

ADMISSION

Phone: 708-209-3100

Email: admission@CUChicago.edu

Location: 1st Floor Krauss, Room 109

Website: CUChicago.edu/admission (<http://CUChicago.edu/admission/>)

The University considers candidates for admission who demonstrate the ability to successfully complete a program of study. Candidates must exhibit attitudes, values and character that will positively contribute to the University's mission and environment.

High school seniors are encouraged to apply during the first semester of their senior year. Students are admitted for the fall or spring terms only.

Concordia-Chicago reviews applications on a rolling basis. An offer of admission that is made to an applicant before the completion of the final term carries with it the understanding that the candidate will successfully complete that term of study. The University reserves the right to withdraw the offer of admission if the final report on the candidate is unsatisfactory.

Enrollment Deposit

An enrollment deposit of \$100, non-refundable after May 1, is required of all new degree-seeking undergraduate students and is applied in full to the tuition upon completion of course registration.

Admission requirements are outlined on the following pages; however, the Undergraduate Admission Committee reserves the right to request additional information or documentation to evaluate applicants for admission, e.g. supplemental references, personal interview, additional testing, etc.

Freshman Applicants

The following are RECOMMENDED guidelines to be considered for admission as a freshman applicant:

- An official high school transcript showing a cumulative high school grade-point average of at least 2.00 (4.00 scale) for 15 units (one unit=one year) of credit in a college preparatory curriculum at a regionally accredited high school including:
 - English - 4 units
 - Mathematics - 3 units including one unit each of algebra and geometry or equivalent (totaling 3 units)
 - Science - 2 units including at least one lab science course from biology, chemistry, physics or equivalent
 - Social Science - 2 units

A final, official high school transcript with graduation date, or written documentation of successful completion of the GED, HiSet or TASC, must be submitted prior to enrollment to fulfill University, federal and state requirements.

Transfer Applicants

Applicants who have successfully completed 15 or more semester hours of college-level credit are considered transfer applicants. The following are recommended guidelines to be considered for admission in this category:

- Official transcripts of all college coursework from every post-secondary institution attended (this includes non-regionally accredited institutions), regardless of credits earned.
- A minimum cumulative college grade-point average of 2.00 (4.00 scale) for all prior college coursework and evidence of good academic standing at the last higher education institution attended.
- An official high school transcript if the college from which credit was earned does not have full regional accreditation.

In addition to the above requirements, transfer applicants who have successfully completed fewer than 15 semester hours of college coursework must submit a final, official high school transcript with graduation date, or written documentation of successful completion of the GED, HiSet or TASC, to be considered for admission.

Transfer students who leave a college under any circumstance other than good standing may be required to submit a written statement explaining their prior academic difficulty and why they expect to be academically successful at Concordia University Chicago. In addition, CUC reserves the right to arrange an interview with a designated University staff member to discuss the prior academic performance. Furthermore, the university may request permission to speak with the Dean of Students at the former institution regarding the candidate for admission.

The University reserves the right to determine the number and type of transfer credits accepted toward the student's degree. No more than 90 semester hours of transfer credit from a regionally accredited community college and/or university will be counted toward graduation, unless the student is participating in a recognized articulation agreement that allows for additional credit to be transferred. One-half of all the credit hours in the major must be completed in residence. At least 30 semester hours of study at Concordia University Chicago is required to meet residency requirements, preferably the last year before graduation.

Although a student's cumulative college grade point-average for all prior college coursework will be used for admission purposes, only courses taken at Concordia University Chicago will be considered for the calculation of a student's Concordia University Chicago cumulative grade-point average; transfer coursework is accepted as credit. Please note that any AP or CLEP credit counts toward the 90 semester-hour limit.

Second Bachelor's Degree Applicants

To be considered for admission for a second bachelor's degree, the student must submit official transcripts of all college coursework from every college/university attended, regardless of credit hours earned, including designation regarding the type of degree and date conferred.

A student holding a baccalaureate degree from an accredited institution may be permitted to receive a second bachelor's degree from Concordia-Chicago provided that:

1. All specific requirements for Concordia University Chicago's degree are met.
2. Coursework required for the second degree includes at least 30 hours beyond the first degree.
3. Residency requirements be met as follows: CUC graduates—15 of the additional minimum 30 hours must be in residence and five hours must be taken within five years prior to completing graduation requirements for the second degree. Graduates of other colleges—the final 30 hours must be taken in residency and five hours must be taken within five years prior to completing graduation requirements for the second degree.

4. Only courses acceptable toward the degree sought may be counted to meet minimum residency requirements.

All fees for a second undergraduate degree will be assessed at the undergraduate level.

All students planning a second degree must have the program approved by the Dean of the respective college per the course of study being followed.

Limited financial assistance in the form of educational loans (if eligible) is available to students pursuing a second baccalaureate degree. Students pursuing a church professional major may be eligible for a church professional grant or LCMS district grant.

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Illinois Articulation Initiative

Concordia University Chicago is a participant in the Illinois Articulation Initiative (IAI), a statewide agreement that allows transfer of the completed Illinois General Education Core Curriculum between participating institutions. Completion of the transferable General Education Core Curriculum at any participating college or university in Illinois assures transferring students that lower-division general education requirements for an associate's or bachelor's degree have been satisfied, excluding graduation and mission-related requirements. This agreement is in effect for students entering an associate or baccalaureate degree-granting institution as a first-time freshman in summer 1998 and thereafter. More information about the IAI is available at www.itansfer.org.

Home School Applicants

Recognizing that not all students are educated in the same way, Concordia University Chicago welcomes applicants who have been educated through home schooling. To be considered for admission, home-schooled students must present the following:

- An official transcript of all work completed
- A course syllabus and/or bibliography of materials studied for each course
- A statement of purpose from the director regarding the home school
- A certificate of completion or diploma from the home school
- Official transcripts of any college coursework from every college/university attended regardless of credits earned

A final, official high school transcript with graduation date, or written documentation of successful completion of the GED, HiSet or TASC, must be submitted prior to enrollment to fulfill University, federal and state requirements.

Home-schooled students will be expected to have completed at least the same academic course pattern required of traditionally educated students:

- English – 4 units
- Mathematics – 3 units including one unit each of algebra and geometry or equivalent (totaling 3 units)
- Science - 2 units including at least one lab science course from biology, chemistry, physics, or equivalent
- Social Science – 2 units
- Additional college preparatory courses – a minimum of four additional units

A final, official high school transcript with graduation date, or written documentation of successful completion of the GED, HiSet or TASC, must be submitted prior to enrollment to fulfill University, federal and state requirements.

Final, official transcripts for any college-level work (if applicable) must be submitted prior to enrollment

Conditional Admission or Fresh Start

Conditional Admission: Students who do not meet the regular admission requirements may be considered for admission to the Fall Semester only at the discretion of the Assistant Vice President of Enrollment, in collaboration with the Committee for Admission and Academic Progress. The terms of admission will be stipulated individually for each student and outlined in the admission notification letter. All conditionally admitted students must comply with the stated requirements articulated in their admission agreement. Further, conditionally admitted students will be reviewed at the end of their first semester by the Committee for Admission and Academic Progress to monitor their academic progress. More information regarding conditional admission criteria may be obtained from the Office of Undergraduate Admission.

Fresh Start Status may be awarded to students with previous college credit who have not been in attendance at any college or university for a minimum of three years, and due to their prior academic record would not meet regular admission standards. Such an applicant must submit the following to the Office of Undergraduate Admission:

- A written statement of explanation for the prior academic difficulty and why the student expects to be successful in collegiate study at Concordia University Chicago
- An official high school transcript complete with date of graduation, or written documentation of successful completion of the GED, HiSet or TASC.
- Official transcripts of all college coursework, regardless of credit hours earned
- A written recommendation from a professor, counselor or other professional (not a friend or relative) qualified to comment on the applicant's academic background and character
- A written recommendation from the applicant's current employer

Fresh Start students will be limited to a maximum course load of 12-14 credit hours per semester. Upon completion of at least 12 semester hours at CUC with a GPA of 2.25 or higher, the course load restriction will be lifted.

College coursework of transfer students admitted under the Fresh Start status will be evaluated according to the transfer student policies. Former

Concordia University Chicago students who are readmitted under the Fresh Start status will receive credit for earlier coursework completed at Concordia-Chicago. These courses will not be calculated in the student's cumulative GPA; an evaluation will also be done to determine which credits may apply toward the degree. Fresh Start students may apply for financial assistance.

International Student Applicants

All applicants are required to meet the regular admission standards listed. In addition, the following are required of all international applicants:

- Proof of English Proficiency: 72 (internet-based) on the Test of English as a Foreign Language (TOEFL), 6.0 on the International English Language Testing System (IELTS), 6.0 on Passport Skills, Michigan test score of at least 85, or successful completion of Level 112 at an ELS Language School (ELS) or certificate of Completion of Program from an English Language Institute (ELI), along with a recommendation of the program director, or King George International College (KGIC) English for Post-Secondary Education (EPE) final proficiency test scores of 75% with a passing class score of 80 will also be accepted for language proficiency.
- If the applicant has graduated from or will graduate from a U.S. high school prior to enrollment, no additional proof of English Proficiency is necessary.
- An international applicant who has completed at least 15 transferrable, college-level college credits from a regionally accredited U.S. college or university may be exempt from the English proficiency standards listed above. The student must transfer directly to Concordia-Chicago from that institution without taking an academic term off (other than a summer session) between the last semester of attendance at that institution and enrollment at Concordia University Chicago.
- Certified English translations of all transcripts originally prepared in any other language. (The student will be responsible for having the English translations evaluated by a professional transcript evaluator as determined by the University if the institution is not accredited by a U.S. regional accrediting body).
- Proof of graduation from a secondary school.
- A certified document guaranteeing adequate financial support for at least the student's first year of study and, barring any unforeseen circumstances, adequate funding from the same or an equally dependable source for subsequent years.
- For students transferring from a school in the United States—a transfer verification form.
- A physical exam, adequate medical insurance and proof of immunization are required prior to enrollment

The undergraduate admission office must receive all documents at least two months prior to the expected term of enrollment. I-20 forms will be issued only after acceptance is granted and will remain in effect only for those who continue to make satisfactory progress as full-time students in an accepted program. The program length may vary for each student.

Undergraduate Accelerated Online Degree Program

Concordia University Chicago believes that a liberal arts education is valuable to people of all ages. The Accelerated Degree Programs (ADP)

serve persons who, because of family and work responsibilities, need to attend college in a non-traditional manner.

Accelerated Degree Programs (ADP) serve adults who are highly motivated to start and finish a degree program. This program is designed for working adults who can schedule their time carefully, discipline themselves to meet the rigorous demands of the program and want to complete an undergraduate degree in a Christian setting.

Concordia University Chicago is a Christ-centered institution of higher education that encourages the application of a student who desires to study in a Christ-centered college environment. CUC will consider for admission a student who is academically qualified and shows promise of contributing to this environment. Candidates for admission must demonstrate reasonable ability to complete a program of study at the University. Each candidate must exhibit attitudes, values and character that will contribute positively to the University's mission and environment.

Admission Requirements

- A completed application for admission to the Accelerated Degree Programs.
- Submission of official transcripts from ALL colleges or universities attended. The most recent college transcript must indicate that the student was in good standing and earned at least a 2.0 cumulative grade-point average on a 4.0 scale
- If an applicant has completed fewer than 15 semester hours of credit, or has not completed one semester at full-time status, a final high school transcript with graduation date must be provided. An official high school transcript is also required if the college from which the credit was earned does not have regional accreditation. Applicants who have not completed high school must provide documentation of successful completion of the G.E.D.
- Applicants will be notified of admission decisions generally within 48 hours after submitting all required documents.

Additional Information to Support an Admission Decision

- The Admission Committee reserves the right to evaluate applicants on an individual basis or request additional information when prior college transcripts do not reflect a 2.0 cumulative grade-point average.
- Transfer students who leave a college under any circumstance other than good standing may be required to have an interview with a designated University staff member and may be asked to permit CUC personnel to speak with the Dean of Students office at the sending school.

Transfer Credit Acceptance

The University reserves the right to determine the number and type of transfer credits accepted toward the student's degree. No more than 90 semester hours of transfer credit from a regionally accredited community college and/or university will be counted toward graduation, unless the student is participating in a recognized articulation agreement that allows for additional credit to be transferred. One-half of all the credit hours in the major must be completed in residence. At least 30 semester hours of study at Concordia University Chicago is required to meet residency requirements, preferably the last year before graduation. Coursework must have been completed within the last ten years. Except for the College of Health Science & Technology which is utilizing the 5 year rule which allows a student to utilize completed

prerequisite course credits towards subsequent coursework for up to five years after a course is successfully completed. Transfer credits from courses taken externally are subject to this rule based on the date the credits were posted to a student's transcript. Although a student's cumulative college grade point average for all prior college coursework will be used for admission purposes, only courses taken at Concordia University Chicago will be considered for the calculation of a student's Concordia University Chicago cumulative grade-point average; transfer coursework is accepted as credit. Please note that any AP or CLEP credit counts toward the 90 semester-hour limit.

Applicants who meet the admission requirements and who have earned at least 30 semester hours of college credit (including at least one English Composition course with a grade of C or better) are eligible to be admitted to the ADP Program and the major.

Credit for Prior Learning

Prior learning is experience-based learning attained outside the auspices of standard institutions of higher learning. Credit for Prior Learning (CPL) is not awarded for experience per se, but for college-level learning.

Students can earn up to a maximum of 30 semester hours of credit from such sources as workshops, seminars, corporate training programs, military service or other experiences. Documentation that the student presents, demonstrating college-level learning acquired from these sources, is evaluated and may result in credit hours being awarded. There is a \$250.00 fee per title.

Received Document Policy

The undergraduate admission office does not release received documents such as transcripts, college entrance exam scores, etc., that have become the property of Concordia University Chicago. Since Concordia-Chicago is not the official, legal custodian of record for any documents that did not originate at the institution, the office does not have the appropriate authority to release them. Therefore, please contact the originating institution or organization that produced the original records in order to obtain such documents.

Guest Student Applicants apply through the Registrar Office as Non-Degree seeking

Guest students fall under six categories:

1. Students in good standing from another college or university who wish to take coursework at Concordia University Chicago and transfer such work back to their primary institution
2. Students interested in taking courses to meet course deficiencies for teacher certification as prescribed by the state
3. Students pursuing a non-degree seeking track who wish to take courses for the purpose of personal enrichment and/or for employment promotion opportunities
4. High school students enrolled in college-level courses
5. Students enrolled in the 55+ Program
6. Employees of Concordia University Chicago who desire a non-degree seeking track

Category 1: The student must submit to the Registrar's Office proof of enrollment as a student in good standing from the primary institution via an official transcript OR a letter of verification from the Registrar's Office

in order to be considered for admission. All prerequisite courses must be met or the approval by chair is needed.

Category 2: The student must submit a copy of the deficiency statement issued by the state of Illinois to the Registrar's Office to be considered for admission.

Category 3: The student can find information on course availability at the Registrar's Office and must provide official transcripts from all previous higher education institutions attended.

Category 4: The high school student must be of senior status and have written approval from the high school's counselor and/or principal.

Category 5: The student must be at least 55+ years old. Those admitted under the status of guest student can find information on course availability at the Registrar's Office. 55+ students taking classes for audit must declare this when they register and pay a discounted rate. The course being taken must be an auditable course.

Category 6: The employee must complete the Guest Student Application and verify high school graduation or successful completion of the GED. Employees seeking degree or certification programs must apply through the appropriate admission office.

Guest students may take up to 18 hours per semester. No financial assistance is available for guest students because they are not seeking a degree. Degree-seeking students will be given preference for courses with limited enrollment. All prerequisites must be met or the approval of the chair is needed.

Admission to Professional Programs

Admission to Concordia University Chicago does not imply admission to all its specified programs such as teacher education, Director of Christian Education, deaconess, nursing or social work. Academic programs and colleges have specific requirements, set by the state of Illinois or the University, which must be met at different semester levels. Please refer to the specific program guidelines under the program section of this catalog for clarification of individual program requirements.

Concordia University Chicago/ Oak Point (Formerly Resurrection University) Bachelor of Science in Nursing Program (Joint Degree Program) Nursing Admission Requirements at Concordia-Chicago for Freshmen Students

The nursing program, in partnership with Oak Point University, is a competitive admission program for selected incoming freshmen students. To be considered for admission, freshman applicants must meet the minimum specialized requirements:

1. Minimum cumulative grade-point average of 2.75/4.0 in all high school coursework
2. Minimum grade point average of 2.75/4.0 in all high school science courses (recommended courses include biology, chemistry, anatomy and physiology).
3. Grade of C or better in all natural science high school coursework

4. Minimum grade-point average of 2.75/4.0 in all high school mathematics courses (recommended courses include algebra, geometry, algebra II and trigonometry).
5. Grade of C or better in all mathematics high school coursework.