

Transfer Credit Policy

Office of the Registrar

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 for select area community colleges. For Graduate students, all credits must be approved for transfer by the appropriate academic program.

General Policies

- 1) Roosevelt will accept college-level credit from regionally accredited colleges and universities. A maximum of 66 semester hours from 2-year institutions (Associate of Arts or Associate of Science degree programs) may be applied toward a Roosevelt degree. A maximum of 90 hours from 4-year institutions may be applied. At minimum, the last 30 semester hours must be completed at Roosevelt.
- 2) Roosevelt accepts courses with grades of D- or higher for general education course requirements, except for English composition where a C- is required. Grades of C- or higher are also required in courses in the major. Transfer credit is not counted in the Roosevelt 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 degrees will be reviewed on a course-by course basis. Also see College and Program Specific Policies, below.
- 5) Courses from regionally accredited 2-year colleges from certificate or professional training programs are generally not accepted. See College and Program Specific Policies, below, for some exceptions.
- 6) 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.
- 7) Credit for military training and education provided by the armed services may qualify for a maximum of 30 semester hours of transfer credit, as recommended by the American Council on Education (ACE). Students must submit an official copy of the military record for evaluation. Technical courses are not accepted.
- 8) Credit may also be granted for Advanced Placement (AP), International Baccalaureate (IB), CLEP, and ACE recommended courses. Please check the website links for specific information.
- 9) International students with courses completed outside of the United States must have their credits evaluated by one of these approved agencies: ECE, WES, Educational Perspectives, or International Education Research Foundation, Inc. Additional information can be found on the Evaluation of Foreign Transcripts website.
- 10) The following courses are not accepted: developmental, remedial, college preparatory, technical courses, ELP/English as a Second Language, military science, vocational, life experience, freshman orientation, library use, study skills, career counseling, and most physical education courses.

College and Program Specific Policies

- 1) College of Arts and Sciences: Maximum of 21 semester hours of professional credit accepted in total. This includes Business, Education, Hospitality, Criminal Justice, Sustainability Studies, Art, Music, and/or Theatre. ABA approved paralegal credits are accepted only for the Paralegal Credential program when combined with a Bachelor of Arts (a maximum of 12 semester hours).
- 2) College of Business: The same 21 semester hour limit for professional credit applies (see College of Arts and Sciences, above), but excludes Business courses.
- 3) College of Education: The same 21 semester hour limit for professional credit applies (see College of Arts and Sciences, above), but excludes Education courses.
- 4) College of Performing Arts: Music credits are evaluated and validated by the Music Conservatory. The same 21 semester hour limit for professional credit applies (see College of Arts and Sciences, above,) but excludes Music credits for Music programs, and Theatre credits for Theater programs.
- 5) College of Professional Studies: Most professional credits accepted, including ABA approved Paralegal courses.

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