

The Graduate School

Chicago State University
9501 So. King Drive/LIB 338
Chicago, IL 60628

Phone 773 995 2404
Fax 773 995 3671
Email: g-studies1@csu.edu

The Graduate-at-Large Student

*A guide for new, continuing and
returning graduate-at-large
students*

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Disclaimer:

The intent of this handbook is to provide interested readers with a quick reference guide on the issues concerning graduate education for the prospective, continuing and returning nondegree student at CSU. Please be aware that individual academic departments and programs may have policies that override or substitute for Graduate School policy.

This manual provides information established by the Graduate School in the conduct of graduate education for the nondegree student. The information contained in this manual does not relinquish the responsibility or the need for the nondegree graduate student to familiarize him or herself with, and adhering to, all university policies and requirements contained in the Graduate Student Catalog, the Class Schedule Bulletin and other appropriate publications produced by the university.

Agreement of Understanding

Graduate-at-large students must comply with all policies and procedures that are in place, including approval for enrollment and transfer of credit earned in nondegree status that can be later applied to a degree program. University transfer policies allow departments to accept *up to* twelve hours of graduate credit earned at CSU toward a degree program. It is the discretion of the department as to whether and how much credit will be accepted. Only nine hours of non-CSU courses will be considered as transfer credit. Students should also be aware that if they are accepted to a degree program, courses taken while in nondegree status are subject to limitations on the age and content that might be accepted.

In order to be officially admitted to a degree program, the student must apply and be accepted to a select degree or certificate program. In order to receive any form of financial assistance from the university, graduate students must be unconditionally admitted to a degree or graduate certificate program.

Welcome from the Dean

The Graduate School, located in the Douglas Library, room 338, provides a centralized service area for graduate-at-large students. Experienced staff are available to help students with such things as course approval during registration periods, understanding university policies and procedures, and application to other graduate programs. If the student is preparing for future admission to a master's degree or certificate program, the student is encouraged to become aware of limitations on the number, kind, and age of the courses taken in non-degree status, which may be later accepted to a degree program.

For prospective students who have submitted the graduate-at-large application, paid the application fee, and provided proof of the degree to the Graduate School, no additional information is forthcoming or required. Simply call the Graduate School each term just prior to the scheduled registration cycles for a Registration Advising Pin (RAP) to web register. Students who choose to register oncampus must obtain signatures from a Graduate School representative. There are registration restrictions on 400 level (oncampus) graduate courses; departmental approval is required to lift these restrictions. During university advanced and regular registration cycles, a grad rep is located in BHS 102 (Business and Health Science Building, room 102) from 9-7 PM. Check the Class Schedule Bulletin each term for exact days and times that graduate-at-large students can register.

Graduate students are expected to become aware of all of the regulations governing their status by obtaining a copy of the CSU Graduate Catalog. *Most importantly, graduate-at-large students interested in financial assistance should be aware that federal guidelines prohibit issuance of assistance, e.g. student loans, scholarships and other forms of student aid unless the student has been formally admitted to a degree program.*

New and prospective graduate students may contact the Graduate School at any time during normal business hours via email at G-Studies1@csu.edu or by calling 773/995-2404. Electronic information is also available online at www.csu.edu/graduateschool/. Our office is open Monday – Friday from 9:00 Am to 5:00 PM, on Thursdays we are open until 7:00 PM (except for scheduled closings of the library).

Again, welcome to Chicago State University. Please contact us if we can be of further assistance.

Sincerely,

Dr. Anitra J. Ward
Interim Dean

Section

1

Admission

New and Returning Students

Becoming a nondegree student at Chicago State University

Applying for Admission

Graduate level courses are open to students who hold the bachelor's degree from a regionally accredited college or university. In order to work toward a master's degree, students must apply and be formally admitted to a degree program. Non-degree or graduate-at-large may enroll in either graduate or undergraduate courses providing they meet the requirements of the course(s) intended.

Submitting Applications

Applicants entering the university as graduate-at-large students do so by completing a one-page application for admission, providing proof of the bachelor's degree and paying a nonrefundable \$25 application fee.

- 1) Printed Applications – Applications can be downloaded from the Graduate School website or by contacting the Graduate School to have a copy mailed or faxed.
- 2) Web Applications – Applicants with access to the Internet may apply to the university. Applicants should access the university's online campus by clicking on CSU X-Press on the university main website at www.csu.edu. Once at the online campus, at-large students should be careful to select the appropriate admission application. Instructions for submitting payments and other required documents are available on the website.
- 3) Indicate a major code of GSAL on the course schedule form or web application.

Applying for degree status

- Graduate-at-large students may apply to any degree program to which they meet the entrance requirements. Currently available programs and requirements are featured on the back cover of the degree application. This application can be downloaded from the website or can be transmitted to the student by email, mail or fax.

A **maximum** of twelve semester hours taken in graduate student-at-large status prior to formal admission may be applied to a master's degree program at Chicago State University with the approval of the department administering the program. (Some programs only permit 6 hrs.)

Summer-only Applicants

During the summer session, students visiting the Chicago area who wish to earn college credit to apply to a degree at their home institution should apply to CSU as a **summer** only graduate-at-large student. To apply:

- 1) Obtain the summer only application from the Class Schedule Bulletin, the Graduate School or our website.
- 2) Pay a nonrefundable fee of \$25.
- 3) Indicate a major code of GSUM on the course schedule form or web application.

Readmission

Graduate-at-large students, in good academic standing, who have not registered for two years or more, will be required to apply to the university for readmission. To apply,

- 1) Obtain the readmission application from the Graduate School or the website.
- 2) No additional fee is required.
- 3) Maintain a minimum grade point average of 2.0 each term to remain in good academic standing.

Section

2

Advising

New and Continuing Students

All degree-seeking graduate students are required to participate in an advising session with an assigned graduate advisor. Graduate-at-large students are advised by staff in the Graduate School (LIB 338) prior to each term of intended enrollment. This advisement takes the form of course approval and distribution of the registration advising pin (RAP). Students may register for any course for which they meet the necessary course requirements. Courses numbered 300G-399G are taught at the graduate level. When 300 and 300G courses meet concurrently, graduate students are expected to perform according to graduate-level standards. A full academic schedule of courses for graduate students is nine semester hours in a semester (half-time is six semester hours).

Certain other course restrictions apply. Students attempting to web register for any of the following courses may experience registration restrictions; an error prompt should appear on the page when submitting the course information.

- 1) Select courses require formal admission to the College of Education. A complete listing of these courses is available from the Graduate School.
- 2) Courses numbered 400-499 are designed as components of master's degree programs. Permission to enroll in these courses requires a departmental signature or web restriction removal by the graduate advisors or chairpersons **prior** to registration.
- 3) Courses numbered 600-699 are designed as components of doctoral degree programs. Permission to enroll in these courses will not be granted.

The Personal Access Code (PAC)

Personal Access Codes (PACs) are automatically generated each for each applications entered in the student administrative system (Banner). The PAC# login is the student's social security number and the password is the student's birthday, unless it has been changed by the student. Information about resetting the PAC# is listed on the CSU X-Press website.

The Registration Advising Pin (RAP)

For web registration, RAPs are automatically generated for newly admitted and continuing graduate-at-large applicants, Monday through Friday, after 6:00 PM. All RAPs expire by the end of each term of enrollment. The Graduate School must be contacted each term for a new RAP#.

New and Continuing Students

Graduate-at-Large students are required to enroll at the university according to the calendar and instructions published each term in the Class Schedule Bulletin. This publication is available from the Graduate School (LIB 338) at no cost to the student. The Class Schedule Bulletin is also available online. Registration is not complete until all fees are paid and all registration materials are processed. Students should consult the Class Schedule Bulletin for specific details prior to each registration cycle.

Prerequisites

- Students may not register for a course if they do not meet the required prerequisites. Failure to abide by prerequisites will result in administrative withdrawal from the course(s) and loss of credit for the course(s). Prerequisites are listed in the official Graduate Student Catalog.

RESTRICTIONS: 400-level or higher courses require departmental approval for students attempting to web or arena register. If there are prerequisite restrictions on a course, the student is strongly encouraged to bring proof of satisfying these prerequisites when coming to campus to register.

Course Schedule Form

Students should indicate the courses they wish to take each term on the Course Schedule form. Signatures on this form can be obtained from select staff in the Graduate School. Enrollment in restricted courses will require the student to visit or contact the academic department supervising the graduate course of intended enrollment, e.g. 400 level courses.

Arena Registration

A schedule of on-campus registration is published for each term in the CSU Class Schedule Bulletin. Enrollment is scheduled by student classification. At-large students are strongly encouraged to check exact days and times for registration. Signatures are required for registration. During the advanced/regular registration cycles, a Graduate School representative is located in the registration arena (BHS 102) to assist students.

Web Registration

Registration is available for new and continuing graduate-at-large students via the Internet. Once the student obtains his or her registration advising pin (RAP); access can be obtained at the CSU X-Press website at www.csu.edu. Restricted courses require departmental and/or college courses. Check any error messages you receive during the course of web registering.

Change of Registration

Students may change their course registration only during the change of program period published each term in the Class Schedule Bulletin.

To add or drop a course the student must obtain a change of program form from the Graduate School. When the student has obtained the appropriate signatures, paid the required fees (if any), and submitted the completed form to the Office of the Registrar, the requested changes become official.

A Few Words about Registration

Registration is not complete until the student has validated with payment in the form of a waiver, cash, credit card or check.

Section

4

Academic Progress

Academic Progress and Probation

A non-degree (graduate-at-large) student must maintain a cumulative grade point average of 2.0 in all coursework in order to be considered in good standing. Graduate-at-large students' whose GPA falls below 2.0 will be placed on probation. Graduate-at-large students whose GPA does not improve by the end of the 2nd term of enrollment will be recommended to the Graduate Dean for dismissal from the university.

Good Academic Standing

Nondegree students must maintain a minimum, cumulative grade point average of 2.0 (C) in all of their coursework to be able to continue to register and attend graduate courses and remain in good academic standing at the university.

Probationary (Excluded) Students

- The records of nondegree students are reviewed by the Graduate School at the end of each term for compliance. Those students whose grade point average falls below minimum requirements for any given term are immediately placed on probation and are sent a letter from the Graduate Dean informing them of their change in status.

Excluded Students

Graduate-at-large students previously placed on academic probation and who fail to earn the minimum grade point average are subject to immediate dismissal from the university. Written notification is made to the student. More information is available from the Graduate School.

A hold preventing registration will be placed on the records of nondegree students who fail to meet the minimum grade point average after being placed on probation.

Financial Information

Eligibility for Financial Aid

Students must be **fully** admitted to a degree or graduate certificate program to receive any form of financial assistance. Conditionally admitted (degree), unclassified, graduate-At-Large, and or special students are ineligible for assistance. Students must be in compliance with the Chicago State University Financial Aid Satisfactory Academic Progress Policy. The university does not disburse financial aid to nondegree students.

Tuition and fees

Tuition and fees are set annually by the Chicago State University Board of Trustees and are subject to change. The Class Schedule Bulletin published each term should be referenced for current information. Graduate tuition rates apply to all students holding a baccalaureate degree, regardless of the level of course work in which they intend to enroll.

Nine hours is considered full-time for graduate students.

Payment of Fees

Registration is not complete and students may not enroll in classes until all fees are settled. All financial accounts must be clear before a transcript of an academic record can be issued.

Immunization

Illinois Public Health Act 85-1315 specifies that any student registered for six hours or more and born on or after January 1, 1957 who is either a first time freshman, a transfer student, or a student reentering the university after an absence of more than one semester will be required to show proof of immunity to measles, mumps, rubella, diphtheria, and tetanus. For more information call 773/995-2010.

Illinois Residency

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.

**SAMPLE FORMS FOR
GRADUATE-AT-LARGE STUDENTS**



GRADUATE-AT-LARGE APPLICATION (CODE GSAL)

PLEASE PRINT OR TYPE

To apply, submit proof of a baccalaureate degree or higher from a regionally accredited institution along with a nonrefundable, application-processing fee of **\$25**. This proof can be a copy of the actual diploma or the *final* transcript.

Admission/Registration Restrictions

Graduate-at-large students must obtain approval to enroll in 400 level graduate courses from the department supervising the course/program. If you plan to apply to a degree program in the near future, it is recommended that you meet with the department supervising your prospective program for course selection. Please note that there are restrictions on both the age and the number of credits (maximum is 12 hours) earned as a graduate-at-large that may be later accepted in a degree program. Students are strongly encouraged to obtain a *Graduate Student Catalog* for more detailed information.

Term Applying Fall (August) Spring (January) Summer (May) Year _____

Do you plan to apply to a degree program in the near future? _____ When? _____

Social Security No. _____ Surname (*Select One*) Ms. / Mrs. / Mr.

Last Name _____ First Name _____ MI _____

Birth Date _____ Marital Status _____ Gender _____

Ethnicity African American Hispanic Native American Asian White Other

Permanent Street Address _____ City _____ State _____

Zip Code _____ County _____ Country/Nation _____

Day Phone _____ Evening Phone _____ Email Address _____

Emergency Contact Name _____ Relationship _____

Street _____ City _____ State _____ Zip Code _____

Day Phone _____ Evening Phone _____

Are you a citizen of the United States? Yes No

If not a citizen, are you a permanent resident? Yes No Registration. No. _____

Did you live in Illinois for the last 6 months? Yes No

Have you earned/will have earned the bachelor's degree? _____ Where earned _____

Submission of the application is interpreted as knowledge and understanding of the guidelines and procedures described herein. Your signature is required in order to process this application.

Signature of Applicant

Date

APPLICATION FOR READMISSION

If you were previously admitted to CSU as a degree or non-degree* graduate student and have not registered for the last 2 years, you must apply for readmission to the university. Degree students, in good academic standing and who have not exceeded the time limit to complete the degree, must obtain signatures from the department supervising their program. Students, who have exceeded their time limit, must file a petition with the Graduate Council by submitting both the Program Extension and Petition for Exception forms.

Graduate-at-large students, in good academic standing, should simply submit this one-page application. No additional fee or advisor's signature is required.

Last Name _____ First Name _____ MI/Maiden _____

Social Security No. _____ Birth Date _____ Marital Status _____ Gender _____

Ethnicity African-American Hispanic Native American
 Asian White Other

Street Address _____

City _____ State _____ Zip Code _____ Email _____

Day Phone _____ Evening Phone _____ Fax Number _____

When did you last attend CSU, give term and year? _____

Term now Applying Fall Spring Summer Year _____

List information of college/university last attended since initial admission to the university.

College/University	Dates Attended	Degrees/Major
_____	_____	_____
_____	_____	_____

I certify that all of the answers I have given on this application are complete and accurate to the best of my knowledge. I understand that withholding the required information requested on this application will make me ineligible for admission or subject to dismissal *Submission of the application by the student is interpreted by the Graduate School as knowledge and understanding of the guidelines and procedures described herein.*

Signature _____ Date _____

This section required for master's degree or graduate certificate students only

Approved:
Graduate Advisor Signature _____ Date _____

** Non-degree (graduate-at-large) students do not need to obtain the "Graduate Advisor" signature.*

Department Chair's Signature _____ Date _____

Graduate School Use – Do no write below this line.

ADMITTED/DENIED _____ PROCESSOR _____



SUMMER GRADUATE-AT-LARGE (CODE GSUM)

Please do not use this application if you plan to attend Chicago State University as a regular non-degree or degree graduate student in the fall. Summer only students will need to reapply to the university for continued admission/registration beyond the summer session.

Please print or type

To apply, attach a non-refundable application-processing fee of \$25 (check or money order) payable to Chicago State University. Proof of degree is required at the time of application or within 10 days of admission. This proof can be a copy of the diploma or the *final* transcript.

Registration/Registration Restrictions

Any continuing or new graduate-at-large student may register via the web providing they are admitted at least one week prior to the term registration. [Call the Graduate School for the "Registration Advising Pin" (RAP) number once registration is opened.] Admission/course selection approvals for graduate-at-large students are granted by the Graduate School. During registration cycles, students need not come to the Graduate Office, representatives are available in the registration arena, Business & Health Sciences (BHS) building, room 102. A graduate-at-large student who wishes to enroll in a 400-level graduate course must obtain approval from the department supervising the program/course.

Do you plan to apply to a degree program in the near future? _____ When? _____

Please note that there are restrictions on courses including the age and the number of credits (maximum is 12 credit hours) earned as a graduate-at-large that may be later accepted to a degree program. Students are encouraged to obtain a Graduate Student Catalog for more information.

Social Security No. _____ Surname (Select One) Ms. / Mrs. / Miss / Mr.

Last Name _____ First Name _____ Middle/Maiden _____

Birth Date _____ Marital Status _____ Gender _____

Ethnicity* African American Latino Native American Asian White Other

Permanent Street Address _____ **Apt.** _____

City _____ State _____ Zip Code _____

County _____ Country/Nation _____

Day Phone _____ Evening Phone _____ Email Address _____

Emergency Contact Name _____ Relationship _____

Street _____ City _____ State _____ Zip Code _____

Day Phone _____ Evening Phone _____

Are you a U.S. citizen? Yes No

If not a citizen, are you a permanent resident? Yes No Registration. No. _____

Did you live in Illinois for the last 6 months? Yes No

Have you earned/will have earned the bachelor's degree? _____ Where earned? _____

Submission of the application is interpreted as knowledge and understanding of the guidelines and procedures described herein. Your signature is required in order to process the application.

Signature

Date

THE GRADUATE COUNCIL

GRADUATE STUDENT PETITION FOR EXCEPTION

The Graduate Council meets the second Tuesday of each month (*except summer session*), unless otherwise notified. In order to make the agenda, approved petitions must be on file in the Graduate School no later than the Friday prior to the scheduled meeting. Students are strongly encouraged to follow up with their departments to ensure timely submission.

NAME	SSN	PROGRAM
SIGNATURE OF STUDENT PETITIONER		DATE

INDICATE THE TYPE OF REQUEST AND REASON WHY REQUEST SHOULD BE GRANTED:
(ATTACH ADDITIONAL SHEET IF NECESSARY)

TO THE ADVISOR: SIGNATURES BELOW INDICATE APPROVAL TO GO FORWARD.

Graduate Advisor/Representative		Date		Department Chair		Date
Comments: _____						

ACTION OF THE GRADUATE COUNCIL:

Approved Not Approved _____

	Signature for the Graduate Council	Date
Comments: _____		

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