

## ChiArts Admissions Handbook

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### I. Introduction

The ChiArts Audition Handbook is designed to lay out the audition processes for incoming freshmen and transfer students. The handbook will also outline the policies for out-of-state and international students, as well as current students looking to switch conservatories. Any questions not answered by this guide should be directed to the Admissions Department by emailing [admissions@chiarts.org](mailto:admissions@chiarts.org).

### II. Who has to audition?

Any student who wants to attend ChiArts, regardless of grade or area of interest, must audition in order to be admitted. No student is admitted without both an academic review and an audition.

Any current ChiArts student hoping to transfer from one conservatory to another is also required to audition. Please see Section XVIII for more information.

### **III. Determining Audition Eligibility for Incoming Freshmen**

Before students are scheduled an audition, they must first be approved to audition by academic review.

Students in the 8<sup>th</sup> grade applying for freshmen year must submit their 7<sup>th</sup> grade standardized test scores, such as the NWEA, PLAN, ISAT, etc, and 7<sup>th</sup> grade attendance record for review. The Admissions Department will look for the following:

-24 percentile or higher on the 7<sup>th</sup> grade standardized test scores in both math and reading

-92% attendance rate from the 7<sup>th</sup> grade year

Students with an IEP or 504 Plan must have a 48 total in math and reading, but must meet the attendance requirement.

In the case of no standardized test scores OR no attendance record, we will accept the student's final 7<sup>th</sup> grade report card and most recent 8<sup>th</sup> grade report card for review in order to determine audition eligibility.

### **IV. Academic Meetings for Incoming Freshmen**

If a student does not meet one or both of the academic requirements, the family may request an academic meeting by emailing [admissions@chiarts.org](mailto:admissions@chiarts.org). During the academic meeting, members of the Academic Team will review the student's current grades and attendance in order to determine whether he or she will be permitted to proceed with the audition process. The Academic Team will make this decision based on the individual student's academic integrity, stamina, determination, dedication, and ability to keep up with the rigorous schedule. The Academic Team's decision is final, and may not be reviewed again that school semester. If a student would like to be reconsidered for admission, he or she must submit the documents needed for transfer students in Section IX by the deadline determined by the Admissions Department.

Letters of recommendations or other materials are used in decisions or appeals in order to create an equitable decision process. Please see section XVII for more information.

### **V. Application Process for Freshmen**

Current 8<sup>th</sup> graders applying for Fall semester of their Freshmen year must apply through [go.cps.edu](http://go.cps.edu). Only complete applications will be considered. A complete application includes both the [CPS application](#) and test scores/attendance record.

**CPS Students:** Your test scores and attendance record will be automatically uploaded through the [go.cps.edu](http://go.cps.edu) website.

**Non-CPS Students:** You must take the NWEA and receive an activation code through CPS in order to apply. Please visit [go.cps.edu](http://go.cps.edu) or contact the CPS Office of Access and Enrollment by phone, 773-553-2060, or email, [gocps@cps.edu](mailto:gocps@cps.edu) as soon as possible. All testing and application documents must be submitted by the application deadline.

Students must apply no later than the application deadline set by CPS. It is the student's responsibility to provide accurate contact information. No late applications will be considered.

Online application is strongly encouraged. Paper applications must be received by CPS before the application deadline.

Admission to ChiArts will be determined by audition results (section VI) and where students have ranked ChiArts in their GoCPS application. ChiArts is a non-selective enrollment school. Students will receive only 1 offer from a non-selective enrollment school, of which they may rank up to 20.

## **VI. Audition Process for Freshmen**

Each conservatory has specific audition requirements determined by the department head for that conservatory. Students may only audition in up to two areas.

Students will be classified as Novice, Intermediate, or Advanced in each area based on their experience level determined by the Admissions Department after reviewing applications. Novice students have had less than 2 years of training in an area. Advanced students have had 2 years or more of training in an area. Intermediate students have had less than 2 years of more intensive training or more than 2 years of light training. Students audition with other students in the same classification.

### Creative Writing

- Students must bring a 4-6 page sample of their best writing that represents their artistic interests. The writing may be in any genre. All writing samples must be written by the student alone and clearly labeled with the student's name and title of the piece (if titled). The sample may include, but is not limited to, poetry, fiction, drama, and creative non-fiction. The sample may be an excerpt from a longer piece or multiple examples of the student's work as long as students meet the page requirement. The writing sample must be typed, double spaced, 10 or 12 point font for fiction, drama, and creative non-fiction. Poetry must be single or 1.5 spaced.

Your 4-6 pages may be divided between pieces from more than one genre. Students may bring additional writing (beyond the required 4-6 page sample) in a portfolio; if time allows, adjudicators may ask to review these pieces as well.

- Students who use a journal or notebook are strongly encouraged to bring it to the interview.
- Students will be asked about the work they have presented and their literary interests.
- Students will be participating in a timed writing class while on campus. A prompt will be given at the time of the audition.

Some students may be asked to return for additional evaluation during a callback audition. Some additional preparation may be necessary. Any students called back will be informed of additional requirements.

### Rubrics for Creative Writing

Students are gauged on a scale of 1 – 5 in the following areas:

Section 1	Section 2	Section 3
Prepared Sample	Interview	Potential *
Ideas/Content	Communication	*This section is doubled
Voice/Style	Level of Interest	in calculation
Conventions	Willingness to Read	
Overall Effect	Willingness to Learn	

### Dance

- The student is required to prepare a one-minute solo in any style of his/her choice; the student must bring music for the solo on CD, MP3 player, smartphone, or tablet. All solos will be timed.
- Students will participate in a dance class. No preparation is necessary for this segment.
- The audition will also include time for the adjudicators to ask the students questions about their training and goals.

#### **Audition dress requirements:**

- All: No jewelry or baggy clothes. Hair should be pulled back off the face.
- Female: leotard, tights and ballet shoes; or dance attire with jazz shoes. Skirts and Pointe shoes are optional. The class will include ballet barre work.
- Male: tights or fitted shorts, T-shirt, and ballet shoes or jazz shoes. The class will include ballet barre work.
- Novice: form-fitting exercise clothes, jazz shoes or barefoot (no socks). No baggy clothes or jewelry. (Dancewear is optional.)

In some cases, students may be asked to return for additional evaluation. No additional preparation is necessary.

### Rubrics for Dance

Students are gauged on a scale of 1 – 5 in the following areas:

Section 1	Section 2	Section 3
Class	Solo	Potential *
Physical Ability	Quality of Movement	*This section is doubled
Body Awareness	Focus	in calculation
Musicality	Musicality	
Stage Presence/Movement Recall	Overall Effect	

### Music: Instrumental

*Instrumental (brass, guitar, percussion\*, piano, string, wind)*

- Perform two contrasting solos or etudes (fast/slow), or one solo or etude with contrasting sections. Accompaniment is not allowed for instrumental auditions; each student must bring one additional copy of music to the audition for the adjudicators.
- Prepare two major scales of the student's choice and the chromatic scale.
- Sight-reading
- The audition will also include time for the adjudicators to ask the students questions about their training and goals.

\*Percussionists are to bring your own sticks and prepare specific music posted on the ChiArts website.

Rubrics for Music: Instrumental

Students are gauged on a scale of 1 – 5 in the following areas:

Section 1	Section 2	Section 3
Prepared Pieces	Scales/Sight Reading	Potential *
Tone Quality	Scales	*This section is doubled
Rhythm	Sight Reading	in calculation
Intonation		
Technique/Fundamentals		
Interpretation		

Music: Vocal

- 2 contrasting (fast/slow) songs. An accompanist will be provided (bring sheet music in the appropriate key), or students may bring musical accompaniment on a CD, MP3 player, smartphone or tablet. Music must be instrumental only, no lip-synching allowed. Acapella (unaccompanied) singing is discouraged but permitted. Bring an additional copy of your music for the adjudicators.
- Singers may participate in vocal exercises and warm-ups with the adjudicators for the purpose of determining vocal range.
- The audition will also include time for the adjudicators to ask the students questions about their training and goals.

Some students may be asked to return for additional evaluation during a callback audition. No additional preparation is necessary.

Rubrics for Music: Vocal

Students are gauged on a scale of 1 – 5 in the following areas:

Section 1	Section 2	Section 3
Prepared Piece 1	Prepared Piece 2	Potential *
Tone Quality	Tone Quality	*This section is doubled
Rhythm	Rhythm	in calculation
Intonation	Intonation	

Theatre: Acting

- Prepare an age-appropriate dramatic or comedic monologue that is memorized and is no more than 90 seconds long. Monologues may be from a play or screenplay, a story, or a piece written by the student. Suggested pieces can be downloaded from our website. Bring one copy for the adjudicators. Costumes and props are not allowed.
- The audition will also include time for the adjudicators to ask the students questions about their training and goals.

Some students may be asked to return for additional evaluation during a callback audition. No additional preparation is necessary, though students will have the option to present a new monologue.

Rubrics for Theatre: Acting

Students are gauged on a scale of 1 – 5 in the following areas:

<p>Section 1 Monologue</p> <ul style="list-style-type: none"> <li>Concentration</li> <li>Physical Expression</li> <li>Vocal Expression</li> <li>Text/Sub-Text</li> </ul>	<p>Section 2 Potential *</p> <p>*This section is doubled in calculation</p>
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Theatre: Musical Theatre

- Acting Evaluation: Prepare an age-appropriate dramatic or comedic monologue that is memorized and is no more than 90 seconds long. Monologues may be from a play or screenplay, a story, or a piece written by the student. Suggested pieces can be downloaded from our website. Bring one copy for the adjudicators. Costumes and props are not allowed.
- Vocal Evaluation: Prepare one-minute of one song that is memorized. Students are encouraged to bring accompaniment on CD, MP3 player, smartphone or tablet. Piano and accompanist will be available (bring sheet music in the appropriate key). The student must bring an extra copy of music to the audition for the adjudicators.
- Dance Evaluation: No prepared routine is required; students will learn a combination. Students should wear form-fitting clothing that allows them to move freely. Hair should be pulled back. No jewelry. Appropriate dance footwear (jazz shoes or ballet shoes) or bare feet required.
- The audition will also include time for the adjudicators to ask the student questions about their training and goals.

Some students may be asked to return for additional evaluation during a callback audition. No additional preparation is necessary, though students will have the option to present a new song and/or monologue.

Rubrics for Theatre: Musical Theatre

Students are gauged on a scale of 1 – 5 in the following areas:

Section 1	Section 2	Section 3	Section 4
Acting Monologue	Prepared Song	Dance Class	Potential *
Concentration	Concentration	Technique/Skill	*This is
Physical Expression	Physical Expression	Musicality	doubled
Vocal Expression	Vocal Expression	Recall of Movement	in calc-
Text/Sub-Text	Text/Sub-Text	Stage Presence	ulation

Visual Arts

- Students must bring 7-10 pieces of art (no larger than 36“x36” per piece) of original artwork and your most recent sketchbook. All artwork must be created by the student alone and clearly labeled with the student’s name and title of the piece (if titled). Artwork may include, but is not limited to, painting, drawing/sketching, sculpting, photography, and graphic design. No copies or tracings are allowed; in addition, **only two pieces may be in the style of anime or manga**. Students may bring extra work (beyond the required 7-10 pieces) in a portfolio; if time allows, adjudicators may ask to review this work as well.
- Students will participate in a sketch class. No preparation is necessary for this segment.
- Students are strongly encouraged to bring a sketchbook to the interview.
- Students will be asked about the work they have presented and their artistic interests.

Some students may be asked to return for additional evaluation during a callback audition. Some additional preparation may be necessary. Any students called back will be informed of additional requirements.

Rubrics for Visual Arts

Students are gauged on a scale of 1 – 5 in the following areas:

Section 1	Section 2	Section 3
Portfolio Review	Group Exercise	Potential *
Communication	Composition	*This section is doubled
Quality	Handling of Media	in calculation
Originality	Value of Study	
Craftsmanship	Proportion	

**VII. Rescheduling Auditions for Incoming Freshmen**

If a student is unable to attend a scheduled audition, he, she, or a parent/guardian should contact the Admissions Office as soon as possible. Auditions will be rescheduled as time allows. Not all auditions may be rescheduled.

**VIII. Late Applicants**

As per CPS, late applications will not be considered. If the application is reopened, students may only be considered for areas with openings and offered auditions as time slots are available. Late applicants are not guaranteed an audition time and may only be offered auditions on short notice. If a late applicant is

unable to attend a scheduled audition, alternate times may not be offered. Students who do not immediately meet the academic requirements may not be offered academic meetings.

### **IX. Callback Auditions**

A second round or callback audition is often required in order to determine a student's admission status. If a callback invitation is given to a student and a student is unable attend, he, she or a parent/guardian should contact the school as soon as possible. Not all callbacks may be rescheduled. If a student does not attend a callback, he or she may still be considered for admission based on the preliminary audition score alone.

### **X. Application Process for Transfer Students**

Students who would like to be considered as a transfer student must apply through the application available through [chiarts.org](http://chiarts.org) within the timeframe set by the ChiArts Admissions office. Neither early nor late applications will be considered. ChiArts accepts transfer applications each semester: 10<sup>th</sup>-12<sup>th</sup> grades during the Spring/Summer for the Fall semester; 9<sup>th</sup>-11<sup>th</sup> during the Fall for the Spring semester. Students must present complete applications, meet academic requirements, and pass the audition process before being considered for admission.

### **XI. Determining Audition Eligibility for Transfer Students**

A transfer student is any student applying as to transfer to ChiArts during his or her 9<sup>th</sup> grade year, or prior to his or her senior year of high school. All transfer students must meet the following requirements:

-GPA of 2.5 or higher

-Earned credits must meet the on-track requirements for a ChiArts diploma. Credits are evaluated and progression is determined by the ChiArts academic officers.

Students who do not meet all of the academic requirements must wait until the next school semester to reapply for admission. Academic Meetings are not available for transfer students.

### **XII. Audition Process for Transfer Students**

Each conservatory has specific audition requirements determined by the department head for that conservatory. Students may only audition in up to two areas.

#### Creative Writing

- Students must bring a 4-6 page sample of their best writing that represents their artistic interests. The writing may be in any genre. All writing samples must be written by the student alone and clearly labeled with the student's name and title of the piece (if titled). The sample may include, but is not limited to poetry, fiction, drama, and creative non-fiction. The sample may be an excerpt from a longer piece or multiple examples of the student's work as long as students meet the page

requirement. The writing sample must be typed, double spaced, 10 or 12 point font for fiction, drama, and creative non-fiction. Poetry must be single or 1.5 spaced.

Your 4-6 pages may be divided between pieces from more than one genre. Students may bring additional writing (beyond the required 4-6 page sample) in a portfolio; if time allows, adjudicators may ask to review these pieces as well.

Students applying as juniors must have the following items in the portfolio submitted:

- 5-10 poems
- 1 short story

- Students will be participating in a timed writing class while on campus. A prompt will be given at the time of the audition.
- Students who use a journal or notebook are strongly encouraged to bring it to the interview.
- Students will be asked about the work they have presented and their literary interests.

#### Rubrics for Creative Writing

Students are gauged on a scale of 1 – 5 in the following areas:

Section 1	Section 2	Section 3
Prepared Sample	Interview/Revision	Potential *
Ideas/Content	Communication	*This section is doubled in calculation
Voice/Style	Level of Interest	
Conventions	Revision Strategies	
Overall Effect	Willingness to Revise	

#### Dance

- The student is required to prepare a one-minute solo in any style of his/her choice; the student must bring music for the solo on CD, MP3 player, smartphone or tablet. All solos will be timed.
- Students will participate in a dance class. No preparation is necessary for this segment.
- The audition will also include time for the adjudicators to ask the student questions about their training and goals.

#### **Audition dress requirements:**

- All: No jewelry or baggy clothes. Hair should be pulled back off the face.
- Female: leotard, tights and ballet shoes; or dance attire with jazz shoes. Skirts and Pointe shoes are optional. The class will include ballet barre work.
- Male: tights or fitted shorts, T-shirt, and ballet shoes or jazz shoes. The class will include ballet barre work.
- Novice: form-fitting exercise clothes, jazz shoes or barefoot (no socks). No baggy clothes or jewelry. (Dancewear is optional.)

#### Rubrics for Dance

Students are gauged on a scale of 1 – 5 in the following areas:

Section 1 Class	Section 2 Solo	Section 3 Potential *
Physical Ability	Quality of Movement	*This section is doubled in calculation
Body Awareness	Focus	
Musicality	Musicality	
Stage Presence/Movement Recall	Overall Effect	

Music: Instrumental

*Instrumental (brass, wind, percussion\*, string, piano, guitar)*

- Perform two contrasting solos or etudes (fast/slow), or one solo or etude with contrasting sections. Accompaniment is not allowed for instrumental auditions; each student must bring one additional copy of music to the audition for the adjudicators.
- Prepare two major scales of the student's choice and the chromatic scale.
- Sight-reading
- The audition will also include time for the adjudicators to ask the student questions about their training and goals.

\*Percussionists are to bring your own sticks and prepare specific music posted on the ChiArts website.

Rubrics for Music: Instrumental

Students are gauged on a scale of 1 – 5 in the following areas:

Section 1 Prepared Pieces	Section 2 Scales/Sight Reading	Section 3 Potential *
Tone Quality	Scales	*This section is doubled in calculation
Rhythm	Sight Reading	
Intonation		
Technique/Fundamentals		
Interpretation		

Music: Vocal

- 2 contrasting (fast/slow) songs. An accompanist will be provided (bring sheet music in the appropriate key), or students may bring a CD accompaniment (instrumental CD only, no lip-synching). Acapella (unaccompanied) singing is discouraged but permitted. Bring an additional copy of your music for the adjudicators.
- Singers may participate in vocal exercises and warm-ups with the adjudicators for the purpose of determining vocal range.
- Students may be asked to participate in a voice class with other auditioning students.
- The audition will also include time for the adjudicators to ask the students questions about their training and goals.

## Rubrics for Music: Vocal

Students are gauged on a scale of 1 – 5 in the following areas:

Section 1	Section 2	Section 3
Prepared Piece 1	Prepared Piece 2	Potential *
Tone Quality	Tone Quality	*This section is doubled
Rhythm	Rhythm	in calculation
Intonation	Intonation	
Expression and Style	Expression and Style	

## Theatre: Acting

- Prepare an age-appropriate dramatic or comedic monologue that is memorized and is no more than 90 seconds long. Monologues may be from a play or screenplay, a story, or a piece written by the student. Suggested pieces can be downloaded in the links above. Bring one copy for the adjudicators. Costumes and props are not allowed.
- Students will participate in an ensemble class consisting of improvisation. No preparation is necessary.
- The audition will also include time for the adjudicators to ask the student questions about their training and goals.

## Rubrics for Theatre: Acting

Students are gauged on a scale of 1 – 5 in the following areas:

Section 1	Section 2
Monologue	Potential *
Concentration	*This section is doubled
Physical Expression	in calculation
Vocal Expression	
Text/Sub-Text	

## Theatre: Musical Theatre

- Acting Evaluation: Prepare an age-appropriate dramatic or comedic monologue that is memorized and is no more than 90 seconds long. Monologues may be from a play or screenplay, a story, or a piece written by the student. Suggested pieces can be downloaded in the links above. Bring one copy for the adjudicators. Costumes and props are not allowed.
- Vocal Evaluation: Prepare one-minute of one song that is memorized. Students are encouraged to bring accompaniment on CD. Piano and accompanist will be available (bring sheet music in the appropriate key). The student must bring an extra copy of music to the audition for the adjudicators.
- Voice Class: Students will learn a song as a group then perform it back individually. No preparation is necessary for this segment.
- Dance Evaluation: No prepared routine is required; students will learn a combination. Students should wear form-fitting clothing that allows them to move freely. Hair should be pulled back. No jewelry. Appropriate dance footwear (jazz shoes or ballet shoes) or bare feet required.

- The audition will also include time for the adjudicators to ask the student questions about their training and goals.

#### Rubrics for Theatre: Musical Theatre

Students are gauged on a scale of 1 – 5 in the following areas:

Section 1	Section 2	Section 3	Section 4
Acting Monologue	Prepared Song	Dance Class	Potential *
Concentration	Concentration	Technique/Skill	*This is doubled in
Physical Expression	Physical Expression	Musicality	calculation
Vocal Expression	Vocal Expression	Recall of Movement	
Text/Sub-Text	Text/Sub-Text	Stage Presence	

#### Visual Arts

- Students must bring 7-10 pieces of art (no larger than 36"x36" per piece) of original artwork and your most recent sketchbook. All artwork must be created by the student alone and clearly labeled with the student's name and title of the piece (if titled). Artwork may include, but is not limited to, painting, drawing/sketching, sculpting, photography, and graphic design. No copies or tracings are allowed; in addition, **only two pieces may be in the style of anime or manga**. Students may bring extra work (beyond the required 7-10 pieces) in a portfolio; if time allows, adjudicators may ask to review this work as well.
- Students will participate in a sketch class. No preparation is necessary for this segment.
- Students are strongly encouraged to bring a sketchbook to the interview.
- Students will be asked about the work they have presented and their artistic interests.

#### Rubrics for Visual Arts

Students are gauged on a scale of 1 – 5 in the following areas:

Section 1	Section 2	Section 3
Portfolio Review	Group Exercise	Potential *
Communication	Composition	*This section is doubled
Quality	Handling of Media	in calculation
Originality	Value of Study	
Craftsmanship	Proportion	

### **XIII. Rescheduling Auditions for Transfer Students**

Auditions are necessary for determining whether a student is admissible to ChiArts. If a student is unable to attend an audition due to being out of the state or country at the time of the audition, he, she or a parent/guardian should contact the Admissions Department as soon as possible to see if other arrangements can be made. Transfer auditions may not typically be rescheduled, however, so families should make any necessary accommodations to be present at the time of the audition. Some conservatories may consider students from video or electronic submissions, but these cases are rare. If

you are currently out-of-state, you must contact the Admissions Office in order to determine whether you are eligible for video or electronic submission.

Transfer auditions do not require a second round or callback audition. Admission decisions will be determined after the initial audition.

#### **XIV. Out-of-State Applicants**

Students not living in Chicago at the time of application may still apply but, if accepted, will need to establish residency within the city of Chicago prior to the school semester starting. If a student is unable to attend an audition due to being out of the state or country at the time of the audition, he, she or a parent/guardian should contact the Admissions Department as soon as possible to see if other arrangements can be made. Not all auditions may be rescheduled, however, so families should make any necessary accommodations to be present at the time of the audition. Some conservatories may consider students from video or electronic submissions, but these cases are rare. If you are currently out-of-state, you must contact the Admissions Office in order to determine whether you are eligible for video or electronic submission.

#### **XV. Chicago Residency Policy**

ChiArts is a Chicago Public School. While any student may apply to ChiArts, all accepted students must establish residency within the city of Chicago prior to registration. This includes providing the Admissions office with two forms of residency verification by the deadline determined each enrollment season- Driver's license or state ID, phone or utility bill, lease or mortgage, pay stub, certified change-of-address form, etc, showing Chicago address.

If a family chooses to continue residing outside of the Chicago city limits, but wishes to have the student live with a relative within the city during the school year, they may do so, but are required to provide ChiArts with a notarized document detailing the student's living arrangements, along with documents verifying the family member's residency.

All families submitting applications for ChiArts should be aware that residency fraud will not be tolerated within the Chicago Public Schools system. Students found to have engaged in fraud in order to gain entrance to a CPS school, including ChiArts, will be subject to removal from the school. In addition, any students found to have engaged residency fraud will be permanently banned from attending ChiArts or ChiArts' related programming for the life of their enrollment in the Chicago Public Schools.

#### **XVI. International Applicants**

ChiArts does not have a student exchange program, but will consider applications from international students. International students will be considered by the ChiArts Academic Team and the CPS Foreign Student Services and Translations Manager on a case by case basis. In order to be considered, students must submit an application and complete transcript for review. All international students are pending CPS approval. ChiArts will only be able to consider international students if CPS is actively accepting international students for the current school year.

## **XVII. Wait List Policy: Incoming Freshmen and Transfers**

ChiArts' wait list is determined at the time of student auditions. If students are admissible, but we have no immediate openings, students will be placed on the wait list. We do not rank or number students on our wait list. As soon as an opening is available, we find the best fit student for that seat based on the audition scores for the students in the conservatory with availability.

The wait list expires 4 weeks after the start of the school semester. If a seat does not come available within that time, a student would need to send an updated transcript and be approved to re-audition for the next semester.

Please see the re-audition policy below to determine whether a student is eligible to re-audition for the same conservatory.

## **XVIII. Re-Audition Policy**

Students may re-audition for a conservatory if he or she:

- was previously accepted for that conservatory but declined the seat
- was previously wait listed for that conservatory but was not offered a seat
- was previously denied for that conservatory only once

Students wait listed may re-audition without limit. Students may not re-audition for a conservatory if he or she has previously been denied from that conservatory twice.

## **XIX. Appeals Policy for Applications and Auditions**

Students who are either denied audition or denied admission/wait list placement may appeal within 10 (ten) business days of notification being sent. Appeals must be submitted in writing to [admissions@chiarts.org](mailto:admissions@chiarts.org). Phone calls or in person appeals will not be heard.

### **Application Appeals**

If a student is denied audition due to not meeting academic requirements, the student's parent or guardian may request an academic meeting by emailing [admissions@chiarts.org](mailto:admissions@chiarts.org). An academic meeting will be scheduled based on the Academic Team's schedule. During the academic meeting, please submit updated academic information, such as a recent report card showing grade improvement, most recent standardized test results, and letters of recommendation based on the student's academic work only. The decision of the Academic Team is final.

### **Audition Appeals**

If a student is denied admission or wait list placement to ChiArts, the student or student's guardians may appeal the decision by submitting a request to [admissions@chiarts.org](mailto:admissions@chiarts.org). This appeal process allows us to make sure all of the scoring and calculations were completed correctly and that no technical components interfered with the student's audition. Students will not be allowed an additional audition based on an appeal. The decision of the review is final.

## **XX. Conservatory Transfers for Current Students**

If a current ChiArts student would like to transfer to another conservatory, he or she must first contact the Admissions Manager to obtain a Conservatory Transfer Request form. Current students approved for audition will be auditioning with other students hoping to transfer to ChiArts and will not be given preferential treatment.

Current students may be approved to audition for another conservatory if he or she:

- was previously accepted for that conservatory but declined the seat
- was previously wait listed for that conservatory but was not offered a seat
- was previously denied for that conservatory only once
- has not previously auditioned to transfer conservatories while a student at ChiArts

Students may not re-audition for a conservatory if he or she has previously been denied from that conservatory twice.

Current students may request to audition and transfer conservatories only once during their time at ChiArts.

## **XXI. Responsibilities of ChiArts Faculty and Staff**

It is the duty of ChiArts faculty and staff to uphold the integrity of the application, audition, and appeals processes.

ChiArts admissions staff responsibilities include communicating in a timely manner, accurately inputting data, making fair and equitable decisions, and operating with dedication to the ChiArts' mission.

Adjudicator responsibilities include fair and unbiased scoring of auditions, holding no conflicts of interest, and operating with dedication to the ChiArts' mission.

Academic Team responsibilities include fair and unbiased review of academic appeals, as well as transcripts and test scores for transfer students, and operating with dedication to the ChiArts' mission.

Executive Director and Principal responsibilities include fairly and accurately reviewing appeals, ensuring all staff decisions are made appropriately and without bias, upholding the integrity of the appeals process, and operating with dedication to the ChiArts' mission.

For any questions about these policies or processes, please contact the Admissions Department at [admissions@chiarts.org](mailto:admissions@chiarts.org).