

I.	Introduction	p. 2
II.	Who has to audition?	p. 2
III.	Determining audition eligibility for incoming freshmen	p. 2
IV.	Students who do not meet Academic Requirements	p. 2
V.	Application process for incoming freshmen	p. 3
VI.	Audition process for incoming freshmen	p. 3
VII.	Rescheduling auditions for incoming freshmen	p. 8
VIII.	Late applications	p. 8
IX.	Callback auditions	p. 8
X.	Application process for transfer students	p. 8
XI.	Determining audition eligibility for transfer students	p. 9
XII.	Audition process for transfer students	p. 9
XIII.	Rescheduling auditions for transfer students	p. 14
XIV.	Out-of-state students	p. 14
XV.	Chicago residency policy	p. 14
XVI.	International students	p. 15
XVII.	Wait list policy and expiration	p. 15
XVIII.	Re-audition policy	p. 15
XIX.	Conservatory transfers for current students	p. 15
XX.	Responsibilities of ChiArts faculty and staff	p. 16

## **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 and is subject to academic review. Please see Section XVIII for more information.

Students who have transferred out of ChiArts but would like to come back must be academically reviewed. If a student has been out of ChiArts for one semester or less, it is up to the discretion of the Conservatory Department Head whether that student must re-audition. Any student who has been out of ChiArts for more than one semester must re-audition.

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

Before students are able to schedule auditions, they must first be approved to audition by academic review.

Students in the 8th grade applying for freshmen year will be considered based on their 7th grade standardized test scores and 7th grade attendance record. The minimum academic requirements are:

- 24 percentile or higher on the NWEA in both math and reading

- 90% attendance rate from the 7th grade year

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

## **IV. Students who do not meet Academic Requirements**

If a student does not meet one or both of the academic requirements, the student will not be permitted to apply through the GoCPS application. We advise families to contact the CPS Office of Access and Enrollment to ensure all academic data is correct. Students who are ineligible may apply as transfer students as early as the 9<sup>th</sup> grade Spring semester.

Please see section X for more information.

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

Current 8th 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 prior to the application deadline and will result in delayed processing.

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, or choice, school. Students will receive only 1 offer from a non-selective enrollment school, of which they may rank up to 20 programs.

## **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 adjudicators and Admissions Department after reviewing auditions. 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.

### Creative Writing

- Students must bring a 3-6 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.

The 3-6 pages may be divided between pieces from more than one genre. Students may bring additional writing (beyond the required 3-6 page sample) in a portfolio; adjudicators may review these pieces as well, if time allows.

- Students will be participating in a timed writing class while on campus. A prompt will be given at the time of the audition.
- Students will be asked to leave all writing samples, so copies are encouraged. Please do not submit originals, as work cannot be returned.

### 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	Timed Writing	Potential*
Ideas/Content	Ideas/Content	*This section is doubled in calculation
Language/Style	Language/Style	
Creativity/Imagination	Creativity/Imagination	
Overall Effect	Overall Effect	

### 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.
- Dance-Advanced clothing options include: leotard, tights, dance attire, tights or fitted shorts, fitted T-shirts, form-fitting exercise clothes. Ballet shoes, jazz shoes, Pointe shoes, or bare feet (no socks). No baggy clothes or jewelry.
- Dance-Novice clothing options include: Fitted shorts, fitted T-shirts, form-fitting exercise clothes. Jazz shoes or bare feet (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 Class	Section 2 Solo	Section 3 Potential*
Body Awareness	Quality of Movement	*This section is doubled in calculation
Musicality	Focus	
Movement Recall	Musicality	
Stage Presence	Overall Effect	
Effort/Participation		
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 (assessed, but not scored)
- 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 Prepared Piece 1	Section 2 Prepared Piece 2	Section 3 Scales/Sight Reading	Section 4 Potential*
Tone Quality	Tone Quality	Scales	*This section is doubled in calculation
Rhythm	Rhythm	Sight Reading	
Intonation	Intonation		
Interpretation	Interpretation		
Technique/ Fundamentals	Technique/ Fundamentals		

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	Section 4
Prepared Piece 1	Prepared Piece 2	Vocalization	Potential*
Tone Quality	Tone Quality	Range	*This section is
Rhythm	Rhythm	Register	doubled in
Intonation	Intonation	Projection	calculation
Musicality/ Interpretation	Musicality/ Interpretation	Effort/Participation	

#### 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:

Section 1	Section 2
Monologue	Potential*
Overall Effect	*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 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 *
Overall Effect	Tone Quality	Body Awareness	*This is
Physical Expression	Rhythm	Musicality	doubled
Vocal Expression	Intonation	Movement Recall	in calc-
Text/Sub-Text	Musicality/ Interpretation	Stage Presence Effort/Participation	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 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
Portfolio Review	Potential*
Overall Review	*This section is doubled
Quality	in calculation
Experimentation	
Craftsmanship	

### 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. Callback auditions may *not* be rescheduled. See section IX for more information.

### 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.

### 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. Callback auditions are extremely limited and are offered only on the date given. 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 on [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: 10th - 12th grades during the Spring/Summer for the Fall semester; 9th - 11th 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**

Transfer students are students applying as to transfer to ChiArts during their 9th grade year, or prior to their senior year of high school. All transfer students must meet the following requirements:

- GPA of 2.5 or higher

- 92% attendance rate 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. Additional academic review is 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 9 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.

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	Timed Writing	Potential*
Ideas/Content	Ideas/Content	*This section is doubled in calculation
Language/Style	Language/Style	
Creativity/Imagination	Creativity/Imagination	
Overall Effect	Overall Effect	

### 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.
- Dance-Advanced clothing options include: leotard, tights, dance attire, tights or fitted shorts, fitted T-shirts, form-fitting exercise clothes. Ballet shoes, jazz shoes, Pointe shoes, or bare feet (no socks). No baggy clothes or jewelry.
- Dance-Novice clothing options include: Fitted shorts, fitted T-shirts, form-fitting exercise clothes. Jazz shoes or bare feet (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	Section 2	Section 3
Class	Solo	Potential*
Body Awareness	Quality of Movement	*This section is doubled in calculation
Musicality	Focus	
Movement Recall	Musicality	
Stage Presence	Overall Effect	
Effort/Participation		
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: Vocal

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
Rhythm	Sight Reading	doubled in
Intonation		calculation
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 lipsynching). 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	Section 4
Prepared Piece 1	Prepared Piece 2	Vocalization	Potential*

Tone Quality	Tone Quality	Range	*This section is doubled in calculation
Rhythm	Rhythm	Register	
Intonation	Intonation	Projection	
Musicality/ Interpretation	Musicality/ Interpretation	Effort/Participation	

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 Monologue	Section 2 Ensemble Class	Section 3 Potential*
Overall Effect	Effort/Participation	*This section is doubled in calculation
Physical Expression	Collaboration	
Vocal Expression	Spontaneity	
Text/Sub-Text	Overall Effect	

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, 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.
- Ensemble Class: Students will participate in an ensemble class consisting of improvisation. No preparation is necessary.
- 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 *
Overall Effect	Tone Quality	Body Awareness	*This is
Physical Expression	Rhythm	Musicality	doubled
Vocal Expression	Intonation	Movement Recall	in calc-
Text/Sub-Text	Musicality/ Interpretation	Stage Presence Effort/Participation	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.

#### 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*
Overall Review Quality Experimentation Craftsmanship	Engagement Composition Handling of Media Value Study Proportion	*This section is doubled in calculation

### **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. This includes, but is not limited to, a Driver's license or state ID, phone or utility bill, lease or mortgage, pay stub, certified change-of address form, etc. Each form of residency verification provided must include the same parent/guardian name and 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.

**Freshmen:** All waitlisted student numbers are available in through the GoCPS account. Students will receive phone calls and emails from both ChiArts and CPS should a seat come available. We are unable to accept calls regarding students' waitlist status.

**Transfers:** Students will be informed via phone call and email should an opening come available. We are unable to accept calls regarding students' waitlist status.

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

#### **XIX. 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.

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

It is the duty of ChiArts faculty and staff to uphold the integrity of the application and audition 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 information, including transcripts and test scores for transfer students, and operating with dedication to the ChiArts' mission.

Executive Director and Principal responsibilities include fairly and accurately processes, ensuring all staff decisions are made appropriately and without bias, upholding the integrity of the admissions 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).