

1. use theory to support reasoning and ethical decision making in determining the health needs of individuals, organizations, and communities.
2. Summarize published research related to health care.
3. Describe the diverse health care needs of individuals and communities and the variety of systems available to address these needs.
4. Compare the influence of social, cultural, political, and occupational factors on participation and health.
5. Analyze the psychological and biological factors that influence health and wellness.
6. Value interdisciplinary collaboration, service, and lifelong learning.

## **Admission Requirements**

### **Admission to the University**

- Meet the general admission requirements of the university.
- Declare health sciences: pre- occupational therapy as a major.

### **Admission to the Professional Phase of the Program**

Admission to the professional program is on a competitive basis and is based on completion of the following requirements and acceptance by the admissions committee:

- Successful completion of the required university placement examinations and courses in English, mathematics, and reading, if necessary upon admission.
- Completion of all prerequisite course work with a grade of C or higher before beginning professional course work. Prerequisite courses required for admission may be repeated only once to improve the grade. The anatomy and physiology courses must be taken within five years of admission to the professional program.
- A minimum cumulative GPA of 3.0 on a 4.0 scale. A limited number of students with a GPA of 2.9 to 2.99 may qualify for conditional admission. Conditional admission status is removed when a student achieves a cumulative GPA of 3.0 or better. The grade point

average for the 9 required prerequisites (anthropology or sociology, statistics, developmental psychology, abnormal psychology, medical terminology, human anatomy, human physiology, cadaver lab and introduction to occupational therapy) for all undergraduate and graduate students must be above 3.0 for consideration.

**Submission of an admission packet must include the following:**

- A completed Occupational Therapy Department application and a current detailed degree evaluation (CAPP). All applicants are strongly encouraged to review admission eligibility with an advisor before applying.
- Proof of over 40 hours of work experience or community service that demonstrates human service skills. Experience is to be described on the prescribed form and signed by an appropriate supervising individual. This experience is not limited to the field of occupational therapy.
- Two recommendations on the prescribed form. One of the recommendations must be from an upper-division teacher. The other recommendation may be from another upper-division teacher or an employer or community service supervisor. Relatives cannot submit recommendations.
- A typed essay of approximately 1,000 words on the applicant's reasons for pursuing a career in occupational therapy and how the applicant's human service experience has enhanced or developed his or her interpersonal skills.
- Interview with the members of the Occupational Therapy admission committee. Applicants who are not accepted into the program can meet with an advisor to discuss options to strengthen their re-application.

Students are enrolled into the professional program full time only once a year in the fall semester. Class size is limited, and admission is competitive. Full-time and part-time options for study are available. Dependent on the number of qualified applicants, a waiting list may be created. Applicants placed on the waiting list will be notified of their status and of their rank on this list. If slots become available, applicants on the waiting list will be offered admission in rank order. Applications are accepted and reviewed throughout the year, and students can receive an early acceptance.

The deadline for submission of application materials is February 1st each year for part-time and full time admission. The department application and all supporting documents are submitted directly to the Department of Occupational Therapy in Douglas Hall, Room 132. Graduates of the BS in Health Sciences (Pre-Occupational Therapy) program who meet the entrance requirements for the Masters of Occupational Therapy will be given preference in admission to this program. Students with a BS in Health Sciences (Pre-Occupational Therapy) from CSU are eligible for advanced standing in the MOT program. Advanced-standing students may be given up to 28 hours of credit for foundational occupational therapy courses.

In all professional courses, students must earn a grade of C or better. Students can only have 2 grades of C within the professional graduate program and courses may be repeated to remove



a grade of "C". Students must meet the GPA requirement of 3.0 or better for the last 60 hours of credit for admission into the graduate program in order to receive advanced standing.

Students with advanced standing will need to complete 55 credit hours of graduate occupational therapy courses in order to complete the MOT program. Details on the MOT program are found in the graduate catalog and occupational therapy student manual. No transfer credit will be given for professional coursework in the MOT curriculum. No academic credit is given for work or life experiences in occupational therapy.

## **General Requirements**

Completion of 120-121 semester hours of course work: 6 hours in composition, 3 hours in mathematics; 16-17 hours in natural and physical sciences, 6 hours in foreign language, 9 hours of humanities, 12 hours of social sciences, 3 hours in computer science, 6 hours in diversity and critical thinking, 3 hours in statistics, 15 hours in health sciences, 30 hours occupational therapy, and 10 hours of electives approved by an advisor. Ninety-two credits must be completed prior to entering the professional sequence.

## **Specific Requirements**

### **Composition (6 credit hours)**

ENG 1270, 1280.

### **Mathematics (3 credit hours)**

MATH 1200 or any college level math.

### **Critical Thinking (3 credit hours)**

PHIL 1030, or PHIL 1020 or PH S 1080 or Econ 1000 or POL 1000.

### **Diversity (3 credit hours)**

SOC 1250 or GEO 1100 or ANTH 1010 recommended.

### **Natural Sciences/Physical Sciences (16-17 credit hours)**

BIOL 1080; ZOOL 2050, 2610; PSYL 2040; PH S 1000 or PH S 1100 or CHEM 1550.

### **Social Sciences (12 credit hours)**

ANTH 1010 or SOC 1010; PSYC 1100, PSYC 2000 or 2040, PSYC 2155.

**Statistics (3 hours)**

H SC 3329or PSYC 4190or MATH 1600.

**Humanities (9 credit hours)**

CMAT 2030 and 6 additional credit hours; 3 hours must be in a fine arts course.

**Foreign language (6 credit hours)**

In a single language.

**Computer Science (3 credit hours)**

CPTR 1060.

**Health Sciences (15 credit hours)**

H SC 1104, 2150, 2250, 3375, 3321

NOTE: H SC 3321 and HSC 2150 are required interdisciplinary courses for all College of Health Sciences majors.

**Occupational Therapy (31 credit hours)**

OT 2010, 4100, 4110, 4140, 4141, \* 4150, 4151, 4160, 4161.

\* OT 4141 fulfills the senior thesis/capstone requirement.

**Electives (10 credit hours)**

With approval of academic advisor. Courses that promote communication, critical thinking, health sciences and cross-cultural psychology are highly recommended.

A student who has completed an AA or AS degree from a community college in Illinois or a student who has completed the general education core curriculum as part of the Illinois Articulation Initiative will be deemed to have completed all university general education requirements. Student however still must obtain 120 hours of credit for graduation.

## Health Sciences Majors : Pre -Occupational Therapy Curriculum Pattern

### Freshman Year

Fall Semester		Spring Semester	
ENG 1270	3	ENG 1280	3
MATH 1200	3	Critical thinking	3
ANTH 1010 or SOC 1010	3	PSYC 1100	3
CMAT 2030	3	BIO 1080	3
		CPTR 1060	3
	12		15

### Summer

HUMANITIES 3

### Sophomore Year

Fall Semester		Spring Semester	
ZOOL 2050	4	ZOOL 2610	4
Foreign language	3	Foreign language	3
H SC 1104	3	H SC 3321	3
H SC 2150	3	OT 2010	3
SOC 1250/125 or GEO 1100/110	3	Humanities	3
	16		16

### Summer

Elective 4

### Junior Year

Fall Semester		Spring Semester	
PH S 1000 or 1100 or CHEM 2050	3/4	PSLY 2040	4
H SC 2250	3	H SC 3375	3
PSYC 2000 or 2040	3	PSYC 2155	3
PSYC 4190 or MATH 1600	3		
Elective	3	Elective	3
	15/16		13

## Senior Year

Fall Semester		Spring Semester	
OT 4100	3	OT 4110	3
OT 4140	5	OT 4141	5
OT 4150	3	OT 4151	3
OT 4160	3	OT 4161	3
	14		14

## Senior Year/Professional Phase

### Other Pertinent Information

All students admitted to the professional program must assume responsibility for expenses in connection with the academic program, including

- a current CSU medical and dental form completed with immunization and TB test/X-ray by June 15th each year.
- proof of health insurance.
- required texts, test instruments, and supplies, including course packages.
- yearly subscription to the American Journal of Occupational Therapy (AJOT).
- transportation to fieldwork experiences, state conferences and field trips.
- maintaining a current CPR certification.

Students in the professional phase of the program are charged a program fee to address requirements of the program. Students in the professional curriculum are required to maintain a 3.0 (B) average each semester and receive a passing grade in all Level I fieldwork. Please refer to the progression policies for details.

### Progression and Dismissal Policies

Once a student enters the professional phase of the program, the following policies apply to progression through the program:

- Any interruptions or repetition of course work will result in an extension of the total length of the program. To ensure timely completion of the program, course sequences must be followed. Students who drop or withdraw from a professional level course for any reason resign their status as a professional-level student. Readmission will be by consent of the program chairperson and the admissions committee.
- Students may receive only two C grades according to the graduate school policy. Students may be required to repeat a course in order to meet graduation requirements from the graduate school whether taken as an undergraduate or graduate student. A student can earn no more than 4 letter grades of "C" or less in the professional

program; more than 4 grades of “C” or below is grounds for dismissal. Professional courses may be repeated only one time for a grade of B or higher. A student needing to repeat a course to improve a grade must repeat the course at the next scheduled offering. Students may be required to assume part-time status when repeating courses.

- Students with a semester GPA of less than 3.0 will be placed on probation\*. Students must achieve a 3.0 or better semester GPA within three consecutive semesters. Students with a GPA less than 3.0 after the third semester will be dismissed from the occupational therapy program.
- Students must repeat any fieldwork in which they receive an unsatisfactory (failing) performance evaluation. Continued unsatisfactory performance on a repeated fieldwork will result in the student being dismissed from the occupational therapy program.
- A student who misses more than 20% of a scheduled course due to unexcused absences may receive a failing grade for the course.
- All students must successfully complete a cumulative end-of-year examination. If a student fails to pass the cumulative end-of-year examination on the second attempt, the student must develop and complete a structured remediation program with a faculty member before the third and final retake. Only three opportunities will be given for an end-of-year examination. This examination must be successfully completed in order to progress into the graduate program.
- Any course with a grade of “D” or “F” must be repeated. Students needing to repeat a course will be placed on probation. Repeated failure of the same course will result in dismissal from the program. Failure of two or more professional courses in the same semester will result in dismissal from the program.
- Students who receive a written notification of unsatisfactory professional behavior and/or violate the standard of student conduct or standards of ethical practice, including plagiarism in the academic and/or clinical education programs, and will be placed on probation. Repeated unsatisfactory behavior, ethical violations, or ethical/legal misconduct that endangers or creates potential harm to students, clients, academic and clinical faculty are grounds for dismissal from the program. Standards of ethical behavior are outlined in the AOTA Code of Ethics and the University Policy on Student Conduct.

\* Probation is defined as written notification of the student’s current status in the professional occupational therapy program.

## **Grievance Policy:**

Students are required to become familiar with the department and college grievance policies. These policies and the related procedures can be found in the university catalog, the occupational therapy student handbook, and department webpage.

## **Graduation Requirements**

In order to graduate in health sciences, all students must complete the university, state and department requirements as mandated. Students must successfully complete all coursework to

be eligible to graduate with a BS in Health Sciences (Pre-Occupational Therapy) and participate in the college and university convocation and commencement ceremonies. Graduating seniors who have maintained the required GPA must apply to the School of Graduate and Professional Studies to continue in the MOT program.

## **Student Assessment and Retention Program**

The department has several programs to improve the retention and graduation of students. A departmental assessment plan is an integral part of the retention program. This plan includes explicit statements and measures about student learning outcomes, end-of-year examinations, and curriculum effectiveness. Other retention activities include mentoring, tutoring, counseling, and advising.

- The Student Occupational Therapy Association (SOTA) offers a peer mentorship program. Students at the professional level may be matched to community-based mentors who are occupational therapists.
- Student Success workshops are held for students in the program throughout the semester. These workshops address skills needed in a professional program and are considered a professional obligation.
- Peer tutors are available for professional-level students. The faculty has identified office hours to assist students.
- All students receive one-on-one advising from faculty throughout the year. Referrals to other resources both within and outside the university are made when indicated.

# Honors College

Dean: Dr. Omar Headen

The Honors College provides talented and motivated students with unique service and learning opportunities. The College offers incoming freshmen an enriched, interdisciplinary general education curriculum, close contact with faculty and other students, support when applying for major scholarships and fellowships, service and social activities, and opportunities for national and international travel and study.

Membership in the Honors College is open to students in any of Chicago State University's degree-granting majors and professional programs. Applicants to the Honors College should have a high school GPA of 3.5 or above or a composite ACT score of 23 or above (1200 on the SAT) or graduation in the top 10 percent of the high school class. Applicants who have taken high school AP classes and who have a record of community service are favored. Eligible candidates for the Honors College are identified after they have applied for and been accepted at the university. Candidates for admission to the Honors College will be asked to submit a writing sample and will be invited to interviews with the college dean and active honors students.

The honors core curriculum satisfies university general education requirements through specially designed team-taught interdisciplinary courses. Some colleges or degree programs may have general education requirements in addition to those fulfilled by the Honors College general education curriculum. More information can be found under the appropriate college sections in this catalog.

## Honors College Program of Study

### **First Semester—Principles of Inquiry I**

HON 1200, 1300, Hon 1400.

### **Second Semester—Principles of Inquiry II**

HON 1000, 1210, 1310, 1500.

### **Third Semester—Historical Perspectives**

HON 1000, 1600, 2010, 2300.

### **Fourth Semester—Contemporary Perspectives**

HON 1000, 2020, 2400.

### **Fifth Semester—Capstone Seminar I**

HON 2800.

### **Sixth Semester—Capstone Seminar II**

HON 2900.

# Division of Continuing Education and Nontraditional Degree Programs

Interim Dean: Ms. Nelly Maynard

The Division of Continuing Education and Nontraditional Degree Programs has a long and distinguished track record of meeting growing demands for high-quality, innovative, flexible educational opportunities through its five delivery units:

## Nontraditional Degree Programs:

- University Without Walls (UWW)
- Individualized Curriculum Program (ICP)
- Continuing Education
- Professional Development

## Options: Community Education

Through the Options Program, the university offers classes, workshops and seminars covering a wide array of interests for all ages. Included are classes in academics, computers, arts and crafts, business and vocations, dance and fitness, music, personal development, recreation and special courses for mature adults. This service unit offers the opportunity to join an active, creative community of lifelong learners. All classes are noncredit and reasonably priced.

## Summer Session and Special Programs

In response to the challenge of ensuring greater-accessibility learning opportunities to adults and youth of all ages, the division provides a variety of credit and noncredit courses and programs. The division offers advanced training for new technologies in the workplace, as well as excellent programs for personal enrichment and new skills development for a changing society.

## Nontraditional Degree Programs

In this era of rapid knowledge and technological gains, individuals seeking to improve their educational circumstances often enter Chicago State University with relevant lifelong learning and work experiences and expectations of educational flexibility . The Nontraditional Degree Programs embrace many of these experiences by offering students an alternative to the traditional four-year degree program. In response to this growing population, CSU offers three Nontraditional

Degree Programs: University Without Walls (UWW) and Individualized Curriculum Program (ICP).



## Board of Governors Bachelor of Arts/Science Degree Program

Chicago State University no longer offers a Bachelor of Arts/Science degree in the Board of Governors Program. Students who did not complete the degree requirements at the time of the program's transition must now select a different major.

## Individualized Curriculum Bachelor of Arts/Science Degree Program

Students in the program will be eligible for graduation upon the successful completion of the following requirements:

- Completion of 120 hours of college-level course work
- Completion of the following general education requirements:

Composition (ENG 1230 or 1270 and ENG 1280)	6 credit hours
Mathematics/Critical Thinking	6 credit hours
Humanities	9 credit hours
Natural Sciences	9 credit hours
Social Sciences	9 credit hours
<b>Total</b>	<b>39 credit hours</b>

- A minimum of 30 hours as a student within the program.
- Successful completion of university examinations in English and reading, federal, state and other examinations as required. Math placement examinations are necessary for students who wish to take courses for which passing the Math examination is a prerequisite.
- Payment of the graduate fee.
- Completion of ICP 4500 (Individualized Curriculum Capstone)\*\*

\*\* ICP 4500 fulfills the senior thesis/capstone course for ICP majors.

The degree to be awarded, whether a Bachelor of Arts (BA) or a Bachelor of Science (BS) will be determined at the time of the evaluation of credits for graduation. The Director and Dean will make this determination in consultation with the registrar.

Please note that academic skills/developmental courses may not be used toward graduation.

The Individualized Curriculum Program (ICP) was developed for mature, well-motivated students 18 years or older who wish to depart from traditional patterns of formal education by planning their own academic programs. Students develop, with the assistance of faculty academic advisors and the program director, curricula that are consistent with their individual lives and career goals. The essential principle underlying the program is the placing of considerably more responsibility for choice of course selection and sequence and for self-determination upon the student.

Students must present to the director of the program a written curriculum proposal and a statement explaining it in general and describing the courses requested, including any plans for a concentration or focus area. In consultation with the student, the program director will appoint an academic advisor for the student. After a mutual understanding has been reached, the proposal will be approved and signed by the director, the academic advisor, and the student, and a copy will be placed in the student's file in the Office of the Registrar.

A proposal will be accepted only if it follows logically from the statement of explanation offered for the individualized curriculum. All submitted proposals are linked to Chicago State University's existing curricula. Within the Individualized Curriculum Program, a concentration of study refers to a focused in- depth study of an approved discipline or disciplines, of a theme or problem pursued from an interdisciplinary perspective, or of academic subjects that will prepare the student for a particular profession or vocation.

Students may pursue a single discipline available in a departmental major only if they wish to work in greater depth than the departmental major would normally allow. Students may not develop an abbreviated disciplinary major unless their interests are interdisciplinary or multidisciplinary. The Individualized Curriculum Program is not an appropriate program for licensure in a professional field such as teaching or health services. Person desiring such credentials should apply for admission to the appropriate department or college within the university.

## **Application Procedures**

A student may apply for admission to the Individualized Curriculum Program (ICP) with a minimum of 24 credit hours from an accredited university or college. No grades of D are accepted in transfer. It is recommended that the student notifies the Director of Nontraditional Degree Programs at the time of application. Students who wish to transfer to the Individualized Curriculum Program (ICP) must have a minimum CSU cumulative grade point average of 2.0 and applicants to the program must fulfill the following requirements:

Obtain a copy of The Individualized Curriculum Program : An Undergraduate Degree Program, a Contract Proposal form, and the Program Identification Codes form.

- Make an appointment for a counseling session.
- Complete the statement of objectives and curriculum plan.
- Gain approval for the course of study from the faculty advisor.
- Obtain final program approval by the director and dean of the program.

## **Department Honors**

Scholarship is emphasized in the program by giving special recognition to those students who achieve excellence in their academic work and have satisfied the general graduation requirements. In addition, students who complete 12 or more credit hours per semester, with a GPA of 3.50 or better, will receive a letter of recognition and achievement from the Dean of Continuing Education and Nontraditional Programs.

## University Latin Honors

Students who meet all university graduation requirements (including the University General Education requirements) and maintain a cumulative grade point average at Chicago State University of 3.5 or better, for all courses taken at Chicago State University applied toward the bachelor's degree, are given special recognition on their diplomas and in their academic records and are identified in the commencement program. The honors categories are as follows:

Cum Laude 3.50 to 3.79

Magna Cum Laude 3.80 to 3.94

Summa Cum Laude 3.95 to 4.00

**NOTE:** Only students who are enrolled full time (12 or more credit hours per semester) and have met all of CSU's general requirements as described under the Academic Information Section in this catalog are eligible for the University's Cum Laude, Magna Cum Laude, or Summa Cum Laude honors.

## Curriculum Requirements

Students in the program will be eligible for graduation upon the successful completion of the following requirements\*:

(\*All students whose initial enrollment at Chicago State University was the Fall 1997 semester or after must complete the following general education requirements to be considered for Latin Honors.)

- Completion of 120 hours of college-level course work
- Completion of the following general education requirements:

Composition (ENG 1230 or 1270 and ENG 1280)	6 credit hours
Mathematics/Critical Thinking	6 credit hours
Humanities	9 credit hours
Natural Sciences	9 credit hours
Social Sciences	9 credit hours
<b>Total</b>	<b>39 credit hours</b>

- A minimum of 30 hours as a student within the program.
- Successful completion of university examinations in English and reading, federal, state and other examinations as required. Math placement examinations are necessary for students who wish to take courses for which passing the Math examination is a prerequisite.
- Payment of the graduate fee.
- Completion of ICP 4500 (Individualized Curriculum Capstone)\*\*

The degree to be awarded, whether a Bachelor of Arts (BA) or a Bachelor of Science (BS), will be determined at the time of the evaluation of credits for graduation. The director and dean will make this determination in consultation with the registrar.

# **University Without Walls Bachelors of Arts/Sciences Program**

Effective Spring 2014, the curriculum and requirements for the Nontraditional Degree Program will change for all returning and new BOG, ICP, and UWW students.

Under this program, students use relevant learning experiences as they pursue studies for a degree at Chicago State University. They can become involved in projects on a semester-by-semester basis. Students may plan their programs by using a variety of approaches, including internships, work-study programs, research projects, creative endeavors in the arts, and study with acknowledged experts.

The University Without Walls Program is an innovative, alternative route to obtaining a bachelor's degree; a route that differs in format from campus-based regular degree programs. It is innovative in that the student becomes the motivating force for the identification and actualization of degree goals. University Without Walls is primarily for students 23 years and older. It is designed to aid the adult student in obtaining a four-year undergraduate degree by providing a structure that lends itself to combining academic, theoretical learning with in-the-field, experiential learning.

## **The Learning Agreement**

Each student in University Without Walls submits, at the beginning of each academic term, a learning agreement that lists a logical sequence of educational activities and objectives. The student develops this agreement with the assistance of a faculty advisor who teaches in the student's field of interest, or a field advisor, a person who works at the student's place of employment or volunteer internship. The agreement is, in essence, a list of the objectives for the term, which may include readings, the preparation of reports, surveys, research and compilation of data. With some exceptions, all of these activities take place outside the boundaries of a classroom; ideally, on a job site or within a volunteer internship that involves at least twenty hours per week.

The University Without Walls is not an appropriate program for licensure in a professional field such as teaching or health services. Persons desiring such credentials should apply for admission to the appropriate department or college within the university.

Courses available for University Without Walls students are generally those with a practical orientation, such as in business management, counseling, social work, criminal justice, the humanities, law enforcement, and computer science. University Without Walls students are expected to take and pass the university qualifying examinations in English, mathematics, and reading, as well as the examination on the state and federal constitutions. In addition, University Without Walls students should expect to fulfill other university-wide requirements pertaining to the filing of graduation applications, academic deadlines, and other related tasks.

Because University Without Walls has more rigorous checkpoints than are normally found in a regular degree program, it can clearly be seen that University Without Walls is not for everyone. Persons who apply to University Without Walls should do so with the full knowledge that in exchange for the removal of some obstacles, added responsibilities result. Students in the program should be willing to recognize their own strengths and weaknesses, to build upon these strengths, and to remove some of these weaknesses. They should be willing to help identify their own educational needs and with the help of faculty advisors, field advisors, and program coordinators and by using the educational opportunities available at Chicago State University and in the city, they should learn to satisfy those needs.

Applicants to University Without Walls should be mature students who have not previously earned a baccalaureate degree and who can demonstrate that they are able to work independently, are highly motivated, and are self-directed. In addition, applicants should have access to a field internship that is directly related to their proposed field of academic study.

The prospective students' meeting is required for all new students. This meeting usually takes place before the beginning of a new term. Information concerning such a meeting may be obtained from the University Without Walls office. Although not absolutely necessary, prior college experience is desirable. Students must have a high school diploma recognized by the State of Illinois or its equivalent.

## **Program Requirements**

Effective Spring 2014, the curriculum and requirements for the Nontraditional Degree Program will change for all returning UWW students.

General requirements for University Without Walls students for graduation:

- Formal admission into the University Without Walls Program
- Fulfillment of the general university requirements. These requirements include, but may not be limited to, a minimum of 36 semester credit hours in general education (which may be transferred in from accredited colleges or universities or earned through CLEP or departmental qualifying examinations where available).
- Fulfillment of the requirements set forth in the student's area of concentration within the program.
- All transfer credits earned with grades A, B, C, Pass, or Credit are accepted toward the degree, if applicable. No grades of D are accepted in transfer.
- Completion of 120 hours of college-level work.
- No credit is given for a grade of D after admission to the program.
- Minimum grade point average at graduation of 2.0 (C).
- Successful completion of university qualifying examinations in English and reading and federal, state, and other examinations as required. Math placement examinations are necessary for students who wish to take courses for which passing the math 099 examination is a prerequisite. Passing scores on the state and federal constitution examinations.

- Minimum of three semesters of participation in the University Without Walls Program, regardless of previous professional experience or college credits earned prior to admission to University Without Walls Program.

The 120 credit hours must include general education requirements. All students whose initial enrollment at Chicago State University was the Fall 1997 semester or after must complete the following general education requirements: 36 hours in general education, consisting of 6 hours in English composition, 3 hours general education math, 6 hours in the humanities (three of which must be in fine arts), 6 hours in natural sciences (must include one lab course) and 9 hours in social sciences (must be at least two disciplines).

## **Fees**

The tuition fees for University Without Walls students are the same as for any other full-time Chicago State student. Illinois residents who apply to UWW are eligible to receive Illinois state scholarships and other types of financial assistance.

The information provided in this catalog does not provide a complete picture of UWW at Chicago State University. Persons interested in the program should call or write the UWW office in order to find out when the prospective students' meetings will take place. These meetings are intended to provide the prospective applicant with a complete understanding of UWW needed for applying to the program.

For additional information about any of the Nontraditional Degree Programs, write Continuing Education, Chicago State University 9501 S. King Drive / JDC 201 Chicago, Illinois 60628, call 773/995-4466 or email [www.csu.edu/conted/](http://www.csu.edu/conted/)

# **Professional Development and Lifelong Learning Services Offered By the Division of Continuing Education**

Chicago State University is committed to meeting the diverse learning needs and interests of motivated and goal-oriented individuals. The following units of the division offer a wide array of services to the CSU learning community.

## **Continuing Professional Education**

Services are designed to meet the credit and noncredit needs for continuing professional education of adults in locations throughout the city and state. Courses may meet certification or approval requirements. Continuing Professional Education workshops/seminars meet Continuing Unit (CEU/CPDU) requirements to maintain occupational licensures, or they may be taken for personal or professional enrichment. Requests for program schedules should be made by calling Continuing Education at 773/995-4466 or the schedule can be accessed on the website at [www.csu.edu/ContinuingEducation/extensionservices.htm](http://www.csu.edu/ContinuingEducation/extensionservices.htm).

## **Professional Development Services**

Continuing education opportunities (e.g., customized noncredit and credit courses, CEU's, and professional development certificates for employers and employees of business, industry, government, labor, social service agencies and community organizations) can be conducted on site upon request by calling Continuing Education at 773/995-4466 or by visiting the CSU website at [www.csu.edu/ContinuingEducation/contracttraining.htm](http://www.csu.edu/ContinuingEducation/contracttraining.htm).

# Directory

## President and Provost

Thomas J. Calhoun, Jr., President (2016): Ph.D., University of Washington.

Angela Henderson, Provost and Senior Vice President for Academic and Student Affairs (2013): Ph.D., University of Illinois-Chicago.

## Deans

Sheila Collins, Dean, Students and First Year Experience (2010): M.A., Austin Peay State University.

Derrick Collins, Dean, College of Business (2010): MBA, University of Chicago School of Business.

Richard Darga, Dean, Library and Instructional Services (2004): Ph.D., University of Michigan.

Omar Headen, Interim Dean, Honors College (2013): Ph.D., Loyola University-Chicago.

Leroy Jones II, Dean, College of Arts and Sciences (2000): Ph.D., University of South Carolina-Columbia.

Jamilah Jor'dan, Interim Dean, College of Education (2010): PhD., Loyola University-Chicago.

Nelly Maynard, Interim Dean, Division of Continuing Education (2001).

Leslie Roundtree, Dean, College of Health Sciences (1992): DHS, University of Indianapolis.

Carmita Coleman, Interim Dean, College of Pharmacy (2012): Pharm.D., Xavier University – Louisiana.

## Chairpersons and Program Directors

Rohan Attele, Mathematics and Computer Science (2007): Ph.D., Michigan State University.

Lindsay Bicknell-Hentges, Psychology (1991): Ph.D., Texas Woman's University.

Kimberly Black-Parker, Chair, Doctoral Studies and Information Studies (2012); PhD, University of Illinois-Chicago.

Adrienne Borden, Director, Health and Information Administration (2016).

Emmett Bradbury, Criminal Justice, Philosophy, and Political Science (1996); Ph.D., Northwestern University.

Lillian K. Dawson, Art and Design/Communications, Media, Arts and Theatre and Music (1993): M.F.A., Cranbrook Academy of Art.

Kelly Norman Ellis, English, Foreign Languages and Literatures (1998): PhD, University of Kentucky.



Edmundo Garcia-Solis, Chemistry, Physics, and Engineering Studies (2008): Ph.D., University of Maryland.

Yolanda Hardy, Pharmacy Practice (2008): Pharm. D., Ohio State University.

Timothy Harrington, Early Childhood and Bilingual Education and Reading, Elementary and Middle Level Education (2000): Ph.D., Cleveland State University.

Mark Kutame, Secondary Education, Professional Studies, and Recreation (2000): Ph.D., Ohio State University.

Florah Luseno, Graduate Programs in Education (1997); Ph.D., Virginia Polytechnic Institute and State University.

Gebeyehu Mulugeta, Geography, Sociology, History, African American Studies, and Anthropology (1994): Ph.D., Michigan State University.

Yvonne Patterson, Director, Counseling (2004): Psy.D., Illinois School of Professional Psychology-Chicago.

Venkateswara Potluri, Biological Sciences and Pre-Health Professions Programs (2002); Ph.D., Banaras Hindu University.

Sherri Seyfried, Social Work (2006): Ph.D. Loyola University, Chicago.

Mohammed Newaz, Pharmaceutical Sciences (2010): M.D., University of Chittagong; Ph.D. National University of Malaysia

Leslie Roundtree, Occupational Therapy (1993): D.H.S., University of Indianapolis.

Gabrielle M. Toth, Library and Instruction Services (2005): M.S.L.I.S., University of Illinois-Urbana.

Lisa Young, Nursing (2014): DNP, University of Iowa.

## **Administrators**

Aida Abraha, Interim Associate Dean, College of Arts and Sciences.

Maricela Aranda, Associate Vice President, Administration and Finance.

Shawnice Avilez, University Registrar.

Ahmd Azab, Director, Introductory Pharmacy Practice Experience, College of Pharmacy.

Nancy Bhatia, Director, Admissions and Outreach

Patrick Cage, Vice President and General Counsel.

Paula Carney, Associate Provost, Graduate and Professional Studies.

Jasmika Cook, Executive Director, Project Counselling.

Latrice Egelston-Williams, Director, Institutional Effectiveness and Research.

Anna Ratka, Director, Capstone, College of Pharmacy.

Marilyn Flores, Assistant Director, Latino Resource Center.

Satasha Green, Interim Associate Provost, Curriculum, Assessment, and Retention.  
Nancy Grim Hunter, Assistant Dean, Assessment, College of Pharmacy.  
Robin Hawkins, Associate Vice President, Labor and Legal Affairs.  
Aisha Haykal, University Archivist.  
Tracy Dildy, Interim Director of Intercollegiate Athletics.  
Bonita Herring, Director, Recruitment and Continuing Education.  
David Kanis, Interim Associate Vice President, Sponsored Programs.  
Kemi Onajole, Director, Office of International Programs.  
Charisse Johnson, Assistant Dean, Experiential and Continuing Professional Education, College of Pharmacy.  
Sabrina A. Land, Director, Marketing and Communications.  
Tim Lee, Director, Housing and Residence Life.  
Barbara Limburg-Mancini, Director of Professional Laboratories, College of Pharmacy.  
Cecil Lucy, Interim Vice President of Administration and Finance.  
Matoya Marsh, Director, Student Activities.  
Michael Mayo, Chief Internal Auditor.  
Renee Mitchell, Director, Human Resources.  
Lou Moore, Director of Center for Integrating Technology into Education.  
Arrileen Patawaran, Executive Director of Budget and Resource Planning.  
Bernard Rowan, Associate Provost, Contract Administration.  
Gwendolyn Rowan, Coordinator, Abilities Office of Disabled Student Services.  
Prashant Shinde, Chief Information Officer.  
Naomi Simwenyi, Director, Continuing Professional Education, College of Pharmacy.  
Michael Sukowski, Director, Center for Teaching and Research Excellence.  
Daphne Townsend, Coordinator, Course Scheduling.  
Patricia A. Walsh, Chief of Police.  
Lisa Young, Director, Wellness/Health Center.

## **Faculty**

Ehab Abourashed, Associate Professor of Pharmaceutical Sciences (2009): Ph.D., University of Mississippi.  
Aida Abraha, Associate Professor of Chemistry (2003): Ph.D., Loyola University - Chicago.

Saleem Abuleil, Professor of Management Information Systems (2000), Ph.D., Illinois Institute of Technology.

John Agada, Professor, Information Studies (1997): Ph.D., University of Illinois-Chicago.

Brenda Eatman Aghahowa, Associate Professor of English: Ph.D., University of Illinois- D. Ministry University of Chicago Divinity School.

Victor Akatsa, Associate Professor of Mathematics and Computer Science (1991): Ph.D., University of Kentucky.

Justin Kanayo Akujize, Professor of Physics (1991): Ph.D., Illinois Institute of Technology.

Walid M. Al-Ghoul, Professor of Biological Sciences (2002): Ph.D., Rutgers University-New Brunswick.

Khalid Alsamara, Professor of Management Information Systems (2001): Ph.D., Illinois Institute of Technology.

Luis Vidal-Ascon, Professor of Mathematics and Computer Science (1995): Ph.D., Illinois Institute of Technology.

Kapila Rohan Attele, Professor of Mathematics and Computer Science (1995): Ph.D., Michigan State University.

Sarah Austin, Assistant Professor of Occupational Therapy (2001): Ph.D., University of Illinois at Chicago.

Moussa Ayyash, Associate Professor of Industrial Technology Education (2007): Ph.D., Illinois Institute of Technology.

Anser Azim, Associate Professor of Biological Sciences (2009): Ph.D., Central Drug Research Institute.

Leslie Baker-Kimmons, Associate Professor of Sociology (2001): Ph.D., Howard University.

Joseph Balogun, Distinguished University Professor, Health Studies (1999), Ph.D., University of Pittsburgh.

Sneha Baxi-Srivastava, Clinical Associate Professor of Pharmacy Practice (2008). Pharm.D., Rutgers University-Newark.

Timothy Bell, Professor of Botany (1987): Ph.D., Rutgers University.

Runez Bender, Assistant Professor of Nursing (2015), Ph.D., DNP, University of Iowa.

Phillip Beverly, Associate Professor of Political Science (1994): Ph.D., University of Illinois at Chicago.

Lindsay Bicknell-Hentges, Professor of Psychology (1991): Ph.D., Texas Woman's University.

Robert Bionaz, Associate Professor of History (2002), Ph.D., University of Iowa.

Judith Birgen, Associate Professor of Sociology and Social Work (1998), Ph.D., University of Chicago.

Kimberly Black-Parker, Assistant Professor, Information Studies (2012); Ph.D., Florida State University.

Daniel Block, Associate Professor of Geography (1999): Ph.D., University of California at Los Angeles.

Zafar A. Bokhari, Management, Marketing, and Information Systems (1987): M.B.A., Roosevelt University.

Christopher Botanga, Associate Professor of Biological Sciences (2008); Ph.D. University of Virginia-Charlottesville.

Patrice Boyles, Associate Professor of Technology and Education (2002): M.S.E.D, Chicago State University.

Emmett L. Bradbury, Associate Professor of Philosophy (1996): Ph.D., Northwestern University.

Linnae Bryant, Assistant Professor of Accounting (1994): J.D., DePaul University.

Sarah Buck, Associate Professor of Secondary Education, Professional Studies and Recreation (2007): Ph.D., University of Illinois-Urbana.

Luba Burman, Clinical Assistant Professor of Pharmacy Practice (2015): Pharm.D., University of Michigan-Ann Arbor.

Liyana Cabraal, Associate Professor of Doctoral Studies (2001): Ph.D., University of Illinois-Urbana.

Paula Carney, Associate Professor of Health Studies, (2013); Ph.D., Wayne State University.

Rebecca Castner, Clinical Assistant Professor of Pharmacy Practice (2012); Pharm D., University of Maryland.

Jan-Jo Chen, Professor of Mathematics and Computer Science (1997): Ph.D., University of Illinois at Chicago.

Jianjun Chen, Assistant Professor of Pharmaceutical Sciences (2015): Ph.D., University of Tennessee Health Science Center.

Johng-Chern Chern, Professor of Mathematics and Computer Science (1995): Ph.D., Illinois Institute of Technology.

Robert Chierico, Professor of Foreign Languages (1984): Ph.D., Northwestern University.

Chongim Choi, Associate Professor of Art and Design (2000): Ph.D., Florida State University.

Ernst Coupet, Associate Professor of Finance (2001): Ph.D., University of Illinois at Chicago.

Shaila Christofferson, Assistant Professor of Art and Design (2007): M.F.A., University of Nebraska – Lincoln.

Philip Cronce, Associate Professor of Philosophy, (1997): Ph.D., DePaul University.

Michael Danquah, Assistant Professor of Pharmacy Science (2012); Ph.D., University of Memphis.

Tiffany Davis, Assistant Professor of Sociology (2010): Ph.D., University of Minnesota.

Lillian K. Dawson, Associate Professor of Art and Design (1995): M.F.A., Cranbrook Academy of Art.

Noe' De la Sancha, Assistant Professor of Biological Sciences (2014): Ph.D., Texas Tech University.

Evelyne Delgado-Norris, Associate Professor of Modern Languages (1998): Ph.D. Northwestern University.

Agber Dimah, Professor of Political Science (1993): Ph.D., Washington State University.

Duc Do, Assistant Professor of Pharmaceutical Sciences (2010): Ph.D., Mercer University.

William Ebomoyi, Professor of Epidemiology (2006): Ph.D., University of Illinois-Urbana.

Abir T. El-Alfy, Associate Professor of Pharmaceutical Sciences (2010): Ph.D., University of Mississippi.

Kelly Norman Ellis, Associate Professor of English (1998): Ph.D., University of Kentucky.

Mark Erhart, Professor of Biological Sciences (1990): Ph.D., University of Illinois at Chicago.

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