

# ADMISSION

Roosevelt University is committed to educating students of diverse backgrounds, ages, and school and work experiences. Each student who applies is evaluated on individual merit.

Undergraduate admission materials vary by type of student (freshman, transfer, student-at-large, international) and by college (Arts and Sciences, Business Administration, Performing Arts, Education, or Professional Studies). Test scores and grade point averages are a part of this evaluation; some programs have additional requirements such as auditions or interviews. Other programs require that prerequisite course work be taken before beginning a major.

## Admission policies

Students seeking to earn a degree or certificate must be admitted to Roosevelt University before they may register for classes.

The university recognizes certain advanced-standing credits such as IB, AP, CLEP, and selected proficiency exams, as well as transfer credit from other regionally accredited institutions. Roosevelt University is a participant in the Illinois Articulation Initiative (<http://www.itransfer.org/IAI/container.aspx?file=iai>), a statewide agreement that allows articulation of the Illinois transferable general education core curriculum between participating institutions.

Applications for admission are accepted throughout the year, but some programs specify certain terms for students to begin their programs:

- Applicants to the Chicago College of Performing Arts should refer to the admission section of CCPA (<https://www.roosevelt.edu/admission/ccpa>).
- International applicants should refer to the International Admissions web page (<https://www.roosevelt.edu/admission/international>).
- Contact Admission ([admission@roosevelt.edu](mailto:admission@roosevelt.edu)) for information on other specific programs.

Roosevelt University does not discriminate against students or applicants for admission on the basis of race, color, national origin, religion, gender, age, sexual orientation, handicap, or disability. Students who believe that they have experienced unlawful discrimination are advised to file a written complaint with the assistant vice president for (sevans12@roosevelt.edu) inclusion and equity (sevans12@roosevelt.edu).

## Degree-seeking students

### Freshman applicants

Students who have graduated from high school or completed a GED and who have completed fewer than 15 credit hours of transferable college credit are freshman applicants. In addition to the application and fee, freshmen must submit official high school or GED transcripts, official transcripts from any colleges attended, and either the American College Testing Program (ACT) or College Board's Scholastic Aptitude Test (SAT) standardized test scores. Scores may be posted on official high school transcripts. Roosevelt's ACT code is 1124; SAT code is 1666. Adult students with no transfer credit and those with a GED who have not taken the ACT or SAT within two years of applying are required to take the Roosevelt University Assessment as part of the admission process.

Current high school students may submit official transcripts to be considered for admission any time after completion of at least three years of high school course work. A final official transcript will be required upon graduation. It is strongly recommended that students have 15 units of credit from an accredited high school, including college preparatory work in English, foreign languages, history, mathematics, and laboratory science.

### Transfer applicants

Students who have completed 15 or more credit hours of transferable college-level course work at a regionally accredited institution are considered transfer applicants. In addition to the application, official transcripts must be received from each college where course work was attempted, regardless of credits earned. A transcript is considered "official" when it is embossed with the institutional seal and delivered in a sealed envelope on institutional stationery.

### Dual-Degree Program

Roosevelt has Dual-Degree Programs with numerous community and two-year colleges in the Chicago area and throughout Illinois. Details are available on the Admission web pages (<https://www.roosevelt.edu/admission>).

### International students

Information on the admission process for international students appears on the International Admission web page (<https://www.roosevelt.edu/admission/international>).

## Non-degree-seeking students

Students not pursuing a degree are called students at large. Details on the student-at-large process are available on the Registrar's web site (<https://www.roosevelt.edu/current-students/academics/register-classes>).

## Readmission and reinstatement

Former degree-seeking Roosevelt students who have not been enrolled for three consecutive semesters (excluding summer) must submit an application for readmission to the Office of Admission. Students who have attended another college or university since last attending Roosevelt must submit an application for readmission (<https://www.roosevelt.edu/admission/apply/#lblSupportTitle>), and official transcripts from all institutions attended to the Office of Admission.

Readmitted students must contact their college to confirm their intention to continue and to obtain up-to-date information on degree requirements. Former degree-seeking students who have been away for three years or more must comply with degree requirements in the current catalog.

### Transfer credit

Transfer credit is accepted from regionally accredited colleges and universities. Detailed information is available in the Transfer Credit Policy (<https://www.roosevelt.edu/~media/Files/pdfs/Policies/Academic/TransferCredit.ashx?la=en>), found on the university's web site.

## Types of credit

Specific types of credit also are accepted:

- Details on College-Level Examination Program credit are available on the Registrar web pages (<https://www.roosevelt.edu/current-students/academics/placement-tests>).
- Details on Advanced Placement and International Baccalaureate credit are available on the Admission web pages (<https://www.roosevelt.edu/admission/undergraduate>).
- Details on the Musicianship Proficiency tests are available on the Chicago College of Performing Arts web pages (<https://www.roosevelt.edu/current-students/academics/placement-tests>).
- Details on credit for experiential learning are available on the Adult degree completion web pages (<https://www.roosevelt.edu/academics/adult-degree-completion>).

## Verification of high school completion

The Office of Admission will confirm that all students' transcripts arrive from a high school with a College Entrance Exam Board code, as well as the high school seal and/or signature. If a transcript is from a high school that lacks a CEEB code or seal/signature, the Office of Admission will investigate to confirm the school is recognized by the Illinois State Board of Education or home school association. The Office of Admission may request a copy of the student's diploma at any point in the admission process to verification process. If a diploma is determined to be invalid, a GED may be required for admission.

## Ethical practices

The Office of Admission at Roosevelt University follows the National Association of College Admission Counseling Statement of Principles of Good Practice and agrees that our employees will:

*"Not offer or accept any reward or remuneration from a college, university, agency, or organization for placement or recruitment of students. Members will be compensated in the form of a fixed salary, rather than commissions or bonuses based on the number of students recruited."*

*"Accurately represent and promote their schools, institutions or services by providing precise information about their academic majors and degree programs. Such information shall include a factual and accurate description of majors, minors, concentrations and/or interdisciplinary offerings that apply toward the completion of the undergraduate degree."*

Any questions about these policies and procedures should be addressed to Office of Admission ([applyru@roosevelt.edu](mailto:applyru@roosevelt.edu)), Roosevelt University.