



POLICY TITLE: Admissions Policy
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CATEGORY: Administration (AM)
APPROVAL AUTHORITY: Lead Team
RESOLUTION / MINUTES REFERENCE NUMBER: 2014 12 03 LEAD Min
POLICY HOLDER: President's Office

1. POLICY STATEMENT:

This policy describes the minimum requirements that potential students must meet in order to be considered for Admission into studies at Columbia Bible College. This policy also serves as a guide for Admissions office staff who are tasked with evaluating applications for admission.

2. POLICY

General Entrance Requirements for Certificate, Diploma & Degree Applicants Canadian and US Applicants

- Must be at least 17 years of age.
- Must be a Christian and willing to grow in discipleship.
- Must hold a high school diploma with a minimum average of 60%. This average will be calculated using the student's top 5 grades from their last two years of high school. 3 of these 5 grades must be academic courses and one of these 3 must be English 12 or the provincial/state equivalent. Applicable grade 12 courses take precedence over grade 11 courses.
- Must have a final grade of 65% in English 12 or the provincial/state equivalent.
- Must demonstrate the potential for academic success at Columbia Bible College.
- Must arrange for reference form(s) to be submitted on their behalf.

Conditional admission may be granted if:

- The applicant is waiting for final transcripts
- The applicant has mature student status (must be a minimum of 21 years of age and have been out of school for at least one year. The applicant will be required to write an English entrance exam or enroll in ENGL 099.). These applications for admission will be considered on an individual basis.
- The applicant enrolls in ENGL 099 or its equivalent.

Additional Requirements for:



Educational Assistant Program Students

An additional reference from someone involved in working with children and youth must be submitted.

Outdoor Leadership Program Students

Applicants will be required to:

1. Read the Outdoor Leadership View Book and Risk Management for Outdoor Programs: A Guide for Students.
2. Complete and submit the following legal documents: Medical Questionnaire, Waiver Form, Indemnification Form, Acknowledgement of Risk Form for Olympic National Park.

LEAD Program Students

The Lead program is designed for maturing Christian young adults who are high school graduates that have demonstrated leadership potential and have a foundation of academic studies in Bible and Theology. In addition to the general admissions requirements, the pre-requisite for this program is one of the following:

- One year of study at Columbia Bible College or the equivalent at another College or University, or
- The successful completion of a recognized one year discipleship training program like Omega, Kaleo, Imprent, YWAM or Capernwray, or
- At least one year of work experience. (Please note that applicants without prior biblical or recognized discipleship training will need to complete an additional 6 credit hours of RELS courses in order to graduate from the LEAD program.)

Transfer Students

Students who have earned 30 credit hours or more at another post-secondary institution will be evaluated for admission based on their post-secondary GPA. A minimum of an overall 2.0 (60%) GPA is required. Conditional Admission may be granted to transfer students who do not meet these requirements. Such decisions will be made at the discretion of the Admissions Committee.

Only courses completed with a minimum grade of C (normally 65%) will be considered for transfer credit to Columbia.

Home Educated Students

Columbia welcomes graduates of home-based schools and other unaccredited and/or non-traditional secondary education programs. Each candidate who is unable to present provincially/state-examined matriculation subjects is evaluated on an individual basis in order to gauge their readiness for college-



level studies. Applicants are required to provide evidence of academic ability including, but not limited to: essays, home education charts, SAT, ACT or GED test scores.

International Students

Applicants applying from outside Canada or the US:

- Must have proof of English competency. A foreign student who did not graduate from either secondary or post-secondary institution in the United Kingdom, The Republic of Ireland, Australia, New Zealand or Jamaica, or an accredited English international school must have a minimum score of 550 for the paper based TOEFL or 213 for the computer based TOEFL or 79 for the internet-based TOEFL or an IELTS score of 6.5 (Academic Module).
- Applicants must arrange to be tested by an approved TOEFL or IELTS agency in their country. Applicants should do this at least two (2) months prior to the beginning of the semester at Columbia Bible College. This will allow time for the results to be submitted to Columbia. Acceptance at Columbia will be dependent on receiving these test scores.

The requirement for TOEFL or IELTS test results may be waived if the applicant has met the following conditions:

- The applicant has completed three or more years of study at either a secondary or post-secondary institution where English is the primary language of instruction and evaluation (United Kingdom, The Republic of Ireland, Australia, New Zealand or Jamaica or an accredited international school).
- The applicant has successfully graduated from a North American high school and successfully completed ENG 12 (or its equivalent in any other province/state) with a final grade of 65% or higher.
- The applicant has studied for at least one year at an accredited North American post-secondary institution and successfully completed an English Literature, Composition or Writing for College course (or its equivalent) with a final grade of 60% or higher.

The Admissions Committee may also evaluate English proficiency on an individual basis by requiring that the applicant write an entrance examination.

For further detail see AM.005 English Language Proficiency (ELP) Entrance Requirements Policy



Admission Requirements for Casual/Audit Applicants

- Must be at least 17 years of age.
- Must hold a high school diploma or be at least 21 years of age.
- Must be able to demonstrate potential for academic success at Columbia Bible College.
- Must complete and submit the casual/audit studies application form.

Documentation Requirements

Conditional admissions decision can be made based on unofficial transcripts but final official copies (copies mailed or faxed directly from the issuing institution) of secondary and post-secondary transcripts or notarized copies of official transcripts (when official copies are not obtainable) must be submitted to the admissions office in order to have conditions and holds removed.

Residential Recovery program Graduates

For graduates of residential recovery programs Columbia requires having at least six months of successful independent living away from the program before applying for admission program study at Columbia Bible College.

Recovering Students

If the applicant has a background of addiction and substance abuse, a minimum of one year of sobriety and active membership in a recovery-related community (celebrate recovery, AA, etc.) is required before beginning program studies at Columbia Bible College.

3. APPLICABILITY:

This policy applies directly to prospective students who are applying for Admission into Columbia Bible College. It is also regularly consulted, interpreted and applied by Admissions staff & Admissions committee members.

4. RELATED POLICIES/ REFERENCES

This policy incorporates the **AM.005 English Language Proficiency (ELP) Entrance Requirements** Policy that is already on file.