

Virginia International University 4401 Village Drive Fairfax, VA, 22030

VIU Addenda to 2018-2019 Catalog 1st Edition

NOTE: The following addenda are modified in the softcopy of the catalog, available on the school website. Deleted language is struck. New language is underlined.

1. 9/25/2018 – Additions on p. 29, Section 3.1 “Admission Policies & Procedures”

3.1 VIU Admission Policies & Procedures

For the 2018 – 2019 academic year, all VIU applicants must provide the necessary documentation, as described in detail below.

An application will not be considered complete, and thus, will not be reviewed, until all application documents and fees have been received. Once the completed application and fees are received, the application is carefully reviewed for admission. Applicants meeting our admission criteria are evaluated with respect to other qualified applicants, and are selected accordingly.

3.1.1 International Admissions Requirements

According to the US Department of Education, **an international student** is defined as an “individual who is enrolled for credit at an accredited higher education institution in the U.S. on a temporary visa, and who is not an immigrant (permanent resident with an I-51 or Green Card), or an undocumented immigrant, or a refugee.”

All international applicants are required to submit a completed application package, as outlined below, with a non-refundable \$100.00 application fee.

#	Admission Materials	Programs				
		Graduate	Undergraduate	Graduate Certificate	Undergraduate Certificate	ESL
1	Application Form	✓	✓	✓	✓	✓
2	Application Fee	✓	✓	✓	✓	✓
3	Previous Degree	Bachelor's	High School	Bachelor's	High School	--
4	Official Transcript & Min. GPA	✓ GPA: 2.5	✓	✓ GPA: 2.5	--	--
5	English Proficiency ¹	✓	✓	✓	✓	--
6	Passport Copy ²	✓	✓	✓	✓	✓
7	Financial Documents ²	✓	✓	✓	✓	✓
8	Statement of Purpose	✓	--	--	--	--
9	Resume/CV	✓	--	--	--	--
10	Official Recommendation	✓	--	--	--	--
11	Distance Education Readiness Assessment ³	✓	✓	✓	✓	✓

¹ For non-native English speakers only. See Explanation of Admission Materials below for more details.

² For F-1 Visa applicants only. An official bank statement of the sponsor and a Statement of Financial Support must be submitted.

³ ~~In continuance with the above mentioned Admissions Requirements, students who are applying to programs in the School of Education or School of Public and International Affairs will need to submit the following:~~

- ~~OFFICIAL RECOMMENDATION~~

~~Minimum of 2 official recommendations from a professional who can speak to the candidate's academic abilities (preferably from a current/former instructor or a current/former employer, at least one must be dated within the last 3 years). All recommendations should be written in English or provide an official translation. Recommendations must include contact information with a minimum of an email address (preferably an institutional email address) and physical mailing address. By submitting recommendations, applicants are permitting VIU to contact recommenders on their behalf regarding their application.~~

• ~~ACADEMIC STATEMENT OF PURPOSE~~

~~A 500-word statement of purpose defining the reasoning behind joining the program. This statement should address the applicant's academic interests, professional objectives, and areas of interest to be explored in the program.~~

• ~~RESUME/CURRICULUM VITAE~~

~~Detailing current and/or previous work history and education. Previous work history is not a requirement for admission.~~

³ For Applicants who are studying online only.

The Admissions policy shall conform to the institution's mission, shall be publicly stated, and shall be administered as written. The following minimums apply:

- (a) The requirements for students admitted to programs leading to an undergraduate degree, certificate, or diploma shall include graduation from high school or its equivalent, or demonstration of the student's ability to complete the program under the ability-to-benefit classification as specified under standard 3-1-303(b) and (c), as provided for by governing laws. (VIU does not accept Ability-to-Benefit students at this time).
- (b) The requirements for students admitted to programs leading to a graduate degree shall include graduation from an accredited bachelor's degree program. An official bachelor's degree transcript(s) demonstrating a CGPA of 2.5 or higher on a 4.0 grading scale or equivalent is required. A High School Transcript may be requested if the degree diploma does not indicate the CGPA information. If an applicant's CGPA is below the graduate admissions requirement, a CGPA Waiver may be requested (See CGPA Waiver Policy). ~~The School of Education and the School of Public and International Affairs list additional requirements for graduate admissions. They include the following:~~
OFFICIAL RECOMMENDATION ~~Minimum of two official recommendations from a professional who can speak to the candidate's academic abilities (preferably from a current/former instructor or a current/former employer, at least one must be dated within the last three years), All recommendations should be written in English or provide an official translation.~~
ACADEMIC STATEMENT OF PURPOSE ~~of 500 words defining the applicant's academic interests, professional objectives, areas of interest to be explored in the program, and reasoning behind joining the program. The statement of purpose should demonstrate an understanding of the specific program to which the candidate is applying and make connections to the applicant's eventual career aspirations. Statements must be written in English in the candidate's own words.~~
RÉSUMÉ/CURRICULUM VITAE ~~detailing current and/or previous work history and education. Previous work history is not a requirement for admission.~~
- (c) Foreign transcripts of international students seeking admission must be evaluated by a member of Association of International Credential Evaluators (AICE), American Association of Collegiate Registrars and Admissions Officers (AACRAO), or National Association of Credential Evaluation Services (NACES) to validate equivalency with graduation from high school and eligibility to enter college or university in the United States.
- (d) It is the responsibility of the institution to maintain student records, which reflect the requirements for admission of all students.
- (e) Institutions are not precluded from admitting, under different requirements, students who are beyond the age of compulsory school attendance or who may be otherwise specially circumstanced, such as:
 - (i) having financial sponsorship through contractual arrangements with public or private organizations;
 - (ii) having identifiable needs requiring remedial instruction as a supplement to the regular curricula;
 - (iii) participating in innovative postsecondary programs specially described to ACICS; or
 - (iv) being enrolled in individual courses not leading to an academic credential.

3.1.1.1 Explanation of Admissions Materials for International Students

All application materials not in English must be accompanied by a certified English translation of the original document. Copies of original documents must be notarized or attested by an embassy, consulate, or notary. Please note that not all consulates provide this service. If you are submitting an original document, please let us know.

Original documents or attested copies may be sent in the following ways:

- Scanned as a PDF file and uploaded into the application portal: <https://portal.viu.edu/application/login.asp>; or
- Sent by mail to:
Virginia International University
Attn: Admissions Office
4401 Village Drive
Fairfax, VA 22030 USA

VIU has the right to request original documentation. The submission of fabricated or falsified documents will result in a) the denial of the student's application and banning of the student from future admission to the university, b) the immediate expulsion of the student if the falsification is found after admission, or c) the nullification of a degree if the falsification is found after program completion.

Application Form: All international applicants must submit a fully completed online application form. Incomplete applications will not be considered for admission until all necessary information has been received by the Admissions Office.

Application Fee: Each international applicant is required to pay a non-refundable \$100.00 application fee. No application will be considered without payment of this fee. For information regarding methods of payment, please visit our website at <http://www.viu.edu/future-students/finance/payment-information.html>.

Passport Copy: Each international applicant is required to submit a copy of legible Passport ID page.

Previous Degrees: Applicants already holding a degree from a foreign or domestic college or university must submit an original, notarized or attested copy of their college or university diploma and transcript, accompanied by a certified translation, if the original is not in English.

1. For graduate degree programs and graduate-level certificate programs, a bachelor's degree diploma and transcripts, or equivalency, is required.
2. For undergraduate degree programs and undergraduate-level certificate programs, a minimum of a high school diploma, or equivalency, is required.

For International Students applying for a Graduate Program: Bachelor's degrees from foreign universities should be accredited by the host country's government or proper higher education authority and should be equivalent to the completion of a four-year program of study at a US college or university with a minimum of 120 semester credits. Those who have obtained a bachelor's degree from abroad with less than 120 semester credits will be considered for conditional acceptance into a graduate program and will be required to make up the credit difference.

Official Transcripts: All applicants must submit original official transcripts, or notarized or attested copies of transcripts, from all colleges or universities previously attended (whether or not a degree was earned from the institution). If transcripts from the institution are issued in the student's native language as well as in English, students will only be required to submit the English version. A minimum of a 2.5 GPA (on a 4.0 scale) is required for graduate admission. To ensure that eventual students will have the ability to benefit from education in our institution. Virginia International University (VIU) requires that applicants meet our minimum cumulative grade point average (CGPA) standard. For students applying at the graduate level: Students must have a minimum of a 2.5 on a 4.0 scale from their undergraduate studies when applying for admissions to graduate programs. Alternatively, students who might have an undergraduate CGPA lower than a 2.5, but who have previous graduate work at a college or university

equivalent to at least 9 credits and a CGPA greater than 3.0 would also demonstrate sufficient CGPA. This graduate CGPA supersedes the undergraduate CGPA.

Statement of Purpose: 500 words defining the applicant's academic interests, professional objectives, areas of interest to be explored in the program, and reasoning behind joining the program. The statement of purpose should demonstrate an understanding of the specific program to which the candidate is applying and make connections to the applicant's eventual career aspirations. Statements must be written in English in the candidate's own words.

Resume/CV: Summary document detailing current and/or previous work history and education. Previous work history is not a requirement for admission

Official Recommendation: Applicants must submit one official recommendation from a professional who can speak to the candidate's academic abilities (preferably from a current/former instructor or a current/former employer, at least one must be dated within the last 3 years). All recommendations should be written in English or provide an official translation. Recommendations must include contact information with a minimum of an email address (preferably an institutional email address) and physical mailing address. By submitting recommendations, applicants are permitting VIU to contact recommenders on their behalf regarding their application.

Evidence of Sufficient English Language Proficiency: English is the language of instruction at Virginia International University, and therefore international applicants must provide evidence of English language proficiency to ensure that their communication skills are sufficient for effective class participation and completion of course assignments. Virginia International University English language proficiency requirements may can be demonstrated through any of the following options:

Option 1: Submit a valid test score from an acceptable standardized test. Official language proficiency scores more than two years old will not be accepted as proof of language proficiency.

School of Education English Proficiency Requirement:

Test	Minimum Score
Test of English as a Foreign Language (TOEFL)	Internet-based (iBT): 79 or Paper-based (pBT): 550
International English Language Testing System (IELTS)	Academic overall band score: 6.5
Pearson Test of English (PTE)	Academic : 59

School of Education applicants who are not able to demonstrate proficiency by submitting one of the approved standardized exams above will need to demonstrate evidence of sufficient English language proficiency by obtaining academic-level scores on all components of VIU's placement and exit test.

All other schools and programs English Proficiency Requirement:

Test	Minimum Score
Test of English as a Foreign Language (TOEFL)	Internet-based (iBT): 75
International English Language Testing System (IELTS)	Academic overall band score: 6.0
Pearson Test of English (PTE)	Academic : 50

Option 2: Proof of prior study in English. Provide an official transcript indicating completion of a minimum of 9 credit hours (graduate level) or 12 credit hours (undergraduate level) from an accredited United States post-secondary institution at which the language of instruction was English, including at least one course in English composition, academic writing, or a similar subject. The GPA for those credits, as well as the writing course, must not be lower than C-level.

Option 3: Providing evidence of having completed high school in the United States (excluding special diplomas, special education diplomas, modified diplomas, applied study diplomas, adjusted diplomas, alternative diplomas, certificates of completion/attendance/participation, etc.). A CGPA of 2.0 or higher on

a 4.0 grading scale or equivalent is required. High school transcript may be requested if the diploma does not indicate the CGPA information. If your GPA is below the requirements, please review our CGPA Waiver Policy.

Option 4: Provide evidence that the applicant attended high school or college in a region where English is the official language. If you earned your bachelor's, master's, or doctorate degree in its entirety in one of the following countries, and can provide an official transcript, you are exempt from the English Proficiency Test requirements. VIU reserves the right to require a student to take the English Placement Test when there are reasonable doubts as to the authenticity of either submitted standardized test scores or the degree of the English proficiency evidenced by other documentation. Specific countries include: the United States, United Kingdom, Ireland, Australia, New Zealand, Anglophone Canada, Cameroon-Anglophone, Gambia, Swaziland, Tanzania, Uganda, Zambia, Zimbabwe, Nigeria, Ghana, Kenya, Lesotho, Liberia, Namibia, Sierra Leone, South Africa, Singapore, The Philippines, Bahamas, Barbados, Belize, British Virgin Islands, Cayman Islands, Turks and Caicos Islands, U.S. Virgin Islands, Cook Islands, Dominica, Grenada, Guyana, Jamaica, Montserrat, St. Lucia, Trinidad and Tobago, Saint Kitts and Nevis, Saint Vincent and the Grenadines, and Antigua and Barbuda.

In addition to the general admission requirements, students who apply for federal financial aid must submit a high school diploma and/or transcript, GED or equivalent. For foreign high school documents, an official evaluation from an accredited evaluation agency is also required.

Please note:

- International students may gain full admission to a degree program at VIU if the official language proficiency score meets the minimum requirement mentioned above.
- International students may gain admission to the Intensive English as a Second Language program (ESL) if their test scores fall below the scores mentioned above. International students admitted into this category must take a VIU English Placement Test prior to enrollment and complete the ESL program through level 800 before they will be allowed to begin academic coursework.
- Conditional admission may be granted to international students if they do not have, or are unable to provide official language proficiency score listed above. The placement test is available online through a remote-proctoring service, as well as on-site at the university campus in Fairfax, Virginia. To learn more about VIU's English Placement Test, please see our English Placement Test FAQs.

3.1.2 U.S. Domestic Admissions Requirements

According to the Department of Education, "to be considered a U.S. Residential and/or *Domestic Student*, you must: Be a citizen of the *United States* of America, be a Permanent Resident of the *United States* of America at the time you apply for admission, or hold Refugee, Asylum, or Jay Treaty status. Individuals on H Visas, A Visas, O1 Visas, and K Visas will be considered under the domestic admissions category."

All domestic applicants are required to submit a completed application package, as outlined below, with a non-refundable \$20.00 application fee. Virginia International University has a Rolling Admissions Policy that is applicable to residents and citizens of the United States. An application for admission is valid for one calendar year from the date of the original submission. An application can be moved to another semester within the calendar year without submitting a new Application Fee. Moving an application is subject to a review of admission standards for the new semester. In the event that these admission standards or the format of the application has changed, a new application may be required. Each request will be individually reviewed for this information prior to moving the application. The applicant/student will be contacted if a new application is required for admissions consideration.

3.1.2.1 Explanation of Admissions Materials Domestic Students

All application materials must be submitted in English or be accompanied by a certified English translation of the original document for applicants. Copies of original documents must be notarized or attested by an embassy, consulate, or notary. Please note that not all consulates provide this service. If you are submitting an original document, please let us know.

Original documents or attested copies may be sent in the following ways:

- Scanned as a PDF file and uploaded into the application portal:
<https://portal.viu.edu/application/login.asp>

- Sent by mail to:
Virginia International University
Attn: Admissions Office
4401 Village Drive
Fairfax, VA 22030 USA

VIU has the right to request original documentation. The submission of fabricated or falsified documents will result in a) the denial of the student's application and banning of the student from future admission to the university, b) the immediate expulsion of the student if the falsification is found after admission, or c) the nullification of a degree if the falsification is found after program completion.

#	Admission Materials	Program				
		Graduate	Undergraduate	Graduate Certificate	Undergraduate Certificate	ESL
1	Application Form	✓	✓	✓	✓	✓
2	Application Fee	✓	✓	✓	✓	✓
3	Previous Degree	Bachelor's	High School	Bachelor's	High School	--
4	Official Transcript & Min. GPA	✓ GPA: 2.5	✓	✓ GPA: 2.5	--	--
5	English Proficiency ¹	✓	✓	✓	✓	--
6	Identification	✓	✓	✓	✓	✓
7	Financial Documents ²	✓	✓	✓	✓	✓
8	Statement of Purpose	✓	--	--	--	--
9	Resume/CV	✓	--	--	--	--
10	Recommendation Letters	✓	--	--	--	--
11	Distance Education Readiness Assessment	✓	✓	✓	✓	✓

¹ For non-native English speakers only. See Explanation of Admission Materials below for more details.

² For F-1 Visa applicants only. An official bank statement of the sponsor and a Statement of Financial Support must be submitted.

³ For Applicants who are studying online only.

In continuance with the above-mentioned Admissions Requirements, students who are applying to programs in the **School of Education** or **School of Public and International Affairs** will need to submit the following:

- **OFFICIAL RECOMMENDATION**

~~Minimum of 2 official recommendations from a professional who can speak to the candidate's academic abilities (preferably from a current/former instructor or a current/former employer, at least one must be dated within the last 3 years). All recommendations should be written in English or provide an official translation. Recommendations must include contact information with a minimum of an email address (preferably an institutional email address) and physical mailing address. By submitting recommendations, applicants are permitting VIU to contact recommenders on their behalf regarding their application.~~

- **ACADEMIC STATEMENT OF PURPOSE**

~~A 500 word statement of purpose defining the reasoning behind joining the program. This statement should address the applicant's academic interests, professional objectives, and areas of interest to be explored in the program.~~

- **RESUME/CURRICULUM VITAE**

~~Detailing current and/or previous work history and education. Previous work history is not a requirement for admission.~~

A student may be admitted into an undergraduate program of study offered by the university upon satisfying all of the requirements applicable to that program of study, as follows:

- The student is at least 16 years of age.

- The student has: (1) a high school diploma (excluding special diplomas, special education diplomas, modified diplomas, applied studies diplomas, adjusted diplomas, alternative diplomas, certificates of completion/attendance/participation, etc.); or (2) a recognized equivalent of a high school diploma (e.g., a certification that the student has demonstrated high-school level academic skills or an official document from a state authority (to the satisfaction of the school) recognizing that the student has successfully completed secondary school through home schooling (as defined by state law). VIU follows the Commonwealth of Virginia specifications for certifying using an Attestation Form that students have achieved a High School Diploma, a copy of the certification evidencing the student's receipt of a recognized equivalent of a high school diploma (GED), and/or an official document from a state authority (to the satisfaction of the university) recognizing that the student successfully completed secondary school through home schooling (as defined by state law). Students are expected to request official copies of their High School Diploma, the official high school transcript; a copy of the certification evidencing the student's receipt of a recognized equivalent of a high school diploma (GED), or Home School documentation to be sent directly to the Office of the Registrar at VIU for evaluation for admittance. VIU must receive official documents prior to the end of the first month of a semester or the student will be terminated from his or her program of student in the undergraduate programs.
- U.S. Service Members or Veterans that apply to become students at VIU must meet the same Admissions criteria that applies to all applicants. If a U.S. Service Member or Veteran desires his or her prior educational credits to be considered for transfer credit, the student must provide the University with an official transcript from each educational institution awarding the degree or any course credits that the student desires to transfer to satisfy the requirements. Upon the student's ability to satisfy of all of the above requirements with respect to his or her selected program of study, VIU will promptly notify the student that he or she is admitted into that program of study at the school and correspond with the Department of Veterans Affairs for education benefits to be used.

The admissions policy shall conform to the institution's mission, shall be publicly stated, and shall be administered as written. The following minimums apply:

- (a) The requirements for students admitted to programs leading to an undergraduate degree, certificate, or diploma shall include graduation from high school, General Education (GED) score, or the equivalent, or demonstration of the student's ability to complete the program under the ability-to-benefit classification as specified under standard 3-1-303(b) and (c), as provided for by governing laws. (VIU does not accept Ability-to-Benefit)

Documentation of High School Graduation, General Educational Development (GED) scores or state-approved diploma examination is required for admissions. Applicants must provide documentation of their high school graduation, or passing GED scores prior to starting a program. Applicants who hold a GED must submit GED test score results and/or their GED diploma. The GED must be approved by a State Department of Education to be considered. Note that GED Tests cannot be taken online and can only be taken at an official testing center.

- (b) The requirements for students admitted to programs leading to a graduate degree shall include graduation from an accredited bachelor's degree program. An official bachelor's degree transcript(s) demonstrating a CGPA of 2.5 or higher on a 4.0 grading scale or equivalent is required. A High School Transcript may be requested if the degree diploma does not indicate the CGPA information. If an applicant's CGPA is below the graduate Admissions requirements, a CGPA Waiver may be requested (See CGPA Waiver Policy). ~~The School of Education and the School of Public and International Affairs list additional requirements for graduate admissions. They include the following:~~
 - ~~**OFFICIAL RECOMMENDATION** Minimum of two official recommendations from a professional who can speak to the candidate's academic abilities (preferably from a current/former instructor or a current/former employer, at least one must be dated within the last three years), All recommendations should be written in English or provide an official translation.~~
 - ~~**ACADEMIC STATEMENT OF PURPOSE** of 500 words defining the applicant's academic interests, professional objectives, areas of interest to be explored in the program, and reasoning behind joining the program. The statement of purpose should demonstrate an understanding of the specific program to which the candidate is applying and make connections to the applicant's eventual career aspirations. Statements must be written in English in the candidate's own words.~~

- ~~RÉSUMÉ/CURRICULUM VITAE detailing current and/or previous work history and education. Previous work history is not a requirement for admission.~~

- (c) Foreign transcripts of international students seeking admission must be evaluated by a member of Association of International Credential Evaluators (AICE), American Association of Collegiate Registrars and Admissions Officers (AACRAO), or National Association of Credential Evaluation Services (NACES) to validate equivalency with graduation from high school and eligibility to enter college or university in the United States.
- (d) It is the responsibility of the institution to maintain student records, which reflect the requirements for admission of all students.
- (e) Institutions are not precluded from admitting, under different requirements, students who are beyond the age of compulsory school attendance or who may be otherwise specially circumstanced, such as:
 - (i) having financial sponsorship through contractual arrangements with public or private organizations;
 - (ii) having identifiable needs requiring remedial instruction as a supplement to the regular curricula;
 - (iii) participating in innovative postsecondary programs specially described to ACICS; or
 - (iii) being enrolled in individual courses not leading to an academic credential.

3.1.2.2 Graduate Admissions Requirements

All domestic applicants are required to submit a completed application package, as outlined below, with a non-refundable application fee. Virginia International University has a Rolling Admissions Policy that is applicable to residents and citizens of the United States. An application for admission is valid for one calendar year from the date of the original submission. An application can be moved to another semester within the calendar year without submitting a new Application Fee. Moving an application is subject to a review of admission standards for the new semester. In the event that these admission standards or the format of the application has changed, a new application may be required. Each request will be individually reviewed for this information prior to moving the application. The applicant/student will be contacted if a new application is required for Admissions consideration.

To be eligible for admission into a graduate-level program, the following conditions must be met:

1. The student has a baccalaureate degree awarded by an educational institution located in the U.S. that is accredited by an accrediting agency recognized by the U.S. Department of Education, or an educational institution located outside the U.S. that is accredited or similarly acknowledged by an agency deemed acceptable at the discretion of the university; and
2. The student must provide an official transcript from the educational institution awarding the degree. If a student's admission into a graduate program of study at the school of study is rejected by the school, the Admissions department will promptly notify the student.
3. Graduate program students must consult the admissions criteria for their program of study that may require additional steps for admittance.

Application Form: All domestic applicants must submit a fully completed online application form that can be completed during the on-site Admissions Interview or can be submitted through the online Application Portal. Incomplete applications will not be considered for admission until all necessary information has been received by the Admissions Office.

Application Fee: Each domestic applicant is required to pay a non-refundable \$20.00 application fee. International applicants are required to pay a non-refundable \$100.00 application fee. No application will be considered without payment of this fee. For information regarding methods of payment, please visit our website at <http://www.viu.edu/future-students/finance/payment-information.html>.

Identification: Each applicant is required to provide a copy of his or her passport or government-issued photo ID upon time of semester check in.

High School Documentation: High school diplomas/certificates (excluding special diplomas, special education diplomas, modified diplomas, applied study diplomas, adjusted diplomas, alternative diplomas, certificates of completion/attendance/participation, etc.) are required.

In addition to the general admission requirements, students who apply for federal financial aid must submit a high school diploma and/or transcript, GED or equivalent. For foreign high school documents, an official evaluation from an accredited evaluation agency is also required.

Previous Degrees: Applicants already holding a degree from a foreign or domestic college or university must submit an original, notarized or attested copy of their college or university diploma and transcript, accompanied by a certified translation, if the original is not in English.

1. For graduate degree programs and graduate-level certificate programs, a bachelor's degree diploma and transcripts, or equivalency, is required.
2. For undergraduate degree programs and undergraduate-level certificate programs, a minimum of a high school diploma, or equivalency, is required.

Official Transcripts: All applicants must submit original official transcripts, or notarized or attested copies of transcripts, from all colleges or universities previously attended (whether or not a degree was earned from the institution). If transcripts from the institution are issued in the student's native language as well as in English, students will only be required to submit the English version. To ensure that eventual students will have the ability to benefit from education in our institution. Virginia International University (VIU) requires that applicants meet our minimum cumulative grade point average (CGPA) standard. For students applying at the graduate level: Students must have a minimum of a 2.5 on a 4.0 scale from their undergraduate studies when applying for admissions to graduate programs. Alternatively, students who might have an undergraduate CGPA lower than a 2.5, but who have previous graduate work at a college or university equivalent to at least 9 credits and a CGPA greater than 3.0 would also demonstrate sufficient CGPA. This graduate CGPA supersedes the undergraduate CGPA.

Statement of Purpose: 500 words defining the applicant's academic interests, professional objectives, areas of interest to be explored in the program, and reasoning behind joining the program. The statement of purpose should demonstrate an understanding of the specific program to which the candidate is applying and make connections to the applicant's eventual career aspirations. Statements must be written in English in the candidate's own words.

Resume/CV: Summary document detailing current and/or previous work history and education. Previous work history is not a requirement for admission

Official Recommendation: Applicants must submit one official recommendation from a professional who can speak to the candidate's academic abilities (preferably from a current/former instructor or a current/former employer, at least one must be dated within the last 3 years). All recommendations should be written in English or provide an official translation. Recommendations must include contact information with a minimum of an email address (preferably an institutional email address) and physical mailing address. By submitting recommendations, applicants are permitting VIU to contact recommenders on their behalf regarding their application.

2. 8/7/2018 – Additions on p. 83, Section 8.12 “Formal Complaint Procedure”

Stage 5: Formal Written Complaint

At any time throughout the complaint process, at the written request of the student for issues that are academic in nature, an ad-hoc Grievance Committee comprised of the Provost, one senior faculty member, the Dean of the School, and other invited staff or faculty. The Committee will convene to address concerns that remain unresolved. The ad-hoc Grievance Committee will convene within ten (10) working days of a written request from the student. The student will be notified of the committee's decision within three working days of the meeting.

If after following the above stated procedure, the student feels that his or her concerns have not been resolved, he or she may address these concerns in writing to the following organizations:

State Council for Higher Education for Virginia (SCHEV)
James Monroe Building,
101 N. 14th Street,

Richmond, VA 23219

Accrediting Council for Independent Colleges and Schools (ACICS)
750 First Street NE, Suite 980
Washington, DC 20002

For Intensive English as a Second Language (ESL) Program Students Only:

Commission on English Language Accreditation (CEA)

1001 North Fairfax Street, Suite 630

Alexandria, VA 22314 USA

CEA Complaint Procedures can be found at:

https://www.viu.edu/docs/CEA_Filing_a_Complaint_Against_an_Accredited_Program.pdf

VIU ensures that a student will not be subjected to unfair action as a result of initiating a complaint proceeding.

3. 8/7/2018 – Additions on p. 10, Section 1.3 “Accreditation & Membership”
 4. VIU’s Intensive English as a Second Language Program is accredited by the Commission on English Language Program Accreditation (CEA).

1001 North Fairfax St.

Suite 630

Alexandria, VA 22314

www.cea-accredit.org

Accreditation Criteria: <http://cea-accredit.org/about-cea/standards>

