



CHICAGO STATE  
UNIVERSITY

**2022-23**  
**UNDERGRADUATE**  
**CATALOG**

CSU.EDU



# **Chicago State University**

## **2022-2023 Undergraduate Catalog**

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

This publication is a record and an announcement of the 2022-2023 academic year. 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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Chicago State University policy is to be in full compliance with all federal and state nondiscrimination and equal opportunity laws, orders, and regulations, and the university will not discriminate against any persons because of race, color, sex, religion, national origin, age, disability, or status as a Vietnam era or disabled veteran. This nondiscrimination policy applies to admissions, access to, treatment and employment in university programs and activities.



## Greetings Chicago State University Students!

I am excited to introduce the 2022-2023 Undergraduate Course Catalog. This publication outlines the comprehensive course offerings and academic programs offered here at Chicago State. I hope that this catalog helps to direct your academic journey as well as offers inspiration as you plan your undergraduate academic studies and beyond. I encourage you to work in partnership with your academic advisor in utilizing this catalog as a tool on your journey to degree completion.

At Chicago State, we are intentional about designing an educational experience that prepares our students for long-term success. Whether through world-class instruction within one of our seventy undergraduate and graduate degree-granting and non-degree programs, offered by the University's five colleges, or through hands-on co-curricular experiences such as your participation in on-campus leadership development opportunities, studying abroad, or completing an internship with one of our key industry partners, CSU continues to ensure critical skill development for our students and a high return on your educational investment.

Chicago State University remains committed to fostering a world-class, higher education learning community that centers our students, increases equitable opportunities, and produces critical scholarship to move our communities, city, state, and nation forward.

Your success remains our top priority, and we remain steadfast in our commitment to your success as students and future world changers.

We look forward to supporting you throughout your undergraduate journey and witnessing the incredible things to come!

Ever in Motion,

A handwritten signature in black ink, appearing to read 'Z Scott, Esq.', written in a cursive, flowing style.

Z Scott, Esq.  
President, Chicago State University

# Chicago State University

## Code of Conduct

**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 which 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 a person's rights to move about freely, to express themselves appropriately, and to enjoy privacy is not acceptable. I will report without fear of retaliation any actions that violate our culture of ethics and will protect the rights of others who do the same.

**I will respect cultural diversity and 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 basic human rights.**

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

**I will pursue personal and academic excellence.**

These allegiances obligate us to be responsible for our own actions and deeds, take ownership of our education, pursue scholarships and abide by all university rules and procedures.

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

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# Academic Departments and Programs Directory

Department/Program	Chair/Director	Phone/995+Ext	Bldg/Rm
Accounting and Finance	D. Collins	3802	BHS 435
African American Studies	D. Block	2186	SCI 321
Anthropology	D. Block	2186	SCI 321
Art and Design	K. Dawson	3984	BHS 600
Biological Sciences	J. Gana	2183	SCI 310
Chemistry	K. Mardis	2180	SCI 309
Communications, Media Arts, and Theatre	C. List	2280	DH 116B
Community Outreach and Field Placement Services		2392	ED 322
Computer Science	M. Smith	2582	HWH 332
Criminal Justice	A. Bernard	2108	HWH 329
Education Studies	N. Grim	9567	ED 320
English	B. Aghahowa	2189	SCI 320
Foreign Languages and Literature	B. Aghahowa	2350	HWH 301A
General Studies Program	B. Aghahowa	2484	SCI 320
Geography	D. Block	2186	SCI 321
Health Education, Physical Education and Recreation	M. Kutame	2089	JDC 216
Health Information Administration	C. Jackson	2593	BHS 424
Health Studies	G. Paveza	2512	DH 127
History and Africana Studies	D. Block	2186	SCI 321
Honors College	S. Rowe	4412	GBL 428
Individualized Curriculum	P. Boyles	3817	JDC 201
International Studies	B. Aghahowa	2189	SCI 316
Liberal Studies	B. Aghahowa	2189	SCI 320
Information Studies	R. Montague	2582	HWH 332



Marketing, Management, and Information Systems	D. Collins	3976	BHS 602
Mathematics	M. Smith	2582	HWH 332
Military Science	M. Smith	2242	
Music	R. Stevenson	2155	HWH 331
Nursing	R. Potti	3992	BHS 200A
Occupational Therapy	S. Zuba-Bates	2366	DH 132
Pharmaceutical Sciences	M. Danquah	12582	DH 206
Pharmacy Practice	D. Kerner	12153	DH 206
Philosophy	A. Bernard	2108	HWH 329
Physics	K. Mardis	2180	SCI 309
Political Science	A. Bernard	2108	HWH 329
Pre-health Professions		3765	SCI 268
Psychology/Counseling	A. Richardson	2394	HWH 328
Social Work	V. Pillari	2207	SCI 116A
Sociology	D. Block	2186	SCI 321

# 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, master's, 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.

CSU is committed to increasing equity through education. The University of Southern California's Race and Equity Center recently ranked Chicago State University first in Illinois and tied for second nationwide among public universities for educating and supporting African American students. Additionally, a 2017 study on economic mobility conducted by Harvard University economist Raj Chetty, and featured in the New York Times, showed that graduates of Chicago State University were among the most likely to improve their economic status with a college degree: in ranking the nation's best universities for economic mobility, CSU ranked #2 out of 103 colleges and universities in Illinois, and in the top 4% nationwide out of over 2,000 colleges and universities.

## **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 five divisions, each administered by a vice president: Academic Affairs; Enrollment Management; Administration and Facilities; Financial Operations; 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.

## **Vision**

Chicago State University will be recognized for innovations in teaching and research, community development and civic engagement. We will promote excellence, ethical leadership, entrepreneurship, and social and environmental justice. We will embrace, engage, educate, propel and elevate our students and community to transform lives locally and globally.

## **Mission**

Chicago State University transforms students' lives by innovative teaching, research, and community partnerships through excellence in ethical leadership, cultural enhancement, economic development, and justice.

## **Values**

- Personal and academic excellence
- Personal, professional and academic integrity
- Diversity, Equity, and inclusion
- Leadership, service, philanthropy, social justice, and entrepreneurship
- Creative and innovative thinking and learning
- Pride in self, community, and the university
- Lifelong learning

## 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 over 3,000.

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 the Governor of Illinois. The university's five colleges - Health Sciences, Arts and Science, Business, Education, and Pharmacy - offer 34 undergraduate and 27 graduate degree-granting programs. In addition, CSU has a Division of Continuing Education and Non-Traditional Programs that reaches 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 a 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 seal appears along with the Message from the President.

# Accreditation

The University is accredited by the Higher Learning Commission (HLC) of the North Central Association of Colleges and Schools, 230 S. LaSalle St., Suite 7-500, Chicago, IL 60604, 312/263-0456, [www.hlcommission.org](http://www.hlcommission.org). Chicago State University has been accredited continuously since 1941.

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) also sanctions our intercollegiate athletics program.

In addition to Higher Learning Commission accreditation, CSU holds additional independent program accreditations 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 (ACS)
- Accreditation Council for Business Schools and Programs (ACBSP)
- American Library Association (ALA)
- 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)
- Illinois Alcohol and Other Drug Abuse Professional Certification Association, Inc. (Illinois Certification Board, Inc.)
- National Association of Schools of Music (NASM)
- National Association of Schools of Art and Design (NASAD)
- Accreditation Commission for Education in Nursing (ACEN)
- Council on Accreditation of Parks, Recreation, Tourism, and Related Professions/National Recreation and Park Association (COAPRT/NRPA)

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 & Residence Life



Welcome to Chicago State University Office of Housing & Residence Life (HRL). Here at Chicago State University we strive to offer the most engaging residential experience enriched with diverse living and learning opportunities that foster academic growth. We achieve this by providing academic, social, cultural and personal developmental support through programming and

student engagement.

Our Residence Hall is a three-story coeducational building that houses approximately 330 students in suite-style living. Our hall provides spacious living quarters, three lounge spaces for studying, programming & fun. The hall also has an on-site laundry facility equipped with washers and dryers, as well as a 24-hour computer lab with printing capability for your late night studying needs.



With 150 double rooms, we provide a room with adjoining bathrooms and 24 single rooms with private baths; in addition, ADA rooms are available.

Each room comes furnished with beds (frame and mattress), dressers, desks, chairs, closet space, cable and phone connection, as well as Ethernet and Wi-Fi access. All rooms are equipped with smoke & heat detectors and water sprinklers for your safety. All suites are equipped with units for controlling air and heat operation. In the center of the Residence Hall, you will find our landscaped courtyard with trees, flowers, greenery and barbeque grills, great for warm Chicago days



You will find that our Residence Hall is staffed 24-hours a day, by professional and student staff. The main entrance to the building welcomes you with our friendly residence hall staff ready to assist with your housing and campus questions and concerns. Our front desk has temperature monitors and video surveillance to assist with our efforts in providing a safe and secure community and we are proud to be one of the safest campuses in the city of Chicago.

During the academic year, students have an option to live on campus for 8 months during the academic year, during which the students can utilize the on-campus meal plan which is a part of the housing Agreement. As we strongly encourage students to use the required meal plan, we have vending machines in the hall for late night snacking. The Residence Life Community Living Standards can be found in the Student Handbook located in the CSU student portal and online via the University



housing website.

For more information concerning Chicago State University Housing & Residence Life, please contact the office at (773)995-4543 Monday through Friday 9am-5pm or at [housing@csu.edu](mailto:housing@csu.edu)

# Admissions to Chicago State University

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 Studies at 773-995-2404, or visit the office in Room 101, Cook Administration Building.

## Applying for Admission

General admission is granted three times a year for fall, summer and spring semester. Undergraduate admission applications 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.

## Application processing deadlines:

Fall – March 15<sup>th</sup>

Spring – November 15<sup>th</sup>

Summer Session 1 – May 1<sup>st</sup>

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

Regular admission applicants will be considered on a first-come, first-served basis for admissions, availability for merit scholarships and financial aid.

## Items Required for Admission

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: Chicago State University, Office of Undergraduate Admissions, 9501 S. King Drive, Chicago, IL 60628. Documents not sent directly to the Office of Admissions will not be considered official. Official transcripts are required for all schools attended.

# Undergraduate Freshman Student Admission

## Requirements

To be granted admission 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, along with transfer freshmen with fewer than 24 credits or 36 quarter hours of earned college credit **must** submit the following requirements to complete the admission application:

- Official High School transcript, or GED test results, or home-schooled portfolio
- The submission of ACT or SAT scores is **optional** for applicants
- Letter of Recommendation completed by a teacher, school counselor, mentor, coach, or employer
- The \$25 non-refundable application fee or Fee Waiver Request Form
- Applicants who have a GPA of at least **2.50** on a **4.00** scale, are eligible for full admittance to CSU.
- Applicants who have a GPA between **2.0** and **2.49** on a **4.00** scale will be conditionally admitted and must interview with the Director of Success U to be considered for full admissions decision.

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 960 for regular admission.

**Note:** CSU is test-optional which means applicants are not required to submit test scores. Students who are interested in sending standardized test scores 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 admission 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
- The \$25 non-refundable application fee or Fee Waiver Request Form\*\*\*

### 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
- The \$25 non-refundable application fee or Fee Waiver Request Form\*\*\*
- Optional: Official ACT or SAT scores

### 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
- The \$25 non-refundable application fee or Fee Waiver Request Form\*\*\*

### Non-Traditional Applicants

A non-traditional applicant is a new undergraduate applicant who is over the age of 24 and seeks admission with no previous college level experience or has fewer 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 freshman admission requirements** and submit the following:

- An official high school transcript indicating date of graduation or a GED score report.
- Optional: 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).
- The \$25 non-refundable application fee or Fee Waiver Request Form\*\*\*

**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 Dual-Enrollment Admission Requirements

Dually enrolled high school students 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 dually enrolled high school student, a prospective applicant **must** submit the online 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
- The \$25 non-refundable application fee or Fee Waiver Request Form\*\*\*

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

## **International Applicants**

International applicants are individuals who are not a citizen or permanent resident of the United States. International students must submit supplemental information in addition to meeting the academic standards for admission.

International applicants must submit the following:

- Originals 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 National Association of Credential Evaluation Services (NACES) [[www.naces.org](http://www.naces.org)] approved credential evaluation company. All documents from institutions outside the United States must be accompanied by an evaluation from a NACES approved organization.
- Official English language proficiency scores (IELTS, TOEFL, PTE-A, or iTEP). The applicant can receive a waiver of the English language proficiency requirement if the applicant has received a degree from a high school, college, or university in the United States or a country where English is a primary and foundational language as well as the language of instruction for that degree. The list of accepted countries includes: Australia, The Bahamas, Barbados, Belize, Bermuda, British Virgin Islands, Canada (except Quebec), England, Ghana, Ireland, Jamaica, Kenya, New Zealand, Nigeria, Scotland, South Africa, St. Vincent and the Grenadines, Trinidad and Tobago, Uganda, US territories (US Virgin Islands, Guam, Micronesia), and Wales.
- Completed application for admission
- The \$30 non-refundable application fee or Fee Waiver Request Form\*\*\*

Deadline dates: Application deadline dates are the same as U.S. citizen and permanent resident applicants.

## **English Language Proficiency Policy for International Applicants**

International applicants who do not have a degree from a high school, college, or university in the United States or a country where English is a primary and foundational language as well as the language of instruction for that degree must submit proof of English language proficiency. The accepted English language proficiency exams are Test of English as a Foreign Language (TOEFL), International English Language Testing System (IELTS), Pearson Test of English – Academic (PTE-A), and International Test of English Proficiency - Academic Plus (iTEP). The date of the exam for the score used must be within two years of the student's application date.

<b>Exam</b>	<b>Internet-Based (iBT)</b>
TOEFL	68*
<b>Exam</b>	<b>Academic</b>
IELTS	6
<b>Exam</b>	<b>Academic</b>
PTE-A	47
<b>Exam</b>	<b>Academic Plus</b>
iTEP	3.7

*\*Including MyBest Score*

International applicants who meet one of the criteria below may waive the English language proficiency requirement:

- Applicant has completed a minimum of 24 semester credit hours or 36 quarter hours of earned credit from an accredited U.S. college or university.
- Applicant has a degree from a high school, college, or university in the United States or a country where English is a primary and foundational language as well as the language of instruction for that degree may waive the English language proficiency requirement. The list of accepted countries includes: Australia, The Bahamas, Barbados, Belize, Bermuda, British Virgin Islands, Canada (except Quebec), England, Ghana, Ireland, Jamaica, Kenya, New Zealand, Nigeria, Scotland, South Africa, St. Vincent and the Grenadines, Trinidad and Tobago, Uganda, US territories (US Virgin Islands, Guam, Micronesia), and Wales.

**Note:** Freshmen international applicants can only waive the English language proficiency requirement if they are submitting a satisfactory SAT or ACT score with their application. ACT composite of 18 or SAT composite of 960.

## **Freshmen Applicants**

International applicants who are currently in high school or have earned a high school diploma and have never attended college must submit the following:

- Originals or true copies of all secondary educational records. (All documents in languages other than English must be accompanied by a certified translation from a NACES approved credential evaluation company. All documents from institutions outside the United States must be accompanied by an evaluation from a NACES approved organization). Applicants must meet a minimum grade point average (GPA) of 2.50 on a 4.0 scale
- Proof of English language proficiency (TOEFL, IELTS, PTE-A, or iTEP)

- Letter of Recommendation\*\*
- The \$30 non-refundable application fee or Fee Waiver Request Form\*\*\*
- Optional: If submitted under the Test-optional policy, official ACT or SAT scores – must meet a minimum ACT composite of 18 or SAT composite of 960.

## Transfer Applicants

A transfer international applicant is an individual who has earned an associate degree or who has completed more than 24 semester hours or 36 quarter hours of earned credit from a college or university. International transfer applicants must submit the following:

- Originals or true copies of all post-secondary educational records. (All documents in languages other than English must be accompanied by a certified translation from a NACES approved credential evaluation company. All documents from institutions outside the United States must be accompanied by an evaluation from a NACES approved organization). Applicants must meet a minimum grade point average (GPA) of 2.0 on a 4.0 scale
- Proof of English language proficiency (TOEFL, IELTS, PTE-A, or iTEP)
- The \$30 non-refundable application fee or Fee Waiver Request Form\*\*\*

**NOTE:** International transfer applicants that do not meet the minimum of 24 semester hours or 36 quarter hours completed at a college or university will be considered an international transfer freshman applicant. In addition to the transfer applicant requirements, these transfer freshman applicants would also need to submit:

- Original or true copies of all secondary educational records. (All documents in languages other than English must be accompanied by a certified translation from a NACES approved credential evaluation company. All documents from institutions outside the United States must be accompanied by an evaluation from a NACES approved organization).
- Optional: If submitted under the Test-optional policy, official ACT or SAT scores – must meet a minimum ACT composite of 18 or SAT composite of 960.

## 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 Records and Registration, 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.

## **Success U Program**

The Success U Program is an admission pathway designed to assist students gain the skills needed to strengthen their academic performance during the first year of college and to be fully prepared to transition into the program they aspire to pursue. Applicants with a high school GPA between 2.0 and 2.49 are automatically considered for this program. Success U is for students who have had no prior college experience. International undergraduate students also do not qualify for entrance into the Success U program. The program requires the student complete an information session, interview, and participate in and complete a support program. A final admission decision is sent to the student in writing. Students in the Success U program must complete a Freshman Seminar 1500 and 1501 during their first year before being transferred to their major department.

For more information about the program, call (773) 995-2478. Success U is located in the Office of Academic Support in the Student Union, Room 158.

## **International Baccalaureate, 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. Also refer to the Transfer Credit and Transfer Student Policy sections of this catalog.

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 Evaluations in Room ADM 128 or contact their academic advisor.

Official transcripts from IB, AP and CLEP are required to determine the number of credits that will be accepted and their course equivalencies. 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. Transfer credit applied to meet the University General Education Requirements will be accepted with a “D” grade. Courses with a grade of “D” may not be used as prerequisites for a required course in the major.

## **Foreign Language Policies for Transfer and Freshmen Students**

All students must demonstrate a level of proficiency in a single language other than English in order to be eligible for graduation. Returning students who have been out for two or more long terms are also subject to the language requirement. This requirement may be satisfied by any of the following means:

- Complete 6 hours of a single foreign language at Chicago State University. (Courses excluded from satisfaction of the requirement are AF L 1100 and RUS 1200.)
- Transfer 5 or more semester hours of a single foreign language from another college or university with a grade of C or better in each course.
- Transfer 2 or more semester hours of a single foreign language from another college or university with a grade of C or better and take an additional course in the same foreign language to give the equivalent of two semesters of a single foreign language.
- Pass AP or CLEP examinations for the equivalent of two semesters of a single foreign language.
- Pass any other examination acceptable to the Foreign Language and Literature Department.
- Have completed secondary education in a country where English is not the native language, provided the student received instruction in a language other than English.

## **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 have 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 of 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 and Mathematics. 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.

## 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. Transfer credit applied to meet the University General Education Requirements will be accepted with a "D" grade. Courses with a grade of "D" may not be used as prerequisites for a required course in the major. 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.
- 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) the College Level Examination Program (CLEP), (2) the Advanced Placement (AP) Program, (3) credit for military training, and (4) university administered and/or constructed proficiency examinations.
- 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 in CSU X-PRESS approximately three weeks after submission of official transcripts. Transcripts for evaluation received during peak periods may require additional to be evaluated.

## 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. 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, English, history, mathematics, political science, psychology, sociology, and theater arts. 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

The university opens registration for Summer and Fall coursework the third week in April. Registration for Spring coursework is made available the third week of November. The university publishes a registration schedule for students in advance of opening enrollment. Students should consult with their Academic Advisor for advice on course selection. Registration is not complete until all fees are paid or fee payment arrangements have been made with the Bursar.

## Registration Requirements

### 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 Requirement

On August 5, 2016, the Illinois Department of Public Health has amended the college immunization code (77 Ill. Adm. Code 694) requirement for all students admitted. The following immunizations are required.

- Two measles, mumps and rubella (MMR) vaccines after the first birthday. The second vaccine must be given at least 28 days after the first. If students are unable to provide proof of vaccines, serologic evidence (IGG antibody titers), copy of lab report to prove positive immunity is acceptable.
- Three vaccines that contain tetanus/diphtheria/pertussis. One dose must be a Tdap. The last dose of vaccine must have been administered within 10 years.
- One meningococcal conjugate vaccine is required for all students 21 years of age and younger. A 2nd vaccine must be given if the 1st vaccine was given before age 16.

A professional health care provider must verify documentation of immunization and testing. A high school health record with proof of immunization, if properly noted and certified, is acceptable documentation. Individuals who are not properly immunized will not be allowed to register. Proof of proper immunization must be on file prior to registration. Students who fail to comply with the immunization requirements will be assessed a \$25 non-compliance fee.

Evidence of tuberculin testing is recommended and may be required for students

registered for courses in certain academic programs, as well as students occupying the residence hall.

Students who need to obtain immunizations or information regarding immunizations may contact their primary care providers, their local public health clinic, or federally qualified health center. Students who wish to prove immunization compliance must submit the student immunization form signed by their provider to the Wellness/Health Center, Chicago State University, 9501 S. King Drive, ADM 131, Chicago, Illinois 60628. Students can call the Wellness Center at 773-995-2010.

## Academic Advisement

Upon admission to the university, students will be assigned academic advisors in their major fields of study. Students should contact their advisor to arrange for advising as soon as possible after admission. Students must meet with their academic advisors 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 will also meet with students to 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.

## Course Load

Course loads—i.e., how many credit hours students register for—in undergraduate studies are capped to ensure student success. This means undergraduate students may register for up to 16 credit hours in a 16-week semester or 12 credit hours in the Summer. Students whose CSU cumulative grade point average is 3.0 or better may register for up to 18 credit hours.

Additional hours beyond the 16-credit hour cap must be approved in writing by the academic department and sent to the Office of the Registrar. For more, please 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 the Summer.

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.

Student athletes **must** enroll in a minimum of 12 credit hours during the Fall and Spring terms to maintain eligibility status.

## 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 Evaluations prior to registration. Students are cautioned to review university residence requirements (see graduation requirements section of catalog for additional information). 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 open or late registration. The late registration period is the first two days after classes have begun. Specific dates for each term are published on the [Academic Calendar](#). Students may drop a course for 100% refund, by the tenth day 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 Add-Drop Form. The completed form must be submitted to the Office of the Registrar by published deadline dates in order to prevent academic penalty.

**NOTE:** Students are not allowed to drop their last class online in [CSU X-PRESS](#) (i.e. resulting in a complete withdrawal for the semester) after the term has begun. Because this is considered a complete withdrawal, students must instead submit a “Complete Withdrawal” request in [CSU X-PRESS](#). Students are encouraged to participate in a short exit interview with Financial Aid prior to submitting their Complete Withdrawal. Please refer to the Withdrawal section of the Catalog for more 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 [Course Catalog](#) and the [Dynamic Schedule](#). 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, immunization, or academic holds are prevented from registration until they are able to satisfy the terms of their hold. Students with holds should contact the department that initiated the hold prior to their scheduled registration date. Students cannot register online 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.



- **Bursar (BU/B3)**: students with a Bursar hold have a previous balance that must be paid with the [Bursar's Office](#) before they can register for the current term. To resolve the hold, contact the Bursar's Office at [bursar@csu.edu](mailto:bursar@csu.edu) or 773-995-2470.

The Bursar's Office is in the Cook Administration Building, Rm. 212 from 9 – 5 pm.

- **Immunization (I2)**: if students have not submitted their shot record to the [Wellness Center](#), they have an Immunization hold on their account. They may also be charged **\$25** if they fail to provide proof before classes start. Contact the [Health & Wellness Center](#) at [wellness@csu.edu](mailto:wellness@csu.edu) or 773-995-2011.

The Immunization Office is in the Cook Administration Building, Rm. 131 from 9 – 5 pm.

- **Academic Probation Status (PR)**: students who are on academic probation receive this hold. They must contact their [Academic Advisor](#) to complete an academic plan. Once completed, students submit their academic plan to the Office of Academic Support (OAS). To resolve, students can contact **Constance Jackson-Upshaw** at: [cjacks35@csu.edu](mailto:cjacks35@csu.edu) or 773-995-4510.

- **Success U / University College (UC)**: this hold is for students who are a part of [Success U](#). To remove the hold, students can contact **Candy Bennett** at: [cbenne20@csu.edu](mailto:cbenne20@csu.edu) or 773-995-4521.

- **Undecided Major (UN)**: students must meet with their [Academic Advisor](#) to declare a major. Students can contact Constance Jackson-Upshaw at: [cjacks35@csu.edu](mailto:cjacks35@csu.edu) or 773-995-4510.

The Office of Academic Support is in the Cordell Reed Student Union Building, Rm 180, from 9 – 5 pm.

- **Athletics Hold (A1)**: this hold is used for student athletes to ensure they maintain [Athletic eligibility for competition](#). Students can contact Jason Frank at: [jfrank@csu.edu](mailto:jfrank@csu.edu) or 773-995-2295.

The Athletics Office is in the Jones Convocation Center, Rm 1502.

If you have a hold that is not on this list, please contact your [Academic Advisor](#) to determine how to resolve the hold.

# Financial Information

## 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—Students that are not United States citizens or permanent residents cannot be considered a resident of Illinois unless all of the following conditions are met (110 ILCS 660/5-88):
  1. *The individual resided with his or her parent or guardian while attending a public or private high school in this State.*
  2. *The individual graduated from a public or private high school or received the equivalent of a high school diploma in this State.*
  3. *The individual attended school in this State for at least 3 years as of the date the individual graduated from high school or received the equivalent of a high school diploma.*

4. *The individual registers as an entering student in the University not earlier than the 2003 fall semester.*
5. *In the case of an individual who is not a citizen or permanent resident of the United States, the individual provides the University with an affidavit stating that the individual will file an application to become a permanent resident of the United States at the earliest opportunity the individual is eligible to do so.*

## **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 the right 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.

## **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.

## **In-State Tuition**

Chicago State has extended in-state tuition to new undergraduate students that live in all domestic U.S. states. The University's Board of Trustees voted to eliminate the out-of-state tuition rate effective January 7, 2019.

## **Financial Information - Bursar**

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 <http://www.csu.edu/financialaffairs/bursar/tuition/> for graduate tuition rates.

## **Transcripts**

Official Chicago State University transcripts are issued by the Office of Records and Registration when students submit an [official transcript request online](#) through the National Student Clearinghouse. All transcript requests must be made online. Transcripts are generally processed within five to seven business days. During registration and end-of-term, there may be a delay of up to two weeks.

A credit or debit card is required for payment and the charge for transcripts ordered via the web are as follows:

- Transcripts requested are **\$10.00 per copy, plus a \$2.50 processing fee per order.**
- Transcripts requested for same-day pick-up are **\$15.00 per copy, plus a \$2.50 processing fee per order.**

NOTE: Official transcripts can only be picked up by the student with a valid government-issued photo ID.

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

Transcripts are not issued for individuals with an outstanding balance to Chicago State University.

## Diplomas

Diplomas are available approximately 12 weeks following the end of the semester. Diplomas will be issued only for students whose records are clear of holds. Students will be notified by email when the diplomas are available. Students must keep their address current through CSU X-PRESS; [see instructions here](#). A student's address may be updated online or with a government-issued photo ID in the office of the Registrar.

Duplicate diplomas will be furnished for a fee of \$26.50 plus an additional \$8.00 fee for mailing. The Office of Evaluations submits diploma orders and reorders three times a year.

## Policy on Release of Student Information

Chicago State University (CSU), 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. CSU 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. CSU 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 CSU 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 1974 FERPA 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 CSU to comply with FERPA. Students should file a written request for a hearing with the Office of Judicial Affairs.

## **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 guaranteed 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-guaranteed 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 at <http://www.csu.edu/financialaffairs/bursar/tuition/>.

## **Installment Payment Plan**

Students may pay for their tuition and mandatory fees on an installment payment plan. A non-refundable \$50 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.

## **Financial Responsibility (Unpaid Balance)**

Any unpaid balance on the student account will prevent registration for additional courses or receipt of grades, diploma, and/or transcripts. Student accounts with unpaid balances are subject to the collection procedures of the University.

## **Credit Balance Distribution**

Refunds based on the difference between institutional charges for the term and loan amounts are direct deposited no later than 14 days after aid is disbursed. The refund calendar is located at <https://www.csu.edu/financialoperations/bursar/refunds.htm>.

## **Refunds**

Tuition refunds are issued based upon the official date of a course drop or withdrawal. Students can drop a course until the refund deadline for the course. When a course drop occurs, tuition and fees are refunded to the student account and the course is not recorded on the academic transcript.

After the refund deadline, students can withdraw from a course until the



withdrawal deadline. When a course withdrawal occurs, tuition and fees are not refunded to the student account and a grade of W will be recorded on the academic transcript. Students should review the Academic Calendar which is located on the CSU website which provides the 100% and 50% refund dates each term.

The University reserves the right to make the final decision on all refunds. Refund questions can be directed to the Bursar Office.

**PLEASE NOTE:**

For students who received Financial Aid toward their charges and completely withdraw from the University, a calculation will be completed, and all or a portion of the financial aid will be returned to the US Department of Education. If refund was processed prior to withdrawing from courses, a remaining balance will be owed back to the University.

## **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 Assistance Act." Consult the CSU Tuition and Fee Waiver Handbook 2022-2023 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.

## **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 unless they already have a qualifying health insurance plan as approved by the Wellness Health Center. Students will need to provide proof of their current qualified plan each semester they are enrolled in order to waive the mandatory health insurance.

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 Health and Wellness Center 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 General Information document 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 General Information document each semester.

## **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 coordinator, Bobbie Stewart, in the University Cashier's Office at [\(773\) 995-2029](tel:7739952029) or by email at [upass@csu.edu](mailto:upass@csu.edu).

# Financial Aid

Paying for college is an important investment in your future; the Office of Student Financial Aid is here to assist you through the process. Chicago State University's Office of Student Financial Aid is your guide and your resource tool for assistance in finding financial assistance to make college affordable. When you have questions, we are here to help you find 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 does not 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 October 1<sup>st</sup> of each year, students may complete the FAFSA for the new award year that begins July 1<sup>st</sup> of the following calendar year. Example: **Students may file the FAFSA for the 2021-2022 academic year beginning October 1, 2020. The final date to submit a FAFSA for the 2022-2023 academic year is June 30, 2023.**

Students who are residents of the state of Illinois but are not eligible to complete the FAFSA (i.e., undocumented students) can complete the Alternative Application to determine eligibility for state funding only (i.e., MAP Grant, AIM HIGH). The Alternative Application is available at [isac.org](http://isac.org). **Students may file the Alternative Application for the 2022-2023 academic year beginning October 1, 2021. The final date to submit the Alternative Application for the 2022-2023 academic year is June 30, 2023.**

Once your application has been processed by the U.S. Department of Education or the Illinois Student Aid Commission, the Financial Aid Office reviews the information. Your Estimated Family Contribution (EFC), which is the ability of you and your family to contribute to your education, determines the amount of aid for which you are eligible. Your EFC is determined by the U.S. Department of Education from the information provided by you on your FAFSA. In addition to the EFC, an estimate of your educational costs according to your program of study, anticipated enrollment level and housing plans is reviewed. 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 on to CSU X-press. Prospective students will receive

instructions for how to access their financial aid information 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 at 773-995-2304 or via email at [csu-finaid@csu.edu](mailto:csu-finaid@csu.edu). If during the review process it is determined that additional information is required, you will be notified 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, you will be notified via 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.

For complete information regarding federal eligibility requirements [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 or if you have been negatively impacted by the pandemic, you can contact the Office of Student Financial Aid to request a reevaluation of your financial need. Circumstances that can be considered include but are not limited to 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.

The State of Illinois announces a MAP suspension date each year. Students who did not complete their FAFSA or Alternative Application on or prior to the suspense date may not be eligible for MAP funds. At the time of publication, a suspension date has not yet been announced for the 2021-2022 academic year.

## Notifications

Throughout the financial aid process the Office of Student Financial Aid will e-mail you to notify you of 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.

## **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.

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-study 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. While students are enrolled at an eligible Institution, 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 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 job portal located at csu.edu.

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 state minimum wage. Students are required to submit time via webtime entry for hours worked. 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 \$613 to \$6,485 (for the 2022-2023 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 the equivalent of 12 semesters of full-time attendance (600% lifetime eligibility).

## 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. MAP 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>

By applying for financial aid and agreeing to share that information with the Illinois Student Assistance Commission (ISAC) you have been considered for the State of Illinois (IL) Monetary Award Program (MAP) Grant. All MAP-approved institutions are required by the State of Illinois to announce MAP Grant awards to students who are enrolled or intending to enroll at their institution. An award amount is included in your financial aid package if you have met the eligibility criteria. The MAP Grant award amount is an estimate made by the financial aid office and is identified as a "State of IL MAP Grant (Est)". Please be aware that the number of available MAP Grants is limited by funding levels approved by the Illinois General Assembly and the Governor, and reductions to estimated or actual MAP Grants are possible. There are also limitations to how long you can continue to receive a MAP Grant. Usage is tracked by the number of credit hours for which you've received MAP benefits and is referred to as MAP Paid Credit Hours (MPCHs). The maximum number of MPCHs that can be received is 135, which is equivalent to approximately four and a half years of full-time enrollment. For your reference, and to learn more about MPCH limitations, you may access a record of your MPCHs, as well as other student resources, through the ISAC Student Portal at [studentportal.isac.org](http://studentportal.isac.org). Eligibility for the need-based MAP Grant award may be an indicator that you are eligible for state or federal benefits to assist you with cost-of-living expenses such as food or housing. For information about programs such as the Supplemental Nutrition Assistance Program (SNAP), contact the Illinois Department of Human Services at 1-800-843-6154 or visit [www.dhs.state.il.us](http://www.dhs.state.il.us) for eligibility and application information, or contact the Illinois Hunger Coalition Hunger Hotline at 1-800-359-2163 or visit [www.ilhunger.org](http://www.ilhunger.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 U.S. Department of Education regulations, Chicago State University (CSU) is required to establish Satisfactory Academic Progress (SAP) 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 with the Fall 2019 semester and replaces all prior Satisfactory Academic Progress policies at CSU. However, if a student was determined ineligible under any SAP policy prior to the Fall 2019 semester, that student remains ineligible.

### **Policy Standards**

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

#### **Minimum Cumulative Grade Point Average (GPA) Requirement**

Undergraduate students must maintain a minimum cumulative grade point average (GPA) of 2.0, or better, on a 4.0 scale, as determined by the University.

Teacher Certification and 2<sup>nd</sup> Bachelor students must maintain a minimum cumulative grade point average (GPA) of 2.5, or better, on a 4.0 scale.

Master's and Doctorate students must maintain a minimum cumulative grade point average (GPA) of 3.0, or better, on a 4.0 scale.

Professional/Pharmacy students must maintain a minimum cumulative grade point average (GPA) of 2.0, or better, on a 4.0 scale.

#### **Minimum Completion Rate Requirement (credit hours earned vs. attempted)**

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 an undergraduate and/or graduate degree. Transfer hours from other institutions accepted by the University will count toward the maximum attempted credit hour limit. If a student is nearing the maximum attempted hours a warning letter will be sent.

#### **Typical Maximum Time Frames**

- Undergraduate - 180 hours for a 120-hour degree (degree requirements may vary)
- Graduate – 45 hours for a 30-hour degree (degree requirements may 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 earned in relation to cumulative hours attempted. Attempted hours include all transfer credits, exam (CLEP) credits, hours with A, B, C, D, F, W, WP, WF, I (incomplete), X (missing grade), repeated hours, and developmental hours. Earned hours are those classes for which there is a letter grade of A, B, C, D, F, P, PI, I/F, and accept transfer credits and exam (CLEP) credits.

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

Transfer credits accepted will not be included in the calculation of the student's GPA. However, all attempted courses, withdrawals, transfer credits accepted from other colleges, or credits earned at CSU, will be counted toward the Minimum Completion Rate Requirement and the Maximum Time Frame Requirement components as herein defined.

Undergraduate students may receive financial aid for up to an additional maximum of 30 credit hours of attempted course work, if they have up to an equivalent number of credit hours which can be classified as developmental.

Students who are required to take the qualifying examinations, but do not pass the examination in Reading, will be required to enroll in Reading 1500. For those students, Reading 1500 (Reading 150 prior to the Fall 2008 semester) will be considered as a developmental course, and will be deducted from an undergraduate student's 180 credit hours limit; and those developmental courses numbered 090 through 0990 may also be deducted.

Students who have changed majors can request to have their credits and grades reevaluated. Credits and grades that do not count towards the new major will not be included in the Satisfactory Academic Progress determination.

The Office of Student Financial Aid is NOT notified when a student finishes an incomplete class or receives a grade change. Therefore, it is the student's responsibility to notify the Office of Student Financial Aid when Incompletes are finished and/or grade changes are made. Developmental hours earned and attempted, though they do not count toward graduation requirements, shall be included in "credit hours earned vs. attempted" when computing the Minimum Completion Rate Requirement.

### **Review Period**

At the end of each semester, the record of every student will be reviewed to determine if the student has made progress according to the minimum standards set by this policy. All periods of enrollment (fall, spring, and summer) count toward the Minimum Cumulative Grade Point Average Requirement, the Minimum Completion Rate

Requirement and the Maximum Time Frame Requirement components, even if a student is not receiving financial aid funding for a period(s) of enrollment.

Students not meeting SAP at the end of a semester and who have an existing academic plan must have their academic progress reviewed by their academic advisor.

### **Financial Aid Warning**

If a student, for the first time, is not making progress according to the minimum standards as set forth under this policy, he/she will be placed on Financial Aid Warning and allowed an additional semester of financial aid eligibility to achieve the aforementioned minimum standards. The student will be eligible to receive financial aid funds during this semester. If at the end of that Financial Aid Warning semester the student has not achieved Satisfactory Academic Progress, the student will be placed on Financial Aid Probation.

In the event that a student had once been placed on Financial Aid Warning, but subsequently met compliance guidelines within the SAP policy, and then, in a future semester violates the SAP Policy, the student would once again be placed on Financial Aid Warning.

Students who are in violation of the Maximum Time Frame Requirement will not be placed on Financial Aid Warning, but rather will be Denied Reinstatement for further financial aid funding. However, first time Bachelor candidates who have sufficient developmental hours to bring the ratio below 150% may appeal their Denial of Reinstatement by following the Appeals process discussed below.

### **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 an Appeal for Reinstatement of Financial Aid Eligibility that is approved.

### **Reinstatement**

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

- Meet minimum standards as set forth in this policy by the end of next enrollment period
- File a successful SAP Appeal, which must include an approved Academic Plan and Satisfactory Academic Progress Review Form

### **Appeals Process**

A student who fails to meet the CSU Satisfactory Academic Progress requirements may submit a written Appeal to the Office of Student Financial Aid. The Appeal for Reinstatement of Financial Aid Eligibility form is available from an Academic Advisor, on the Office of Student Financial Aid website, or in the Office of Student Financial Aid. Appeals must clearly explain and provide proof (if warranted) of why Satisfactory Academic Progress standards were not met. Proof can include injury, illness, death of a relative, or other mitigating circumstances.

As a part of the SAP Appeal process undergraduate students must meet with their academic advisor, and graduate students must meet with advisors in their major department, to develop an academic plan that successfully meets the requirements of both their academic program and the Satisfactory Academic Progress policy. If after completing an academic plan, a student wishes to modify the plan, any change must be approved and dated by the student's advisor.

Completed appeals will be submitted to the Office of Student Financial Aid and must include an Academic Plan, a Satisfactory Academic Progress Review Form, and an Appeal for Reinstatement of Financial Aid Eligibility form. Appeals are reviewed each semester on an individual basis. Students are notified by the Office of Student Financial Aid of the decision as to whether or not a student is reinstated for financial aid/loan eligibility. The decision of the Office of Student Financial Aid is final.

### **Please Note**

- Hours earned/attempted under a financial aid Consortium Agreement, with another school, are subject to CSU's SAP Policy.
- Students, who have changed majors and have provided a reevaluation of their degree audit from the academic advisor in the new major, will have their financial aid reset, so that only credits and grades which apply toward the new major are included in SAP evaluation/review.

GPA and completion rate may be affected by incomplete grades, withdrawals from courses, repeat courses and transfer credits.

**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, 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 January 2013 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

## 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.

## Graduation Requirements

The following are requirements for graduation:

- 1) Completion of two writing emphasis courses within the major;
- 2) Completion of a minimum of 120 semester hours of college level credits.

## 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. 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.

## **Graduation Application Procedure**

Commencement takes place twice a year, at the end of the Fall and Spring semesters. Students must file an application for graduation online. Undergraduate students who are in-progress on their 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 Evaluations 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.

## **Undergraduate Students Taking Graduate Courses:**

Undergraduate students in their senior year [after completion of 90 credit hours] may be allowed to register for a maximum of two 5000 level courses related to their major as electives to fulfill their graduation requirements. Undergraduate students cannot register for 5000 level courses without the permission of the academic adviser and/or the Chair of the Department. Courses which have a 4000-level counterpart [ 4000/5000 designated courses], individual topics and selected topics courses are not eligible for this purpose. Also, these courses cannot be used for transfer to a graduate program if the student wishes to pursue one.

# University General Education Outcomes

*Adopted 2012*

Upon completion of the general education curriculum at Chicago State University, students will:

1. Demonstrate effective oral and written communication skills.
2. Demonstrate an understanding of cultural diversity and interrelatedness as well as human and environmental interaction.
3. Demonstrate creative and critical thinking, analytical reasoning, and problem solving skills.
4. Apply the basic vocabularies, questions, and methods of the humanities, social sciences, and natural sciences to the process of inquiry.
5. Demonstrate an understanding of and engagement with the social dimensions of civic life.
6. Demonstrate an understanding of the interaction between science and technology, society, and the environment.

*A detailed description of the General Education Outcomes can be found at: <http://www.csu.edu/provost/pdf/RevisedGenEdOutcomesbrochure.pdf>*

# University General Education Requirements

*Effective Fall 2020*

1. **Core Requirements** (12 credits)
  - English Composition (6 credits)
  - Oral Communication (3 credits)
  - Mathematics (3 credits)
2. **General Requirements** (24 credits)
  - Humanities/Fine Arts (9 credits) *must include one humanities course and one fine arts course*
  - Social Sciences (9 credits) *at least two disciplines*
  - Natural Sciences (6 credits) *one physical science (chemistry, geography, physical science, or physics) and one biology; one must be a lab*

(Total of 36 Credits; Gen Ed courses must come from the list of approved courses. Available online at: *Available online at:*

<http://www.csu.edu/provost/UGEC/genedurequirements.htm>)

# Approved General Education Courses

*Effective Fall 2020*

## 1. Core Requirement Courses (12 total credit hours)

### **English Composition Courses** (6 credit hours required)

ENG 1230, Writer's Workshop I

ENG 1270, Composition I

ENG 1240, Writer's Workshop II

ENG 1280, Composition II

HON 1200, Honors English Composition I (for students in the Honors College only)

HON 1210, Honors English Composition II (for students in the Honors College only)

### **Oral Communication Courses** (3 credit hours required)

CMAT 1130, Communication for Professionals

CMAT 1140, Business Communication

CMAT 2030, Basic Speech Communication

ENG 2011, Oral Language & Literacy

### **Mathematics Courses** (3 credit hours required)

HON 1320, Mathematical Modeling (for students in the Honors College only) MATH

1040, Math for Data Science I

MATH 1080, Quantitative Literacy

MATH 1200, College Algebra (or any 1000-level course with a number higher than Math 1200)

## 2. General Requirement Courses (21 credit hours required)

### **Humanities and Fine Arts Courses** (9 total credit hours; 3 from Humanities & 3 from Fine Arts)

#### Humanities Courses

AFL 1100, African Cultural Influences

ENG 1260, Intro. to Literature

ENG 2160, Survey of American Literature I

ENG 2190, Survey of American Literature II

ENG 2210, Intro. to African Literature

ENG 2330, Readings in British Literature I

ENG 2340, Readings in British Literature II

ENG 2410, Third World Literature

ENG 2440, Popular Literature

ENG 2910, African American Literature

ENG 2940, African American Literature II

HON 1420, Human Search for Meaning (for students in the Honors College only)

PHIL 1010, Intro. to Philosophy

PHIL 1020, Intro. to Logic

PHIL 1030, Critical Thinking

PHIL 1040, Ethics  
PHIL 2710, Philosophical Issues of Race and Society

### Fine Arts Courses

ART 1100, Intro. to the Visual Arts  
ART 1200, Drawing I Lecture and Studio  
ART 2030, Body Notions: Feminist Approaches to the  
Body ART 2040, Hip  
Hop Aesthetics: Art for Social Change  
ART 2050, Intro to Sound Art Lecture and Studio (cross-listed with MUS 2050)  
ART 2101, Ancient Art  
ART 2102, Renaissance through Baroque Art  
ART 2103, Modern Art  
ART 2105, African Art  
ART 2110, Intro. to Non-Western Art  
ART 2120, History of Photography  
ART 2140, Chicago Art Scene  
ART 2150, Survey of Women Artists  
ART 2401, Sculpture I Lecture and Studio  
ART 2455, Jewelry/Metalsmithing I Lecture and Studio  
ART 2500, Fiber Arts I Lecture and Studio  
ART 2540, Weaving I Lecture and Studio  
ART 2570, Ceramics I Lecture and Studio  
ART 2600, Art for Pre-K through 8<sup>th</sup> Teachers  
CMAT 2040, Intro. to Theatre  
CMAT 2170, Survey of Global Cinema  
CMAT 2140, African American Theatre  
CMAT 2310, African American Cinema  
CMAT 2550, Acting I  
HON 2320, Arts and Cultures (for students in the Honors College only)  
MUS 1134, History & Appreciation of Music  
MUS 2050, Intro to Sound Art Lecture and Studio (cross-listed with ART 2050)  
MUS 2215, African American Music  
MUS 2216, Jazz & Pop Music History  
I  
MUS 2217, Jazz & Pop Music History II  
MUS 2285, World Music Cultures  
MUS 2286, Afro-Caribbean Music (no longer offered after  
2019) MUS 2287, Latin  
American Music (no longer offered after 2019)

**Natural Sciences Courses** (6 credit hours required; one life science and one physical science; at least one lab course required)

### Life Science Courses

BIOL 1070, Biological Sciences Survey I (Plant)  
BIOL 1080, Biological Sciences Survey II (Animal)

BIOL 1300, Intro. to Urban Environmental Science  
BIOL 1701, Intro. to Biology (formerly BIOL 1710)

### Physical Science Courses

CHEM 1050, Introduction to General and Organic Chemistry  
CHEM 1400 & 1410 (formerly CHEM 1550), General Chemistry I  
GEOG 1400, Intro. to Physical Geography  
HON 2220, Science and the Natural World (for students in the Honors College only)  
PH S 1000, Science, Society, & Survival  
PH S 1080, Critical Thinking in Science & Technology  
PH S 1100, Practical Physics I  
PH S 1130, Practical Chemistry I  
PH S 1150, Basic Astronomy  
PHYS 2110, Physics I with Calculus

### **Social Sciences Courses** (9 credit hours required; 2 separate disciplines)

AFAM 1000, Intro. to African American Studies  
AFAM 1020, Cultural Diversity  
ANTH 1010, Intro to Anthropology  
ANTH 2010, Global Cultures  
ECON 1000, Issues in American Economy  
ECON 1010, Principles of Economics I (Macro)  
ECON 1020, Principles of Economics II (Micro)  
GEOG 1000, Societies & Environments  
GEOG 1100, Globalization and Diversity  
GEOG 2200, Geospatial Reasoning  
HIST 1200, The West & the World to 1500  
HIST 1210, The West & the World since 1500  
HIST 1300, US History, 1607-1877  
HIST 1310, US History since 1877  
H S 2200, Personal Health & Wellness  
HON 1520, Social and Historical Inquiry (for students in the Honors College only)  
HON 2420, Peoples and Values in Conflict (for students in the Honors College only)  
LIMS 1100, Literacy & Learning in the 21<sup>st</sup> Century  
POL 1010, American National Government  
PSYCH 1100, Intro. to Psychology  
PSYCH 2000, Lifespan Development  
PSYCH 2040, Psychology of Childhood and Adolescence  
SOC 1010, Intro. to Sociology  
SOC 1110, Social Problems  
SOC 1200, Race and Ethnicity  
SOC 1250, Diversity in US Society  
SOC/GEOG 1500, Principles and Practices of Food Justice  
SOC 2120, African Americans in Science and Society  
WS 2000, Intro. to Women's Studies

**3. General Education Approved Courses not in University General Education Requirements** *NOTE: Embedded requirements (Diversity and Critical Thinking) and Foreign Languages are included for those Colleges and Programs which require courses in these areas. These are not required in the University General Education Requirements.*

### **Diversity Courses**

AFAM 1000, Intro. to African American Studies  
AFAM 1020, Cultural Diversity  
ANTH 1010, Intro to Anthropology  
ANTH 2010, Global Cultures  
ART 2110, Intro. to Non-Western Art  
ART 2150, Survey of Women Artists  
CMAT 2170, Survey of Global Cinema  
CMAT 2140, African American Theatre  
CMAT 2310, African American Cinema  
ENG 2210, Intro. to African Literature  
ENG 2410, Third World Literature  
ENG 2910, African American Literature  
GEOG 1000, Societies & Environments  
GEOG 1100, Globalization and Diversity  
HIST 1200, The West & the World to 1500  
HIST 1210, The West & the World since 1500  
HIST 2840, Africa to 1800  
HIST 2850, Africa since 1800  
HON 1520, Social and Historical Inquiry (for students in the Honors College only)  
HON 2320, Arts and Cultures (for students in the Honors College only)  
MUS 2285, World Music Cultures  
MUS 2286, Afro-Caribbean Music (no longer offered after 2019)  
MUS 2287, Latin American Music (no longer offered after 2019)  
PHIL 2710, Philosophical Issues of Race & Society  
REC 2050, Exploring Leisure Alternatives  
SOC 1200, Race and Ethnicity  
SOC 1250, Diversity in US Society  
WS 2000, Intro. to Women's Studies

### **Critical Thinking Courses**

ECON 1000, Issues in Economics  
ECON 1010, Principles of Economics I (Macroeconomics)  
GEOG 2200, Geospatial Reasoning  
HON 1320, Mathematical Modeling (for students in the Honors College only)  
HON 1420, Human Search for Meaning (for students in the Honors College only)  
HON 2420, Peoples and Values in Conflict (for students in the Honors College only)  
LIMS 1100, Literacy & Learning in the 21<sup>st</sup> Century

PH S 1080, Critical Thinking in Science & Technology  
PHIL 1020, Intro. to Logic  
PHIL 1030, Critical Thinking  
PHYS 2110, Physics I with Calculus  
POL 1000, Critical Thinking in Politics and Law

**Foreign Language Courses**

AFL/CHIN/FREN/GER/JPN/SPAN 1010 & 1020, Elementary (Language) 1 & 2  
FREN 1200 & 1210, Business French 1 & 2  
FREN/SPAN 2010 & 2020, Intermediate (Language) 1 & 2

NOTE: For the following majors Bilingual Elementary Education, Elementary Education and \*\*Early Childhood:

- MATH 1010 and MATH 1020 will be accepted as mathematics courses
- Biology 1510 will be accepted as a natural science biology course
- \*\*ART 1100 and MUS 1134 will be accepted as fulfilling the Humanities and Fine Arts requirements (ONLY for Early Childhood majors)



# Registrar

## Academic Standing and 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 graduate, 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 credit hours.

Registration for additional credit hours requires the written approval of the Department Chair or 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 regular 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 in the Catalog.
2. Two consecutive terms without satisfactory 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 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:** July 1      **Spring term:** November 1      **Summer Term:** April 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. Official 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.

## The State Seal of Biliteracy

The State Seal of Biliteracy is a recognition given to graduating high school students who have demonstrated a high level of proficiency in English and in reading, writing, listening and speaking in another language.

According to the Illinois State Board of Education, the State Seal of Biliteracy “recognizes public high school graduates who have attained a high level of proficiency in one or more languages in addition to English.” Through HB 4330, the School Code was amended to include the Seal of Biliteracy. For more information, go to <https://www.isbe.net/Pages/Illinois-State-Seal-of-Biliteracy.aspx>

Chicago State University (CSU) accepts the State Seal of Biliteracy. CSU translates the State Seal of Biliteracy into foreign language course credits based on course equivalencies identified by CSU.

It is the student’s responsibility to request course credit based upon an earned State Seal of Biliteracy. A student **must** request course credit for their seal within **two academic years** after graduating from high school.

Once requested, a student who has received the State Seal of Biliteracy will be awarded a total of 6 credits (lower division). This is the equivalent of first semester (3 credits) and second semester (3 credits) of language study at CSU. When the seal is granted in a language not offered at Chicago State University, 6 credit hours of lower division foreign language elective will be awarded.

Request should be made in person by bringing the actual State Seal of Biliteracy document(s) to:

**Office of Records and Registration**  
**Academic Evaluations and Advisement**  
**ADM 128 Chicago State University**  
**9501 S. King Drive**  
**Chicago, IL 60628**

Students who have received the State Seal of Biliteracy and would like to continue their language study at CSU should contact the Department of Foreign Languages (Dr. Brenda Aghahowa, Chair) for placement advice.

The State Commendation toward Biliteracy is a recognition given to graduating high school students who have demonstrated **significant progress toward** achieving a high level of proficiency in English and in reading, writing, listening and speaking in another language.

Chicago State University **will not award credit** for the **State Commendation** towards Biliteracy.

## 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/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

# Course Listings

The Catalog lists courses of instruction alphabetically by subject and numerically by course number. The course number denotes the intended/recommended level of the course:

- Courses numbered 1000 - 2000 are intended primarily for freshmen and correspond to entry-level work. They correspond to entry-level work and may be taken by juniors and seniors.
- Courses numbered 3000 - 4000 are intended primarily for juniors and seniors who satisfy the published prerequisite(s), if any.
- Courses numbered 5000+ are intended for graduate and professional students, often at the Master's level.
- Courses numbered 6000+ are intended for graduate and professional school students, often at the Doctoral level.

Course credit is listed after each course title. The university counts credit in credit hours. Following the credit hours is a brief description of the content, requirements for registration to the course (if any), and other advisory statements. Additional information relating to the course content is available in the [Dynamic Schedule](#).

A cross listed course refers to a course offered under the same course title but at the graduate and undergraduate level. Courses may also be cross listed with one or more departments.

Prerequisites are advisory statements that refer to special requirements for registration in certain courses. These may include one or more courses that must be completed prior to, or in the same term. These statements may also recommend knowledge, skills or standards, or class standing that must be demonstrated prior to registration.

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)  
Adult Integrated Learning (AIL)  
African American Studies (AFAM)  
African Languages (AF L)  
Anthropology (ANTH)  
Arabic (ARAB)  
Art (ART)  
Bilingual Education (BIL)  
Biology (BIOL)  
Botany (BOT)  
Business Laboratory (BLP)  
Chemistry (CHEM)  
Chinese (CHIN)  
College of Arts and Sciences (CAS)  
Communications, Media Arts and Theatre (CMAT)  
Computer Science (CPTR)  
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)  
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)  
International Studies (IS)  
Information Systems (INSY)  
Italian (ITAL)  
Japanese (JPN)  
Kiswahili (KISW)  
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 (P T)  
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)  
Security and Intelligence Study (SIS)  
Social Work (S WK)  
Sociology (SOC)  
Spanish (SPAN)  
Special Education (S ED)  
Study Abroad (S AB)  
Women and Gender Studies (WS)  
Zoology (ZOOL)



## Grade of Incomplete

The grade of I is awarded with the following conditions:

- 1) Student must have successfully completed (passed) at least 50 percent of the requirements for the course.
- 2) The student must have attended classes to within three weeks of the last day of scheduled classes.
- 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 default grade or an I/F. The default grade or I/F may be replaced with a higher letter grade if the student retakes the class and passes the required assignments.

## Grade of Incomplete – Request and Process

A student may request a grade of Incomplete (I) in a course when extenuating and unavoidable circumstances have prevented the student from completing all of the graded course work by the end of the 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 up to the last three weeks 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 class *before* the final exam period. The student must indicate the reason(s) why they were 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 coursework on or before the last day of class at the end of the next long semester (Fall or Spring) that follows the assignment of the incomplete grade.

An extension may be requested with an updated Incomplete Contract signed by the faculty member or Chair, in the case of documented extenuating circumstances. The updated Incomplete Contract must be submitted to the faculty within 30 days prior to the incomplete contract deadline.

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 default grade or an I/F. The default grade or I/F may be replaced with a higher letter grade if the student retakes the class.

## **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, T, 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.

## **Emergency Grading Policy**

In light of the extraordinary circumstances to address regional or national emergencies that interfere with students, Chicago State University will have the option to offer students to select a Pass/Non-Pass grade option for courses.

Upon designation of a state or national emergency by the President of the University or the Governor of the State of Illinois, undergraduate students will be able to seek the option of pass/non-pass grade for undergraduate courses. A pass grade is considered for grades of "C" or better and a grade of non-pass as designated for grades of "D" or below. This option cannot be used for student's repeating a course or students electing a grade of incomplete. The selection of a pass/non-pass grade will not calculate into a student's grade point average. The procedure for this process will be defined for the semester designated as an emergency and communicated to the students when designated for implementation.

# 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.

## 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.

## College and 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. 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	<i>cum laude</i>
3.80-3.94	<i>magna cum laude</i>
3.95-4.00	<i>summa cum laude</i>

## Year of Study & 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 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 against on grounds of religious observances may seek redress through the Equal Employment Opportunity Office.

Fulfillment of military duty, in accordance with Illinois Public Act 094-0587, 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.

## **Volunteer Emergency Worker Policy**

The University has a policy to cover students called for active duty as a result of serving as a volunteer emergency worker. Refer to the Institutional Policy Manual for the full text, available online at [www.csu.edu/ipm/](http://www.csu.edu/ipm/). Students are excused to serve as a volunteer worker and may return to classes when the emergency has ended. The policy covers short leaves of absences (less than three weeks) or complete withdrawal as well as handling loans. Upon receipt of an official request calling him/her to active volunteer service, the student should contact his/her advisor, the Office of Records and Registration, and the Office of Financial Aid. Reasonable accommodation will be made for any student who is a volunteer emergency worker in regard to absence from class caused by the performance of his or her duties as a volunteer emergency worker. If a student believes that he or she has been unreasonably denied this accommodation, he or she may seek redress through the standard grievance procedure as outlined in the Institutional Policy Manual (Article X, Section 2.1: Grievance Procedures). Refer to the full text of the policy online at [www.csu.edu/ipm/](http://www.csu.edu/ipm/).

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

The dates of the last day to drop a course or courses are published in the [Academic Calendar](#) for each term.

- Students may drop courses without a “W” up until the 100% refund deadline.
- After the 100% refund deadline, students must submit an Add-Drop Form to the Office of the Registrar to withdraw from a course. 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 or F.

F-1 & J-1 international students are required to receive authorization from a Global Engagement Office Designated School Official (DSO) before dropping a course that would reduce the student's credit hour load below 12 semester hours.

## **Withdrawal from the University**

An undergraduate student who wishes to withdraw from the university must complete and submit the online **"Complete Withdrawal Form"** via **CSU-Xpress** by the deadline. Students may withdraw from the university until 60% of the enrollment period 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 is published in the [Academic Calendar](#) for each term.

If students submit a Complete Withdrawal via Cougar Connect, by the deadline, they will receive 100% refund. After the 100% refund deadline, a student may submit a Complete Withdrawal via Cougar Connect and receive a 50% refund of charges until the published deadline for 50% withdrawal refunds.

## **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**

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: Unsubsidized Stafford Loan, Subsidized Stafford Loan, Federal Direct PLUS Loan, Federal Pell Grant, Iraq and Afghanistan Service, Federal Supplemental Educational Opportunity Grant, TEACH Grant.

## **Return of Title IV Formula**

It is the responsibility of Chicago State University to determine the amount of Title IV aid assistance earned by the student 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 their 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 number of days for which the student remains 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 total number of 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 [https://www.csu.edu/financialaid/title\\_iv\\_fund\\_policy.htm](https://www.csu.edu/financialaid/title_iv_fund_policy.htm)

## **Policy on Student Identification Card**

### COUGAR ONE UNIVERSITY ID CARD

Location: Library First Floor

Telephone: (773) 995-2013

Main Office Hours: Monday- Friday 10:00 a.m. - 4:00 p.m. or by appointment.

The Cougar One Card is the official university identification. Many departments use the Cougar One Card to grant access to their information and services. The Cougar One ID allows students and staff to check out books, check account balances, and receive discounts when applicable. It is a necessity of everyday campus life. There is no charge for the university ID card.

Simply bring a photo ID (driver's license, state-issued ID card, or passport) and a cashier's receipt to the Cougar One ID Card Office. A cashier's receipt will be given once classes are validated. Lost or replacement Cougar One IDs can be issued for \$20 (paid to the Cashier's Office). For a replacement, please bring a photo ID along with a cashier's receipt for \$20 to the Cougar One ID Card Office in Library. The lost card will be deactivated. Students should carry their Cougar One ID cards at all times on campus. We encourage students to email [helpdesk@csu.edu](mailto:helpdesk@csu.edu) to set up an appointment to get their Courage One 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 in accordance with State law and due process rights. 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, if the responding student requests a board hearing. The Committee is also responsible for recommending 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 773/821-2156. The Office of Judicial Affairs is located in the Cordell Reed Student Union Building, Room 247.

# University Office of Examinations

The Office of Examinations serves as the central location on campus for the administration of placement and testing services. The Office of Examinations runs the Examinations Testing Lab, which is located in the Gwendolyn Brooks Library, room 144. At the Examinations Testing Lab, new and current students can take placement exams as part of getting started with registration for required English Composition and Math courses. Students can also take placement exams by appointment virtually if they have the internet and a computer or laptop with a working microphone and camera.

## Placement Examinations

### First-Time/Freshmen Students

Once accepted for admission to Chicago State University, all first-time/freshmen students must take the university placement examinations in English and Mathematics to determine placement in general education English Composition and Mathematics courses.

### Transfer students

Transfer students who have not completed an A.A. or A.S. degree and who have not completed their general education requirements for English Composition and Mathematics must take placement examinations in English and Mathematics. Transfer students who transfer in general education courses that meet their general education requirements in English Composition or Mathematics with a C or better do not have to take the corresponding placement examination. Transfer students should meet with their advisors to determine whether they have transferred in the relevant courses to meet their general education requirements in English Composition and Mathematics.

## English Placement Examination

Students entering the university with no credit in English Composition must take the English Placement examination. Students who successfully meet placement requirements may enroll in ENG 1270, Composition I. Students who do not meet placement requirements are required to enroll in ENG 1230, Writer's Workshop I. Upon successful completion of ENG 1230 or ENG 1270, students will receive three credit hours in English Composition, which will partially meet their English Composition general education requirement.

Students who transfer three credit hours of English Composition must take the English placement examination to determine placement for their required second semester of English composition. Students who pass the English placement examination will enroll in ENG 1280, Composition II. Students who do not pass the examination must enroll in ENG 1240, Writers' Workshop II. Upon successful completion of ENG 1240 or 1280, students will receive three credit hours in English Composition and will have met their second-semester English Composition general

education requirement.

## Mathematics Assessment

Students entering the university who transfer a college-level Mathematics course will have met the general education requirement in Mathematics and do not need to take the Mathematics Assessment. Students who need to take a General Education mathematics course will be assessed for their content knowledge in mathematics. Based on the assessment, some students who require college algebra will be required to take a college algebra course with a built-in interactive added support laboratory component.

Chicago State University does **not** require Developmental Mathematics courses for students admitted beginning Fall 2019 and these students will not be placed in non-credit bearing mathematics courses.

## Examination Waivers

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 below.
2. Students who transfer to the university with an A.A. or A.S. degree (as discussed above).
3. Students who transfer courses to the university that fulfill university general education requirements in English Composition and Mathematics, including students who have completed the Illinois General Education Core Curriculum.
4. Students seeking a second degree (baccalaureate or higher).
5. Graduate students, including post-baccalaureate students seeking initial teacher certification.
6. Students who have passed the Illinois Certification Test of Academic Proficiency (TAP) in basic skills.

## **Retake Policy**

Students who fail a placement examination on their first attempt may retake it. Students are assessed a \$25 retake fee for each university placement examination (English or Mathematics), which must be paid at the cashier's office (Cook Administration Building, Room 211).

## **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) the College Level Examination Program (CLEP), (2) the Advanced Placement (AP) Program, (3) credit for military training, and (4) university administered and/or constructed proficiency examinations.

## **College Level Examination Program**

The College Board's College Level Examination Program (CLEP) offers both general and subject examinations that awards college credit for passing exams. 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 use CLEP examinations to meet course or degree requirements. Graduate students accepted into one of the graduate programs of the university are also eligible to take the CLEP examinations to satisfy prerequisite undergraduate courses.

Incoming degree-seeking freshmen and transfer students who have taken CLEP exams before being admitted to Chicago State University should have an official statement of their CLEP scores sent 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.

Currently enrolled degree-seeking students who have taken CLEP exams since admission and registration at the university should have an official statement of their CLEP scores sent 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.

## **Advanced Placement Program**

The university participates in the College Board's Advanced Placement (AP) Program. Students who have completed AP courses in high school may take the AP examinations offered by the College Board. These examinations are based on college-level studies. 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 will notify students in writing about the credit hours earned through the program. Further information is available at the College Board's AP website: <https://ap.collegeboard.org/>

## **Earning College Credit for Military Training**

To receive credit for military training, including basic training, Chicago State University (CSU) will award credit to admitted students for military training based on the recommendations from the American Council on Education (ACE) (<http://www.acenet.edu/news-room/Pages/Military-Guide-Online.aspx>). To have Military Training evaluated for CSU credit, veteran students must have an official copy of their military transcripts sent to CSU Office of Undergraduate Admissions, ADM 101, 9501 S. King Drive, Chicago, IL 60628. For more information, call 773-995-2513.

## **College Credit for Military Training Accepted by CSU**

CSU accepts the following military transcripts to transfer credits:

- Joint Services Transcript - JST (formerly AARTS or SMART or Coast Guard Institute Transcript)- Marine Corps, Navy, Coast Guard, Army, National Guard, and Army Reserve)
- An official copy of the Joint Services Transcript request form may be obtained online at [SMART-Joint Services Transcript](#)
- Community College of the Air Force (CCAF)
- The Community College of the Air Force Transcript Request form is located at [CCAF Transcript Request](#)

## **University Proficiency Examinations**

Many of Chicago State's academic programs 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 proficiency 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 is subject to all the academic regulations that would apply if the same course had been taken in regular class attendance. The grade for proficiency examinations is Pass or Fail. No official record is made of failures in these examinations, and grades received on proficiency 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.

# Academic Resources

## Abilities Office

The Abilities Office coordinates services and academic adjustments for students with disabilities to ensure equal access to facilities, programs, services and resources of the university. The Office commits to assisting each student to realize his/her fullest potential. By providing students with academic accommodations, we remove obstacles to academic performance and allow for equal educational opportunity. In order to qualify for our services, students must submit a Verification of Disability form and complete the registration process each semester.

Abilities Office services are provided in accordance with Section 504 of the Rehabilitation Act of 1973 and with Title III of the Americans with Disabilities Act of 1990 and amendments.

Coordination is 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 190, and the telephone number is 773/995-2383 (Voice) and 773/995-3761 (TTY).

More information can be found on our website at <https://www.csu.edu/dosa/abilities/>, and please do not hesitate to also send an email to [abilities@csu.edu](mailto:abilities@csu.edu).

## 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 resides on multiple floors with a wide variety of computers spread across the four floors of the Library. The computers are equipped with Windows 10 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. The 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).

## Office of Student Success

The Office of Student Success was established to provide seamless support for all students enrolled in Chicago State University's undergraduate and various pre-college programs. As first-time full-time freshmen, transfer students, dual enrollment or TRIO



participants, students receive academic, financial, personal and career support services. Under CSU's Cougar Commitment, the Office of Student Success serves as a one-stop center offering the following:

- *Academic Support* works closely with students by providing advice with developing academic plans which will aid students in the identification and achievement of their academic, career, and life goals. We do this through programming, teaching, and student engagement.
- *Dual Enrollment* enriches the course opportunities for outstanding secondary school students, and shortens the time to attain a college degree or certificate. Parents and students save money, as dual enrollment allows students to earn college credit that is transferable to a college or university.
- *Learning Assistance Center* provides tutoring in over 20 different content areas; referrals for study skills, academic workshops, and other supplemental materials; study groups; one-on-one research support and instruction and technological and media support for academic assistance in math, writing, foreign languages, etc.
- *Rise Academy* is a full-tuition and fees scholarship program that provides financial, academic and personal support for eligible first year and transfer students with less than 24 credits. *Rise* helps students build the necessary skills and social capital optimal for a successful first-year in college.
- *SuccessU* admits full-time first-year freshmen whose chances of entering the university through the traditional route may be limited. The program provides supportive curricula and programs aimed at facilitating student success as the students transition into the larger university.
- *TRIO Programs* promote college access and success, as well as personal development for high school students and adults of all ages. *Upward Bound* offers eligible high school students with academically enriching courses; cultural enrichment; tutoring; academic counseling; financial literacy and leadership development. *Project SUCCESS Educational Opportunity Center* offers academic and financial advising to adult learners seeking secondary and postsecondary credentials.

The Office of Student Success is located in the Cordell Reed Student Union Building, Room 158, and the telephone number is 773-995-4510.

## **African American Male Resource Center**

The African American Male Resource Center (AAMRC) aims to transform its students for success by providing sustainable opportunities for breakthroughs in the areas of academic achievement, professional development, cultural awareness, and personal advancement. Collaborating with other internal offices on campus—such as the Office of Academic Support and the Learning Assistance Center—the AAMRC serves as a liaison between Black male students and specialized student support services. Housed within a computer lab in the Student Union Building, the AAMRC offers resources and services that range from book rentals and resume building assistance to academic monitoring and interdepartmental referrals. The AAMRC also offers programs that centralize the experiences of African American males on campus. Teaching & Educating Men of Black Origin, the Du Bois Book Club, and the Ubuntu Leadership Institute are its primary

programmatic offerings, each contributing to CSU's core values of diversity, social justice, intellectual development, and creative learning. The AAMRC is located in the Cordell Reed Student Union Building in Room 150. You can reach the AAMRC by email at [aamrc@csu.edu](mailto:aamrc@csu.edu) or phone at 773-995-3876.

## **Athletics**

The Chicago State University Department of Intercollegiate Athletics is an integral part of the university community following and honoring Chicago State University's overall institutional mission. The Department of Intercollegiate Athletics strives for excellence just as academic units strive for greatness in teaching, research and services. This commitment to excellence - both on and off the field - is showcased throughout the department. The Department of Intercollegiate Athletics provides exemplary leadership, employs diverse and dedicated individuals and is committed to providing appropriate facilities and support services that allow student-athletes to compete at the highest level of 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 National Collegiate Athletics Association (NCAA) at the Division I level. Intercollegiate sports for men are basketball, cross country, golf, soccer, 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 NCAA'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, and equal opportunity. 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 Western Athletic Conference (WAC), and the institution.

Chicago State University offers scholarships to qualifying student-athletes. Questions regarding specific sports programs should be directed to the specific sports coach. For more information regarding Chicago State University Athletics call 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 for recreational, entertainment, or ceremonial purposes. Breakey Theater is the home for displaying such talents from CSU Danceworks and the Music Department. It also serves as 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, and faculty. 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 3062, 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

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 (CDC)

The Career Development Center (CDC) at Chicago State University prepares students to leverage their academic and leadership experiences through individualized support and access to employer partnerships.

We prepare students to **DEFINE, BUILD, and ENHANCE** individual growth for lifelong career success.

Through its pillars of *Individual Development, Cougar Academy, Experiential Resources, and Job Location Development*, the department is committed to developing students by:

- Providing career advising and counseling to undergraduate, graduate, and alumni.
- Developing student soft skills and workforce competency knowledge based on the N.A.C.E. Workforce Competencies.
- Producing opportunities to connect students with employers that are recruiting interns and entry level employees.
- Fostering a relationship with employers that will strengthen the employment pipeline from university to career.
- Supporting other university academic programs by providing workshops, career training, and updates on current employment trends in the various fields.

The CDC is located in the Cordell Reed Student Union, Suite 230, and the telephone number is 773-995-2327. You may also contact the team at [Careerdevelopment@csu.edu](mailto:Careerdevelopment@csu.edu)

Students interested in Federal Work Study positions on campus must complete Professional Development Training with the Career Development Center.

Students interested in pursuing an internship or in need of fine tuning their professional skills should register with the CDC for an Internship Preparation Bootcamp. This bootcamp is offered each semester for 6 weeks. Students are encouraged to participate in these sessions and become better prepared for their internship/career experience. Contact the CDC team at [careerdevelopment@csu.edu](mailto:careerdevelopment@csu.edu) for more information.

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

The Community Outreach and Field Placement Services (COFPS), is located in ED 322. The 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 of outreach services to support enrollment, retention, and graduation.

## **Counseling Department**

The Counseling Department (also known as the Counseling Center) provides an array of mental health services primarily for students who are currently enrolled at Chicago State University. Our mission is to provide high quality counseling services that support the mental health and well-being of students as well as members of Chicago State University and our surrounding communities. Counseling services are provided primarily by licensed clinical counselors. These services include private, short-term, and confidential mental health clinical counseling treatment (e.g., individual therapy sessions) with licensed clinicians and graduate-level peer counselor interns who work with students to identify and address a variety of mental health needs and concerns. Moreover, these services include mental health non-clinical counseling (e.g. Chat sessions) and life coaching and student success sessions with certified mental health professionals. All of our mental health professionals are knowledgeable, understanding and empathic.

We also provide additional Counseling services to the Chicago State University campus community including administrators, faculty, staff, alumni, and on occasion community members. Our counselors provide various types of outreach mental health education programming that includes psycho-educational, psychosocial, and experiential workshops as well as evidenced-based mental health resources and referral services. We work with faculty and staff to provide consultation regarding mental health concerns or crises that may occur in the classroom.

Our students are often facing a number of stressors that impact their holistic health including their emotional, mental and physical well-being. We are here to help students find their way through these difficulties so they may cross the finish line to graduation. We welcome all CSU students of various genders, sexual identities, ethnic/racial identities, SES backgrounds, religious affiliations, abilities, and other diverse backgrounds. We want students to be able to be their very best selves and recognize the importance of good physical as well as mental health in the journey towards personal, professional, academic, and lifelong success. All Counseling services are free of charge.

The Counseling Center is located in the Cordell Reed Student Union Building, Room 190, and services are available by appointment. The telephone number is 773-995-2383. More information can be found on our website at <https://www.csu.edu/dosa/counseling/index.htm> . Please do not hesitate to also send an email to [counselingcenter@csu.edu](mailto:counselingcenter@csu.edu).

## **CSU Email Accounts**

All Chicago State University students are assigned CSU email accounts when they are admitted to the university. To activate the email accounts, students should navigate to <https://iam.csu.edu> and claim their accounts. If a student requires access to a computer on campus, the student may utilize the public lab located in the Gwendolyn Brooks Library.

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 CSU email accounts. Students enrolled in courses using Moodle Software must use the CSU email account to complete class assignments.

For more detailed information on student email policies, go to Official Student Email Policy in the Academic Resources section of the Catalog.

## **Educator Licensure Services**

The College of Education has the responsibility of recommending students completing an entitlement program for 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, 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. The Licensure Office 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.

## **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, and community-based capstone and thesis research projects. 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 database construction.
- Mapping assistance and spatial analyses using the department's Geographic Information System (GIS) laboratory.

## **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, The Master Class Writer's Series, and The Youth Poetry and Writing Festival. Please follow us on Twitter, Facebook and Instagram and visit our CSU webpage for information on upcoming events and opportunities.

## **The Latino Resource Center**

The Latino Resource Center (LRC) contributes to the University's mission of promoting social justice and diversity through increasing opportunities to access higher education for Latino students. The LRC provides pre-college services and resources for high school students and their families; educational and inter/intrapersonal growth opportunities for college students; and cultural programming for the University community. In partnership with other University units and external partners, the LRC provides many resources that allow Latino students to reach their academic, professional, and personal goals. The Center fosters an environment of inclusion and support that enhances the college experience of all CSU students. The LRC is located in the Cordell Reed Building, Room 230A and the contact information is [LRC@csu.edu](mailto:LRC@csu.edu) and 773-995-2526.

## **Learning Assistance Center**

The Learning Assistance Center (LAC) serves CSU students by providing them with free access to tutors and other resources necessary to achieve academic success. Located on the fourth floor of the Gwendolyn Brooks Library, LIB Room 450, the LAC offers drop-in tutoring services 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 campuses. The following are some of the services provided to CSU students:

- 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 in subjects such as math, writing, foreign languages, etc.
- Online tutoring (available since Fall 2018)



The LAC is open seven days a week during the academic term. During breaks, the hours of operation are reduced. Please check the website at <http://www.csu.edu/LAC/appointments.htm> for up-to-date information on hours and to schedule an appointment.

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

Chicago State University's Center for Teaching and Research Excellence (CTRE) promotes faculty excellence through all stages of the faculty member's academic career: it fosters a community of practice, encourages innovative research; enhances the teaching and learning process; integrates technology effectively; and improves service to the university and community. The CTRE offers year-round faculty development workshops, awards faculty development grants and hosts other events that celebrate faculty. Contact us for more information or assistance: <https://www.csu.edu/CTRE/index.htm>, [ctre@csu.edu](mailto:ctre@csu.edu) or 773.995.2501.

## **Online Learning**

Online Instruction was developed to service mature, self-motivated and busy adults in need of a flexible educational schedule, for students needing to take courses which are free of time and space limitations or courses that require minimal campus classroom attendance (hybrid courses). Chicago State University's highly recognized full-time faculty and adjunct lecturers teach online courses in several colleges and in various disciplines. Additionally, Chicago State University's College of Education offers 3 totally online master's degree programs.

Students enrolled in online programs still pay mandatory fees.

Interested parties should call the Office of Online Instruction in the Center for Teaching and Research Excellence at 773/995-2960 or visit our website at: <https://www.csu.edu/onlineinstruction/>

## **Specific Requirements**

Chicago State University (CSU) offers online and hybrid undergraduate courses in many of our programs. These courses are designed for technologically literate students who have an interest in either taking classes without having to be on campus or taking classes where you visit campus a few times throughout the semester. Taking online courses require students to have immediate access to the Internet, electronic mail, and electronic discussion sessions. Online courses also require students to have immediate access to a CSU email account. Interested students who do not feel prepared to take courses in the online environment can inquire about receiving training from the Office of Online Instruction ([elarning@csu.edu](mailto:elarning@csu.edu)) to prepare for taking courses at Chicago State University. Students are also encouraged to visit OASIS (<http://www.ilcco.net/oasis/>) and take their assessment to better understand what is needed to participate in an online course.

## **Student Identity Verification Process**

The verification of student's identity begins at the time of admission or initial course

registration. When the student is initially accepted at CSU, a unique BANNER user Id is created for the student. The Identity and Access Management (IAM) system creates a new profile for the student. Students claim their account on an online system. During the account claiming process, students are required to enter their Student ID Number, Date of Birth and last name. This process allows the student to set up their own passwords which expire every 150 days.

Students are required to change or reset their passwords using the online system only. The Information Technology Department (ITD) assists students in resetting passwords if needed. Access to the Course Management System is through Cougar Connect and requires the use of the student's username and password. Data transmission of login information is secured using standard encryption technologies. Students are given information regarding best practices related to setting up and maintaining the security of passwords on the IAM screen. Instructions to claim accounts and password resets, contact Information Technology Helpdesk at: [helpdesk@csu.edu](mailto:helpdesk@csu.edu).

The user account setup using this online IAM system can be used to access the following online resources at CSU:

- 1.** Computers in the CSU domain
- 2.** Cougar Connect (Intranet)Moodle Course Management System
- 3.** Course Evaluation
- 4.** Email
- 5.** Online Courses

The United States Federal Higher Education Opportunity Act, Public Law 110-315, requires colleges to establish policies to ensure that a student who registers in an online course is the same student who participates in and completes the program and receives academic credit for the course. When Chicago State University students enroll in an online course, their participation in the course is restricted to using the Moodle Course Management System, which requires a secure login and password to enter.

## **Tuition and Fees**

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

# Library and Instruction Services (LIS)

The Gwendolyn Brooks Library comprises Library Services, which includes Public Services and Technical Services, and Archives and Special Collections. Other, non-library-related units are located in the building, as well. 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.

Although the field of Library Science recognizes the contributions and expertise of public services and technical services librarians as distinct, the two units work together as one to provide access, instruction, and resources to all CSU students, faculty, staff and patrons.

Technical Services librarians follow and support national standards and practices in selecting, ordering, organizing, processing and developing information resources and library collections in print, electronic and other media and formats. They account for all expenditures of library acquisitions budgets, maintain a quality online catalog, and support library service-related computing systems and applications. Those include the ProQuest Electronic Thesis and Dissertation system, the library's server, consortial relationships, and maintenance of ROVER, the Library's automated storage and retrieval system (ASRS). Technical Services librarians also provide technical support and assistance to the Archives unit.

Public Services librarians take the work of Technical Services librarians and share it with patrons. Reference librarians provide reference assistance and research training to CSU students, faculty, staff, alumni and community patrons. They assist and instruct on all facets of research, information and document retrieval and use of library resources. Reference service is available in person, via email, via chat or over the telephone. Working as partners with teaching faculty, reference librarians conduct library instruction sessions in all academic disciplines. The Access Services and Scholarly Communications Librarian oversees the operations which make access to information possible, including circulation, course reserves, interlibrary loan, and library stacks and collection management.

## **Library and Instruction Services Mission**

Library and Instruction Services provides exemplary information and instructional services to guide learning, teaching, research and discovery for the CSU community. Library Services units 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, and creating spaces where positive transformational academic experiences can occur.

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

To create an environment that fosters:

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

Located at the head of the campus, the Gwendolyn Brooks Library is a 142,000-square-foot facility furnished with a library instruction classroom, an information mall with 36 computer workstations for hands-on research assistance and a learning commons to accommodate collaborative learning with comfortable seating, multi-media group study rooms, an all-campus computer lab, a faculty instructional lab, and a sunroom, auditorium and conference rooms for special events, receptions and meetings. 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 information on hours of operation. Access to many Library resources is available 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 450,000 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 150 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 over 90 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 are 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 150 electronic databases providing access to a 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. User priority is given to students conducting research and using library database/resources.

## **Library Instruction Lab (GBL 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 freshman 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**

The Gwendolyn Brooks 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 in 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 a 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.

## **University Archives, Records Management, 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 collections are focused primarily on African American history, literature and politics; Chicago neighborhood history; and the history of education. Collections include:

- Gwendolyn Brooks Black Writers' Conference Audiovisual Collection: This collection documents over 20 years of one of the earliest conferences of its kind and includes rare footage of poets, writers, scholars, creatives, and enthusiasts of Black culture. Founded in 1991, the conference was an annual pilgrimage to honor the enduring legacy of Gwendolyn Brooks, noted poet the first Black person to ever win the Pulitzer Prize who served as the Illinois Poet Laureate for over 30 years as well as Distinguished Professor of English at CSU. The conference is the product of CSU's Gwendolyn Brooks Center (GBC) for Black Literature and Creative Writing, founded in 1990, which was the first center at an academic institution to focus solely on researching, teaching, and disseminating information about acclaimed Black literary tradition. Many centers that now focus on this, modeled after the GBC, including establishing other Black Writers Conferences. After an over 8-year hiatus, the conference was reestablished in 2018 as a biannual event that continues to explore of Black literature in the worlds of yesterday, today and tomorrow.
- Lerone Bennett, Jr. Papers: This collection includes correspondence, memos, photographs, artifacts and ephemera that documents the work of noted journalist, author, social historian, and scholar Lerone Bennett, Jr., with a specific focus on his extensive career at Johnson Publishing Company as Executive Editor of Ebony Magazine.
- The Provident Hospital Collection documents the history of the first African American privately-owned hospital in the nation. Founded by Dr. Daniel Hale Williams, the first African American and second documented surgeon to successfully perform pericardium surgery in the United States, Provident Hospital opened in 1891 and 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.
- Maxwell Street Photographic Collection: A growing photograph collection that reflects the history of the thriving market street on Chicago's West Side.
- 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 include transcripts of Pincham's trials during his time as an Illinois attorney and preserved scrapbooks with over 50 years of career accomplishments.



## **Division of Student Affairs**

The Division of Student Affairs offers support for students and creates an environment of inclusion on campus. The division formulates policy governing student life, provides programming, and oversees the operations of departments including Student Activities, Office of Academic Support, Housing and Residence Life, the Counseling Center, and others. It serves as a resource and referral center for any student concern and as a liaison for other administrative units of the university and students. The Division of Student Affairs provides leadership for and maintains close ties with students and student organizations. The department 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 to provide guidance and supervision to all students and provide diverse programming 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 collaborates with students, faculty, and staff to create an extraordinary student experience, to develop student leaders, and to create learning beyond the classroom that is aligned with the values and mission of Chicago State University. 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. The SGA exists primarily to address student concerns and needs, and to provide services that enhance overall student life and development. Working closely with a faculty advisor, the SGA is committed to the representation and advocacy of all students and serves as liaison to administration and other elements of the university community. All students are automatically members of the SGA and as such are entitled to vote during student elections and participate in all SGA sponsored events and activities. However, one must be voted into and hold an elected office in order to vote on SGA business. The office is located in Room 265 of the Cordell Reed Student Union Building.

### **Veterans Affairs**

The Veteran Affairs Office at Chicago State University assists Veterans and eligible dependents with the processing of benefit information to secure the use of

educational benefits. Programs sponsored through our office include:

- Post-9/11 GI Bill
- Illinois Veterans Grant (IVG)
- National Guard Grant (ING)
- MIA/POW Scholarships
- The Montgomery GI Bill
- Reservist Tuition Assistance
- Administration Chapter 31 (Vocational Rehabilitation)
- Veterans Administration Chapter 35
- Reserve Office Training Corps (ROTC)

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 Office at Chicago State University helps Veteran students make a successful transition to the university.

## **Women's Resource Center**

The Women's Resource Center is a safe space for students who need support and advocacy services. When students are faced with difficult situations that may threaten their educational success, the WRC is available to help through our individualized case management services. The WRC is dedicated to student success, through a commitment to **Engage, Embrace, Educate, Enlighten and Empower** our students. The WRC offers advocacy services to the CSU community. Advocacy services include coordinating prevention, intervention and support efforts across campus and community systems to assist under-resourced students and students facing crises, life traumas, and other barriers that impede success. The university food pantry, as well as the university lactation space, is conveniently located in the Women's Resource Center suite (Suite 160, Cordell Reed Student Union Building). For more information, please visit our website at <https://www.csu.edu/dosa/WRC/> or feel free to contact the Women's Resource Center at 773.995.4447 or [wrc@csu.edu](mailto:wrc@csu.edu)

## **Student Health and Wellness 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. Telehealth appointments are also available. 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 general education and program learning outcomes expressing what students should know. The undergraduate assessment program at Chicago State University includes assessment of the following:

- General education courses
- Learning in the student's major program of study
- Co-curricular experiences

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 student learning are used by faculty and staff to improve instruction, programming, and student outcomes. Refer to individual academic and student affairs departments for assessment requirements.

## 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. 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 regional research universities. 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 129, 773/995-2404.

## **Global Engagement Office (GEO)**

The Global Engagement Office (GEO) serves all international students, international faculty & staff, their families, study abroad students, and domestic faculty, staff, and students regarding global issues. GEO is the centralized unit on campus to provide assistance and advising for the members of our global community. GEO looks to improve the academic, cultural, and social aspects of the university experience for students, faculty, and staff through our international education and services expertise.

## **Study Abroad**

To apply for a study abroad program, students should schedule an appointment with a member of the GEO staff. After deciding on a study abroad opportunity, students need to submit a study abroad application to GEO. Programs are available for credit and not for credit. Also, students can register for Chicago State University (CSU) officially sponsored programs or programs provided by another institution or organization.

## **International Students**

International students at Chicago State University must meet additional criteria in addition to the standard admissions criteria. Please reference the admissions section of this catalog to see what is needed for admission to the university. Upon being admitted to CSU, international students will work with staff in the GEO to obtain needed immigration documents. International students also are required to attend an international new student orientation at the beginning of their first semester of enrollment at CSU. The GEO is responsible for providing immigration advising to international students throughout their entire enrollment at CSU. The GEO is also responsible for all international student and exchange visitor federal reporting requirements.

## **GEO Contact Information**

Cordell Reed Student Union-SUB 268A  
9501 S. King Drive  
Chicago, IL 60628-2582

Phone: 773-995-2582  
Fax: 773-995-2840  
Email: [GEO@csu.edu](mailto:GEO@csu.edu)

## **Rise Academy**

*Rise Academy* is a strategic initiative of Chicago State University's Cougar Commitment and is designed to specifically address the key challenges faced by first-year, under-represented and first-generation college students. Three key goals of *Rise* include helping students to:

1. Understand the college navigation process.
2. Gain a sense of connectedness to CSU.
3. Build the social capital necessary to grow and maintain key relationships.

### **Program Structure**

*Rise* is strategically designed as a cohort-based model to foster all-inclusive support for new students at CSU during their foundational first-year in college. *Rise Academy* is a year-long program that consists of a suite of comprehensive programming, resources and holistic student support. *Rise* begins the summer before freshman year with an all-day program orientation and campus tour followed by enrollment in a five-week credit-bearing summer course. In addition to the summer course, *Rise* scholars are also provided with ongoing academic and personal support via one-on-one advising check-ins throughout the academic year. Furthermore, students are also expected to attend a series of support and career workshops throughout the duration of the program.

### **Rise Scholarship**

Students who successfully pass their summer course and meet all *Rise* advising and workshop requirements, are eligible to receive the Rise Academy Scholarship. The *Rise* Scholarship is a first-year free tuition, fees, laptop and textbook scholarship for up to 15 credit courses in both the fall and spring semesters of a student's first year at CSU. This scholarship represents CSU's intentional commitment to reduce key financial stresses that often prevent under-represented students from academic success.

### **Eligibility**

To be eligible for the Rise Academy and scholarship, a student must be

- A first-year freshman OR
- A transfer student with less than 24 earned credits

## **Upward Bound Programs (Project FAME/UB & UB II)**

The Upward Bound Program is a Federal TRIO Program funded by the U.S. Department of Education. Chicago State University houses two Upward Bound (UB) programs, serving a combined 168 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 (PF/UB) began at Chicago State University in 1982. The acronym, F.A.M.E. represents Female and Male Excellence.

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

Project SUCCESS/EOC is one of the Federal TRIO Programs funded by the U.S. Department of Education. Chicago State University houses the oldest of three EOC projects in Illinois, serving 1,165 adults within 30 Chicago area communities, as well as throughout the state. Project SUCCESS/EOC, funded since 1991, 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 virtually or on site, as appropriate.

## **Undecided Major Program**

The Advising Office advises students in the undecided major program. This structured program is specifically designed for first-year students and first term sophomores to make informed decisions when choosing an academic major. During the first year and the first half of the second year, students participate in workshops, majors fair, and one-on-one advising sessions aimed at helping them select a major. Students are given a career assessment and assignments and create an individualized academic plan with their advisor during their first term. Students are required to visit the Career Development Center during each semester for additional support. For more information, please contact the Office of Academic Support in the Cordell Reed Building, Room 158.

### **FRSE 1500 FRESHMAN SEMINAR: SPECIAL TOPICS (2)**

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

Freshman Seminar 1500 focuses on the following topics: critical thinking skills, study skills, learning styles, test preparation skills, research skills, and writing assessments. The course explores interdisciplinary topics through case studies, written assignments, discussions, guest speakers, group work, and technology. Essential to the course is the incorporation of discipline-related learning strategies, the university's academic policies and procedures, and current campus issues. Library information literacy and technology literacy are also introduced.

Freshman Seminar 1510 incorporates self-esteem building, understanding the role of self-esteem in college, risk taking behaviors, stereotypes, diversity, family relationships, and support systems. The course incorporates financial literacy.



## **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.

# College of Arts and Sciences

Dean: Elizabeth W. Davies

## 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 – Closed for admission/phase down

BA in History

BA in Liberal Studies

BS in Mathematics

BA in Media Arts

BA in Music

BS in Physics

BA in Political Science – Closed for admission/phase down

BA in Psychology

BA in Sociology

BA in Spanish

# 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 (CAS) 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, 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 and pre-professional programs in pre-law and pre-medical education. Students interested in a career in engineering can enroll in our Engineering Studies program. 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, 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. Parties may then appeal to the dean of the College of Arts and Sciences. The decision of the dean will be final.

# College of Arts and Sciences Requirements

*Effective Fall 2020*

1. **Core Requirements** from University General Education Requirements (12 credits)
  - a. English Composition (6 credits)
  - b. Oral Communication (3 credits)
  - c. Mathematics (3 credits)
2. **General Requirements** from University General Education Requirements (24 credits)
  - a. Humanities/Fine Arts (9 credits) *must include one humanities course and one fine arts course*
  - b. Social Sciences (9 credits) *at least two disciplines*
  - c. Natural Sciences (6 credits) *one physical science (chemistry, geography, physical science, or physics) and one biology; one must be a lab*
3. **CAS General Education Requirements** beyond University requirements (3 credits)
  - a. Foreign Language (3 credits)\*
  - b. Diversity (embedded; see list of approved General Education courses)\*

*\*For students who have entered the university with fewer than 30 credits*

(Total of 39 credits. General Education courses must come from the list of approved courses, available online at:

<http://www.csu.edu/provost/UGEC/genedurequirements.htm>)

The General Education Curriculum for the College of Arts & Sciences reflects the Illinois Board of Higher Education's General Education Core Curriculum (GECC).

In addition to the above, students with majors in the College of Arts & Sciences are required to take three (3) credits of a foreign language and to satisfy an embedded diversity course requirement. Please note that these two are College requirements. The following courses fulfill the diversity requirement; additional courses may be added through a review process in the College.

## **Current Diversity Courses:**

AFAM 1000 Intro to African American Studies

AFAM 1020 Cultural Diversity

ANTH 1010 Intro to Anthropology

ANTH 2010 Global Cultures

ART 2110 Intro to Non-Western Art

ART 2150 Survey of Women Artists

CMAT 2170 Survey of Global Cinema

CMAT 2140 African American Theatre



CMAT 2310 African American Cinema  
ENG 2210 Intro to African Literature  
ENG 2410 Third World Literature  
ENG 2910 African American Literature  
GEOG 1000 Societies & Environments  
GEOG 1100 Globalization and Diversity  
HIST 1200 The West & the World to 1500  
HIST 1210 The West & the World since 1500  
HIST 2840 Africa to 1800  
HIST 2850 Africa since 1800  
MUS 2285 World Music Cultures  
PHIL 2710 Philosophical Issues of Race & Society  
REC 2050 Exploring Leisure Alternatives  
SOC 1200 Race and Ethnicity  
SOC 1250 Diversity in US Society  
WS 2000 Intro to Women's Studies

### **Foreign Language Courses**

AFL/CHIN/FREN/GER/JPN/SPAN 1010 & 1020, Elementary (Language) 1 & 2  
FREN 1200 & 1210, Business French 1 & 2  
FREN/SPAN 2010 & 2020, Intermediate (Language) 1 & 2

**Major Requirements:** See departmental listing for the specific major.

**Electives:** See departmental listing for the specific major.

### **Other Requirements**

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 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, 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).

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.

\*Please review information regarding edTPA requirement changes during a public health emergency at [ISBE.NET](http://ISBE.NET)

The Illinois State Board of Education (ISBE) has changed requirements for middle grade endorsements effective February 1, 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-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, 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.

# African American Studies\*

**\*Note: Admission to the program has been suspended for new students, effective Fall 2022.**

Chairperson: Daniel Block

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 Education Requirements (36 credit hours)**

- (6) credit hours in composition
- (3) credit hours in oral communication
- (3) credit hours in mathematics
- (9) credit hours in Humanities/Fine arts); at least (3) Humanities and (3) Fine Arts
- (6) credit hours in Natural Sciences (3) physical science and (3) Life Sciences; one must include a lab)
- (9) credit hours in social sciences (At least two disciplines besides History)

## **College of Arts and Sciences Requirement (3 credit hours)**

- One course in a Foreign Language (3 hr)
- One general education or major course carrying the diversity designation (embedded; preferably AFAM 1020)

## **Specific Requirements (42 credit hours)**

Core Courses (18 credit hours) AFAM 1000, 2020, 2900, 3010, 3030, and 4000. Required Area Courses (15 credit hours) Select at least 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.

Major 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; HIST 1840, 2840, 2850, 4530, 4540, 4550, 4560, 4840, 4860, 4900; POL 2600; GEOG 3060.

Free Elective Courses (30 credit hours)

3 hrs of the second Foreign Language course

36 hours are free electives or can go toward a minor (or another major). The program will not accept transfer courses with a grade of D or below. A grade of C is required in all major courses.

## **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 courses 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: Daniel Block

## **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

Art and Design offers a Bachelor of Arts degree in Art, with options in art, design, and art education (PK-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 the art education option qualifies students for an Illinois Professional Educator License with a PK-12 endorsement in visual arts. Licensure requires the successful completion of the Illinois Licensure Visual Arts Subject Matter Test and edTPA.

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

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 visual arts or design. 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.

### 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 or other digital means.

### 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 concentration in graphic design). Complete a minimum of 120 semester hours of work including:

### **General Education (36 credit hr)**

- Core requirements
  - English composition (6 hr)
  - Oral communication (3 hr)
  - Mathematics (3 hr)
- General requirements
  - Humanities/Fine Arts (9 hr); at least 3 hr Humanities and 3 hr Fine Arts (excluding all ART courses)
  - Social Sciences (9 hr); in at least two different disciplines
  - Natural Sciences (6 hr); 3 hr Physical Science and 3 hr Life Sciences, one of which must be a lab course

### **College of Arts and Sciences Requirements (3 credit hours)**

- One course in a Foreign Language (3 hrs)
- One general education or major course carrying the diversity designation (embedded)

#### Art & Design Requirements

- 63 hours in art, emphasizing the option choice and choice of the specific concentration.
- 18 hours in electives.
- 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 for courses in the major (63 credit hrs).
- A maximum of one required art history course with a grade of D earned at Chicago State University will be accepted. A grade of C or better is required in all other major courses.
- To meet NASAD requirements, no student can take 40% or more online coursework for the degree.
- Students in the Design Option taking courses ART 2710 or higher are required to have at the minimum a laptop that will run the latest Adobe Creative Cloud software including but not limited to InDesign, Illustrator, and Photoshop. The industry standard is the Apple MacBook Pro, but some PCs can handle the Adobe Creative Cloud software. Please consult the Art & Design website for the latest suggested specifications on hardware and software.

### **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 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 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.

# Art Education Option (PK-12)

## ART EDUCATION Option

### 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 preK - 12. Licensure requires the successful completion of the Visual Arts content area test and any additional College of Education or Illinois State Board of Education requirements.

Students must complete 127-129 credit hours in the following areas:

- general education requirements, 36 credit hours
- college foreign language requirement, 3 credit hours and embedded diversity requirement
- courses in the area of specialization, 57 credit hours
- professional education courses, 31-33 credit hours

### General Education (36 credit hr)

- Core requirements
  - English composition (6 hr)
  - Oral communication (3 hr) (CMAT 1130 required)
  - Mathematics (3 hr)
- General requirements
  - Humanities/Fine Arts (9 hr); at least 3 hr Humanities and 3 hr Fine Arts (excludes ART courses)
  - Social Sciences (9 hr); in at least two different disciplines (PSYC 1100 and PSYC 2040 required)
  - Natural Sciences (6 hr); 3 hr Physical Science and 3 hr Life Sciences, one of which must be a lab course

### College of Arts and Sciences Requirements (3 credit hours)

- One course in a Foreign Language (3 hrs)
- One general education or major course carrying the diversity designation (embedded) 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 Education Requirements

- To meet NASAD requirements, no student can take 40% or more online coursework for the degree.
- All courses must be passed with at least a grade of C. A grade point average of B (3.0) or above is required in all general education, art, and professional education courses.

- A grade of B or above is required in Student Teaching.
- Student teaching is a full-time 12-16 week experience required at the end of the program.
- Students must submit a “cleared” criminal background check before enrolling in a course requiring field experiences and before admission to the College of Education.
- State-mandated 100 clinical hours in the field are included in the program.
- Disposition for teaching children and adolescents is assessed as part of the program.
- Professional Education courses below with \* require admission to the College of Education.

ART 4950 fulfills the senior thesis/capstone requirement.

Professional Education (31-33 credit hours) ED 1520, 2000, 4500\* or ELED 3010; READ 4100\*; PSYC 2020; S ED 4301 and 4303\*; ART 1092\*, 4662\*, 4664\*, and 4975\*; CAS 2630\*.

## **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

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

Any of the following: Art 2310, 2350, 3360 or other photography courses, with approval of the 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: Joyce Ache Gana

The Department of Biological Sciences offers a Bachelor of Science degree, a minor, and a Masters of Science degree (see graduate catalogue). Students may take courses in biological science, botany, physiology, and zoology. Students that graduate with a B.S. in Biology are prepared for a variety of positions in industry, government, health sciences and education, and are prepared for graduate school in any area of life sciences or professional school in medicine, veterinary science, pharmacy, and dentistry.

Assessment: The Department of Biological Sciences is committed to maximizing academic success of our students and uses student learning data and surveys to measure this. Direct and indirect measures of learning are collected each semester in core courses and non-majors courses. Student self-efficacy surveys help determine how students perceive their learning experiences. Together, the data are evaluated and shared within the department and drive ongoing pedagogical and curricular changes. Current program assessment plans and reports can be accessed from the department website ([www.csu.edu/bioprehealth/](http://www.csu.edu/bioprehealth/)) and viewed in the department main office (SCI 310).

Admission to the Biology UG program is open to all incoming freshmen and transfer students. The department does not accept D transfer credits in biology courses. A Biology Major requires a minimum of 120 semester hours. Biology majors must earn a grade of C or better in required biology courses and may earn a maximum of one D in required supportive courses. Biology majors can retake a required course twice, but require permission from the instructor and chair of the department to enroll a third time. Students who fail the third attempt will not be permitted to complete the Biology Major. Once enrolled at Chicago State University, biology majors may not take a major or supportive course at a two-year college.

There are three Biology majors in the department: BIOL (General Biology); BIOP (Biology-Pre Health (Pre-med/Pre-dent/pre-vet)), and BIOT (Biology-Secondary Teaching). BIOP and BIOT are pre-professional/professional biology majors.

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

- Successful completion of 60 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 and Secondary Teaching)

## Biological Sciences Major

## **General Requirements (120 credit hr)**

### **General Education (36 credit hr)**

#### **Core requirements**

- English composition (6 hr)
- Oral communication (3 hr)
- Mathematics (3 hr)

#### **General requirements**

- Humanities/Fine Arts (9 hr); at least 3 hr Humanities and 3 hr Fine Arts
- Social Sciences (9 hr); in at least two different disciplines
- Natural Sciences (6 hr); 3 hr Physical Science and 3 hr Life Sciences, one of which must be a lab course

General Education requirements for Mathematics (3 hr) and Natural Sciences (6 hr) are embedded in the Biology Major (see below\*).

### **College of Arts and Sciences Requirement (3 credit hr)**

- One course in a Foreign Language (3 hr)
- One general education or major course carrying the diversity designation (embedded)

### **Biology Courses (43-47 credit hr):**

- 25 hr in Biology Core (see below)
- 14-16 hr Biology electives at 3000 level or higher (see below)
- 4-6 hr Biology capstone course (satisfies the senior thesis/capstone requirement)

### **Supportive Courses (36-37 credit hr)**

- Courses in Math, Chemistry and Physics (see below)

### **Elective Courses (6-11 credit hr)**

- Elective courses at 2000-level or higher to bring total to 120 hr

## **Specific Requirements**

### **Core Courses in the Biological Sciences (25 credit hr)**

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

\*BIOL 1710 satisfies the General Education requirement for Life Sciences

### **Supportive Courses (36-37 credit hr)**

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, PHYS 1520

\*MATH 1200 or 1250 satisfies the General Education requirement for Mathematics

\*CHEM 1400 satisfies the General Education requirement for Physical Sciences

### **Biology Electives (14-16 credit hr)**

Four courses in Biology or Biochemistry at the 3000-level or higher, with at least two lab courses and at least two at the 4000 level.

### **Biology Capstone (4-6 credit hr):**

BIOL 4801 or BIOL 4750 (Secondary Teaching Option only)

These courses fulfill the senior thesis/capstone requirement for all Biology majors.

### **Electives to complete 120 Hours (6-11 hr)**

Choose any other courses at the 2000-level or higher.

### **Secondary Teaching Option in Biological Sciences**

The Secondary Teaching option prepares students to apply for a Professional Educator License (PEL) from the State of Illinois to teach science to grades 9-12 and upper-level Biology subjects. Students interested in pursuing this option should consult an advisor early as requirements change.

Students in the Secondary Teaching Option must complete 39 credit hours of University General Education and College of Arts and Sciences requirements; mathematics and sciences requirements are embedded in the Biology major (30 hr).

### **General Education (36 credit hr)**

#### **Core requirements**

- English composition (6 hr)
- Oral communication (3 hr)
- Mathematics (3 hr)

#### **General requirements**

- Humanities/Fine Arts (9 hr); at least 3 hr Humanities and 3 hr Fine Arts Social Sciences (9 hr); in at least two different disciplines
- Natural Sciences (6 hr); 3 hr Physical Science and 3 hr Life Sciences, one of which must be a lab course

General Education requirements for Mathematics (3 hr) and Natural Sciences (6 hr) are embedded in the Biology Major (see below\*).

### **College of Arts and Sciences Requirement (3 credit hr)**

- One course in a Foreign Language (3 hr)
- One general education or major course carrying the diversity designation (embedded)

### **Specific Requirements**

- required courses in General Education: CMAT 1130, PSYC 1100 and PSYC 2040 the Biology Core (25 hr)
  - 3 hr of General Education requirement in Life Sciences is embedded



in the Biology Core

- two 3000-4000 level Biology electives with lab (8 hr)
- all supportive courses for a Biology major, with the exception of MATH 1415 and CHEM 2450/2560, plus one course in earth or space science, PhS 1140 or PhS 1150 or GEOG 1400 (31-32 hr)
  - 6 hr of General Education requirements for Mathematics and Physical Sciences are embedded in these supportive courses
- Professional education electives: ED 2000, PSYC 2020, READ 4100\*, BIL 4005 or ENG 4366, S ED 4301, S ED 4303\*, ED 4500\* or BIOL 4725, BIOL 4715, BIOL 4630\* (23-25 hr).
  - Biology specific education courses, BIOL 4715, BIOL 4725 and BIOL 4630, satisfy major requirements for two upper level Biology electives; a third Biology elective (3-4 hr) is required if ED 4500 is taken instead of BIOL 4725
- Student Teaching: BIOL 4750\* (6 hr; satisfies the capstone requirement for the major).

Total hr = 123-126

\*Admission to the College of Education is required for courses marked with an asterisk. Disposition for teaching adolescents is assessed as part of the program.

State-mandated 100 clinical hr in the field are included in the program.

Student teaching is a full-time 12-16 week experience required at the end of the program.

Biology majors wishing to add a PEL after graduation may apply to the non-degree post baccalaureate program or MAT program. See the College of Education or Secondary Biology advisor for more information.

## **Pre-Health Professions (Pre-Med, Pre-Dental, Pre-Vet, etc)**

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, ZOOL 2050, BIOL 3690, BIOL 4170, PSLY 4035 or PSLY 4330, and CHEM 4303 and CHEM 4304.

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

The Integrated Biology BS and Pharm D program allows students to complete the 4th year of a Biology BS degree during their 1st year in the Pharm D program. Admission to the program is contingent upon acceptance by the department. A grade of C or above is required for all transfer credits. Once enrolled in this program, all Biology courses must be taken at CSU. Note: the fourth year coursework requires dual acceptance into the pharmacy doctorate program.

Requirements of this program are the same as for the Major in Biological Sciences: completion of 120 semester hours, including 36 hours in general education; 3 hr in a foreign language; 31 hr in supportive courses; 23 hr in the Biology Core; the Biology capstone, and four upper level electives (satisfied by the first year coursework in the Pharm D program).

### **Specific Requirements**

- required courses in General Education: CMAT 2030, ECON 1010 or 1020, PSYC 1010 or SOC 1010; one general education course must be designated as a diversity course
- one general elective: Pharmacy recommends Business or Computer Science (3 hr)
- all the supportive Math, Chemistry and Physics courses required of the Biology Major (31 hr; see Biology Major)
  - pre-calculus Math courses do not count toward a major in this program
  - 6 hr of General Education requirements in Math and Physical Science are embedded in these courses
- the Biology Core (23 hr; BIOL 1600 is not required; see Biology Major) + Biology Capstone (4 hr)
  - 3 hr of General Education requirement in Life Sciences is embedded in the Biology Core
- 2000-level Biology electives: PSLY 2040 and ZOOL 2050 (8 hr)
- 3000- or 4000-level Biology elective (3-4 hr)
- 1st year pharmacy courses to complete the Major (18 hr)

## **Minor in Biological Sciences (22 hours)**

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. 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.

## **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 hours in honors courses;
- take 3-6 hours of research independent study; write an honors thesis.

# Chemistry

Department Chairperson: Kristy Mardis

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 (CHEM) 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 (CHMI) 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 (CHMB).
- 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. Licensure requires the successful completion of the ACT or SAT (see College of Education Handbook), Science-Chemistry Content Area test and edTPA. 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.

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 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 three non-honors chemistry courses from the subject areas listed in b); thus, a student in any chemistry option could participate in the Honors Program by substituting two honors chemistry courses.
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 (120 credit hrs)

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. Before registering for the senior thesis (CHEM 4355) students must show evidence of completing 180 hours of research. This may be accomplished through coursework (CHEM 2630 and/or CHEM 4350) or through approved paid lab work or internships.

### General Education and CAS Requirements (39 credit hrs)

Refer to the university general education requirements. The College of Arts and Sciences has the additional requirement of one semester of a foreign language and a diversity requirement that can be satisfied with an embedded general education course. General Education requirements for Mathematics (3 hrs) and Natural Sciences (6 hrs) are embedded in the major (see below\*).

### Chemistry Courses (48-49 credit hours)

- See below

### Supportive Courses (25-28 credit hours)

- Courses in mathematics, physics, and biology (see below)

### Elective Courses (13-17 credit hours)

- Free electives to bring total to 120 credit hours

### Specific Requirements

**Required Courses in Chemistry** (48-49 credit hours) CHEM 1010\*, 1400, 1410, 1450, 1460, 2400, 2410, 2450, 2460, 2600, 2800, 2810, 3240, 3600, 4100 or 4105, 4200 or 4205, 4210, 4250, 4270, 4303 or 4305, 4304, 4355,\*\* 4600, 4610.

\*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.

### **Supportive Courses (25-28 credit hrs)**

#### **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 & 1080). This also satisfies the general education biology requirement.

## **Industrial Chemistry Option (CHMI)**

### **General Requirements (120 credit hrs)**

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 before registering for senior thesis (Chem 4355) students must show evidence of completing 180 hours of research. This may be accomplished through coursework (CHEM 2630 and/or CHEM 4350) or through approved paid lab work or internships.

### **General Education (36 credit hrs)**

Refer to the university general education requirements. The College of Arts and Sciences has the additional requirement of one semester of a foreign language and a diversity requirement that can be satisfied with an embedded general education course. General Education requirements for Mathematics (3 hr) and Natural Sciences (6 hr) are embedded in the major (see below\*).

#### Chemistry Courses (43-44 credit hrs)

- See below (includes required 3 credit internship)

#### Supportive Courses (23 credit hrs)

- Courses in mathematics, physics, and english (see below)

#### Supporting Electives (9 credit hrs)

- 9 hours chosen with advisor approval from categories (see below) to support student's internship

#### Elective Courses (11-12 credit hours)

- Free electives to bring total to 120 credit hours

## **Program Specific Requirements**

### **Required Courses in Chemistry (43-44 credit hours)**

CHEM 1010\*, 1400, 1410, 1450, 1460, 2400, 2410, 2450, 2460, 2600, 2640, 2800, 2810, 2700, 3240, 3600, 4200 or 4205 or 4250, 4270, 4355,\*\* 4600, 4610.

\*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.

### **Supportive Courses (23 credit hrs)**

#### **Required Courses in Physics (8 credit hours)**

PHYS 2110, 2220

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

MATH 1250, 1410 or 1415, and 1600

#### **Required Course in English (3 credit hours)**

ENG 2090

### **Supporting Electives (9 hours)**

9 credit hours chosen with advisor approval from CJ110, MKTG 3110, ENG 2060, any 3000-level or higher chemistry course, any 2000-level or higher physics course, and Engineering course, Math 1420 or higher, any computer science course, and biological science course 2000-level or higher

## **Biochemistry Option (CHMB)**

### **General Requirements (120 credit hrs)**

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. Before registering for the senior thesis course (CHEM 4355), students must show evidence of completing 180 hours of research. This may be accomplished through coursework (CHEM 2630 and/or CHEM 4350) or through approved paid lab work or internships.

### **General Education and CAS Requirements (39 credit hrs)**

Refer to the university general education requirements. The College of Arts and Sciences has the additional requirement of one semester of a foreign language and a diversity requirement that can be satisfied with an embedded general education course. General Education requirements for Mathematics (3 hr) and Natural Sciences (6 hr) are embedded in the major (see below\*).



### Chemistry Courses (47-48 credit hrs)

- See below

### Supportive Courses (33-36 credit hours)

- Courses in mathematics, physics, and biology (see below)

### STEM Elective Courses (5 credit hours)

- 5 Biology, Chemistry, or Physics electives at 2000 level or higher (see below)

### Elective Courses (1-5 credit hours)

- Free electives to bring total to 120 credit hours

## Specific Requirements

### Required Courses in Chemistry (47-48 credit hours)

CHEM 1010\*, 1400, 1410, 1450, 1460, 1600, 2400, 2410, 2450, 2460, 2600, 2800, 2810, 3240, 3600, 4200 or 4205, 4210 or 4270, 4250, 4303 or 4305, 4304, 4313, 4355,\*\* and 4600, 4610.

\*CHEM 1010 is required only for entering freshmen and transferring freshmen and for transferring sophomores who do not pass the university Mathematics Placement Examination.

\*\*CHEM 4355 fulfills the senior thesis/capstone requirement.

### Supportive Courses

#### 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), PSLY 2040, ZOOL 2040 or ZOOL 2050 or BOT 2050

#### Elective Courses in Biology, Physics, and Chemistry (5 credit hours)

Five credit hours selected at 2000 level or higher (with advisor's approval) from CHEM, PHYS, BIOL, BOT, ZOOL, PSLY. CHEM 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.

#### College Required Foreign Language (3 credit hours)

- Any 1000-level or 2000-level foreign language class

## 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 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 120 semester hours of work.

### General Education and CAS Requirements (39 credit hrs)

Refer to the university general education requirements. The College of Arts and Sciences has the additional requirement of one semester of a foreign language and a diversity requirement that can be satisfied with an embedded general education course. General Education requirements for Mathematics (3 hrs) and Natural Sciences (6 hrs) are embedded in the major (see below\*).

- CMAT 2030 is required for the oral communication requirement.  
PSYC 1010 or SOC 1010, ECON 1010 or 1020, 1 additional course are required for the social science requirement.

### Chemistry Courses (37 credit hrs)

- See below

### Supportive Courses (35 credit hours)

- Courses in mathematics, physics, and biology (see below)

### Pharmacy Courses (18 credit hours)

- 18 credit hours of Pharmacy College Coursework to be selected under the advice of the pharmacy and chemistry advisors.  
Note: admission to CSU pharmacy program required.

### Specific Requirements

#### Required Chemistry Courses (37 credit hours)

CHEM 1010\*, 1400, 1410, 1450, 1460, 2400, 2410, 2450, 2460, 2600, 2800, 2810, 3240, 3600, 4300, 4355\*\*, 4600, 4610

\*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 Supporting Courses (35 credit hrs)

#### Required Mathematics Courses (11 credit hours)

- MATH 1410 or 1415, 1420, 1600

**Required Physics Courses** (8 credit hours)

- PHYS 2100 and 2220 (note: Phys 2110 satisfies the critical thinking gen ed requirement)

**Required Biology Courses** (16 credit hours)

- BIOL 1710, ZOOL 2040, ZOOL 2050, PSYL 2040

**Required Pharmacy Courses** (18 credit hours)

- 18 credit hours of Pharmacy College Coursework to be selected under the advice of the pharmacy and chemistry advisors.

## Secondary Teaching Option in Chemistry (CHMT)

**General Requirements (120 credit hrs)**

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.

**General Education (39 credit hrs)**

Refer to the university general education requirements. The College of Arts and Sciences has the additional requirement of one semester of a foreign language and a diversity requirement that can be satisfied with an embedded general education course. General Education requirements for Mathematics (3 hrs) and Natural Sciences (6 hrs) are embedded in the major (see below\*).

The following oral communication and social science courses are required for licensure:

- Oral Communication: CMAT 1130
- Social Sciences: PSYC 1100 and 2040

**Chemistry Courses (33-34 credit hrs)**

- See below

**Supportive Courses (28-31 credit hours)**

- Courses in mathematics, physics, biology, and earth/space science (see below)

**Professional Education Courses (29 credit hours)**

- Courses in education, special education, psychology, and science methods
- 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.
- Students must comply with all requirements for admittance to the College of Education.

**Specific Requirements**

## **General Education Required Courses**

Oral Communication: CMAT 1130

Social Sciences: PSYC 1100 and 2040

## **Required Chemistry Courses (33-34 credit hours)**

CHEM 1010\*, 1400, 1410, 1450, 1460, 2400, 2410, 2450, 2460, 2600, 2800, 2810, 4200 or 4205, 4210, 4250, 4270, 4303 or 4305, 4304

\*CHEM 1010 is required only for entering freshmen and transferring freshmen and for transferring sophomores who do not pass the university Mathematics Placement Examination.

## **Required Supportive Courses (28-31 credit hours)**

CHEM 1092; BIOL 1710 or (BIOL 1070 & 1080); PHYS 2110 and 2220; either PH S 1140 or 1150; MATH (1200 & 1210) or 1250, 1410 or 1415, and 1420

## **Professional Education (29 credit hours)**

CHEM 4710; ED 2000, PSYC 2020, BIL 4005, S ED 4301 and 4303\*, CHEM 2640, READ 4100\*, CHEM 4630\* and 4750\*

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: Christine List

The Department of Communications, Media Arts and Theatre (CMAT) 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 program also offers minor sequences in communication studies, theater arts, public relations, media production, 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 Chicagoland 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, broadcast journalism, corporate communications and theatre.

## General Requirements

- Admission to the program is contingent upon good academic standing and acceptance by the department.
- The program 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: 36 hours of general education, consisting of 6 hours in composition, 3 hours in mathematics, 3 hours in oral communication, 6 hours in natural sciences (physical science and biology; one must be a lab), and 9 hours in social sciences in a least two disciplines, 9 hours in humanities/fine arts with at least 3 hours in humanities and 3 hours in fine arts.
- The College of Arts and Sciences also requires 3 hours of a foreign language and one embedded general education or major course carrying the diversity designation.
- CMAT Course Requirements: 51 hours in CMAT core courses and 12 hours in Upper Division concentration courses.
- One additional credit hour course (CMAT 1000 – CMAT Orientation) is required for freshman or transfer students with fewer than 45 credit hours.
- CMAT Non-Major Electives: 18-21 hours; students can take any university-level courses to fulfill this requirement.

## 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 courses 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 2460, CMAT 3320, 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

Interim Department Chairperson: Mark Smith

The Department of Computing, Information and Mathematical Sciences, and Technology (CIMST), offers a Bachelor of Science degree in Computer Science and a minor sequence in computer science for students majoring in other fields. Required courses include courses in programming, database, software engineering, and communications and networks. Students can take a limited number of graduate courses in artificial Intelligence (AI), databases, network security, data science and other areas to enhance their specialty.

Students may choose to concentrate in computer engineering. Computer Science majors are encouraged to earn a minor in mathematics, Information Technology (ITC), or Security and Intelligence Studies (SIS). In addition, majors should seriously consider earning various industrial certificates and doing internships.

The Department, supported by its Amazon, Cisco, and CompTIA academies, offers IT courses which will prepare students for various industrial certificates such as CCNA, A+, Network+, Security+, AWS Cloud Foundation Practitioner, etc.

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. Minor and certifications will better the employment prospects.

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 36 hours in general education; College of Arts and Sciences requirement of 3 hrs of a foreign language and an embedded requirement of one general education or major course carrying the diversity designation (refer to the College of Arts and Sciences General Education Requirements; note that the 3 credit hours reflect the University General Education requirements); 34 hours in computer science; 20-21 hours in required supportive courses; an honors thesis; and elective courses. 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 General Education Requirements**

### **General Education (36 credit hours)**

9 hours in fine arts or humanities, 3 hours in oral communication, the major satisfies the 3 hours in mathematics; 3 hours in biological sciences and 3 hours in physical sciences with one having a laboratory component, and 6 hours in composition. In addition, the nine hours in social sciences must be chosen from the following: HIST 1300 or 1310 or POL 1010; PSYC 1100 and 2040.

### **University General Education Requirement (36 credit hrs)**

#### **Core requirements**

- English composition (6 hrs)
- Oral communication (3 hrs): (CMAT 1130)
- Mathematics (3 hrs)

#### **General requirements**

- Humanities/Fine Arts (9 hrs); at least 3 hr Humanities and 3 hr Fine Arts
- Social Sciences (9 hrs); in at least two different disciplines
- Natural Sciences (6 hrs); 3 hr Physical Science and 3 hr Life Sciences, one of which must be a lab course

*Note that the General Education requirement for Mathematics (3 hr) is embedded in the supportive courses for the Major (see below\*).*

### **College of Arts and Sciences Requirement (3 credit hr)**

- One course in a Foreign Language (3 hr)
- One general education or major course carrying the diversity designation

### **Specific Requirements for the BS Degree Required Courses (37 credit hours)**

CPTR 1100, 1900, 2100, 2400, 3100, 3500, 3700, 4200, 4220, 4400, 4600, 4800, 4950\*

- fulfills the capstone project requirement

### **Required Supportive Courses (20-21 credit hours)**

- Mathematics: MATH 1410 or 1415, 1420, 1600 or 4600, 2200, 2800
- Ethics: PHIL 2530

### **Elective Courses (23-24 credit hours)**

Electives must be selected from CPTR or MATH with the departmental advisor's approval. Courses in other disciplines can be taken with the approval of the Chair.

## **Concentration in Computer Engineering**

### **Specific Requirements**

Required Courses (52 credit hours)

CPTR 1100, 1900, 2100, 2400, 3100, 3470, 3500, 3700, 4200, 4220, 4400, 4600, 4470, 4472, 4474, 4476, 4800, 4950\*

(\*fulfills the capstone project requirement);

### **Required Supportive Courses (20-21 credit hours)**

- Mathematics: MATH 1410 or 1415, 1420, 1600 or 4600, 2200, 2800
- Ethics: PHIL 2530

### **Elective Courses (8-9 credit hours)**

Electives must be selected from CPTR or MATH with the Departmental advisor's approval. Courses in other STEM disciplines can be taken with the approval of the Chair.

## **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.

# Information Technology Certificate Minor (ITC) / 18 hours

Degree(s)/Licensures: minor, certificate

Content Designations TPIS

Students can pursue the Information Technology (IT) certificate minor as a separate undergraduate certificate or as a minor concentration. Students who are interested in the certificate option need to meet admission requirements set by the University. Courses are offered so that those who pursue the certificate can complete it in one year. The certificate program consists of five required courses plus one elective course. The concentration of the certificate/minor is on applied computer networking courses. The certificate is designed to prepare students to test for at least three of the highly respected industrial certification examinations. These certificates are A+, Cisco Certified Network Associate (CCNA), and either Network + or Wireless.

## Certificate Minor Requirements

1. Pass all five required courses.
2. Pass at least one elective course that can be chosen from the two possible elective courses.
3. Register for the Cisco Certified Network Associate (CCNA) examination within two months after finishing all four CCNA courses.
4. Obtain the A+ Certificate within two months of finishing the A+ course.
5. Obtain either the Network+ certificate or be a Certified Wireless Security Professional (CWSP).

The CSU Information Technology Certificate Minor will be awarded upon the completion of all above requirements.

## Required Courses

TPS 3500 Computer Systems Technologies, TPS 4510 Network Configuration I, TPS 4520 Network Configuration II, TPS 4530 Networking Practicum I, and TPS 4540 Networking Practicum II.

## Elective Courses

TPS 4550 Network Administration Technologies, TPS 4610 Wireless Networks Security and Design

## Security and Intelligence Studies Minor (SIS) / 24 hours

Degree(s)/Licensures: Minor

Content Designations: SIS

The Security and Intelligence Studies (SIS) minor prepares students from any major for careers in security and intelligence with federal, local, state and municipal government or industry. The SIS minor is a 24-credit hour program consisting of three core courses (9 credit hours), four concentration-option courses (12 credit hours), and an internship (3 credit hours). The minor offers four specialization options. Three of the options (Cybersecurity+, Geospatial Intelligence+, and Information Analytics+) can be completed completely online. One option (Language+) is a combination of online and campus-based courses. Each minor option includes at least one elective course from one of the other concentration options.

Students who select the Language+ option are required to take 6 credit hours of a foreign language (Arabic, Hausa, Kiswahili, or a foreign language deemed critical by the US intelligence community and approved by the program) have the option to participate in the Center for Information and Security Education and Research's (CINSER) Study Abroad program whenever available. CINSER's Study Abroad program includes an intensive 4-8 weeks of curricular and co-curricular activities that are equivalent to two courses. The program is expected to immerse our students into the language/culture of the host country.

Students who select the Security+ option will develop skills in cybersecurity and will have the academic preparation necessary to sit for three industry certifications: CompTIA's A+, CompTIA's Security+ and the EC-Council's Certified Ethical Hacker (CEH) certifications.

Students are required to complete the course work for the minor (24 credit hours) in two years. No more than one C grade is allowed in courses required for the minor and a D course grade must be repeated.

### Certificate Minor Requirements

The minor is open to undergraduate juniors in good academic standing enrolled in a major field of study at CSU. A cumulative GPA of a 3.0 or a grade of B or above is required.

### Required Courses (9 credit hours)

- SIS 4050: The Intelligence Community
- SIS 4060: Collection and Use of Intelligence Information

- SIS 4070: Intelligence Analysis and Security

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

### **Program Options (12 credit hours)-Choose One Option**

#### **Option 1- Language+**

- Two foreign language courses (6 credit hours) taken at CSU: Arabic, Hausa, Kiswahili, or a foreign language approved by the program.
- Two courses (6 credit hours) that can be fulfilled in one of two ways:
  - Participating in Study Abroad undergraduate language and cultural immersion courses (SAB 4980 Study Abroad: Education for 6 credit hours (Pass or Fail))
  - Taking any two courses from options (2, 3, or 4).

#### **Option 2 – Cybersecurity+**

- TPS 3500: Informatics Essentials
- TPS 4600: Applied Cybersecurity
- TPS 4605: Applied Ethical Hacking
- 1 course from Option 3 (Geospatial Intelligence+) or Option 4 (Information Analytics+)

#### **Option 3 – Geospatial Intelligence+**

- GEOG 4805: GIS for Homeland Security
- GEOG 4820: Environmental Remote Sensing
- GEOG 4840: Advanced Remote Sensing
- 1 course from Option 2 (Cybersecurity+) or Option 4 (Information Analytics+)

#### **Option 4 – Information Analytics+**

- LIS 4510: Database Design for Information Storage and Retrieval
- LIS 4580: Introduction to Information Analytics
- LIS 4590: Introduction to Information Visualization
- 1 course from Option 2 (Cybersecurity+) or Option 3 (Geospatial Intelligence+)

## **Concluding Course (3 Credit hours)**

- SIS 4990 Internship in Intelligence

# Library and Information Science

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.

# Criminal Justice

Department: Criminal Justice, Philosophy and Political Science

Chairperson: April Bernard

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. Areas of emphasis within Criminal Justice Major are policing, law, corrections, and 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.

## **Internships & Experiential Learning:**

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 39 semester hours of general education requirements listed below and selected with the departmental advisor's approval. At least 21 credit hours of criminal justice courses must be taken at Chicago State University. The department will not accept D transfer credit into the major.

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



### **University General Education Core Requirements (12 Credits)**

- (6) credit hours in English Composition
- (3) credit hours in Mathematics
- (3) credit hours in Oral Communication (e.g. CMAT 2030)

### **Area Requirements (24 credits)**

- (9) credit hours in Humanities and Fine Arts (at least 3 credits in Humanities and 3 credits in Fine Arts)
- (9) credit hours in Social Sciences (in at least two disciplines)
- (6) credit hours in Natural Sciences, (3 credits of Life Science and 3 credits of Physical Science, (one course must include a lab)

### **College of Arts and Sciences Requirement (3 credits)**

(3) credit hours in Foreign Language

Diversity (one general education or major course carrying the Diversity designation as an embedded requirement, no additional credit hours)

### **Specific Requirements for Criminal Justice**

For Freshmen and Transfer students with fewer than 30 hours, there is a required one-hour cognate elective (FRSE 1500) to acclimate student majors to the university academic experience. At least 21 credit hours of criminal justice courses must be taken at Chicago State University.

### **Criminal Justice Core (Foundation) courses (12 credit hours)**

- CJ 1200, 2309, 2316, 4350.

## **Criminal Justice Core (Area) courses (12 credit hours)**

Select at least one course from each of the following four core areas:

- Policing/Law Enforcement: CJ 4325, 4326, 4334, 4335, 4363.
- Law: CJ 4318, 4343, 4344, 4345, 4361.
- Corrections: CJ 4318, 4321, 4336, 4351, 4352, 4353, 4354, 4356.
- Juvenile Justice: CJ 4323, 4324, 4352, 4357.

## **Criminal Justice Electives (12 credit hours)**

Completion of 12 credit hours of Criminal Justice Electives (with no double counting permitted), selected with the approval of the departmental academic advisor. Criminal Justice Electives are considered any Criminal Justice course listed in the latest Undergraduate Catalog that students have not previously taken (must have met the required prerequisites), or other courses with consent of the department.

## **Required Cognates for Criminal Justice Majors (9 credit hours)**

ENG 1360, 2100 or 2050, and 2790 or 2800

## **Culminating (Experiential Learning) Course Options (3 Credit Hours)**

Select one from the following options:

- CJ 4390 Practicum/Internship in Criminal Justice (3 - 6 cr). Supervised experience in a criminal justice setting. Six-hour option may be taken in one semester with the consent of the department
- CJ 4391 Bachelor Paper (3 cr) . For declared majors who have worked a minimum of six months in a criminal justice agency.
- CJ 4392 Service Learning in Criminal Justice (3 - 6 cr). Supervised service learning/research class. Six-hour option may be taken in one semester with the consent of the department and instructor

## **Non-Major General Electives (33 credit hours)**

Completion of 33 credit hours of general electives, selected with the approval of the departmental academic advisor. Students who are required to take FRSE 1500 will only need to complete 32 hours of general electives.

## **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 your academic advisor.

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

- CJ 1200, 2309, 2316
- 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.

## **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.

# English

Chairperson: Brenda Eatman Aghahowa

The Department of English, Foreign Languages, and Interdisciplinary Programs 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 at least the following: 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 was completed and the middle grade endorsement was issued by January 31, 2018.

On February 1, 2018, Middle School-New Middle Grades (5-8) educator preparation programs became effective. Students in current grades 6-12 programs will now only receive endorsements for grades 9-12 instead of for the previous 6-8 grade and 9-12 grade ranges.

Licensure requires the successful completion of the Illinois Licensure English Language Arts Content Area Test and edTPA. 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.

## 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. For this option, students must complete 120 semester hours of coursework. They must include 36 credit hours of required General Education courses (see the University's official list), a two-semester sequence in a single foreign language, and one embedded General Education or major course carrying the **diversity designation**. Students also must pass the **examination on the federal constitution**. See more detail below. Total required credit hours break down as follows:

### General Education courses

(36 credit hours. ENG 2011 is preferred for meeting the Oral Communications requirement.)

### Foreign Languages

(6 credit hours, including 3 credit hours for the College of Arts and

Sciences)

**English Core courses** (45 credit hours)

**English Electives** (15 credit hours)

**University Electives** (18 credit hours)

**Total credit hours:** 120

## Specific Requirements

### **Required English Core Courses (45 credit hours)**

ENG 1360\*, 2100, 2160 or 2190, 2260, 2330 or 2340, 2370, 2910 or 2940, 4311,4316, 4327 or 3870, 4337, 4338, 4390, , 4370; one 4000-level course in American Literature (4306, 4321, 4322, 4323, 4324, 4326, 4329, 4332, 4334, 4341, 4345, 4346, 4382, 4386; one 4000-level course in British Literature (4311, 4314, 4315, 4342, 4349, 4350, 4351, 4357, 4358, 4359).

\*Students may test out of ENG 1360, which is a prerequisite for ENG 2100, by taking and passing the Grammar Competency Examination (GCE). While ENG 1360 will be waived if a passing score is earned on the GCE, **no credit hours will be earned.**

**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 Senior Thesis (3 credit hours)**

This requirement may be met by ENG 4327 or ENG 3870 (3 credit hours).

### **Foreign Language (6 credit hours in a single language)**

This includes 3 credit hours for the College of Arts and Sciences.

### **Department Electives (15 hours)**

English courses are to be selected with the approval of the department academic advisor.

### **University Electives (18 credit hours)**

Students should complete additional electives to reach 120 total credit hours.

## Secondary Teaching Option in English

### **General Requirements (123 hours)**

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.

For this option, students must complete 123 credit hours of coursework. They must include **36 credit hours of General Education** (see the University's official list) and 3 credit hours from one embedded General Education or major course carrying the **diversity designation**. Taking certain social science courses will allow students to fulfill the **critical thinking** requirement.

English Secondary Education majors also are required to take a two-semester sequence (**6 credit hours**) in a **single foreign language**, including 3 credit hours for the college. **ENG 2011** is the preferred course for fulfilling the Oral Communication requirement, and **PSYCH 2040** must be among the social science courses taken. The one-credit-hour **ENG 1092** Illinois English Teacher Certification Review course must be taken, but the credit does not count toward graduation. Students also must pass the **examination on the federal constitution**. See more detail below. Total required credit hours break down as follows:

**General Education courses** (36 credit hours)

Some of these may fulfill core English requirements. ENG 2011 is preferred for meeting the Oral Communications requirement.)

**Foreign Language** (6 credit hours, including 3 credit hours for the College of Arts and Sciences)

**English Core courses** (54 credit hours)

**Professional Education courses** (31 credit hours, including one English methods course)

## Specific Requirements

### Required English Core Courses (54 credit hours)

ENG 1360\*, 2160, 2190, 2260, 2330, 2340, 2410, 2910 or 2940, 4306, 4311, 4331, 4366, 4370, 4390, 4XXX Amer Lit Sem, , one 4000-level course in American Literature (4321, 4322, 4323, 4324, 4326, 4329, 4332, 4334, 4341, 4345, 4346, 4382, 4386); one 4000-level course in British Literature (4311, 4314, 4315, 4342, 4349, 4350, 4351, 4357, 4358, 4359); one 4000-level course in Ethnic Literature (4316, 4321, 4322, 4323, 4324, 4332, 4334, 4367, 4368, 4382, 4386).

\*Students may test out of ENG 1360 by taking and passing the Grammar Competency Examination (GCE). While ENG 1360 will be waived if a passing score is earned on the GCE, **no credit hours will be earned**.

### Foreign Language (6 credit hours in a single language)

This includes 3 credit hours for the college.

## Required Professional Education Courses (31 credit hours)

ED 2000, ED 4500, ED 4312, READ 4100, PSYC 2020, S ED 4301, S ED 4303, ENG 3630, ENG 3750.

Select one of the following specialized teaching methods courses: ENG 3030/3780/4366/4377/4347/4360.

**NOTE: The University Thesis requirement may be met by ENG 3750 (6 credit hours)**

## 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.

For this option students must complete 120 credit hours of coursework. These must include 36 credit hours of required General Education courses (see the University's official list), a two-semester sequence in a single **foreign language**, and one embedded General Education or major course carrying the **diversity designation**. Students also must pass the examination on the federal constitution. See more detail below. Total required credit hours break down as follows:

**General Education courses** (36 credit hours)

**Foreign Language courses** (6 credit hours, including 3 credit hours for the College of Arts and Sciences)

**English Core courses** (45 credit hours)

**English Electives** (15 credit hours)

**University Electives** (18 credit hours)

**Total credit hours: 120**

### Specific Requirements

#### Required English Core Courses (45 credit hours)

ENG 1360\*, 2100, 2160 or 2190, 2260, 2330 or 2340, 2370, 2790, 2910 or 2940, 4327 or 3870, 4311, 4337, 4338, 4390, one 4000-level course in American Literature (4306, 4321, 4322, 4323, 4324, 4326, 4329, 4332, 4334, 4341, 4345, 4346, 4370, 4382, 4386); one 4000-level course in British Literature (4311, 4314, 4315, 4342, 4349, 4350, 4351, 4357, 4358, 4359).

\*Students may test out of ENG 1360, which is a prerequisite for ENG 2100, by taking and passing the Grammar Competency Examination (GCE). While ENG 1360 is waived if a passing score is earned on the GCE, **no credit hours will be earned**.

**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



This requirement may be met by ENG 4327 or ENG 3870 (3 credit hours).

### **Foreign Language (6 credit hours)**

This includes 3 credit hours for the College of Arts and Sciences.

### **Department Electives (15 credit hours)**

Courses are to be selected with the approval of the department academic advisor and must include at least the following:

- 3 credit hours from 2000-level literature courses
- 3 credit hours from 4000-level literature courses.

### **University Electives (18 credit hours)**

Students should complete additional electives to reach 120 total credit hours. Students also must pass the examination on the federal constitution.

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

Students wishing to earn a minor in English with a focus in literature must complete 18 credit 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 credit hours must be in American literature, and 6 credit 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 ENG 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: Brenda Eatman Aghahowa

The Department of English, Foreign Languages, and Literatures offers a BA in Spanish. The program emphasizes quality preparation in the 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 department's philosophy 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 Spanish content area test and the edTPA. 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, and German. 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, students must successfully complete a Senior Capstone project and presentation on a Spanish literary classic assessed by a departmental faculty panel. 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. Performance is 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 university General Education Requirements, the College of Arts and Sciences General Education requirements (3 hrs. foreign language requirement embedded in the major Spanish courses and 3 hours general education course carrying the diversity designation), 45 hours in Spanish, 9 hours in cognate electives, and 24 hours in general electives selected with the Spanish departmental advisor's approval.

### **General Education (36 credit hours)**

#### **Core requirements**

- English composition (6 hours)
- Oral communication (3 hours)
- Mathematics (3 hours)

#### **General requirements**

- Humanities/Fine Arts (9 hours); at least 3 hours Humanities and 3 hours Fine Arts
- Social Sciences (9 hours); in at least two different disciplines
- Natural Sciences (6 hours); 3-hour Physical Science and 3-hour Life Sciences, one of which must be a lab course

### **College of Arts and Sciences Requirement (3 credit hours)\***

- One course in a Foreign Language (3 hour) \*embedded in the Spanish major courses
- One general education or major course carrying the diversity designation (\*embedded in electives)

### **Required Spanish Courses (29 credit hours)**

SPAN 2010, 2020; 3010 or 3020; 2060 or 2070; 3130 or 3140; 3150 or 3160; 3220 or 3230; 3500 or 3510, SPAN 4995 (Senior Capstone).

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 (16 credit hours)**

16 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 and must include a course designated "Diversity."

### **Elective Courses (24 credit hours)**

Courses are to be selected with the approval of the department academic advisor.

## **Secondary Teaching Option in Spanish**

### **General Requirements**

Students must complete 120 credits hours of work including the university General Education requirement (36 credit hours), the College of Arts and Sciences General Education requirement for a Foreign Language (embedded in major requirements), 47 credits hours in area of specialization, 14 hours pre-professional education courses, and 23 credit hours in professional education. Licensure requires the successful completion of the Illinois Spanish Content Area Test, edTPA, and proficiency at the Advanced level in Spanish (ACTFL/OPI proficiency interview).

### **Specific Requirements**

#### **General Education (36 credit hours)**

##### **Core requirements**

- English composition (6 credit hours)
- Oral communication (3 credit hours)
- Mathematics (3 credit hours)

##### **General requirements**

- Humanities/Fine Arts (9 credit hours): at least 3 credit hours in humanities and at least 3 credit hours in fine arts
- Social Sciences (9 credit hours): in at least two different academic disciplines
- Natural Sciences (6 credit hours): 3 credit hours in physical science and 3 credit hours in life sciences; one course must include a lab

### **College of Arts and Sciences Requirements (embedded in major)**

- One course in foreign language (3 credit hours)
- One general education course or major course carrying the “Diversity” designation

### **Required Courses (47 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, 4450. SPAN 4995 (Senior Seminar/2 credit hours)

### **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 (14 credit hours):**

ED 4312 (3 credit hours); ED 1520 (2 credit hours), 2000 (3 credit hours); PSYC 2020 (3 credit hours) ; S ED 4301 (3 credit hours)

### **Professional Education (23 credit hours):**

S ED 4303\*; ED 4500\*, 2000; READ 4100\*; FL&L 4000\*, 4630\*; SPAN 1092, FLL 4675 (student teaching);\* CAS 2630, BIL 4005. 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 meet the following criteria:

- be juniors or second semester sophomores;
- have a minimum GPA of 3.25 in Spanish coursework (after a minimum of 12 credit hours taken) and a cumulative average GPA of 3.0.

### **General Requirements**

Honors students must meet the following criteria:

- 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 and 4000 levels. 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.

Equivalentents 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 credit 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 credit 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 credit hours)**

FLL 1100 and FLL 1511

### **African Language Courses (choose a two-course sequence; 6 credit hours)**

FLL 1010 and 1020 or ARAB 1010 and 1020

### **Cultures and Literatures Electives (9 credit hours)**

Choose any of the following: ENG 2210, FREN 1303, 1304, FLL 1500,\* 1510,\* 2200, 2500, 2510, 3310, 4310, 4500,\* 4510.\* Other electives with 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\*

**\*Note: Admission to the program has been suspended for new students, effective Fall 2021.**

Chairperson: Brenda Eatman Aghahowa

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 a 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

To be admitted to the General Studies degree program, a student must be 24 years of age or older. 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.
  - Document a cumulative grade point average (GPA) above 2.0.
- Students with fewer than 24 semester hours of collegiate work\* must do the following:
  - 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.

Those enrolled in the program should also be aware of the following:

- Effective Spring 2002, for both entering and returning students, only grades earned at CSU will be calculated in computing the student's grade point average.
- All credits earned with grades of A, B, C, Pass, or Credit as applicable are accepted toward the degree.
- No grades of D are accepted in transfer.
- Effective Fall 2007, for all new and returning students, no graduation credit is given for a grade of D.
- The stipulated Residency requirement is that 24 semester hours of coursework must be successfully completed at CSU.
- A minimum grade point average of C (2.00 on a 4.00 scale) must be achieved for graduation.
- Prior to graduation, students must successfully complete English, reading, and other examinations required by the University.

All General Studies students must complete 120 semester hours of work. These include 36 hours in general education. (See the University's official list of Gen Ed requirements.) GS majors also must complete 6 credit hours of General Studies Orientation and Capstone Seminars.

Students also must successfully complete 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. 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 1240.

### **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 of a technology course (INSY 1370 or ENG 2370); 3 semester hours writing (ENG 2280 or 2790 or 2800)

### **Humanities and Fine Arts**

6 semester hours of electives to be selected from the following disciplines: art, English, modern languages, music, philosophy, and speech/communication. 3 hours must be from humanities and 3 hours must be in an area of fine arts.

### **Social Sciences**

9 semester hours of electives to be selected from the following disciplines: African American studies, anthropology, criminal justice, economics, geography, history, political science, psychology, sociology. Courses must be taken in at least two academic disciplines.

### **Natural Sciences**

6 semester hours of electives to be selected from the following disciplines: biological sciences and physical sciences. One course must include a lab.

### **Embedded Requirements**

9 semester hours total, to be earned in three courses of 3 semester hours each that have been designated as interdisciplinary, critical thinking, and 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 (CAS), with the other from CAS or the College of Business (COB).

- At least 12 credit hours from each minor must be at the 3000 and 4000 levels.
- A student must take 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 2720, HIST 2730, 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 (18 credit hours):** Students wishing to earn a minor in English with a *focus in literature* must complete 18 credit 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.

Students wishing to earn a minor in English with a *focus in writing* must complete 18 credit hours, including a total of 6 credit hours in ENG 1360 and 2100. Students also must complete elective courses in English totaling 12 credit hours. Courses are to be selected with the approval of the departmental academic advisor. At least one course must be at the 4000 level.

**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.

**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, 3510, 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.

**Sports Broadcasting** (24 credit hours): CMAT 2110, 2520, 2530, 3430, 4302, 4326, 4342, and 4306. Transfer students also must 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.

### **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 1370, 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 and Geographic Information Systems (GIS)

Department Chairperson: Daniel Block

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, M. A. in Geography with GIS Concentration, post-baccalaureate certificates in GIS and Community Development, as well as undergraduate general education courses and two undergraduate minors, a minor in Geography and a minor in Geographic Information Systems (GIS). Please contact 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, contact the chairperson of the department.

### Required Courses (12 credit hours)

Geography Core: GEOG 1000, 1400.

Human Geography: Select 3 hours from GEOG 2210, 2230, or 4500.

Physical Geography: Select 3 hours from GEOG2410 or 2440 or course recommended by the department academic adviser.

### 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 Geographic Information Systems (18 credit hours)

The Minor in Geographic 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 M.A. 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

# History and Africana Studies

Department Chairperson: Daniel Block

The Department of Geography, Sociology, History, African-American Studies, and Anthropology offers a Bachelor of Arts degree in History and Africana Studies and a minor in History and Africana Studies 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 and Africana Studies consists of three options: Liberal Arts Option in History, Liberal Arts Option in Africana Studies, and Secondary Teaching Option in History. Students enrolled in Liberal Arts Options in History and Africana Studies 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 Studies for grades 9-12. Teaching licensure requires the successful completion of Social Studies with History content area test and edTPA.

## Liberal Arts Options in History and Africana Studies

### 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: 36 credit hours in general education, 42 credit hours of specific requirement courses, and 36 credit hours of elective courses.

### General Education Requirements (36 credit hours)

- (6) credit hours in composition
- (3) credit hours in oral communication
- (3) credit hours in mathematics
- (9) credit hours in Humanities/Fine arts); at least (3) Humanities and (3) Fine Arts
- (6) credit hours in Natural Sciences (one physical science and one biology; one must include a lab)
- (9) credit hours in social sciences. Liberal Arts in History Option students MUST take AFAM 1000 as one of their social science General Education classes.

### College of Arts and Sciences Requirement (3 credit hours)

- One course in a Foreign Language (3 hr)
- One general education or major course carrying the diversity designation (embedded) Specific Requirements (45 credit hours)



## Liberal Arts in History Option

### Required Courses (24 credit hours)

HIST 1200, 1210, 1300, 1310, 2200, 2220, 2720 or 2730, 4300, and 4950.\*

\* HIST 4950 satisfies the senior thesis/capstone requirement.

### Concentration Courses (15 credit hours)

12 credit hours with minimum of 6 credit hours in each field and 9 credit hours at 3000 level or higher

FIELD 1 (The Americas): U.S., African American, Latin America FIELD 2 (World): Africa, Europe, Asia

### History Elective Courses (6 credit hours)

Six hours of history electives with approval of advisor.

**Electives:** This includes an additional 3 hrs of a single Foreign Language recommended above the 3 hrs required for General Education. The remaining 33 hours are free electives or can go toward a minor (or another major).

## Liberal Arts in Africana Studies Option

### Required Courses (24 credit hours)

AFAM 1000, AFAM 2020, AFAM 3010, AFAM 3030, AFAM 4000\*, HIST 2200, HIST 2720 or 2730, HIST/AFAM 4300

\* AFAM 4000 satisfies the senior thesis/capstone requirement.

- Required Supporting Electives (21 credit hours) 21 credit hours with a minimum of 6 credit hours in each field. At least 12 credit hours must be 3000- level or above.

**AREA 1: The Social Sciences:** GEOG 3060, SOC 4280, 4300 or PSYC 3200, AFAM 2010, AFAM 3040. Students may select additional Africana themed courses in other social science disciplines after consultation with the program's academic advisor

**AREA 2: The Arts and Humanities:** AFAM/ 2030, AFAM 3020, ART 2105, 4120, MUS 2286, AFAM 2040, SOC 3060, or CMAT 2140, ENG 2910, 2940, 4321, 4323, or 4386. Students may select additional Africana themed courses in other arts and humanities disciplines after consultation with the program's academic advisor.

**AREA 3: History and Politics:** HIST 2100, HIST 2300, HIST 2840, HIST 2850, HIST 4311. Students may select additional Africana themed courses in History after consultation with the program's academic advisor.

**Electives:** This includes an additional 3 hrs of a single Foreign Language recommended above the 3 hrs required for General Education. The remaining 33 hours are free

electives or can go toward a minor (or another major).

## **Secondary Teaching Option in History**

### **General Requirements**

Students must:

- Pass the state History Content Area examination and edTPA (Secondary 9—12).
- Have a GPA in the major and overall of 3.0 or higher (after 12 credit hours)
- Complete 120 credit hours: 39 credit hours in general education, 48 credit hours in area of specialization, and 33 credit hours in professional education.

### **Specific Requirements**

**University General Education:** 36 credit hours

- Composition (6 credit hours)
- Humanities/Fine Arts (9 credit hours); at least (3) Humanities and (3) Fine Arts
- Oral Communication (3 credit hours): CMAT 1130
- Natural Sciences (6 credit hours): 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 credit hours): MATH 1200
- Social Sciences (9 credit hours): PSYC 1100, PSYC 2040, and POL 1010

**College of Arts and Sciences Requirement** (3 credit hours)

- One course in a Foreign Language (3 credit hours)
- One general education or major course carrying the diversity designation (embedded)

**Area of Specialization** (History and the Social Sciences): 48 credit hours

**Required History Courses** (24 credit hours)

- HIST 1200, 1210, 1300, 1310, 2200, 2220, and 2470, 4300 (214 credit hours)
- Premodern History Field, HIST 2330, 2340, 2840, 4100, 4303, 4327, 4328, 4329, 4331, 4343, 4381, or 4386 (3 credit hours)

**Geographic Upper Level Course:** 129 credit hours, at least 3 6 credit hours in each field at 3000-level or higher

- FIELD 1 (The Americas): U.S., African American, Latin America
- FIELD 2 (World History): Africa, Europe, Asia

**Required Supportive Social Science Courses** (12 credit hours)

GEOG 1000 or GEOG 1100; ECON 1010; SOC 1010; AFAM 1000

**Professional Education:** 33 credit hours

ED 1520, and 2000; ED 4312; PSYC 2020; ESL 4120 or ENG 4366; 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.

HIST 4375 fulfills the senior thesis/capstone requirement for all Secondary Teaching Option in History

\*Admission to the College of Education is required for courses marked with an asterisk. One or more additional projects, or other additional course materials as outlined by history faculty.

# 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)

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.

## 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. Equivalents 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

# International Studies

**Note: Admission to the program has been suspended for new students, effective, Fall 2022. Minors are still being accepted.**

Chairperson: Brenda Eatman Aghahowa

The Department of English, Foreign Languages, and Interdisciplinary Programs 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 well 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 48 credit hours of coursework, including a 3-credit-hour capstone course. 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 capstone project. In addition, students are required to complete all general education requirements (36 credit hours – see the University's official list) and of the College of Arts and Sciences. University electives totaling 36 credit hours also must be taken to reach a grand total of 120 semester hours. For freshmen and transfer students with fewer than 30 hours, there is a required one-hour cognate elective (IS 1099) to acclimate student majors to the university academic experience.

## Core Requirements

First, the core curriculum consists of the following: five required courses (15 credit hours) in the subfields of international studies (POL 2500, HIST 2200, ECON 203, GEOG 1100, ANTH 1010); two years of foreign language study (12 credit hours); an internship or study-abroad experience (6 credit 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. Such study may fulfill the language requirement(s) for any specific college, if applicable.

Third, students must complete a study-abroad and/or internship experience (6 credit 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 coursework 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 fulfill the following requirements:

- complete two designated international studies classes or independent studies at the 3000 and 4000 levels 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 year 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)**

### **Core Requirements for Minor**

HIST 2200, POL 2500, ECON 2030, GEOG 1100, ANTH 1010

### **Tracks**

Select 6 credit 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 interest, with the approval of the Global Engagement Office and International Studies Minor advisor, may be taken to fulfill part or all of the minor track requirement.

# Liberal Studies

Department Chairperson: Brenda Eatman Aghahowa

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 cultures;
- 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: 36 hours of general education (see the University's official list); Liberal Studies core courses, 24 hours; required Liberal Studies courses, 6 hours; concentration, 18 hours, and 36 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, 2300; 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: ART 2110, 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 2100, 2200, 2720, 2730, 2840, 2850, 4170, 4303, 4313, 4383; 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 must be 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 (36 credit hours)**

Electives to complete the degree requirements are chosen in consultation with the advisor. If feasible, a minor is preferred.

# Mathematics

Interim Department Chairperson: Mark Smith

The Department of Computing, Information and Mathematical Sciences, and Technology (CIMST) 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. Mathematics majors are encouraged to take courses in computer science and minor in computer science and/or earn the various IT certificates offered by the Department. Secondary Mathematics majors are encouraged to explore career options in school libraries offered by the Library Science program of the Department. Overall, 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. February 1, 2018, Middle School-New Middle Grades (5-8) educator preparation programs became effective.

Students in current grades 6-12 programs will now only receive endorsements for grades 9-12 instead of the previous 6-8 grade and 9-12 grade ranges.

Licensure requires the successful completion of the ACT or SAT (see College of Education Handbook), Mathematics content area and edTPA. The secondary teaching program meets Illinois State Board of Education (ISBE) standards in mathematics education.

The Department of Mathematics offers an integrated BS/MS degree program which allows students to begin earning credit towards a Master's degree while still pursuing undergraduate studies. A limited number of eligible courses can be credited to both degrees. Strong students are encouraged to consider matriculating in an integrated program. Entering freshmen can complete both degrees in 9 to 11 semesters and acquire at least 144 semester hours out of which at most 9 hours would have been credited towards both degrees. Transfer students can complete the full program in a lesser time frame.

Students' advising and planning begin at their inception as mathematics majors, but they are admitted to their integrated degree program only after completing at least 60 hours of college-level courses applicable toward a baccalaureate degree in mathematics either at CSU or as transfer students. Students in the Integrated Program still need to apply for the MS program (consult the advisor for the appropriate time frame). Applications are processed by the Office of Graduate and Professional Studies. Eligible transfer students may concurrently apply for the baccalaureate degree and the integrated MS program.

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 College Algebra to Calculus. 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: 39 hours of 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.

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)**

#### **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 (1450 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; and
- passed the ACT or SAT (see College of Education Handbook), a GPA of 2.5 or higher in 1000-level and above mathematics courses.

## **Specific General Education Requirements**

### **General Education (36 credit hours)**

9 hours in fine arts or humanities, 3 hours in oral communication, the major satisfies the 3 hours in mathematics; 3 hours in biological sciences and 3 hours in physical sciences with one having a laboratory component, and 6 hours in composition. In addition, the nine hours in social sciences must be chosen from the following: HIST 1300 or 1310 or POL 1010; PSYC 1100 and 2040.



## **University General Education Requirement (36 credit hours)**

### **Core requirements**

- English composition (6 hours)
- Oral communication (3 hours): (CMAT 1130)
- Mathematics (3 hours)

### **General requirements**

- Humanities/Fine Arts (9 hours); at least 3 hour Humanities and 3 hour Fine Arts
- Social Sciences (9 hours); in at least two different disciplines
- Natural Sciences (6 hours); 3 hour Physical Science and 3 hour Life Sciences, one of which must be a lab course

*Note that the General Education requirements for Mathematics (3 hour) and Natural Sciences (6 hour) are embedded in the supportive courses for the Major (see below\*).*

### **College of Arts and Sciences Requirement (3 credit hour)**

- One course in a Foreign Language (3 hour)
- One general education or major course carrying the diversity designation

## **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)**

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.

# Integrated BS to MS Program in Mathematics

## Eligibility

To enroll in the program, the applicant must:

1. have at least 60 hours of college-level courses which are applicable toward a baccalaureate degree in mathematics completed with a GPA of at least 3.0 on a 4.0 scale.
2. have completed the calculus sequence and introduction to differential equations.
3. have an average of at least 3.0 on a 4.0 scale in all mathematics courses applicable toward a baccalaureate degree in mathematics.
4. submit at least two letters of recommendation from mathematics faculty attesting to the applicant's aptitude to go through a rigorous study program and evaluating his/her probability of success in completing the program.
5. submit a personal statement which includes a description of a difficult and challenging situation that had a direct impact on the applicant's academic progress; his/her coping mechanisms and support structures.

## Standards

1. All requirements for the bachelor's degree must be met within four to six long semesters of admission to the program. Approved semester-long leaves of absence are not included in this range.
2. All requirements for the master's degree must be met within five to seven long semesters of admission to the program. Approved semester-long leaves of absence are not included in this range.
3. Dual-eligible courses. Up to nine hours of mathematics courses at the 4000-level taken in the program with the consent of the graduate advisor can be dual-counted toward both BS and MS degrees provided both degrees are completed in the stipulated time frame and a grade of at least a B is earned in each course. Independent study, internships, or course credit given by exam cannot be used for dual-eligible credit.
4. Students must complete or have completed at matriculation to the program MATH 4450 (Introduction to Real Variables) and MATH 4250 (Introduction to Modern Algebra) with grades of B or better in each.

### **Additional Program Requirements**

1. A maximum of 18 hours earned as an undergraduate can be applied to the MS degree. These 18 hours consist of the dual-counted course ( $\leq 9$  credit hours) and the 5000-level course hours earned as an undergraduate.
2. Of the 4000-level courses taken in undergraduate student status, only the dual-counted hours can be applied for the master's degree (additional 4000-level courses taken in graduate status may be applied to the master's degree. No more than 12 hours of 4000-level courses, including the dual-counted hours, can be applied to the MS degree; other restrictions apply).
3. No 5000-level course taken can be substituted or used to fulfill a requirement for the bachelor's degree.
4. An undergraduate thesis cannot be substituted for the graduate research project or thesis requirement, but subject to the approval of the Graduate Advisor, research begun as an undergraduate can be continued as a graduate student that will lead to a MS research project or thesis. However, in order to be applied for MATH 5990/5995 credit, such continued research must be a substantial extension of undergraduate research.

### **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: Mark Smith

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 Knox, Kentucky. Also required is a class in Military History, MI S 2600.

# Music

Interim Department Chairperson: Roxanne Stevenson

The Department of Music offers a Bachelor of Arts in Music, a Bachelor of Arts in Music with a concentration in either gospel music or music production, and a Bachelor of Arts in Music Education K-12.

The department offers courses to all students to broaden their understanding and enjoyment of music as a fine art.

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.

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 ten 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.

Completion of the Bachelor of Arts 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 ACT or SAT (see College of Education Handbook), 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.

# 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 Studies

Students must:

- register and participate in MUSM 1800 during the fall and spring semesters while enrolled full or part-time time at the university.
- 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.
- perform a senior recital, which must be a minimum of 25 minutes of music. Four weeks before the recital, the student must successfully complete a recital hearing for a minimum of two music faculty.
- pass an exit piano proficiency examination before graduation
- complete 120 credit hours: 39 combined credit hours in general education, 50 credit hours in music specialization, and 31 credit hours in electives.

## Specific Requirements

### General Education: (39 combined hours)

#### Core Requirements (12 credits)

- Six (6) Credits of English Composition
- Three (3) Credits of Oral Communication
- Three (3) Credits of Mathematics

#### General Requirements (24 credits)

- Nine (9) Credits of Humanities/Fine Arts; *at least 3 credits of humanities and 3 credits of fine arts*
- Nine (9) Credits of Social Sciences; *in at least two disciplines*
- Three (3) Credits of Life Science and Three (3) Credits of Physical Science; *one of which must have a lab*

**Total = 36 credit hours**

#### College of Arts and Sciences Requirement (3 credits)

- Three (3) Credits of a Foreign Language
- One general education or major course carrying the diversity designation (embedded)

### Music Specialization (50 hours)

#### Musicianship

28 credit hours: MUSM 1000, 1111, 1112, 1113, 1114, 1115, 1116, 1117, 1118, 3020, 3021, 4014, and 4040

#### Applied Major

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



MUSM 1800 every semester of full-time or part-time enrollment

### **Senior Recital**

MUSM 4800 fulfills the senior thesis/capstone requirement

### **Open Elective Hours: (31 hours)**

Students may select elective courses from across the university with approval from the department.

## **General Requirements for the concentration in Gospel Music**

Students must:

- register and participate in MUSM 1800 during the fall and spring semesters while enrolled full or part-time at the university.
- register and participate in the gospel choir or large ensemble during the fall and spring semesters while enrolled full time at the university.
- perform a senior recital, which must be a minimum of 25 minutes of music. Four weeks before the recital, the student must successfully complete a recital hearing for a minimum of two music faculty.
- pass an exit piano proficiency examination before graduation
- complete 120 credit hours: 39 combined credit hours in general education, 56 credit hours in music specialization, and 25 credit hours in electives.

### **Specific Requirements**

#### **General Education: (39 combined hours)**

##### **Core Requirements (12 credits)**

- Six (6) Credits of English Composition
- Three (3) Credits of Oral Communication
- Three (3) Credits of Mathematics

##### **General Requirements (24 credits)**

- Nine (9) Credits of Humanities/Fine Arts; *at least 3 credits of humanities and 3 credits of fine arts*
- Nine (9) Credits of Social Sciences: *at least two disciplines. AFAM 1000 Intro to African American Studies, plus 6 elective credit hours*
- Three (3) Credits of Life Science and Three (3) Credits of Physical Science; *one of which must have a lab*

**Total = 36 credit hours**

##### **College of Arts and Sciences Requirement (3 credits)**

- Three (3) Credits of a Foreign Language
- One general education or major course carrying the diversity

designation (embedded)

## **Music Specialization (56 hours)**

### **Musicianship**

24 credit hours: MUSM 1000, 1111, 1112, 1113, 1115, 1116, 1117, 3020, 3021, 3111, and 4040

### **Gospel Music Concentration**

12 credit hours: MUS 2100, 2215, 2221, and 2223

### **Applied Major**

12 credit 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**

MUSM 1800 every semester of full-time or part-time enrollment

### **Senior Recital**

MUSM 4800 fulfills the senior thesis/capstone requirement

### **Open Elective Hours: (25 hours)**

Students may select elective courses from across the university with approval from the department.

## **General Requirements for the concentration in Music Production**

Students must:

- register and participate in MUSM 1800 during the fall and spring semesters while enrolled full or part-time at the university.
- register and participate in the music production group during the fall and spring semesters while enrolled full time at the university.
- present a senior recital, which must be a minimum of 25 minutes of music. Four weeks before the recital, the student must successfully complete a recital hearing for a minimum of two music faculty.
- pass an exit piano proficiency examination before graduation
- complete 120 credit hours: 39 credit hours in combined general education, 54 credit hours in music specialization, and 27 credit hours in electives.

## Specific Requirements

### General Education: (39 combined hours)

#### Core Requirements (12 credits)

- Six (6) Credits of English Composition
- Three (3) Credits of Oral Communication
- Three (3) Credits of Mathematics

#### General Requirements (24 credits)

- Nine (9) Credits of Humanities/Fine Arts; *at least 3 credits of humanities and 3 credits of fine arts*
- Nine (9) Credits of Social Sciences: *at least two disciplines. AFAM 1000 Intro to African American Studies, plus 6 elective credit hours*
- Three (3) Credits of Life Science and Three (3) Credits of Physical Science; *one of which must have a lab*

**Total = 36 credit hours**

### College of Arts and Sciences Requirement (3 credits)

- Three (3) Credits of a Foreign Language
- One general education or major course carrying the diversity designation (embedded)

### Music Specialization (54 hours)

#### Musicianship

22 credit hours: MUSM 1000, 1111, 1112, 1113, 1115, 1116, 1117, 3020, 3021, 3111

#### Music Production Concentration

12 credit hours: MUS 2100, 2150, 2217, and MUSM 3115

#### Applied Major

12 credit hours from MUSA: a minimum of 6 semesters (12 credit hours) at the 1000 level

#### Ensemble

8 credit hours in MUSE 1180

#### Performance Class

MUSM 1800 every semester of full-time or part-time enrollment

#### Senior Recital

MUSM 4800 fulfills the senior thesis/capstone requirement

## **Open Electives (27 hours)**

Students may select elective courses from across the university with approval from the department.

## **Bachelor of Arts in Music Education**

### **General Requirements for the Bachelor of Arts in Music Education:**

Students must:

- register and participate in MUSM 1800 during the fall and spring semesters while enrolled full or part-time at the university.
- 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.
- perform a senior recital, which must be a minimum of 25 minutes of music. Four weeks before the recital, the student must successfully complete a recital hearing for a minimum of two music faculty.
- pass an exit piano proficiency examination before student teaching.
- a grade of C or above is required in all general education, professional education and music courses, either as transfer credit or completed at Chicago State University. A grade of B or above is required in student teaching.
- a minimum cumulative grade point average of 3.0 in all program course work, either as transfer credit or completed at Chicago State University, is required for admission to the College of Education.
- enrollment in Student Teaching (MUSM 4076) requires successful completion of the Music Licensure Content Area Test (K-12). The final grade for Student Teaching requires successful completion of the edTPA.
- complete 128 credit hours: 39 combined credit hours in general education, 61 credit hours in music specialization, and 28 credit hours/100 field hours in professional education.

## **Specific Requirements**

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

#### **Core Requirements (12 credits)**

- Six (6) Credits of English Composition
- Three (3) Credits of Oral Communication
- Three (3) Credits of Mathematics General Requirements (24 credits)
- Nine (9) Credits of Humanities/Fine Arts; *at least 3 credits of humanities and 3 credits of fine arts*

- Nine (9) Credits of Social Sciences: *Psyc 1100, Psyc 2040, Hist 1310 or Pol 1010*
- Three (3) Credits of Life Science: *Bio 1070 or 1080, with a lab*
- Three (3) Credits of Physical Science

**Total = 36 credit hours**

### **College of Arts and Sciences Requirement (3 credits)**

- Three (3) Credits of a Foreign Language
- One general education or major course carrying the diversity designation (embedded)

### **Music Specialization (61 credit hours)**

#### **Musicianship**

28 credit hours: MUSM 1000, 1111, 1112, 1113, 1114, 1115, 1116, 1117, 1118, 3020, 3021, 4014, and 4040

#### **Music Instruments and Methods**

12 credit hours: 2201, 2202, 2203, 2204, 2206, and 2207

#### **Applied Major**

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**

MUSM 1800 every semester of full-time or part-time enrollment

#### **Senior Recital**

MUSM 4800 fulfills the senior thesis/capstone requirement

#### **Professional Education (28 credit hours/100 field hours):**

MUSM 1261; ED 2000; PSYC 2020; S Ed 4301, 4303\*; READ 4100\*; MUSM 4061\*, 4063\*, 1092\*, and 4076\*

\* Courses require admission to the College of Education.

## **Minor in Music (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: Chosen from MUS courses, applied lessons, or MUSE ensembles, with approval of the department.

## **Minor in Music Production (23 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**

20 credit hours: MUS 1111; MUSM 1111, 1112, 1115, 1116; MUS 2100, 2150, 2217

3 credit hours MUSE 1180

# Philosophy

Department: Criminal Justice, Philosophy, and Political Science

Department Chairperson: April Bernard

## **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: Kristy Mardis

The Department of Chemistry, Physics, and Engineering Studies 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:

- Physics Option (PHYS): prepares students for research, industrial, and governmental careers or for graduate study in physics or related fields.
- Biomedical Physics Option (PHYB): prepares students for careers and graduate programs in medical physics, motion science or to gain admission to medical, dental, or pharmacy schools.
- Engineering Physics (PHYE): prepares students for Engineering careers or Engineering graduate programs.
- Secondary Teaching Option in Physics (PHYT) qualifies students for an Illinois Professional Educator Licensure (PEL) with an endorsement in Science-Physics for grades 9-12. Licensure requires the successful completion of the ACT or SAT (see College of Education Handbook), Physics Content Area Test and edTPA. 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.

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 is 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

PHYS 3115 Honors Classical Mechanics I

PHYS 3155 Honors Electricity and Magnetism I

PHYS 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 PHYS 4905 (Honors Thesis). With the approval of his/her thesis committee, a student would typically register for 3 credits of PHYS 4905 in a given semester, then register for another 3 credits of PHYS 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 (120 credit hrs)**

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.

### **General Education and CAS Requirements (39 credit hrs)**

Refer to the university general education requirements. The College of Arts and Sciences has the additional requirement of one semester of a foreign language and a diversity requirement that can be satisfied with an embedded general education course.

- General Education requirements for Mathematics (3 hr) and Natural Sciences (6 hr) are embedded in the major (see below\*).
- Required oral communication (3 hr): CMAT 2030

### **Physics Core Courses (53 credit hrs):**

- 50 hrs in Physics Core (see below)
- 3 hr Physics capstone course (satisfies the senior thesis/capstone requirement)

### **Physics Required Courses in MATH and CS (19 credit hrs)**

- Courses in Math and Computer Science (see below)

### **Physics Required Courses (14 credit hrs)**

- Courses in Biology, Chemistry, and Physical Science (see below)

### **Electives Courses (3 hrs)**

- Choose any other courses in consultation with the physics academic advisor.

### **Specific Requirements**

#### **Core Courses in Physics (54 credit hrs)**

PHYS 1010 or CHEM 1010\*; PHYS 1100, 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.

#### **Physics Required Courses in MATH and CS (19 credit hrs)**

MATH 1410, 1420, 2430, and 2550; CPTR 1100.

#### **Physics Required Courses (14 credit hrs)**

CHEM 1400, 1410, 1450, 1460; either PH S 1140 or 1150; and any introductory biology course (3 credit hours).

## **Biomedical Physics Option (PHYB) – General Requirements (120 credit hrs)**

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.

### **General Education and CAS Requirements (39 credit hrs)**

Refer to the university general education requirements. The College of Arts and Sciences has the additional requirement of one semester of a foreign language and a diversity requirement that can be satisfied with an embedded general education course.

- General Education requirements for Mathematics (3 hr) and Natural Sciences (6 hr) are embedded in the major (see below\*).
  - Required oral communication (3 hr): CMAT 2030
- Suggested General Education Courses** include: Introductory ECON course, PSYC 1100, and PSYC 2080.

### **Required Core Courses in Physics (34 credit hrs):**

- 31 hrs in Physics Core (see below)
- 3 hr Physics capstone course (satisfies the senior thesis/capstone requirement)

### **Required Supportive Courses (51 credit hrs)**

- Courses in Mathematics and Computer Science (see below)
- Courses in Chemistry and the Biological Sciences (see below)

### **Electives Courses (5 hrs)**

- Choose any other courses in consultation with the physics academic advisor.

### **Specific Requirements**

#### **Required Core Courses in Physics (34 credit hrs)**

PHYS 1010 or CHEM 1010\*; PHYS 2110, 2220, 2330, 2700, 3110 or 3115, 3150, 3250, 3450, 4850, and 4905. \*\*

\*This course fulfills the senior thesis/capstone requirement.

\*\*This course fulfills the senior thesis/capstone requirement for PHYB students.

#### **Required Supportive Courses in Mathematics and Computer Science (19 credit hrs)**

MATH 1410, 1420, 2430, and 2550; CPTR 1100.

#### **Required Courses in Chemistry and the Biological Sciences (32 credit hours)**

CHEM 1400, 1410, 1450, 1460, 2400, 2410, 2450, and 2460; BIOL 1701; BIOL 1702, 2050; PSLY 2040.

## **Engineering Physics (PHYE) – General Requirements (120 credit hrs)**

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.

### **General Education and CAS Requirements (39 credit hrs)**

Refer to the university general education requirements. The College of Arts and Sciences has the additional requirement of one semester of a foreign language and a diversity requirement that can be satisfied with an embedded general education course.

- General Education requirements for Mathematics (3 hr) and Natural Sciences (6 hr) are embedded in the major (see below\*).
- Required oral communication (3 hr): CMAT 2030

### **Required Core Courses in Physics (39 credit hrs):**

- 36 hrs in Physics Core (see below)
- 3 hr Physics capstone course (satisfies the senior thesis/capstone requirement)

### **Required Supportive Courses (44 credit hrs)**

- Courses in Mathematics and Computer Science (see below)
- Courses in Chemistry (see below)
- Courses in Engineering (see below)

### **Electives Courses (7 hrs)**

- Courses to be selected in consultation with the physics academic advisor.

### **Specific Requirements**

#### **Required Core Courses in Physics (39 credit hrs)**

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.

#### **Required Supportive Courses in Mathematics and Computer Science (19 credit hrs)**

MATH 1410, 1420, 2430, and 2550; CPTR 1100

#### **Required Supportive Courses in Chemistry (8 credit hrs)**

CHEM 1400, 1410, 1450, 1460

#### **Required Supportive Courses in Engineering (17 credit hrs)**

ENGR 1100\*, ENGR 2330 or PHYS 3210, ENGR 2400, 2430, 2500, 2550

\*ENGR 1100 fulfills the freshman seminar requirement.

## **Secondary Teaching Option in Physics (PHYT) General Requirements (120-121 credit hrs)**

Students must:

- Complete 120 - 121 credit hours consisting of 39 credit hours of general education (consisting of 27 hours not embedded in the major and 3 credits of Foreign Language), 62-63 credit hours in area of specialization, and 28 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.

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

Refer to the university general education requirements. The College of Arts and Sciences has the additional requirement of one semester of a foreign language and a diversity requirement that can be satisfied with an embedded general education course. General Education requirements for Mathematics (3 hr) and Natural Sciences (6 hr) are embedded in the major (see below\*).

The following oral communication and social science courses are required for licensure:

- Oral Communication: CMAT 1130
- Social Sciences: PSYC 1100 and 2040

### **Required Physics Core Courses (26-27 credit hrs)**

- 26 hrs in Physics Core (see below)
- 1 hr Physics course (required only for entering freshmen and transferring freshmen)

### **Required Supportive Courses (36-39 credit hrs)**

- Courses in Biology (see below)
- Courses in Chemistry (see below)
- Courses in Physical Science (see below)
- Courses in Mathematics (see below)

### **Professional Education (28 hrs)**

- Courses in Education (see below)
- Courses in Psychology (see below)
- Courses in Physics (see below)

### **Specific Requirements**

#### **Required Physics Core Courses (26-27 credit hrs)**

PHYS 1010 or CHEM 1010\*; PHYS 2110, 2220, 2330, 2700, 3110 or 3115, 3150 or 3155, 3500, and 4550 or 4850

\*PHYS 1010 or CHEM 1010 is required only for entering freshmen and transferring freshmen.

### **Required Supportive Courses (36 credit hrs)**

BIOL 1710 (or BIOL 1070 and BIOL 1080); CHEM 1400, 1410, 1450, and 1460; either PH S 1140 or 1150; MATH 1250 (or MATH 1200 and MATH 1210), 1410, 1420, 2430, and 2550

### **Professional Education (28 hrs)**

PHYS 1092; PHYS 4710; ED 2000; ENG 4366 or BIL 4005, PSYC 2020; S ED 4301 and 4303\*; PHYS 4500\*; READ 4100\*, PHYS 4630\* and 4750\*

These courses must be passed with at least a grade of C.

\*Restricted to students admitted to the College of Education. PHYS 4750 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

Chairperson: April Bernard

The Department of Criminal Justice, Philosophy, and Political Science offers a minor sequence and honors options in Political Science for students majoring in other disciplines.

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 minor in political science helps prepare students for careers in government, law, campaign management, business, international organizations, and research.

Areas of emphasis within political science are American politics and public law, international relations and comparative politics, public administration and public policy, and political theory and methodology. 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.

## Internships

The department prepares students for careers in government and industry through internship opportunities. Political science students have completed internships in national, state, and local government agencies, state and federal legislators' offices, campaign organizations, and law firms.

## Pre-Law Studies

Although no specific major or minor is required for law school, political science courses are strongly recommended for students with an interest in attending law school.

## 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. The department will accept only courses with grades of C or above for completion of the minor. For more information about the



Political Science minor, see the chairperson of the department.

**Required Courses for Minor in Political Science** (6 credit hours)

- POL 1010 and 1020

**Elective Political Science Courses** (15 credit hours)

Select at least one course from each of the following four fields (required):

- 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.

Students may also elect to complete one or both of the following courses (optional):

- POL 3140 Administrative Internship, POL 4650 Senior Thesis

**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.

# Psychology

Department Chairperson: 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. The following program requirements apply to first-year, transfer students, and newly-declared psychology majors beginning Fall 2020.

## **Specific Requirements Psychology Core (28 credit hours)**

PSYC 1100, 1500, 2000 or 2040, 2100, 2155, 2700, 3100, 3120, 3500, 4101.\*

\*PSYC 4101 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 PSYC 2020. Students may take PSYC 4000 and 4160 with the approval of the department faculty and the psychology academic advisor.

## **General Education Requirements (36 credit hours)**

### **Core Requirements (12 credit hours)**

- (6) credit hours in English composition
- (3) credit hours in Oral communication
- (3) credit hours in Mathematics

### **General Requirements (24 credit hours)**

- (9) credit hours in Humanities and Fine Arts (at least 3 credits humanities and 3 credits fine arts)
- (9) credit hours in Social Sciences (at least two disciplines)

(9) credit hours in Natural Sciences (physical science and biology; one must include a lab).

### **Non-Major General Electives (41 credit hours)**

#### **College of Arts and Sciences Requirement (3 credit hrs)**

- One course in a Foreign Language (3 hrs)
- One general education or major course carrying the diversity designation (embedded)

### **Minor in Alcohol and Other Drug Abuse Counselor Training (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.

#### **Requirements**

Completion of all coursework with a grade point average of 3.0 or higher. Internship of 600 clock hours, which must be completed in one year.

#### **Prerequisites**

- PSYC 1100
- PSYC 2000
- PSYC 2155

#### **Required Courses (18 credit hours)**

PSYC 4300; 4302; 4303; 4306; 4307 (includes 300 hours of internship); 4308 (includes 300 hours of internship)

### **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: Daniel Block

The Department of Geography, Sociology, History and Africana 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 sub-areas 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.

## General Education

### Core Requirements (12 credit hours)

- (6) credit hours in English Composition
- (3) credit hours in Oral Communication
- (3) credit hours Mathematics

### General Requirements (24 credit hours)

- (9) credit hours in Humanities and Fine Arts, at least one course in each
- (9) credit hours in Social Sciences (in at least two disciplines)
- (6) credit hours in Natural Sciences (physical science and biology; one must include a

lab)

### **College of Arts and Sciences Requirements (3 credit hours)**

(3) credit hours in a Foreign Language

One general education or major course carrying the diversity designation (embedded)

## **Sociology Major**

### **Core Course (18-19 credit hours)**

SOC 1010, 1099 (if applicable); \*\* 3800, 4200, 4810, 4830, and 4980

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

Students must take a total of 12 credits, with at least one course from each of the following four areas:

**Social Foundations:** SOC 1110, 1250, 2030, 2050

**Social Inequality:** SOC 1200, 2230, 2250, 3200

**Social Institutions:** SOC 2300, 3300, 4280, 4300

**Social Change:** SOC 2410, 2450, 3400, 3430

### **Sociology Electives (15 credit hours)**

Any four additional courses in sociology. At least two courses at the 2000/3000 level or higher and at least two courses must be at the 4000 level.

### **General Electives (35-36 credit hours)**

## **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.

# College of Business

Dean: Derrick K. Collins

## Degree Programs

BS in Business Administration with the following professional options:

- Accounting
- Finance
- Management
- Marketing
- Management Information Systems
- Supply Chain Management

## 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 options 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, required courses for professional options, and approved electives as described in this catalog. The College of Business is accredited by the Accreditation Council of Business Schools and Programs (ACBSP).

## **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, in addition to the college's capstone course, MGMT 4890. Through the assessment activity, students will demonstrate their acquired professional knowledge via performance in 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 its 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 the Accreditation Council of Business Schools and Programs.

The overall assessment plan for the College consists of the following components:

- Comprehensive examination: standardized field test administered in MGMT 4890;
- Capstone course: each program option designates a senior-level course required within that area and will measure student performance against a defined standard;
- Senior exit survey: confidential questionnaire for seniors administered when students apply for graduation.

For full details on all assessment activities, students should consult their department.

## **Transfer Credit Policies**

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, 3010; MKTG 3110; QBA 2000.

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, 3293; FIN 2660; MGMT 2520, 3600. The department chairpersons and coordinators may waive the requirement for a proficiency examination.

Credit for the above courses also will be accepted by successfully completing examinations offered through the College Level Examination Program (CLEP). Contact the Academic Advisor for details.

All students entering into the College of Business as of Fall 2016 will be required to take the following business support courses; an associate's degree of any type does not waive this requirement:

CMAT 1140 Business Communication, ECON 1010 Macroeconomics, ECON 1020 Microeconomics, ENG 2790 Business Writing, MATH 1200 College Algebra, MATH 1400 Basic Calculus, and PHIL 2520 Business Ethics.

## **Articulation Agreements**

The College of Business has entered into articulation agreements with various community colleges. Students should contact their academic advisor for specific details. 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. In addition to the CSU university-wide general education requirements, all students in Business entering after Fall 2016 are required to take the following Business support courses:

CMAT 1140; ECON 1010, 1020; ENG 2790; MATH 1200, 1400; PHIL 2520; these courses are required even if the student has earned an Associates of Arts (AA) or Associate of Science (AS) degree.

## **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 oral communication (CMAT 1140); 3 hours in business writing; 9 hours in fine arts/ humanities (6 hours in fine arts and 3 hours in humanities); 6 hours in mathematics ( MATH 1200 and MATH 1400); 3 hours in physical science; 3 hours in life science; 6 hours in economics (ECON 1010 and 1020); 3 hours Social Science (not Economics); business support course ( PHIL 2520); 48 hours in the business core; 27

hours in the professional option.

**NOTE:** Students in Business comply with university general education critical thinking requirements by virtue of the program's Economics requirements. Waivers, substitutions, and other modifications of this policy will be considered after the student has submitted an academic petition to the appropriate department chairperson.

In addition to the CSU university-wide general education requirements, all students in Business entering after Fall 2016 are required to take the following Business support courses: CMAT 1140; ECON 1010, 1020; ENG 2790; MATH 1200, 1400; PHIL 2520; these courses are required even if the student has earned an Associates of Arts (AA) or Associate of Science (AS) degree.

Students who wish to enroll in ENG 2790 Business Writing must also satisfy the following prerequisites:

1. A passing grade in ENG 1270 Composition I
2. A passing grade in ENG 1280 Composition II

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 Academic Petition form with the student's program chairperson. The Academic Petition form is available on the University 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 satisfy the following:

- successfully complete the university placement 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)**

ACCT 2110, 1290/2291; FIN 2660, 3805; MGMT 2520, 4100, 4505.

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: FIN 4505; INSY 2900; MGMT 3755; MKTG 3705.

### **Business Majors**

#### **Required courses (15 credit hours)**

FIN 3805; INSY 2900; MGMT 2520, 4100, 4505.

#### **Electives (9 credit hours)**

Select from: FIN 4505; MGMT 3755; MKTG 3705.

## **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: MKTG 3600, 3650, 3705; BLP 2070.

### **Business Majors**

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

MKTG 3200, 3790, 4200

#### **Electives (12 credit hours)**

MKTG 3600, 3650, 3705; BLP 3207

## **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, 4610.

# Accounting

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

In addition to the assessment requirements for all Business majors, students concentrating in Accounting are expected to fulfill the following assessment requirements:

- **Capstone Analysis:** A comprehensive examination will be administered in ACCT 4317 (Auditing). The purpose of the examination is to assess student learning of general financial accounting principles, simple computations, and cost accounting principles.

Assessment results will be used to evaluate the quality of learning within the Accounting program, and serve as the basis for any future revisions in the curriculum.

## General Education Requirements (36 credit hours)

### Core Requirements (12 credit hours)

(6) Credit hours in Composition: Composition I and II (ENG 1270, ENG 1280 based on the placement test)

(3) Credit hours in Oral Communication: CMAT 1140

(3) Credit hours in Mathematics: MATH 1200

### General Requirements (24 credit hours)

(9) Credit hours in Fine Arts/Humanities (6 credits Fine Art and 3 credits Humanities);

(9) Credit hours of Social Science (ECON 1010, 1020; 3 additional credits in social science: (select from: AFAM 1000, 1020; ANTH 1010, 2010; GEOG 1000, 1100, 2200; HIST 1200, 1210; LIMS 1100; SOC 1200, 1250; WS 2000)).

(6) Credit hours in Physical/Life Sciences: (1 course must include a lab).

**Embedded Courses (no additional credit hours)**

Critical Thinking and Diversity

**Supporting courses required for the Business major (9 credit hours)**

ENG 2790, MATH 1400, PHIL 2520

**Business Core Courses (48 credit hours)**

ACCT 2110, 2111, 1290 OR 2291; FIN 2660; INSY 1370, 3200; QBA 2000, 3500; MGMT 1020, 1030/1045, 3010, 3020, 3240, 4850, 4890\*; MKTG 3110

\*This course fulfills the senior thesis/capstone requirement.

**Accounting Option Required Courses (24 credit hours)**

ACCT 2120, 3213, 3214, 3292, 3293, 4315, 4317, 3319

**Accounting Option Electives (3 credit hours)**

Select from ACCT 3314, 4900, 4394; FIN 3680, 3690; BLP 3207.

**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

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 the 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 business executives.

## Program Assessment

In addition to the assessment requirements for all Business majors, students concentrating in Finance are expected to fulfill the following 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.

Assessment results will be used to evaluate the quality of learning within the Finance program, and will serve as the basis for any future revisions in the curriculum.

## General Education Requirements (36 credit hours)

### Core Requirements (12 credit hours)

(6) Credit hours in Composition: Composition I and II (ENG 1270, ENG 1280 based on the placement test)

(3) Credit hours in Oral Communication: CMAT 1140

(3) Credit hours in Mathematics: MATH 1200

### General Requirements (24 credit hours)

(9) Credit hours in Fine Arts/Humanities (6 credits Fine Art and 3 credits Humanities);

(9) Credit hours of Social Science (ECON 1010, 1020; 3 additional credits in Social Science: (select from: AFAM 1000, 1020; ANTH 1010, 2010; GEOG 1000, 1100, 2200; HIST 1200, 1210; LIMS 1100; SOC 1200, 1250; WS 2000).

(6) Credit hours in Physical/Life Sciences: (1 course must include a lab).

### Embedded Courses (no additional credit hours)

Critical Thinking and Diversity

### Supporting courses required for the Business major (9 credit



**hours)**

ENG 2790, MATH 1400, PHIL 2520

**Business Core Courses (48 credit hours)**

ACCT 2110, 2111, 1290 OR 2291; FIN 2660; INSY 1370, 3200; QBA 2000, 3500; MGMT 1020, 1030/1045, 3010, 3020, 3240, 4850, 4890\*; MKTG 3110

\*This course fulfills the senior thesis/capstone requirement.

**Finance Option Required Courses (24 credit hours)**

FIN 3630, 3650, 3660, 3680, 3690, and 4700; ECON 4010; QBA 3310

**Finance Option Electives (3 credit hours)**

Select from: FIN 3640, 3650, 3670, 3750, 3805, 3840, 4505, 4990; ACCT 3213, 3293, 4394; BLP 3207, 3208, 3209, 3210.

**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

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 that 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 Requirements (36 credit hours)**

### **Core Requirements (12 credit hours)**

(6) Credit hours in Composition: Composition I and II (ENG 1270, ENG 1280 based on the placement test)

(3) Credit hours in Oral Communication: CMAT 1140

(3) Credit hours in Mathematics: MATH 1200

### **General Requirements (24 credit hours)**

(9) Credit hours in Fine Arts/Humanities (6 credits Fine Art and 3 credits Humanities);

(9) Credit hours of Social Science (ECON 1010, 1020; 3 additional credits in Social Science: (select from: AFAM 1000, 1020; ANTH 1010, 2010; GEOG 1000, 1100, 2200; HIST 1200, 1210; LIMS 1100; SOC 1200, 1250; WS 2000).

(6) Credit hours in Physical/Life Sciences: (1 course must include a lab).

### **Embedded Courses (no additional credit hours)**

Critical Thinking and Diversity

### **Supporting courses required for the Business major (9 credit hours)**

ENG 2790, MATH 1400, PHIL 2520

### **Business Core Courses (48 credit hours)**

ACCT 2110, 2111, 1290 OR 2291; FIN 2660; INSY 1370, 3200; QBA 2000, 3500; MGMT 1020, 1030/1045, 3010, 3020, 3240, 4850, 4890\*; MKTG 3110

\*This course fulfills the senior thesis/capstone requirement.

### **Management Option Required Courses (15 credit hours)**

MGMT 2520, 3600, 3620, 3640, 4100

**Management Option Electives (12 credit hours)**

Select 12 hours of upper-division Business courses.

**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.

# Management Information Systems

The College of Business offers a Bachelor of Science degree in Business and Administration, with a professional concentration in Management Information Systems, and Management Information Systems with Minor options. This is one of the most rapidly growing fields of business. The student learns how to use quantitative information, computer systems and tools to make business decisions. Also covered is 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. Adding a minor to the MIS major provides an extra dimension to education and enhances career opportunities.

## **General Education Requirements (36 credit hours) Core Requirements (12 credit hours)**

(6) Credit hours in Composition: Composition I and II (ENG 1270, ENG 1280 based on the placement test)

(3) Credit hours in Oral Communication: CMAT 1140

(3) Credit hours in Mathematics: MATH 1200

## **General Requirements (24 credit hours)**

(9) Credit hours in Fine Arts/Humanities (6 credits Fine Art and 3 credits Humanities);

(9) Credit hours of Social Science (ECON 1010, 1020; 3 additional credits in social science: (select from: AFAM 1000, 1020; ANTH 1010, 2010; GEOG 1000, 1100, 2200; HIST 1200, 1210; LIMS 1100; SOC 1200, 1250; WS 2000).

(6) Credit hours in Physical/Life Sciences: (1 course must include a lab).

## **Embedded Courses (no additional credit hours)**

Critical Thinking and Diversity

## **Supporting courses required for the Business major (9 credit hours)**

ENG 2790, MATH 1400, PHIL 2520

## **Business Core Courses (48 credit hours)**

ACCT 2110, 2111, 1290 OR 2291; FIN 2660; INSY 1370, 3200; QBA 2000, 3500; MGMT 1020, 1030/1045, 3010, 3020, 3240, 4850, 4890\*; MKTG 3110

\*This course fulfills the senior thesis/capstone requirement.

## **Management Information Systems Option Required Courses (15 credit hours)**

INSY 1360, 2840, 3270, 3280, 4300

## **Management Information Systems Option Electives (12 credit hours)**

Student to select one of the following options:

## **Management Information Systems Options**

Select 12 additional credit hours from the following: INSY 2900, 3100, 3250, 4250, 4200,

4450, 4470, 4480, 4900 or any INSY class approved by the department.

### **Management Information Systems Option/ SIS Minor**

Select 12 additional credit hours from the following: INSY 3250; LIS 4590, 4050, 4060, 4070, or any INYS class approved by the department.

\*Students are required to complete the course work for the SIS minor option of their choice.

### **Management Information Systems Concentration/ ITC Minor**

Select 12 additional credit hours from the following: INSY 3250; LIS 4590; SIS 4050, 4060, 4070, or any INYS class approved by the department.

\*Students are required to complete the coursework for ITC minor.

## **BS MIS/MS TPIS 4 + 1 Integrated Degree Program**

The B.S. MIS/M.S. TPIS 4 + 1 Integrated Degree Program was created to allow outstanding undergraduate students to finish the requirements of both a B.S. and an M.S. degree within 5 years (4+1). Traditionally, students complete the 120 credit hour BS MIS program in 4 years and the 33 credit hour MS TPIS program in 2 years. The 4+1 integrated degree program is a total of 144 credit hours that allows 9 credit hours to be shared between the two programs.

The benefits of the program are the following:

- An accelerated program to earn a BS and an MS simultaneously in five years.
- Students are eligible for financial aid at the graduate level.
- Students have the opportunity to interact and work with graduate students on research projects in the area of technology and performance improvement.
- Students are eligible for graduate assistantships and scholarships which are usually offered to graduate students only.

### **Program Requirements:**

Combined MIS/TPIS students must meet all undergraduate and graduate program requirements and adhere to all policies.

MIS students can apply to the program in the fall semester of their junior year (after completion of 60 credit hours), if they have maintained a 3.00 GPA and at least 30 hours of coursework was completed at CSU. Once admitted into the program, students are required to complete all remaining program requirements within 6 consecutive years. If the combined MIS/TPIS degree is not completed at the end of six years, the student will be dismissed from the combined MIS/TPIS program and updated to an undergraduate student status only (BS-MIS).

Should a student decide to withdraw from the accelerated program, they must submit their request in writing to the program coordinator and submit the required Change of Program form. At that time, the student will be able to apply for the BS-MIS degree as long as all the undergraduate program requirements are met, and the graduation application is filed.

**Program Structure:**

The structure of the program, as compared to the individual programs, is provided below. Students in the program will be required to take TPS 5070, TPS 5110, and INSY 5300 in their senior year. TPS 5070 will count towards one of the TPS Core courses and TPS 5110 and INSY 5300 will count towards TPS directed electives. All other courses will be completed according to the plan developed with the program coordinator.

**General Education Requirements (36 credit hours)****Core Requirements (12 credit hours)**

(6) Credit hours in Composition: Composition I and II (ENG 1270, ENG 1280 based on the placement test)

(3) Credit hours in Oral Communication: CMAT 1140

(3) Credit hours in Mathematics: MATH 1200

**General Requirements (24 credit hours)**

(9) Credit hours in Fine Arts/Humanities (6 credits Fine Art and 3 credits Humanities);

(9) Credit hours of Social Science (ECON 1010, 1020; 3 additional credits in Social Science: (select from: AFAM 1000, 1020; ANTH 1010, 2010; GEOG 1000, 1100, 2200; HIST 1200, 1210; LIMS 1100; SOC 1200, 1250; WS 2000).

(6) Credit hours in Physical/Life Sciences: (1 course must include a lab).

**Embedded Courses (no additional credit hours)**

Critical Thinking and Diversity

**Supporting courses required for the Business major (9 credit hours)**

ENG 2790, MATH 1400, PHIL 2520

**Business Core Courses (48 credit hours)**

ACCT 2110, 2111, 1290 OR 2291; FIN 2660; INSY 1370, 3200; QBA 2000, 3500; MGMT 1020, 1030/1045, 3010, 3020, 3240, 4850, 4890\*; MKTG 3110

\*This course fulfills the senior thesis/capstone requirement.

<b>Current BSc/MIS</b>	<b>Current MSc/TPIS</b>	<b>Combined MIS/TPIS</b>
36 cr – General Education 48 cr – Business Core  27 cr – Required MIS Major 9 cr- Non-Business Electives (MATH 1400, ENG 2790, PHIL 2520)	15 cr – TPIS Core  12 cr – Directed Electives 6 cr – Thesis/Project	36 cr – General Education  48 cr – Business Core  18 cr – Required MIS Major  6 cr – Non-Business Electives <i>3 cr – INSY 5300 (Sys Analysis)</i> <i>3 cr – TPS 5070 (Info Essentials)</i> <i>3 cr – TPS 5110 (Project Mgmt)</i> 12 cr – TPIS Core 6 cr – Directed Electives 6 cr – Thesis/Project
Total credit hours: 120	Total credit hours: 33	Total credit hours: 144

## **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, 2900, 3270, 3280, 4300, and any 2000-level, or above, INSY course selected with the assistance of a College of Business academic advisor.

## **Certificate in Management Information Systems (9 credit hours)**

Students can earn a certificate in MIS if they successfully complete three courses from the following list with a minimum grade of B in each course:

- INSY 2840 Intro to Object-Oriented Programming
- INSY 2900 E-Commerce
- INSY 3250 Business Website Development
- INSY 3270 Management Information Systems
- INSY 3280 Database Technologies
- INSY 4200 Project Management Principles & Practices
- INSY 4300 System Analysis and Design
- INSY 4250 Mobile Apps Development
- INSY 4450 Data Com and Computer Net
- INSY 4470 Client/Server Development
- MKTG 3110 Principles of Marketing (Marketing Program)

## **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. 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 professional option. Students work either part-time (15-20 hours) or full-time (30-40 hours) per week while enrolled in the program. 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.

The program lasts one term, unless otherwise designated by the employer. Students enroll during the relevant academic term.

### **Application**

Students must apply and be accepted into the program one semester prior to beginning their internship. Deadlines are posted, and publications are available in the College of Business office. (BHS 435). 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.



# Marketing

The College of Business offers a Bachelor of Science degree in Business Administration, with a professional option 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.

## **General Education Requirements (36 credit hours)**

### **Core Requirements (12 credit hours)**

- (6) Credit hours in Composition: Composition I and II (ENG 1270, ENG 1280 based on the placement test)
- (3) Credit hours in Oral Communication: CMAT 1140
- (3) Credit hours in Mathematics: MATH 1200

### **General Requirements (24 credit hours)**

- (9) Credit hours in Fine Arts/Humanities (6 credits Fine Art and 3 credits Humanities);
- (9) Credit hours of Social Science (ECON 1010, 1020; 3 additional credits in Social Science: (select from: AFAM 1000, 1020; ANTH 1010, 2010; GEOG 1000, 1100, 2200; HIST 1200, 1210; LIMS 1100; SOC 1200, 1250; WS 2000).
- (6) Credit hours in Physical/Life Sciences: (1 course must include a lab).

### **Embedded Courses (no additional credit hours)**

Critical Thinking and Diversity

### **Supporting courses required for the Business major (9 credit hours)**

ENG 2790, MATH 1400, PHIL 2520

### **Business Core Courses (48 credit hours)**

ACCT 2110, 2111, 1290 OR 2291; FIN 2660; INSY 1370, 3200; QBA 2000, 3500; MGMT 1020, 1030/1045, 3010, 3020, 3240, 4850, 4890\*; MKTG 3110

\*This course fulfills the senior thesis/capstone requirement.

### **Supporting courses required for the Business major (6 credit hours)**

ENG 2790 and MATH 1400

### **Embedded Courses (no additional credit hours)**

Critical Thinking and Diversity

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

MKTG 3780, 4880, 4830

**Marketing Option 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.

**Business Electives (9 credit hours)**

Select any 3000- or 4000-level Business course.

**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 Marketing course.

# Supply Chain Management

The Supply Chain Management (SCM) professional concentration at Chicago State University's College of Business requires 18 credit hours (CH) of coursework and provides a comprehensive coverage of the major elements of SCM, which involve the flow of materials, information, and funds. Additional required elements of the curriculum include General Education (39 CH) and Business Support (6 CH) coursework, Business Core (48 CH) coursework, and Business Electives (9 CH).

## **General Education Requirements (36 credit hours)**

### **Core Requirements (12 credit hours)**

(6) Credit hours in Composition: Composition I and II (ENG 1270, ENG 1280 based on the placement test)

(3) Credit hours in Oral Communication: CMAT 1140

(3) Credit hours in Mathematics: MATH 1200

### **General Requirements (24 credit hours)**

(9) Credit hours in Fine Arts/Humanities (6 credits Fine Art and 3 credits Humanities);

(9) Credit hours of Social Science (ECON 1010, 1020; 3 additional credits in Social Science: (select from: AFAM 1000, 1020; ANTH 1010, 2010; GEOG 1000, 1100, 2200; HIST 1200, 1210; LIMS 1100; SOC 1200, 1250; WS 2000).

(6) Credit hours in Physical/Life Sciences: (1 course must include a lab).

### **Embedded Courses (no additional credit hours)**

Critical Thinking and Diversity

### **Supporting courses required for the Business major (9 credit hours)**

ENG 2790, MATH 1400, PHIL 2520

### **Business Core Courses (48 credit hours)**

ACCT 2110, 2111, 1290 OR 2291; FIN 2660; INSY 1370, 3200; QBA 2000, 3500; MGMT 1020, 1030/1045, 3010, 3020, 3240, 4850, 4890\*; MKTG 3110

\*This course fulfills the senior thesis/capstone requirement.

### **Required Courses (18 credit hours)**

- SCM 3100 – Procurement & Supply Chain Management
- SCM 3200 – Logistics & Transportation Management
- SCM 3300 – Inventory Management
- SCM 4100 – Supply Chain Management Applications
- SCM 4200 – Quality Management
- SCM 4300 – Global Supply Chain Management

## **Business Electives (9 credit hours)**

- Select 3000- and 4000- level courses from the Business curriculum.

The program is structured to provide a strong foundation in the supply chain management arena, buttressed by a solid quantitative support from other elements of the College of Business core curriculum. Additionally, the required coursework integrates with—and builds upon—an associate-level curriculum in transportation, distribution and logistics and/or supply chain management.

# College of Education

Interim Dean: Larnell Flannagan

## Undergraduate Degrees

Bachelor of Science in Education

## Programs

Early Childhood Education

Elementary Education

Health and Physical Education

Recreation

## Vision

The College of Education prepares, supports, and empowers students to become educational leaders and change agents who transform and improve the lives of others.

## Mission

Our mission is to provide quality programs aligned with the principles of social justice and equitable practices supported by wrap-around services that address the needs of students. Scholarly research, advocacy, partnerships and innovation highlight the college's approach to teaching and learning.

## 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.

## **Academic Degree Programs**

Initial Licensure Degree Programs

Early Childhood Education with ESL/Bilingual Endorsement, Elementary Education with ESL/Bilingual Endorsement

PreK- 12 Physical Education

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 qualify for state of Illinois teacher licensure by entitlement.

Please refer to the College of Education website at:

<http://www.csu.edu/collegeofeducation> for more details.

The College of Education also offers graduate doctoral and master's 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 two areas: (1) Office of Field Experience and (2) Licensure Services (CCS).

### **Office of Field Experience**

The Office of Field Experience is located in ED 322. The primary mission is to provide a high-quality field experience program for teacher education candidates. This office assists pre-service and student teacher candidates to identify diverse field experiences in urban, suburban and rural settings. A record of each teacher candidate's field experience is maintained by this office as required by the Illinois State Board of Education. In addition, the office provides a range of outreach services to support enrollment, retention, and graduation.

Additional information is located on the College website at:

[https://www.csu.edu/collegeofeducation/field\\_experience.htm](https://www.csu.edu/collegeofeducation/field_experience.htm) . 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 legally 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.

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 prohibits 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 available by calling (773) 995-2492.

<https://www.csu.edu/collegeofeducation/licensure.htm>

## **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

<https://www.csu.edu/admissions/index.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. Students who meet all admission requirements are eligible to apply to the College of Education for formal admission at the end of the Sophomore Year (Transfer students must seek formal admission at the end of their first semester. Transfer students that are included in an articulation agreement can have their application waived.)

Admission Application forms are available on the College of Education website, and can also be obtained from the Office of Teacher Licensure [<https://www.csu.edu/collegeofeducation/licensure/index.htm>], Education Building, Room 208. Contact the Office of Teacher Licensure at 773.995.2492.

**Applications for Admission to the College of Education are due at the following intervals:**

<b>Admission Term</b>	<b>Application Deadline</b>
<b>Fall</b>	<b>August 1</b>
<b>Spring</b>	<b>December 1</b>
<b>Summer</b>	<b>May 1</b>

## 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 3.0 in all course work required in the teacher preparation program, either as transfer credit or completed at Chicago State University. Students that do not have a 3.0 GPA can submit a formal petition for exception.
- 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.
- Required Documents:
  - Official Transcripts from schools other than Chicago State University must be submitted as part of the application process.
  - Personal Reference
  - Completed Application Form
  - School Safety Completion Document
  - Response to Request for ELIS account required

**Note: The College of Education and Chicago State University are not responsible for changes implemented by ISBE or any other governing agency.**

## 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. Please see the Graduate Catalog for more information.

## 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 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.
- signed application form by an Advisor



- attained a minimum GPA of 3.0.
- 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 completion of an oral interview examination.
- a current tuberculosis test.
- documented cleared background check, including fingerprint analysis (and drug testing, as appropriate).
- signed mandated reporter document
- DCFS training evidence
- Field Hours Evidence
- Content Exams must have been passed (beginning Fall 2022)
- zero unresolved violations of the COE Professional Code of Conduct.

### **Note: Student Teacher Candidates**

Students planning to student teach in the Fall must apply to student teach during the previous semester by the last day of March and attend the March Student Teaching meeting during the second week of March. (Fall 2022 Student Teaching Applications must be submitted by the last day of March 2022.)

Students planning to student teach in the Spring must apply to student teach during the previous semester by the last day of September and attend the September Student Teaching meeting during the second week of September. (Spring 2022 Student Teaching Applications must be submitted by the last day of September 2021.)

### **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 (ranking your performance as proficient or above) from the 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.
- 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 the student teaching assignment is in a private school.

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 773/995-2570.

## **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:

Background Check Accurate Biometrics is the contracted vendor for State of Illinois and FBI fingerprint-based background checks.

- 1.** Download and print the CPS Field Experience Background Check Form.
- 2.** The charge for fingerprinting is \$53.00 and can be paid by company check, money order, cashier's check or MasterCard/Visa. No cash or personal checks are accepted. (This is a discounted rate that has been negotiated for CPS student candidates and differs from the rate listed on the Accurate Biometrics website).
- 3.** You will be required to present a valid state-issued photo ID.
- 4.** Bring all materials to any Accurate Biometrics location. Fingerprints are sent directly to the CPS Background Check Team to be reviewed.

PLEASE NOTE: 1. Save your Accurate Biometrics receipt with your Transaction Control Number. 2. Ten days after you register, you will receive an email asking you to upload your Accurate Biometrics receipt. Be sure to complete this step in order to ensure your background check is processed in a timely manner.

## **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 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 Office of Legal Affairs for guidance on filing a grievance. Grievances based on physical or mental ability should be initiated in the Abilities Office.

## **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 the individual against whom 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 appear for 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.

## **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 appear for 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 grievance 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 subject to appeal.



# Department of Education Studies

Department: Education Studies

Interim Chairperson: Nancy Grim

## **Mission and Purpose of the Department**

The Early Childhood-Primary and Bilingual Education Department (ECBE) is an academic unit that prepares knowledgeable educational professionals who are dedicated to and capable of serving and advocating for culturally, linguistically and ability diverse children and their families. The department's programs expose students to research and evidence-based practices that promote critical thinking, informed decision-making and implementation of best practices to ensure our graduates' success. The Department is committed to teaching, research, service and community engagement including social justice, leadership and entrepreneurship.

All degree programs are in full compliance with the National Association for the Education of Young Children (NAEYC) and meet Illinois State Board of Education (ISBE) Early Childhood Education Program Standards and the Illinois Teaching Standards.

Chicago State University is a Gateways Entitled Institution. Please see your academic advisor for credential information.

# Bilingual Elementary Education

## **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**

After completing the general education and initial professional education courses, the Bilingual Elementary 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 Elementary 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 (1-6) Endorsement and a Bilingual and/or ESL Endorsements.

## **Licensure requires candidates:**

- receive a passing score on Target Language Proficiency (Bilingual Endorsement)
- receive a passing score on Content Area Test for Elementary
- receive a passing score on edTPA

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.

# Degree Course Requirements

<b>B.S. Degree/Elementary Education-Bilingual Education (1-6) (134 credit hours)</b>	<b>B.S. Degree/Elementary Education –Bilingual (1-6) Non-Licensure (134 credit hours)</b>
<p><b>General Education Courses (48-49 credit hours)</b></p> <p>ENG 1270 Composition I            ENG 1280 Composition II            ENG 1350 Essentials of English Grammar            CMAT 1130 Speech for Professionals            ART 1100 Art Appreciation            MUS 1134 Music Appreciation</p> <p>BIOL 1510 Intro to Biology/Lab            PH S 1100 Practical Physics            PH S 1140 Earth, Space Science</p> <p>HIST 1310 U. S. History Since 1877            GEOG 1100 Globalization and Diversity            PSYC 1100 Intro to Psychology            PSYC 2040 Psych Child &amp; Adolescents</p> <p>MATH 1010 Math for Elementary Teachers MATH 1020 Math for Elementary Teachers MATH 1200 College Algebra</p> <p><b>Concentration Hours (12 hours)</b> Foreign Language Electives</p> <p><b>Professional Courses (68 credit hours)</b></p> <p>ED 1500 COE Seminar            ED 1520 Intro to Teaching            ED 2000 History and Philosophy of Education            S ED 4301 Characteristics of Except. Child            ED 4312 Teaching with Technology</p> <p>BIL 4000 History/Philosophy of Bilingual Ed BIL 4001 Thry/Res Bst Practices-Bil Ed            BIL 4002 Applied Linguistics in Bilingual Ed BIL 4003 Theoretical Found of Teach ESL            BIL 4004 Cross Cultural Studies Teach. EL            BIL 4017 Eval, Assess, Test. Lang Minor.            PE 2040 Hlth/PE for Elem Tchrs            PSYC 2020 Educational Psychology</p> <p>BIL 4010 Mthds/Mats Bil Clssrm:Fine Arts            BIL 4011 Mthds/Mats Bil Clssrm-Tech, Rdng, LA            BIL 4012 Mthds/Mats Bil Clssrm-Colloboration            BIL 4013 Mthds/Mats Bil Clssrm-Teaching Inquiry Sci            BIL 4014 Mthds/Mat Bil Clssrm-Social Studies            BIL 4015 Methods, Materials for Teaching ESL            BIL 4016 Field Practicum            ELED 4110 Methods of Tch Math Elem School            READ 4114 Methods of Tch Rd Elem School READ 4160 Rd Assess for Classroom Tch            SED 4303 Tch Students w/ Exceptional Needs            BIL 4018 Student Teaching</p>	<p><b>General Education Courses (48-49 credit hours)</b></p> <p>ENG 1270 Composition I            ENG 1280 Composition II            ENG 1350 Essentials of English Grammar            CMAT 1130 Speech for Professionals ART 1100 Art Appreciation            MUS 1134 Music Appreciation</p> <p>BIOL 1510 Intro to Biology/Lab            PH S 1100 Practical Physics            PH S 1140 Earth, Space Science</p> <p>HIST 1310 U. S. History Since 1877            GEOG 1100 Globalization and Diversity            PSYC 1100 Intro to Psychology            PSYC 2040 Psych Child &amp; Adolescents</p> <p>MATH 1010 Math for Elementary Teachers MATH 1020 Math for Elementary Teachers MATH 1200 College Algebra</p> <p><b>Concentration Hours (12 hours)</b>            Foreign Language Electives</p> <p><b>Professional Courses (68 credit hours)</b></p> <p>ED 1500 COE Seminar            ED 1520 Intro to Teaching            ED 2000 History and Philosophy of Education            S ED 4301 Characteristics of Except. Child ED 4312 Teaching with Technology</p> <p>BIL 4000 History/Philosophy of Bilingual Ed BIL 4001 Thry/Res Bst Practices-Bil Ed            BIL 4002 Applied Linguistics in Bilingual Ed BIL 4003 Theoretical Found. of Teach ESL            BIL 4004 Cross Cultural Studies Teach. EL            BIL 4017 Eval, Assess, Test. Lang Minor.            PE 2040 Hlth/PE for Elem Tchrs            PSYC 2020 Educational Psychology</p> <p>BIL 4010 Mthds/Mats Bil Clssrm:Fine Arts            BIL 4011 Mthds/Mats Bil Clssrm-Tech, Rdng, LA            BIL 4012 Mthds/Mats Bil Clssrm-Colloboration            BIL 4013 Mthds/Mats Bil Clssrm-Teaching Inquiry Sci            BIL 4014 Mthds/Mat Bil Clssrm-Social Studies            BIL 4015 Methods, Materials for Teaching ESL            BIL 4016 Field Practicum            ELED 4110 Methods of Tch Math Elem School            READ 4114 Methods of Tch Rd Elem School READ 4160 Rd Assess for Classroom Tch            SED 4303 Tch Students w/ Exceptional Needs BIL 4018 Internship</p>

## 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.
- 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

- 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; BIL 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.

# Early Childhood Education

## Degree Options

- BS Ed in Early Childhood Education + Illinois Professional Educator License with an Early Childhood Endorsement
- BS Ed in Early Childhood Education (Non-Licensure)

Completion of the BS in Early Childhood Licensure degree option requires the successful completion of the Early Childhood Content Area Test, and edTPA. Candidates who complete the Early Childhood Licensure degree earn an Illinois Professional Educator License with an Early Childhood Endorsement, an ESL Endorsement and an Early Childhood Special Education Letter of Approval. Candidates completing the licensure degree are accorded all rights and privileges of the Illinois Professional Educator License with respect to practicing in public school systems and adding additional grade-level and/or content area endorsements.

Completion of the Early Childhood Non-Licensure degree 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 charter and private schools. Students also prepare for a variety of leadership positions: lead teacher in a child care setting, education/curriculum or parent coordinator, program director, child life specialist, child abuse specialist, early childhood advocate, family service provider in Head Start 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.

# Degree Course Requirements

<b>B.S. Degree/Early Childhood Licensure (126 credit hours)</b>	<b>B.S. Degree/Early Childhood Non-Licensure (126 credit hours)</b>
<p><b>General Education Courses (45 credit hours)</b></p> <p>ENG 1270 Composition I            ENG 1280 Composition II            CMAT 1130 Speech for Professionals            ART 1100 Art Appreciation            MUS 1134 Music Appreciation</p> <p>Humanities Elective</p> <p>BIOL 1510 Intro to Biology/Lab            PH S 1100 Practical Physics            PH S 1140 Earth, Space Science</p> <p>POL 1010 American National Government HIST 1310 U. S. History Since 1877            GEOG 1100 Globalization and Diversity</p> <p>MATH 1010 Math for Elementary Teachers            MATH 1020 Math for Elementary Teachers</p> <p><b>Professional Courses (81 credit hours)</b></p> <p>S ED 4301 Characteristics of Except. Child.            ED 4312 Teaching with Technology            ECH 4401 History and Philos. of ECH            ECH 4402 Child Development I (Ages 0-3) ECH 4403 Health, Safety, Nutrition (Ages 0-8)            ECH 4404 Foundations of Instruction in ECH ECH 4405 Child Development II (Ages 3-8)            ECH 4406 Child, Family, Community            ECH 4408 Speech Language Development ECH 4410 Lit/Informational Text (Age 0-8) ECH 4411 Meth of Develop Inf/Tod Curriculum            ECH 4412 Meth of Teaching Fine Arts P-2            ECH 4413 Meth of Teaching Soc Science P-2 ECH 4414 Methods of Teaching Science P-2            ECH 4415 Meth of Teaching Math P-2            ECH 4416 Meth of Teach Read/Lang Arts P-2            ECH 4419 Screen/Assess/Evaluation P-2</p> <p>ECSE 4407 Child, Family, Community in ECSE            ECSE 4409 Speech, Lang. Develop in ECSE ECSE 4417 Screening, Assessment in ECH ECSE 4418 ECSE Methods</p> <p>BIL 4000 History/Philosophy of Bilingual Ed            BIL 4002 Applied Linguistics in Bilingual Ed            BIL 4003 Theoretical Found of Teach ESL            BIL 4004 Cross Cultural Studies Teach. EL            BIL 4015 Methods, Materials for Teaching ESL            BIL 4017 Eval, Assessment, Test. Lang Minor.</p> <p>ECH 4445 Field practicum P-2            ECH 4450 Student Teaching P-2</p>	<p><b>General Education Courses (45 credit hours)</b></p> <p>ENG 1270 Composition I            ENG 1280 Composition II            CMAT 1130 Speech for Professionals            ART 1100 Art Appreciation            MUS 1134 Music Appreciation</p> <p>Humanities Elective</p> <p>BIOL 1510 Intro to Biology/Lab            PH S 1100 Practical Physics            PH S 1140 Earth, Space Science</p> <p>POL 1010 American National Government            HIST 1310 U. S. History Since 1877            GEOG 1100 Globalization and Diversity</p> <p>MATH 1010 Math for Elementary Teachers MATH 1020 Math for Elementary Teachers</p> <p><b>Professional Courses (81 credit hours)</b></p> <p>S ED 4301 Characteristics of Except. Child.            ED 4312 Teaching with Technology            ECH 4401 History and Philos. of ECH            ECH 4402 Child Development I (Ages 0-3)            ECH 4403 Health, Safety, Nutrition (Ages 0-8) ECH 4404 Foundations of Instruction in ECH            ECH 4405 Child Development II (Ages 3-8)            ECH 4406 Child, Family, Community            ECH 4408 Speech Language Development ECH 4410 Lit/Informational Text (Age 0-8)            ECH 4411 Meth of Develop Inf/Tod Curriculum            ECH 4412 Meth of Teaching Fine Arts P-2            ECH 4413 Methods of Teaching Soc Science P-2            ECH 4414 Methods of Teaching Science P-2            ECH 4415 Methods of Teaching Math P-2            ECH 4416 Meth of Teach Read/Lang Arts P-2 ECH 4419 Screen/Assess/Evaluation P-2            ECH 4220 Admin and Supervision of ECH Prgms            ECH 4550 Introduction to Infant Mental Health</p> <p>ECSE 4407 Child, Family, Community in ECSE            ECSE 4409 Speech, Lang. Develop in ECSE ECSE 4417 Screening, Assessment in ECH            ECSE 4418 ECSE Methods</p> <p>BIL 4000 History/Philosophy of Bilingual Ed            BIL 4002 Applied Linguistics in Bilingual Ed            BIL 4003 Theoretical Foundations of Teach ESL BIL 4004 Cross Cultural Studies Teach. EL.</p> <p>ECH 4640 Field practicum in Early Childhood            ECH 4650 Internship in Early Childhood</p>

## Early Childhood Special Education Approval

The Early Childhood Primary Program is entitled by Illinois State Board of Education (ISBE) for Early Childhood Special Education (ECSE) 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 LBSI Endorsement, which qualifies the teacher to teach special education below kindergarten level. It cannot be added to any other license grade level endorsement. The following 4 courses must be completed to earn the Early Childhood Special Education Letter of Approval:

- ECSE 4407: Child, Family and Communities in Early Childhood Special Education (2)
- ECSE 4409: Language Development in Early Childhood Special Education/Field (2)
- ECSE 4417: Screening and Assessment in Early Childhood Special Education/Field (2)
- ECSE 4418: Methods of Instruction in Early Childhood Special Education /Field (2)

Content Designations: ECSE

The courses must be passed with at least a grade of C.

Some courses (designated with an asterisk) are restricted to students admitted to the College of Education.



# Elementary Education

## Degree(s)/Licensure(s)

BS Ed in Elementary Education + State of Illinois Professional Educator Licensure (Grades 1-6)

BS Ed in Elementary Education – Non-Teaching Option

## Content Designation:

ELED

## Elementary Education Program Description

Completion of the Elementary Education program qualifies students for the Illinois Professional Educator Licensure (PEL) in Elementary Education (Grades 1-6). The Elementary Education licensure and non-teaching option programs follow the standards of the Association for Childhood Education International (ACEI), content specialized standards, and meet Illinois State Board of Education standards in elementary education.

## 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 1520, 2000, 4312; ELED 3010; PE 2040; PSYC 2020; S ED 4301; and READ 3700.

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 Testing System content area test in Elementary Education. Candidates for licensure must also successfully complete the Teacher Performance Assessment (edTPA) professional portfolio by the National Board for Professional Teachers. Candidates for licensure must submit proof of passing the ICTS content area licensure test in elementary education to the Office of Field Placement before they will be allowed to apply to enroll in Student Teaching II.

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.

# Degree Course Requirements

## B.S. Elementary Education Licensure (121 credit hours)

### University and Program General Education Courses (48 credit hours)

ENG 1270 Composition I

ENG 1280 Composition II

ENG 1260

CMAT 1130 Speech for Professionals

ART 1100 Art Appreciation

MUS 1134 Music Appreciation

Humanities Elective

BIOL 1510 Intro to Biology/Lab

PH S 1100 Practical Physics

PH S 1140 Earth, Space Science

PSYC 1100 Intro Psyc

PSYC 2040 Child and Adol.

HIST 1310 U. S. History Since 1877

GEOG 1100 Globalization and Diversity

MATH 1010 Math for Elementary Teachers

MATH 1020 Math for Elementary Teachers

### Professional Courses (61 credit hours)

S ED 4301 Characteristics of Except. Child. (3)

ED 4312 Teaching with Technology (3)

ED 1500 COE Seminar (1)

ED 1520 Intro to Teaching (2)

ED 2000 Hist/Phil Am Pub Ed (3)

ED 4100 Educational Assessments (3)

PSYC 2020 Educational Psychology (3)

PE 2040 Health & PE Eled Teachers (3)

S ED 4303 Teaching Children w/Special Needs (2)

READ 3700 Foundations Read Instruction (3)

READ 4160 Reading Assessment (3)

ELED 3010 Fund for Eled Instructors (4)

ELED 4110 Teaching Math (3)

ELED 4111 Tch Sci Grades 1-6 (3)

ELED 4112 Tch Soc Grade 1-6 (3)

ELED 4113 Tch Art/Hm/Lt Grades 1-6 (3)

READ 4114 Tch Rd & La (4)

BIL 4005 Tch Eng Lg Learners (3)

ELED 4115 Practicum (3)

ELED 4116 Student Teaching (6)

## **Area of Concentration (12 credit hours)**

Elementary education majors must complete 12-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)**

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.

Some courses (designated with an asterisk) are 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.

## **Additional Program Requirements**

- The courses must be passed with at least a grade of C. Students who receive any grade lower than C must retake the class. Students who earn two or more grades below a C must retake the courses and earn a C or better before continuing with other coursework. Students are allowed to retake classes in which they earned less than a C only once.
- Minimum G.P.A. of 3.0 required in Professional Education course work.
- Clinical experiences are required in methods courses, student teaching course, and other courses. Hours vary by course.
- Completion of elementary education program assessment requirements, including a passing score on the student teacher edTPA professional portfolio.
- All students enrolled in any education program are required to purchase LiveText®, a one time purchase of a commercial web-based technology package that provides an electronic storage for student's professional portfolio, assessments, activities and projects for program coursework. Failure to post assignments on LiveText® will result in a grade of "Incomplete" for the course.

## **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.

# Physical Education Pre K-12

Department: Health Education, Physical Education and Recreation

Chairperson: Mark Kutame

## Degree(s)/Certification(s)

BS Ed in Physical Education (Grades pre K-12)

+ Professional Educator License (PEL)

## Content Designations: HS, PE

The Department of Health Education, Physical Education, and Recreation (HEPER) offers a Bachelor of Science in Education degree in Physical Education. The department also offers minors in health education, recreation, and physical education. The Physical Education Program provides courses of study in physical education 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 pre K-12. Licensure requires the successful completion of the Physical Education Content Test and edTPA.

## 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.
- All core concentration courses taken cannot be older than 7 years based on catalog year.
- 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 edTPA before completing student teaching.

- All degree requirements must be completed within six years.
- Students must complete 120 credit hours: 36 credit hours in general education, 51 credit hours in area of specialization, and 33 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 (36 credit hours)

(6) credit hours of Composition: ENG 1230/1270 and 1240/1280.

(3) credit hours of Oral Communication: CMAT 1130 (recommended)

(3) credit hours in Mathematics: MATH 1200 or higher math course

(9) credit hours in Humanities and Fine Arts (two electives from Humanities and one from Fine Arts: ART 2150 recommended)

(6) credit hours from Natural Sciences: BIOL 1080 (recommended); physical science elective (including at least one laboratory course)

(9) credit hours in Social Sciences: PSYC 1100 and PSYC 2040 (required) and one other social science.

**NOTE:** Students who enter the Physical Education pre K-12 degree program with a completed AA or AS degree are required to take a birth through adolescent psychology course (PSYC 2040).

### Core Concentration in Physical Education (51 credit hours)

ED 4312 (3); HS 1575 (3); HS 2200 (3); PE 2010 (3) , PE 2130 (2), PE 2140 (3), PE 2360 (3), PE 2363 (4), PE 2380 (3), PE 2500 (2), PE 2610 (2), PE 2611 (2), PE 3010 (3), PE 3030 (3), PE 3280 (3), PE 3520 (2), PE 4022(3), ZOOL 2050 (4). These courses must be passed with at least a grade of C.

### Professional Education Courses (33 credit hours)

PSYC 2020 (3); S ED 4301\* (3) S ED 4303 (2)\*; \*READ 4100 (2), PE 1950 (2), PE 2800 (3), PE 3040 (3), PE 4520 (3), PE 4530\*(3), PE 4540\* (3), PE 4750\* (6).

These courses must be passed with at least a grade of B or better.

## Physical Education (Non-Licensure) / 120 credit hours (PENL)

### General Education (36 credit hours)

- (6) credit hours of Composition: ENG 1230/1270 and 1240/1280
- (3) credit hours of Oral Communications: CMAT 1130
- (3) credit hours in Mathematics: MATH 1200 or higher math course
- (9) credit hours in Humanities and Fine Arts (two electives from Humanities and Fine Arts: ART 2150)
- (6) credit hours from Natural Sciences: BIOL 1080; physical science elective (including at least one laboratory course)
- (9) credit hours in Social Sciences: POL SCI 1010; PSYC 1100 and PSYC 2040

**NOTE:** Students who enter the Physical Education pre K-12 degree program with a completed AA or AS degree are required to take MATH 1200 and a birth through adolescent psychology course (PSYC 2040).

### **Area of Specialization (65 credit hours)**

HS 1575 (3), HS2200 (3); HS 3326 (3), HS 4050 (3), HS 4420 (3), H SC 2190 (3), MGMT 1030 (3), MGMT 2520 (3), MGMT 3010 (3), PE 2010 (2), PE 2040 (3), PE 2140 (3), PE 2360 (3), PE 2363 (4), PE 2380 (3), PE 2610 (2), PE 2611(2), PE 3010 (3), PE 3410 (3), PE 4250 (3), REC 4100 (3), ZOOL 2050 (4)

### **Professional Education Courses (13 credit hours; 85 field hours)**

PSYC 2020 (3); SED 4301 (3); PE 1950 (2), PE 2800 (2), PE 3040 (3)

### **Elective Courses (5 hours, minimum 2.5 GPA)**

Courses taken from PE, HPR, HS, and/or REC.

All courses must be passed with at least a grade of C.

### **Capstone Project (1 hour)**

To be taken upon approval of the department

## **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**

HS 1575 (3), HS 2250 (3), HS 4010 (3), HS 4040 (3), HS 4060 (3), HS 4070 (3), HS 4630 (3), and HS 4750 (3).

## **Minor in Physical Education / 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 (10 hours)**

PE 2080 (1), PE 2380 (3), PE 2610 (2), PE 2360 (3) and PE activity electives at the 1000 level ( 1 credit hour).

**Specialty Areas / 10 credit hours**

Select one of two specialty areas:

**Fitness:**

HPR 2500 (2), plus PE Fitness Activity course PE 3410 (3), PE 4420 (2), and physical activity courses (3 credit hours)

**Coaching:**

HPR 2500 (2); PE 2170; PE 4250 (3); PE 3280 (3); PE 4050 (2)

# Recreation

Department: Health Education, Physical Education, and

Recreation Chairperson: Mark Kutame

## Degree(s)/Certification(s)

Bachelor of Science in Recreation

### RECREATION AREAS OF CONCENTRATION

1. Parks, Recreation and Sports Administration (PRSA)
2. Therapeutic Recreation (TR)
3. 20 Hours Certificate in Recreation

The Recreation Program at Chicago State University serves an urban community traditionally underrepresented in parks, recreation, and the leisure profession. The Recreation Program provides quality undergraduate education and collaborates with a wide variety of recreation and leisure providers within the Chicago Metropolitan Area. The Recreation Program is nationally accredited by the Council on Accreditation, Professions and Related Tourism (COAPRT), the university accrediting arm of the National Recreation and Parks Association (NRPA).

### Content Designations: REC

#### PRSA

The PRSA emphasis area prepares students for multiple opportunities in the recreation field. PRSA prepares graduates for leadership in supervisory and administrative positions in park and recreation departments, youth and community agencies, commercial recreation, fitness and health facilities, resort areas, campus recreation, and armed forces/military. Upon completion of a recreation degree from the CSU accredited program, students qualify to pursue certification as a Certified Parks and Recreation Professional (CPRP) via a national examination by the National Parks and Recreation Association ([www.nrpa.org](http://www.nrpa.org)).

#### TR

The TR emphasis area prepares students to deliver therapeutic recreation services. Services include assessing individuals, planning, implementing, and evaluating recreation programs for people with disabilities, illnesses, and special needs, many of whom may need assistance in developing skills for leisure involvement. An individual pursuing a career in Therapeutic Recreation is involved in using recreation as a tool to work with people with physical disabilities, developmental disabilities, mental illness, limitations due to aging, dependency on alcohol or other drugs, or work with youth considered at-risk. Graduates may work in rehabilitation centers, hospitals, nursing homes, childcare agencies, correctional facilities, schools, parks and recreation agencies, and other health and human service agencies.

Upon completion of the degree from the CSU accredited program students qualify to pursue certification as Certified Therapeutic Recreation Specialist (CTRS) through the National Council for Therapeutic Recreation Certification ([www.nctrc.org](http://www.nctrc.org)) and/or Certified Parks and Recreation Professional (CPRP) via a national examination by the National Parks and Recreation Association ([www.nrpa.org](http://www.nrpa.org)).



## **UNDERGRADUATE CERTIFICATE IN RECREATION (20 hours)**

The purpose of the certificate program in Recreation is to improve the racial/ethnic diversity of the Parks, Sports Administration and Therapeutic Recreation community. This certificate program educates individuals in the area of recreation and prepares students for employment and career opportunities in the leisure profession. The purpose of the Recreation Certificate is to offer future and existing professionals foundational and cutting-edge knowledge within the field of Leisure Services. This purpose is accomplished through curricula designed specifically for current professionals as well as those seeking an entrance into diverse recreation fields. There are 7 courses total; 6 online and 1 hybrid.

### **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.

# **Parks, Recreation and Sports Administration**

## **General Education (36 credit hours)**

### **Composition (6 Credit hours)**

ENG 1230/1270 (Based on English Placement Score),  
ENG 1240/1280 (Based on English Placement Score)

### **Oral Communication (3 Credit hours)**

CMAT 1130/2030

### **Mathematics (3 Credit hours)**

Math Elective (1200 or higher)

## **Humanities and Fine Arts (9 Credit hours)**

### **Fine Arts Elective:**

Diversity (suggest: Art 2110, 2150, CMAT 2140 or Mus 2285)

### **Humanities Elective**

### **Natural Sciences (6 Credit hours)**

BIOL 1080 w/lab (recommended)  
PH SC 1080- Critical Thinking (recommended)

Social and Behavioral Sciences (9 credit hours)

SOC 1010 (recommended)  
POL 1010 (recommended)  
PSYC 1100 (recommended)

### **Core Requirements (45 credits)**

REC 1000; 2000; 2010; REC 2070 or CPTR 1060; 2200; 2300; 2580; 4000; 4240; 4300; 4500;  
4540; and 4750.

\*REC 4500 fulfills the senior theses/capstone requirement for REC majors.

### **Specialty (10 credits)**

REC 4100; HPR 2500; REC 4070; PE 2611

### **Supportive Courses (15 credits)**

HS 1575; PE 2140; REC/PE 2360; PE 2380; REC 4400

### **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

## **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

## **Therapeutic Recreation**

### **General Education (36 credit hours)**

### **Composition (6 Credit hours)**

ENG 1230/1270 (Based on English Placement Score)

ENG 1240/1280 (Based on English Placement Score)

### **Oral Communication (3 Credit hours)**

CMAT 1130/2030

### **Mathematics (3 Credit hours)**

Math Elective (1200 or higher)

### **Humanities and Fine Arts (9 Credit hours)**

Humanities (6 Credit hours)

Fine Arts (3 Credit hours)

### **Fine Arts Elective:**

diversity (suggest: Art 2110, 2150, CMAT 2140 or Mus 2285)

### **Natural Sciences (14 Credit hours)**

BIOL 1080 w/lab

PH SC 1080 - Critical Thinking

ZOOL 2050

PSLY 2040

### **Social and Behavioral Sciences (9 Credit hours)**

Soc 1010 (recommended)

Pol 1010 (recommended)

Psyc 1100 (recommended)

### **Core Requirements (42 credits)**

REC 1000; 2010; REC 2070 or CPTR 1060; 2200; 2300; 2580; 4000; 4240; 4300; 4500; 4540; and 4750.

\*REC 4500 fulfills the senior theses/capstone requirement for REC majors.

**Specialty (15 credits)**

REC 3310; REC 4320; REC 4440; REC 3410; REC 4430.

**Supportive Courses (12 credits)**

HS 1575; PE 2140; REC/PE 2360; PE 2380

**Directed Electives (17 6 credits)**

Psyc 2000; Psyc 2155

# The Recreation Certificate

## Cohort Schedule

FALL	SPRING	SUMMER	FALL
REC 1000 (HYBRID)	REC 3270	REC 4100	REC 4541
REC 2050	REC 4070	REC 4400	
PE ONLINE COURSE	PE ONLINE COURSE	PE ONLINE COURSE	PE ONLINE COURSE
*OPTIONAL	*OPTIONAL	*OPTIONAL	*OPTIONAL
REC 3410 (HYBRID) COURSE OPTIONAL			REC 3410 (HYBRID) COURSE OPTIONAL

\*Students can also substitute one (1) approved Physical Education on-line course offered during the semester in place of one (1) of the recreation courses. Students can also substitute one (1) Therapeutic Recreation course.

# The College of Health Sciences

Interim Dean: Dr. Gregory J. Paveza

## **Degree Programs**

BS in Health Information Administration

BS in Nursing

BS in Health Sciences (Pre-Occupational Therapy)

BS in Health Sciences (Pre-Physical Therapy)

BS in Public Health

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, Nursing, Occupational Therapy, and Public Health. The Wellness/Health Center is a service unit 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 or in candidacy for accreditation.

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) course. 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 opportunities 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 pre-professional coursework. 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. 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.

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 the 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 three-fifths majority vote.

# Health Information Administration

Program Director: Cheryl P. Jackson

The Health Information Administration (HIA) Program 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 receive the credential of Registered Health Information Administrator (RHIA).

The program 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 Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM) accredits the Health Information Administration Program.

## **Program 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 confidentiality training, to serve as advocates for patients' access in the process of obtaining health information and health information privacy.

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 complete the required university examinations and courses in English, and mathematics. The mathematics placement testing can be waived for students with transfer credits in College Algebra and Basic Statistics.

The program 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 prerequisites 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:

- Completed application form
- A professional statement of educational goals
- Completed pre-professional grade form
- Two recommendations on the prescribed College of Health Sciences form e-mailed directly to the HIA Program by the evaluators

Applications and supporting documents should be received in the Health Information Administration Program April 30 for consideration for fall admission to the professional program. Applicants will receive a written response by June 30. Applications will continue to be accepted until July 15, if all places are unfilled.

## **Progression Policy**

Progression of students requires 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. Before 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 program.

Students who leave the program 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 Program.

### **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. Also, students must successfully pass all end-of-course examinations and successfully pass the senior competency examination to qualify for graduation.

### **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 program. A student who receives a D or F in a repeated course will be dismissed from the program.

### **Readmission Policy**

Students who have been dismissed from the Health Information Administration Program 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 student readmission is dependent upon space availability.

### **Grievance Policy**

Students are required to become familiar with the program, and college grievance policies. The policies and procedures can be found in the university catalog, the Health Information Administration student handbook, and on the program's webpage.

### **General Requirements**

Completion of 121 semester hours of work. These hours include 6 hours in composition; 6 hours in mathematics; 3 hours in oral communication, 11 hours in biological sciences; 3 hours in computer science; 3 hours in physical science; 9 hours in humanities and fine arts (3 hours of which must be in critical thinking); 9 hours in

social sciences; 9 hours in required support courses; and 62 hours in health information administration.

Students must pass a comprehensive examination covering all professional course content to pass HIA 4700, which is a requirement 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 program director will determine specific program requirements.

Prospective students should contact the Health Information Administration office:

Cheryl P. Jackson  
E-mail: [cjacks67@csu.edu](mailto:cjacks67@csu.edu)  
Main Office: 773.995.2593  
Fax: 773-995-2950

## Specific Requirements

### **Composition (6 credit hours)**

ENG 1270 or 1230, 1280 or 1240.

### **Mathematics and Statistics (6 credit hours)**

MATH 1200, 1600; PSYC 4190 or H SC 3329 may be substituted for MATH 1600.

### **Communications, Media Arts and Theatre (CMAT) (3 credit hours)**

CMAT 2030

### **Computer Science (3 hours)**

CPTR 1060

### **Biological Sciences (11 credit hours)**

BIOL 1080; PSLY 2040; ZOOL 2050.

### **Physical Science (3 credit hours)**

Physical science elective.

### **Humanities/Fine Arts (9 credit hours)**

3 hours fine arts; PHIL 1020 or PHIL 1030; humanities elective

### **Social Sciences (9 credit hours)**

PSYC 1100; SOC 1250 (or equivalent diversity course); Social science elective in Psych or Soc.

### **Required Support Courses-College of Health Sciences (9 credit hours)**

HSC 1104; HSC 2150; HSC 3321.

### **Health Information Administration (62 credit hours)**

3100, 3011, 3200, 3300, 3400, 3500, 3600, 3810, 3900, 3910, 4010, 4020, 4100, 4200, \*4300, 4400, 4600, 4700, and 4900.

\* 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 4190, HSC 3329 or MATH 1600	3
BIOL 1080	3	CMAT 2030	3
MATH 1200	3	Physical Science	3
Fine Arts Elective	3		<b>12</b>
	<b>15</b>		

## Sophomore Year

Fall Semester		Spring Semester	
ZOOL 2050	4	CPTR 1060	3
HSC 1104	3	Social science (diversity)	3
HSC 2150	3	Social Science (elective)	3
Fine Arts (elective)	3	PSLY 2040	4
PHIL 1020 or 1030	3	HSC 3321	3
	<b>16</b>		<b>16</b>

## Junior Year

Fall Semester		Spring Semester	
HIA 3011	4	HIA 3100	4
HIA 3300	3	HIA 3200	3
HIA 3400	3	HIA 3600	3
HIA 3500	3		
HIA 3810	3	HIA 3910 (optional)	3
	<b>16</b>		<b>10 or 13</b>

## Summer

HIA 3910	3
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## Senior Year

Fall Semester		Spring Semester	
HIA 3900	4	HIA 4200	3
HIA 4010	5	HIA 4300	3
HIA 4020	2	HIA 4400	5
HIA 4100	2	HIA 4600	3
HIA 4900	2	HIA 4700	2
	<b>15</b>		<b>16</b>



# Nursing

Interim Department Chairperson: Rupa Potti

## 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 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 must complete the following: 6 hours in composition; 3 hours in mathematics; 19 hours in natural sciences; 3 hours in communication; 9 hours in fine arts; and 3 hours in humanities; 9 hours in social science; 6 hours of health science courses; 3 hours of biostatistics; 59 credits of nursing courses.
- Prerequisite courses required for admission may be repeated only once, when a grade of D or F has been achieved. BIOL 2059 will be accepted if taken within the past five years. BIOL 1080, 2020, 2021 and CHEM 1050 do not have an expiration date. Admission to the program is not guaranteed. 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 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**

### **Junior Level Progression Requirements**

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 achievement prior to admission to the professional sequence. Students are admitted into the professional sequence at the junior year.

- Students must meet the requirements for nursing practice outlined in (225 ILCS 65/50-35) (was 225 ILCS 65/5-23) <http://www.ilga.gov/legislation/ilcs/ilcs5.asp?ActID=1312&ChapterID=24>
- Students must meet the clinical affiliate's requirements for compliance prior to attending clinical. Failure to meet these requirements will result in failure in the course. Two course withdrawals or unsuccessful clinical attempts will result in dismissal from the nursing program.
- Students who pass all nursing courses including the end-of-course (EOC) examinations at the Junior Level will progress to the Senior Level.
- Students with a "D" or "F" grade in a nursing course must repeat the course. Students can only repeat any nursing course once.
- An individualized plan of study (IPS) will be identified for students with specific academic needs for any student who fails a nursing course.

### **Senior Level Progression Requirements**

Please see specific course syllabus for required levels of End-Of-Course (EOC) achievement for each course based on national standards.

- Students who pass all required nursing courses and EOC examinations at the Senior Level are eligible to take the Comprehensive Exit Examination.
- In order to graduate, a student must pass the Comprehensive Exit Examination (HESI) with a minimum score of 900 points.
- A student who fails the Comprehensive Exit Examination (HESI) on the first attempt must participate in an individualized plan of study (IPS) that is based on the content analysis of the performance on the Comprehensive Exit Examination (HESI) results. The student must show progress towards individualized plans to sit for the retake. Students must complete the review and EOC exam within 90 days.
- If the student fails the Comprehensive Exit Examination (HESI) for the 2nd time, the student must enroll in a nursing review course (chosen by the

student) before re-taking the Comprehensive Exit Examination (HESI) for the 3rd time. Students must successfully pass the Comprehensive End of Program Exit Exam before eligibility for graduation and completion from the program.

## **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.

Failure in Nursing Fundamentals course will result in dismissal and a student will not be considered for readmission to the professional sequence of the nursing program

## **Readmission Policy**

For students who were once admitted and are re-applying for admission, a letter of intent form for re-application to the nursing program may be submitted in lieu of a complete application packet to APRG.

The following rules also apply:

1. Readmission applications must be received by May 1 for Fall readmission and October 1 for Spring readmission consideration.
2. All readmissions will be dependent upon space available in the upcoming course sequence.
3. The amount of time granted for a leave of absence (LOA) from the program will be up to a maximum of one year.
4. Students requesting a LOA for one year must be aware of the possibility of repeating nursing courses to ensure competency with current program expectations and must meet the requirements of the existing curriculum pattern.
5. Any student attempting readmission to the nursing program must meet all current undergraduate program admission requirements including cumulative GPA (minimum of 2.75 on a 4.0 scale).
6. For readmission, a student will contact the Chairperson of the Department of Nursing in writing.
7. The letter submitted by the student requesting readmission must include the following:
  - a. A description of the circumstances surrounding dismissal or

withdrawal from program/school.

- b. A description of activities during the interval of leaving school and reapplying that justifies readmission into the program.
- c. The student's academic plan to promote success upon readmission.

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/his 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 non-transferable. 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 must complete the following: 6 hours in composition; 3 hours in mathematics; 19 hours in natural sciences; 3 hours of communication, 9 hours of fine arts, 3 hours in humanities/critical thinking; 9 hours in social science/diversity; 3 hours of statistics; 6 hours in health sciences; 59 hours in nursing courses.

### **Composition (6 credit hours)**

ENG 1270, 1280

### **Mathematics (3 credit hours)**

Math 1200 or any higher math

### **Communication (3 credit hours)**

CMAT 2030 or 1150

### **Humanities/Fine Arts (12 credit hours)**

Humanities elective/ critical thinking 3 credit hours; fine arts 9 credit hours

### **Natural Sciences (19 credit hours)**

BIOL 1080, 2020, 2021, 2059; CHEM 1050

### **Health Sciences (6 credit hours)**

HSC 2150 and HSC 3321

### **Social Sciences (9 credit hours)**

PSYC 1100, 2000; SOC 1250

### **Statistics (3 hours)**

HSC 3329 or PSYC 4190

### **Nursing Courses (59 credit hours)**

NURS, 3020, 3051, 3151, 3140, 3101, 3324, 3326, 3325, 3102, 4210, 4051, 3200, 4400, 4201, 4251, 4301, 4202, and 3 credit hours of a nursing elective.

\* NURS 4251 fulfills the senior thesis/capstone requirement.

# Curriculum Pattern for Basic BSN Track

## Freshman Level

Fall Semester		Spring Semester	
ENG 1270	3	ENG 1280	3
MATH 1200 or higher	3	CHEM 1050	5
PSYC 1100	3	BIOL 2020	4
Fine Arts	3	PSYC 2000	3
BIOL 1080	3		
	15		15
Summer Semester			
H SC 2150	3		
Humanities	3		
	6		

## Sophomore Level

Fall Semester		Spring Semester	
BIOL 2059	3	CMAT 2030 or 1130	3
BIOL 2021	4	H SC 3321	3
SOC 1250	3	Fine Arts	3
Fine Arts	3	HSC 3329 or PSYC 4190	3
	13		12



## Junior Level

Fall Semester		Spring Semester	
NURS 3020	3	NURS 3324	3
NURS 3051*	6	NURS 3325*	8
NURS 3151	3	NURS 3326*	5
NURS 3101	1	NURS 3102	1
NURS 3140	2		
	15		17

\*End-of-Course Examinations (EOC)

## Senior Level

Fall Semester		Spring Semester	
NURS 4210*	4	NURS 4251*	5
NURS 4051*	4	NURS 4301*	4
NURS 3200	3	NURS elective	3
NURS 4400	2	NURS 4202	1
NURS 4201	1		13
	14		

\*End-of-Course Examinations (EOC)

## 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 a nursing elective. 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 Nursing Office 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 773/995-3992 for an admission application.)

Prospective students must submit all documents to the Department of Nursing. 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.

## **Program Admission Requirements/Application Requirements:**

1. A nonrefundable university application fee
2. Minimum one year of clinical experience
3. Official transcripts from degree-granting institution, reflecting a minimum grade point average of 2.75 or higher on a 4.0 scale
4. An Associate's degree in nursing or nursing diploma from an accredited nursing program
5. RN license verification and work experience acknowledgement form that verifies current unrestricted RN license to practice in Illinois

6. Meet the university prerequisite requirements for a Bachelor's Degree criteria as traditional nursing students

## **General Requirements**

Completion of course work: 6 credits in composition; 3 credits in mathematics; 19 credits in natural/physical sciences; 3 credits in oral communication; 3 credits in humanities; 9 credits in fine arts; 3 credits in statistics; 12 credits in social and behavioral sciences; and 6 credits in health sciences courses.

## **Specific Requirements**

### **Composition (6 credit hours)**

ENG 1230/1270, ENG 1240/1280

### **Mathematics (3 credit hours)**

Math 1200

### **Humanities/Critical Thinking (3 credit hours)**

PHIL 1020 or PHIL 1030

### **Oral Communications and Fine Arts (12 credit hours)**

CMAT 1130 or CMAT 2030

Fine Arts Required (9 credit hours)

### **Natural/Physical Sciences (19 credit hours)**

BIOL 1080, BIOL 2020, BIOL 2021, BIOL 2059; CHEM 1050; BIOL 2059

### **Social and Behavioral Science (12 credit hours)**

SOC 1250; PSYC 1100; PSYC 2000; PSYC 4190 or HSC 3329

### **Health Sciences (6 credit hours)**

NURS/H SC 3321; H SC 2250

### **Lower Division Nursing Courses (30 credit hours)**

RN students from accredited programs are awarded 30 credit hours of nursing credits according to the Illinois Articulation Initiative.

NURS 3051 Fundamentals

NURS 3326 Psychiatric/Mental Health Nursing

NURS 4210 Maternal and Child Health Nursing

NURS 3325 Adult Nursing

NURS 4051 Pediatric Nursing

### **Upper Division Nursing Courses (29 credit hours)**

NURS 3400 Professional Development RNs

NURS 3500 Nursing Informatics  
NURS 3020 Nursing Pathophysiology  
NURS 3200 Research Methods  
NURS 3151 Health Assessment  
NURS 3450 Health Promotion RNs  
NURS 4251 Community Based Care of Family, Groups & Populations  
NURS 4301 Nursing Leadership & Management  
NURS 4400 Advanced Therapeutics and Prioritization in Complex Health

# Curriculum Pattern for RN to BSN Accelerated Pathway Track

## Freshman Level

Fall Semester		Spring Semester	
ENG 1230/1270	3	ENG 1240/1280	3
Mathematics 1200 or higher	3	CHEM 1050	5
PSYC 1100	3	BIOL 2020	4
SOC 1250 or ANTH 1010	3	PSYC 2000	3
BIOL 1080	3		
<b>Total Credits</b>	<b>15</b>		<b>15</b>

## Sophomore Level

Fall Semester		Spring Semester	
BIOL 2059	3	PSYC 4190 or H SC 3329	3
H SC 2150	3	Fine Arts	3
BIOL 2021	4	PHIL 1020 or 1030	3
Fine Arts	3	HSC 3321 Service Learning	3
Fine Arts Required	3	CMAT 2030 or 1130	3
<b>Total Credits</b>	<b>16</b>		<b>15</b>

## Junior Level

Summer Semester-1		Fall Semester-2	
NURS 3400 Professional Development RNs	3	NURS 3020 Nursing Pathophysiology	3
NURS 3500 Nursing Informatics	3	NURS 3151 Health Assessment	3
<b>Total Credits</b>	<b>6</b>		<b>6</b>

## Senior Level

Spring Semester-3		Summer Semester-4	
NURS 3200 Research Methods	3	NURS 4301 Nursing Leadership & Management	4
		Clinical hours required	
NURS 3450 Health Promotion RNs	3	NURS 4400 Advanced Therapeutics and Prioritization in Complex Health	2
<b>Total Credits</b>	<b>6</b>	<b>Total Credits</b>	<b>6</b>

## Senior Level

Fall Semester-5

NURS 4251

Community Based Care of Family, Groups & Populations

Clinical hours required                      5

Total Credits                                      5

**Total Program Credits                      120** (to include IAI approved 30 hrs of lower division courses)

# Pre-Occupational Therapy (BS Degree in Health Sciences)

Department Chairperson: Leslie Roundtree

The Department of Occupational Therapy offers a Bachelor of Health Science (BHS) Pre-Occupational Therapy degree, 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 BHS/MOT curriculum allows students advanced placement to begin professional study in occupational therapy as an undergraduate student (in their senior year) and supports the transition to a post baccalaureate degree in occupational therapy.

The Occupational Therapy Program at Chicago State University is accredited by the Accreditation Council for Occupational Therapy Education of the American Occupational Therapy Association ACOTE c/o Accreditation Department American Occupational Therapy Association (AOTA), 6116 Executive Boulevard, Suite 200, North Bethesda, MD 20852-4929 - (301) 652-6611). ACOTE's Web address is [www.acoteonline.org](http://www.acoteonline.org). Graduates of the 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 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 (One Bank Street, Suite 300, Gaithersburg, MD 20878; 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 Occupational Therapy Program is to prepare a diverse student body to become competent occupational therapists who are skilled in and effective at meeting the needs of clients within rapidly changing service delivery systems. The program is designed to provide a transformative



educational experience that develops entry-level therapists who possess foundational skills in the principles of the occupational therapy profession. We strive to produce graduates who exhibit the ability to integrate knowledge into practice while using evidence, critical thinking, and reflective abilities necessary to take on a variety of roles (i.e., practitioner, consultant, educator, manager, researcher and advocate) within traditional and emerging service delivery systems.

The Department of Occupational Therapy mission is consistent with the University and College of Health Sciences 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 BHS Pre-Occupational Therapy will:

- Use theory to support reasoning and ethical decision making in determining the health needs of individuals, organizations, and communities.
- Summarize published research related to health care.
- Describe the diverse health care needs of individuals and communities and the variety of systems available to address these needs.
- Compare the influence of social, cultural, political, and occupational factors on participation and health.
- Analyze the psychological and biological factors that influence health and wellness.
- 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. The grade point average for the eight required prerequisites (anthropology or sociology, statistics, developmental psychology, abnormal psychology, medical terminology, human anatomy, human physiology, 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 a minimum of 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. Depending 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. Application materials are submitted to the Department of Occupational Therapy. The application deadline may be extended to May 1st only if admission slots are available. Graduates of the BHS 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 BHS 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 two grades of C within the professional graduate program and courses may be repeated once 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 69 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 handbook. 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 coursework: 6 hours in composition, 3 hours in mathematics, 3 hours in communication, 16-17 hours in natural and physical sciences, 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, 31 hours in occupational therapy, and 16 hours of electives approved by an advisor. Ninety-two (92) credits must be completed prior to entering the professional sequence.

## **Specific Requirements**

### **Composition (6 credit hours)**

ENG 1270 or 1230, 1280 or 1240

### **Mathematics (3 credit hours)**

MATH 1200 or any higher math

### **Communications (3 credit hours)**

CMAT 2030

### **Diversity (3 credit hours)**

SOC 1250 or ANTH 1010

### **Natural Sciences/Physical Sciences (16-17 credit hours)**

BIOL 1080; ZOOL 2050, 2610; PSYL 2040; PH S 1000 or 1100 or CHEM 1400 & 1410

### **Social Sciences (12 credit hours)**

ANTH 1010 (meets Diversity requirement) or SOC 1010; PSYC 1100, PSYC 2000, PSYC 2155

### **Statistics (3 hours)**

H SC 3329 or PSYC 4190 or MATH 1600.

### **Humanities (9 credit hours)**

3 hours must be in a fine arts course, and a critical thinking PHIL 1020 or 1030 and a humanities elective.

### **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 (16 credit hours)**

With approval of an 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. Students, 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	Phil 1020 or 1030	3
ANTH 1010 or SOC 1010	3	PSYC 1100	3
Diversity	3	BIO 1080	3
CMAT 2030	3	CPTR 1060	3
	<b>15</b>		<b>15</b>

## Summer

Fine Arts	3
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## Sophomore Year

Fall Semester		Spring Semester	
ZOOL 2050	4	ZOOL 2610	2
Elective	3	Elective	3
H SC 1104	3	H SC 3321	3
H SC 2150	3	OT 2010	3
		Humanities	3
	<b>13</b>		<b>14</b>

## Summer

Elective 4

## Junior Year

Fall Semester		Spring Semester	
PH S 1000 or 1100 or CHEM 1400	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 or H SC 3329	3	Elective	3
Elective	3		
	<b>15/16</b>		<b>13</b>

## 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
	<b>14</b>		<b>14</b>

## 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 August 1 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 through the American Heart Association.

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 with a “D” or “F” 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, 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.

## Pre-Physical Therapy (BS Degree in Health Sciences)

Physical therapy (PT) is a profession which develops and utilizes selected knowledge and skills in planning, organizing, and directing programs for the care of individuals whose ability to function is impaired or threatened by disease or injury. Physical therapy deals primarily with those individuals whose potential or actual impairment is related to the neuromusculoskeletal, pulmonary, and cardiovascular systems. It focuses on methods of evaluating the functions of those systems and on the selection of appropriate therapeutic procedures to maintain, improve, or restore these functions. Physical therapy serves a wide population in a variety of settings such as hospitals, rehabilitation centers, nursing homes, home health agencies, public health agencies, school districts, private practice, and the armed forces. The minimum educational requirement for entry into the profession is an entry level doctorate degree. The College of Health Sciences offers a Bachelor of Science degree in Health Sciences with a concentration in Pre-Physical Therapy. Following completion of the degree, the student will apply to an entry-level doctoral program in physical therapy at another institution.

## Admission Process and Graduation Requirement

The Pre-Physical Therapy program at Chicago State University admits freshmen and transfer students. Applications are accepted and reviewed throughout the year. Students must complete all university admission requirements and successfully complete the required university placement examinations in English, reading, and mathematics. A student who has completed a total of 70 credit hours, must attain a GPA of 3.0 or better to be able to graduate from the program. Students are required to successfully complete 120 credit hours of coursework and to have a cumulative GPA of 3.0 or better in their CSU coursework to graduate from the Pre-Physical Therapy program. Students will be required to change their concentration if they fail to attain the GPA benchmark. Any course with a grade of D or lower must be repeated.

## Specific Pre-Physical Therapy Requirements

### **Composition (6 credit hours)**

ENG 1230/1270, 1240/1280.

### **Biological Sciences (13 credit hours)**

BIOL 1710 OR BIOL 1080; PSLY 2040; ZOOL 2050 & 2610.

### **Humanities (6 credit hours)**

PHIL 1020 or 1030; select one course from approved list

### **Oral Communication (3 credit hours)**

CMAT 2030

**Fine Arts (3 credit hours)**

one course in fine arts

**Mathematics and Computer Sciences (13 credit hours)**

MATH 1200 and 1210, or 1250, 1400; CPTR 1060.

**Physical Sciences (16 credit hours)**

CHEM 1400 and 1410, 1450 and 1460; PHYS 1510, 1520.

**Social Sciences (15 credit hours)**

ANTH 1010 or SOC 1010; PSYC 1100, 2000, 2155.

**Health Sciences (27 credit hours)**

H SC 1104, 2150, 2250, 3375, 3321, 3200, 3316, 4414 OR MGMT 1030,  
PSYC 4190 or HSC 3329.

**Physical Therapy (3 credit hours)**

PT 3301\*, \*PT 3301 fulfills the senior thesis/capstone requirement

**Physical Education (9 credit hours)**

PE 2363, PE 3010, PE 3030.

**Electives (6 credit hours)**

# Public Health

Department Chairperson: Gregory Paveza

The Department of Public Health offers a four-year Bachelor of Science degree in Public Health (BSPH). 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 program draws heavily from a sound knowledge of liberal arts, the medical sciences, communications, social determinants of health, and the core disciplines of public health (biostatistics, epidemiology, environmental and occupational health, health policy and administration, and social and behavioral sciences). 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. The program focuses on urban health, emphasizing social determinants of health.

## Mission Statement

The mission of the Department of Public Health at Chicago State University (CSU) is to provide public health 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 Public Health at CSU seeks national recognition and international recognition as a leader in teaching, research, and service. We motivate our students to contribute to public health delivery by addressing health disparities locally and beyond.

## Public Health Opportunities in the Community

Graduates of the public health program are educated to enter the job market as health educators, fitness consultants, health administrators, project managers, consumer information directors, and community outreach coordinators who are trained to promote healthy lifestyles through behavior modification, physical activity, and proper nutrition to prevent chronic and infectious diseases such as obesity, high blood pressure, cancer, HIV, or heart disease. Our graduates are also able to serve as advocates for improving health policies that can address such issues as violence, substance abuse, and access to health care.

## Student Learning Outcomes

Following the completion of the Bachelor of Science (BS) degree in Public 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. Evaluate the individual and public health needs by using valid health information and appropriate evaluative methods.
5. Understand the United States health care system and respond ethically to health care dilemmas.
6. Comprehend published research in public health.

## **Admission Process and Graduation Requirements**

Applications for the Bachelor of Science in Public Health (Professional Program) are accepted for the fall semester only. Applicants must complete the general university admission requirements and successfully complete the required university examinations. All students admitted to the public health program must successfully complete 120 - 121 credit hours of coursework, which consists of 36 credits of general education and 84-85 credits of free electives, additional natural sciences, College of Health Science Core Courses, Professional Sequence public health core courses, and public 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 (except University General Education courses) must be repeated.

### **General Education (36 Credits)**

#### **English Composition (6 credits)**

ENG 1270 or 1230, ENG 1280 or 1240

#### **Oral Communication (3 credits)**

CMAT 1130 or CMAT 2030

#### **Math (3 credits)**

MATH 1200 or a higher level college-level math course

### **Humanities and Fine Arts (9 Credits)**

#### **Humanities (3 Credits)**

PHIL 1020 or PHIL 1030 is a program requirement. Students can select alternative courses listed under the Critical Thinking courses section listed in the approved CSU General Education listing.

#### **Fine Arts (3 Credits)**

Select elective from the approved CSU General Education Course listing.

#### **Humanities or Fine Arts Elective (3 credits)**

Students must select another Humanities or Fine Arts elective (3 credits) from the approved CSU General Education course listing

### **Social and Behavioral Sciences (9 Credits)**

SOC 1250 or ANTH 1010 is a program requirement.

PSYC 1100, PSYC 2000, or SOC 1010 (Choose two of the listed courses.)

### **Natural Sciences (6 credits)**

*Must include one life science and one physical science with laboratory. General Education requirements for Natural Sciences are embedded in the major.*

Life Science: BIOL 1080

Physical Science: CHEM 1400 and 1410 or CHEM 1050

## **Required Program Core and Supportive Courses**

### **Free Electives (7 Credits)**

Students can select seven hours of free electives in coordination with their academic advisor.

### **Natural Sciences (8 credits)**

BIOL 2020 and BIOL 2021

### **College of Health Sciences Core Courses (9 credits)**

HSC 2150, HSC 2190, and HSC 3321

### **Required Public Health Core Courses (51 Credits)**

HSC 2250, HSC 2265, HSC 2350, HSC 3200 (or HIA 4200 or NURS 3200), HSC 3313, HSC 3315, HSC 3316, HSC 3319, HSC 3329 (or PSYC 4190), HSC 3375, HSC 3450, HSC 4414, HSC 4418, HSC 4420, HSC 4423, HSC 4424, and HSC 4425 (fulfills the senior thesis/capstone requirement)

### **Public Health Supportive Electives (9 Credits)**

Select from: GEOG 2210, GEOG 2250, GEOG 2500, GEOG 3229, GEOG 4010, GEOG 4210, GEOG 4270, GEOG 4500, GEOG 4520, HSC 3310, HSC 3326, HSC 3327, HSC 3328, PE 3030, PSYC 2140, PSYC 3060, PSYC 3300, PSYC 3320, PSYC 4405, SOC 2200, SOC 2230, SOC 3200, SOC 3290, SOC 3400, SOC 3700, SOC 4200, or SOC 4300

**NOTE:** HSC 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 public health supportive elective with the approval of the Dean.

**Credits will not be awarded for both HSC/Public Health and the professional courses in HIA, nursing, and OT.**

## **Curriculum Pattern for the BSPH Degree**

<b>Fall Year 1</b> BIOL 1080 – Biological Science Survey I & Lab CMAT 1130 or 2030 – Oral Communication ENG 1230/1270 – Composition I MATH 1200 – College Algebra <u>Social or Behavioral Science Course I</u> <b>Total</b>	<b>Credit Hours</b> 3 3 3 3 <u>3</u> <b>15</b>	<b>Spring Year 1</b> BIOL 2020 – Anatomy & Physiology I Lecture and Lab CHEM 1050 – Introduction to General & Organic Chemistry or CHEM 1400 and 1410 ENG 1240/1280 – Composition II Free Elective (#1) <u>Social or Behavioral Science Course II</u> <b>Total</b>	<b>Credit Hours</b> 4 5 - 4 3 1 <u>3</u> <b>15 -16</b>
<b>Fall Year 2</b> BIOL 2021 – Anatomy & Physiology II Lecture and Lab Free Elective (#2) HSC 2150 – Introduction to Health Professions HSC 2190 – Nutrition <u>SOC 1250 or ANTH 1010 (Diversity)</u> <b>Total</b>	<b>Credit Hours</b> 4 3 3 3 <u>3</u> <b>16</b>	<b>Spring Year 2</b> Fine Arts Requirement Free Elective (#3) HSC 3321 – Service Learning in Health PHIL 1020 or PHIL 1030 (Humanities Requirement) <u>Humanities or Fine Arts Elective</u> <b>Total</b>	<b>Credit Hours</b> 3 3 3 3 <u>3</u> <b>15</b>
<b>Fall Year 3</b> HSC 3200 – Research Methods HSC 3313 – Health Disparities HSC 3316 – Human Diseases HSC 3319 – Introduction to Public Health <u>HSC 3329 – Biostatistics or PSYC 4190</u> <b>Total</b>	<b>Credit Hours</b> 3 3 3 3 <u>3</u> <b>15</b>	<b>Spring Year 3</b> HSC 2250 – Health Care Ethics HSC 3315 – Health Behavior and Promotion HSC 3375 – Health Policy and Administration HSC 4418 – Epidemiology <u>HSC 4423 – Introduction to Environmental Health</u> <b>Total</b>	<b>Credit Hours</b> 3 3 3 3 <u>3</u> <b>15</b>
<b>Fall Year 4</b> HSC 2265 – Alternative Health Care HSC 2350 – Drugs and Alcohol in Society HSC 3450 – Public Health Communication HSC 4420 – Introduction to Urban Health <u>Public Health Supportive Elective (#1)</u> <b>Total</b>	<b>Credit Hours</b> 3 3 3 3 <u>3</u> <b>15</b>	<b>Spring Year 4</b> HSC 4414 – Entrepreneurship in Healthcare HSC 4424 – Program Planning HSC 4425 – Community Health Practicum Public Health Supportive Elective (#2) <u>Public Health Supportive Elective (#3)</u> <b>Total</b>	<b>Credit Hours</b> 3 3 3 3 <u>3</u> <b>15</b>

## Minor in Health Sciences (21 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 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 (9 credit hours)

H SC 1104, 2150 and 3321

### Elective Courses (12 credit hours)

Select 12 hours from the following: H SC 2190, 2220, 2250, 2265, 2350, 3310, 3375; 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.

Requirements for the minor must be completed prior to graduation.



# Honors College

Dean: Steven Rowe

The Honors College provides talented and motivated undergraduate students with unique service and learning opportunities. The College offers students an enriched, interdisciplinary general education curriculum, research and fieldwork focused seminars and colloquia, 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 undergraduate students in any of Chicago State University's degree-granting majors and professional programs. Students can apply to the Honors College as entering freshman (first-year students) or as entering transfer or current Chicago State students. Students who apply to the Honors College as entering freshman (first-year students) 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. Transfer or current students who apply to the Honors College should have a cumulative college GPA of 3.35 or higher. Students who apply to the Honors College will be asked to submit a writing sample and letters of recommendation.

The Honors College core curriculum satisfies a portion of the university general education requirements through specially designed interdisciplinary courses. Students complete the remainder of their university general education requirements through standard general education coursework. Some colleges or degree programs may have general education requirements in addition to those fulfilled by the Honors College core curriculum and the university general education curriculum. More information can be found under the appropriate college sections in this catalog.

## Honors College Core Curriculum Overview

<b>Honors Course</b>	<b>General Education Requirements Fulfilled</b>	<b>Honors Course</b>	<b>General Education Requirements Fulfilled</b>
HON 1200, Honors English Composition I	English Composition I	HON 1210, Honors English Composition II	English Composition II
HON 1320, Mathematical Modeling	Mathematics, Critical Thinking	HON 2220, Science and the Natural World	Natural Science (Physical Science), non-lab
HON 1420, Human Search for Meaning	Humanities, Critical Thinking	HON 2320, Arts & Cultures	Fine Arts, Diversity
HON 1520, Social and Historical Inquiry	Social Science, Diversity	HON 2420, Peoples & Values in Conflict	Social Science, Critical Thinking

In addition to the Honors College core curriculum, students in the Honors College are required to complete a series of seminars and colloquia (HON 1000, 2000, 3000, & 4000), as well as participate in campus and community service. Students who complete the entire Honors College program and maintain good standing in the Honors College are eligible to be awarded University Honors on their transcript and diploma upon completion of their undergraduate degree program.

## Honors College Program of Study

**Pathway 1** (for students who enter as freshman/first-time students): 28 total credit hours

First Year		Second Year	
Term 1	Term 2	Term 3	Term 4
HON 1200, Honors English Comp I	HON 1210, Honors English Comp II	HON 2420, Peoples and Values in Conflict	HON 2220, Science and the Natural World
HON 1420, Human Search for Meaning	HON 1320, Mathematical Modeling	HON 2320, Art and Cultures	HON 2000, Honors Colloquium
HON 1000, Honors Seminar: Information Literacy	HON 1520, Social and Historical Inquiry		

Third Year	Fourth Year
HON 3000, Honors Seminar: Field Learning	HON 4000, Advanced Honors Colloquium
Optional: 3000-level Honors course (e.g. HON 3900, Special Topics)	Optional: 4000-level Honors course (e.g. HON 4900, Independent Study)

**Pathway 2** (for students who enter as transfer/current students): 16 total credit hours

<b>First Year</b>		<b>Second Year</b>	<b>Third Year</b>
<b>Term 1</b>	<b>Term 2</b>		
1000-level Honors course (choice) OR  2000-level Honors course (choice)	1000-level Honors course (choice) OR  2000-level Honors course (choice)	2000-level Honors course (choice) OR 3000- level Honors course (e.g. HON 3900, Special Topics)	2000-level Honors course (choice) OR 4000- level Honors course (e.g. HON 4900, Independent Study)
HON 1000,  Honors Seminar: Information Literacy	HON 2000,  Honors Colloquium	HON 3000, Honors Seminar:  Field Learning	HON 4000, Advanced Honors Colloquium

# Division of Continuing Education & Nontraditional Degree Programs

Dean: Patrice Boyles

Continuing Education & Nontraditional Degree Programs offers credit and non-credit programs. It maintains a long and distinguished track record for meeting the growing demands for high-quality, innovative, and flexible educational opportunities through its delivery units: Nontraditional Degree Programs Options (Community Education/Life-Long Learning) and Professional Development certification.

## Nontraditional Degree Programs

In this era of rapid knowledge and technological gains, individuals seeking to improve their education 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. CSU offers two Nontraditional Degree Programs: Adult Integrated Learning (AIL) Program and Individualized Curriculum Program (ICP).

## Adult Integrated Learning (AIL) Program

### Program Offerings: Bachelor of Arts / Bachelor of Science Degrees

A growing number of adults return to school later in life, often after succeeding in other careers. It is also becoming increasingly common for people of different ages and backgrounds to start their higher education careers at their own pace. The Adult Integrated Learning Program (AIL) is designed to provide nontraditional students an opportunity to earn an undergraduate degree in a manner compatible with their education needs and lifestyle. Non-traditional students are usually 25 and older. Many of them who attend college at this age are lifelong learners, attend school part-time and have work experience that can be integrated into their program as they earn a bachelor's degree.

The Adult Integrated Learning Program recognizes that adults may have attended a variety of education institutions and accepts transfer of passing coursework taken at other regionally accredited colleges and universities. Students may also apply for academic credit through the preparation of a prior learning portfolio (PLA), which documents specific college-level knowledge gained through non-academic pursuits that can be related to CSU courses. Additionally, nontraditional degree students are encouraged to use the College Level Examination Program (CLEP), the Excelsior Examinations, and other testing programs to gain college credits.

The Adult Integrated Learning Program 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.

*Students with baccalaureate degrees from regionally accredited colleges or universities may not be admitted to the Adult Integrated Learning Degree Program.*

### **Application Procedures**

- 1.) Attendance at a prospective students' meeting is required for all new students in order to receive program guidelines and university admission requirements.
- 2.) Complete an Undergraduate Application to Chicago State University. This application is required for all new incoming students. Students NOT previously admitted to Chicago State University must also submit official transcripts from all other colleges and universities attended. Those with fewer than 24 semester hours of college credit must also submit a high school transcript or its equivalent.
- 3.) Students who previously attended Chicago State University, including Board of Governors (BOG) majors, must complete a Readmission Application.
- 4.) Students currently enrolled in Chicago State University must submit a Major/Minor Change Form signed by the student and the previous departmental advisor.
- 5.) Complete an AIL Degree Plan. This plan is placed in the student's academic file.
- 6.) Once a student's file is completed, a decision will be made on the application by the Dean of the program.

Students will be notified of the admission decision to the Adult Integrated Learning (AIL) Program through a letter issued either from the office of Admissions (for new and returning students to the university), or the Office of Continuing Education and Non-Traditional Degree Programs.

All applicants must be twenty-five years or older and be out of high school more than seven years. Students can also request an assessment of prior learning and be considered for additional college credits based on the knowledge they have acquired outside a traditional classroom, such as life and work experiences.

Applicants who have attended other colleges or universities must have a cumulative GPA of 2.0 or higher, be in good standing at the last college or university attended, and have successfully completed 24 semester hours of coursework at a regionally accredited institution.

## **Transfer Credit**

All academic credit earned before admission to the Adult Integrated Learning Program, regardless of when the credit was earned, may be transferred into the program provided that:

- 1.) The college or university was regionally accredited at the time the credit was earned.
- 2.) A grade of A, B, C, or P, was earned. (Transfer credit applied to meet the University General Education Requirements will be accepted with a "D" grade.)
- 3.) The credit could be applied at that institution to an associate or bachelor's degree program
- 4.) The course was not a repeated class.
- 5.) The course was not remedial or developmental.

## **Prior Learning Portfolio Credit**

A maximum of 30 credit hours for portfolio assessment may be accepted toward credit for graduation. Students seeking an assessment of prior learning experience for credit must submit a detailed portfolio to the Dean of Nontraditional Degree Programs. Detailed instructions for the preparation of the portfolio are presented at a portfolio development workshop which all students planning to submit such materials are required to attend. The Dean shall request the assistance of faculty members in assessing a student's prior learning for translation into academic credit. After a thorough review of the portfolio, which may include where appropriate, interviews and written reports, the faculty member or other evaluators shall recommend to the Dean the hours and level of credit to be given for prior learning. The Dean, in consultation with an advisory or review committee, shall examine the credit recommendation by a faculty evaluator and may recommend the amount of credit be accepted or reduced. The Provost and Vice President for Academic Affairs, in consultation with the Dean of Continuing Education, must give final approval to the recommendation for credit for prior learning experiences.

## **Credit by Examination**

Students may earn credit by examination through the following programs: College Level Examination Program (CLEP), Advanced Placement Program (AP), Proficiency Examination Program (PEP), College Level General Education Development Test, and college level credits earned through the United States Armed Forces Institute. The standards for these examinations at the university where the student applies for admission will be utilized to determine passing scores and credits awarded.

## **Fees**

Students in the Adult Integrated Learning Program are required to pay all regular and special fees as established by the university. Students who request an assessment of prior learning experiences must pay a special fee. This fee is charged each time a student requests any subsequent assessment of work not included in the initial appraisal. Contact Continuing Education for more information regarding fee(s) for prior learning assessment.

## **Requirements**

All students seeking the Bachelor's degree in the Adult Integrated Learning Program must successfully complete the program requirements as follows:

### **Core:**

3 semester hours of oral communication

6 semester hours of English Composition

3 semester hours of Math from the approved list of General Education mathematics courses

### **Humanities and Fine Arts:**

9 semester hours of humanities and fine arts

3 semester hours of humanities electives to be selected from the following disciplines: AFL, ENGL, modern languages, and PHIL from the approved list of General Education classes.

3 semester hours of fine arts electives to be selected from the following disciplines: ART, CMAT, and MUS from the approved list of General Education classes.

3 semester hours of humanities or fine arts electives



## **Social Sciences:**

9 semester hours of social science electives to be selected from the following disciplines: ANTH, CJ, ECON, GEOG, HIST, POL, PSYC, SOC from the approved list of General Education classes. Must include at least two disciplines.

## **Natural Sciences:**

6 semester hours of natural science electives:

3 semester hours of physical science (chemistry, geography, physical science, or physics) and 3 semester hours of biology; one course must be a lab

## **Embedded Requirements (in addition to above credits):**

One critical thinking course and one diversity course from the approved list.

## **Required Adult Integrated Learning Courses:**

AIL 1500 Adult Integrated Learning Orientation (3 semester hours)

AIL 4500 Adult Integrated Learning Capstone Seminar (3 semester hours)

## **Required Course for Those Creating a Portfolio:**

AIL 2500 Creating AIL Prior Learning Assessment Portfolio (3 semester hours)

## **Degree Plan:**

Students in the Adult Integrated Learning Program will focus their degree to suit their own educational goals and objectives. The degree plan should be coherently designed to meet the goals and objectives of the student. In a traditional major, the degree plan is focused for students by the individual departments; the department specifies which courses a student must take to complete their major and prepare for a career in that field. In the Adult Integrated Learning Program where students do not complete a prescribed major degree, the student designs the degree plan. Students must identify a minimum of 30 hours of upper division courses for credit that suits their particular goals and objectives. At least 12 credit hours of the 30 upper division hours must be at the 4000 level.

## **Electives**

An additional 48 semester hours from those hours listed above

## **Graduation Requirements**

Students must meet all university requirements for graduation.

### **Additional Requirements:**

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

- 1.) Completion of all curricular requirements as specified in the required program
- 2.) Completion of 120 credit hours from accredited colleges or universities
- 3.) Completion of 54 credit hours from a four-year accredited college or university
- 4.) Completion of the last 30 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.)
- 5.) Minimum overall cumulative Chicago State University GPA of 2.0 at the time of graduation
- 6.) Completion of the Senior Thesis course, AIL 4500.

## **Individualized Curriculum Program**

### **Program Offerings: Bachelor of Arts / Bachelor of Science Degrees**

The Individualized Curriculum Program (ICP) was developed for mature, well-motivated students 19 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 an academic advisor and the dean, 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 course selections and course sequences upon the student.

Students must present to the dean of the program a written curriculum proposal and a statement explaining the curriculum in general and describing the courses requested, including any plans for a concentration or focus area. Once the proposal has been approved and signed by the dean, the academic advisor, and the student, a copy will be placed in the student's file in Continuing Education, as well as 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. Persons 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. Grades of A, B, C, D, and P are accepted in transfer. Transfer credit applied to meet the University General Education Requirements will be accepted with a "D" grade. It is recommended that the student notify the Dean of Nontraditional Degree Programs at the time of application. Students who wish to change their majors to the Individualized Curriculum Program (ICP) must have a minimum CSU cumulative grade point average of 2.0. Applicants to the program must fulfill the following requirements:

- Make an appointment for a counseling session.
- Complete the statement of objectives and curriculum plan.
- Gain approval for the course of study from the academic advisor.
- Obtain final program approval by the dean of the program.

## **Curriculum Requirements**

Students in the IC program will be eligible for graduation upon the successful completion of the following requirements:

### **6 hours Composition**

English 1230 or 1270 and English 1240 or 1280.

### **3 hours Mathematics**

One Math course from the approved list of General Education mathematics courses

### **3 hours Oral Communication**

### **9 hours Humanities and Fine Arts**

3 credit hours must be from Humanities, chosen from the following: English, philosophy, or foreign language

3 credit hours must be in the area of Fine Arts, chosen from the following: art; communication, media arts and theatre; or music.

## **6 hours Natural Sciences**

3 semester hours of physical science (chemistry, geography, physical science, or physics) and 3 semester hours of biology; one course must be a lab

## **9 hours Social Sciences**

At least two disciplines, chosen from the following: African American studies; anthropology; economics; geography; history; political science; psychology; sociology; or women's studies.

- Completion of ICP 4500 Individualized Curriculum Program Capstone
- Completion of 30 upper division semester hours. At least 12 credit hours of the 30 upper division hours must be at the 4000 level.
- Completion of the last 30 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.
- Completion of a minimum of 120 semester hours of college level credits.

### **Additional Requirements:**

All CSU students 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 their 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
7. Completion of a capstone class (3 credits hours) as defined by the student's program of study;\*\*
8. Minimum overall cumulative grade point average of 2.0 (C) at the time of graduation.

\*\*ICP 4500 fulfills the senior thesis/capstone course for ICP majors.

### **Graduation Requirements:**

Students must meet all university requirements for graduation.

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
- 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 graduation 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 Dean will make this determination in consultation with the Registrar.

Please note that academic skills/developmental courses may not be used toward graduation.

\*\* ICP 4500 fulfills the senior thesis/capstone course for ICP majors.

# Professional Development and Lifelong Learning Services

Continuing Education is committed to meeting the diverse learning needs and interests of motivated and goal-oriented individuals. Programs are designed to meet the noncredit needs for the professional education of adults in locations throughout the city and state. 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. Program opportunities (e.g. Workforce Training Programs (WIOA), customized noncredit and credit courses, CEU's, and professional development certificates for employees of local business, industry, government, labor, social service agencies and community organizations) can be conducted on site.

## Options: Community Education

Through the Options Program, Continuing Education offers short-term classes, workshops and seminars covering a wide array of interests for all ages. Included are classes in academics, computer programming, arts /crafts, business /vocations, dance/ fitness, music, personal development, recreation and special courses for the young at heart (seniors). This service unit offers everyone the opportunity to join an active, creative community of lifelong learners.

Classes are noncredit and reasonably priced.

For Options program schedules, call 773/995-4466 or visit the website [www.csu.edu/continuingeducation/Professional Development and Lifelong Learning](http://www.csu.edu/continuingeducation/Professional%20Development%20and%20Lifelong%20Learning)

## Services Offered in 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](http://www.csu.edu/continuingeducation)

## **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.

Contact Continuing Education at 773/995-4466 or by visiting the CSU website at [www.csu.edu/continuingeducation](http://www.csu.edu/continuingeducation)

# Directory

## President and Provost

Zaldwaynaka (“Z”) Scott, President, J.D., Indiana University School of Law

Leslie K. Roundtree, Interim Provost and Senior Vice President for Academic Affairs, DHS, University of Indianapolis

## Deans

Patrice Boyles, Dean, Continuing Education and Non-Traditional Degree Programs, Ed.D., Northern Illinois University

Antwone Cameron, Dean, Student Affairs, MA, Indiana University

Nayshon Mobley, Dean, Student Success

Derrick Collins, Dean, College of Business, MBA, University of Chicago.

Elizabeth Davies, Dean, College of Arts and Sciences, Ph.D., University of Chicago

Matthew Fete, Dean, College of Pharmacy, Ph.D., University of Colorado

Larnell Flanagan, Interim Dean, College of Education, Ed.D., State University of New York – Buffalo

Gregory Paveza, Interim Dean, College of Health Sciences, Ph.D., University of Illinois – Chicago.

Steven Rowe, Dean, Honors College, Ph.D., Duke University

Jeremy Hughes, Interim Dean of Library

V. Potluri Dean Graduate and Professional Studies

## Chairpersons and Program Directors

Brenda Eatman Aghahowa, English, Foreign Languages and Literatures, Ph.D., University of Illinois; D. Min, University of Chicago

April Bernard, Criminal Justice, Philosophy, and Political Science, Ph.D., Northwestern University

Daniel Block, Geography, Sociology, History, African American Studies, Anthropology, Ph.D., University of California–Los Angeles



Michael Danquah, Pharmaceutical Sciences, Ph.D., University of Memphis

Lillian Kay Dawson, Art and Design/Communications, Media, Arts and Theatre, M.F.A., Cranbrook Academy of Art

Joyce Ache Gana, Biological Sciences and Pre-Health Professions Programs, Ph.D., South Dakota State University

Nancy Grim, Education Studies, Ph.D., University of Illinois at Chicago

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Florah Luseno, Advanced Studies in Education, Ph.D., Virginia Polytechnic Institute and State University

Kristy Mardis, Chemistry, Physics and Engineering Studies, Ph.D., University of Wisconsin-Madison

Vimala Pillari, Social Work, PhD, Columbia University

Rupa Potti, Interim, Nursing, DNP, Chamberlain University

Alesia Richardson, Psychology, Ph.D., Loyola University Chicago

Leslie Roundtree, Occupational Therapy, D.H.S., University of Indianapolis

Mark Smith, Interim Computer Sciences, M.M., American Conservatory of Music

Charlene Snelling, Library and Instruction Services, M.S., Atlanta University

Roxanne Stevenson, Music, M.S., University of Illinois-Urbana

## **University Administrators**

Maricela Aranda, Associate Vice President, Administration and Finance

Candy Bennett, Director of Advising

Aspen Clemons, Deputy Chief of Staff

Mary Daniels, Associate Provost, Academic Innovation and Strategic Initiatives

Craig Deutsch, Chief Financial Officer and Vice President of Financial Operations

Lauren Finch, Director, Integrated Marketing and Communication

Edmundo Garcia, Associate Provost, Office of Grants and Research Administration

Monica Gordon, Director of Government Affairs and Community Relations

Katherine Haan, Director, Office of Global Engagement

Adel Haddad, Chief Information Officer

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Michael Holmes, Interim Vice President, Administration Services

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Charisse Johnson, Associate Dean, Experiential and Continuing Professional Education, College of Pharmacy

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Rona Lagdamen, Executive Director/Controller, Administration and Finance

Jameson Marsh, Institutional Advancement

Nicole Mathews, Assistant Director of Abilities

Aremu Mbande, Assistant Director, African-American Male Resource Center

Kendy Oláquez, Assistant Director, Latino Resource Center

Jessica Poole, Interim Director of Intercollegiate Athletics

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Rhonda Smith, Director, Financial Aid

Erin Steva, Vice President, External Affairs

Jane Stout, Director, Institutional Effectiveness and Research and Data Analytics

Kim Tran, Chief of Staff

Candies Warren, Academic Contract Specialist

Andrea Welch, Vice President, Enrollment Management

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