



CHANGE OF COURSE LEVEL

LAST NAME FIRST NAME MIDDLE NAME

UIN STUDENT'S SIGNATURE DATE

TERM Enter as number, ie 120121	CRN	SUBJ	CRS#	SECTION	CREDIT	CURRENT COURSE LEVEL	REQUESTED COURSE LEVEL

Departmental Approval

_____	_____	_____
Name of Departmental Authorized Signatory	Signature	Date

College Releasing Course(s)

_____	<input type="checkbox"/> Coursework not used toward degree Overall GPA prior to change of level 1U _____ 1G _____ 1L _____ 1V _____	_____
College		Name of College Representative
_____		_____
Department		Signature

		Date

College Accepting Course(s)

_____	Degree Program Code	_____
College		Name of College Representative
_____		_____
Department		Signature

		Date

REMINDERS:

- Both colleges must approve and submit completed form to the address below. To ensure proper procedures, please read the *Change of Course Level Guidelines* on the following page.
- Course level should only be changed if the course is to be used toward degree in the college accepting the course.
- Use this form for current, in-progress and past term course(s).

RETURN THIS FORM TO: Degree Records and Study Abroad
901 W. Illinois Street, Suite 140, MC 063

PHONE: 333-6383 FAX: 265-8457
EMAIL: graduation@illinois.edu

FOR OR OFFICIAL USE ONLY:	<input type="checkbox"/> Degree program in SGASTDN	<input type="checkbox"/> Both colleges' signatures on form
Records Processor _____ date _____	<input type="checkbox"/> Meet required minimum hours	<input type="checkbox"/> Coursework used toward degree
Reg Serv Processor _____ date _____	<input type="checkbox"/> Comment recorded in SGASTDN	

CHANGE OF COURSE LEVEL GUIDELINES
Effective Spring 2006
(Approved by A Deans Committee on February 8, 2006)

When a student registers for a course, the level of the course makes a match with the level of the student (indicated on SGASTDN) and the course will appear on the page of the transcript associated with the student level. There is a separate page for each student level and the GPA is calculated with all coursework appearing on that level (e.g., if a graduate student takes a 100-level course, the course will appear on the graduate transcript page and the grade for the course will be included in the term GPA). There are four levels available for student/course assignment: 1U, 1L, 1V, and 1G.

There are times when the level of a course needs to be changed to reflect that the course is being used toward a degree at a different level. A manual change of level for a course should not be done without careful consideration. Two of the most common examples are:

- A student is admitted to graduate school and wishes to use a UIUC undergraduate course toward his graduate degree (and the course has not been used toward any other degree), it would be appropriate to change this course from 1U to 1G to reflect the student's use of the course for his graduate degree.
- A student starts graduate school, but has not yet completed his undergraduate degree and he takes a course to complete his undergraduate degree. In this case, it is appropriate to change this course from 1G to 1U to reflect the student's use of the course for his undergraduate degree.

Colleges need to be aware of the impact on the student's GPA upon removal/addition of the course to the different level. However, even though the GPA may change, honors and other awards or decisions determined at a point in time (e.g., Bronze Tablet, Honors, Distinction, Dean's List) should not change and students should not have an expectation that these decisions would be revisited.

If a course level change is made at the time of admission to the Graduate College for a current or future term, the Undergraduate College must sign the Admission Form and the appropriate staff in the Graduate College or the Office of the Registrar will change the level of the course on Banner. If a course level petition is completed and approved, appropriate staff in the Office of the Registrar will change the level of the course on the registration, and if for a previous term, the academic record. This action will affect the page where the course appears on the transcript *as well as the calculated GPA for both levels*. Due to the effect on GPA, **both** colleges involved in the level change must approve the change.

Important notes for Change of Level

- Changes of level will only be allowed if there is a degree granting program associated with the new level
- Overall GPA for that student level (1U, 1G, 1L, 1V) must be entered on the **Course Level Change** form by both the College releasing the course(s) and the College accepting the course(s).
- For statistical purposes, the Office of the Registrar has a "frozen" file that contains all students who were awarded a degree for a particular degree awarded period. Total hours, and GPA (institutional, transfer and overall) are part of that report.