ACADEMIC STANDING

Each Roosevelt University graduate or doctoral student has an academic standing determined by his or her Roosevelt cumulative grade point average, specific letter grades, and, in some cases, semester GPA.

This policy on academic standing applies to students seeking graduate degrees in the Chicago College of Performing Arts, College of Arts and Sciences, College of Education, Evelyn T. Stone College of Professional Studies, and Heller College of Business. Academic standing policies differ for master’s and doctoral degree students. Students should refer to the section(s) of the policy that apply to the degree being sought.

Students in the College of Pharmacy should refer to the academic standing policy for the Pharmacy program (http://catalog.roosevelt.edu/graduate/pharmacy/policies) in this catalog.

Calculation of academic standing
Academic standing is an end-of-term status, which means a student must complete at least one term of coursework before having a calculated academic standing. Academic standing is updated after final grades have been posted for the fall and spring semesters and after the last summer session. Academic standing is identified on a student’s transcript and recalculated in RU Access after the submission of grade changes.

Students are expected to understand both their program and university academic standing requirements and review their academic performance with their advisors after every enrolled semester.

Grades counted toward academic standing
No more than two grades lower than B- may be applied toward a master’s degrees and only one grade lower than B- may be applied toward a doctoral degree. The grades of D+, D, D-, or F cannot be counted toward any graduate degree program.

Courses that do not count toward the Roosevelt grade point average
- Transfer credit grades are not included in the overall Roosevelt grade point average. Transfer coursework taken elsewhere for a higher grade cannot be used to improve academic standing.
- Developmental courses (most English Language Program courses).
- Undergraduate coursework.

Academic standing designations

Good standing

Master’s degree students: A master’s degree student who has completed at least one course that counts toward the GPA, has a cumulative Roosevelt GPA of 3.0 or higher and has earned no more than two grades below B- in the current degree program is considered to be in good academic standing.

Doctoral degree students: A doctoral student who has completed at least one course that counts toward the GPA, has a cumulative Roosevelt GPA of 3.25 or higher, and has earned no more than one grade below a B-is considered to be in good academic standing.

No standing calculated
This category is reserved for students who did not complete any coursework that counts toward the Roosevelt GPA. This academic standing is not punitive in any way and students with no standing calculated have the same academic opportunities as those in good standing.

Placed on probation
Students who are placed on probation or fear that they may be placed on probation should see their graduate program’s advisor or their department chair immediately. The advisor/chair will be able to help determine the best strategy for a return to good academic standing.

Master’s degree students: A student whose overall grade point average falls below 3.0 and who earns more than one grade below B- will be placed on probation.

Doctoral degree students: A student whose overall grade point average falls below 3.25 and who earns more than one grade below B- will be placed on probation.

Continued on probation
Master’s and doctoral degree students: A student’s status can be “continued on probation” if the student has not yet taken the 6 credit hours allotted for return to good academic standing. If a student’s overall GPA remains below the minimum GPA beyond the deadline stated above, the student’s program can send a documented request for continued probation to the Office of Graduate Studies.

Returning to good academic standing
Master’s degree students: Students who raise their Roosevelt GPA to at least a 3.0 average and have no more than two grades below B- remaining on their record will no longer be on probation.

Doctoral degree students: Students who raise their Roosevelt GPA to at least a 3.25 average and have no more than one grade below B- remaining on their record will no longer be on probation.

Academic suspension
Students who fail to return to good standing within the guidelines described above will be suspended and will not be allowed to register again until they have been reinstated.

Academic dismissal
Dismissal is the final step in the academic standing process. Students who have failed to present an acceptable plan for returning to good standing or who fail to earn adequate grades to return to good standing face dismissal from their programs. A student who is dismissed will not be allowed to register for further graduate courses.

In addition, a student may be dismissed immediately, without probation, under these circumstances:

Dismissal for a second probation: Students placed on probation for a second time may be dismissed immediately.

Dismissal for D and F grades: Students receiving two or more grades of D+, D, D- or F in one semester or in two consecutive
Academic standing

Semesters face immediate dismissal, without first being placed on probation.

**Dismissal for academic reasons other than grades:** If the program in which a student is enrolled determines that the student has failed to meet dispositional or other standards required in the field, the program may recommend dismissal.

**Admitted on probation**

This is the only academic standing that is not based on end-of-term academic performance.

Some master’s degree programs allow students to enter their degree programs with GPAs below the level required for unconditional admission. Registration for students admitted on probation will likely be limited to 6 credit hours. Students admitted on probation must earn a 3.0 GPA in the first term to remain in their programs. Doctoral programs typically do not admit students on probation.

**Deadline for returning to good standing**

Students must return to good academic standing as soon as possible and should follow these guidelines:

- A student placed on probation after the fall term should return to good standing no later than the end of the following fall term, or within 6 credit hours, whichever comes first.
- A student placed on probation after the spring term should return to good standing no later than the end of the following spring term, or within 6 credit hours, whichever comes first.
- A student placed on probation after the summer term should return to good standing no later than the end of the following spring term, or within 6 credit hours, whichever comes first.

**Strategies for returning to good standing**

These strategies may be used by either master’s or doctoral students to improve academic standing. Both require that students first meet with an advisor in the graduate program in which they are enrolled. The dean of Graduate Studies can answer student questions about returning to good academic standing but will not resolve them without initial input from the program and the advisor. After following one or both of the strategies below, a student on probation could return to good standing.

- **Retaking a course:** With advisor approval, a student may retake up to two different courses for a maximum of 7 credit hours to improve grades; a particular course may be retaken no more than once. When courses are retaken, the higher grade becomes the official one for the course and the one used to calculate the Roosevelt GPA and academic standing.
- **Excluding a grade:** If a low grade is received in an elective course, the advisor may ask the dean of Graduate Studies for exclusion of the grade from the overall Roosevelt GPA. The advisor will confirm that the course is not required for the degree program and will forward a petition form to officially request exclusion of the course from calculation of the overall GPA. (Important: The grade will still appear on the transcript but will not be used in GPA or academic standing calculation.)

**Notification of academic standing**

The Office of Graduate Studies notifies students through their official Roosevelt email address when they are placed on probation, continued on probation, suspended, or dismissed. Students who appeal their probationary, suspension, or dismissal status will be notified of the outcome of their appeal by Roosevelt email and any email or postal address students use to send in their appeal. Copies are sent to students’ graduate program director or advisor and relevant university offices.

**Appeals for reinstatement**

Appealing for reinstatement to a graduate program after suspension or dismissal is possible, but requires several steps.

Students should:

1. Reflect on what personal and/or academic circumstances contributed to their academic under-performance. Consider what changes to these circumstances may support improved academic performance.
2. Submit a written appeal for reinstatement to their program advisor, detailing what contributed to their under-performance and what personal and/or academic changes have been or will be made that better position them for academic success.
3. Meet with their program advisor to discuss the appeal. Their advisor may suggest strategies such as retaking, substituting, or excluding a course (described above) from the GPA to improve academic standing. The advisor will then submit the student’s appeal to the program for review. After graduate programs evaluate student appeals, programs submit their recommendation and a student’s appeal to the Office of Graduate Studies.
4. Await appeal decision notification, which is sent via email from the Office of Graduate Studies. Copies are sent to the student’s graduate program director or advisor and relevant university offices. Normally such reinstatement requests are decided by the Graduate Council’s Executive Committee, which meets monthly during the fall and spring terms. The dean of Graduate Studies may issue an appeal decision when the Executive Committee of Graduate Council is not available. If the appeal is approved, the student will be allowed to register.

The decision of the Executive Committee of the Graduate Council is final on matters of academic standing.