

Policy Number	120.007
Policy Title	Online Admission Policy
Responsible Officers	Director of Graduate and Online Recruitment
Responsible Offices	Admissions Office
Summary	The following policy outlines an undergraduate or graduate admission to online, non-ministry programs at the University.
Definitions	<p>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 and the seal and signature of the issuing institution.. 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.</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.</p> <p>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 not acknowledged by WES as (agency of education).</p>
Approving Body	Board of Trustees
Approval Date	Aca C 11.06.2017; Admin C 09.11.2017 Aca C

the statement of Statement of Understanding

- Freshman: Official high school transcript is required for students who have attempted 12 or fewer college credits post-high school and official college transcripts of all coursework completed if the student seeks to transfer credits from those institutions.
 - Transfer: Official college transcript from institution where 12 or more post-high school college credits were attempted. Official transcripts for all additional work completed or in progress if the student seeks to transfer credits from those institutions.
 - For schools attended outside the United States, an applicant must validate the international providing one of the following:
 - An Official International Credential Advancement Package (ICAP) evaluation transcripts by World Education Services (WES),
 - An InCred evaluation, or
 - An evaluation completed by a member of the National Association of Credential Evaluation Services (NACES).
- Note: An applicant seeking transfer credit from an international institution, WES or InCred must be used to indicate appropriate transfer equivalency. Academic records not written in English must be accompanied by a certified translation.
- 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 transcripts are required prior to registering for courses.

Students that previously attended as a degree-seeking student and have either graduated or been away for a full calendar year must:

- Re-apply for admission
- 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.133offcus19andingt912 0 612 792 ref3(enr8-/P

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

Previously Enrolled Students

Students must reapply and submit all degree-specific admission requirements if out of attendance for two consecutive regular semesters. Students who have missed only one regular semester of study contact the Registrar and Financial Aid Offices.

Non-Accredited Degrees

Students graduating with a bachelor's degree from an unaccredited institution are generally ineligible for admission to graduate programs at CIU. However, i is sufficient to merit admission. Applicants who have earned a degree in this category must provide the following to the Admissions Office:

All general application requirements and specific program requirements in the university catalog
Unaccredited Institution Review

Notification to Graduate Applicants

Once all application materials have been received, the completed application will be reviewed and the applicant notified of the admission decision.

Provisional Acceptance

Entering graduate students that do not meet the minimum requirements for their desired degree program may be education, work, or military training and determine if provisional admission is appropriate.

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

Hyperlinks

www.ciu.edu/policy