

Transfer Students/Second Degree Applicants

Transfer and second degree applicants should submit the following:

1. Completed and signed undergraduate admission application;
2. Application fee;
3. Official transcript(s) from each college or university attended.
4. Applicants with less than 24 semester hours or 36 quarter hours of earned college level coursework must also meet freshmen admission requirements and submit the following:
 - a. an official high school transcript indicating date of graduation or a GED score report.
 - b. official ACT or SAT scores.

Courses for which students have not earned a grade of C or better will not be accepted in transfer. Transfer and second degree applicants must have a cumulative grade point average of C (2.0 on 4.0 scale) or better in all prior college coursework.

Maximum Transfer Credits Accepted

Chicago State University will not accept more than 66 hours of transfer credit from a two-year college.

Policies for Transfer Students

No grades of D will be accepted in transfer. All transfer students must complete Chicago State University proficiency examinations for English composition, reading, and math unless they can demonstrate having passed the Illinois Certification Test of Basic Skills or have completed an AA or AS degree from an accredited two-year college. Chicago State University requires all students to take 6 hours of a single foreign language, a diversity course, and a critical thinking course. The requirements are embedded, which means a course can be counted as, for example, both a diversity course and a social sciences general education course. Courses with an IAI designation of N or D will be counted as having satisfied the diversity requirement.

Foreign Language Policies for Transfer and Freshmen Students

All students entering fall of 2002 or later 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:

- Completion of 6 hours in a single foreign language at Chicago State University. (Courses excluded from satisfaction of the requirement are AF L 110, FREN 212, RUS 120.)
- 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 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:

- Any student who transfers to Chicago State University with an Associate of Arts or an Associate of Science Degree will be deemed to have completed *ALL* University general Education requirements including those University requirements which exceed the Illinois General Education Core Curriculum. This policy will not override the requirements of any College, Department, Program or Major.
- Any student who transfers to Chicago State University without an Associate of Arts or an Associate of Science Degree, but with 75 or more credit hours and has completed the Illinois GECC requirements **BEFORE** transferring, will be deemed to have completed all University general education requirements including those University requirements which exceed the Illinois General Education Core Curriculum. This policy will not override the requirements any College, Department, Program or Major.
- Any student who transfers to Chicago State University with an Associate of Arts or an Associate of Science Degree will not be required to take proficiency examinations in English, Mathematics, or Reading. **However** , if individuals courses in specific majors require a passing score on a proficiency examination as a prerequisite, all students, including transfer students, must satisfy the prerequisite by taking the proficiency examination.

Advanced Placement and CLEP Credit

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

Students who hold a bachelor's degree from another institution and who wish to pursue a second degree in Business Administration can do so if their first business degree is in a specifically designated area such as accounting, finance, marketing, management, etc. Example: Bachelor of Science in Finance.

International Applicants (non-U.S. Citizens)

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

International students must submit the following:

- Original or true copies of all secondary and post secondary educational records. (All documents in languages other than English must be accompanied by a certified translation from a nationally known credentials translator.) Contact the Office of Admission for further information.
- Official TOEFL scores. (Not required if applicant completed 24 semester credit hours, from an accredited U.S. college or university.)
- Evidence of financial support for the duration of the time required to reach planned academic objectives.
- Certification of sponsorship supported by sponsor's bank and/or employment letter.
- Photocopy of I-94 form with the application for admission (if in the U.S. on a visa).
- Completed application for admission and preliminary data form.
- Application fee.
- Deadline dates: Fall semester, May 1; Spring semester, September 1; Summer Semester, February 1.
- Applications received after the deadline will be processed for the following semester.

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