

Policy Number	106.004
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)
Last Revision	February 24, 2017; October 7, 2019; February 19, 2021, September 17, 2021, September 12, 2022; September 2022
Re-evaluation Date	Fall 2026
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:

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.
- 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
 - Kepha applicants may provide a photo image or scanned copy of the following documents: an original high school diploma; or an original Household Registration Booklet (户口本) with the “educational background” section marked as “High School Graduate (高中毕业).”
- 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.

The academic dean may limit the total non-baccalaureate students enrolled in a specific program based on available resources of that area. The Admissions Office 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.

Hyperlinks

www.ciu.edu/policy