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. (See Graduate Transfer Credit Policies, below.)

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. Courses from 2-year institutions are transferred as lower-level credit. 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) CLEP exam credit appearing on transcripts from regionally accredited colleges and universities will be 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.
8) A maximum of 30 semester hours of prior learning transfer credit may be awarded based on recommendations of Advanced Placement (AP) exams, International Baccalaureate (IB) exams, College Level Examination Program (CLEP) exams, American Council on Education (ACE) credit recommendations, military training and education per ACE recommendations, and Council for Adult and Experiential Learning (CAEL) assessment of prior learning. 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 of the appropriate department chair. Otherwise, recommended credit is applied toward general elective requirements for the degree.

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: Of the 120 hours of coursework required for a degree, a minimum of 90 hours must come from coursework within that college, or the equivalent. No more than 30 hours of coursework from outside of the College of Arts and Sciences will be accepted toward the degree. 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: See catalog for specific applications of transfer credit. [http://www.roosevelt.edu/Catalog/Undergraduate/College.aspx?ID=7]
3) College of Education: See catalog for specific applications of transfer credit. [http://www.roosevelt.edu/Catalog/Undergraduate/College.aspx?ID=12]
4) College of Performing Arts: Music credits are evaluated and validated by the Music Conservatory.
5) College of Professional Studies: Most professional credits accepted, including ABA approved Paralegal 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.

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

February 2014