

# ADMISSION

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## Graduate Admission

The applications for graduate studies are managed by the Office of Admission (<https://www.roosevelt.edu/apply/>) and available online. Students are urged to apply 6 to 12 months before the semester in which they plan to enroll. The Office of Admission processes applications continuously for most programs.

Requirements and deadlines for admission to a graduate degree and certificate programs, as well as any distinct requirements for specific programs, can be found on the program webpage ([https://www.roosevelt.edu/academics/programs/?txtFindPrograms=&program\\_type\\_id%5B28%5D=28&program\\_type\\_id%5B30%5D=30&program\\_type\\_id%5B32%5D=32&program\\_type\\_id%5B31%5D=31](https://www.roosevelt.edu/academics/programs/?txtFindPrograms=&program_type_id%5B28%5D=28&program_type_id%5B30%5D=30&program_type_id%5B32%5D=32&program_type_id%5B31%5D=31)) or by contacting the Graduate Admission (<https://www.roosevelt.edu/admission/contact/>) staff.

## DEGREE-SEEKING STUDENTS

### Doctoral/Masters applicants

To be considered for admission into one of Roosevelt's doctoral or masters programs, an individual must complete an online application.

Additionally, applicants must submit the application fee and any appropriate documentation outlined by each academic program.

Visit our Academic Programs ([https://www.roosevelt.edu/academics/programs/?txtFindPrograms=&program\\_type\\_id%5B28%5D=28&program\\_type\\_id%5B30%5D=30&program\\_type\\_id%5B32%5D=32&program\\_type\\_id%5B31%5D=31](https://www.roosevelt.edu/academics/programs/?txtFindPrograms=&program_type_id%5B28%5D=28&program_type_id%5B30%5D=30&program_type_id%5B32%5D=32&program_type_id%5B31%5D=31)) page and find your chosen program to explore the admission process further.

Learn more about the Chicago College of Performing Arts (<https://www.roosevelt.edu/admission/ccpa/>) and the College of Pharmacy (<https://www.roosevelt.edu/colleges/pharmacy/admission/>) admission requirements and processes.

### International applicants

Students applying to Roosevelt University are considered international if they are not U.S. Citizens and require a visa to remain in the United States.

**Required documents:** All students who have completed coursework outside the United States must submit a Foreign Credential Evaluation (<https://www.roosevelt.edu/admission/international/foreign-credentials/>). Additionally, all individuals who have completed education outside the United States must meet the University's English Language Proficiency Requirement (<https://www.roosevelt.edu/admission/international/english-language-proficiency/>). Any coursework completed within the United States also requires official transcripts per the general application guidelines.

### Application Deadlines

For application deadlines, please visit the **International Student Admission Requirements** page.

*Roosevelt accepts international students each Fall and Spring semester, except when applying to the Pharmacy, PharmD program (only summer) or the Chicago College of Performing Arts (only fall).*

### Financial and Immigration Information

International students who wish to study as an F-1 Student must submit the following additional documents to receive a form I-20:

- A photocopy of their passport information page
- Evidence of funds to cover the first year's tuition, fees, housing and living expenses (books, supplies, insurance, personal items) in the form of bank statements or a letter from the bank
- Affidavit of Support form (if the finances you will be using belong to a parent or other relative)

*If the student has a financial sponsor, the student's sponsor should complete the Affidavit of Support and submit it with an official bank statement. If you have received a scholarship, you may use this to show part of your funding.*

For more information on the admission process for international students, please visit the International Admission web page (<https://www.roosevelt.edu/admission/international/>).

### Readmission applicants

Graduate students who have not enrolled for three consecutive semesters (excluding the summer) must submit a Readmission Application (<https://www.roosevelt.edu/admission/apply/>) 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 (<https://catalog.roosevelt.edu/graduate/policies/academic-standing/>) policy for additional information.

### NON-DEGREE SEEKING STUDENTS

Students looking to pursue limited graduate level coursework rather than a graduate degree are considered students at large. These students must complete the **Non-Degree Seeking Application** as a **Graduate Student at Large**. 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.

## GENERAL ADMISSIONS INFORMATION

### Admission Decisions

**Admit:** a degree-seeking student whose application is complete and meets all admission standards of the specific graduate program.

**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 accepted by the graduate program director with the expectation of completing specific courses at Roosevelt University with grades of B or higher and a cumulative grade point average of 3.0. If the student meets the program requirements and the probationary terms and condition they will continue with unrestricted enrollment. Some colleges do not accept probationary students. Consult with the graduate admission staff for requirements for details.

*A student 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 home institution's dean.*

### **Rescission of Admission Offers**

The Roosevelt University Office of Admission reserves the right to rescind an offer of admission to a prospective student under the following circumstances:

- Negative academic performance in coursework in-progress at the time of application for admission reduces an applicant's grade point average (GPA) below the institution's minimum academic requirements for admission.
- Withholding pertinent information requested on the application or giving false information, including failure to report all collegiate records.

### **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/registrar/Transfer-Credit-Policy.pdf>). 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.

### **Coursework at other institutions**

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

### **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 form (<https://www.roosevelt.edu/~media/Files/pdfs/Registrar/GradProgramChange.ashx>) is available online and at all campuses in the Registrar's Office.

### **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 the Office of Admission ([applyru@roosevelt.edu](mailto:applyru@roosevelt.edu)), Roosevelt University.