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 on a 4.0 scale) 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.

Students residing in Minnesota only: In compliance with the State Authorization Act (http://bulletin.du.edu/undergraduate/aboutdu/stateauthorization) for Minnesota, students enrolled in an online bachelor’s program at the University of Denver must adhere to Minnesota Degree Standards. Bachelor of arts degree programs must include 60 quarter credits distributed across the following four areas: Communication (minimum of 8 quarter hours), Natural Sciences/Mathematics, Humanities, and Social Sciences (minimum of 12 quarter hours each). Admission to the Bachelor of Arts Completion Program will require minimum standards are met through a combination of University College credits and transfer credits.

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. 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 University College website (http://universitycollege.du.edu/answers/admission/bachelors.cfm).

- Application: Applicants must complete the application online (https://gradadmissions.du.edu/apply) (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), International English Language Testing System (IELTS) or Cambridge English: Advanced (CEA). The TOEFL, IELTS, and CEA scores are valid for two years from the test date.
  - TOEFL: A minimum score of 570 (paper based), 230 (computer based), or 88 (Internet based) is required for admission consideration. Generally, 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 and department code 02.
  - Academic IELTS: A score of 6.5 or higher is required to be considered for admission. Each individual band score must be 6.0 or higher.
  - Cambridge English: Advanced (CEA) Certificate: Certificates with a minimum grade of C is required for admission consideration. Acceptable grades (A, B or C) on the CEA must be verified at least one month prior to enrollment.
  - Possible exemptions: At least one year of credit (30 semester hours/45 quarter hours) from a U.S. college or a university where English is the universal language of instruction and examination.
- 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 of 80 iBT (Internet-based) on the Test of English as a Foreign Language (TOEFL) with at least 20 on all subscores or a score of 6.5 with no band scores below 6.0 on the International English Language Testing System (IELTS). For more information regarding English Proficiency, please visit: www.du.edu/apply/admission/apply/international/proficiency.html.

As part of the Common Curriculum at DU, most students must complete a foreign language requirement. Based on their language assessment scores, students must complete 4, 8, or 12 language credits in order to fulfill the requirement. If you are a non-native speaker of English, regardless of TOEFL or IELTS test scores, you will be required to take the English Language Proficiency Assessment (ELPA) (http://www.du.edu/apply/media/documents/elpa.pdf). The results of the assessment will determine your placement into English language credit courses in the LAUNCH Curriculum (http://www.du.edu/apply/media/documents/englishlanguagecreditcourses.pdf) for which you will receive credit toward your degree and fulfill the language requirement. The LAUNCH courses are designed to help students be more successful in their academic programs by improving their proficiency in English, learning about being part of an American institution of higher education, and learning more about U.S. culture.

Exemptions: Students are generally exempt from the English proficiency test requirement if they have any of the following:

• secondary/high school diploma from a school where the language of instruction is English
• 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 and examination
• GCSE/IGCSE grade of A, B or C on the English Examination
• HKDSE level of 5 on the English Language Core Subject examination
• Successful completion of the appropriate level of intensive English at the University of Denver’s English Language Center

Academically admissible applicants who do not meet the University of Denver’s English proficiency requirements may be offered English Conditional Admission (ECA). ECA students are accepted with the condition that they study at the University’s English Language Center full-time until they have successfully completed the program.

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 Student 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/.