



**RU Policy No. 0.20**

**Responsible Division:** Academic Affairs/  
Office of the Registrar

**Originally Issued:** 02/04/2026

**Last Revised:** N/A

**Revised Effective Date:** N/A

**Reapplied Credit for Second-Degree/Advanced Degree Policy Candidates**

***Policy Statement***

The purpose of this policy is to establish guidelines that allow students pursuing a second graduate degree or advanced degree to count up to a total of six (6) semester hours for thirty (30) semester hour degree programs and up to a total of nine (9) semester hours for programs that require more than thirty (30) semester hours of select previously completed courses toward their new program requirements. Reapplied credit can be from Roosevelt University or from another regionally accredited institution. Overall credit requirements for the second degree or advanced degree, would be reduced by the amount of credit accepted, not to exceed six semester hours in 30-semester-hour programs and up to nine semester hours in longer programs. This policy is designed to provide flexibility for eligible students and encourage alumni to return for additional degrees or programs.

This policy may be applicable to students admitted in eligible graduate or advanced degree program at the university who wish to have select courses counted toward a second graduate degree or advanced degrees. The policy includes courses completed at this institution or any other regionally accredited institution, provided the courses are directly relevant to the new degree's curriculum.

***Policy***

**1. Eligibility**

○ **Course Requirements:**

- a. Eligible courses must have been completed with a grade of "B" or better (or as specified by the department) and must directly relate to the curricular requirements of the second graduate or advanced degree.
- b. Courses may only be applied if they clearly align with the learning outcomes and academic standards of the second graduate or advanced degree.

**2. Overall Credit Requirement**

○ **Credit Total:**

- a. The overall credit requirement for the second graduate degree, or advanced degree will be reduced by the amount of credit being reapplied up to six semester hours in 30-semester-hour programs and up to nine semester hours in longer programs.
- b. Students must complete all additional credits and any unique coursework required by the second graduate degree or advanced degree program beyond the courses/credit eligible for this policy.

### **3. Application and Approval Process**

#### **○ Preliminary Consultation:**

- a. Students must first consult with an academic advisor and the department chair of the Second-Degree or Advanced Degree program to determine course relevance and eligibility to apply this policy. Advisors will apply the appropriate credit in Degree Works or other academic tracking software.

### **4. Formal Petition:**

Students must submit a formal petition to Academic Advising for the program listing the courses they wish to be considered from their conferred degree. The formal petition requires the course description or course syllabus of courses to be considered. The petition also requires a summary detailing how each course satisfies the second graduate degree or advanced degree requirements.

#### **○ Review:**

- a. The academic advisor and department chair for second graduate degree program/advanced degree program, will evaluate the request. This evaluation ensures that the academic standards of the second graduate degree or advanced degree are maintained.

#### **○ Notification:**

- a. The decision will be communicated to the student within 4-6 weeks of their request. Approved reapplied credit courses will be noted in the student's academic plan for the second graduate degree or advanced degree. After approval, the reapplied credit will be viewable to students in the Degree Works audit.

### **5. Limitations and Restrictions**

- A single course may only be used once to satisfy a requirement within the second graduate degree or advanced degree curriculum.
- Courses that have undergone significant revisions or that differ distinctly from the version previously completed may not qualify for reapplied credit.
- Reapplied courses must have been taken within six (6) years of the conferral date of the second graduate degree or advanced degree to be considered.
- In cases where additional coursework or assessments are necessary to meet the second graduate degree's or advanced degree's learning outcomes, the department may require the student to complete these requirements despite the course's reapplied credit eligibility.

### **6. Appeals Process**

- Students who wish to appeal a decision regarding reapplied-credit eligibility may submit an appeal to the Dean of the College of the second graduate degree or advanced degree.
- Appeals must be filed within 30 days of the credit review decision notification.

### ***Responsibilities***

#### **• Students:**

- Initiate the request for reapplied-credit process by consulting with advisors and submitting a complete, timely petition.

### ***Effective Date and Review***

This policy is effective as of June 1, 2025 and will be reviewed annually to ensure it continues to meet the educational goals of the university while adhering to evolving academic standards.

### ***Contact Information***

For questions or further clarification regarding this policy, please contact the Office of Registrar at [registrar@roosevelt.edu](mailto:registrar@roosevelt.edu).