

Policy Number	118.012
Policy Title	TRADITIONAL UNDERGRADUATE ADMISSION POLICY
Responsible Officers	Director of Undergraduate Admissions
Responsible Offices	Admissions Office
Summary	The following policy outlines a traditional undergraduate 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. 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, and the seal and signature of the issuing institution. Transcripts must be received directly from the institution or approved third party vendor in a sealed envelope or in an electronic format.</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 or are included on the official transcript.</p>
Approving Body	Academic Council; Administrative Council
Approval Date	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) 118.009 – Aca C (04.14.2023); Admin C (03.22.2023) 118.010 – Aca C (07.17.2023); Admin C (07.26.2023 e-Vote) 118.011 – Aca C (03.08.2024); Admin C (02.21.2024) 118.012 – Aca C (06.10.2024); Admin C (05.22.2024)
Last Revision	May 2024
Re-evaluation Date	Fall 2027
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 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. 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.

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 high school transcript is required. Successful completion of the General Educational Development Test (GED) may be submitted in lieu of a high school transcript.
 - Minimum high school grade point average (GPA):
 - 2.7 on a 4.0 scale (unweighted)
 - Test Score Minimum:
 - SAT: 970
 - ACT: 18
 - CLT: 62
- Students with a GPA below 2.7 may submit official test scores with a score at or above the minimum listed below. Super scores are evaluated to meet admission standard.
- Students with a GPA below 2.7, with no test scores, or scores below the minimums listed will be considered for provisional admission.
- Official college transcripts of all coursework completed.
- Final official transcripts are required prior to enrolling.
- Complete additional specific program requirements in the university catalog.
- Provisional Acceptance

Entering freshman undergraduate students who do not have a minimum high school GPA of 2.7 on a 4.0 scale (unweighted) may be admitted on a provisional basis. Test scores and GPA must be provided within the ranges listed below:

High School GPA:

- 2.0 on a 4.0 scale (unweighted)

Test Score:

- SAT: 930
- ACT: 17
- CLT: 58

Students who do not have a minimum high school GPA of 2.7 on a 4.0 scale (unweighted) and did not submit a test score 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.

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 Test (GED) in lieu of a high school transcript.
- Final official transcripts are required prior to enrolling.
- Complete additional specific program requirements in the university catalog.
- Provisional acceptance
 - Entering transfer undergraduate students who do not have a minimum college GPA of 2.0 on a 4.0 scale 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.

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 11 or fewer college credits post-high school and official college transcripts of all coursework completed.
 - Minimum high school grade point average (GPA)
 - 2.7 on a 4.0 scale (unweighted)

Students who do not have a minimum high school GPA of 2.7 on a 4.0 scale (unweighted) 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.

- Transfer: Official college transcripts for all coursework completed.
 - Minimum grade point average (GPA):
 - 2.0 on a 4.0 scale

Students who do not have a minimum college GPA of 2.0 on a 4.0 scale 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.
- For schools attended outside the United States, that are not accredited through the Association of Christian Schools International (ACSI), 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 and official transcript are required prior to enrolling.
- Official test score from the Test of English as a Foreign Language (TOEFL) or Duolingo English Test.

- TOEFL score minimum:
 - Internet-based exam: 70
 - Computer-based exam: 195
 - Paper-based exam: 525
- Duolingo English Test score minimum:
 - 105
- International students who have successfully completed 4 years at a U.S high school or 1 year at a U.S university do not need to provide English proficiency test scores.
- International students from the following countries do not need to submit English proficiency test scores: (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.
- 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 the following for issuance of the student visa:
 - Enrollment deposit
 - Copy of passport
 - Certification of Funds Form or bank statement certifying the funds showing enough to cover the cost of attendance after financial aid has been applied.

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
- Official high school transcript
- Minimum high school grade point average (GPA):
 - 3.0 on a 4.0 scale (unweighted)
 - Students with a GPA below 3.0 may be considered for admission with submission of a letter of recommendation from the high school administration.
- Students who were previously enrolled at CIU but have been out of attendance for two consecutive regular semesters contact the Admissions Office to reactivate your application.
 - Minimum CIU grade point average (GPA) to reenroll:
 - 2.0 on a 4.0 scale
 - Students with a CIU GPA below 2.0 may be considered for readmission with submission of a letter of recommendation from the high school administration.

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.
- Non-refundable application fee.
- Affirm to be a Christian and agree with CIU's Doctrinal Standard.
- 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):
 - 2.7 on a 4.0 scale (unweighted)

- Students with a GPA below 2.7 may submit official test scores with a score at or above the minimum listed below. Super scores are evaluated to meet admission standard.

Test Score Minimum:

- SAT: 970
- ACT: 18
- CLT: 62

- Students with a GPA below 2.7, with no test scores, or scores below the minimums listed will be considered for provisional admission.
- Official college transcripts of all coursework completed.
- Final official transcripts are required prior to enrolling.
- Complete additional specific program requirements in the university catalog.

Gap Year Students

Following admission to the University, students 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:

- Official transcript if potential gap year credit earned
- Additional materials may be requested to determine transfer credit eligibility.

Previously Enrolled Students

Students who have attended CIU post high school and have been out of attendance for two consecutive regular semesters must 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

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, ACT: 27, CLT: 84

- 3.75 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.

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.

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