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

2019-2020
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 first-year candidates for admission are required to take either the Scholastic Aptitude Test (SAT) or the American College Test (ACT). Testing is also required of transfer applicants with less than 18 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
First-year students 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 a 5 or better.

CASTLETON UNIVERSITY

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.

APPLYING FOR ADMISSION TO CASTLETON UNIVERSITY

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
- Current letter of recommendation

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
- 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.

Please see the academic catalog transfer credit policies.

*Students transferring from other Vermont State Colleges (Community College of Vermont, Northern Vermont University, 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.)
- Current letter of recommendation from employer or person who is familiar with your motivation and work habits
**Preferred title:** Mr. _____ Mrs. _____ Ms. _____ If you have academic records under another name, please indicate ______________________

Legal name _____________________________________________________________

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<thead>
<tr>
<th>Permanent name</th>
<th>First name/Given name</th>
<th>Middle</th>
<th>Suffix</th>
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<tr>
<td>Last Name</td>
<td>First Name</td>
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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 ______/______/______

Sex assigned at birth: Male _____ Female _____ I identify as __________________________ 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 __________________________

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 2020)  
- Spring 20 _____ (classes start January 2020)

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**

- Accounting
- Art - Art Education (portfolio required)
- Art - Art History (portfolio required)
- Art - Photography (portfolio required)
- Art - Studio Art (portfolio required)
- Athletic Training (MAT, Pre-AT/B.S. Kinesiology)
- Biology
- Biology - Ecology and Evolutionary Biology
- Biology - Molecular Biology and Biomedicine
- Chemistry
- Computer Information Systems - Business
- Criminal Justice
- Ecological Studies
- Education - Early Education
- Education - Elementary
- Education - Secondary
- Education - Special Education
- English
- Environmental Science
- Exercise & Sports Science
- Global Studies
- Graphic Design
- Health Promotion
- Health Science
- History
- Kinesiology
- Management
- Marketing
- Mathematics
- Mathematics - Education
- Mathematics - Statistics
- Media and Communication - Digital Media
- Media and Communication - Journalism
- Media and Communication - Media Studies
- Media and Communication - Public Relations
- Media and Communication - Video/Film Production
- Multidisciplinary Studies
- Music - General
- Music - Musical Theater (audition required)
- Music - Performance (audition required)
- Music Education (audition required)
- Nursing
- Philosophy
- Physical Education - Elementary/Secondary Education
- Physical Education - Health and Physical Activity

**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.

- Early Childhood Education
- Elementary Education (Art: Art Education (K-12), Health Promotion; School Health, Elementary Education / Mathematics, Multidisciplinary Studies, Music Education (audition required), Physical Education: Elementary/Secondary Education, Spanish)
- Elementary Education with Special Education Endorsement (Select from majors approved for Elementary Education)
- Political Science
- Psychological Science
- Resort and Hospitality Management (at Killington)
- Social Science - Economics
- Social Science - Environmental Studies
- Social Science - Geography
- Social Studies
- Social Work
- Sociology
- Sociology - Criminology
- Sociology - Cultural Anthropology
- Spanish for Business
- Spanish Language and Literature
- Sport Management
- Theater Arts
- Theater Arts - Acting and Directing
- Theater Arts - Technical Theater and Design
- Undecided major
- Wildlife & Forest Conservation
- Women's and Gender Studies

**ASSOCIATE DEGREES**

- Business
- Communication
- Criminal Justice
- General Studies
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 _____/_____/______ Date taken _____/_____/______ or date scheduled _____/_____/______

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.

WOMENS:  _____ Alpine Skiing  _____ Soccer  _____ Ice Hockey  _____ Lacrosse  _____ Nordic Skiing
   _____ Basketball  _____ Softball  _____ Field Hockey  _____ Track and Field  ______________________
   _____ Cross Country  _____ Tennis  ______________________
   _____ Field Hockey  _____ Track and Field  ______________________
   _____ Ice Hockey  ______________________
   _____ Lacrosse  ______________________
   _____ Rugby  ______________________

MENS:  _____ Alpine Skiing  _____ Baseball  _____ Cross Country  _____ Football  _____ Golf
   _____ Basketball  _____ Tennis  _____ Track and Field
   _____ Lacrosse  _____ Nordic Skiing  _____ Soccer  _____ Track and Field  _____ Wrestling
   _____ Rugby  ______________________
   _____ Lacrosse  ______________________
DISCIPLINARY/CRIMINAL INFORMATION
1) Have you ever been subject to disciplinary action or do you currently have disciplinary charges pending by any educational institution due to academic (such as, but not limited to, cheating or plagiarism) or behavior misconduct (such as, but not limited to, violence, drug use or sexual harassment/assault)?  Yes  _____   No  _____
2) Have you ever been convicted of, or charged with, a criminal offense or are you currently the subject of any criminal proceeding?
   If yes, please provide an explanation including the approximate date of each incident, explain the circumstances, and reflect on what you learned from the experience. Your application may not move forward without such written explanation. Your "yes" answer to one or more of the above questions will not necessarily preclude you from being admitted, however, your failure to provide complete, accurate and truthful information may be grounds to deny or withdraw your admission, or subject you to disciplinary sanctions after enrollment.  Yes  _____   No  _____
   You must notify the Admissions Office promptly if your "no" answer to one or more of the above questions ceases to be accurate after you submit this application. Your failure to do so may be grounds to deny or withdraw your admission, or subject you to disciplinary sanctions after enrollment.

WORK HISTORY
List your recent employment history. (Employer, position, city/state, dates started/completed)
__________________________________________________________________________________________________________________________________
__________________________________________________________________________________________________________________________________

PARENT/GUARDIAN INFORMATION
Father/parent ________________________________________________ Mother/parent _________________________________________________________
Address _____________________________________________________ Address (if same write "same") ____________________________________________
Date of birth _______________________________________________ Date of birth __________________________________________________________
Telephone number __________________________________________ Telephone number ______________________________________________________
If approved to contact: Father/parent email ___________________________  If approved to contact: 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
__________________________________________________________________________________________________________________________________

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.

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 web site.

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 Philippine Islands, 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 to provide public notice of certain student accomplishments and/or to use photographs of students for publication in various types of university promotional media. 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.

The information submitted on this form is true and correct to the best of my knowledge. I understand that withholding information requested in this application or giving false information may make me ineligible for admission to or continuation in Castleton University. With this in mind, I certify that the above statements are correct and complete.

Applicant’s Signature __________________________________________ Date ______________

Parent’s/Guardian’s Signature (If applicant is under 18 years of age) __________________________ Date ______________

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