



Castleton

A V E R M O N T U N I V E R S I T Y

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.

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
- ___ 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

BIOGRAPHICAL INFORMATION

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 ____/____/____

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

- | | | |
|---|---|---|
| <input type="checkbox"/> Accounting | <input type="checkbox"/> Health Promotion - Community Health | <input type="checkbox"/> Political Science |
| <input type="checkbox"/> Archaeology, Geography & Applied Anthropology | <input type="checkbox"/> Health Promotion - School Health | <input type="checkbox"/> Psychological Science |
| <input type="checkbox"/> Art - Art Education (portfolio required) | <input type="checkbox"/> Health Science | <input type="checkbox"/> Resort and Hospitality Management
(at Killington) |
| <input type="checkbox"/> Art - Art History (portfolio required) | <input type="checkbox"/> History | <input type="checkbox"/> Social Science - Economics |
| <input type="checkbox"/> Art - Photography (portfolio required) | <input type="checkbox"/> Kinesiology | <input type="checkbox"/> Social Science - Environmental Studies |
| <input type="checkbox"/> Art - Studio Art (portfolio required) | <input type="checkbox"/> Management | <input type="checkbox"/> Social Science - Geography |
| <input type="checkbox"/> Athletic Training (MAT, Pre-AT/B.S. Kinesiology) | <input type="checkbox"/> Marketing | <input type="checkbox"/> Social Studies |
| <input type="checkbox"/> Biology | <input type="checkbox"/> Mathematics | <input type="checkbox"/> Social Work |
| <input type="checkbox"/> Biology - Ecology and Evolutionary Biology | <input type="checkbox"/> Mathematics - Education | <input type="checkbox"/> Sociology |
| <input type="checkbox"/> Biology - Molecular Biology and Biomedicine | <input type="checkbox"/> Mathematics - Statistics | <input type="checkbox"/> Sociology - Criminology |
| <input type="checkbox"/> Chemistry | <input type="checkbox"/> Media and Communication - Digital Media | <input type="checkbox"/> Sociology - Cultural Anthropology |
| <input type="checkbox"/> Computer Information Systems - Business | <input type="checkbox"/> Media and Communication - Journalism | <input type="checkbox"/> Spanish for Business |
| <input type="checkbox"/> Criminal Justice | <input type="checkbox"/> Media and Communication - Media Studies | <input type="checkbox"/> Spanish Language and Literature |
| <input type="checkbox"/> Ecological Studies | <input type="checkbox"/> Media and Communication - Public Relations | <input type="checkbox"/> Sport Management |
| <input type="checkbox"/> Education - Early Education | <input type="checkbox"/> Media and Communication - Video/Film Production | <input type="checkbox"/> Theater Arts |
| <input type="checkbox"/> Education - Elementary | <input type="checkbox"/> Multidisciplinary Studies | <input type="checkbox"/> Theater Arts - Acting and Directing |
| <input type="checkbox"/> Education - Secondary | <input type="checkbox"/> Music - General | <input type="checkbox"/> Theater Arts - Technical Theater and Design |
| <input type="checkbox"/> Education - Special Education | <input type="checkbox"/> Music - Musical Theater (audition required) | <input type="checkbox"/> Undecided major |
| <input type="checkbox"/> English | <input type="checkbox"/> Music - Performance (audition required) | <input type="checkbox"/> Wildlife & Forest Conservation |
| <input type="checkbox"/> Environmental Science | <input type="checkbox"/> Music Education (audition required) | <input type="checkbox"/> Women's and Gender Studies |
| <input type="checkbox"/> Exercise & Sports Science | <input type="checkbox"/> Nursing | |
| <input type="checkbox"/> Global Studies | <input type="checkbox"/> Philosophy | |
| <input type="checkbox"/> Graphic Design | <input type="checkbox"/> Physical Education - Elementary/Secondary Education | ASSOCIATE DEGREES |
| <input type="checkbox"/> Health Promotion | <input type="checkbox"/> Physical Education - Health and Physical
Activity Promotion | <input type="checkbox"/> Business |

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, 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)
- Secondary Education (Art: Art Education (K-12), Biology, Chemistry, English, Environmental Science, Health Promotion: School Health, History, Mathematics: Secondary Education, Music Education (audition required), Physical Education: Elementary/Secondary Education, Spanish Language & Literature, Social 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 #
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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 ____/____/____ Date taken ____/____/____ or date scheduled ____/____/____

SAT Date taken ____/____/____ 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
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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
- Basketball
- Cross Country
- Field Hockey
- Ice Hockey
- Lacrosse
- Nordic Skiing
- Rugby
- Soccer
- Softball
- Tennis
- Track and Field
- Volleyball

MENS:

- Alpine Skiing
- Baseball
- Basketball
- Cross Country
- Football
- Golf
- Ice Hockey
- Lacrosse
- Nordic Skiing
- Soccer
- Tennis
- Track and Field
- Wrestling

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 _____
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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

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

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.



Castleton University

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