

# COURSE AND CREDIT INFORMATION

## Definitions

### Class levels

Students are considered freshmen until they have completed 29 credit hours; sophomores have completed 30 to 59 credit hours; juniors have completed 60 to 89 credit hours; and seniors have completed 90 or more credit hours.

### 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 one 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 course load for a full-time undergraduate student is 12 to 18 credit hours per academic term. A student is considered part time if enrolled in fewer than 12 credit hours in any given semester. A student must be enrolled in 6 credit hours each term to be considered half-time.

Students are not permitted to take more than 18 credit hours without the written consent of the dean of the college in which they are enrolled. The university reserves the right to limit a student's program when it is obvious that the student has enrolled for more work than should be undertaken. A student on probation is limited to 12 credit hours of work during the fall and spring and 6 credit hours of work in the summer.

### Course numbering system

Courses offered at Roosevelt University are identified by a subject area abbreviation and number. The course numbering system helps advisors and students find appropriate courses. Numbers also differentiate courses that are appropriate for particular populations of students. Courses are categorized in the following levels:

000-099 Developmental and English Language Program courses (these do not count toward the hours required for the degree).

100-399 Undergraduate level.

400-499 Master's level.

500-599 Master's/doctoral level.

600-799 Doctoral level.

### prior learning credit

Roosevelt University may accept up to 30 credit hours of prior learning credit from various sources, including Advanced Placement exams, International Baccalaureate exams, College Level

Examination Program exams, American Council on Education credit recommendations, military training.

### Individualized class sections

Individualized sections are sections that are created at the student's request (upon the approval of the instructor) for a specific purpose. They 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. Students may register until the term is 60% complete. Online registration is not available for an individualized section. For more detail, please see procedures for registering (<https://www.roosevelt.edu/current-students/academics/register-classes>) for an individualized section.

### International students

Students in F-1/J-1 status must be full time (12 credit hours) during the fall and spring semesters. Summer attendance is not required.

### Transfer Credit Policy

Roosevelt accepts college-level credit from regionally accredited colleges and universities. A maximum of 66 credit hours from a two-year institution (associate of arts or associate of science degree programs) may be applied toward a Roosevelt degree. Courses from two-year institutions transfer as lower-level (100- or 200-level) credit. A maximum of 90 hours from a four-year institution may be applied toward a Roosevelt degree; the final 30 credit hours must be completed at Roosevelt.

Roosevelt accepts courses with grades of D- or higher for most general education courses; for English composition courses and ACP 110, the grade required is a C-. Grades of C- are generally required in courses in the major as well.

See the full Transfer Credit Policy ([https://www.google.com/url?q=https://www.roosevelt.edu/~media/Files/Pdfs/Policies/Academic/TransferCredit.ashx%3F1a%3Den&sa=U&ved=0ahUKEwjLurG1zcvNAhUHwYMKHQpxALYQFggSMAC&cliuds-cse&usg=AFQjCNFFE-4QL\\_IzRx-Skj-J5ZXPipZi7w](https://www.google.com/url?q=https://www.roosevelt.edu/~media/Files/Pdfs/Policies/Academic/TransferCredit.ashx%3F1a%3Den&sa=U&ved=0ahUKEwjLurG1zcvNAhUHwYMKHQpxALYQFggSMAC&cliuds-cse&usg=AFQjCNFFE-4QL_IzRx-Skj-J5ZXPipZi7w)) on the university's web site for more detail.

## Grading and grade options

### Auditing 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. The cost of an audited course is 50% of the regular tuition plus all applicable fees. Credit hours for an audited course cannot be included in the credit hour load for financial aid eligibility. For more detail, please see procedures for registering (<https://www.roosevelt.edu/current-students/academics/register-classes>).

## Grades

### A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F

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 the lowest grade giving credit unless departmental or program regulations determine it to be unacceptable. The grade F indicates failure. Second examinations to raise final grades or make up failures are not permitted.

### P/F (pass/fail)

See Pass/Fail Grade Option, below.

### IP (in progress)

The grade IP is given only in specific courses designated by a college, such as independent study, thesis, and internship.

### I (incomplete)

A grade of incomplete may be given only with the consent of the instructor and appropriate notification to the Office of the Registrar. An incomplete grade specifies to the student and to the registrar that only a small portion of the total semester's work needs to be completed (e.g., the student may take a final examination, complete a paper, or finish similar requirements), that the student is academically able to complete the work, and that the student has presented a satisfactory reason to the instructor for not completing the work within the deadline of the regular semester.

Students must complete the course requirements by the date that the instructor has set. If no date is indicated, students must complete the course requirements prior to the end of the following semester. For work completed within the deadline, the incomplete grade will be removed when the instructor, using a grade update form, submits a letter grade evaluating academic progress (A, B, C, D, P, F). At the end of the following semester, the registrar will convert incompletes that have no grade submitted and no extension granted to the default grade (A, B, C, D, or F). The default grade is the grade submitted by the faculty member at the time when the original incomplete grade was granted. If no default grade is specified, a grade of F will be automatically submitted.

A student may be given an extension of an incomplete due to extraordinary circumstances - for example if the instructor will not be available during the following semester to ensure that the work is completed. Under such circumstances, the instructor will complete and submit an Incomplete Grade - Extension Request form (<https://www.roosevelt.edu/faculty-staff/faculty-resources/teaching-resources/entering-grades>).

### W (withdrawal)

Students may withdraw from a course and receive a grade of "W" upon written request submitted to the Registrar's Office by the published deadline on the Important Dates and Class Schedules page. (<https://www.roosevelt.edu/Registrar/ImportantDates.aspx>) Approval by a financial aid counselor is also required if the student is receiving financial aid. Students should also inform their instructor of their intention to drop courses. After the published deadline, no grade of W will be permitted for academic reasons, and the student will be graded solely on academic performance at the end of the term. Stopping attendance or notifying an instructor, advisor, or any other staff or faculty member is not considered an official withdrawal. It may result in receiving a failing grade and being responsible for the full tuition payment. For more detail, please see procedures for withdrawals (<https://www.roosevelt.edu/>

current-students/academics/register-classes) and petitions for late withdrawal for non-academic reasons.

### Late Withdrawal

A student wishing to withdraw from a course after the withdrawal deadline has passed may request an exception to the withdrawal policy by submitting a Petition for a Late W Grade form. Exceptions to this policy may be entertained because of extraordinary non-academic circumstances. Approval must be received from the instructor of the course, the department chair and the dean.

## Pass/fail grade option

Undergraduate students may register for courses with a Pass/Fail grade option after obtaining an approval from their academic advisor. A grade of "P" indicates a quality of work at the level of C or higher. The number of semester hours of such courses may not exceed one-half of the total semester hour load for that term. The total number of semester hours with Pass/Fail grades should not exceed 30 semester hours. Credit hours for which the grade of "P" is received will be counted toward degree requirements but will be omitted from the calculation of the student's grade point average. However, a grade of "F" (Fail) will be included in the GPA calculation. Details are available on the registration page (<https://www.roosevelt.edu/current-students/academics/register-classes>).

These courses are excluded from the pass/fail option:

- All English Language Program courses.
- ENG 101, ENG 102, ACP 101, and ACP 110.
- All courses in the major.
- Courses indicated as minor requirements by the academic department.
- The supporting science courses for the Bachelor of Science degree.
- Music courses for Music and Music Education majors.
- Major, core courses, and specific course requirements in the Heller College of Business.

## Repeated courses

A student may repeat a course to improve a grade. The grade achieved on the repeated course taken at Roosevelt is recorded on the academic record. While the grade from the first course remains on the record, only the course with the highest grade is used for the calculation of hours earned and in computing the GPA. The policy does not entitle the student to a retroactive degree or honors, and does not change the historical recording of academic standing. Students must contact their academic advisor to obtain approval to repeat a course. For more information, please see procedures for repeating courses (<https://www.roosevelt.edu/current-students/academics/register-classes>).

## Registration procedures

- See How to Register (<https://www.roosevelt.edu/current-students/academics/register-classes>)webpage (<https://www.roosevelt.edu/current-students/academics/register-classes>) for guidance on registering and withdrawing (<https://www.roosevelt.edu/current-students/academics/register-classes>).

### Cancelled classes

The university reserves the right to cancel classes. If a student is registered for a class that is cancelled, that student will be dropped

automatically and will receive advising assistance in selecting an alternative course. If a suitable alternative course cannot be found, the student will receive a full tuition credit. Financial aid students should consult their counselors about implications for their aid.