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CHICAGO STATE  
UNIVERSITY

# GRADUATE STUDENT HANDBOOK

[csu.edu](http://csu.edu)



# 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 persons' 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.**



# Welcome to the School of Graduate and Professional Studies!

This Handbook is your guide to graduate and professional programs at Chicago State University. This handbook will provide you with information about various practical aspects of graduate life and is intended to help you navigate through the university and its administrative procedures. If, after consulting the handbook, you still have questions or unresolved issues, please contact your program advisor or the appropriate administrative resource. This Handbook should be used in conjunction with several university and program resources:

- The Graduate Catalog <https://www.csu.edu/catalogs/index.htm> includes university policies and regulations as well as program and curriculum information for all graduate and professional programs.
- The Chicago State University Student Handbook and other student resources available at [https://www.csu.edu/dosa/dean/documents/StudentHandbook\\_2022-2023.pdf](https://www.csu.edu/dosa/dean/documents/StudentHandbook_2022-2023.pdf) and the Student Code of Conduct and Student Policies available at <https://www.csu.edu/judicialaffairs/>,
- College and Program Student Handbooks available at College, Department and Program websites.

We in the School of Graduate and Professional Studies [ SGPS] hope this handbook will help you plan your studies effectively, provide you with useful information and direct you to the resources you need.

**Please note that this handbook is for information purposes only. For all policies related to Graduate students, the catalog is the final authority. When in doubt, check the catalog for confirmation.**

*Devi Prasad, V. Potluri, Ph.D.*

Associate Provost,

Graduate and Professional Studies & Global Engagement,

Professor of Biology

# Table of Contents

<b>Getting Started in Your Graduate Program .....</b>	<b>5</b>
<b>New Student Orientation.....</b>	<b>5</b>
<b>Identification Card .....</b>	<b>5</b>
<b>NetID and Email .....</b>	<b>5</b>
<b>Name and Address Changes .....</b>	<b>6</b>
<b>Student Loans and Financial Aid .....</b>	<b>6</b>
<b>Services for Disabled Students .....</b>	<b>6</b>
<b>Tuition/Fees .....</b>	<b>6</b>
<b>Parking.....</b>	<b>7</b>
<b>Required Proof of Immunization .....</b>	<b>7</b>
<b>Health Insurance.....</b>	<b>7</b>
<b>Maintenance of Student Contact Information .....</b>	<b>8</b>
<b>Student Tools and Resources.....</b>	<b>8</b>
<b>Graduate and Professional Student Categories .....</b>	<b>8</b>
<b>Deferring Entry into the Program.....</b>	<b>8</b>
<b>Academic and Career Advising .....</b>	<b>9</b>
<b>Learning Management System (Moodle).....</b>	<b>9</b>
<b>Library and Instruction Services .....</b>	<b>9</b>
<b>Registering for Courses .....</b>	<b>9</b>
<b>Bookstore.....</b>	<b>10</b>
<b>Policies and Procedures .....</b>	<b>10</b>
<b>Thesis and Dissertation Requirements .....</b>	<b>10</b>
<b>Degree and Certificate Requirements .....</b>	<b>11</b>
<b>Curriculum Policies and Procedures .....</b>	<b>11</b>
Curriculum Requirements.....	11
Course Registration.....	11
<b>Student Conduct, Academic Integrity and Professional Ethics .....</b>	<b>12</b>
<b>Family Educational Rights and Privacy Act .....</b>	<b>13</b>

<b>Office of International Programs.....</b>	<b>13</b>
<b>Graduate and Professional Student Advisory Board .....</b>	<b>13</b>
<b>Graduate and Professional Student Honor Society .....</b>	<b>13</b>
<b>Graduate Assistantships .....</b>	<b>13</b>
<b>Tuition and Fee Waivers .....</b>	<b>14</b>
<b>Emergency and Weather Information .....</b>	<b>14</b>
<b>Graduate and Professional Studies Contacts.....</b>	<b>14</b>
<b>Office .....</b>	<b>14</b>
<b>Staff .....</b>	<b>15</b>

# Getting Started in Your Graduate Program

## Applying to Grad School:

The Grad School accepts only applications submitted through our electronic submission portal:

[https://www.csu.edu/graduateschool/application\\_information.htm](https://www.csu.edu/graduateschool/application_information.htm)

## Graduate and Professional Student Categories

Please make sure to know your admission type as it has financial aid/loan implications.

1. Full Admission: Eligible for financial aid/loans
2. Conditional Admission: Not eligible for financial aid/loan. Students in this category must submit a change of status form when they fulfil the conditions. Unless this form is submitted and approved by the Dean, SGFS, students are not considered as regular students in the program and are not eligible for financial aid.
3. Graduate Student at Large: Not eligible for financial aid/loan. Students admitted 'at-large' may take courses for which they are eligible to enroll but are not guaranteed admission to a program. At-large students are not advised, do not need a pin to register for courses and are not eligible for financial aid. Some programs limit course enrollment to students admitted to the program. At-large students need to contact the department directly to request an override to take a course in that department, if allowed by the program. If the student chooses to join a regular degree granting program, a new and complete application must be submitted. A maximum of 12 credit hours taken as Graduate Student at Large can be transferred to a full degree program and 6 credit hours can be transferred to a post-bac certificate program.

## Deferring Entry into the Program

Applicants are admitted to a specific term. If a student is unable to begin the program in a specific term, some programs allow deferral to a later term. Check with the program to determine if delayed admission is an option. Some programs only admit students in fall term and deferral may not be an option without reapplication. If deferral is requested for a program that allows deferral, complete a deferral of admission form and submit it to [graduateprograms@csu.edu](mailto:graduateprograms@csu.edu).

If a student is admitted for a term and does not register and take courses during that term, he/she will not be able to register for a subsequent term without being reinstated. Contact the department to request that the term of admission be updated in the Banner Student Information System by the Office of Graduate and Professional Studies, if reinstatement is allowed by the program. A student will not be able to register until reinstated.

## Academic and Career Advising

Students with academic or career questions or concerns should turn first to their academic advisor, who can provide:

- Academic planning and course selection
- Career resource education
- Résumé and cover letter guidance
- Supporting the student experience

Each student admitted to a degree or certificate program is assigned an advisor. Contact information for Graduate Program advisers:

[https://www.csu.edu/graduateschool/aboutschool/program\\_advisers.htm](https://www.csu.edu/graduateschool/aboutschool/program_advisers.htm)

### **New Student Orientation:**

An orientation session is planned at the start of each term. If you are unable to attend, schedule time to review this handbook and related university resources before beginning your graduate/professional program. Program-specific orientation sessions are also held to acquaint you with your program's requirements, policies and procedures. You can always drop in and talk to the staff of the School. However, speaking with your program adviser is the best option.

### **Registering for Courses**

The Academic Calendar and dates for open registration are available on the Academic Calendar web page ([csu.edu/coursebulletin/acadcalendar](https://www.csu.edu/coursebulletin/acadcalendar)). Course schedules are also available on this web page. After conferring with your advisor, register for courses in Cougar Connect. Some courses Register early to assure you are able to register for the courses you need. Registration/Records is located in Cook ADM 128 or can be reached at 773-995-2517.

### **Policies and Procedures**

University-wide and graduate and professional program policies and academic regulations are published in the Graduate Catalog (<https://www.csu.edu/catalogs/index.htm>). Please read these policies as they govern your path through graduate and professional programs at CSU. Policies include Time Limits for Degree Completion, Satisfactory Academic Progress and Grade Point Average Requirements, Academic Probation, Appeals, Program Dismissal and Reinstatement as well as the Process for Petitioning for an Exception to Graduate Policies. In addition to the Graduate School policies, students need to pay attention to individual departments and programs specific policies.

### **Thesis and Dissertation Requirements**

All graduate and professional degree programs have a culminating experience, which may take the form of a thesis or dissertation. In some master's degree programs, a thesis option may be available as one option for a culminating experience. In other programs, a thesis or dissertation is required. At CSU, theses and dissertations are posted to ProQuest, a web-based repository used by universities world-wide. A ProQuest workshop is held at CSU each term; students are encouraged to attend a workshop early in their program. Information about workshops and instructions for submitting theses and dissertations to the CSU ProQuest site are available at [www.csu.edu/graduateadmissions](https://www.csu.edu/graduateadmissions).

The Office of Graduate and Professional Studies also publishes a thesis and dissertation guide which is available at <https://www.csu.edu/graduateschool/aboutschool/masterthesis.htm> . Each program selects a style guide consistent with the discipline to guide the organization and referencing style of the thesis or dissertation. Programs may also have additional requirements. Check with your thesis/dissertation chair or department for information about program-specific requirements.

### **Degree and Certificate Requirements**

To receive a graduate degree or a graduate (post-baccalaureate) certificate from CSU, students must fulfill the following requirements:

1. Completion of the program-specific curriculum, including courses and other program requirements,
2. Adherence to graduate and professional catalog policies and procedures, and
3. Submission of application for graduation form to advisor, review of GAPP form with advisor and payment graduation processing fee by the deadline for the term when student is on target to complete all degree requirements.

After degree audit is complete, a letter confirming degree completion is sent to the student and the degree award is noted on the transcript. These final processes occur several weeks following the close of the term. Diplomas are ordered and are available for pickup by the degree awardee 10-12 weeks following commencement. Only the diploma recipient may pick up the diploma. Alternatively, arrangements may be made to have the diploma delivered by mail at <https://www.csu.edu/graduateschool/programs.htm>. Diplomas are retained and available for pickup or mail delivery for 12 months following commencement.

The commencement ceremony is a separate event and has a separate process and participation fee. Commencement information is posted at <https://www.csu.edu/commencement/> each term.

**Forms:** Here is the link for all forms related to the Graduate School [Not for application to a program]

<https://www.csu.edu/graduateschool/forms.htm>

### **NetID and Email**

The University provides all students with a NetID that enables access to email, the learning management system, view grades and online reference materials. An assigned NetID and temporary password are included in the admissions packet. Students will need to activate their account by changing the password. Contact the IT help desk at 773-995-3963 for assistance or view the web page at <https://www.csu.edu/itd/helpdesk.htm> helpdesk. Email is the University's mechanism for official communication with students, and CSU expects that students will read official email in a timely fashion. All communication from students to University administration should be conducted from your CSU email account. If a non-CSU email account is a student's primary email, he or she may choose to forward CSU email to the primary email account. However, students still need to maintain the CSU account by periodically updating the password.



## **Name and Address Changes:**

Students who change a permanent or mailing (local) street address can make the change in CSU X-PRESS. For more information, visit <https://www.csu.edu/registrar/> Essential communications such as billing statements and degree awards require up-to-date contact information. Students who change their names must provide documentation to the Office of the Registrar, Cook ADM 128 (773-995-2517).

## **Student Loans and Financial Aid**

The Office of Financial Aid awards financial aid and monitors enrollment requirements needed to qualify for federal financial aid, scholarships and other means of financing graduate and professional education. Visit the Office of Financial Aid in Cook ADM 207, at <https://www.csu.edu/financialaid> or call 773-995-2304.

## **Services for Disabled Students**

All CSU programs and activities are meant to be accessible to all of its students, including those with mobility hardships or other physical or mental disabilities. Students with disabilities should seek assistance from the Abilities Office at <https://www.csu.edu/dosa/abilities/>. The Abilities Office provides services and accommodations for qualified students with verified disabilities in accordance with provisions of Section 504 of the Rehabilitation Act and Americans with Disabilities Act (ADA) as amended.

## **Tuition/Fees**

Tuition and fee information can be reviewed at <https://www.csu.edu/financialoperations/bursar/tuition/>

Mandatory fees are added for full-time or part-time enrollment. Some programs have additional program fees. The number of semester hours required for full- and part-time enrollment is noted on the Office of Financial Aid's Graduate Student web page <https://www.csu.edu/financialaid/>

The Academic Calendar notes dates when late registration fees are levied as well as withdrawal deadlines and associated tuition and fee reversals. The Academic Calendar is available at [https://www.csu.edu/coursebulletin/acadcalendar/fall2021\\_summer2022.htm](https://www.csu.edu/coursebulletin/acadcalendar/fall2021_summer2022.htm)

At admission, residency is classified by the admission team, as in-state or out-of-state based on university residency requirements and the appropriate tuition is charged. There is a residency status appeal procedure through the Office of the Registrar if a student believes there has been a classification error or there is a change in residency status [[https://www.csu.edu/registrar/office\\_registrar.htm](https://www.csu.edu/registrar/office_registrar.htm)]

## **Parking**

Parking decals are available for purchase. Visit the Parking Services web page <https://www.csu.edu/dosa/resources/parking.htm> for more information. The Parking Services Office is located in O&M 100 and can be reached at 773-995-2141.

## **Required Proof of Immunization**

Illinois Public Health Act Administrative Code Part 694 specifies that any enrolled student born on or after January 1, 1957, who is a first-time freshman, a transfer student, or reentering a university after an absence of more than one semester will be required to show proof of immunity to measles, mumps, rubella, diphtheria and tetanus prior to registration. Any student who has not yet complied must comply with this mandate. Evidence of immunity from these diseases is required for students. 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 for residents of Illinois. Individuals who are not properly immunized will not be allowed to register. Proof of proper immunization must be on file prior to registration. Students who fail to comply with the immunization requirements will be assessed a \$25 non-compliance fee.

All new admissions under the age of 22 shall show proof of having at least one dose of meningococcal conjugate vaccine on or after 16 years of age.

Evidence of tuberculin testing is required for students registering 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 reside outside Chicago should contact their townships or counties.

Students who wish to prove immunizations 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.

## **Health Insurance**

Full-time graduate and professional students (Graduate 9 hours/ Pharmacy 12 hours/ Doctorate 6 hours minimum) as well as all International students are enrolled by the university in a State of Illinois mandated health insurance plan. For more information, deadline and process for waiving this requirement, visit the Student Health Insurance web page at <https://www.csu.edu/dosa/wellnesscenter/insurance.htm>

## **Maintenance of Student Contact Information**

Banner is the university student information system. Permanent and mailing addresses, phone numbers and other contact information is maintained in Banner. Information can be updated through Cougar Connect. University communications are sent to the CSU email address and to

the mailing address on file in Banner. Current contact information is essential to receive university correspondence. The student's name in Banner is the format used on the diploma. Name changes can be made only through the Office of the Registrar.

## **Learning Management System (Moodle)**

Moodle is CSU's Learning Management System. Moodle is a cloud-hosted system that allows instructors and students to deliver course materials, submit assignments and tests, view grades, and create learning activities. When registered for a course, you are enrolled in the course Moodle site. Moodle can be accessed by logging into Cougar Connect from the CSU home page, [csu.edu](http://csu.edu).

## **Library and Instruction Services**

CSU maintains a library to support its programs of study and research. Subject specialists are available to help locate specific research resources for all graduate and professional programs. Libguides, online publication resources and Moodle-based resources are also available to support CSU graduate and professional programs. The library also supports ProQuest, which houses CSU dissertations and theses from many departments as well as over 700 other universities. Visit the library tab on Cougar Connect to access CSU library resources or [csu.libguides.com/contactus](http://csu.libguides.com/contactus). Library hours are available online or by calling 773-995-2222.

# **Curriculum Policies and Procedures**

## **Curriculum Requirements**

Before students select courses, they must make sure to meet with the program advisor and review the [curriculum requirements](#) in place at the time of initial enrollment into the degree or certificate program. These are the curriculum requirements that will be used when the program is completed and completion of degree requirements are verified.

When a curriculum change is approved, it is applied to newly admitted students.

## **Course Registration**

The course schedule is planned so students can progress through the curriculum according a curriculum plan. In some programs, full-time and part-time curriculum plans are scheduled. Following the curriculum plan assures that a student will complete the program in the planned timeline. If a student does not enroll in a term, he/she may be off schedule and time to degree may be extended.

At the advising session, the advisor will provide a PIN needed to access the registration page. Some courses also need overrides to enable registration. Students should consult the course schedule posted on the course scheduling website (<http://www.csu.edu/coursebulletin/>) for the most up-to-date information about course offerings for each term. Course descriptions, instructor information, day/time and campus information, term start and end dates and course prerequisites are listed.

Students register for all courses through Cougar Connect. Students may register for courses from the time registration opens, which is noted on the academic calendar available at <http://www.csu.edu/coursebulletin/> web page, until the add/drop deadline. Early registration assures a student has his/her seat in the course and that the course will have the minimum number of students needed.

Students are responsible for adhering to registration deadlines. It is the student's responsibility to register and, if necessary, drop courses by the posted deadlines. No one will complete this for the student, except in cases where a course is cancelled. In the event that a course is cancelled, contact your advisor to determine alternative options.

CSU encourages students to register for courses at the earliest possible date. Early registration helps us serve students more effectively. Some courses fill up quickly, and early registration will let the dean and academic affairs know whether an additional section (where possible) is needed. Students who delay registration may find that an under-enrolled course has been cancelled due to apparent lack of interest.

Transfer of credits: Students must apply for transfer of credits [ up to 12 credit hours depending on the program] within a month of first registration. Transfers will not be allowed retroactive. [Check the catalog for details]

### **Student Conduct, Academic Integrity and Professional Ethics**

Academic integrity is fundamental to every facet of the scholarly process and is expected of every graduate and professional student. Integrity involves firm adherence to academic honesty and to ethical conduct consistent with values based on standards that respect the intellectual efforts of both oneself and others.

All participants in a class are expected to behave in a manner conducive to a successful and enjoyable learning experience. The Code of Student Conduct is available at <https://www.csu.edu/judicialaffairs/> . Colleges and programs may have additional policies, which are included in program handbooks or on the college and/or program web pages.

### **Family Educational Rights and Privacy Act**

Under the Family Educational Rights and Privacy Act (FERPA), all students have certain rights with regard to their educational records. More information about FERPA is available at <https://www.csu.edu/financialoperations/bursar/FERPA.htm>.

### **Office of International Programs**

International students with questions about visas and other requirements should contact the Office of Global Engagement (SUB 240) at 773-995- 2582 or [oiip@csu.edu](mailto:oiip@csu.edu).

### **Graduate and Professional Student Honor Society:**

The Alpha Omega Chapter of Alpha Epsilon Lambda, the National Graduate and Professional

Honor Society is open to graduate and professional students who have GPAs in the upper third of the distribution in their college and are involved in graduate and professional student leadership at CSU. Information is available at <https://www.csu.edu/graduateschool/aboutschool/>.

## **Graduate Assistantships and Scholarships**

Each year, CSU makes a limited number of graduate assistantships available to students seeking graduate degrees. These are available only for registered students. Half time graduate assistants work 20 hours per week, receive a monthly stipend, a 2-course tuition waiver and are responsible for all fees. Quarter time graduate assistants work 10 hours per week, receive a monthly stipend, a 1 course tuition waiver and are responsible for all fees. Check the tuition waiver handbook available on the Office of the Provost web page, <https://www.csu.edu/provost/>. Some grants also offer assistantships. Check with specific departments for graduate assistantship availability.

## **Tuition and Fee Waivers**

Some graduate students may be eligible for tuition waivers or tuition and fee waivers. Waiver categories, criteria and application procedures are listed in the Tuition Waiver Handbook available on the Office of the Provost web page, <https://www.csu.edu/provost/>.

## **Emergency and Weather Information**

In the event of an emergency at Chicago State University, check the following resources for information regarding campus closings, delayed openings and other important instructions:

CSU website: <https://www.csu.edu/announcements/>

CSU Emergency Information Line: (773) 995-2111 (recorded message)

Emergency Closing Center website:

<https://www.emergencyclosingcenter.com/>

Emergency Closing Center hotline: (847) 238-1234

Contact the Police Department 24 hours per day, 7 days per week by calling (773) 995- 2111 or 911, Ext. 2111

## **Student Life**

Student Affairs performs a variety of roles connecting students to all areas of the University and giving advice and direction when problems arise. Some of the services that the Student Affairs office provides for students include but are not limited to:

- Student Government Association

- Registrar's Office
- U-Pass
- Student Grievances
- Abilities Office
- Alpha Epsilon Lambda
- African American Male Resource Center
- Counseling Office
- Career Development Center
- Examinations
- Latino Resource Center
- LGBTQ
- CSU Shuttle Services
- Student Affairs

For more information, visit the Student Life web page at <https://www.csu.edu/graduateschool/studentlife.htm>

## **CLUBS & ORGANIZATIONS**

Chicago students have an opportunity to network, gain leadership skills, build creative skills, and enhance the experience through about 80 student organizations.

For more information, visit the clubs & organizations web page at <https://www.csu.edu/dosa/studentactivities/>

## **CAMPUS RECREATION**

New treadmills, ellipticals, bikes and a rower. The fitness center is located on the 2nd floor in the Jacoby Dickens Center (JDC). Valid CSU ID is required to use recreational facilities

For more information, visit the campus recreation web page at <https://www.gocsucougars.com/news/2019/10/3/campus-recreation-rec.aspx>

## **SPORTS**

The official athletics website for the Chicago State University Cougars. For more information, visit the web page at <https://www.gocsucougars.com/>

## **HOUSING**

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 state-of-the-art coin-less 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 provided 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.

For more information concerning on-campus housing, please contact the Office of Housing & Residence Life Monday- Friday from 9am-5pm at 773-995-4543 or at [housing@csu.edu](mailto:housing@csu.edu).

**SAFETY:**

**KUVR**R (pronounced as cov-er) is the new Chicago State University safety App and Platform, being deployed to better serve the safety and crisis management needs of our students, faculty, administration, staff and visitors.

<https://www.csu.edu/dosa/resources/csupolice/Kuvrr.htm>

## Graduate and Professional Studies Contacts

**Office: M-F 9am – 5pm**

Cook Administration Building, Room 129

Phone 773-995-2404 ;(f)773-995-3671; e-mail: [graduateprograms@csu.edu](mailto:graduateprograms@csu.edu)

Name	E-Mail	Phone	Major Responsibilities
Gloria Adams	<a href="mailto:gadams@csu.edu">gadams@csu.edu</a>	773 995 4461	Domestic Applications and Endorsements, <i>except MBA, Computer Science, Mathematics and LIS;</i>
Barbara Bateman	<a href="mailto:bbateman@csu.edu">bbateman@csu.edu</a>	773 995 3529	International Students, Computer Science, Mathematics, LIS, MBA
Santosh Pindi	<a href="mailto:spindi@csu.edu">spindi@csu.edu</a>	773 995 2282	Technical Support, CRM management
Danielle Barefield-DeWalt	<a href="mailto:dbarefie@csu.edu">dbarefie@csu.edu</a>	773 995 3583	Student Evaluations for Graduation, Student Petitions, Degree Conferrals, Assist the Dean
Dr. Devi Potluri	<a href="mailto:Grad-dean@csu.edu">Grad-dean@csu.edu</a>	773 995 2404	Associate Provost





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# EVER IN MOTION

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