

## OVERVIEW

Roosevelt University has a generous transfer credit policy. All admitted transfer students must submit official transcripts, regardless of when the credits were taken. Transcripts are evaluated by a credit evaluator in the Office of the Registrar to award the maximum amount of credit. Prospective and newly admitted students may receive unofficial guidance from an admission counselor regarding transfer credit that may be applied to a degree upon admission to the University.

Roosevelt also provides transfer credit guides and 4-year pathways for area community colleges. For more information, please visit [roosevelt.edu/admission/transfer](https://roosevelt.edu/admission/transfer)

For graduate students, all credits must be approved for transfer by the appropriate academic program. (See Graduate Transfer Credit Policies below.)

## GENERAL POLICIES

Roosevelt University prides itself on a student commitment to transfer students through our transfer policy. The last 30 hours of any baccalaureate degree must be completed at Roosevelt University for the residency requirement along with fulfilling the 36 hours of upper division coursework that is standard for IBHE. We allow students to transfer in up to 90 credit hours from accredited 4-year institutions and up to 70 credit hours from accredited 2-year institutions.

Students who have completed an Associate of Arts or an Associate of Science degree from a regionally accredited institution are considered to have satisfied the lower division general education curriculum at Roosevelt University.

1. Roosevelt accepts courses with grades of C- or higher in transfer. Credit may be awarded for D grades for transfer students with a minimum cumulative grade point average of 2.0 on a 4-point scale.
2. Transfer credit is not counted in the Roosevelt University cumulative grade point average.
3. Courses taken on the quarter system will be converted to semester hours by multiplying the number of quarter hours by two-thirds.
4. Courses from regionally accredited 2-year colleges in Associate of Applied Science or Associate of Fine Arts or Associate of General Education degrees are reviewed on a course-by course basis or on the basis of a pre-approved articulation pathway between a community college and Roosevelt University.
5. CLEP exam credit appearing on transcripts from regionally accredited colleges and universities is evaluated for acceptance. CLEP exam credit that is submitted on a score sheet will be awarded only after the student completes 12 semester hours with a cumulative GPA of 2.0 at Roosevelt University.
6. A maximum of 30 semester hours of credit by exam transfer credit may be awarded based on recommendations of Advanced Placement (AP) exams (All AP scores of 3, 4, 5 will be accepted), International Baccalaureate (IB) exams, College Level Examination Program (CLEP) exams, DSST, and Cambridge International Examinations (CIE) credit. Recommendations must be for courses academic in nature; technical courses are not accepted. Credit may be applied to a student's general education or major course requirements only with the approval by the program and college. Otherwise, recommended credit is applied toward general elective requirements for the degree.
7. Roosevelt University recognizes ACE recommendations for academic credit based upon armed services training found on the Joint Services Transcript (JST). Those military credits that correspond to RU courses and map toward degree progression are transferred in as the specific coursework. RU reviews recommendations and accepts toward degree progression those credits marked with an L or U. No credits awarded in ACE recommendations from JST for vocational (marked V). As a rule, Roosevelt University accepts a maximum of 30 hours of ACE recommendations. If a student has more than 30 hours of ACE recommendations in transfer, the student's ACE credits will be reviewed by the University Credit Evaluator and the college/program for transfer.
8. Due to the fast pace of change in knowledge in certain fields, courses for the following majors must be taken within eight years of graduation to be accepted for credit:

Biochemistry, Biology, Chemistry, Data Analytics, Computer Science, Information Technology, Cyber and Information Security, Diagnostic Medical Sonography, Medical Technology, Nuclear Medicine Technology, Radiation Therapy Technology, Histotechnology

9. Course credit earned by proficiency exam and appearing on transcripts from regionally accredited colleges and universities will be evaluated for acceptance. The student should have completed at least 12 graded semester hours of transferable college-level classroom coursework at the institution that awarded the credit by examination.
10. International students with courses completed outside of the United States must have their transcripts translated into English and processed on a course-by-course evaluation by one of these approved translation agencies:
  - a. Educational Perspectives: [edperspective.org](http://edperspective.org)
  - b. Educational Credentials Evaluators, Inc (ECE): [ece.org](http://ece.org)
  - c. World Education Services (WES): [wes.org](http://wes.org)
  - d. International Education Research Foundation (IERF): [ierf.org](http://ierf.org)Additional information regarding the educational documents and fees required for evaluation can be found on the above mentioned agencies' websites.
11. The following courses are not accepted: developmental, remedial, college preparatory, ESL/English as a Second Language, military science, vocational, or most physical education courses.

## **GRADUATE TRANSFER CREDIT POLICIES**

Up to six semester hours in 30-semester-hour programs and up to nine semester hours in longer programs may be accepted for transfer credit with the approval of the program advisor. There may be some exception for formally approved accelerated bachelor's/master's programs offered by Roosevelt University. Students in the Department of Psychology's PsyD program may transfer up to 27 credits. 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. Eligibility for transfer depends on the conditions given below. Students must consult the graduate advisor in their program about additional requirements.

- Credit was for graduate-level courses taken at a regionally accredited institution.
- Courses were passed with grades of A or B.
- Courses were taken less than six years before the semester in which the Roosevelt degree is to be granted.
- Course credit was not applied toward any other degree.

### **Coursework at other institutions**

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