

THE GRADUATE SCHOOL

# Columbia

COLLEGE CHICAGO

CHICAGO'S VISUAL, PERFORMING, MEDIA, AND COMMUNICATION ARTS COLLEGE

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## graduate student-at-large application and instructions

FOR THE APPLICATION YEARS 2005-2006

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Thank you for your interest in the Graduate School at Columbia College Chicago. **This booklet contains the Graduate Student-at-large Application Form** you should use to apply as a Graduate Student-at-large. If you are interested in applying to one of our degree programs (MA, MAM, MAT, MFA) at the Graduate School, please contact the Graduate School Office at 312-344-7260, [gradsch@colum.edu](mailto:gradsch@colum.edu) or visit our website at [www.colum.edu/graduate](http://www.colum.edu/graduate) to obtain the correct version of the "Graduate Bulletin".

Please read the Graduate Student-at-large Instructions and the Application Form itself very carefully before submitting your application. All application materials should be submitted to the Graduate School Office, using the following address: Columbia College Chicago, Graduate School Office, 600. S. Michigan, Suite 200, Chicago, IL, 60605-1996. Graduate Course Catalogs and Class Schedules are also available to view online at the website listed above.

The attached instructions and corresponding forms are for students who plan to enter the Graduate School at Columbia College Chicago as non-degree seeking, Graduate Students-at large for the Spring of 2005, the January term of 2005, the Summer of 2005, the Fall of 2005, the Spring of 2006, the January term of 2006, the Summer of 2006, or the Fall of 2006. **We often have updates every year, so please call before submitting this form for the any of the 2006 dates, just to make sure there are not any changes.** We look forward to reading your application. Good luck!

# academic calendar

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## Information About Columbia's Change in Academic Calendar for 2005-2006

For the 2004-2005 year, the fall semester will begin September 27, 2004 and end January 22, 2005 (with a winter break in between). Spring semester 2005 will begin February 14, 2005 and end June 4, 2005 (with a spring break in between).

In September 2005, Columbia College will change to a new academic calendar year. The new school year will start after Labor Day and end the second week in May. Every date in the yearly calendar will occur approximately one month earlier. For the 2005-2006 year, the fall semester will begin September 6, 2005 and end December 17, 2005. A winter/holiday break will follow. Spring semester 2006 will begin January 23, 2006 and end May 13, 2006 (with a spring break in between).

### Summer Semester 2005

Classes Begin	Monday, June 13, 2005
Independence Day Holiday	Monday, July 4, 2005
Semester Ends	Saturday, August 6, 2005

### Fall Semester 2005

Classes Begin	Tuesday, September 6, 2005
Semester Ends	Saturday, December 17, 2005
Holiday Break	Monday, December 19, 2005 - Sunday, January 1, 2006

### J-Term (optional)

Monday, January 2 - Saturday, January 21, 2006

### Spring Semester 2006

Classes Begin	Monday, January 23, 2006
Spring Break	Monday, March 20 - Saturday, March 25, 2006
Semester Ends	Saturday, May 13, 2006
Commencement	Sunday, May 14, 2006

### Summer Semester 2006

12-week term: Monday, May 22 - Saturday, August 12, 2006  
10-week term: Monday, May 22 - Saturday, July 29, 2006  
8-week term: Monday, June 5 - Saturday, July 29, 2006

### Fall Semester 2006

Classes Begin	Tuesday, September 6, 2006
Semester Ends	Saturday, December 16, 2006
Holiday Break	Monday, December 18, 2006 - Monday, January 1, 2007

### J-Term (optional)

Tuesday, January 2 - Saturday, January 20, 2007

### Spring Semester 2007

Classes Begin	Monday, January 22, 2007
Spring Break	Monday, March 19 - Saturday, March 24, 2007
Semester Ends	Saturday, May 12, 2007
Commencement	Saturday, May 12, 2007

### College Semesters and Schedules

Each academic year at Columbia is comprised of two 15-week semesters (fall and spring), plus an optional January Term and a summer semester. (Most graduate programs do not require course during summer term.). While the usual term of a class is a full 15 weeks, some subjects may be offered in shorter periods, ranging from one to eight weeks. Such intensive segments meet more frequently than traditional, 15-week courses. Courses are scheduled during the day and evening as well as on Saturdays to accommodate the schedules of working students who compose a substantial percentage of the Columbia community. For specific courses taught in any given semester, please consult the appropriate online Class Schedule at <http://cccjbar.colum.edu:9040/cgi-bin/public/CCcatalog.cgi>.

The information listed above is subject to change. The most up-to-date academic calendar can be accessed via the website at: <http://www.colum.edu/infodesk/academiccalendar.html>.

### About Columbia

Columbia College Chicago is an undergraduate and graduate college located in vibrant downtown Chicago. The school's principal commitment is to provide a comprehensive educational opportunity in the arts, communication, and public information, within a context of enlightened liberal education.

Columbia College Chicago is the fifth largest private higher education institution in Illinois with an undergraduate enrollment of approximately 9,800 and a graduate population of approximately 600. With a "Hands-On, Minds-On" philosophy, the school is considered one of the premier centers for study in the visual, performing, and communication arts in the nation.

### Equal Opportunity

Columbia College Chicago complies with all local, state, and federal laws and regulations concerning civil rights. Columbia College Chicago does not discriminate on the basis of race, color, national origin, sex, disability, age, religion or sexual orientation in its programs and activities. Inquiries regarding the non-discrimination policies should be directed to the Equity Issues Office or the Dean of Students.

### Accreditation

Columbia College Chicago is accredited at the graduate and undergraduate levels by the North Central Association of Colleges and Schools and by the Illinois Office of Education. The College is accredited as a teacher training institution by the Illinois State Board of Education. For further information about Columbia's accreditation, contact the North Central Association of Colleges and Schools, 30 North LaSalle Street, Suite 2400, Chicago, IL, 60602. 312-263-0456. Columbia College Chicago is an independent and unaffiliated institution of higher education.

### Disclaimer Notice

The descriptions in this booklet, including the policies, descriptions, and dates listed herein, are intended to provide potential applicants with general information only. This information is subject to change without notice.

# graduate student-at-large instructions

FOR THE APPLICATION YEARS 2005-2006

## The Graduate School and the Admissions Process

The Graduate School welcomes applicants who are committed to obtaining the highest level of excellence through a practical and professional graduate education. Admission is selective. Please read this packet thoroughly for information about completing the basic application materials and for special instructions or any additional requirements from each of the graduate departments.

Further details about the admission process and about each graduate program may be found on our website at [www.colum.edu/graduate](http://www.colum.edu/graduate).

### Graduate Student-at-large Status

- Graduate Students-at-large, or GSALs, are admitted to the Graduate School as **non-degree seeking** students and are permitted to take **no more than 6 credit hours total** of graduate courses that must first be approved by the appropriate Department.
- International Students are not eligible for Graduate Student-at-large status at the Graduate level because they are unable to be full-time students and therefore, would not meet the student visa requirements.
- When 6 credit hours are completed, the student is prohibited from taking any additional courses as a Graduate Student-at-large. If the student wishes to continue at the graduate level at Columbia College Chicago, they have the option to apply through the regular application process as a degree-seeking student to one of our Graduate Programs. (Please see the "Graduate Application and Instructions" booklet for a list of all Graduate programs and their requirements.) If accepted to a degree program in the same area in which they were an SAL, the 6 graduate credit hours they have may be accepted as part of the course requirements for completion of the Master's degree.

## Graduate Student-at-large Status Continued

- **At this point, the Student-at-large status is offered in only in Educational Studies.** Under special/rare circumstances, it may be possible to apply as a Graduate Student-at-large in one of our other departments (Art & Design, Arts, Entertainment & Media Mgt., Creative Writing, Dance/Movement Therapy, Film & Video, Interdisciplinary Arts, Journalism, Photography, Poetry). To obtain permission from one of these other departments, please contact them directly via our main line (312-344-7599) and if approved, submit your application to the Graduate School Office together with a written permission letter with the signature of the Graduate Coordinator or Chair. (A copy of an email sent directly from the department to the Director of Graduate Admissions will also suffice.)
- Unfortunately, because they are non-degree seeking students, Graduate Students-at-large are NOT eligible for financial aid through federal, state, or institutional programs. Graduate Students-at-large may be eligible for assistance through their employers if such employers offer this benefit to their employees.

## The Application Process and Deadlines

- Early application is strongly encouraged. Graduate Students-at-large are usually reviewed on a rolling basis according to the deadlines listed below.

Fall Semester (most programs begin early Sept. '05 & '06)

**Final Deadline:** July 15, 05 (05) & July 14, 06 (06)

Spring Semester (most programs begin in mid-Feb. '05 & Jan. '06)

**Final Deadline:** Dec. 1, 04 (05) & Nov. 1, 05 (06)

Summer Semester (most programs begin in June '05 & late May '06)

**Final Deadline:** May 2, 05 (05) & Apr. 7, 06 (06)

January Term (See the application for details.)

**Final Deadline:** Dec. 1, 04 (05) & Nov. 1, 05 (06)

- Decisions are mailed usually within two to four weeks after the complete application has been received in the Graduate School Office. Applications are accepted until the class is full or until the application deadlines.
- **Please be aware that while rolling programs review applications as they come in, there may be a significant delay on any application that is received for a later cycle during the height of a current cycle.** Our goal is to give a student an admission decision as soon as is possible while still conducting a comprehensive and careful evaluation of each and every application. Please contact the Graduate School Office at 312-344-7260 should you have any questions about the status of your application.
- It is the student's responsibility to see that all credentials, including any materials being forwarded under separate cover to the Graduate School Office, arrive on time. It is also the student's responsibility to ensure that their application file is complete.

## The Review Process

- When all required documentation is on file, the Director of Graduate Admissions will prepare an initial evaluation of your application. When it is determined that your credentials meet basic admission requirements and your application is complete, your file will be forwarded to the Graduate Faculty Admissions Committee for the specific graduate program to which you have applied. The Committee may contact you during the review process to arrange an interview or to request additional materials. Once the Committee has concluded its deliberations, the faculty recommendation is sent to the Director of Graduate Admissions, where it is reviewed once more before final notice of the admission decision is mailed to you directly from the Graduate School Office.
- Only decisions rendered in writing by the Graduate School Office may be considered official admission decisions.
- Due to the confidential nature of the admissions process, decisions are not normally given over the phone. Decisions may be communicated by email in advance of receipt of the actual decision letter.
- Please understand that while you are welcome to reapply, admission decisions are final and there is no appeal process.
- Columbia College Chicago admits students without regard to age, race, color, creed, sex, religion, handicap, disability, sexual orientation, and national or ethnic origin.

## Graduate Admission Requirements

All applicants are considered on an individual basis within the context of selective admissions. Basic admission requirements for all graduate students are listed below:

1. All applicants must have (or will have earned by the term they wish to enroll) a Bachelor's degree (or its equivalent for international students) from an accredited college or university. Official transcripts validating this degree must be received by the Graduate School Office in order to fully process the application. Applicants are also expected to have been in good standing at the last institution attended.
2. Applicants should possess an undergraduate cumulative grade point average (GPA) of 3.0 or better on a scale of 4.0. (While a 3.0 cumulative GPA is the preferred minimum, the Graduate School Office *will consider* otherwise qualified applicants whose cumulative GPA is below a 3.0.)

## Graduate Admission Requirements Continued

3. Applicants must submit a complete application packet to the Graduate School Office by the appropriate deadline. A complete application includes the following:
- Application Fee of \$55 (non-refundable)
  - Application Form with signature
  - Self-Assessment Essay
  - Resume
  - Official Transcripts (2 official copies from every college-level institution attended)
  - Two Letters of Recommendation
  - Possible supplemental items required by the specific graduate department/program. (Consult the “Graduate Admissions & Deadline Chart” included in this booklet for details.)

## A Few Notes About Graduate Admission Requirements

### Foreign Transcripts and Non-native Speakers

Any students who have completed their baccalaureate studies outside of the United States will also need to follow the instructions listed in #1 below. In addition, unless waived by the Director of Graduate Admissions, any student whose primary language is not English is required to submit appropriate TOEFL scores as described in #2 below.

1. Applicants who have completed their baccalaureate studies outside of the United States must have transcripts translated into English and the degree and its contents authenticated and certified as (at least) equivalent to an American Bachelor’s degree by an official evaluation service in the U.S. (A course-by-course evaluation is strongly preferred however; we will accept a general evaluation.) Two companies that provide this service are:

World Education Services (WES)  
P.O. Box 745, Old Chelsea Station  
New York, NY 10113  
Phone: 1-800-937-3895  
Fax: 212-966-6395  
support@wes.org Web: www.wes.org

Educational Credit Evaluators (ECE)  
P.O. Box 92970  
Milwaukee, WI 53202  
Phone: 414-289-3400  
Fax: 414-289-3411  
eval@ece.org Web: www.ece.org

- These are the two companies our applicants use most often and this information is being provided as a convenience for our students. However, this in no way constitutes a recommendation of these companies on the part of the Graduate School.
  - Evaluation agencies such as those listed above send only the evaluation to the Graduate School, not the original transcripts. Therefore, any student who submits an evaluation of a transcript must also still submit to the Graduate School Office original or certified true copies of all college-level transcripts as required for all applicants. (High school-level transcripts are not required for any graduate students.) **The Graduate School Office requires both the official transcripts and the evaluations in order to process your application.**
2. The Test of English as a Foreign Language (TOEFL) is required for all students for whom English is not their primary language. As a demonstration of language proficiency, applicants must receive a score of 600 or higher on the paper-based test or 250 or higher on the computer-based test to be considered for admission. Official notice of scores should be sent directly to the Graduate School Office by the testing agency. (TOEFL scores must be from tests taken within the past two years.) The code for Columbia College Chicago is 1135. Should you have any questions about the TOEFL, please contact them at 609-771-7500, via email at [toefl@ets.org](mailto:toefl@ets.org), or at their website: [www.toefl.org](http://www.toefl.org). (This requirement is waived for those students who have earned their Bachelor’s degree from an accredited U.S. college or university, or for those whose primary language is English.) The Director of Graduate Admissions reserves the right to require the TOEFL for any student whose essay or interview reveals English language deficiencies. With special permission from the Department and the Director of Graduate Admissions, it may also be possible to waive the TOEFL or to substitute another requirement in its place.

### Graduate School Mailing Address for Applications

All application materials, including transcripts, letters of recommendation, and work samples if applicable, should be sent to the Graduate School Office at the address exactly as it is listed below. Please do not send any application materials to the Department Offices. This will delay processing.

**Columbia College Chicago, The Graduate School Office, 600 S. Michigan, Suite 200, Chicago, Illinois, 60605-1996**

Note: Whenever additional sheets/items are included with the application such as resumes, work samples, or essays, please be sure to include your full name, Social Security Number, and the graduate program to which you are applying in the upper right corner of each and every page/item. Please do not use staples on any part of your application materials.

## Additional Information for the Graduate Student

For additional information about the Graduate School and its policies, graduate students should also consult the website: [www.colum.edu/graduate](http://www.colum.edu/graduate).

### Columbia College Chicago and Graduate School Policy

Visit the website at: [www.colum.edu/graduate](http://www.colum.edu/graduate) and follow the links for a PDF version of Graduate School Policies. Questions about Graduate School policies should be directed to the Acting Dean of the Graduate School at 312-344-7260 or via email at [gradsch@colum.edu](mailto:gradsch@colum.edu).

### Graduate Tuition and Fee Information

Please consult the website at [www.colum.edu/sfs](http://www.colum.edu/sfs) and follow the links for the most up-to-date graduate tuition rates and fees.

### Immunization Requirements

All new graduate students must comply with Illinois Public Act #85-1315 regarding submission of medical records showing proof of special immunizations as follows: one tetanus/diphtheria shot within the last 10 years (actually 3 shots), two separate measles shots during your lifetime, one rubella shot and one mumps shot. Students who enroll in fewer than 6 credit hours in one term and/or students born prior to January 1, 1957 are exempt from complying with Illinois Public Act #85-1315. Medical Records should be sent to: The Records Office, Columbia College Chicago, 600 South Michigan Ave., Room 611, Chicago, IL 60605. Phone: 312-344-7224. FAX: 312-344-8073. These records should be on file at Columbia by the first day of your entrance term.

### Orientation and Registration

All orientation and registration for Graduate Students-at-large is handled directly by the graduate department. While the Graduate School Office *may* send an orientation mailing to admitted Graduate Student-at-large students, all follow-up and actual course registration will be coordinated by the department.

### Graduate Class Schedules

Graduate students may view current class schedules via the website at: <http://cccjbar.colum.edu:9040/cgi-bin/public/CCcatalog.cgi>. (Please understand that only 5000 and 6000-level courses are graduate courses.)

### Graduate Course Descriptions

Graduate students may view current course descriptions via the website at: [http://www.colum.edu/grad\\_course\\_descriptions/](http://www.colum.edu/grad_course_descriptions/). If a course description is not available, please contact the appropriate graduate department.

### A Note about Undergraduate Students-at-Large

If you simply want to take some courses at Columbia, you may want to check out our Undergraduate Course Catalog, which is available by calling 312-344-7130 or on the web at [www.colum.edu](http://www.colum.edu). Undergraduate Students-at-large are also non-degree seeking and would receive undergraduate level credit for their work. However, at the undergraduate level, the credit-hour limitation is not as strict. For more information about the areas of interest available and for an application to apply as an Undergraduate Student-at-large, contact the Undergraduate Admissions Office at the number listed above.

### Resuming Students and Returning Students

Any graduate students who may have interrupted their studies for one full academic year or longer must obtain permission to resume their studies in the graduate program. Students wishing to resume should discuss the possibility with their department adviser and send an email with the request and an explanation of their absence to the Acting Dean of the Graduate School at [gradsch@colum.edu](mailto:gradsch@colum.edu). Official permission to resume graduate study is given by the Acting Dean of the Graduate School.

Those graduate students who are returning from an official leave of absence should also contact the Acting Dean of the Graduate School at [gradsch@colum.edu](mailto:gradsch@colum.edu) prior to the term in which they wish to enroll to detail their plans and in order to receive registration information.

### Deferred Students

Should you be admitted to the Graduate School and find that you are unable to attend for that particular term, you may be able to defer your entry to another term up to one year. To request a deferment after you have been admitted, please email the Director of Graduate Admissions at [gradsch@colum.edu](mailto:gradsch@colum.edu) explaining your reasons for the request and your new anticipated enrollment term. Official permission to defer admission is granted by the Director of Graduate Admissions in consultation with the graduate department.

Any student who had officially deferred their initial start term should contact the Director of Graduate Admissions at 312-344-7260 or at [gradsch@colum.edu](mailto:gradsch@colum.edu) approximately four weeks prior to the start of their intended enrollment term in order to confirm their plans and to receive orientation and registration information.

All deferred students must ensure they have completed any and all necessary conditions outlined in their original admit letter before they begin classes.

## Additional Information for the Graduate Student Continued

### Transferring to the Graduate School

We welcome applications from graduate students wishing to transfer from their current graduate school to the Graduate School at Columbia College Chicago. Please contact the Graduate School Office at 312-344-7260 or visit the website at [www.colum.edu/graduate](http://www.colum.edu/graduate) following the links for "The Graduate Student Handbook & Policy Manual" for details about transfer credit available.

### Reapplying Students

An applicant who had previously applied to the Graduate School but did not attend, and who wishes to reapply to the same program at the Graduate School, must meet the published application deadlines for that program. Reapplying students are also required to submit a new fee, a new application form and a letter of intent that indicates their reasons for reapplying and provides any necessary updates to the Director of Graduate Admissions and the Admissions Committee since their original application. A reapplying student who is applying to a program different than his/her original application must meet the published application deadline and submit a letter of intent as well as all new application materials except for transcripts. (There may be some exceptions to this rule. Contact the Graduate School Office for details.) All reapplying students should check with the Director of Graduate Admissions at 312-344-7260 for more information before submitting their application.

### Retention of Application Materials

The Graduate School Office will retain for a period of two years the application materials for those students who do not enroll. (This includes complete files, partial applications and officially incomplete applications) Letters of recommendation and any similar supporting materials are not retained, nor are they available for student perusal prior to or after admission to the College.

### Services for Special Needs Students

Prospective students who have special physical or learning needs are encouraged to contact the Office of the Conaway Achievement Project at 312-344-8132 (or 312-360-0767/TTY) to arrange for any necessary assistance while attending Columbia College Chicago. (Also refer to the "Services for Students with Disabilities and Section 504 Coordinator" section of the Graduate Handbook & Policy Manual, available from the Graduate School Office or to download from the web at [www.colum.edu/graduate](http://www.colum.edu/graduate).)

### Visiting Campus

The Graduate School Office welcomes prospective student visitors. To meet with the Director of Graduate Admissions about general graduate issues or admission/application concerns, please contact the office for an appointment at 312-344-7260 or via email at [gradsch@colum.edu](mailto:gradsch@colum.edu). For specific questions regarding the academic program and curriculum in your program of interest, we recommend that you contact the appropriate graduate department using the contact information provided in the "Graduate Admissions & Deadline Chart" within this booklet. Upon special request, the Graduate School Office and/or the graduate department may be able to arrange for prospective students to speak with a current graduate student and/or to take an informal tour of campus.

### Graduate School Events

The Graduate School hosts a number of events throughout the year for our prospective and current students. Graduate Open Houses are an especially good way to learn more about a particular program of interest and to meet with faculty members. We usually offer both a fall and spring open house. **The Spring 2005 Open House (for those interested in applying for Fall 2005 or Spring 2006 programs) will be held on Saturday, February 12, 2005 at the Chicago Hilton, 720 S. Michigan, from 10AM-12:30PM.** Visit our website at [www.colum.edu/graduate](http://www.colum.edu/graduate), email us at [gradsch@colum.edu](mailto:gradsch@colum.edu), or call us at 312-344-7260 for more details or to RSVP. Future events will continue to be posted on the website, so please visit often.

### A Note about Deadlines and Forms

Because application procedures and deadlines are subject to change, this document is updated each year. If you do not see the appropriate deadline date listed within charts, etc., you may need the updated version of this booklet. If at all uncertain, check with the Graduate School Office at 312-344-7260 to be sure you are using the correct information and forms.

# graduate programs available

FOR THE APPLICATION YEAR 2005-2006

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Architectural Studies, MFA (60 credit hours)

Interior Architecture, MFA (60 credit hours)

Arts, Entertainment & Media Management, MAM (49 credit hours)

Creative Writing, MFA (45 credit hours)

The Teaching of Writing, MA (39 credit hours)

Combined Writing Degree, MFA/MA (63 credit hours)

Dance/Movement Therapy & Counseling, MA (60 credit hours)

Graduate Laban Certificate in Movement Analysis, (GLCMA) (18 credit hours)

Elementary Education (K-9), MAT (41 credit hours)

Art Education (K-12), MAT (40 credit hours)

Urban Teaching – bilingual approval (K-9), MAT (42 credit hours)

Film & Video, MFA (60 credit hours)

Interdisciplinary Arts, MA (36 credit hours)

Interdisciplinary Arts & Media, MFA (60 credit hours)

Interdisciplinary Book & Paper Arts, MFA (60 credit hours)

Journalism, MA (36 credit hours)

Photography, MA (36 credit hours)

Photography, MFA (60 credit hours)

Poetry, MFA (45 credit hours)

If you would like to learn more about any graduate programs currently in development, please call the Graduate School Office at 312-344-7260.

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## the graduate school office

600 S. Michigan, Suite 200, Chicago, IL 60605, 312-344-7260, [gradsch@colum.edu](mailto:gradsch@colum.edu), [www.colum.edu/graduate](http://www.colum.edu/graduate)