



BACHELOR OF ARTS UNIVERSITY STUDIES



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- [bus@hartford.edu >](mailto:bus@hartford.edu)

OVERVIEW

The Bachelor of University Studies (B.U.S.) is a part-time Bachelor of Arts degree-completion program created for the adult student who has previous college experience and seeks to complete a baccalaureate degree. It allows part-time students to design, with the assistance of a faculty advisor, a program of study that is flexible to accommodate individual educational and professional interests and that can include courses offered by the various colleges of the University and, with approval, by other regionally accredited institutions. The Bachelor of University Studies format allows students to maximize the use of their previously completed college credits, as well as credits earned through CLEP and DANTES testing and for life experience through the LINCS program. Adults in the Bachelor of University Studies program take classes at their own pace and can select from day, evening, online, or Saturday courses offered year round on the University of Hartford's safe, suburban 340 acre campus in West Hartford, Connecticut.

APPLY NOW



BACHELOR OF UNIVERSITY STUDIES PROGRAM DESIGN

The Bachelor of University Studies program is modeled on a traditional 120-credit liberal arts degree; however, rather than completing a traditional major (such as mathematics or psychology), B.U.S. students complete a 45-credit concentration which is designed with the help of a faculty advisor. This concentration typically makes use of both transfer credits and additional coursework done at the University of Hartford to create a focused area of study related to a student's interest area or professional goals. The flexibility of the program allows us to maximize the use of students' previous coursework and minimize the time it will take to complete their baccalaureate degree.

Complete a certificate or prepare for our MBA while finishing your bachelor's degree

The flexibility of the B.U.S. Program often allows students to build into their degree program a certificate of special focus, or a sequence of courses in our Barney School of Business that will allow them to reduce the number of credits required for our MBA.

Certificate courses are available in Paralegal Studies, Criminal Justice, and Rhetoric and Professional Writing.



The B.U.S. curriculum is organized as follows:

GENERAL EDUCATION COURSEWORK: 43 CREDITS

- **6 credits** – English Composition
- **6 credits** – Literacy requirement which includes either: 3 credits in computer science and 3 credits in communications, or 6 credits in the same foreign language.
- **3 credits** – College-level mathematics
- **15 credits** – Humanities (includes English, literature, communications, philosophy, history, art history, drama, cinema, rhetoric, religion, music theory, modern languages)
- **9 credits** Social Sciences (includes politics, economics, psychology or sociology)
- **4 credits** – Laboratory Science

CONCENTRATION COURSEWORK: 46-48 CREDITS

NOTE: these courses must carry a grade of C or better

- **15 credits** – 100 level or above coursework
- **18 credits** – 200 level or above coursework
- **13-15 credits** – 300 level or above coursework

ELECTIVE COURSEWORK: 29-31 CREDITS

Click on the concentration titles to see sample B.U.S. plans.

Corporate Communications

Leadership and Paralegal Studies

Organizational Studies (online program)

Organizational and Leadership Studies

Technical Administration



BACHELOR OF UNIVERSITY STUDIES ADMISSION REQUIREMENTS

Students wishing to apply to the B.U.S. program must be at least 22 years of age and must have completed a minimum of 30 transferable college credits with a minimum GPA of 2.0 on previous coursework. In general, coursework taken at accredited institutions for which the student earned a grade of C- or better will transfer. Computer coursework older than five years and some technical coursework will not transfer. Adults who have not accumulated 30 credits are welcome to take courses at the University of Hartford as non-matriculated students until they reach 30 credit hours or they can matriculate into our [Associate in Arts in Liberal Arts program](#). Upon completion of the 60 credit associate degree, students can seamlessly transfer into the B.U.S. program to complete their baccalaureate degree. Students may not have been full-time students at the University of Hartford in the two years prior to their application to the B.U.S. program.

BACHELOR OF UNIVERSITY STUDIES APPLICATION REQUIREMENTS

Applicants to the B.U.S. program must submit the following:

- a completed application, <http://admission.hartford.edu/parttime/forms.php>
- \$35 application fee
- official transcripts from every college attended
- an official high school transcript.

Since the admission decision will be based on prior college work, the submission of SAT scores is not required. High school transcripts are used for federal financial aid requirements only.

DEADLINES AND DATES

Admission for the B.U.S. program is done on a rolling basis throughout the year; students can be admitted to begin in the fall, spring or summer sessions or for the December Saturday session. It is recommended that all application materials be submitted no later than one month prior to the start of the term in which the student is seeking admission.

BACHELOR OF UNIVERSITY STUDIES DEGREE REQUIREMENTS

- Completion of a minimum of 120 credits that satisfy the distribution spread of the B.U.S. program requirements.
- A minimum of 30 credits in residence at the University of Hartford. (To be eligible for graduation honors, students must complete a minimum of 45 credits for a grade at the University of Hartford.)
- A minimum GPA of 2.0.

COST OF ATTENDANCE

The Bachelor of University Studies Program is very affordable. B.U.S. students are charged at the per credit rate up to 11.5 credits a semester. In addition to the cost per credit for the courses they select, students pay minimal fees per semester which usually total less than \$100. This per credit pricing structure means that B.U.S. students can progress at nearly a full time pace for a fraction of the cost of full time tuition. For the current per credit rate, go to <http://uhaweb.hartford.edu/bursar/tuition.htm>.



Day, evening, online and Saturday classes

Students in the B.U.S. program can take advantage of the full range of course offerings at the University of Hartford. In fact, adult students have more options of class times than the traditional students, since Saturday classes are open only to adults. This special scheduling, as well as our growing number of online courses, ensure that the working adult is able to make progress towards completing a degree.



FINANCIAL AID

Student financial assistance is administered through the Office of Admission and Student Financial Assistance and is limited to federal financial aid and supplemental loan programs. Students must meet all eligibility requirements as established by the U.S. Department of Education. The academic year includes summer, fall, and spring. In order to be eligible for financial aid, students must:

- be matriculated in the Bachelor of University Studies Program
- be registered at least half time throughout the year (six credits per regular semester or three credits each Saturday session for 12 credits per year)
- file the Free Application for Federal Student Aid (FAFSA) online at <http://www.fafsa.ed.gov/>. This must be done yearly.
- meet all requirements established by the U.S. Department of Education including both quantitative (rate of completion) and qualitative (GPA of 2.0 or better) requirements.

For more information on financial aid, call 800.947.4303 or email finaid@hartford.edu or visit the financial aid website at http://admission.hartford.edu/financial_aid/.

Our next open houses are:

January 12, 2010

February 6, 2010

To make a reservation,
click here.



FURTHER INFORMATION

To view testimonials from our students and faculty, go to <http://admission.hartford.edu/parttime/> and click on the Testimonials button on the left side menu. The Center for Adult Academic Services would be happy to answer any questions you may have about the Bachelor of University Studies Program or about how it may help you meet your academic and career goals. Please contact either Karen Sullivan at 860.768.4373 or ksullivan@hartford.edu or Jillian Vollentine at 860.768.4457 or vollentin@hartford.edu

Visit Program website:

<http://admission.hartford.edu/parttime/BUS.php>.