

BACHELOR OF ARTS DEGREE COMPLETION PROGRAM APPLICATION

<div style="border-bottom: 1px solid black; padding-bottom: 5px;"> <p style="text-align: center; margin: 0;">THE CATHOLIC DISTANCE UNIVERSITY</p> <p style="text-align: center; margin: 0;"><i>Lifelong Learning in the Faith through Distance Education</i></p> </div> <p style="text-align: center; margin: 5px 0 0 0;">120 East Colonial Highway, Hamilton, VA 20158-9012; Phone: (540) 338-2700; Fax: (540) 338-4788; admissions@cdu.edu; www.cdu.edu</p>	<p style="text-align: center; margin: 0;">PLEASE DO NOT WRITE IN THIS SPACE</p> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <p style="margin: 0;">DATE ACCEPTED _____</p>
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DIRECTIONS

To enroll in the Bachelor of Arts Degree Completion Program, please print or type all sections of this application. Include payment or credit card information and remember to sign the form. Please mail or fax (credit card only) to CDU. Failure to complete all sections of the application may affect your acceptance in the program.

A. CONTACT INFORMATION

TITLE: Mr. Mrs. Ms. Miss Doctor Sister Brother Deacon Rev. Msgr. Other (please specify): _____

SOCIAL SECURITY #: _____ - _____ - _____ MAIDEN NAME (if applicable): _____

NAME: _____

First
Middle
Last
Suffix

ADDRESS: _____

CITY: _____ STATE: _____ ZIP/POSTAL: _____

DIOCESE: _____ DOB: _____ SEX: M F

PHONE Home _____ Business: _____ Cell: _____

E-MAIL ADDRESS: _____ FAX: _____

HIGHEST EDUCATION COMPLETED: HSD AA BA Other: _____

ARE YOU ELIGIBLE FOR GI BENEFITS? Yes No Don't Know VA FILE NUMBER: _____

WHERE DID YOU FIRST HEAR ABOUT CDU? _____

B. ADMISSION REQUIREMENTS

The student must provide official transcripts from institutions accredited by an agency recognized by the United States Department of Education, or equivalent for non-U.S. schools, of all prior postsecondary education before acceptance into the CDU Bachelor's Degree Completion Program. These must be sent directly to CDU from the issuing institutions. Eligibility for the BA degree is based on the completion of 88 required credits (44 general-education requirement course credits, plus 44 elective credits).

Acceptance into the program is either **provisional** or **full**. **Provisional acceptance** means the student is working toward completion of the 88 required credits and has completed a minimum of 60 credits. **Full acceptance** means the student has completed the 88 required credits. Provisional or full acceptance into the BA Completion Program requires current enrollment in an undergraduate course.

The student must send this completed application form and a non-refundable application fee of \$100 to CDU. The student will be notified in writing of acceptance into the degree completion program.

See our Catalog and Web site (www.cdu.edu) for specific course requirements and up-to-date course offerings. Upon enrollment in the first course, all students must review the online Student Handbook including the Code of Conduct and the Online Discussion Rules under which the University operates.

C. EDUCATION

I. BACKGROUND (please check the appropriate box)

- I have at least 88 undergraduate credits including the general education (*how many*): _____
- I have at least 88 undergraduate credits (*how many*): _____ but need some general education
(Please indicate which areas) _____
- I have at least 60 undergraduate credits, (*how many*): _____

II. TRANSFER CREDIT

I will submit an official transcript of all undergraduate courses completed at other institutions (includes all general education credits plus up to 6 credits of theology—if accepted) to fulfill CDU Bachelor's Degree requirements. All institutions must be accredited by an agency recognized by the US Department of Education.

(Please ask all colleges/universities you attended to submit official transcripts directly to CDU. Transcripts issued to the student are not acceptable. See the Official Transcript Directions attached to this form.)

- A. COLLEGE/UNIVERSITY: _____
START (mm/yyyy): _____ END (mm/yyyy): _____ SEMESTER HOURS COMPLETED: _____
DEGREE: _____ YEAR RECEIVED: _____ MAJOR: _____
MAJOR AREA OF STUDY: _____
- B. COLLEGE/UNIVERSITY: _____
START (mm/yyyy): _____ END (mm/yyyy): _____ SEMESTER HOURS COMPLETED: _____
DEGREE: _____ YEAR RECEIVED: _____ MAJOR: _____
MAJOR AREA OF STUDY: _____
- C. COLLEGE/UNIVERSITY: _____
START (mm/yyyy): _____ END (mm/yyyy): _____ HOURS COMPLETED: _____
DEGREE: _____ YEAR RECEIVED: _____
MAJOR AREA OF STUDY: _____

D. PROGRAM TIME LIMIT (ENROLLMENT PERIOD)

CDU will work with you to complete your program as quickly as possible. CDU allows up to 6 full years to complete the Bachelor of Arts Degree Completion Program with 1 year paid extension of \$200. I understand that I have completed or will have completed 126 credits within 6 years of being accepted into the BA Program. This includes:

- 88 undergraduate credits (44 general education requirement course credits + 44 additional credits)
- 38 credit program from CDU

Enter the month and year of your proposed program graduation: _____

E. TUITION AND FEES

BE SURE TO REVIEW THE ATTACHED SCHEDULE OF TUITION AND FEES.

F. PAYMENT INFORMATION FOR APPLICATION FEE

PAYMENT TYPE: Check/Money Order VISA MasterCard American Express Discover Card
NAME (as it appears on card): _____
CARD #: _____ EXPIRATION DATE: _____
SIGNATURE: _____ TOTAL: \$ _____

G. AGREEMENT AND SIGNATURE

I have read, understand, and agree to all the policies and procedures stated in the catalog and on this application form concerning the BA Degree Completion program. I certify that all the statements in this application are complete and true.

SIGNATURE: _____ DATE: _____

SCHEDULE OF TUITION AND FEES

Credit/Course Tuition	Effective 7.5.11 - 6.30.12
Graduate courses	\$450 per credit hour
Undergraduate courses (including Associate program courses)	\$290 per credit hour
Continuing education courses	\$165 per course
Graduate online seminar course	\$450 per seminar
Undergraduate online seminar course	\$290 per seminar
Continuing education seminar	\$165 per seminar

Annual Technology Fee	Effective 7.5.11 - 12.30.11
Technology*	\$165

Beginning with courses and seminars offered for the January 2012 trimester, the technology fee will be \$25 per credit, to be assessed at the time of registration. Beginning July 5, 2011 effective for the remainder of the 2011 calendar year, students who enroll for the first time in 2011 for a 3-credit course that begins in 2011 will be assessed a technology fee of \$82.50 at the time of enrollment.

Program Application Fees (non-refundable)	Effective 7.5.11 - 6.30.12
MA program application	\$150
MA program one year extension	\$500
BA completion program application	\$100
BA program one year extension	\$200
Catechetical Diploma program application	\$100
Catechetical Diploma program one year extension	\$200
Associate of Arts degree application	\$50
Advanced Catechist Certificate program application	\$75

General Fees	Effective 7.5.11 - 6.30.12
Three- or four-month payment plan	\$30
Copy of official transcript	\$10
Late enrollment fee*	\$75
Academic credit paper courses: Fee for printing/handling/shipping	\$100 per course

Tuition is set by the Board of Trustees and is subject to change without notice. Tuition for all courses and programs is accepted in U.S. currency only.

Withdrawing From a Course or a Program

A student may terminate enrollment in an individual course at any time by notifying the university; however, a student is advised to do so in writing for his or her own protection. Refunds will be granted on request, according to the program satisfactory policy. Written withdrawal request should be sent to the appropriate registrar at The Catholic Distance University, 120 East Colonial Highway, Hamilton, VA 20158. To view CDU's [satisfaction and refund policy](#) see the enrollment form.



OFFICIAL TRANSCRIPT DIRECTIONS

Please do one of the following:

- **If you are enrolling in an undergraduate credit course at The Catholic Distance University**, CDU requires an unofficial transcript of undergraduate work completed or proof of a high school diploma (or its equivalent).
- **If you are applying for acceptance into the Bachelor of Arts Degree Program**, CDU requires official transcript of all undergraduate work completed.
- **If you are applying for acceptance into the Master's Degree Program**, CDU requires an official transcript of your highest degree attained.
- **If you are enrolling in a graduate course and not in the Master's Degree Program**, an unofficial copy is acceptable.

All transcripts must be sent directly from the university, college, or school to CDU at the following address.

Director of Admissions
The Catholic Distance University
120 East Colonial Highway
Hamilton, Virginia 20158-9012

(Unofficial copy may be Faxed: 540-338-4788 or
Emailed: admissions@cdu.edu)