

**Proposal to the Senate Educational Policy Committee and the Council on Student Conduct  
Expectations and Accountability**

**Proposal Title:** Revise section 3-704 of the *Student Code*

**Sponsor:** Meghan Hazen, Registrar, Office of the Registrar

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**Brief Description:** Proposed changes to align the course numbering definitions in the *Student Code* with the published transcript key.

**Justification:** There are currently slight differences in the course numbering definitions in the *Student Code* and the published transcript key at <https://registrar.illinois.edu/transcript-key/>. These revisions update the *Student Code* to align with the language in the transcript key, which has been used since Fall 2004. Please see the attached proposed changes for specific details.

**Desired effective term:** Fall 2023

## § 3-704 DESCRIPTION AND DEFINITION OF INFORMATION APPEARING ON TRANSCRIPTS

### a. Student Status

Student status is determined on the basis of a student's academic performance and conduct. Unless otherwise indicated by the notation of 'drop' status, the student is eligible to enroll either without condition or on a probationary basis.

### b. Credit

1. Undergraduate credit is recorded in semester hours. Each semester hour represents one fifty-minute period of class-room work each week for the duration of one semester of sixteen weeks (two periods of classroom work per week during an eight-week part of term), or the equivalent in laboratory, field work, or approved independent study.
2. Graduate credit is recorded in semester hours.

### c. Transfer Credit

1. Undergraduate credit earned at another accredited university or college and accepted by the University of Illinois Urbana-Champaign is recorded in semester hours. Grades earned are not indicated.
2. Graduate credit earned at another accredited university or college and accepted by the University of Illinois Urbana-Champaign will be indicated on the transcript with the institution's name, total credit hours, GPA hours, Grade Points, and total GPA. GPA hours and Total GPA will generally be zero because the grade value of accepted transfer credit is recorded as "CR," for satisfactory, without differentiation by letter grade, except for courses transferred for work taken at the University of Illinois ~~at~~-Chicago or ~~at~~-Springfield or as a BTAA Traveling Scholar. Graduate credit earned at another accredited university or college and accepted by the University of Illinois prior to Fall 2004 will be indicated on the transcript as total transfer credit without indication of the institution(s) attended.
3. If an undergraduate student is not currently enrolled and has earned the required 60 or more semester hours of University of Illinois Urbana-Champaign credit (§ 3-801(a)(1)), credit earned elsewhere and submitted to the Office of Undergraduate Admissions for the purpose of fulfilling degree requirements will be evaluated and recorded on the student's permanent record. The official transcript must be sent directly from the institution attended and accompanied

by a letter from the student requesting that the credit be added to the student's record for degree purposes.

d. Course Numbering System

1. Courses numbered 000-099 do not carry academic credit but do count for tuition and load. In general, the 000-level courses are for preparatory work that does not count toward a degree.
2. Courses numbered 100-199 are lower level undergraduate courses. ~~intended primarily for freshmen and correspond to entry-level work. They may be taken by sophomores, juniors, and seniors.~~ In certain instances they may be taken by graduate students to make up undergraduate deficiencies, but they may not be taken for graduate credit.
3. Courses numbered 200-299 are lower level undergraduate courses intended for ~~lower division~~ students who satisfy the published prerequisite(s), if any. ~~Transfer credit from 2-year colleges around the state would correspond to 100 and 200-level offerings.~~ In certain instances they may be taken by graduate students to make up undergraduate deficiencies, but they may not be taken for graduate credit.
4. Courses numbered 300-399 are upper level undergraduate courses intended ~~primarily for juniors and seniors~~ for students who satisfy published prerequisite(s), if any. ~~Transfer work from a community college does not correspond to these numbers.~~ In certain instances they may be taken by graduate students to make up undergraduate deficiencies, but they may not be taken for graduate credit.
5. Courses numbered 400-499 are upper level undergraduate and graduate courses. ~~available for credit for upper division undergraduate students and typically for graduate students.~~
6. Courses numbered 500-599 are graduate level courses. ~~intended for graduate and professional school students. Certain seniors, with Graduate College approval, may enroll for credit.~~
7. Courses numbered 600-799 are professional and select graduate courses. ~~available for certain professional school courses with restricted enrollments.~~ These courses apply primarily to law, medical, and veterinary programs.