

ADMISSION

Undergraduate 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 the college (Humanities Education and Social Sciences, Heller College of Business, Science Health and Pharmacy or Chicago College Performing Arts). Grade point averages are a part of this evaluation; some programs have additional requirements such as test scores, letters of recommendation, auditions or interviews. Other programs require that prerequisite coursework be taken before beginning a major.

DEGREE-SEEKING STUDENTS

Freshman applicants

Students who have graduated from high school or completed a GED and who have attempted fewer than fifteen (15) credit hours of transferable college credit are freshman applicants. Hours completed through dual-enrollment, AP, and/or IB credit before high school graduation do not apply to the fifteen (15) transferable hours.

Required documents: In addition to the online application, freshmen should be prepared to submit high school or GED transcripts, transcripts from any colleges attended (in order to award credit), and either the American College Testing Program (ACT) or College Board's Scholastic Aptitude Test (SAT) standardized test scores. Current high school students can be considered for admission any time after completing at least three years of high school course work. A **final official** transcript will be required upon graduation for all enrolled students. ACT and SAT scores posted on official high school transcripts are official.

Roosevelt's ACT code is **1124**; SAT code is **1666**.

Roosevelt's **admission review process is test optional** but test scores are requested prior to enrollment for English and math placement.

GED Applicants: 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 enrollment process.

Home-schooled Applicants: Applicants participating in a Home Education or Non-Traditional High School Program must present a transcript from the home school educator. In addition, all other standard freshmen applicant documents apply.

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 (CEEB) 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 or enrollment process as part of the verification process.

If a diploma is determined to be invalid, a GED may be required for admission.

Transfer applicants

Students who have attempted and earned fifteen (15) or more semester hours of transferable college credit since receiving a standard high school diploma or equivalent are considered transfer applicants. Hours must be earned at a regionally accredited institution to be considered transferable.

Required documents: In addition to the completed application, transcripts must be received from each college where course work was attempted, regardless of credits earned. Unofficial transcript can be used to make and initial admission decision. **Final and official** transcripts will be required for all enrolled students. A transcript is considered **official** when embossed with the institutional seal and delivered in a sealed envelope on institutional stationery.

Transfer Credit Policy

Transfer credit is accepted from regionally accredited colleges and universities. Detailed information is available in the Transfer Credit Policy (<https://www.roosevelt.edu/sites/default/files/2021-02/Transfer%20Credit%20Policy%20FINAL%20011921.pdf>), found on the university's website.

Specific types of credit also are accepted:

- Details on College-Level Examination Program credit are available on the Admission requirement page (<https://www.roosevelt.edu/current-students/academics/placement-tests/>).
- Details on Advanced Placement and International Baccalaureate credit are available on the Admission requirement page (<https://www.roosevelt.edu/admission/undergraduate/>).
- Details on the Musicianship Proficiency tests (http://catalog.roosevelt.edu/undergraduate/admission/Description_of_Musicianship_Program.pdf) are available on the Chicago College of Performing Arts.

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 English translated copies of their foreign transcripts or 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 transcripts per the general admission guidelines.

Application Deadlines

For application deadlines, please visit the International Student Admission Requirements (<https://www.roosevelt.edu/admission/international/>) page.

Roosevelt accepts international students each Fall and Spring semester.

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

Former degree-seeking Roosevelt students who have not been enrolled for three consecutive semesters (excluding summer) must submit a Readmission Application (<https://www.roosevelt.edu/admission/apply/>) to the Office of Admission. Students who have attended another college or university *since last attending* Roosevelt University must apply for readmission and send transcripts from all institutions attended to the Office of Admission. A **final official** transcript will be required for all enrolled students.

Students that were academically suspended in their last term enrolled must be **academically reinstated** by the Office of Academic Advising before they can be fully readmitted.

Readmitted students must contact their program advisor to confirm their intention to continue and 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.

NON-DEGREE SEEKING STUDENTS

Students not pursuing a degree are called students-at-large. Individuals looking to take a limited number of undergraduate courses instead of pursuing an undergraduate or graduate degree will complete the Non-Degree Seeking (<https://www.roosevelt.edu/admission/apply/>) Application (<https://www.roosevelt.edu/admission/apply/>) as an **Undergraduate Student at Large** to begin the admission process. Students-at-Large cannot register online, registration must be completed in person, by fax, or by mail.

GENERAL ADMISSIONS INFORMATION

Admission Appeal

Freshmen: Students who do not meet the admission requirement of an unweighted 2.0 cumulative (overall) on a 4pt scale can be reconsidered for admission based on their final final transcript GPA.

Transfer: Students with a 1.9 cumulative transfer GPA may be eligible for probationary admission on an individual basis. To be reviewed for

probationary admission, students must submit a personal statement to their admissions counselor.

*Students admitted through the academic review are ineligible for merit-based scholarships.

**Applicants are reviewed on a monthly basis. Students submitting documents for review should do so at least forty-five (45) days prior to the start of the semester to ensure adequate time for an admissions decision to be made.

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.
- Significant discrepancies between official academic and test records and the self-reported information provided in the application for admission.
- The cancellation of the test score used in the decision to offer admission.
- Withholding pertinent information requested on the application or giving false information, including failure to report all high school and/or collegiate credit.

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 (admission@roosevelt.edu), Roosevelt University.