Admission Process and Standards for All Applicants

The University of Denver requires the submission of specific items and documentation from students applying for admission to graduate study. All materials must be received in the Office of Graduate Studies, or appropriate admission unit, by the program’s stated deadline. All credentials submitted become property of the University of Denver and cannot be copied or returned to the applicant/student or any person(s). The information given on the application must be true and complete without evasion or misrepresentation. Applicants who willfully omit, falsify, or provide incomplete statements may be denied admission or dismissed.

University Admission Criteria

The University of Denver offers admission to applicants who demonstrate the highest potential for successful graduate study. Applicants are evaluated by the individual programs to which they apply on the basis of their prior performance and professional promise as evidenced by academic records, letters of reference, standardized test scores, and other pertinent data. Academic program admission requirements may be in addition to or more rigorous than University minimal standards. To be admitted as a regular graduate student, an applicant must meet the following requirements:

• Baccalaureate Degree: Applicants must hold an earned baccalaureate degree from a regionally accredited college or university.

• GPA: The average undergraduate GPA of students accepted into graduate and professional programs for fall 2014 was 3.39. Some departments and programs set their admission standards higher than the average GPA of students typically admitted to the University. Applicants with lower than average undergraduate GPA may be offered admission, provided that other aspects of their application show evidence of special promise. For example, a high GRE/GMAT score, extensive research experience, or strong letters of recommendation may compensate for a lower than average GPA. However, programs that wish to admit applicants with an undergraduate GPA of 2.5 or lower must admit them provisionally with an approved petition.

• Standardized Test Scores: The University of Denver does not require graduate entrance examinations for admission. However, many graduate programs do require standardized exams such as the Law School Admission Test (LSAT), the Graduate Record Examination (GRE), the Graduate Management Admissions Test (GMAT), or the Miller Analogies Test (MAT) for admission. Some departments may require applicants to take the GRE Subject Test in a specific discipline as well. Please see the published admission requirements for specific academic program admission requirements.

Note: The minimum GPA requirement for the Sturm College of Law is set according to the standards of the American Bar Association.

Application

Applications for graduate study at the University of Denver must be submitted online (requests for accommodation may be granted).

Application Fee

A non-refundable application fee is required for each application.

The non-refundable application fee (bank draft, cash, money order, wire transfer, or personal check) drawn on U.S. funds, covers the cost of processing application materials. A credit card payment is accepted during online application submission only. Applications will not be processed until the application fee is paid. No waivers or deferrals are allowed with the exception of McNair Scholars and other national scholar programs with the approval of the Associate Provost for Graduate Studies. Certification of participation must be included with the application materials.

Transcripts and Proof of Degree

Applicants are required to submit one official transcript from each post-secondary institution they have attended, or are presently attending, where two quarter hours (or one semester hour) or more were completed including study abroad and college coursework completed in high school. Proof of a bachelor’s, and, if applicable, a master’s degree is required from a regionally accredited college or university.

Official transcripts must be received in the time-frame set by the admitting unit but no later than the sixth week of the first quarter of enrollment, or a hold will be placed on the student’s account prohibiting future registration.

The applicant is responsible for obtaining all transcripts. University of Denver students and alumni do not need to provide University of Denver transcripts.

Students with three-year baccalaureate degrees from 15-year educational systems from accredited institutions of higher learning are qualified to be considered for graduate admission to the University of Denver. Applicants with a three-year baccalaureate degree cannot be granted English Conditional Admission. For more information, see English Conditional Admission (ECA).

Applicants who have earned a degree outside the U.S. also must submit proof of graduation, typically through a degree certificate or diploma. Official study abroad transcripts are required unless the course titles, grades and credit earned abroad appear on another transcript. Applicants educated
outside the United States are encouraged to contact the Office of Graduate Studies or the appropriate admission office for assistance regarding transcript-related materials.

Transcripts from outside of the U.S. are evaluated by the Office of International Student Admission (http://www.du.edu/apply/admission/apply/international). This process can take three to four weeks and must be complete by the program’s stated deadline. Therefore, applicants with a degree from outside of the U.S. are encouraged to apply early.

All official transcripts must include a statement of receipt of degrees earned (or separate degree/diploma certificate).

The University of Denver will consider paper transcripts official when delivered to the University of Denver in a sealed envelope from the issuing institution or a third-party agency acting on behalf of the institution provided the following criteria are met:

- The transcripts must have the original signature of the registrar and/or the seal of the issuing institution
- The transcripts must be enclosed in an envelope with the stamp or signature of the registrar across the sealed flap

The University of Denver will consider electronic transcripts official from a domestic institution provided the following criteria are met:

- The transcript is certified as official from the college or university using a third-party agency for the certification process. Approved agencies include Army/American Council on Education Registry Transcript System (AARTS), National Student Clearinghouse, Naviance, Royall and Company, and Scrip-Safe. The University of Denver reserves the right to rescind approval of the above-mentioned agencies based on changes in technology utilized by the agency. Upon request, the Office of the Registrar will take into consideration a third-party vendor other than the aforementioned agencies.
- The transcript must be received from the third-party agency by a University official.
- The transcript must be a certified PDF document with no evidence of tampering. The transcript must be retrieved from a secure server. Emailed transcripts will not be accepted.

Certified English translations must accompany all transcripts except for those provided by institutions that issue documents in English. Errors or omissions in English translations may be grounds for refusal or dismissal. Please consult the Office of Graduate Studies for specific details.

The University of Denver reserves the right to reject transcripts or request additional information if there is any question about the authenticity of the document. Transcripts with course work in progress will not be considered final and admission will be granted provisionally.

Notes:

- Some units may have more restrictive admissions requirements or guidelines. Consult the unit for more information.

The Office of International Student Admission evaluates international post-secondary transcripts.

Supplemental Documents: Letters of recommendation, Essay, and Statement of Purpose

Letters of recommendation from professors, preferably in the student’s field of concentration or from employers, may be required. Some graduate units require an admissions essay, statement of purpose, or other supplemental application documents. Applicants should consult with the published admission requirements for specific guidelines for the letters of recommendation, essay, statement of purpose, or other supplemental documents.

Reuse of Supplemental Documents

Supplemental documents, including letters of recommendation, remain on file for 12 months from the date of application and may be reused within that time frame upon request by applicants who have not matriculated. Otherwise, new documents will be required. Supplemental documents are purged upon matriculation into a graduate program and will not be available for reuse.

Admissions Examinations (GRE, GMAT, LSAT, ETC.)

Some programs require standardized test scores such as the General Record Examination (GRE). Scores must be received directly from the appropriate testing agency by the program’s stated deadline date. The University of Denver’s ETS Institution Code is: 4842. Individual graduate programs reserve the right to set test score requirements.

If an exam is required for admission, it must be taken prior to matriculation unless the applicant is admitted with a provision to complete the entrance examination. The provision must be satisfied in the time-frame set by the admitting unit, but no later than the sixth week of the first quarter of enrollment or a hold will be placed on the student’s account prohibiting future registration.

Pearson Vue and the Educational Testing Service policy are to report scores until September 30th following the fifth anniversary of the test date. Therefore, test scores are only valid for five years.

Note: Contact the graduate unit for details on required admission examinations.
Verification of Legal Permanent Residency (Permanent Resident or Green Card)

A copy of the Permanent Resident or Green Card is required for permanent residents. Applicants should provide a copy of Permanent Resident or Green Card at the time of application.

Admission Offer

The admission offer must be officially accepted or declined by the stated deposit deadline in the admission letter. If the offer is declined, the applicant will not be eligible to enroll in a future term without reapplying to the program.

The University of Denver is a signatory on the Council of Graduate Schools (CGS) Resolution Regarding Graduate Scholars, Fellows, Trainees, and Assistants that binds all departments to an agreement that students are under no obligation to respond to offers of financial support (admission) prior to April 15th; earlier deadlines for acceptance of such offers violate the intent of the Resolution.

Admission Deposit

A non-refundable deposit is required of all applicants newly admitted to each graduate program. The admission deposit must be submitted by the stated deposit deadline in the admission letter.

The deposit confirms the applicant’s intent to attend the University. Only those who have confirmed their attendance in the program by sending the proper deposit receive registration information. Applicants must deposit directly to the Office of Graduate Studies or the appropriate admission office. Deposit fees vary by program. Consult the individual graduate unit for information on the required deposit and deadline. The deposit is applied to the first term of tuition. However, fully funded graduate assistants and employees using a tuition waiver may request a refund of the deposit from the Bursar’s Office upon matriculation.

Reapplication

Applicants who wish to enter the same program within one year of a previously submitted application must reapply for admission by submitting a new online application and supporting documents and will be charged a reapplication fee. Official transcripts and supplemental documents remain on file for up to 12 months and may not need to be resubmitted. The student will be admitted under the degree requirements in effect at the time of reapplication.

Admission Term Changes

Deferral

Deposited students who would like to postpone enrollment for a term or up to a year can request to defer their admission. Requests for deferrals must be put in writing. Deferrals must be approved and processed prior to the first day of the accepted term. Only one deferral will be approved per admitted student.

In rare instances, a deferral may be granted up to the third week of the accepted term. If the deposited student does not request a deferral by the stated deadline, the student must apply and pay the application fee for admission into future terms. The deposit is non-refundable.

Note: Some units do not allow deferrals or may have more stringent deferral requirements. Contact the unit for details

Early Enrollment

Some graduate programs allow deposited students to request a one-time change of admit term to indicate an earlier start term. Requests for term changes must be put in writing. Term changes must be approved and processed prior to the first day of the intended matriculation term and may only be considered for an established admission term.

If the deposited student does not enroll in the term to which the admit term change was granted, the student must apply and pay the application fee for admission into future terms. The deposit is non-refundable.

Note: Some units do not allow term changes or may have more stringent term change requirements. Contact the unit for details

Change of Graduate Program

Post application submission and prior to an admission decision, applicants may request a one-time change to the academic program to which they applied. After an admission decision has been rendered, a new application and application fee are required to be considered for admission to a different program. Expected to matriculate (deposited) students should follow the University change of degree or program student policy which allows for a change of major or concentration, or to change to a lesser degree (doctoral to master’s level), within the same college/school.