ADMISSION

Application for graduate study may be made to the Office of Admission (https://www.roosevelt.edu/apply) online. Students are urged to apply six to 12 months before the semester in which they plan to enroll; the Office of Admission processes applications on a continuous basis.

Requirements and deadlines for admission to graduate degree and certificate programs and the distinct requirements for specific programs are available on the Graduate Admission web page (https://www.roosevelt.edu/Admission/Graduate/Requirements.aspx).

Admission status

Admit: a degree-seeking student whose application is complete and who meets all admission standards of the specific graduate program. All regular graduate students are assigned a program advisor, and all programs of study must be approved by the program advisor.

Admit on probation: a degree-seeking student who does not fully meet the admission requirements of the specific college or program to which he/she has applied. A probationary student may be recommended for regular student status by the graduate advisor upon completion of two graduate courses at Roosevelt University with grades of B or higher and a cumulative grade point average of 3.0 on a 4.0 scale, provided the student has met program requirements for continued enrollment. Some colleges do not accept probationary students. Check individual college admission requirements for details.

Student-at-large: a non-degree-seeking student who is admissible and wishes to pursue a limited course of study rather than a graduate degree. Non-degree status for some colleges or programs requires grade point average compliance and prior permission of the dean of the college and/or the program advisor. Students should check with specific programs or their acceptance of hours earned as a student-at-large; approval of applicable hours, which vary by academic program, is required by a graduate advisor after a student’s admission to degree study.

A student who is pursuing a graduate degree at another college or university may be admitted to do a limited amount of graduate work at Roosevelt upon the written recommendation of the dean of the home institution.

Change of program

Students are admitted to a specific graduate program and may be required to reapply if they wish to change their program. Change of Program forms (https://www.google.com/url?q=https://www.roosevelt.edu/~media/Files/pdfs/Registrar/GradProgramChange.ashx%3Fla=en&sa=U&ved=0ahUKEwj9iLS_44L0AhVLxYMKHWRhCTEQFggJMAI&client=internal-uds-cse&usg=AFQjCNHOBSyy87phNryZrVB58H-tM8N4KQ) are available online and at both campuses in the Admission Office and the Registrar’s Office.

Readmission

Graduate students who have not enrolled for three consecutive semesters (excluding the summer) must submit a Readmission Application (https://www.roosevelt.edu/Admission/App/Readmission.aspx) to the Office of the Admission. The Office of Admission will manage the readmission process in partnership with the academic program. When program requirements have changed, requirements in effect at the time of readmission apply. If a student was previously placed on academic probation or suspended, additional action will be required. Consult the graduate Academic Standing (http://catalog.roosevelt.edu/graduate/policies/academic-standing) policy for additional information.

Transfer credit

In most cases, up to 6 credit hours in 30-credit-hour programs and up to 9 credit hours in longer programs may be accepted for transfer credit with the approval of the program advisor. Detailed information is contained in the university’s Transfer Credit Policy. (https://www.roosevelt.edu/~media/Files/pdfs/Policies/Academic/TransferCredit.ashx?la=en) Students should request acceptance of transfer credits during their first advising appointment. Transfer credits may not be accepted after the first semester of study at Roosevelt University.

Course work at other institutions

Once enrolled as a graduate student at Roosevelt, a student must get permission of the program advisor before taking course work at another university for transfer to Roosevelt.

International students and students with foreign credentials

Complete information for international students is available on the International Admissions web page (https://www.roosevelt.edu/Admission/International/Graduate.aspx).

English proficiency

An English proficiency test, such as TOEFL, may be required for admission to a Roosevelt University graduate program. Proficiency in English must be demonstrated before academic work may be taken. Complete information appears on the English Proficiency Requirements web page (https://www.roosevelt.edu/Admission/International/ELP.aspx).

For students who need additional language training, the English Language Program (https://www.roosevelt.edu/CAS/Programs/ELP.aspx) offers a carefully planned series of courses designed to prepare non-native speakers of English for study in an American university.