



Academic Eligibility How-To Guide

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DOMESTIC INSTITUTIONS

How do I evaluate a bachelor's degree transcript from a domestic institution?

Step 1: Determine Accreditation

Is the institution accredited by one of the following regional agencies?

- Middle States Commission on Higher Education
- New England Commission of Higher Education
- Higher Learning Commission
- Northwest Commission on Colleges and Universities
- Southern Association of Colleges and Schools
- Western Association of Schools and Colleges (WASC)

What resources do I use to determine this accreditation?

- American Council on Education: "Accredited Institutions of Postsecondary Education"
 - Council for Higher Education Accreditation at www.chea.org
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Step 2: Determine Degree and Degree Date

Has the degree been awarded? Will it be awarded prior to the admission term?

- Look for degree program information on the transcript and whether or not the degree has been conferred.
- Look in SLATE at the academic history page in the application PDF to see when the student states the degree will be awarded.

Is the degree major acceptable?

- Look for the major listed and compare to the University of Illinois list of majors.
 - A comparable major must be listed to be accepted.
 - A list can be found in the Programs of Study at: <http://catalog.illinois.edu/graduate/>
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Step 3: Determine GPA

Review the transcript legend to determine the grading scale and the minimum B average.

- How many years did/will the student study for their bachelor's degree?
 - If 4 years, use the last 2 years to calculate the GPA.
 - If 5 or more years, use the last 3 years to calculate the GPA.
 - If the student studied part-time throughout the majority of the program, use as many semesters as needed to reach 3 years in the GPA.
 - Use the GPA calculator to calculate the GPA: <http://www.grad.illinois.edu/sites/default/files/gpacalc.xls>.
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Step 4: Determine Degree Comparability

- Is the bachelor's degree institution accredited?
- Is the degree major comparable to a University of Illinois major?
- Has / will the degree be awarded prior to the admission term?

If you answered yes to all of the above questions, the student has a comparable bachelor's degree.

If any answers are no, the degree will not be accepted as a comparable bachelor's degree.

How do I evaluate a master's degree transcript from a domestic institution?

Step 1: Determine Accreditation

Is the institution accredited by one of the following regional agencies?

- Middle States Commission on Higher Education
- New England Commission of Higher Education
- Higher Learning Commission
- Northwest Commission on Colleges and Universities
- Southern Association of Colleges and Schools
- Western Association of Schools and Colleges (WASC)

What resources do I use to determine this accreditation?

- American Council on Education: “Accredited Institutions of Postsecondary Education”
- Council for Higher Education Accreditation at www.chea.org

Step 2: Determine Degree and Degree Date

Has the degree been awarded? Will it be awarded prior to the admission term?

- Look for degree program information and whether or not the degree has been conferred.
- Look in SLATE at the academic history page of the application PDF to see when the student states the degree will be awarded.

Is the degree major acceptable?

- Look for the major listed and compare to the University of Illinois list of majors.
- A comparable major must be listed to be accepted. A list can be found in the Programs of Study at: <http://catalog.illinois.edu/graduate/>
- Look to see if the graduate major/degree on the transcript from another school matches the graduate major/degree that the student is seeking at the University of Illinois. If it does, then it could be a possible duplicate degree.

Step 3: Determine GPA

Review the transcript legend to determine the grading scale and the minimum B average.

- Use the GPA calculator to calculate the GPA on all semesters of the master's degree program: <http://www.grad.illinois.edu/sites/default/files/gpacalc.xls>.

Step 4: Determine Degree Comparability

- Is the master's degree institution accredited?
- Is the degree major comparable to a University of Illinois major?
- Has / will the degree be awarded prior to the admission term?

If you answered yes to all of the above questions, the student has a comparable master's degree.

If any answers are no, the degree will not be accepted as a comparable master's degree.

INTERNATIONAL INSTITUTIONS

How do I evaluate a bachelor's degree transcript from an international institution?

Step 1: Determine Accreditation

Is the institution recognized by the international country's Ministry of Education?

- If the institution is listed in the World Higher Education Database at <https://whed.net/home.php>, you can accept it.
 - If not, send to Graduate Admissions for evaluation.
-

Step 2: Determine Degree and Degree Date

Has the degree been awarded? Will it be awarded prior to the admission term?

- Look for degree program information and whether or not the degree has been conferred.
- Look in SLATE at the academic history page of the application PDF to see when the student states the degree will be awarded.
- Look for native and English names of degrees on credentials and in SLATE.

Is the degree major acceptable?

- Look for the major listed and compare to the University of Illinois list of majors.
 - A comparable major must be listed to be accepted.
 - A list can be found in the Programs of Study at: <http://catalog.illinois.edu/graduate/>
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Step 3: Determine GPA

Review the transcript legend to determine the grading scale and the minimum B average.

- If no legend is provided, review <https://grad.illinois.edu/admissions/countries> to find the common minimum GPA for full status admission.

How many years did/will the student study for their bachelor's degree?

- If 4 years, use the last 2 years to calculate the GPA.
 - If 5 or more years, use the last 3 years to calculate the GPA.
 - Many international countries will not list credit hours for individual courses. If this is the case, assume each course is 1 credit hour for calculation purposes.
 - Use the GPA calculator to calculate the GPA: <http://www.grad.illinois.edu/sites/default/files/gpacalc.xls>.
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Step 4: Determine Degree Comparability

- Is the bachelor degree institution accredited?
- Is the degree major comparable to a University of Illinois major?
- Has / will the degree be awarded prior to the admission term?
- Is the degree program a minimum of four years?
 - Note that three year bachelor programs from the UK and Australia are acceptable.
 - Others may be acceptable, but must be evaluated by Grad Admissions individually.
- Is the degree name listed as an acceptable bachelor's on Grad Admissions' minimum requirements page for the country? <https://grad.illinois.edu/admissions/countries>
- Did the student receive grades for the majority of the courses at the institution?

If you answered yes to all of the above questions, the student has a comparable bachelor's degree.

If any answers are no, send to Graduate Admissions for evaluation – it may require more research before a determination can be made.

How do I evaluate a master's degree transcript from an international institution?

Step 1: Determine Accreditation

Is the institution recognized by the international country's Ministry of Education?

- If the institution is listed in the World Higher Education Database at <https://whed.net/home.php>, you can accept it.
 - If not, send to Grad Admissions for evaluation.
-

Step 2: Determine Degree and Degree Date

Has the degree been awarded? Will it be awarded prior to the admission term?

- Look for degree program information and whether or not the degree has been conferred.
- Look in SLATE on the academic history page of the application PDF to see when the student states the degree will be awarded.
- Look for native and English names of degrees on credentials and in SLATE.

Is the graduate degree major acceptable?

- Look for the major listed and compare to the University of Illinois list of majors.
 - A comparable major must be listed to be accepted.
 - A list can be found in the Programs of Study at: <http://catalog.illinois.edu/graduate/>
 - Look to see if the graduate major/degree on the transcript from another school matches the graduate major/degree that the student is seeking at the University of Illinois. If it does, then it could be a possible duplicate graduate degree.
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Step 3: Determine GPA

Review the transcript legend to determine the grading scale and the minimum B average.

- If no legend is provided, review <https://grad.illinois.edu/admissions/countries> to find the common minimum GPA for full status admission.
 - Many international countries will not list credit hours for individual courses. If this is the case, assume each course is 1 credit hour for calculation purposes.
 - Use the GPA calculator to calculate the GPA on all semesters of the master's program: <http://www.grad.illinois.edu/sites/default/files/gpacalc.xls>.
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Step 4: Determine Degree Comparability

- Is the master's degree institution accredited?
- Is the degree major comparable to a University of Illinois major?
- Has / will the degree be awarded prior to the admission term?
- Is the degree name listed as an acceptable master's on Grad Admissions' minimum requirements page for the country? <https://grad.illinois.edu/admissions/countries>

If you answered yes to all of the above questions, the student has a comparable master's degree.

If any answers are no, send to Grad Admissions for evaluation – it may require more research before a determination can be made.

ENGLISH PROFICIENCY

How do I determine English Proficiency?

Step 1: Determine if the TOEFL or IELTS is required

What is the student's citizenship status on the Personal Information page of the application in SLATE?

Has the student lived and studied all his/her life in an approved English country?

- Review the list of approved English countries at the bottom of <https://grad.illinois.edu/admissions/instructions/04c>.
- Review the student's place of birth, citizenship, and permanent residence information on the Personal Information page of the application in SLATE.
- Review the countries for all institutions the student attended on the Academic History page of the application in SLATE.
- Review the Resume or CV on the Statements page of the application in SLATE.

If the student has a domestic citizenship status or has lived and studied all his/her life in an approved English country, the TOEFL or IELTS will be waived, and the student has demonstrated English Proficiency.

If not, review the possible exemptions below.

Is the student exempt from the TOEFL / IELTS because of recent study in an approved English country?

- Review the transcripts for all post-secondary study completed in an approved English country.
- Exemption Question 1: Has the student completed at least two years of post-secondary full-time study, as defined by the home institution, in an approved English country within five years of the admission term?
- Exemption Question 2: Has the student completed at least two years of professional work experience in an approved English country within five years of the admission term?
- Exemption Question 3: Has the student completed a post-secondary degree in an approved English country within five years of the admission term?

If you answered yes to either exemption question above, the student will be exempt, and the student has demonstrated English Proficiency.

If no, a TOEFL or IELTS is required.

Step 2: If required, review TOEFL / IELTS scores for English proficiency

Do you have an official TOEFL score?

- Is a verified score listed on the Dashboard page in SLATE?
- Is a verified score listed on the cover page of the application in SLATE?
- Is a verified score listed on Test Scores page of the application PDF in SLATE?
- Is the score listed in Banner (SOATEST) with a source of TAPE?

If you answered yes to any of the above questions, it is official.

If you answered no to all questions, it is unofficial and no matter the score, it will not be acceptable for full status admission.

Do you have an official IELTS score report?

- If the score report uploaded into SLATE can be verified by Grad Admissions, it is official.
- An official IELTS score report will always include the "TRF" (Test Report Form) number.
- Send an email to grad@illinois.edu asking Grad Admissions to verify score.

Step 3: Score Acceptability

Is the test date acceptable?

- If the test was taken within two years of the admission term start date, it is acceptable.
- If the test was taken between two and three years of the admission term start date, it is acceptable for limited status admission.
- If the test was taken prior to three years of the admission term start date, it is unacceptable, and the student must take a new test.

Is the score acceptable?

- Review the chart below to determine acceptability:

English Proficiency Test	Full Status Admission Minimum	Limited Status Admission Minimum
TOEFL iBT	103	79
TOEFL iBT Home Edition	103	79
TOEFL iBT Paper Edition	103	79
IELTS	7.5	6.5

Step 4: Determine English Proficiency

- Is the test score report official?
- Is the test date acceptable?

If you answered yes to all of the above questions, and the score is above the full status minimum, the student has demonstrated English Proficiency.

If you answered yes to all of the above questions, and the score is above the limited status minimum, the student has demonstrated limited English Proficiency and will be required to take the English as a Second Language Placement Test (EPT) upon arrival to campus if admitted.

If any answers are no, or the score is below the limited status minimum, the student does not have English Proficiency.

ACADEMIC ELIGIBILITY

How do I determine academic eligibility for admission?

Step 1: Determine Eligibility

- Does the student have a comparable bachelor's degree?
- Is the bachelor's degree GPA or the combined bachelor's and post-bachelor's GPA acceptable?
- Has the student demonstrated English Proficiency?

If you answered yes to the above questions, and there are no duplicate degree issues, the student is acceptable for full status admission.

If you answered no to any questions, or there is a duplicate degree issue, review the limited status options below.

Step 2: Limited Status Options

- If the student has a duplicate degree issue and you still want to admit, please upload a letter of justification when completing the admissions referral detailing specifically why and how the degree is not going to be a duplicate degree. The letter of justification should list exactly what coursework is duplicative, if applicable. Graduate Admissions will determine if an admission is possible.
- If the student doesn't have a comparable bachelor's degree and you still want to admit, please upload a letter of justification when completing the admissions referral detailing why and how the student will succeed in the graduate program without having a comparable bachelor's degree (include other factors and strengths of the student that lead to your decision to still admit).
- If the student doesn't have an acceptable GPA for the bachelor's degree first combine the GPA with any post-bachelor's studies. If the combined GPA is between 2.75-2.99 on a 4.0 point scale, no letter of justification is needed, and the student will automatically be admitted on limited status. If the combined GPA is still not acceptable and you still want to admit, please upload a letter of justification when completing the admissions referral detailing why and how the student will succeed in the graduate program without having an acceptable admission GPA (include other factors and strengths of the student that lead to your decision to still admit).
- If the student hasn't demonstrated English proficiency and doesn't meet the minimum for limited status admission with EPT required and you still want to admit, please upload a letter of justification when completing the admissions referral detailing why and how the student will succeed in the graduate program without having demonstrated English Proficiency (include other factors and strengths of the student that lead to your decision to still admit). Please also include your plan to help the student improve his/her English during their first academic year and how that will impact their degree coursework study plan.