GRADUATION POLICIES

Application for Graduation
Students expecting to graduate must complete a graduation application by the published deadline on the Graduation Deadlines webpage. (https://www.roosevelt.edu/current-students/academics/grad-prep/) An application is required for degree conferral. There is a $100.00 late fee applied for applications received after the published deadline (no exceptions). Attending the commencement ceremony is optional and separate from the graduation application and the conferral of a degree.

Ceremony Participation
Roosevelt University holds ceremonies in May and December. Eligibility for participation in Commencement is as follows:

• Fall graduates participate in the December Commencement.
• Spring graduates participate in the May Commencement.
• Summer graduates participate in the December Commencement.

Students may request to participate in a ceremony outside of their graduation term by contacting Graduation Services and submitting a Ceremony Participation Request Form. Participation is based on space available and is not guaranteed. Contact Graduation Services (https://www.roosevelt.edu/contact/directory?dept=73140/) for more information.

Graduation Fiscal Policy
As a student, you are responsible for all tuition, fees and other associated costs assessed as a result of registration and/or receipt of services from Roosevelt University. Roosevelt University will withhold all diplomas, transcripts, and other official statements (such as Letters of Completion) from students with any outstanding debts to the University. Those wishing to participate in commencement must be in good standing with your account (a payment plan has been established) in order to participate in the ceremony or receive tickets for guests.

1. All students must pay any pending balance to the institution in order to receive their graduation diploma, transcripts, or other official statements (such as Letters of Completion).
2. Office of the Bursar Director is responsible for applying the Graduation Fiscal Policy (https://www.roosevelt.edu/policies/university-policies/up-3-student-services/up-3-13-graduation-fiscal-policy/).
3. The Chief Financial Officer is the only individual who can approve an exception to this policy.
4. The student is responsible to adhere to this policy and stay informed of these regulations by accessing information through this page or by contacting the Office of the Bursar.

Graduating with Honors from Roosevelt University
Although preliminary determination is based on a student’s institutional GPA at the start of their final term, the Latin or Franklin honors notation on the transcript and diploma will be computed on the basis of all coursework attempted at Roosevelt, including the final term. Students who have been readmitted to Roosevelt University under the Forgiveness Policy will be considered for graduation with honors based solely on the grade point average achieved after this readmission.

Latin Honors
Effective Fall 2018, graduation with Latin honors at Roosevelt University is calculated on the basis of credit attempted at Roosevelt University only. Undergraduate transfer students must complete a minimum of 60 institutional graded credits (excluding pass/no pass hours) to be eligible for graduation with a Latin honors status.

• A student who earns a cumulative Roosevelt University grade point average (GPA) of at least 3.850 will be graduated summa cum laude and noted on transcripts.
• A student who earns a cumulative Roosevelt University GPA of at least 3.700 but no higher than 3.849 will be graduated magna cum laude and noted on transcripts.
• A student who earns a cumulative Roosevelt GPA of at least 3.500 grade but no higher than 3.699 will be graduated cum laude and noted on transcripts.

Franklin Honors Society
All Roosevelt University undergraduate students graduating with at least 30 institutional graded credits and a 3.75 GPA or higher, are admitted into the Franklin Honor Society, founded in 1956.

Departmental Honors
Departmental Honors may be awarded in some undergraduate programs. Departmental Honors are awarded at the discretion of the academic program.