

Division of Continuing Education and Nontraditional Programs

Bachelor of Arts Degree

ADULT INTEGRATED LEARNING

INDIVIDUALIZED CURRICULUM PROGRAM

Student Handbook



1867

CHICAGO STATE
UNIVERSITY

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DIVISION OF CONTINUING EDUCATION AND NONTRADITIONAL PROGRAMS

BACHELOR OF ARTS DEGREE PROGRAM

MISSION

The mission of the Division of Continuing Education and Nontraditional Programs is to support the University's overall goal of providing innovative teaching, research and lifelong learning opportunities to nontraditional learners to help them complete their undergraduate degree and succeed in the workforce.

PURPOSE/PHILOSOPHY

- A. The Adult Integrated Learning Program is a consortium-wide degree program designed to meet the undergraduate educational needs of experienced adults in a manner compatible with career and family responsibilities.

- B. *The specific objectives of the Program are:*
 - (1) To provide adults with an opportunity to earn a high quality, academically sound baccalaureate degree which provides sufficient flexibility to allow them to meet their educational goals while maintaining other adult responsibilities related to work and family.

 - (2) To serve individuals with a diversity of educational experiences by facilitating transfer of college level credit from regionally accredited colleges and universities and by awarding appropriate academic credit through an assessment of prior learning.

 - (3) To make it possible for students to bring together many of their previous college equivalent learning endeavors in a baccalaureate degree program.

 - (4) To serve students who are place bound or who reside in areas with limited educational opportunities by offering alternative educational delivery systems.

 - (5) To broaden and enrich the educational background of students by requiring an appropriate number of semester hours in various areas of general education.

 - (6) To enhance the future of graduates of the program through opportunities for graduate/professional school, advancement in their careers, and/or personal growth and satisfaction.

 - (7) To provide business, industry and government employers the means of encouraging their employees to continue their intellectual and professional development.

(8) To enhance an individual's ability to participate as a contributing member of society, and

Overview of Nontraditional Degree Programs

The Division of Continuing Education & Nontraditional Degree programs have been in the forefront of providing quality lifelong education for more than 40 years. Our programs are designed for adult learners from all backgrounds and all ages. Adults are exhibiting a greater desire for educational opportunities consistent with their styles of living and working to improve both the quality of life as well as their desired contributions to society.

ADULT INTEGRATED LEARNING

The Division of Continuing Education and Nontraditional Programs offers two Nontraditional degree programs. The Adult Integrated Learning (AIL) is designed to provide nontraditional students an opportunity to earn an undergraduate degree in a manner compatible with their education needs and lifestyles. Nontraditional students are usually 25 years of age or older.

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) and other testing.

PRIOR LEARNING 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. Students must enroll in the AIL 2500 course to learn how to create a portfolio. There is a \$400 assessment fee for the course. This fee is charged each time a student requests a subsequent assessment of work not included in the initial appraisal.

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.

PRIOR LEARNING ASSESSMENT (PLA) GENERAL INFORMATION

A portfolio is a cost-effective means to earn college credit for adults who have learned a lot throughout their career or self-directed learning. The development and submission of a portfolio is a viable option in the Adult Integrated Learning Program (AIL) to earn college credit. If a student can demonstrate that his/her knowledge and skills are comparable to what a college student would have learned in a traditional classroom setting, then credit hours may be awarded and applied towards fulfilling the degree requirements of the AIL program.

Credit is not awarded for simply any kind of adult life experience, but only for those experiences that produce learning and skills comparable to the knowledge gained in a traditional college classroom. Students cannot submit a portfolio and receive credit for courses for which they have already received credit.

There is a \$400 fee for submission of a portfolio, regardless of the number of credit hours requested. Payment of the fee and submission of a portfolio does not automatically guarantee the award of college credit. This fee is paid at the submission of the final copy. This fee covers evaluations conducted during one semester. Should the student decide to submit portfolios to other areas at a later time, there will be an additional fee.

A portfolio is not a traditional college paper, nor is it solely a listing of job experiences/resume. It is a carefully thought-out, well crafted, and focused document designed to convince faculty that a student has gained outside the classroom knowledge, abilities, and skills that are at a minimum equivalent to the knowledge gained by “C” students who have completed college level coursework. Once the portfolio is submitted to the program office, it will be reviewed for completeness before forwarding it to the appropriate academic division(s) for credit evaluations. The faculty determines if, how much, and what kind of credit to recommend the student be awarded. This recommendation is then sent back to the program office for review and submission of credit value. Portfolios are sent out for evaluation during only two periods per school year and they are due at the end of the spring and fall term.

Fall Semester (August-December)
Spring Semester (January -May)

While this schedule is followed by the program office, there is no guarantee the faculty will complete its assessment within the designated time frame.

All reviewed portfolios are returned to the program office to be maintained in the department files.

INDIVIDUALIZED CURRICULUM PROGRAM

The Individualized Curriculum Program (ICP) is for mature and motivated adults, 18 years and older, who wish to depart from traditional patterns of formal education by planning their own academic programs. Students develop curricula that are consistent with their individual lives and career goals, with the assistance of a program advisor and the dean. The essential principle underlying the program is to place the individuals' choice of course selection, sequence, and self-determination of the student.

The student will meet with the Dean and/or Advisor to discuss their reasons for a nontraditional degree program and descriptions of the requested courses, including any plans for a concentration or focus area. In consultation with the student and advisor, the proposal will be submitted to the dean for approval. For further information about the Individualized Curriculum Program, please contact us at (773) 995-4466 or visit Room 201 in the Jacoby Dickens Center.

APPLICATION PROCEDURES

- (1.) All prospective students must meet all university requirements and guidelines.
- (2.) Prospective students must complete an Undergraduate Application to Chicago State University.
- (3.) Students who previously attended CSU must be readmitted by the CSU registrar.
- (4.) Students currently enrolled in another major at Chicago State University must submit a signed Change of Major Form. The form must be signed by the student, former academic advisor and the advisor from the AIL/ICP Program. The completed form must be sent to the csu-registrar@csu.edu.
- (5.) All academic credit earned before admission to the AIL or ICP program, regardless of when the credit was earned, may be transferred into the program provided that:
 - The college or university was regionally accredited at the time the credit was earned.
 - 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.)
 - The credit could be applied at that institution to an associate or bachelor's degree program.
 - The course was not a repeated course.
 - The course was not remedial or developmental.
- (6.) Once a student's file is completed, a decision will be made by Admissions Office. The Dean of the Division of Continuing Education and Nontraditional Degrees will be notified. Students will be notified through an email and/or letter issued either from the office of Admissions. Students will also receive their student id (nine-digit number) to register, make payments, add/drop classes.

NEXT STEPS

All students who are accepted into a Nontraditional Degree Program should contact the Continuing Education Academic Advisor for an advising appointment to review academic credits. At that time, an outline of remaining credits will be shared with the student. The department email is continuinged@csu.edu. The phone number is 773 995 4466. During the advising appointment, the student will be apprised of teaching and learning resources (Abilities Office, Tutoring, Moodle, ITD Helpdesk, Counseling, How to Register, etc.).

GRADUATION

After you are admitted to the Nontraditional Degree programs, there is no prescribed timetable for you to complete the degree requirements. Upon completing all degree requirements, students must apply for graduation on or before the deadline date by applying during the semester you will finish the degree requirements. You may not apply for graduation during the semester you submit your Prior Learning Portfolio. Your graduation application will not be processed until you have passed all of the university qualifying examinations. You must pay the CSU graduation fee when you are billed by the university. You will be eligible for CSU graduation with honors if you meet the eligibility criterion for honors established by CSU for all graduates. For this recognition only, your total grade point average will be calculated in the same manner as for other CSU graduates. CSU will award you a diploma, and it will be presented to you at commencement or by mail.

COURSE DEGREE PLAN

Name:	ID#	Transfer: Yes or No	
Program Admission: ICP or AIL		Percentage towards degree:	Projected graduation date:

General Education & Requirements

Note: Concentration courses can meet GER course requirements

Math & Critical Thinking (3 hours)				Humanities (9 Hours- incl. 3 Hours Fine Arts)				Natural Science (6 hours- incl. 3 Hours Lab Course)				Diversity Requirement (3 Hours)						
Course	Credit Hours	Term Taken	Grade	Course	Credit Hours	Term Taken	Grade	Course	Credit Hours	Term Taken	Grade	Course	Credit Hours	Term Taken	Grade			
MAT H	3				3				3				3					
	3							Lab Course										
					3				3									
English (6 Hours + 3 Hours Oral Communications) Total 9 hours					3							Social Science (9 Hours- 2 Disciplines)						
Course	Credit Hours	Term Taken	Grade					AIL PROGRAM ONLY				Course	Credit Hours	Term Taken	Grade			
ENG 127	3				Credit hours	Term Taken	Grade		Course	Credit Hours	Term Taken	Grade	Discipline:					
ENG 128	3			Computer	3			AIL 1500	3				3					
CMA T	3							AIL 2500	3				\					
Comments:													3					
Transfer students who completed an AA. or A.S. degree and who have not completed GE requirements for English and Math must take placement Exams. Transfer students who transfer in GE courses that meet GE requirements in English or Math with a or better do not have to take placement exams.				General Education Requirement Hours				Reading Qualifying Exam					3					
												Passed:						
								Total Earned			0	English Qualifying Exam						
								Total Req.			39-42	Passed:						

***Minimum Program Requirement: 30 Hours of UD Classes (12 Hours of 4000 Level)**

Comments:										Course	Credit Hours	Term Taken	Grade	Course	Credit Hours	Term Taken	Grade
										4XXX	3			4XXX	3		B
Course	Credit Hours	Term Taken	Grade	Course	Credit Hours	Term Taken	Grade	Course	Credit Hours	Term Taken	Grade	Course	Credit Hours	Term Taken	Grade		
3XXX	3			3XXX	3			4XXX	3			4XXX	3		B		
Course	Credit Hours	Term Taken	Grade	Course	Credit Hours	Term Taken	Grade	Course	Credit Hours	Term Taken	Grade	Total Credits Earned					
3XXX	3			3XXX	3			3XXX	3			Gen. Ed. Credits			0		
								30 Hours Requirement	30								
									Project Total - Electives			0					
												Total Required	120		120		
<p align="center">**All other qualified courses are considered electives that count towards the 120 hours required for the Bachelor Degree.</p>																	
Student Signature _____										Date _____							
_____										_____							
_____										Date _____							
updated Aug 12, 2022																	

IMPORTANT CONTACTS

[Abilities Office](#)

[Admissions](#)

[Bursar](#)

[Bookstore](#)

[Cashier](#)

[Commencement](#)

[Counseling Center](#)

[DOSA Resources](#)

[Examinations](#)

[Evaluations](#)

[ITD Helpdesk](#)

[Learning Assistive Center](#)

[Library](#)

[Moodle](#)

[Parking](#)

[Public Safety](#)

[Shuttle](#)

[Registrar](#)

[Veteran Affairs](#)

[Wellness Center](#)