Undergraduate Application for Admissions

Office of Admissions
Castleton University
86 Seminary Street
Castleton, Vermont 05735

1-800-639-8521
802-468-1213
fax: 802-468-1476
www.castleton.edu

2016-2017
Online applications are welcome
www.castleton.edu/admissions

Castleton is a member of the Common Application
ACADEMIC REQUIREMENTS
We require that candidates include the following college preparatory courses in their high school programs:

- 4 years of English
- 3 years of math
- 3-4 years of social science
- 2-3 years of laboratory science
- 2 years of a foreign language (recommended)

We urge all applicants to visit the campus. Applicants who do not meet the normal admissions requirements may be admitted on a conditional status. Interviews are not required but may provide the Admissions Committee with essential information in some circumstances. Candidates are notified of an admissions decision as soon as their file folders are complete. (Refer to applicant checklist.)

TESTING REQUIREMENTS
All freshmen candidates for admission are required to take either the Scholastic Aptitude Test (SAT) or the American College Test (ACT). The optional writing section of the ACT is required. Testing is also required of transfer applicants with less than 30 college credits. Applicants who have been out of high school for more than three years are not required to submit either the SAT or ACT; however, a personal interview may be required. The College Entrance Examination Board (CEEB) Code for Castleton University is 3765. TOEFL, IELTS, or PTE is required if English is not your first language. This can be taken in lieu of SAT/ACT.

APPLICATION DEADLINE
Applications are accepted for either the fall or spring semester. Castleton’s policy of “rolling admissions” means that we process applications throughout the year until we determine that we have filled our class for each semester. We reserve the right to close admission once the class is filled.

Please note: Federal financial aid priority deadline is April 1. Visit www.castleton.edu/financialaid for information. Our federal school code number is 003683.

ADMISSION DEPOSIT
To reserve your place, accepted students must remit a non-refundable deposit of $200 on or before May 1 for the fall semester and December 1 for the spring semester. After these dates, deposits will be accepted on a space-available basis. The deposit is credited toward the first semester’s bill.

ADVANCED PLACEMENT/INTERNATIONAL BACCALAUREATE
Freshmen who score 3 or higher on an Advanced Placement Examination will be considered for advanced placement credit. International Baccalaureate credits may be considered for college credit on a course by course basis for higher level exams completed with an 5 or better.

COLLEGE-LEVEL EXAMINATION PROGRAM
Castleton will consider granting academic credit for each area of the General Exam or Subject Exams for which a score of 50 or higher is earned.

FIRST YEAR APPLICANT CHECKLIST
If you have not attended college previously, please submit:

- Completed application (please print clearly).
- Essay (refer to page 4)
- $40 application fee made payable to Castleton University
- Official high school transcript, or official scores from a high school equivalency exam (G.E.D.)
- Senior year first marking period grades
- SAT or ACT results
- Two current letters of recommendation (one from a school counselor, and one from a teacher or employer)

TRANSFER APPLICANT CHECKLIST
If you have previously enrolled in college-level course work after high school graduation, please submit:

- Completed application (please print clearly)
- Essay (refer to page 4)
- $40 application fee made payable to Castleton University*
- Official transcript(s) from all colleges attended
- An official high school transcript and SAT or ACT scores, if you have earned 18 or less college credits
- One current letter of recommendation

A minimum cumulative grade point average of a 2.0 on a 4.0 scale is required in order to be considered for admission. Credit may be considered for transfer for courses completed with a grade of “C-” or better at other accredited institutions if they fulfill Castleton requirements.

Accepted students graduating from an accredited two-year college with an associate degree and a minimum cumulative GPA of 2.0 on a 4.0 scale can transfer credit for all applicable academic work up to 64 credits.

*Students transferring from other Vermont State Colleges (Community College of Vermont, Johnson State College, Lyndon State College, Vermont Technical College) are waived from the application fee.

NON-TRADITIONAL/ADULT APPLICANT CHECKLIST
If you have been away from formal education three or more years and have never attended any college, please complete the following:

- Completed application (please print clearly)
- Essay (refer to page 4)
- $40 application fee made payable to Castleton University
- Official high school transcript, or official scores from a high school equivalency exam (G.E.D.)
- Two current letters of recommendation from employers or people who are familiar with your motivation and work habits
Preferred title: Mr. _____ Mrs. _____ Ms. _____ If you have academic records under another name, please indicate ____________

Legal name ________________________________________________________________

Last Name                       First Name/Given Name                  Middle    Suffix

Permanent address __________________________________________________________

City __________________________ State/Province __________________ Zip code ______ Country __________

Mailing address (if different from above) ______________________________________

City __________________________ State/Province __________________ Zip code ______ Country __________

Social security number (U.S.) __________________________ Date of birth __/____/____

Gender: Male _____ Female _____

State of legal residence ______________________________________________________

Are you a U.S. citizen? Yes _____ No _____ (If no, country of citizenship) __________ Country of birth __________

Are you a resident alien? Yes _____ No _____ Primary language spoken at home, other than English __________

Have you ever been convicted of a felony, misdemeanor, or other crime? Yes _____ No _____ If yes, please attach a detailed explanation.

Phone (home) __________________________ Phone (work) __________________________ (Mobile) ______________________

Applicant email ____________________________________________________________

A Note on the Collection of Racial and Ethnic Information: Colleges and Universities are asked by many, including the federal government, accrediting associations, college guides, newspapers, and our own college community, to describe the racial/ethnic backgrounds of our students and employees. In order to respond accurately to these requests, we ask that you provide us with the following information. Please answer both questions:
1) Are you Hispanic/Latino? Yes _____ No _____ 2) Select one or more from the following to describe your racial background: American Indian/Alaskan Native _____ Asian _____ Black or African American _____ Native Hawaiian or Pacific Islander _____ White _____

PROGRAM INFORMATION: I plan to attend: Fall 20 _____ (classes start August 2016) Spring 20 _____ (classes start January 2016)

Degree Programs: Please indicate from this list the program which is your first choice. This is not a declaration of major; it is for our planning purposes only.

Note: For education licensure (teaching) applicants, a Liberal Arts or Science major must be selected in addition to the education licensure program.

BACHELOR DEGREES

____ Art - Art Education (portfolio required)
____ Art - Art History (portfolio required)
____ Art - Graphic Design (portfolio required)
____ Art - Photography (portfolio required)
____ Art - Studio Art (portfolio required)
____ Athletic Training
____ Biology
____ Biology - Ecology and Evolutionary Biology
____ Biology - Molecular Biology and Biomedicine
____ Business Administration - Accounting
____ Business Administration - Management
____ Business Administration - Marketing
____ Chemistry
____ Chemistry - Biochemistry
____ Chemistry - Environmental Chemistry
____ Communication - Digital Media
____ Communication - Journalism
____ Communication - Mass Media
____ Communication - Public Relations
____ Computer Information Systems - Business
____ Criminal Justice
____ Ecological Studies
____ English - American Literature
____ English - Children's Literature
____ English - World Literature
____ Environmental Science
____ Exercise Science
____ Geology
____ Global Studies
____ Health Education
____ Health Education - Community Health Education
____ Health Education - School Health Education
____ Health Science
____ History
____ Mathematics
____ Mathematics - Statistics
____ Multidisciplinary Studies
____ Music - General
____ Music - Musical Theater (audition required)
____ Music - Performance (audition required)
____ Music Education (audition required)
____ Nursing (Fall only)
____ Philosophy
____ Physical Education - Elementary/Secondary Education
____ Physical Education - Non-licensure
____ Political Science
____ Psychology
____ Psychology - Agency
____ Psychology - Developmental

ASSOCIATE DEGREES

____ Business
____ Communication
____ Criminal Justice
____ General Studies

EDUCATION TEACHER LICENSURE PROGRAMS

Students must complete one of the education programs offered by the college as well as one of the liberal arts and science majors approved for that program.

____ Elementary Education (Art, Biology, Environmental Science, Geology, History, Literature, Mathematics, Multidisciplinary Studies, Social Science, Social Studies, Theater Arts)
____ Elementary Education with Special Education Endorsement (Select from majors approved for Elementary Education)
____ Secondary Education (Art, Biology, Environmental Science, Geology, History, Literature, Mathematics, Social Science, Social Studies, Spanish, Theater Arts)
Application type: _____ First year (first time attending post-secondary institution) _____ Transfer (have post-secondary college credits/coursework) _____ Re-admission (have previously attended Castleton) _____ Transfer (most recent college within the VSC) _____ Early College Program (High school senior year for Vermont residents, supplement required)

I plan to attend: _____ Full-time _____ Part-time; Will you be applying for financial aid? Yes _____ No _____

Will you be receiving veteran’s benefits? Yes _____ No _____ United States Armed Forces Status ______________________

Anticipated status at the time you enroll ______________________ Branch ______________________

If you are a Vermont resident, have you maintained legal residence in Vermont for the last 12 months? Yes _____ No _____

How did you learn about Castleton University? _____ Admissions rep. _____ Alumnus/alumna _____ Castleton student _____ Coach _____

College fair _____ Employer _____ Family member _____ Guidance counselor _____ Newspaper _____ Other _____ Publication _____

Teacher _____ TV/radio _____ website Please identify by name __________________________ Have you visited Castleton? Yes _____ No _____

Names of relatives who have or are currently attending Castleton University ______________________________________________________________

Other colleges to which you plan on applying __________________________________________________________________________________________

EDUCATIONAL INFORMATION

List all high schools attended with most current institution first.

Name of high school Address (city, state, zip) High School CEEB #
________________________________________________________________________________________________________________________________
________________________________________________________________________________________________________________________________

Did you or will you graduate from high school? Yes _____ No _____ If yes, date of graduation ______/_____/______

If not, do you hold a high school equivalency (GED)? Yes _____ No _____ If yes, date of completion ______/_____/______

School counselor’s name _______________________________________ Telephone (include extension) _______________________________

List any high school academic credentials (honors, principal’s list, etc) and year(s) awarded ______________________________________________

________________________________________________________________________________________________________________________________

Have you taken:

_____ ACT Date taken ______/_____/______ or date scheduled ______/_____/______

_____ SAT Date taken ______/_____/______ or date scheduled ______/_____/______

_____ English proficiency (TOEFL, IELTS or PTE) Date taken ______/_____/______ or date scheduled ______/_____/______

Have you ever been dismissed or suspended from a school or college? Yes _____ No _____

If yes, for what reason? _____ Academic _____ Disciplinary (Please attach a detailed explanation on a separate sheet of paper.)

List all colleges attended with most recent institution first.

Name of college City and state Dates of attendance Credits earned Degree earned Cumulative GPA
________________________________________________________________________________________________________________________________
________________________________________________________________________________________________________________________________

List all college courses currently in progress (including high school dual enrollment) _________________________________________________________

List any college academic credentials (honors, dean’s list, etc.) and year(s) awarded ________________________________________________

________________________________________________________________________________________________________________________________

EXTRA CURRICULAR AND ATHLETIC ACTIVITIES

We encourage you to submit a resume. Please list extra curricular, community service, and/or volunteer activities in which you’ve been involved.

________________________________________________________________________________________________________________________________

Are you interested in participating in varsity sports at Castleton? Yes _____ No _____ If yes, please indicate below.

FEMALE:

_____ Alpine Skiing _____ Ice Hockey _____ Softball _____ Soccer

_____ Basketball _____ Lacrosse _____ Tennis _____ Volleyball

_____ Cross Country _____ Nordic Skiing _____ Track and Field

_____ Field Hockey

MALE:

_____ Alpine Skiing _____ Football _____ Nordic Skiing

_____ Baseball _____ Golf _____ Soccer

_____ Basketball _____ Ice Hockey _____ Tennis

_____ Cross Country

_____ Lacrosse

_____ Track and Field
WORK HISTORY
List your recent employment history. (Employer, position, city/state, dates started/completed)

__________________________________________________________________________________________________________________________________
__________________________________________________________________________________________________________________________________

PARENT/GUARDIAN INFORMATION
Father/parent ________________________________________________ Mother/parent _________________________________________________________
first     last                      mi              first               last                            mi
Address _____________________________________________________ Address (if same write “same”) ____________________________________________
________________________________________________________________________
Date of birth _______________________________________________ Date of birth __________________________________________________________
Telephone number __________________________________________ Telephone number ______________________________________________________
Father/parent email _________________________________________ Mother/parent email ____________________________________________________
Profession/occupation _______________________________________ Profession/occupation ________________________________________________
Father/parent employer ______________________________________ Mother/parent employer ________________________________________________

The following questions are asked to determine whether or not you are a first generation college student. This information is not considered during the admissions process.

What is your first parent's highest level of education?

_____ Did not complete high school
_____ High School diploma or GED
_____ Some college
_____ Associate's degree
_____ Bachelor's degree
_____ Graduate degree
_____ Other

Name of college attended and degree, if applicable

What is your second parent's highest level of education?

_____ Did not complete high school
_____ High School diploma or GED
_____ Some college
_____ Associate's degree
_____ Bachelor's degree
_____ Graduate degree
_____ Other

Name of college attended and degree, if applicable

Did you live with both parents until you were 18? Yes _____ No _____ If you did not live with both parents, with which parent did you live?
Father _____ Mother ____ Split time equally between both _____ Neither _____

HOUSING
It is a condition of admission that all new students who do not commute from home must live in the residence halls and participate in a university meal plan. Please check one:

_____ I will be living on campus
_____ I will be commuting from my parents' home/my home
_____ If I can receive permission to do so, I would like to live off campus. Enclosed is a letter requesting permission and detailing my reasons.

ESSAY QUESTION
The essay must be at least 250 words. It is an important part of your application to Castleton and helps us to evaluate your motivation and potential for university-level work beyond grades and standardized tests. Please type on a separate sheet of paper and be sure to include your full name and date of birth.

FIRST YEAR STUDENTS
We encourage you to submit an essay on the topic of your choice. You are welcome to use the following suggestions:

• Discuss your motivation for pursuing university-level study, addressing your personal interests and career goals.

• Describe an independent study, community service project, internship, or senior project that you have completed or are pursuing during your high school career that involves at least a semester’s worth of work. In addition to describing your topic, explain the process your work follows, what you found most challenging, and if you hope to pursue any aspects of this project at the college level. Feel free to attach an official summary or proposal of your project.

TRANSFER STUDENTS
Explain your learning experiences at your current or last college or university. Explain how Castleton fits into your academic and future goals.

NON-TRADITIONAL/ADULT STUDENTS
Discuss your personal and professional achievements, current academic needs, and future goals.
NEW ENGLAND STUDENT REGIONAL PROGRAM

Castleton University participates in a regional cooperative program administered by the New England Board of Higher Education (NEBHE) which permits qualified New England residents to study with a special tuition rate of 150% of the current in-state tuition and admission privileges in certain programs at any of the state colleges. The programs available to Castleton applicants are:

State of residence | The NEBHE tuition rate is available to residents of certain states for the following programs:
RI, CT, ME | B.S. Athletic Training

If you are a resident of one of the above states and your intended major is eligible for the NEBHE tuition reduction, please sign below to be considered for the program.

Applicant's Signature __________________________________________________________ Date ______________________________

NON-DISCRIMINATION, EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION

Every member of Castleton University should work to ensure non-discriminatory processes and practices with faculty, staff, and students.

Qualified students are recruited for, admitted to, and participate in all college programs without discrimination on the basis of race, color, sex, sexual orientation, religion, creed, national origin, age, veteran status, or disability. The college will provide reasonable accommodations to create equal opportunity for students with known disabilities.

Faculty, administrators, and staff are employed without discrimination on the basis of race, color, sex, sexual orientation, religion, creed, national origin, age, veteran status, or disability unrelated to job requirements. The college will make reasonable accommodations to the known disability of an otherwise qualified applicant or employee. Additionally, the college will engage in affirmative efforts to recruit, admit, and support students, and to recruit, employ, and support employees, in order to achieve the diversity which advances the educational mission.

Castleton University complies with State and Federal Laws related to equal opportunity and non-discrimination. Any questions or complaints about potential or perceived discrimination in violation of any State or Federal Law should be directed to Janet Hazelton, Equal Opportunity Officer, Campus Center, (802) 468-1208; or the Vermont State Colleges Office of the Chancellor in Montpelier; or the Vermont Office of the Attorney General; or the Equal Opportunity Employment Commission in Washington, D.C.

Please contact Janet Hazelton, Equal Opportunity Officer, if auxiliary aid or service is needed to apply for admission or employment.

STUDENT RIGHT-TO-KNOW/CAMPUS CRIME

The United States Department of Education requires colleges and universities to make available annual statistics on our student's continuation and graduation rates. Contact the Admissions or Communications offices for this information. Additionally, Castleton's annual security report provides information about the operation of the University's Public Safety Department; university safety and security, alcohol and drug, and sexual assault policies; and campus crime statistics for a variety of crimes including murder, manslaughter, sex offenses, robbery, burglary, and motor vehicle theft, along with information regarding on-campus alcohol, drug, and weapons violations. The report is available on the university's website.

ETHNICITY

Hispanic or Latino: A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

American Indian or Alaska Native: A person having origins in any of the original peoples of North and South America (including Central America) who maintains cultural identification through tribal affiliation or community attachment.

Asian: A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippines, Thailand, and Vietnam.

Black or African American: A person having origins in any of the black racial groups of Africa.

Native Hawaiian or Other Pacific Islander: A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

White: A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

I HEREBY DECLARE

I understand that, if admitted, I will be required to submit a completed health form including a record of immunizations as required by Vermont State Statute, in order to register for classes.

I understand that Castleton University may wish from time to time to provide public notice of certain student accomplishments and/or to use photographs of students for publications in various types of college promotional material. I do hereby give my permission to Castleton University to provide public notice of my accomplishments as it may feel appropriate, and/or to use my photograph, without compensation, in published promotional material. If you do not grant permission please attach a signed letter requesting us to withhold public use of name and photo. Not attaching a note signifies acceptance.

Credits earned at the Vermont State Colleges are transferable to other colleges or universities only at the discretion of the receiving institution.

The Vermont State College System maintains a single student information system. Information and documentation provided by an applicant or a student, including high school and college transcripts, may be shared with any of the Vermont State Colleges to which an applicant or student applies or otherwise directs the information to be sent, or as may otherwise be permitted by law. In consideration of the undertaking by the Admissions Office to process this form, the undersigned agree that the information furnished on this application for admission form, together with all information and materials of any kind received by the Admissions Office from any source, or prepared by anyone at its request, shall be completely confidential and shall not be disclosed except as provided by PL 93-380 “Family Rights and Privacy Act.”

The documentation and application will be evaluated by the Admissions Office(s) in receipt of the application(s). If you are a student at one Vermont State College (Community College of Vermont, Castleton University, Johnson State College, Lyndon State College, Vermont Technical College) and are applying at another VSC college, your official transcript will be reviewed electronically by the Admissions Office at the VSC college to which you are applying. I understand that withholding information requested in this application or giving false information may make me ineligible for admission to or continuation at a Vermont State Colleges institution. I certify that the above statements are correct and complete.

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Applicant's Signature __________________________________________________________ Date ______________________________

Parent's/Guardian's Signature __________________________________________________________ Date ______________________________

(If an applicant is under 18 years of age)

Please enclose a $40 application fee, payable by check or money order to Castleton University.