Non-Degree Graduate Application Packet

Non-Degree Priority Application Deadlines:  Fall  July 1st  
                                      Spring  December 1st
                                      Summer  May 1st

Please Note: Non-Degree students are not eligible for financial aid, tuition assistance or most scholarships.

Admissions

Before completing the Graduate Non-Degree Application, please read the information below to ensure that you are qualified to apply to the categories below. Please contact the graduate programs office at 303-315-8200 if you have questions concerning non-degree admission.

One-Term Only Non-Degree Applicants

If you have completed a baccalaureate degree at a regionally accredited institution, your cumulative undergraduate GPA is 3.0 or higher and you have not taken the GMAT test, then you are allowed to take one or two courses (a maximum of six credit hours) in one term only. After one term, you must be accepted to a graduate business degree program at the CU Denver Business School to continue taking graduate business courses.

As an applicant in this category you must submit:

- An Online Application for Non-Degree Admission
- A $50.00 non-refundable application fee
- Copy of your undergraduate degree transcript (unofficial copy is sufficient)
- English Language Proficiency (if applicable, refer to more information under “ELP Requirement”)

APPLY NOW ONLINE: Please click the following link to submit the online application. As an applicant in this category, it is critical that you select the following options when filling out the online application:

1. Select: General Nondegree
2. General Non-Degree: Business School Non-Degree
3. Subplan: Business- One Term Only
4. Admit Term: Select the term you wish to start taking classes

Current MBA or MS Students at Another Accredited Business School Non-Degree Applicants

Students currently admitted to an MBA or MS program at another regionally accredited business school may take classes in the CU Denver Business School.

As an applicant in this category you must submit:

- Online Application for Non-Degree Admission
- A $50.00 non-refundable application fee
- Copy of your undergraduate degree transcript (unofficial copy is sufficient)
- English Language Proficiency (if applicable, refer to more information under “ELP Requirement”)
- A letter from your dean or academic advisor stating that you are in good academic standing and that the requested business courses will be accepted for your degree program.

July 31, 2018
**APPLY NOW ONLINE:** Please click the following link to submit the [online application](#). As an applicant in this category, it is critical that you select the following options when filling out the online application:

1. **Select:** General Nondegree
2. **General Non-Degree:** Business School Non-Degree
3. **Subplan:** Business- One Term Only
4. **Admit Term:** Select the term you wish to start taking classes
5. Email [bschool.admissions@ucdenver.edu](mailto:bschool.admissions@ucdenver.edu) to alert the staff that you are taking a course at CU Denver to “finish” your degree at another institution.

**Sit for CPA Exam Non-Degree Applicants**

Individuals who have completed a baccalaureate degree at an accredited institution with a **cumulative gpa of 3.0 or higher** who need graduate accounting courses to sit for the CPA exam.

As an applicant in this category you must submit:

- An Online Application for Non-Degree Admission
- $50.00 non-refundable application fee
- Copy of your undergraduate degree transcript (unofficial copy is sufficient)
- English Language Proficiency (if applicable, refer to more information under “ELP Requirement”)

**APPLY NOW ONLINE:** Please click the following link to submit the [online application](#). As an applicant in this category, it is critical that you select the following options when filling out the online application:

1. **Select:** General Nondegree
2. **General Non-Degree:** Business School Non-Degree
3. **Subplan:** Certified Public Accountant
4. **Admit Term:** Select the term you wish to start taking classes

**CU Denver Graduate Students in Other Programs**

Currently admitted students in other graduate programs at CU Denver may take a limited number of courses in the Business School to fulfill their degree requirements.

As an applicant in this category you must submit:

- An Online Application for Non-Degree Admission
- $50.00 non-refundable application fee
- English Language Proficiency (if applicable, refer to more information under “ELP Requirement”)
- Email a letter from your dean or academic advisor stating that you are in good academic standing and that the requested business courses will be accepted for your degree program. Send emails to Graduate Advisors at [grad.advising@ucdenver.edu](mailto:grad.advising@ucdenver.edu)

**APPLY NOW ONLINE:** Please click the following link to submit the [online application](#). As an applicant in this category, it is critical that you select the following options when filling out the online application:

1. **Select:** General Nondegree
2. **General Non-Degree:** Business School Non-Degree
3. **Subplan:** Business- One Term Only
4. **Admit Term:** Select the term you wish to start taking classes
English Language Proficiency (ELP) Requirement

Applicants will be considered to have the required English language proficiency if they meet one of the following criteria:

1. The applicant submits a TOEFL score that meets the minimum requirements: MBA = 83 (IBT) or 560 (PBT), On Year MBA = 90 (IBT) or 575 (PBT), all other programs = 75 (IBT) or 537 (PBT). TOEFL school code: 4875.

   Including obtaining the following minimum sub scores:
   - Reading: Minimum score of 15 (IBT)
   - Listening: Minimum score of 15 (IBT)
   - Speaking: Minimum score of 18 (IBT)
   - Writing: Minimum score of 17 (IBT)

2. The applicant submits an IELTS score that meets the minimum requirement of 6.5.

   Including obtaining the following minimum sub scores:
   - Reading: Minimum score of 5.5
   - Listening: Minimum score of 5.5
   - Speaking: Minimum score of 5.5
   - Writing: Minimum score of 5.5

3. The applicant has graduated from the University of Colorado Denver’s ESL Academy and submits a copy of the completion certificate.

4. The applicant has graduated from a US/UK accredited school abroad with English as the medium of instruction.

5. The applicant has earned an associate’s or bachelor’s degree in the US or has successfully completed a minimum of two semesters of full-time study in a master’s program at an accredited institution in the US.

6. The applicant is a citizen of a country whose official language is English. These countries include Australia, Belize, Botswana, Canada (except Quebec), Commonwealth Caribbean, Ghana, United Kingdom, Ireland, Kenya, New Zealand, Singapore, South Africa, and Zimbabwe.

More information about taking the TOEFL can be obtained by visiting the TOEFL Web site (http://www.toefl.org/).

More Information on taking the IELTS can be obtained by visiting the IELTS website (http://www.ielts.org/).

Please note that test scores are valid for two years.

Non-Degree Graduate Classes Information

To find out when classes start and other important dates, view the Academic Calendar. To search for course descriptions and when courses are offered, please visit the Academic Catalog.

- Graduate non-degree tuition applies for all graduate business courses taken as a non-degree student.
- Information about tuition rates and payment deadlines is available on the University’s website.
- Students are held responsible, both academically and financially, for any class in which they enroll. Failure to withdraw from any class, regardless of attendance, results in a grade of “F.” Students remain liable for tuition and fees.

July 31, 2018
Non-degree credits earned appear on official University of Colorado transcripts and are reflected in graduate GPA calculations. Non-degree students are not eligible for financial aid, tuition assistance or most scholarships. Graduate business courses may not be taken on a pass/fail or non-credit basis. Students who have previously been denied admission to a graduate business degree program in the CU Denver Business School are not eligible for non-degree status.

**Registration Information**

The Business School determines an applicant's eligibility to take graduate business courses once all application materials have been received. Incomplete or late applications are not processed. Applicants are notified of their eligibility to take graduate business courses by email.

The Graduate School Admissions office sends registration materials to eligible applicants and assigns you a student id number which is needed to use the student portal or UCDAccess system. The Graduate School Admissions office may be reached at graduateadmissions@ucdenver.edu.

Eligible applicants may register on a space-available basis only as long as any prerequisites are met. Priority for registration is given to degree-seeking students of the Business School. In most cases, the earliest day that non-degree students are eligible to enroll is three weeks before the semester begins.

Eligible students must pay a $200 deposit prior to registration. The $200 deposit is applied against tuition bills. Payment can be made at the student service center in the North Classroom on the Auraria Campus, or by calling the bursar's office at 303-315-1800 or through UCDAccess.

Eligible graduate non-degree students interested in the courses below may register themselves via UCDAccess (three weeks before the semester begins) once they've received their student ID number and paid their deposit.

- BUSN 6520 - Leading Individuals and Teams
- BUSN 6530 - Data Analysis for Managers
- BUSN 6540 - Legal and Ethical Environment of Business
- BUSN 6550 - Analyzing and Interpreting Accounting Information
- BUSN 6560 - Marketing Management
- BUSN 6610 - IS Management Strategy
- BUSN 6630 - Management of Operations

Eligible students interested in other graduate business courses will need to email their course selection to the Graduate Academic Advisors at grad.advising@ucdenver.edu. They will verify that all prerequisites are met and space is available. Please note, you may need to send additional transcripts to verify that prerequisites were met.

Questions regarding non-degree status or registration may be directed to the graduate programs office at 303-315-8200.
**Commodities Courses**
If you are interested in commodities courses, please contact Matthew Fleming at matthew.fleming@ucdenver.edu for application and registration procedures.

**Entrepreneurship Courses**
If you are interested in entrepreneurship courses, please visit the Jake Jabs Center for Entrepreneurship for information.

**Global Energy Management Courses**
If you are interested in Global Energy Management courses, please contact Michele Motley at michele.motley@ucdenver.edu for application and registration procedures.