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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 Association of Colleges and Schools
- New England Association of Schools and Colleges
- North Central Association of Colleges and Schools
  - Listed as Higher Learning Commission (HLC) in CHEA database
- Southern Association of Colleges and Schools
- Western Association of Schools and Colleges

What resources do I use to determine this accreditation?
- American Council on Education: “Accredited Institutions of Postsecondary Education”

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 AY at the educational history screen to see when the student states the degree will be awarded.

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 have 60 hours in the GPA.
- Use the GPA calculator to calculate the GPA: [http://www.grad.illinois.edu/sites/default/files/gpacalc.xls](http://www.grad.illinois.edu/sites/default/files/gpacalc.xls)
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 Association of Colleges and Schools
- New England Association of Schools and Colleges
- North Central Association of Colleges and Schools
  - Listed as Higher Learning Commission (HLC) in CHEA database
- Southern Association of Colleges and Schools
- Western Association of Schools and Colleges

What resources do I use to determine this accreditation?

- American Council on Education: “Accredited Institutions of Postsecondary Education”

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 AY at the educational history screen to see when the student states the degree will be awarded.

Is the master’s degree a duplicate degree of the degree program the applicant is applying to?

- Will there be any duplication of coursework?
- Will there be significant duplication of coursework?

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
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 at http://www.w hed.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 AY at the educational history screen to see when the student states the degree will be awarded.
- Look for native and English names of degrees on credentials and in AY.

Is the degree acceptable comparable to a U.S. bachelor’s degree?
- 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 degree on Grad Admissions’ minimum requirements page for the country? http://www.grad.illinois.edu/admissions/countries

Step 3: Determine GPA

Review the transcript legend to determine the grading scale and the minimum B average.
- If no legend is provided, review http://www.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
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 at http://www.iau-aiu.net/content/list-heis, 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 AY at the educational history screen to see when the student states the degree will be awarded.
- Look for native and English names of degrees on credentials and in AY.

Is the degree acceptable comparable to a U.S. master’s degree?
- Is the degree name listed as an acceptable master’s degree on Grad Admissions’ minimum requirements page for the country? http://www.grad.illinois.edu/admissions/countries

Is the master’s degree a duplicate degree of the degree program the applicant is applying to?
- Will there be any duplication of coursework?
- Will there be significant duplication of coursework?

Step 3: Determine GPA

Review the transcript legend to determine the grading scale and the minimum B average.
- If no legend is provided, review http://www.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
ENGLISH PROFICIENCY

How do I determine English Proficiency?

Step 1: Determine if the TOEFL or IELTS is required

Has the student lived and studied all his/her life in an approved English country?
- Review the list of approved English countries at http://www.grad.illinois.edu/admissions/apply/exemptcountries
- Review the student’s place of birth, citizenship, and permanent residence information on the Personal Information page of the application in AY.
- Review the countries for all institutions the student attended in the Educational History page of the application in AY.
- Review the Resume or CV on the Statements page of the application in AY.

If the student 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 a graduate 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 report?
- Is the score listed in the GPA: Official Test Scores page of the application in AY?
- Is the score listed in GARDS?
- Is the score listed in the ETS Portal?
  - You can verify in the ETS Portal at http://www.ets.org/myportal and then upload to AY

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 AY can be verified by Grad Admissions, it is official.
- Send an email to gpadepthelp@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:

<table>
<thead>
<tr>
<th>English Proficiency Test</th>
<th>Full Status Admission Minimum</th>
<th>Limited Status Admission Minimum</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOEFL iBT</td>
<td>greater than 102</td>
<td>79-102</td>
</tr>
<tr>
<td>TOEFL CBT</td>
<td>greater than 253</td>
<td>213-253</td>
</tr>
<tr>
<td>TOEFL PBT</td>
<td>greater than 610</td>
<td>550-610</td>
</tr>
<tr>
<td>IELTS</td>
<td>greater than 6.5</td>
<td>6.5 with a score of 6 or higher in all sub-sections</td>
</tr>
</tbody>
</table>

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

- All limited status options will require a letter of justification. All letters must be an individual letter specific to this student's situation (canned templates will not be accepted), and must be signed by the Director of Graduate Studies (or other supporting faculty/staff as appropriate).

- 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. This letter must provide a detailed explanation as to how the previous degree and your degree program differ, including confirmation of no duplication of coursework or how much duplication of coursework is possible. Grad 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. This letter must provide detailed information as to why you believe the student will succeed in your program, other factors that support the admission (test scores, work experience, letters of recommendation, etc.), and a plan to help the student succeed. If you are planning to offer the student an assistantship, this letter must also provide justification and a request for an exception to allow the student to hold an assistantship while on academic probation. Please note that this request will need to be approved before the admission can be processed and before the offer of assistantship is made to the student.

- 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 still not acceptable and you still want to admit, please upload a letter of justification when completing the admissions referral. This letter must provide detailed information as to why you believe the student will succeed in your program, other factors that support the admission (test scores, work experience, letters of recommendation, etc.), and a plan to help the student succeed. If you are planning to offer the student an assistantship, this letter must also provide justification and a request for an exception to allow the student to hold an assistantship while on academic probation. Please note that this request will need to be approved before the admission can be processed and before the offer of assistantship is made to the student.

- 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. This letter must provide detailed information as to why you believe the student will succeed in your program, other factors that support the admission (work or academic experience where English is the primary language used, letters of recommendation, etc.), and a plan to help the student succeed.