

Policy Number	119.006
Policy Title	GRADUATE ADMISSION POLICY
Responsible Officer	Director of Graduate and Online Recruitment
Responsible Office	Admissions Office
Summary	The following policy outlines a graduate or seminary student's requirements for admission to the University.
Definitions	<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. 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>Applicants for the PhD in Organizational Leadership program are only required to submit official transcripts for the institution that awarded them their Master's degree since there is no transferrable credit into the program.</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> <p>Chinese Initiative – Special program allowing Chinese students to take online courses in Mandarin to earn Columbia Biblical Seminary degrees or Master of Education.</p> <p>Benke Certificate of Graduation – Diploma or Graduation Certificate of a 4- or 5-year undergraduate course.</p> <p>Zhuanke Certificate of Graduation – Diploma of a 2- or 3-year junior college course. https://www.chsi.com.cn/en/news/201312/20131202/663878204.html</p>
Approving Body	Academic Council; Administrative Council
Initial Approval Date	May 1, 2017; May 8, 2017
Last Revision	January 2020
Latest Approval	119.000 – Aca C (05.01.2017); Admin C (05.08.2017) 119.001 – Aca C (12.11.2017); Admin C (11.13.2017) 119.002 – Aca C (12.07.2018); Admin C (11.16.2018) 119.003 – Aca C (03.08.2019); Admin C (02.15.2019) 119.004 – Aca C (03.28.2019 by e-Vote); Admin C (03.28.2019 by e-Vote) 119.005 – Aca C (10.11.2019); Admin C (11.15.2019) 119.006 – Aca C (02.10.2020); Admin C (01.17.2019)
Re-evaluation Date	Fall 2021
Departmental Impact	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 students with strong Christian character, intellectual ability and a desire to be trained in their desired 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 evidence of Christian conversion and development of Christian character, agreement with CIU's doctrinal standard, evidence of adequate

academic preparation for college-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.

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 Graduate Application Requirements

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
- Affirm to be a Christian and agree with CIU's Doctrinal Standard.
- Complete additional specific degree requirements in the university catalog

Final official transcripts are required prior to registering for courses.

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)
 - For schools attended outside the United States, an Official International Credential Advancement Package (ICAP) evaluation performed by World Education Services (WES) must be obtained for required transcripts. 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.
- Applicants to CIU graduate programs who have graduated from a school accredited by Asia Theological Association (ATA) may be considered as having received the equivalent of a U.S. Bachelor or Master degree from an accredited institution, as long as the school's accreditation with ATA is current at the time of the student's graduation.
- Official test score from the Test of English as a Foreign Language (TOEFL) if English is not the applicant's first language.
 - TOEFL score minimum:
 - Internet-based exam: 79
 - Computer-based exam: 213
 - Paper-based exam: 550
- International Citizens Certification of Funds 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.

Chinese Initiative Students

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

- Chinese Initiative application
- Chinese Initiative application essay
- Minimum highest earned degree must be the equivalent of a U.S. earned bachelor verified through the China Academic Degrees and Graduate Education Development Center (CDGDC) or from the China Higher Education Student Information & Career Center (CHESICC) websites.
 - Baccalaureate Equivalence: Chinese Initiative applicants with an earned Benke Certificate of Graduation, without the accompanying bachelor's graduation certificate, may be provisionally accepted as having the equivalent to a bachelor's degree. The Zhuanke Certificate of Graduation does not indicate U.S. bachelor equivalency.
- Chinese Initiative Church Leader Reference
- Chinese Initiative educational background form

Non-Baccalaureate Students

Students without an earned baccalaureate degree may still be considered for admission to graduate and seminary programs at Columbia International University. Requirements and availability for non-baccalaureate students is available in the Non-Baccalaureate Admissions Policy.

Non-Degree Seeking Students (NDSS)

Students not applying for a specific degree program may apply to 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 degree-specific admission requirements in the 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 who 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.

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