

# BACHELOR OF ARTS COMPLETION PROGRAM

## Bachelor's 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 24 quarter hours (16 semester hours) of transferable credits in academic subjects. Applicants with between 24 and 44 quarter hours of total college credit earned may also need to submit high school transcripts or official verification of the High School Equivalency Diploma (GED) for financial aid verification purposes. Only courses where a grade of C- (1.7 on a 4-point scale) or better was earned will be eligible for transfer.
2. Applicants must have at least three years of employment/professional experience.
3. The applicant's academic and professional commitments and written language skills are evaluated through the Personal Statement, submitted as part of the admission application.
4. We consider special situations or circumstances that may have influenced previous academic performance; applicants should address these in their Personal Statement.

## Bachelor's Admission Criteria for Non-Native English Speakers

Official scores from the Test of English as a Foreign Language (TOEFL), International English Language Testing System (IELTS), Duolingo English Test (DET) or Cambridge English: C1 Advanced are required of all College of Professional Studies applicants, regardless of citizenship status, whose native language is not English or who have been educated in countries where English is not the native language.

Applications will not be processed until the required TOEFL, IELTS, Duolingo, or C1 Advanced score is received. The TOEFL, IELTS, Duolingo and C1 Advanced scores are valid for two years from the test date and are considered official only when received directly from the testing agency.

- TOEFL: The minimum TOEFL score accepted by the University is 80 (iBT) or 550 (pBT). Applicants should achieve at least 20 in all TOEFL subscores on the internet-based exam. When requesting official TOEFL scores, please refer to institutional code 4842.
- IELTS: The minimum IELTS score accepted by the University is 6.5. Each individual band score must be 6.0 or higher.
- Duolingo English Test (DET): The minimum Duolingo English Test score accepted by the University is 115. Official Duolingo scores must be received for admission review.
  - For tests taken **pre- July 1, 2024**: A DET total score of 115 or higher. Each individual subscore must be 105 or higher for Literacy, Comprehension, and Conversation and 95 or higher for Production.
  - For tests taken **post- July 1, 2024**: A DET total score of 115 or higher. Each individual subscore must be 105 or higher for Literacy and Comprehension and 115 or higher for Conversation and Production.
- Cambridge English C1 Advanced: The minimum C1 Advanced score accepted by the University is 176.
- English Language Exemption: Students are generally exempt from the English proficiency test requirement if they have one of the following:
  - Secondary/high school diploma from a school where the language of instruction is English. Or,
  - 30 semester credits of coursework from a university or college where English is the sole language of instruction and examination.

## Bachelor's Admission Process

Bachelor of Arts Completion Program applications are reviewed for admission on a quarterly basis. Applicants will be notified of a decision via email approximately two to four weeks following receipt of all application materials. Detailed application information and application deadlines are located on the College of Professional Studies website (<https://professionalstudies.du.edu/bachelors-admission/>).

- Application: Applicants must complete the application online (<https://gradadmissions.du.edu/apply/>) ([gradadmissions.du.edu/apply](https://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 statement of purpose and commitment (one to two-pages double-spaced, 300-550 words) is required. The statement should include information on how the degree will enhance professional and educational goals. Please include one example illustrating when you have been faced with a challenge and how you have overcome the challenge drawing on resources and personal strengths. In addition, please identify any obstacles that may stand in your way toward completion and ideas you have for managing these obstacles.
- Résumé/Curriculum Vitae (CV).
- English language proficiency (non-native English speakers)
- Admission Interview: An interview may be required at the program director's request.

## Undergraduate Certificate (4-Course) Admission Criteria

Candidates for the 4-course Undergraduate Certificate are evaluated based on the following criteria. Entrance exams such as the ACT and SAT are not required.

1. High school diploma or High School Equivalency Diploma (GED)

## Undergraduate Certificate (4-Course) Admission Criteria for Non-Native English Speakers

Official scores from the Test of English as a Foreign Language (TOEFL), International English Language Testing System (IELTS), Duolingo English Test (DET) or Cambridge English: C1 Advanced (CAE) are required of all College of Professional Studies applicants, regardless of citizenship status, whose native language is not English or who have been educated in countries where English is not the native language.

Applications will not be processed until the required TOEFL, IELTS, Duolingo, or C1 Advanced score is received. The TOEFL, IELTS, Duolingo and C1 Advanced scores are valid for two years from the test date and are considered official only when received directly from the testing agency.

- TOEFL: The minimum TOEFL score accepted by the University is 80 (iBT) or 550 (pBT). Applicants should achieve at least 20 in all TOEFL subscores on the internet-based exam. When requesting official TOEFL scores, please refer to institutional code 4842.
- IELTS: The minimum IELTS score accepted by the University is 6.5. Each individual band score must be 6.0 or higher.
- Duolingo English Test (DET): The minimum Duolingo English Test score accepted by the University is 115. Official Duolingo scores must be received for admission review.
  - For tests taken **pre- July 1, 2024**: A DET total score of 115 or higher. Each individual subscore must be 105 or higher for Literacy, Comprehension, and Conversation and 95 or higher for Production.
  - For tests taken **post- July 1, 2024**: A DET total score of 115 or higher. Each individual subscore must be 105 or higher for Literacy and Comprehension and 115 or higher for Conversation and Production.
- Cambridge English C1 Advanced: The minimum C1 Advanced score accepted by the University is 176.
- English Language Exemption: Students are generally exempt from the English proficiency test requirement if they have one of the following:
  - Secondary/high school diploma from a school where the language of instruction is English. Or,
  - 30 semester credits of coursework from a university or college where English is the sole language of instruction and examination.

## Undergraduate Certificate (4-Course) Admission Process

Undergraduate certificate applications are reviewed for admission on a quarterly basis. Applicants will be notified of a decision via email approximately two to four weeks following receipt of all application materials. Detailed application information and application deadlines are located on the College of Professional Studies website (<https://professionalstudies.du.edu/undergraduate-certificate-admission/>).

- Application: Applicants must complete the application online (<https://gradadmissions.du.edu/apply/>) ([gradadmissions.du.edu/apply](https://gradadmissions.du.edu/apply/))
- Application Fee: A \$50 non-refundable application fee is required for an application to be processed.
- Official high school transcript with graduation date, official verification of the High School Equivalency Diploma (GED), or official college transcripts with credits earned after high school graduation
- Résumé
- English language proficiency (non-native English speakers)

## 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, at a minimum, one of the following scores:

- TOEFL (<https://www.ets.org/toefl/>) (Test of English as a Foreign Language): A TOEFL score of 80 or higher with no subscore below 18.
- IELTS (<https://www.ielts.org/>) (International English Language Testing System): An IELTS score of 6.5 or higher with no band score below 5.5.
- Duolingo English Test: (<https://englishtest.duolingo.com/>)
  - Test taken **pre-July 1, 2024**: A DET total score of 115 or higher, with no subscores below 105 for Literacy, Comprehension, and Conversation or **below 95** for Production.
  - Test taken **post-July 1, 2024**: A DET total score of 115 or higher, with no subscores below 105 for Literacy and Comprehension, and no subscores **below 115** for Conversation & Production.
- CAE (<http://www.cambridgeenglish.org/exams/advanced/>) (Cambridge Certificate in Advanced English): A grade of C or higher on the CAE.

For more information regarding English Proficiency, please visit: [www.du.edu/apply/admission/apply/international/proficiency.html](http://www.du.edu/apply/admission/apply/international/proficiency.html) (<http://www.du.edu/apply/admission/apply/international/proficiency.html>).

## English Language Courses for Non-Native Speakers

A fall quarter four-credit course, WRIT 1022 English for Academic Purposes, is required of all international students with test sub scores below the University minimum on speaking, reading, or writing. This class will assist non-native English-speaking students in developing academic writing practices and skills that they will need in their other coursework. The course will provide students with a foundational understanding of the conventions of American academic writing, peer learning and practices, and the resources needed to support their development over the course of their DU matriculation.

## Exemptions

Students who have completed academic secondary education wholly or in part in a language other than English may either take a standardized English placement test accepted by DU (TOEFL, IELTS, CAE, DUOLINGO) to determine if they need to take WRIT 1022 English for Academic Purposes, OR they may take a test, offered through the Center for World Languages and Cultures, for placement into another language in order to satisfy the DU Common Curriculum language requirement.

Students are considered for, but not guaranteed, exemption from the English proficiency score requirements and for exemption from the English for Academic Purposes course requirement if they have any of the following:

- completed final three years and earned a diploma from a secondary/high school where the language of instruction is English
- SAT Evidence-Based Reading and Writing (EBRW) score of 600 or higher
- ACT English subscore of 22 or higher
- 30 semester credits of coursework from a university or college where English is the sole language of instruction OR completion of the first-year English I and II requirements in a U.S. college or university

Students will need to complete the requirements for language as specified in the Common Curriculum (between 4-12 credits of language study). Students may work with the Center for World Languages and Cultures (<https://liberalarts.du.edu/cwlc/>) to determine language options.

For more information regarding admission of international students, see the University of Denver Office of International Student Admission website at <http://www.du.edu/apply/admission/apply/international/> or contact the office by email at [intladm@du.edu](mailto:intladm@du.edu); by telephone at +1 303-871-2790; or in person at 114 University Hall, 2197 S. University Blvd., Denver, CO ([http://bulletin.du.edu/webextlink://2197 S. University Blvd., Denver, CO](http://bulletin.du.edu/webextlink://2197%20S.%20University%20Blvd.,%20Denver,%20CO)) 80208-9401.