Policy Number	106.000
Policy Title	Non-Baccalaureate Admission Policy
Responsible Officers	Director of Admissions
Responsible Offices	Admissions Department
Summary	The following policy outlines the admission requirements and procedures for non-baccalaureate students.
Definitions	Non-Baccalaureate Students: Student applying for graduate admission without undergraduate level entering credentials 15% of Program: Number of current students (all modalities and locations) in a specific programs x .15 equals number of available students Eligible Programs: Master of Arts - Biblical Exposition, Global Studies, Ministry Care, Ministry Leadership, Youth Ministry Leadership, Intercultural Studies, Muslim Studies; Master of Divinity (to include all 5-year students who have arrived at junior status); Certificate Programs - Bible & Theology, Biblical Ministry; Master of Education in Chinese Academic Committee: Approving body within the respective college in which the perspective student seeks admission; designated personnel established by the dean of that college
Approving Body	Academic Council; Administrative Council
Approval Date	May 1, 2017, May 8, 2017
Last Revision	February 24, 2017
Re-evaluation Date	Fall 2021
Departmental Impact	Admissions; Deans' offices; Registrar's office

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

Policy Statement:
Columbia International University seeks to make graduate-level training available to those individuals who do not possess a baccalaureate degree but whose professional and/or ministerial experience has prepared them for graduate education. Eligible programs may permit a maximum of 15% non-baccalaureate students; the total allotment is dependent on total enrolled students in a program, regardless of site, campus, or modality.

Rationale:
The policy provides clear and consistent directions, guidelines, responsibilities, and accountabilities to all colleges within Columbia International University for the admission and monitoring of all non-baccalaureate students. Consistent application of this policy ensures equitable treatment of students.

Policy Implementation/Procedures:
All Non-Baccalaureate students will meet the following requirements:

- Applicants must be 25 years of age or older by the application deadline and have completed a high school diploma or GED. (For the Master of Education in Chinese, an applicant must be at least 30 years of age and have earned a minimum of an Associate's Degree.)
- Application Fee (waived for Master of Education in Chinese)
- Church Leader or Professional Reference (depending on program requirements)
- Provide official transcripts as evidence of all high school, GED, and/or college work completed to date
- Research Paper (guidelines, assessment, and approval to be determined by the appropriate Academic Committee)
- Applicants who are not United States citizens must also complete and meet the graduate application procedures for international students listed in the academic catalog.

Each eligible program permits a 15% capacity of non-baccalaureate students. The Admissions Office determines availability in the desired eligible program and will coordinate with the college-specific committee to determine the research paper

criteria and then will communicate the criteria to the applicant. Once the research paper is submitted, it will be reviewed by the academic committee with commentary, final decision, and/or rewrite parameters to be communicated to the student by the Admissions Office.

Students who have applied or have been accepted and choose not to attend the desired term will forfeit their placement in the program and will be required to submit another application for a future desired term.

Non-baccalaureate students may change programs only if there is room for a non-baccalaureate student in the new desired program and no other prospective students currently in the admissions process are impeded from moving forward.

Hyperlinks

www.ciu.edu/policy