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 (Arts and Sciences, Education, Heller College of Business or Chicago College Performing Arts). 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.

DEGREE-SEEKING STUDENTS

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

Required documents: In addition to the completed application, 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. 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. Scores may be posted on official high school transcripts. Roosevelt’s ACT code is 1124; SAT code is 1666.

It is strongly recommended that students have fifteen (15) units of credit from an accredited high school.

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 admission process.

Homeschool 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 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 the verification process. If a diploma is determined to be invalid, a GED may be required for admission.

Transfer applicants
Students who have earned fifteen (15) or more semester hours of transferable college credit since receiving a standard high school diploma or its 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, 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.

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/~/media/Files/pdfs/registrar/Transfer-Credit-Policy.pdf), found on the university’s web site.

Specific types of credit also are accepted:
• Details on College-Level Examination Program credit are available on the placement test page (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 Musicanship Proficiency tests are available on the Chicago College of Performing Arts web pages (https://www.roosevelt.edu/current-students/academics/placement-tests/).

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

Required documents: All students who have completed coursework outside the United States are required to submit a Foreign Credential Evaluation (https://www.roosevelt.edu/admission/international/foreign-credentials/). Additionally, all individuals who have completed education outside the United States are required to 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 require official transcripts per the Freshmen or Transfer applicant 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, except when applying to the College of Pharmacy.

Financial and Immigration Information
International students who wish to study as an F-1 Student must submit the following additional documents in order 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 will have 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 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. Students that were academically suspended in their last term enrolled must be reinstated by the Office of Academic Advising.

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.

**NON-DEGREE SEEKING STUDENTS**
Students not pursuing a degree are called students at large. There are students who meet a program’s admission requirements and wishes to pursue a limited course of study, rather than a bachelors or graduate degree. Complete the Student-At-Large Application (https://applyru.roosevelt.edu/register/studentatlarge/) 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**

**Academic Review Committee**

**Freshmen:** Students with a 3.0 unweighted GPA or higher and a composite 17 ACT or 910 SAT who do not meet minimum admissions requirements are eligible to be reviewed by the Academic Review Committee.

In order to be reviewed, students must submit a personal statement to their admissions counselor.

**Transfer:** Students with at least a 1.85 cumulative transfer GPA are eligible to be reviewed by the Academic Review Committee.

In order to be reviewed, students must submit a personal statement to their admissions counselor.

To be reviewed by the Academic Review Committee, please submit your Academic Review Committee Essay (https://applyru.roosevelt.edu/register/ARCessay/) via the application portal. Log-in required.

*Students admitted through the Academic Review Committee are ineligible for merit-based scholarships or the RU Grant.

**Applicants are reviewed on a monthly basis. Students submitting documents to the committee 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 which is in-progress at the time of application for admission that reduce 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 Office of Admission (applyru@roosevelt.edu), Roosevelt University.