Graduate Certificate Application Packet

Certificate Application Deadlines:
- Fall: July 1st
- Spring: December 1st
- Summer: May 1st

Admissions
Before completing the Graduate Certificate Online 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 certificate admission.

Post-Bachelor’s Certificate
South Denver/General Business Certificate Applicants
The Business School has developed accelerated, focused certificates and courses in the business topics most requested by South Denver industry partners. Our curriculum is developed in partnership with the largest industry partners in South Denver. Admission is open to professionals with an undergraduate GPA of 3.0 or higher.

To earn a General Business Certificate, students complete three Business School courses at the Wildlife Experience building in South Denver. Certificates can be completed in six months. Courses are eight weeks each. These courses are for credit and are fully transferable should you decide to pursue an MBA or MS degree.

Please Note: South Denver Certificate students are not eligible for financial aid, tuition assistance or most scholarships.

As an applicant in this category you must submit:
- Online application for Certificate 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”)

Please click the following link to submit the online application. As an applicant, please fill the online application out as the following:
1. Select: General Nondegree
2. General Non-Degree: Business School Non-Degree
3. Subplan: Business- South Denver
4. Admit Term: Select the term you wish to start taking classes

Cyber Security Certificate Applicants
The certificate places particular emphasis on the use of tools and technologies for information assurance rather than on design and development of protocols to secure an enterprise infrastructure. Admission is open to professionals with an undergraduate GPA of 3.0 or higher.

To earn a Cyber Security Certificate, students complete four semester-long graduate Business School courses.

Please Note: Cyber Security Certificate students are not eligible for financial aid, tuition assistance or most scholarships.
As an applicant in this category you must submit:

- Online Application for Certificate 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”)
- Email bschool.admissions@ucdenver.edu and indicate that you wish to pursue a Cyber Risk certificate

Please click the following link to submit the online application. As an applicant, please fill the online application out as the following:

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

**Sustainability Certificate Applicants**

The certificate is designed for business professionals seeking a deeper understanding of sustainability and/or the technical knowledge to lead sustainability initiatives in their companies. There’s never been a better time to make both your career and your world more sustainable. Admission is open to professionals with an undergraduate GPA of 3.0 or higher.

To earn a Managing for Sustainability Certificate, students complete four semester-long graduate Business School courses. Some students may wish to finish their certificate by completing a significant sustainability-related project where they work.

**Please Note: Sustainability Certificate students are not eligible for financial aid, tuition assistance or most scholarships.**

As an applicant in this category you must submit:

- Online Application for Certificate Admission
- A $50.00 non-refundable application fee
- Copy of your graduate degree transcript (unofficial copy is sufficient)
- English Language Proficiency (if applicable, refer to more information under “ELP Requirement”)
- Email bschool.admissions@ucdenver.edu and indicate that you wish to pursue a Cyber Risk certificate

Please click the following link to submit the online application. As an applicant, please fill the online application out as the following:

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

**Post-Graduate Degree Certificate Applicants**

If you have completed your MBA or MS degree from any AACSB International accredited business school, you can now continue your education at the Business School. Certificates can be earned in fields such as change management, corporate financial management, entrepreneurship, managing for sustainability and sports and entertainment management.

To earn a Post-Graduate Degree Certificate, students complete four semester-long graduate Business School courses. Our courses are offered in the evening to accommodate the working professional.

As an applicant in this category you must submit:

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

Please click the following link to submit the online application. As an applicant, please fill the online application out as the following:
1. Select: General Nondegree
2. General Non-Degree: Business School Non-Degree
3. Subplan: Business- Alumni
4. Admit Term: Select the term you wish to start taking classes

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

**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), 11-Month 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/](http://www.toefl.org/)).

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

*Please note that test scores are valid for two years.*

**Graduate Certificate 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 certificate student.
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.

Certificate credits earned appear on official University of Colorado transcripts and are reflected in graduate GPA calculations.

International students admitted as certificate students can be issued an I-20 to obtain a visa.

Graduate business courses may not be taken on a pass/fail or non-credit basis.

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 by contacting Krystal Fox at krystal.fox@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 certificate students are eligible to enroll is three weeks before classes begin for the upcoming semester.

Eligible students must pay a $200 deposit prior to registration. The $200 deposit is applied against tuition bills. Payment can be made once a student is accepted through the UCDAccess Student Portal.

Mailing Address
By US Mail:
University of Colorado Denver, Business School
Campus Box 165,
P.O. Box 173364,
Denver, CO 80217-3364, USA

By Courier:
University of Colorado Denver, Business School
1475 Lawrence St.,
Denver, CO 80202, USA

If you have any questions, please call us Monday-Friday, 8:00am to 5:00pm (MST) at 303-315-8200 or email us at bschool.admissions@ucdenver.edu.