

# COLUMBIA COLLEGE HOLLYWOOD

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## ADMISSIONS REVIEW PROCESS

All applications are reviewed, in their entirety, by the Admissions Review Committee which is comprised of faculty. The committee makes admission decisions based on a holistic review of all information presented in the application to determine acceptance, conditional acceptance, conditional denial, denial, or wait list. Admission decisions are based on faculty judgment of whether the applicant's record demonstrates a high likelihood that the applicant will succeed in a specific program offered by Columbia College Hollywood. If the committee desires to make an exception to the minimum admissions standards, the Admissions Review Committee must justify this recommendation for admission and may require additional materials or a faculty interview with the applicant. The Dean of Academic Affairs has the final authority to accept or deny an application for admission.

## CONDITIONAL ADMISSIONS DECISIONS

### CONDITIONAL ACCEPTANCE

Under special conditions or extenuating circumstances, an Admissions Counselor may recommend the conditional acceptance of an applicant who does not meet minimum requirements for admission to the college. When granting conditional acceptance, the college may impose special conditions on the applicant including requiring specific additional documentation. All special conditions must be met, and the student must maintain the minimum standards of Satisfactory Academic Progress (SAP) required for all Columbia College Hollywood students.

### CONDITIONAL DENIALS

An applicant whose academic background or supporting materials is deficient in some aspect may be granted a conditional denial decision. When granting a conditional denial, the Admissions Review Committee may recommend special conditions for the applicant, including the successful completion of transferable college coursework at a regionally accredited college or university. All special conditions must be met within one (1) academic year from the date of conditional denial. Once conditions are met, the Admissions Review Committee will re-evaluate the application and supporting materials for admissions consideration.

### DENIAL APPEAL PROCESS

An applicant who is denied admission to a Columbia College Hollywood may appeal the decision by submitting a letter of appeal to the Dean of Academic Affairs by email at [appeals@columbiacollege.edu](mailto:appeals@columbiacollege.edu). The written appeal must indicate the applicant's request to be re-considered for admission and describe how the applicant plans to succeed academically and contribute meaningfully to the Columbia College Hollywood community. If the appeal is approved, the applicant must wait one (1) year before submitting a new application for admission. Permission to apply after one (1) year comes with no guarantee that the applicant will be accepted for admission.