

## **Admissions Policy and Process**

### **Admissions**

Deree - ACG follows a rolling admissions enrollment process and applications for admission are accepted throughout the year. Recommended application deadlines are as follows:

Fall Semester June 15  
Spring Semester December 1  
Summer Session I April 1  
Summer Term April 1  
Summer Session II May 1

Deree's admissions process is selective. Each application is reviewed for its individual merits and qualities.

All applications and supporting materials are retained by the Office of Admissions; once submitted no materials or copies of them will be returned, nor copies given, to the applicant. All materials are kept on file, under conditions of security and strict confidence, as provided by the data protection legislation and, if the admitted applicant is not registered they remain active for one year before they are destroyed. Applicants are entitled to the rights provided under article 11-14 of the Greek Law No 2472/1997.

Please note that if any of the documents submitted with the application are not in English or Greek, they must be accompanied by certified English or Greek translations. Be sure that your application contains both the original documents and certified translations, or legally certified copies of such documents.

There is no application fee.

### **The Admissions Process**

To qualify for admission to the academic programs of the College, applicants must demonstrate that they possess the appropriate qualifications to enable them to be successful in the program of their choice. Candidates are evaluated based on their academic performance, proficiency in English, and overall student profile (i.e.: letter of recommendation, personal statement, personal interview, extracurricular activities and work experience).

All applicants must possess a secondary education completion Certificate such as a Greek High School Apolyterion, an International Baccalaureate Diploma, a French Baccalaureate, a German "Abitur" or an equivalent secondary education completion Certificate as defined in the NAFSA Guide to World Education Systems or must have passed at least 8 IGCSE/GCSE/GCE subjects. Applicants who have completed their secondary education in a school in Greece that does not award an Apolyterion must possess a secondary education completion Certificate from one of the Schools that are officially recognized by the Greek Ministry of Education.

Moreover, the standard minimum average grade entry requirement shown on the secondary education completion Certificate as defined above is the following: 14/20 in the Greek Apolyterion, an overall average grade of 2.5/4.0 in a US style school, 24 and above in the International Baccalaureate or the equivalent of any other educational grading system. Applicants whose grades

are between 12/20 and 13.99/20 on a Greek Apolyterion or the equivalent grades for students who hold a secondary education completion Certificate as defined above, may be admitted to the College on a provisional basis.

Students admitted on a provisional basis will be required to fulfill the following conditions in order to be allowed to continue on their selected major after the completion of one academic year after their acceptance to Deree.

- Meet with an assigned advisor at the Academic Advising Office at least twice every month or whenever the advisor thinks it is necessary. The assigned advisor will monitor the student progress very closely and may require that they seek academic help through the Student Academic Support Services.
- The number of courses students will be allowed to register for will be determined by their English Language Placement (see section "Evidence of Proficiency in English"). However, in no case will they be allowed to register for a total of more than 2 courses if placed in EAP 1002 or for more than 4 courses if placed in WP 1010. Students with provisional status who are placed in EAP 1000, EAP 1001 must first complete their English for Academic Purpose courses before they begin taking College level courses along with EAP 1002.
- Students who have successfully completed only the EAP sequence during their first academic year will be able to continue.
- Achieve a minimum cumulative average (CI) of at least 2.0 after one academic year.
- After the completion of one academic year on provisional status, students' performance will be reviewed by the Committee on Academic Standards and Policies (CASP), which will decide on student progression and/or new conditions.
- Students on provisional status are subject to the College probation policy (see section "Academic Probation").

The following is required for all freshmen applicants:

1. Completed application form
2. Personal statement
3. Letter of recommendation from an academic teacher or professor
4. Official secondary school transcript(s) and diploma(s)
5. Certified copy of the state identity card or a valid passport for non-Greek citizens (and residence permit, if applicable)
6. Evidence of proficiency in English.

Candidates will attend an interview with a designated College representative after all application material has been submitted in order to assess their profile through a discussion on their academic and non-academic achievements. The Admissions decision will be communicated to the candidate within 10 working days following the interview.

### **Evidence of Proficiency in English**

All applicants must demonstrate proficiency in the English language either by taking the College's English Placement Test (Oxford Online Placement Test) or by submitting any evidence derived from one of the following tests.

- Pearson test of Academic English (PTE Academic): 58 or greater
- Michigan State University Certificate of Language Proficiency (MSU-CELP)
- Michigan Proficiency Certificate
- Cambridge Proficiency Certificate
- Cambridge Advanced English (CAE) with Grade A only
- International Baccalaureate Diploma
- IELTS: (academic) 6.5 or above

SAT: 450 or above  
ACT: 18 or above  
TOEFL (paper based): 567 or above  
TOEFL (computer based): 227 or above  
TOEFL (internet based): 87 or above  
GCE higher level English: Grade C or greater  
Oxford Online Placement Test: 99 or above

Applicants presenting a TOEFL score should arrange to have the test results sent directly to the Office of Admissions by the Educational Testing Service (ETS). The College's Institution Code Number is 0925. TOEFL scores are valid for 2 years.

Students may also qualify to take WP 1010 by submitting evidence of fluency based on graduation from an English speaking secondary school or program.

The above listed grades qualify the student for placement directly into WP 1010. Applicants who do not qualify for WP 1010 but who otherwise show academic promise are required to follow the English for Academic Purposes Program (see section "Academic Writing").

### **Registering for the Placement Tests (English and Mathematics)**

#### *The English Language Placement Test*

Upon submission of their application to the Office of Admissions, students who have not demonstrated proficiency in English, will also register for the College's English Placement Test. The test is free of charge.

The College uses an online placement test, designed to measure test takers' ability to function communicatively at different levels of English language proficiency according to the Common European Framework of Reference (CEFR).

The results of the test, which are placed in the student's folder, determine which English course students will be required to take and they are not communicated externally.

### **The Mathematics Placement Test and waivers**

New students who need to enroll in MA 1008 College Algebra must take a placement test. The placement test is offered on specified dates before the beginning of each semester or session. Students may take the test more than once, but only on the test dates available during the same semester/session. Students who do not pass the placement test will have to enroll in *MA 1022 Intermediate Mathematics* and complete it successfully before registering in *MA 1008 College Algebra*.

Students who believe they may have the verifiable knowledge to waive *MA 1022 Intermediate Mathematics* and possibly *MA 1008 College Algebra* will need to provide the necessary evidence (e.g. grades in mathematics in the Panhellenic Exams, International Baccalaureate, SAT, ACT, AP, GCSE, IGCSE, GCE) to the Validation Office for evaluation.

### **Panhellenic Math Exam**

A student with a score of at least 10/20\* waives MA 1022 while a student with a score of at least 13/20\* waives both MA 1022 and MA 1008.

\* *Subject to future revision.*

### **International Baccalaureate (IB) Math Exam**

Math IB comes in four Levels: (i) Math Studies, (ii) Standard Level, (iii) High Level and (iv) Further Math

- i. Math Studies (IB): A student with a score of at least 6/7 waives MA 1022.
- ii. Standard Level (IB): A student with a score of at least 5/7 waives MA 1022, while a student with a score of at least 6/7 waives both MA1022 and MA 1008.
- iii. High Level (IB): A student with a score of at least 4/7 waives MA 1022, while a student with a score of at least 5/7 waives both MA 1022 and MA 1008.
- iv. Further Math (IB): A student with a score of at least 4/7 waives MA 1022, while a student with a score of at least 5/7 waives both MA 1022 and MA 1008.

### **American College Testing (ACT) Math Exam**

A student with a score of at least 20 waives MA 1022 while a student with a score of at least 23 waives both MA 1022 and MA 1008.

### **Scholastic Assessment Test (SAT) Math Exam**

A student with a score of at least 24 waives MA 1022 while a student with a score of at least 26 waives both MA 1022 and MA 1008.

### **Student Visas**

In accordance with Greek law, citizens of countries that are not members of the European Union or Schengen Agreement who wish to study in Greece must obtain a student visa or residence permit before enrolling at the College. Please note that you will not be able to enroll as a student at Deree - ACG until you have a valid student visa or residence permit.

The International Student Services Office provides information and paperwork for the issuance of the student visa. Applicants for admission are advised to verify the specific requirements for nationals of their country through the local Greek consular authorities. In order to remain in Greece, students who have valid student visas must then seek a residence permit. The College will provide assistance in obtaining your residence permit.

### **Permanent Records**

The Office of Admissions creates files for students at the point that they apply for admission to Deree. In the course of the students' studies, their files are updated with documents and official records indicating students' status at any given time in their academic careers. All documents submitted by applicants before their first registration or by students throughout their studies are not returned. Students will not receive copies of documents they have already submitted to Deree. As long as the student is enrolled at Deree - ACG, the file remains in the Registrar's active records. Following graduation, these files are kept in storage for one year after completion of their studies. The files are kept in accordance with the provisions of the data protection legislation. Students and/or graduates are entitled to exercise the rights provided to them by article 11-14 of the Greek Law No 2472/1997.

### **Transfer Students Admission Procedure**

Applicants who have started their college studies elsewhere and now intend to become candidates for a degree at Deree - ACG are required to submit the following.

1. Completed application form
2. Personal statement
3. Letter of recommendation from an academic teacher/professor
4. Official College/University transcript(s) with a catalog (if applying for transfer credits). Transfer students who have completed fewer than 30 credit hours must also submit an official secondary school transcript(s) and diploma (see also section "Admission with Credit").

5. Certified copy of the state identity card or a valid passport for non-Greek citizens (and residence permit, if applicable)
6. Evidence of proficiency in English. Non-native speakers of English who have not completed 30 semester credit hours or the quarter system equivalent (three quarters) and who do not have a secondary school diploma from a school where the language of instruction is English must meet the English language admissions requirement (see “Evidence of Proficiency in English”).

Candidates will attend an interview with a designated College representative after all application material has been submitted in order to assess their profile through a discussion on their academic and non-academic achievements. The Admissions decision will be communicated to the candidate within 10 working days following the interview.

Transfer students who have completed courses at an accredited non-US based post-secondary institution must have a cumulative index (CI) or overall Grade Point Average (GPA) of 2.5 or above. Transfer students who have completed courses at an accredited US post-secondary institution must have a cumulative index (CI) or overall Grade Point Average (GPA) of 2.75 or above. Transfer students must contact the Academic Advising Office and the Validation Office after they are admitted to the College.

There is no application fee.

### **Non-Degree Students**

A student’s status is determined on the basis of eligibility for /or intention to pursue a degree at Deree - ACG. A degree student is one who is working toward a degree; a non-degree student is one who is not working toward a degree.

The following are required for all non-degree applicants:

1. Completed application form
2. Personal statement
3. Official secondary school transcript(s) and diploma(s) or official College/University transcript(s)
4. Certified copy of the state identity card or a valid passport for non-Greek citizens (and residence permit, if applicable)
5. Evidence of proficiency in English (see section “Evidence of Proficiency in English”)

Candidates will attend an interview with a designated College representative after all application material has been submitted in order to assess their profile through a discussion on their academic and non-academic achievements. The Admissions decision will be communicated to the candidate within 10 working days following the interview.

If a non-degree student should subsequently decide to pursue a degree at the College, he or she must request a change of status at the Academic Advising Office. The student will be eligible to follow the Deree US degree. No more than 32 US academic credits earned in non-degree status may be applied to degree status toward the US degree unless special permission is granted by the respective academic dean and CASP. In case the student wishes and is eligible to pursue in addition to a Deree US degree an Open University validated award, (s)he must follow all relevant rules in effect at the time (s)he becomes a degree student. Please note that a student may change status from non-degree to degree or vice versa only once and only to the Deree US degree program.

Non-degree students who become degree students must follow the degree programs in effect at the time they become degree students.

Students pursuing degrees at other accredited institutions who wish to take courses at Deree - ACG and transfer the credits back to their home institutions may enroll as non-degree students. They should submit their application form with the required tuition fee(s) to the Office of Admissions. They should also submit a transcript from an accredited institution as evidence of being in good academic standing.

Non-degree students must observe all College academic requirements, including prerequisites and course levels.

### **Pre-Collegiate Program**

Every summer, students ages 16-19 are offered the unique opportunity of taking a College course at Deree – The American College of Greece as non-degree students.

The Pre-Collegiate Summer Program, which takes place during Summer Session II, offers students a variety of college level courses to choose from. Upon successful completion of the course, they can earn academic credit for a future Bachelor’s degree. During their participation in the program, they can take advantage of all benefits enjoyed by Deree students including access to the library and use of the world-class athletic facilities.

Students who decide to continue at Deree for their Bachelor’s degree may be eligible for the Merit Scholarships.

The following are required for all Pre-Collegiate program applicants:

1. Completed Pre Collegiate application form
2. Personal statement
3. Official secondary school transcript(s)
4. Certified copy of the state identity card
5. Evidence of proficiency in English (see section “Evidence of Proficiency in English”)

Candidates will attend an interview with a designated College representative after all application material has been submitted in order to assess their profile through a discussion on their academic and non-academic achievements. The Admissions decision will be communicated to the candidate within 10 working days following the interview.

Once a student who has completed the Pre-Collegiate program, wishes to enroll at Deree – The American College of Greece, after receiving the Lyceum Apolyterion, then he/she needs to apply as a Readmitted from the Pre-Collegiate program student, and follow the admissions process for degree-seeking students (see section The Admissions Process).

### **Application Process Timeline**

Applicants submit their applications either online or directly in person. The application process timeline is as follows:

1. Application received – applicant receives a response within 2 working days with information on the application documents they need to submit
2. All application documents are received – applicant receives a response within 2 working days in order to arrange for an interview (interview can be face to face or via phone/Skype. It is a 30 minute question and answer session, performed in order to assess an applicant’s profile through a discussion on their academic and non-academic achievements)
3. Interview has been conducted - applicant receives the admissions decision within 10 working days following the interview

During peak admissions registration periods (July – September for the Fall Semester), where applicants may submit their application and supporting application documents in person, the interview and the communication of the admissions decision could be done on the same working day.

### **Special Arrangements**

Applicants who are experiencing challenges within the educational setting and require assistance should inform their admissions counselor, who then in turn informs the Educational Psychologist. A meeting/evaluation is set to assess and evaluate learning difficulties to determine remediation that will assist in alleviating these problems and enhancing learning. The Educational Psychologist also offers psycho-educational intervention, coordination, and referral to other professionals. All services are provided confidentially and free of any charge.

### **Applicant Grievance Procedure**

The purpose of the Applicant Grievance Procedure is to provide an open and fair process for both applicants and the admissions staff. It is an opportunity for applicants to raise matters of concern and for the College to resolve timely and effectively complaints about the admissions process.

### **General Principles**

- Any individual who has submitted an application for undergraduate or graduate studies may invoke the Applicant Grievance Procedure, which sets out how they may raise a complaint about the admission process.
- ACG ensures that all grievances are handled promptly, with fairness and consistency. ACG does not discriminate against any applicant who makes a complaint. All grievances are dealt with confidentially.
- Every effort is made to resolve an applicant's grievance amicably and to the satisfaction of all concerned without the necessity of a formal complaint. Applicants whose grievances cannot be resolved informally or who wish to appeal an admissions decision should follow the procedure for a formal complaint or appeal.
- All grievances must be addressed on an individual basis to the respective Dean of Admissions (contact details can be located [here](#)).
- All grievances must be submitted in writing, clearly stating the applicant's complaint, and supported by specific facts. In addition, the applicant's full name and contact information should be included.
- An applicant can submit a grievance within ten (10) working days of the action causing concern.
- The Dean acknowledges receipt of the complaint and then investigates the complaint with relevant staff and /or a third party, if deemed necessary. The Dean provides a final response within fourteen (14) working days.
- In case the applicant is dissatisfied with the Dean's decision and wishes to pursue the matter further, he/she can submit a formal appeal to the respective Vice President.
- An applicant can submit an appeal to the Vice President within five (5) working days of the action causing concern.
- The Vice President acknowledges receipt of the complaint and then investigates the complaint with relevant staff and /or a third party, if deemed necessary. The Vice President provides a final response within ten (10) working days
- If the appellant wishes to contest the Vice President's decision s/he has the right to lodge an appeal with the Open University. The student can obtain contact details for the Vice President and the Open University from the Office of Admissions

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