

Admissions Policy and Process

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Admissions Process Overview

Deree – ACG’s admissions process is selective. Each application is reviewed for its individual merits and qualities. 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, overall student profile (i.e. letter of recommendation, personal statement, personal interview, extracurricular activities and work experience) and proficiency in English.

There is no application fee.

Academic Requirements

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 eight 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.

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 unweighted Grade Point Average (GPA) of 2.75 /4.0 in a US curriculum 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 who have the equivalent grades in a secondary education completion certificate as defined above may be admitted to the College on a provisional basis.

Freshman Applicants

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 education completion certificate and transcript(s)
5. 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 (see “Evidence of Proficiency in English”)

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. Applicants

should ensure that their application contains both the original documents and certified translations, or legally certified copies of such documents.

Candidates will attend an interview with a designated College representative after all application material has been submitted. The interview will consist of a discussion of the candidate's academic and other achievements for the purposes of candidate assessment. The Admissions decision will be communicated to the candidate within 10 working days following the interview.

Transfer Applicants

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
7. 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 education completion certificate and transcript(s) (see also section "Admission with Credit")
4. 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. 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 education completion certificate from a school where the language of instruction is English must meet the English language admissions requirement (see "Evidence of Proficiency in English").

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. Applicants should ensure that their application contains both the original documents and certified translations, or legally certified copies of such documents.

Candidates will attend an interview with a designated College representative after all application material has been submitted. The interview will consist of a discussion of the candidate's academic and other achievements for the purposes of candidate assessment. 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 post-secondary institution must have an 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.

Non-Degree Applicants

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 education completion certificate and transcript(s) or official College/University transcript(s)
4. 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 section")

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. Applicants should ensure that their application contains both the original documents and certified translations, or legally certified copies of such documents.

Candidates will attend an interview with a designated College representative after all application material has been submitted. The interview will consist of a discussion of the candidate's academic and other achievements for the purposes of candidate assessment. 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, they 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 while the student's status was non-degree may be applied to towards the US degree unless special permission is granted by the respective academic dean and Committee on Academic Standards and Policies (CASP). In case the student wishes and is eligible to pursue a Deree US degree and an Open University validated award, they must follow all rules in effect at the time they become 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.

Mature Student Policy

Candidates who have completed high school or college more than ten years prior to the date of their application for admission, and have a GPA below the established one for acceptance, may be considered for admission based on the following:

- A detailed CV outlining their professional background and experience since graduation;
- A letter of recommendation (e.g. from an employer or supervisor);
- A statement of intent.

Pre-Collegiate Applicants

Every summer, students ages 16-19 are offered the unique opportunity of taking a College course at Deree – ACG 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 – ACG students including access to the library and use of the world-class athletic facilities.

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

1. Completed application form
2. Personal statement
3. Official secondary education completion transcript(s)
4. 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. The purpose of the interview is to assess the candidate's academic and other achievements. The admissions decision will be communicated to the candidate no more than 10 working days after the interview.

If a student who has completed the Pre-Collegiate program wishes to enroll at Deree – ACG after receiving the official secondary education completion certificate they need to apply for admission as freshman applicants to Deree-ACG (see "Freshman Applicants").

Admissions Process Timeline

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

Applicants submit their applications online. The admissions process timeline is as follows:

1. Submission of completed application with all required documents – The applicant receives an automated response confirming the receipt of the online application. An admissions counselor contacts the applicant by email or phone within two working days to explain next steps of the admissions process. If the application is not complete (i.e. there are pending required documents) information on the application documents pending will be provided in the above communication.
2. Interview with designated College representative – Once all application documents are received, the applicant receives an interview notification by phone or email from an admissions counselor within two working days. The interview can be face to face or online. The interview is a 30-minute discussion of the candidate's academic and other achievements for the purposes of candidate assessment.
3. Admission Decision – The applicant receives by email the admission decision no later than 10 working days following the interview. In case the applicant receives an offer they are asked to carefully review the Terms and Conditions, along with the documents referenced therein as they will constitute the terms of the legally binding agreement between the applicant and ACG, which is concluded by signing the Admission Offer Acceptance Form.
4. Applicant Decision - The applicant may accept, defer or reject the offer by the first day of classes. If they accept the offer they must sign the Admission Offer Acceptance Form. The Admission Offer Acceptance Form formally confirms that the applicant accepts the position to enroll and study at ACG as outlined in their Admission offer letter. By signing the Admission Offer Acceptance Form, the applicant enters into a legally binding agreement with ACG. More specifically, the applicant declares that they:
 - Accept the offer of admission to ACG as outlined in the Admission offer letter.
 - Have read and agreed to the Terms and Conditions included in the Admission offer letter.
 - Confirm their intention to enroll for the academic term stated in the Admission offer letter.
 - Acknowledge that their admission may be conditional upon meeting final requirements (e.g. final transcript, degree award, language score), and that they must fulfill all such conditions by the deadline communicated.
 - Agree to comply with all academic policies, student code of conduct, and all institutional regulations as published and updated by ACG.

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.

Cancellation Rights

The applicant has a legal right to cancel their acceptance within 14 days of submitting the Admission Offer Acceptance Form. To cancel, they must email admissions@acg.edu with the subject line 'Cancellation,' including their student ID and full name, and clearly stating their intention to cancel. If we receive the student's cancellation request within this timeframe, any acceptance deposit paid will be refunded. After this period, the student must refer to our Refund Policy.

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 / Computer based 227 or above/ Internet based 87 or above*

Duolingo English Test: Score of minimum 125, with no sub score below 115

GCE higher level English: Grade C or greater

Trinity College London (ISE Digital) overall score 96

Oxford Online Placement Test: 99 or above

* The College's Institution Code Number with Educational Testing Service (ETS) is 0925.

Certificate Minor students who do not meet the language requirements can be conditionally admitted and begin taking for-credit courses if they meet the following criteria:

- official secondary education completion certificate above 18
- student academic index (counselor's interview assessment) above 80
- minimum score of 97 in the Oxford Online English Language Placement test

Such provisionally admitted students can register for their second semester only if they have a first semester grade point average of at least 3.0. Otherwise, they must take and pass the Oxford Placement test with a score of 99 or above.

Students may also qualify to take WP 1010 by official secondary education completion certificate 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").

English Placement Test

Upon submission of their application to the Office of Admissions, students who have not demonstrated proficiency in English, may 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 communicate at different levels of English language proficiency in accordance 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.

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 1004 Intermediate Algebra and complete it successfully before registering in MA 1008 College Algebra.

Students who believe they may have the verifiable knowledge to waive MA 1004 Intermediate Algebra and possibly MA 1008 College Algebra will need to provide the necessary evidence (i.e. grades in mathematics in the Panhellenic Exams, International Baccalaureate, SAT, ACT, AP, GCSE, IGCSE, GCE) to the Validation Office for evaluation.

Panhellenic Math Exam (2019 and later)

- A student with a score of at least 10/20 waives MA1004.
- A student with a score of at least 14/20 waives both MA1004 and MA1008 or MA1024.

International Baccalaureate (IB) Math Exam (2021 and later)

Math IB comes in two Levels: (i) Standard Level (SL) and (ii) High Level (HL)

- Mathematics: Applications & Interpretation SL
A student with a score of at least 5 waives MA1000 or MA1004.
Students at this IB level cannot waive MA1008 or MA1024.
- Mathematics: Analysis and Approaches SL
A student with a score of
 - at least 4/7 waives MA1004.
 - at least 5/7 waives MA1000.
 - at least 6/7 waives both MA1004 and MA1008 or MA1024.
- Mathematics: Applications & Interpretation HL
A student with a score of at least 4/7
 - waives MA1004 and transfers 6 math credits.
 - transfers MA1000 and 3 math credits.A student with a score of at least 5/7 waives MA1004, and transfers MA1008 or MA1024 and 3 math credits.
- Mathematics: Analysis and Approaches HL
A student with a score of at least 4/7
 - transfers MA1000 and 3 math credits.
 - waives MA1004, and transfers MA1008 or MA1024 and 3 math credits.

American College Testing (ACT) Math Exam

- A student with a score of at least 20/36 waives MA1004.
- A student with a score of at least 23/36 waives MA1000, MA1008 or MA1024.

Scholastic Assessment Test (SAT) Math Exam

- A student with a score of at least 500 waives MA1004.
- A student with a score of at least 600 waives MA1000, MA1008 or MA1024.

Special Arrangements for Applicants with Learning Needs

Applicants who are experiencing challenges within the educational setting and require assistance should inform their admissions counselor, who then informs the educational psychologist. The education psychologist meets with the applicant to evaluate any learning difficulties and determine remediation to alleviate problems and enhance learning. The educational psychologist also offers psycho-educational intervention, coordination, and referral to other professionals. All services are provided confidentially and free of charge.

Student Visa and Residence Permit

In accordance with Greek law, citizens of countries that are not members of the European Union or parties to the 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 (ISS) Office can provide information and paperwork on the issuance of the student visa upon request. 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.

All students (no matter when their visa expires) should apply for a residence permit within 3 months from their arrival date. Failing to apply within this period would automatically lead to a visa hold for the next semester, thus not being able to register. Concurrent enrollment is mandatory. Students should not skip a semester of classes and should have a good academic standing throughout the duration of their studies. It is the student's responsibility to attend the information session at Orientation and visit the ISS office at the beginning of their semester at Deree – ACG in order to start the process, check their emails and follow each step of the process on time.

Provisional Admission

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 upon their acceptance to Deree - ACG.

- Students must 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 "Evidence of Proficiency in English"). However, in no case will they be allowed to register for a total of more than two courses if placed in EAP 1002 or for more than four 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.
- Students must 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 with provisional status are subject to the College probation policy (see section "Academic Probation").

Volunteering Relevant Unspent Criminal Convictions

The College is committed to fostering a supportive, safe, and inclusive academic community, and to ensuring the safety of the ACG Community, safeguarding students under 18 years of age and vulnerable adults connected to ACG directly or indirectly, while taking measures towards student's own safety and support during their studies.

As part of this commitment, and in accordance with compliance requirements of The Open University—the degree-awarding institution under the validation agreement with ACG—we encourage all applicants to disclose any relevant unspent criminal convictions at the time of their application for admission by answering the relevant questions on the application form.

If, during the course of their studies, a student receives a criminal conviction, they are encouraged to inform the Office of the Dean of Students without delay. All such disclosures will be treated with confidentiality, sensitivity, and fairness. Declaring a conviction will not automatically result in disciplinary action or exclusion from academic study. Rather, students who make a disclosure will be offered appropriate support and guided through the relevant legal and institutional frameworks.

Definition of Terms

- “Unspent Criminal Convictions” are criminal convictions that have not been spent or removed from the criminal record.
- “Relevant Unspent Criminal Convictions” include convictions for:
 - Offences related to any person under 18
 - Sexual offences
 - Any kind of violence, including (but not limited to) threatening behavior, offences with intent to harm, or offences resulting in actual bodily harm
 - Terrorism-related offences
 - Unlawful supply of controlled drugs or substances where the conviction relates to commercial drug dealing or trafficking
 - Offences involving firearms, weapons, crossbows, or knives
 - Offences involving arson
 - Offences of human trafficking, slavery, or forced labor

Purpose of Disclosure

Any information volunteered will be assessed by relevant ACG Officials with the aim to:

1. Ensure that the applicant/student is guided to appropriate support services within ACG.
2. Provide the student with the option of developing an individualized plan and course of action involving trained ACG officials throughout their studies.
3. Ensure the safety of the ACG Community, particularly individuals under 18 years old and vulnerable adults.

What Happens should a Disclosure be made

A trained ACG official will contact you within 10 days of your declaration to request additional information and begin co-developing with you an Individualized Support Plan, which may include:

- A risk assessment and guidance on safe participation in academic and co-curricular activities
- Identification of specific settings or responsibilities that may require caution
- Voluntary adjustments, if desired, to academic or campus engagement, to be considered only as part of an Individualized Support Plan, and only with the student’s full consent, where such a step is seen as supportive or beneficial.

Such measures are intended to support your continued academic success and well-being, and will not be imposed as sanctions. Any disclosures will be treated with strict confidentiality and shared only with authorized staff on a need-to-know basis.

Information regarding any Relevant Unspent Criminal Conviction will be securely stored and retained by authorized personnel in compliance with the General Data Protection Regulation (EU) 2016/679 and relevant Greek law. The information will only be kept during the period of studies and it will be permanently deleted upon graduation. You may revoke at any time your consent for the processing of said information, in which case such information will be deleted permanently by ACG.

If you have any questions or concerns regarding this section, please contact the Office of Admissions at admissions@acg.edu before completing the form.

Applicants Under 18

For the admission and enrollment of students under 18, written consent from parents or legal guardians is required.

Permanent Records and Privacy

All applications and supporting materials are retained by the Office of Admissions. All materials are kept on file under conditions of security and strict confidence, and in accordance with the provisions of Regulation (EC) 2016/679 of the European Parliament and of the Council ("General Data Protection Regulation") and the Greek legislation on the protection of personal data (Law 4624/2019), as in effect from at any given time (the "Personal Data Legislation"). If an admitted applicant is not registered, they remain active for one year before their materials are destroyed.

Applicants can exercise the rights provided by the Personal Data Legislation, subject to the terms and conditions thereof, and in particular the following: right of access, rectification, restriction of processing, objection, erasure, as well as the right to data portability. If data subjects have any queries in relation to the protection of their personal data or wish to exercise their legal rights in relation thereto, they can contact the Data Protection Officer of The American College of Greece at dpo@acg.edu.

If an admitted student registers, their files are updated with documents and official records indicating their status at any given time during their studies. As long as a 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 the student completes their studies. The files are kept in accordance with the provisions of the applicable legislation on personal data, namely, the Regulation (EU) 2016/679 of the European Parliament and of the Council (General Data Protection Regulation) as well as the applicable Greek legislation regarding the current protection of personal data.

Offer Acceptance, Deferral and Rejection

Once the Admissions decision has been communicated to the applicant and an offer has been made, the applicant may accept, defer or reject the offer by the first day of classes as follows:

- To *accept* their offer, applicants must confirm in the *Offer Acceptance Form* link in the acceptance letter they receive that they intend to study for an undergraduate degree at Deree – ACG as outlined in the letter received and that they agree to the current academic year *Terms and Conditions*, and the documents detailed within them.
- To defer their place for another semester / session within 12 months of their offer applicants may do so in writing by emailing admissions@acg.edu.
- To reject their offer applicants may do so in writing by emailing admissions@acg.edu. If Deree – ACG does not receive the applicant's *Offer Acceptance Form* it will be assumed that the applicant no longer wishes to take up their place.

Terms and Conditions

Applicants receive a link to the *Term and Conditions* of the current academic year in the acceptance email. They should review the *Terms and Conditions* and the documents detailed within them carefully. These constitute the terms of the legally binding contract between the student and Deree – ACG, a process which is concluded by signing the *Confirmation of Enrollment* upon completion of enrollment to the courses. This process requires the physical presence of the applicant on-campus.

Applicant Grievance Procedure

The purpose of the Applicant Grievance Procedure is to ensure openness and fairness for both applicants and the admissions staff. It is an opportunity for applicants to raise matters of concern and for the College to resolve complaints about the admissions process.

General Principles

- Any individual who has submitted an application for undergraduate or graduate studies can use the Applicant Grievance Procedure, which explains how they can make a complaint about the admission process.

- Deree - ACG ensures that all grievances are handled promptly, fairly and with procedural consistency. Deree - 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.

Procedure for formal complaint / appeal

- All grievances must be addressed on an individual basis to the associate vice president of enrollment and students (contact details can be located at www.acg.edu).
- All grievances must be submitted in writing. Candidates should clearly state their complaint, and provide specific facts to support their claim. They should also include their full name and contact information.
- An applicant can submit a grievance for up to ten (10) working days of the action they are complaining about.
- The associate vice president acknowledges receipt of the complaint and investigates it with relevant staff and any relevant third party and issues a final response within 14 working days.
- If the applicant is dissatisfied with the associate vice president's decision and wishes to pursue the matter further they can submit a formal appeal to the senior vice president.
- An applicant can submit an appeal to the senior vice president within five (5) of the action they are complaining about.
- The senior vice president acknowledges receipt of the complaint and investigates it with relevant staff and any relevant third party and issues a final response within ten (10) working days.
- The decision of the senior vice president is final.