

Policy Number	119.013
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 s for admission to the University.

Definitions

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.

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. 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. 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.

Applicants for the PhD in Organizational Leadership and the Doctor of Business Administration program are only required to submit official transcripts for the institution credit into the program.

Official Test Score - Test score results that are sent directly from the testing agency.

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 Rf&D GYF JVB j&D V&A G&P H

119.005 Aca C (10.11.2019); Admin C (11.15.2019)
119.006 Aca C (02.10.2020); Admin C (01.17.2019)
119.007 Aca C (02.12.2021); Admin C (02.19.2021)
119.008 Aca C (11.22.2021); Admin C (10.22.2021)
119.009 Aca C (04.14.2023); Admin C (04.19.2023)
119.010 Aca C (06.12.2023); Admin C (05.31.2023)
119.011 Aca C (07.17.2023); Admin C (07.26.2023 by e-Vote)
119.012 Aca C (01.12.2024); Admin C (12.13.2023)
119.013 Aca C (03.08.2024); Admin C (02.21.2024)

An evaluation completed by a member of the National Association of Credential Evaluation

- Submit official transcripts from any school(s) attended since leaving CIU as well as any degree-specific registration forms (pre-registration, manual registration, or degree-change forms). All other previously submitted admissions documents will remain valid for five years from the date that the document was received.
- Connect with the online admissions department about any potential account holds and Satisfactory Academic Progress. Any account holds or campus safety concerns need to be cleared prior to re-enrollment

Students who have been withdrawn for less than one year do not need to submit a new application and should contact their advisor and the Financial Aid Office about next steps.

Note that admissions reserves the right to request any updated documents.

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 must provide the following to the admissions office:

Online application

Unofficial or official transcripts, or a transient letter demonstrating earned baccalaureate degree

- o Minimum grade point average (GPA):
2.0 on a 4.0 scale

A maximum of 12 graduate hours may be taken as a non-degree seeking student.

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.

