

<b>Policy Number</b>	118.008
<b>Policy Title</b>	TRADITIONAL UNDERGRADUATE ADMISSION POLICY
<b>Responsible Officers</b>	Director of Undergraduate Admissions
<b>Responsible Offices</b>	Admissions Office
<b>Summary</b>	The following policy outlines a traditional undergraduate student's requirements for admission to the University.
<b>Definitions</b>	<p>Official Transcripts – A comprehensive record of academic progress, including transfer courses, credit earned by exam, and all earned degrees. High school, homeschool and college transcripts must list the following: Dates the student attended the institution, titles of courses and examinations completed, grades received, credit, hours or units earned, any degree or diploma received. Transcripts must be received directly from the institution or approved third party vendor in a sealed envelope or in an electronic format.</p> <p>Official Test Score - Test score results that are sent directly from the testing agency or are included on the official transcript.</p>
<b>Approving Body</b>	Academic Council; Administrative Council
<b>Approval Date</b>	118.000 – Aca C (05.01.2017); Admin C (05.08.2017) 118.001 – Aca C (07.10.2017); Admin C (06.12.2017) 118.002 – Aca C (02.05.2018); Admin C (01.10.2018) 118.003 – Aca C (12.07.2018); Admin C (11.16.2018) 118.004 – Aca C (03.28.2018 e-Vote); Admin C (03.28.2018 e-Vote) 118.005 – Aca C (02.10.2020); Admin C (01.17.2020) 118.006 – Aca C (12.04.2020); Admin C (12.11.2020) 118.007 – Aca C (10.01.2021); Admin C (09.17.2021) 118.008 – Aca C (11.22.2021); Admin C (10.22.2021)
<b>Last Revision</b>	October 2021
<b>Re-evaluation Date</b>	Fall 2023
<b>Departmental Impact</b>	All CIU

*Failure to follow the following policy may result in disciplinary action, including termination of employment.*

### Policy Statement

Consistent with its mission and objectives, CIU seeks to admit Christian students with intellectual ability and a desire to be trained in their intended field with a Biblical worldview to become leaders who impact the nations with the message of Christ. Admission is based on the completion of all general requirements which include professing to be a Christian, agreement with CIU's doctrinal standard, evidence of adequate academic preparation for college-level study (demonstrated by possessing a high school diploma or equivalent) by attaining appropriate standardized test scores and appropriate high school GPA (or college GPA if transferring) as well as evidence of English proficiency.

Admission decisions are made without regard to race, ethnic origin, nationality, gender, or disability. CIU reserves the right to deny or revoke the admission of any applicant whose behavior or lifestyle is inconsistent with biblical principles or with the lifestyle standards of the CIU community.

### Rationale

This policy provides clear and consistent directions, guidelines, responsibility and accountabilities to the admissions department of Columbia International University. Consistent application of this policy will ensure student success, provision of a quality learning environment and community as well as fair treatment of all students, furthering the mission of the university.

### Policy Procedures

#### General Undergraduate Application Requirements

## Freshman Students

Applicants applying for admission as a full or part-time degree-seeking student who have not previously attended college or attempted fewer than 12 college credits post-high school must provide the following to the Admissions Office:

- Online application.
- Non-refundable application fee.
- Affirm to be a Christian and agree with CIU's Doctrinal Standard.
- Official SAT, ACT, or CLT test score is required unless the applicant is 24 years of age or older or meets the criteria for a transfer or international student who completed high school outside of the United States. Super scores are evaluated to meet admission standard.
  - Test Score Minimum:
    - SAT: 970 (New SAT)
    - ACT: 18
    - CLT: 62
- Official high school transcript is required. Successful completion of the General Educational Development (GED) Testing Program may be submitted in lieu of a high school transcript.
  - Minimum high school grade point average (GPA):
    - 2.0 on a 4.0 scale (unweighted)
- Official college transcripts of all coursework completed.
- Final official transcripts are required prior to registering for courses.
- Complete additional specific program requirements in the university catalog.

## Transfer Students

Applicants applying for admission as a full or part-time degree-seeking student who have attempted 12 or more college credits post-high school must provide the following to the Admissions Office:

- Online application.
- Non-refundable application fee.
- Affirm to be a Christian and agree with CIU's Doctrinal Standard.
- Official college transcript of all work completed or in progress.
  - Minimum grade point average (GPA):
    - 2.0 on a 4.0 scale
- South Carolina residents are required to submit final official high school transcripts or successful completion of General Educational Development (GED) Testing Program in lieu of a high school transcript.
- Final official transcripts are required prior to registering for courses.
- Complete additional specific program requirements in the university catalog.

## International Students

Applicants who are not United States citizens applying for admission as full or part-time degree seeking or non-degree seeking must provide the following to the Admissions Office:

- Online application.
- Non-refundable application fee.
- Affirm to be a Christian and agree with CIU's Doctrinal Standard.
- Complete additional specific program requirements in the university catalog.
- Official Transcript(s)
  - Freshman: Official high school transcript is required for students who have attempted 12 or fewer college credits post-high school and official college transcripts of all coursework completed.
  - Transfer: Official college transcripts for all coursework completed.
  - For schools attended outside the United States, an Official International Credential Advancement Package (ICAP) evaluation must be performed on required transcripts by World Education Services (WES) or an evaluation by InCred must be obtained. Academic records not written in English must be accompanied by a certified translation.
    - Student athletes must have an evaluation performed by InCred and submitted to the National Association of Intercollegiate Athletics (NAIA) for eligibility.
    - Special consideration is given for applicants having studied in China:
      - Not seeking transfer credit: Applicant may submit official transcripts in Chinese, official graduation certificate and degree certificate in Chinese to CHESICC(China Higher Education Student Information & Career Center). CHESICC will provide CIU with the official academic transcript and English verification report to determine highest post-secondary degree earned.

- Seeking transfer credit: Applicants submit their Chinese documents to CHESICC (China Higher Education Student Information & Career Center) and have CHESICC provide WES with the official academic transcript and English verification report and obtain a course-by-course evaluation.
    - Final official transcript evaluation is required prior to registering for courses.
  - Official test score from the Test of English as a Foreign Language (TOEFL) or Duolingo English Test if English is not the applicant's first language.
    - TOEFL score minimum:
      - Internet-based exam: 70
      - Computer-based exam: 195
      - Paper-based exam: 525
    - Duolingo English Test score minimum:
      - 105
  - International Citizens Financial Certification form as well as a bank statement certifying the funds listed must be provided in order to validate proof of funds.
  - Following admission to the University, international students are required to submit an enrollment deposit and all necessary documentation for issuance of the student visa.

### High School Dual Enrollment Students

High school sophomores, juniors and seniors may apply to enroll in lower division undergraduate courses as part of CIU's high school dual enrollment program. Applicants applying for admission into the high school dual enrollment program provide the following to the Admissions Office:

- Online application
- High school seniors
  - Official high school transcript with minimum cumulative GPA of 3.0 on a 4.0 scale (unweighted).
- High school juniors
  - Official high school transcript with minimum cumulative GPA of 3.0 on a 4.0 scale (unweighted).
- High school sophomores
  - Official high school transcript with minimum cumulative GPA of 3.5 on a 4.0 scale (unweighted).

Students that do not meet the minimum GPA requirement may be considered for admission with submission of a letter of recommendation from the high school guidance counselor or principal.

CIU will accept high school students to be part of CIU's high school dual enrollment program independent of their faith. It is CIU's desire that all high school students who may not be Christians when they take courses at CIU, will be introduced to Him and come to accept Him as Savior.

High school dual enrollment students attending CIU and wanting to enroll in CIU as a Freshman post high school provide the following to the Admissions Office:

- Online application.
- Affirm to be a Christian and agree with CIU's Doctrinal Standard.
- Official SAT, ACT or CLT test score is required unless the applicant is an international student who completed high school outside of the United States. Super scores are evaluated to meet admission standard.
  - Test Score Minimum:
    - SAT: 970 (New SAT)
    - ACT: 18
    - CLT: 62
- Final official high school transcript is required. Successful completion of General Educational Development (GED) Testing Program may be submitted in lieu of a high school transcript.
  - Minimum high school grade point average (GPA):
    - 2.0 on a 4.0 scale (unweighted)
- Official college transcripts of all coursework completed excluding courses completed at CIU
- Complete additional specific program requirements in the university catalog.

### Gap Year Students

Applicants who have taken a gap year (typically, an academic year) between secondary school and higher education to attend a specialized credit earning program provide the following to the Admissions Office:

- Online application.

- Affirm to be a Christian and agree with CIU's Doctrinal Standard.
- Complete additional specific program requirements in the university catalog.
- Official SAT, ACT or CLT test score is required unless the applicant is an international student who completed high school outside of the United States. Super scores are evaluated to meet admission standard.

Test Score Minimum:

- SAT: 970 (New SAT)
- ACT: 18
- CLT: 62
- Final official high school transcript. Minimum grade point average (GPA):
  - 2.0 on a 4.0 scale (unweighted)
- South Carolina residents are required to submit final official high school transcripts or successful completion of General Educational Development (GED) Testing Program in lieu of a high school transcript.
- Official college transcripts of all coursework completed.
- Official transcript if potential gap year credit earned
  - Additional materials may be requested to determine transfer credit eligibility.

### **Previously Enrolled Students**

Students who have been out of attendance for two consecutive regular semesters provide the following to the Admissions Office:

- Online application.
- Official college transcripts of coursework completed post CIU enrollment.
  - Minimum grade point average (GPA):
    - 2.0 on a 4.0 scale

Students who have missed only one regular semester of study contact the Registrar and Financial Aid Offices. Students returning to reside in the residence halls contact Residence Life.

### **Readmission After Military Service**

In accordance with federal regulations, 34 C.F.R. 668.18 and the Department of Defense (DoD) Voluntary Partnership Memorandum of Understanding (MOU), the university will readmit service members who seek readmission to a program that was interrupted due to a uniformed service obligation.

Students who withdraw from the university in order to perform active military service will be readmitted after the student's release from active service. Students who have missed only one regular semester of study contact the Registrar and Financial Aid Offices for readmittance. Students who have been out of attendance for two consecutive regular semesters or more will reapply but will not be required to pay the application fee. Students may be readmitted in the same academic program prior to the military service or request admission to a different program.

### **Non-Degree Seeking Students (NDSS)**

Students not applying for a specific degree program apply as a non-degree seeking student (NDSS) and must hold a high school diploma. Examples include transient students, consortium students, and students seeking pre-requisites for licensure and certificates must provide the following to the Admissions Office:

- Online application.
- Non-refundable application fee.
- Affirm to be a Christian and agree with CIU's Doctrinal Standard.
- Transient letter, Official or unofficial high school transcript or college transcript if 12 or more college credits were attempted post high school.
  - Minimum grade point average (GPA):
    - 2.0 on a 4.0 scale

### **Provisional Acceptance**

Entering undergraduate students who have a deficiency in their academic qualifications may be admitted on a provisional basis. Provisional minimum:

Test Score:

- SAT: 930 (New SAT)
- ACT: 17
- CLT: 58

GPA:

- 2.0 on a 4.0 scale (unweighted)

Students who do not meet the provisional minimum may be reviewed by the Admission Review Committee, where the candidate's performance in previous education, work, or military training along with the student's plan to be successful will be used to determine if provisional admission is appropriate.

### **Honors Program**

Undergraduate students accepted to CIU who would like to enhance their educational experience may apply to the Honors Program. The Admissions Office will provide the Honors Program application. Minimum entering credential test score and GPA requirements:

- SAT: 1280 (New SAT), ACT: 27, CLT: 84
- 3.25 GPA on a 4.0 scale (unweighted)

### **Notification to Undergraduate Applicants**

Once all application materials have been received, the completed application will be reviewed by admissions and the applicant notified of the admission decision.

Applications remain active for one year after the initial intended year and term of the application. Students wanting to attend after one year from their original desired year and start term must reapply.

### **Enrollment Deposit**

Applicants approved for admission submit an enrollment deposit that is applied toward tuition. Students are required to submit the enrollment deposit to secure their place within the desired start term.

### **Hyperlinks**

[www.ciu.edu/policy](http://www.ciu.edu/policy)