

COPY OF MAILING SENT TO TRANSFER STUDENTS FROM OTHER UNIVERSITIES

TRANSFER CREDIT AND GRADUATION CHECKS. Revised May 14, 2008

A “*Transfer Course Evaluation Report*” and an “*Advisor-Generated Report*” are included in this part of the package:

The first report has been generated by the Office of Admissions and Records, and does not include all information relevant for credit. It is a simple check on the total number of hours you have taken in the past, and does partial credit evaluation.

A more complete evaluation is done on the second report, also known as the *DARS Audit*. It has been generated by the DARSWeb Software. This is a complicated document, but it is worth some effort to learn what it means. Degree Audits are updated every night. DARS is accessible from my.ECE under Student Tools.

Evaluation of transfer credit:

There are two steps: (a) determination that your course merits college credit; (b) determination of how your course meets your degree requirements, if at all. Step (a) requires you to arrange to have official documentation (*a transcript*) sent (*not handed*) to the Admissions and Records office.

If the UIUC computer database recognizes your courses, they will be matched automatically against your degree requirements.

If they are “standard looking” courses -- e.g. math and physics sequences -- the Engineering College Deans’ Office staff will match them up with requirements in most cases.

If they are non-standard, the burden of proof is on you to show us that they meet degree requirements -- bring in a syllabus (a course description will not be enough) and a copy of the table of contents of the textbook.

Humanities / social science courses -- You must meet with a dean of the College of Engineering (206 Engr Hall) to complete the evaluation of your courses for purposes of Gen Ed credit. We suggest coming in at “off peak” times of the year so you don’t have to wait in line, or contacting a Dean before the orientation session.

Advanced technical courses: most likely we will have to make a decision about these courses, so bring the course syllabi with you. We will try our best to resolve most of the issues before you get here, but you may be asked to wait until school starts to complete the process.

Your Transfer Course Evaluation Report:

The sheet mainly contains a history of all classes you have taken at other institutions, and their equivalent class at UIUC. It has been created by Admissions and Records (UIUC).

Classes that could not be matched with UIUC equivalent are indicated with a code relevant to the topic or department followed by 1-- (.eg. CS 1--, one hundred level). It may have different meanings. Either the class is part of a sequence (you cannot receive credit because you have taken only that part of the sequence), or the class needs to be evaluated.

Additional credit evaluation might have been done by the College of Engineering and you will find the most up to date credit information on the second document (see below).

Your Advisor-Generated Report:

=====
Top message: indicates that you have not satisfied all the requirements of your degree. When you are in your very last semester, your graduation check sheet should have a message indicating you have fulfilled all requirements.
=====

General information: Note that your graduation check sheet assumes completion of all classes you have registered for at your previous institution.
=====

Degree Requirement Categories: Required Courses; Probability and Statistics; ECE/CS electives for CompE, Technical Electives for EE; General Education starting with Social Science and Humanities, Credit counting towards total hours but not counting towards any other requirement (Free Electives). Here we matched up your courses with your degree requirements. For more information for each category refer to the salmon handout for EE, lilac handout for CompE. (In the handouts the categories are labeled A, B, C, E and F.) For each category

you have a summary of earned hours, more details on specific requirements, and what is needed (specific classes, or subcategory). Different codes are used: you will find a table of all codes and their use on the very last page. For example **IP means In Progress: if you have decided to withdraw from a class since you sent UIUC Admissions information you might need to review your class selection at UIUC, and take that class at UIUC.** A “NO” in front of a category indicates at least one requirement not fulfilled in that category. ”OK” means that all requirements are fulfilled.

Of particular interest to you is the category “Credit counting toward total hours, but not used in any other requirement”, or “Hours Not Used Elsewhere” since it includes all classes for which no specific credit was assigned (classes will be counted as your free electives, if no credit decision is ever made). We might have added comments on that portion of your grad check.

General Education requirements (see the tan handout for a complete list):

- **Social Science and Humanities** Carefully check your “Social Science and Humanities” item. From a “bean counting” point of view, you are better off if your transfer hours are certified as meeting the General Education requirements, in which case they are listed immediately under “1) Campus Humanities and the Arts” or immediately under “2) Campus Social and Behavioral Science” -- you need six hours of each from restricted lists. If they are listed under “3) Other Social Science & Humanities” they are not certified as GenEd but can be used to finish the 18 hours of Humanities and Social Sciences required by the College of Engineering-- that is better than having them listed under “Hours Not Used Elsewhere”. If you think one of your courses should be “upgraded”, talk to one of the Engineering Deans in 206 EH.
- **Composition II** Look for item “Advanced Composition requirement”. This requirement must be taken at UIUC (no exception).
- **Cultural Studies** Look for item “Cultural Studies”. The requirement is one Western and one Non-Western Cultural Studies class. If you think one of your courses should be “upgraded” in this category, talk to one of the Engineering Deans.
- **Foreign Language** Look for item “University Foreign Language requirement”. If you do not see it you must have started college before Fall 2000 and you do not have to meet this requirement.
- **DARS Web Computer Program** It will help to understand that each time a graduation check sheet is run, the computer program starts all over again. It proceeds in chronological order with your courses and places them into the most restrictive category first, until that category is filled up. For instance, any course could be a free elective, but for EE’s, upper level ECE courses are put in the ECE elective category unless that category is “full,” in which case the tech elective category is used. Only courses that cannot be counted in a required category show up in the “Hours Not Used Elsewhere.” All “Hours Not Used Elsewhere” are Free Electives. Extra hours in other categories also count as Free Electives.
- **Explaining Unused Credit** You will find that some of your courses are not used because they don’t qualify or they might be classes whose transfer equivalency is in doubt.
- **Credit hours summary** Do not worry too much about the totals of credit used -- you probably have lots more hours than you can use. Concentrate on making sure that you get as much of your credit as possible to count for specific degree requirements.
- **UIUC GPA.** So far you have not taken any class at UIUC. Your GPA is 0. Only classes taken at UIUC count in your GPA.
- **2.25 Rule GPA.** This is not relevant for Transfer Students since they are admitted as Juniors (It is used for Freshmen and Sophomores at UIUC to check for eligibility to register for junior-level classes).
- **Technical GPA.** The average of all ECE classes (taken at UIUC). Because you have taken none, your TGPA is “ok”.
- **Residency.** UIUC students must earn at least 60 semester hours of University of Illinois at Urbana-Champaign credit, of which at least 21 hours must be 300 or 400 level courses at a University of Illinois at Urbana-Champaign campus location. This applies to you.