BACHELOR OF ARTS COMPLETION PROGRAM

Admission Criteria
Candidates for the Bachelor of Arts Completion Program are evaluated based on the following criteria. Entrance exams such as the ACT and SAT are not required.

1. Applicants must have completed 40 quarter hours (27 semester hours) of transferable credits in academic subjects. Applicants with between 40 and 44 quarter hours of total college credit earned must also submit high school transcripts or official verification of the High School Equivalency Diploma (GED).

2. Transfer credit consideration is based on the following: the subject matter, the institution where the credits were earned and the course grade. Although certain occupational or technical courses may not transfer, no time limit applies to the courses that do transfer. Only courses where a grade of C (2.0) or better was earned will be eligible for transfer.

3. Applicants must have at least three years of work experience beyond high school. Preference will be given to candidates with more than three years work with substantial and increasing levels of responsibility.

4. The applicant's academic and professional commitments and written language skills are evaluated through the Personal Statement, submitted as part of the admission application.

5. We consider special situations or circumstances that may have influenced previous academic performance; applicants should address these in their Personal Statement.

Admission Process
Bachelor of Arts Completion Program applications are reviewed for admission on a quarterly basis. Applications and all supplemental materials must be submitted online, with the exception of transcripts, which must be received by the stated application deadline (requests for accommodation may be granted). Applicants will be notified of a decision via email approximately two to four weeks following the application deadline. Detailed application information and application deadlines are located on the University College website (http://universitycollege.du.edu/answers/admission/bachelors.cfm).

- **Application:** Applicants must complete the application online (https://myweb.du.edu) (gradadmissions.du.edu/apply)
- **Application Fee:** A $75 non-refundable application fee is required for an application to be processed.
- **One Official Transcript from each Post-Secondary Institution:** Applicants are required to submit an 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. This includes transcripts for credit earned as transfer work and study abroad.
- **Personal Statement:** A personal statement (two pages double spaced) is required. The statement should include information on how the degree will enhance career plans and meet educational goals. Sharing personal experiences, abilities, achievements and goals is encouraged. This document has considerable influence in the decision to admit applicants with attention given to written communication skills, clarity and organization skills.
- **Résumé/Curriculum Vitae (CV).**
- **Language Proficiency:** Applicants whose native language is not English or who have been educated in countries where English is not the native language, regardless of citizenship, must provide official scores from the Test of English as a Foreign Language (TOEFL) or International English Language Testing System (IELTS). The TOEFL and IELTS scores are valid for two years from the test date. Applicants may be exempt from English proficiency test requirements if they have earned a post-secondary degree from a recognized/accredited university where the language of instruction and examination is English.
- **Proof of Permanent Residency:** Permanent Residents must provide a copy of their Registration Alien Card (green card).
- **Admission Interview:** An interview may be required at the program director's request.

International Admission
Admission Standards for International Students
In addition to meeting all University of Denver admission requirements, non-native speakers of English must present proof of English proficiency. The University requires a minimum score for the Test of English as a Foreign Language (TOEFL) of 88 (Internet-based), 570 (paper based) or 230 (computer based) or an overall band score of at least 6.5 on the International English Language Testing System (IELTS) with at least a 6.0 in each individual band.

Exemption: Students may be exempt from the English language proficiency test requirement if they have completed at least 30 semester/45 quarter hours from a university or college where English is the sole language of instruction and examination.

English Conditional Admission (ECA): Students who are academically admissible to the University of Denver, but lack the English proficiency necessary to begin academic classes, may be ECA admitted. These conditionally admitted students must either submit a TOEFL/IELTS score that
Bachelor of Arts Completion Program

meets the minimum requirements prior to the quarter deadline or pass, with satisfactory results, through level 5 of English at the University of Denver’s English Language Center.

Contact the English Language Center by mail: 1958 S. Josephine St., Denver, CO 80208-9300; telephone: 303-871-3075; fax: 303-871-6622; or email: elc@du.edu. Completion of an intensive English program other than that offered by the University of Denver’s English Language Center does not satisfy this requirement. Note that admission to the English Language Center does not automatically grant admission to University of Denver degree programs.

For more information regarding admission for international students, contact the University of Denver Office of International Admission by mail: 114 University Hall, 2197 S. University Blvd., Denver, CO 80208-9401; telephone: 303-871-2790; fax: 303-871-3522; email: INTLADM@du.edu; or web: http://www.du.edu/apply/admission/apply/international/.