COURSE AND CREDIT INFORMATION

Definitions

Credit hours
Credit for academic work completed at Roosevelt University is earned in credit hours. Courses listed in the catalogs are 3 credit-hour courses unless otherwise noted. A 3-credit-hour class meets 2.5 clock hours per week for 15 weeks (2.5 hours x 15 weeks = 37.5 contact hours per term). Longer periods are required for 1 credit hour in laboratory courses and certain applied courses in art, drawing, and music. Note that in the College of Pharmacy, the academic year consists of four terms, but credit is still awarded based on credit hours.

Course load
The standard course load for a full-time graduate student is 9 to 15 credit hours of course work. PsyD students who have already earned a master’s degree and who are taking 700-level courses may also be considered full-time taking 6 credit hours.

During the summer term, no more than 6 credit hours is standard. A student is considered part-time if enrolled in fewer than 9 credit hours in fall or spring term. For purposes of enrollment certification, a student must be enrolled in 6 credit hours in fall or spring to be considered half-time. No student is permitted to take more than 12 credit hours without the written consent of the dean of the college in which the student is enrolled. The university reserves the right to limit students’ programs when it is obvious that students have enrolled for more work than they can handle successfully.

International student course loads
Students in F-1/J-1 status must be full time (per the course load definitions above) during the fall and spring terms. Summer attendance is not required.

Course numbering system
Graduate courses carry numbers at the 400 level or above. College of Arts and Sciences courses at the 500 and 600 level are for psychology master’s and doctoral students only. College of Arts and Sciences courses at the 700 level are for psychology doctoral students only.

Individualized class sections
Individualized sections are sections that are created at the student’s request for a specific purpose. Graduate students, upon recommendation of the program chair and with the approval of the dean of their college, may be permitted to take individualized sections in order to pursue independent research or supervised readings.

Individualized sections are not listed in the schedule/Coursefinder (https://www.roosevelt.edu/Registrar/Schedule.aspx) online and may include theses, dissertations, project research, master’s degree projects, doctoral projects, internships, independent studies, and courses by arrangement. Only degree-seeking students are eligible to enroll in individualized sections or independent studies classes. Online registration is not available for an individualized section. See the How to Register (https://www.roosevelt.edu/current-students/academics/register-classes) webpage for more detail on procedures for registering an individualized section.

Thesis, internship, practicum and dissertation
Some programs require an internship, practicum, or dissertation for degree completion. Registration must be approved by the graduate advisor and completed in the Office of the Registrar. A student who has not completed a thesis, internship, dissertation, or other final project by the end of the original term must maintain continuous registration during fall and spring semesters until completion of the project. See the How to Register (https://www.roosevelt.edu/current-students/academics/register-classes) webpage for more detail on procedures for registering for an individualized section.

For master’s students, except in the Chicago College of Performing Arts, students must register for the zero-credit course (course number followed by "Y") to maintain continuous registration. Students in the Chicago College of Performing Arts must enroll for 1 hour of credit. Students who have not maintained continuous registration for thesis, dissertation, internship, or other final project courses will be required to register for all intervening fall and spring terms prior to graduation.

Transfer credit
Roosevelt accepts college-level credit from regionally accredited colleges and universities. Graduate Transfer Credit is evaluated by the individual department.

The Graduate Transfer Credit Approval Form (https://www.roosevelt.edu/faculty-staff) must be filled out completely noting exactly how the course is to transfer: either as a direct equivalency to a Roosevelt course or as subject 4XX for a master’s-level course and 6XX for a doctoral course.

See the full Transfer Credit Policy (https://www.google.com/url?q=https://www.roosevelt.edu/~/media/Files/pdfs/Policies/Academic/TransferCredit.ashx?%3Fla%3Den&sa=U&ved=0ahUKEwjlurG1zcvNAhUHwYMKHQxALYoFggSMAc&client=internal-uds-cse&usg=AFQjCNFFe-4QL_J2Rx-Skj-J5ZXPiZi7w) on the university’s website for more detail, including limits on transfer hours.

Grading and grade options

Audit courses
Students may audit selected courses. Students auditing a course attend classes consistent with the instructor’s attendance policy and may participate in any or all course requirements and examinations. No academic credit is granted for the course, and the grade of audit (AU) is the only grade recorded. It cannot be changed to another grade at a later date. For more detail, please see procedures for registering a course (https://www.roosevelt.edu/current-students/academics/register-classes) for an audit course.

Grades
A student’s academic progress is indicated by grades A, A-, B+, B, B-, C+, C, C-, D+, D, D- or F in completed courses. The grade D is unacceptable towards graduate degree programs. Only two courses with grades of C may be counted toward completion of a...
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