

<b>Policy Number</b>	120.007
<b>Policy Title</b>	Online Admission Policy
<b>Responsible Officers</b>	Director of Graduate and Online Recruitment
<b>Responsible Offices</b>	Admissions Office
<b>Summary</b>	The following policy outlines an undergraduate or graduate student's requirements for admission to online, non-ministry programs at 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. 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 and the seal and signature of the issuing institution.. Transcripts must be received directly from the institution in a sealed envelope or in an electronic format by the prior school sending the transcript through an approved third-party vendor.</p> <p>Unofficial Transcripts – Generally contain the same information as an official. Unofficial transcripts must show 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. However, unofficial transcripts may be received directly from the student rather than from the institution or approved third party vendor, and do not have to contain the seal and signature from the issuing institution. Diplomas and letters of completion are not considered an unofficial transcript.</p> <p>Official Test Score - Test score results that are sent directly from the testing agency.</p> <p>Unaccredited Institutions - US institutions which are not accredited by an agency officially recognized by the US Department of Education (USDE) or the Council for Higher Education Accreditation (CHEA) or non-US institutions not acknowledged by WES as accredited (typically based on the institution's recognition by the home country's ministry of education).</p>
<b>Approving Body</b>	Board of Trustees
<b>Approval Date</b>	Aca C – 11.06.2017; Admin C – 09.11.2017 Aca C – 02.10.2020; Admin C – 01.17.2020 Aca C – 11.22.2021; Admin C – 10.22.2021 Aca C – 04.14.2023; Admin C – 04.19.2023 Aca C – 06.12.2023; Admin C – 05.31.2023 Aca C – 07.17.2023; Admin C – 07.26.2023 by e-Vote Aca C – 01.12.2024; Admin C – 12.13.2023 Aca C – 03.02.2024; Admin C – 02.21.2024
<b>Last Revision</b>	February 2024
<b>Re-evaluation Date</b>	Fall 2026
<b>Departmental Impact</b>	All CIU

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

***For online undergraduate non-ministry programs***

**Policy Statement**

Consistent with its mission and objectives, CIU seeks to admit students with the intellectual ability and desire to be trained in their desired field with a Biblical worldview. Admission is based on the completion of general requirements which include evidence of adequate academic preparation for college-level study (demonstrated by possessing a high school diploma or equivalent), as well as evidence of English proficiency for international students, and agreement with

the statement of Statement of Understanding including Christian principles (completed in the first course the student takes).

Admission decisions are made without regard to race, ethnic origin, nationality, gender, or disability. No person will be considered for admission to CIU if they or any immediate family members are involved in an ongoing investigation or lawsuit against the University.

### **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.

CIU online degree programs are designed with working adults in mind. These students will not be resident students at CIU and all of their courses will be taught in an online mode of delivery. As such, enrollment for these degree programs will be open to all students who are willing to sign a document upon admission of their acceptance of a Statement of Understanding including Christian principles which will be completed in the first course the student takes. In other words, they will all agree to be educated from a Biblical worldview consistent with the mission of CIU. Further, they will demonstrate an openness to furthering their understanding of Biblical principles during their time of study at CIU.

It is CIU's desire that online students who may not be followers of Christ when they start at CIU will be introduced to Him and come to accept Him as Savior during their time in online CIU programs.

### **Policy Procedures**

#### **General Undergraduate Application Requirements (online, non-ministry programs)**

##### **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.
- Official high school transcript is required. Successful completion of General Educational Development (GED) Test may be submitted in lieu of a high school transcript.
  - Minimum high school grade point average (GPA):
    - 2.0 on a 4.0 scale (those with a GPA under 2.0 may be admitted on a provisional basis)
- Official college transcripts of all coursework completed if the student seeks to transfer credits from previously attended institutions.
- Final official transcripts are required prior to registering for courses.

##### **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.
- Official college transcript from institution where 12 or more post-high school college credits were attempted. Official transcripts for all additional work completed or in progress if the student seeks to transfer credits from those institutions.
  - Minimum college grade point average (GPA):
    - 2.0 on a 4.0 scale (those with a GPA under 2.0 may be admitted on a provisional basis)
- Final official transcripts are required prior to registering for courses.

##### **International Students**

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

- Online application.
- 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 if the student seeks to transfer credits from those institutions.
- Transfer: Official college transcript from institution where 12 or more post-high school college credits were attempted. Official transcripts for all additional work completed or in progress if the student seeks to transfer credits from those institutions.
- For schools attended outside the United States, an applicant must validate the international equivalence required for admission into the applicant's desired program by providing one of the following:
  - An Official International Credential Advancement Package (ICAP) evaluation transcripts by World Education Services (WES),
  - An InCred evaluation, or
  - An evaluation completed by a member of the National Association of Credential Evaluation Services (NACES).

Note: An applicant seeking transfer credit from an international institution, WES or InCred must be used to indicate appropriate transfer equivalency. Academic records not written in English must be accompanied by a certified translation.
- 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 transcripts are 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 students from the following countries do not need to submit an English proficiency exam: (UK) Virgin Islands, (US) Virgin Islands, Anguilla, Antigua, Australia, Bahamas, Barbados, Barbuda, Belize, Bermuda, Botswana, Canada, Cayman Islands, Dominica, England, Gambia, Ghana, Grenada, Grenadines, Guyana, Ireland, Jamaica, Kenya, Liberia, Nevis, New Zealand, Nigeria, Saint Kitts, Scotland, Sierra Leone, South Africa, St. Lucia, St. Vincent, Tobago, Trinidad, United Kingdom, Wales, Zambia, Zimbabwe.
  - International students from the following countries may be required to submit an essay or go through an interview process in lieu of an English proficiency exam: Caicos Islands, Cameroon, Cook Islands, Falkland Islands, Fiji, Gibraltar, Jersey, Lesotho, Malawi, Malta, Marshall Island, Micronesia, Montserrat, Namibia, Palau, Papua New Guinea, Philippines, Rwanda, Samoa, Seychelles, Singapore, Solomon Island, St. Helena, Sudan, Swaziland, Tanzania, Tonga, Turks Islands, Vanuatu.

### **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.
- 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

### **Previously Enrolled Students**

Students that previously attended as a degree-seeking student and have either graduated or been away for a full calendar year must:

- Re-apply for admission
- Submit official transcripts from any school(s) attended since leaving CIU as well as any degree-specific registration forms (pre-registration, manual registration, or degree-change forms). All other previously submitted admissions documents will remain valid for five years from the date that the document was received.
- Connect with the online admissions department about any potential account holds and Satisfactory Academic Progress. Any account holds or campus safety concerns need to be cleared prior to re-enrollment

Students who have been withdrawn for less than one year do not need to submit a new application and should contact their advisor and the Financial Aid Office about next steps.

Note that admissions reserves the right to request any updated documents.

### **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. Students may be readmitted in the same academic program prior to the military service or request admission to a different program.

### **Students with a Criminal Background**

Students with a criminal background may be expected to provide a detailed explanation of their infraction to the Admissions department. In some instances, this explanation may need to be reviewed by Administration in order for the student to be considered for admission to the university. The Director of Admissions will notify the applicant of the final admission decision

### **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.

### ***For online graduate non-ministry programs***

#### **Policy Statement**

Consistent with its mission and objectives, CIU seeks to admit students with the intellectual ability and desire to be trained in their desired field with a Biblical worldview. Admission is based on the completion of all general requirements which include evidence of adequate academic preparation for graduate-level study (demonstrated by possessing an earned bachelor's or master's degree and any master's level credit earned) as well as evidence of English proficiency, for international students.

Admission decisions are made without regard to race, ethnic origin, nationality, gender, or disability. No person will be considered for admission to CIU if they or any immediate family members are involved in an ongoing investigation or lawsuit against the University

#### **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.

CIU online degree programs are designed with working adults in mind. These students will not be resident students at CIU and all of their courses will be taught in an online mode of delivery. As such, enrollment for these degree programs will be open to all students who are willing to sign a document upon admission of their acceptance of a Statement of Understanding document including Christian principles, which will be completed in the first course the student takes. In other words, they will all agree to be educated from a Biblical worldview consistent with the mission of CIU. Further, they will demonstrate an openness to furthering their understanding of Biblical principles during their time of study at CIU.

It is CIU's desire that online students who may not be followers of Christ when they start at CIU will be introduced to Him and come to accept Him as Savior during their time in online CIU programs.

## **Policy Procedures**

### **General Graduate Application Requirements (online, non-ministry programs)**

Applicants applying for admission as a full or part-time degree-seeking or non-degree seeking must provide the following to the Admissions Office:

- Online application
- Non-refundable application fee
- Complete additional specific program requirements in the university catalog

### **International Students**

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

- Online application
- Complete additional specific program requirements in the university catalog
- Official Transcript(s)
  - For schools attended outside the United States, an Official International Credential Advancement Package (ICAP) evaluation performed on required transcripts by World Education Services (WES) or an evaluation from InCred must be obtained. Academic records not written in English must be accompanied by a certified translation.
    - 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 CSSD (Center for Student Services and Development). CSSD 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 CSSD (Center for Student Services and Development) and have CSSD 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: 79
      - Computer-based exam: 213
      - Paper-based exam: 550
    - Duolingo English Test score minimum: 105

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

Students not applying for a specific degree program may be accepted as a non-degree seeking student (NDSS). Examples include transient students, consortium students, and students seeking prerequisites for licensures and certificates. NDSS applicants must complete the general application requirements; unofficial transcripts or transient letter may be accepted as the admitting credential.

Graduate applicants must hold a baccalaureate degree. A maximum of 12 graduate hours may be taken as a non-degree seeking student.

**Previously Enrolled Students**

Students must reapply and submit all degree-specific admission requirements if out of attendance for two consecutive regular semesters. Students who have missed only one regular semester of study contact the Registrar and Financial Aid Offices.

**Non-Accredited Degrees**

Students graduating with a bachelor's degree from an unaccredited institution are generally ineligible for admission to graduate programs at CIU. However, it may be determined that the academic rigor required in the bachelor's program is sufficient to merit admission. Applicants who have earned a degree in this category must provide the following to the Admissions Office:

- All general application requirements and specific program requirements in the university catalog
- Unaccredited Institution Review

**Notification to Graduate Applicants**

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

**Provisional Acceptance**

Entering graduate students that do not meet the minimum requirements for their desired degree program may be admitted on a provisional basis. The Admission Review Committee will review the candidate's performance in previous education, work, or military training and determine if provisional admission is appropriate.

**Students with a Criminal Background**

Students with a criminal background may be expected to provide a detailed explanation of their infraction to the Admissions department. In some instances, this explanation may need to be reviewed by Administration in order for the student to be considered for admission to the university. The Director of Admissions will notify the applicant of the final admission decision

**Hyperlinks**

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