Chicago State University

GRADUATE AND PROFESSIONAL STUDENTHANDBOOK

Office of Graduate and Professional Studies

Academic Year 2016-17

Welcome to Chicago State University!

This Graduate Student 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 includes university policies and regulations as well as program and curriculum information for all graduate and professional programs, located at https://www.csu.edu/catalogs/graduate/ ,
- The Chicago State University Student Handbook and other student resources available at https://www.csu.edu/dosa/dean/students/ 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.

Along with my colleagues in the Office of Graduate and Professional Studies, we hope this handbook will help you plan your studies effectively, provide you with useful information and direct you to the resources you need.

Sincerely,

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Associate Provost
Graduate and Professional Studies
Chicago State University

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Getting Started in Your Graduate Program

New Student Orientation

An orientation session is planned at the start of each term. The schedule is posted on the Graduate and Professional Studies web page. 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.

Identification Card

The University provides all students with a nine-digit identification number, or UID. The UID is used by the IT services, the registrar and student accounts and other university services. Each student should also obtain a CougarONE identification card, a picture ID card bearing the UID. The CougarID allows access to the University library, access to certain building, use of the CSU shuttle, and to receive discounts. Obtain your CougarONE Card from the Creative and Print Services Department in ADM 130. Replacement CourgarONE Cards are available for a fee. More information about the CougarONE Card is available on the Creative and Print Services web page at csu.edu/marketingcommunications/creativeprintserv.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 bhelp@csu.edu or 773-995-3963 for assistance or view the web page at csu.edu/itd/userservices/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 theCSU 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 csu.edu/recordsandregistration/. 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 128, at 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 csu.edu/financialaffairs/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 (csu.edu/financialaid/financialaidforgraduatestudents.htm).

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 csu.edu/coursebulletin/index.htm.

At admission, residency is classified 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 (csu.edu/recordsandregistration/residency.htm)

Parking

Parking decals are available for purchase. Visit the Parking Services web page (csu.edu/parking/parkingservice.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 85-13115 specifies that any student born 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. Evidence of poliomyelitis and tuberculin testing is also required for all international students. For exemption criteria, the Student Immunization Record form and additional information, visit csu.edu/admissions/medicalreport.htm. Contact information: Cook ADM 131 or call 773-995-2010.

Health Insurance

Full-time graduate and professional students (Graduate 9 hours/ Pharmacy 12 hours/ Doctorate 6 hours minimum) as well as 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 csu.edu/financialaid/studenthealthinsurance.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 though 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 are made through the Office of the Registrar

Student Tools and Resources

Graduate and Professional Student Categories

Students are either admitted to a graduate or professional degree or certificate program or are admitted as graduate-at-large students. 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.

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, send an email indicating name, UID, program, admission term, and new term requested for admission to 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 so the department can 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 provided with an advisor. Contact information for CSU advisors and faculty is available in the CSU Campus Directory, accessible at csu.edu.

Learning Management System (Moodle)

Moodle is CSU's Learning Management System. Moodle is a cloud-hosted system that 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.

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. . Library hours are available online or by calling 773-995-2222.

Registering for Courses

The Academic Calendar and dates for open registration are available on the Academic Calendar web page (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.

Bookstore

Students are responsible for checking the syllabus and bookstore, either on campus or online, to see what materials course instructors have ordered. The bookstore is located in BHS 102 or can be contacted at 773-995-2323.

Policies and Procedures

University-wide and graduate and professional program policies and academic regulations are published in the Graduate Catalog. 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.

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.

The Office of Graduate and Professional Studies also publishes a thesis and dissertation guide which is available at http://www.csu.edu/GraduateAdmissions/. 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/GraduateAdmissions/admissions/graduateforms.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.

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.

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/financialaffairs/bursar/FERPA.htm .

Office of International Programs

International students with questions about visas and other requirements should contact the Office of International Programs (SUB 240) at 773-995-2582 or oip@csu.edu.

Graduate and Professional Student Advisory Board

The Student Advisory Board serves as an advocate for the CSU graduate and

professional student body. The Student Advisory Board ensures that student's needs and concerns are addressed by providing a link between the student body and the SPS administration.

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/GraduateAdmissions/.

Graduate Assistantships

Each year, CSU makes a number of graduate assistantships available to students seeking graduate degrees. 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 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/marketingcommunications/weather/index.htm CSU Emergency Information Line: (773) 995-5CSU (recorded message)

Emergency Closing Center website:www.EmergencyClosings.com
Emergency Closing Center hotline: (847) 238-1234

Sign up for the RAVE emergency notification system to receive emergency and weather information notifications by text messaging: http://www.getrave.com/login/csu

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

Graduate and Professional Studies Contacts

Office

M-F, 9am – 5pm (Th until 7 pm)

200 Cook Administration Building
(v)773-995-2404 (f)773-995-3671

graduateprograms@csu.edu

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