

Policy Number	106.005
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	<p>Non-Baccalaureate Students: Student applying for graduate admission without undergraduate level entering credentials</p> <p>Academic Committee: Approving body within the respective college in which the perspective student seeks admission; designated personnel established by the dean of that college</p>
Approving Body	Academic Council; Administrative Council
Approval Date	106.000 – Aca C (05.01.2017); 106.000 – Admin C (05.08.2017) 106.001 – Aca C (10.11.2019); Admin C (11.15.2019) 106.002 – Aca C (02.12.2021); Admin C (02.19.2021) 106.003 – Aca C (09.10.2021); Admin C (09.17.2021) 106.004 – Aca C (04.14.2023); Admin C (09.16.2022) 106.005 – Aca C (12.05.2025); Admin C (01.21.2026)
Last Revision	February 24, 2017; October 7, 2019; February 19, 2021, September 17, 2021, September 12, 2022; September 2022, December 2025
Re-evaluation Date	Fall 2028
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 (CIU) 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. An applicant without an earned baccalaureate degree may be considered for special admission to eligible graduate degree programs at CIU. Non-baccalaureate admission is not available for the Master of Arts in Teaching. Certain graduate programs may limit the number of students admitted to this special status (see details below).

Rationale:

This policy provides clear and consistent direction, guidelines, responsibilities, and accountabilities for the admission and monitoring of all non-baccalaureate students within CIU's colleges. Consistent application of this policy ensures equitable treatment of applicants and maintains the academic integrity of CIU graduate programs.

Policy Implementation/Procedures:

CIU welcomes applicants who do not hold a bachelor's degree but can demonstrate the academic readiness, maturity, and character necessary for success in graduate-level study within a Christ-centered learning community. Admission is based on evidence that the applicant at least meets the following principles:

1. Proven Academic Readiness for Graduate Studies: Applicants must show they possess the foundational academic skills needed to thrive in graduate coursework.

Demonstrated by:

- Submitting official transcripts of all high school, GED, and/or college-level work completed to date. *Kepha applicants may submit a photo or scanned copy of their original high school diploma OR a Household Registration Booklet (户口本) with the educational background section marked "High School Graduate (高中毕业)."*
- Submitting a Research Paper or other approved writing sample (with guidelines and assessment criteria established by the appropriate Academic Committee) that demonstrates writing ability, critical thinking, and academic readiness.

2. Maturity and Life Experience Appropriate for Graduate Study: Applicants should bring the personal maturity and life experience necessary for success in a graduate program.

Demonstrated by:

- Being 25 years of age or older by the application deadline.
- Providing evidence of a completed high school diploma or GED.

3. Character and Alignment with CIU's Christian Learning Environment: Because CIU is committed to forming Christian leaders, applicants must demonstrate character, integrity, and the capacity to contribute to a Christ-centered academic community.

Demonstrated by:

- Submitting a Church Leader or Professional Reference (as required by the program) affirming character, maturity, and readiness for graduate study.

4. Compliance with International Student Standards (if applicable): Applicants who are not citizens of the United States must demonstrate readiness and eligibility to study in the U.S.

Demonstrated by:

- Completing all international graduate application procedures and meeting the requirements outlined in CIU's academic catalog.

Additional Procedures

- The academic dean may limit the total number of non-baccalaureate students enrolled in a specific program based on available instructional resources.
- The Admissions Office will coordinate with the college-specific academic committee to establish the research paper or writing-sample criteria and will communicate these requirements to the applicant.
- Once submitted, the writing sample will be reviewed by the academic committee. Commentary, final decisions, and/or rewrite parameters will be communicated to the applicant by the Admissions Office.
- Applicants who are accepted but choose not to enroll for the desired term forfeit their placement and must submit a new application for any future term.

Hyperlinks

www.ciu.edu/policy