Co-Terminal Handbook
2016-2017
## Contents

I. What is a co-terminal degree? ................................................................. 3  
II. Applying .................................................................................................. 4  
III. Advising ................................................................................................ 5  
IV. Academic Planning ............................................................................ 6  
V. Academic Standing ............................................................................. 7  
VI. Leaves of Absence ............................................................................ 9  
VII. Degree Conferral ............................................................................ 10  
VIII. Transferring to a Different Co-Terminal Program ......................... 12  
IX. Withdrawing from the Co-Terminal Program ................................... 13  
X. Resources ............................................................................................. 14  
XI. Contact Information ........................................................................ 154
I. What is a co-terminal degree?

Co-terminal degrees allow IIT students to simultaneously complete both an undergraduate and graduate degree (Bachelor’s degree and Master’s degree). Co-terminal students maintain their undergraduate student status while completing graduate coursework, and can maintain financial aid eligibility when applicable.

Co-terminal degrees provide an opportunity for students to gain greater knowledge in specialized areas while completing a smaller number of credit hours with increased scheduling flexibility than the completion of two degrees separately. Because most co-terminal degrees allow students to share course credit (a maximum of 9 credit hours), students may complete both a Bachelor’s and Master’s degree in as few as five years. All degree requirements must be completed within six years of undergraduate matriculation, or the student will be dismissed from the co-terminal degree program.

Please consult the Graduate Academic Affairs website for a current list of IIT co-terminal degree programs: http://web.iit.edu/gaa/co-terminal-degrees
II. Applying

Students applying to co-terminal studies must have completed at least 60 credit hours of undergraduate study and a least one full-time semester at IIT. Applicants must be at least one semester (12 credit hours) away from undergraduate graduation in order to apply. Applicants must also have a GPA of at least 3.0/4.0; however, please note that academic units may vary in terms of their GPA admission requirements.

Co-terminal applications are coordinated through IIT Graduate Academic Affairs. Please consult the Graduate Academic Affairs website for current information on co-terminal application requirements and deadlines: http://web.iit.edu/gaa/co-terminal-degrees

Co-terminal admission deadlines are as follows, with no exception:
- Summer semester admission: April 15
- Fall semester admission: June 15
- Spring semester admission: November 15

Upon admission to co-terminal studies, students are required to meet with the Office of Financial Aid and encouraged to meet with the International Center (if applicable) to discuss the effect co-terminal studies will have on their financing and immigration status.

Financial Aid

IIT considers co-terminal students to be degree-seeking, full-time, undergraduate students, and most IIT undergraduate scholarships will automatically be extended to the end of a co-terminal program. However, financial aid guidelines and regulations for co-terminal students can differ from non-co-terminal students as aid may be applied differently throughout the course of the program based on student enrollment.

Please consult the Office of Financial Aid website for the current financial aid guidelines for co-terminal study: http://web.iit.edu/financial-aid/policies-procedures/co-terminal-student-policy
III. Advising

Academic Advising
Co-terminal students are assigned a co-terminal adviser who will oversee academic advising and course selection for their graduate degree. Co-terminal students will continue to work with their major adviser on undergraduate degree concerns.

Co-terminal students should work with their co-terminal adviser to develop their graduate Plan of Study. All questions regarding graduate course selections, concentrations, specializations, or proposed project and thesis research should be directed to the student’s co-terminal adviser. Co-terminal students are encouraged to meet with their co-terminal adviser each semester prior to registration. Students should not contact their major adviser for questions about their graduate studies.

Co-terminal students with concerns about their academic status or co-terminal policies should contact the university Co-Terminal and Dual Degree Manager, Lisa Harris, at lharris5@iit.edu or 312.567.3647.

Financial Advising
All newly admitted co-terminal students who are eligible for federal financial aid are required to meet with a financial aid staff member to review the rules and regulations for financial aid as it pertains to the co-terminal program. Prior to their required meeting, students must meet with both undergraduate and co-terminal advisers to develop a projected course schedule to degree completion using the Co-Terminal Program Planning Worksheet.* This worksheet is essential for the Office of Financial Aid to adequately review how federal and institutional aid will be applied to the student’s individual co-terminal degree plan.

All newly admitted co-terminal students who are not federal aid recipients will be invited to attend a Co-Terminal Live session to review the rules and regulations for financial aid as it pertains to the co-terminal program. Details of the session will be emailed to the student by the Office of Financial Aid. Alternatively, if a student is not able to attend the live session, s/he may schedule an appointment to meet with a financial aid staff member to satisfy this requirement.

Co-terminal students with any concerns about their financial aid should directly contact the Office of Financial Aid at finaid@iit.edu or 312.567.7219.

*The Co-Terminal Program Planning Worksheet is available in hard copy in the Office of Financial Aid or electronically via the Office of Graduate Academic Affairs website (http://web.iit.edu/gaa).
IV. Academic Planning

The Plan of Study is the vehicle for establishing each graduate student’s degree plan with the Office of Graduate Academic Affairs. An official Plan of Study is mandatory for graduate degree programs and must be filed by a co-terminal student, for final approval, in the first semester of co-terminal enrollment and no later than the last day of that semester. Failure to comply will result in the student’s dismissal from co-terminal study. Co-terminal students may submit their Plan of Study using the university’s Graduate Degree Works system, located in the myIIT portal (https://my.iit.edu).

The Plan of Study should include all current and future courses needed to complete the graduate portion of the co-terminal degree. If you have completed graduate-level coursework that you would like to include in your Plan of Study, you should do so by putting the courses in the current semester of your plan.

The university requires a minimum of 30 credit hours for a professional Master’s or Master of Engineering degree and 32 credit hours for a Master of Science degree; however, please consult individual co-terminal advisers for program-specific details.

Shared Credit

IIT allows co-terminal students to share up to 9 credit hours between their undergraduate and graduate programs; however, some co-terminal programs allow a smaller amount of shared credit or no shared credit. Please consult individual co-terminal advisers for program-specific details.

Shared courses should be documented in a separate eForm for Degree Works request. Students should submit their shared courses before submitting the Plan of Study.

When a student submits a shared course eForm request and it has been approved, the shared course becomes part of the student’s Plan of Study. Therefore, when the student completes the shared course, it cannot be removed from the graduate program or changed. If the shared course has not yet been completed, then it may be changed if necessary.

Shared credit courses must be completed with a grade of “C” or better to be applied to the graduate degree requirements of a co-terminal program. A minimum cumulative graduate GPA of 3.0/4.0 is required to maintain good graduate academic standing.

External Transfer Credit

A maximum of 9 graduate-level credit hours taken elsewhere and not applied toward any earned degree, which were passed with grades of “B” or better, may be transferred towards the graduate portion of the co-terminal degree program, subject to the advance approval of the academic unit.

Requested transfer credit must be verified through the submission of the official transcript outlining the requested credit. If the requested transfer credit is from a foreign institution, the official attested transcript must be sent directly from the institution to World Education Services (www.wes.org). World Education Services (WES) will submit the credential evaluation results directly to IIT.
NOTE ON RESIDENCY REQUIREMENT:
Co-terminal students, like IIT undergraduate students, are required to complete their last 45 hours of undergraduate coursework at IIT. These hours may include approved co-terminal shared credit hours, but not purely graduate coursework.
V. Academic Standing

Co-terminal degrees are awarded simultaneously, but need not be completed simultaneously. The undergraduate degree requirements may be completed in advance of the graduate degree requirements. In such cases, the undergraduate degree will be held until the completion of the graduate degree. Graduate degree requirements must be completed within 12 months of the undergraduate degree requirements, or else the student will be dismissed from the co-terminal program.

Co-terminal students must complete all degree requirements within six years of their undergraduate matriculation, or else the student will be dismissed from the co-terminal program.

Probation

Co-terminal students must maintain satisfactory grade point averages and a satisfactory rate of progress towards the completion of their co-terminal degrees. IIT considers co-terminal students to have an undergraduate student status throughout the course of their studies; however, students are subject to both undergraduate and graduate student probation policies.

Co-terminal students who do not earn at least a 2.0 cumulative GPA, a 1.85 term GPA, a 2.0 major GPA, or who do not maintain satisfactory academic progress are placed on undergraduate academic probation. Co-terminal students who are placed on undergraduate academic probation will be dismissed from the co-terminal program.

Graduate academic standing review will be initiated when a co-terminal student completes nine hours of graduate or shared coursework. In order to remain in good academic standing on the graduate level, co-terminal students must maintain a cumulative GPA of 3.0/4.0 for their graduate coursework.

Students who achieve a graduate cumulative GPA of less than 3.0/4.0 will be placed on graduate academic probation. Students are required to submit a G702 probation contract before they will be allowed to register each semester they are on graduate academic probation. The G702 probation contract must be approved by the student’s co-terminal adviser and department. Co-terminal students on graduate academic probation will be allowed to register for a maximum of 12 credit hours per semester in order to maintain their full-time undergraduate status and financial aid eligibility. If the co-terminal student fails to make the requisite academic progress in the graduate degree program in accordance with graduate academic standing rules, they may be dismissed in a subsequent semester.

A student dismissed from co-terminal degree status may still complete the undergraduate degree following the academic rules of undergraduate study. A student who is dismissed from co-terminal degree status may apply for non-coterminous graduate degree admission in the future, but shared credit earned may not be applied to the graduate degree.
Course Repeats

Co-terminal students may repeat up to two distinct courses for their graduate degree program and up to three distinct courses for their undergraduate degree program. If a student applies for a course repeat for a course being used for shared undergraduate and graduate degree credit, the course repeat will be double counted (counted once towards the two-course graduate course repeat maximum and again towards the three-course undergraduate course repeat maximum).

Course repeats must be used for distinct courses with each course being repeated once for a change of grade. Both grades will be maintained on your student record; however only the most recent grade recorded for the repeated course will be calculated in your institutional GPA. A course repeat request must be submitted at the time of registration using the appropriate undergraduate or graduate academic affairs procedures.

For the complete course repeat policy, please refer to the Academic Policies and Procedures section of the Undergraduate Bulletin and the Academic Policies for Continuation of Studies section of the Graduate Bulletin.
VI. Leaves of Absence

Like all undergraduate students, co-terminal degree-seeking students who wish to withdraw from the university with the intention of returning to complete their degree program may apply for a leave of absence. All requests for a leave of absence begin with the Office of Undergraduate Academic Affairs. A leave of absence cannot exceed one academic year, however it may be extended if the proper documentation is submitted. Students will still be considered part of the IIT community while on a leave and any IIT scholarships will be held until the student’s return.

Students on a medical leave of absence may be required to contact the Student Health and Wellness Center and submit documentation relating to treatment prior to resuming their studies.

International students must comply with additional regulations when requesting a leave of absence.

For more information on leaves of absence, please contact the Office of Undergraduate Academic Affairs (ugaa@iit.edu or 312.567.3300).

NOTE ON DEGREE COMPLETION:

All co-terminal degree requirements must be completed within six years of undergraduate matriculation, or the student will be dismissed from the co-terminal degree program. Time elapsed during a student’s leave of absence will contribute to the total allowed time for co-terminal degree completion (six years).
VII. Degree Conferral

Co-terminal degrees are awarded simultaneously, and students may not receive their first degree before the requirements of the second degree are satisfied. In such cases, the conferral of the first degree will be held until the completion of the second degree.

In the last semester of their co-terminal degree studies, students must apply for undergraduate graduation by the published deadline in the academic calendar or a late fee will be assessed. The Office of Undergraduate Academic Affairs will convey the co-terminal graduation application information to the Office of Graduate Academic Affairs.

To apply for graduation, please visit the myIIT portal at my.iit.edu. Choose the “Academics” tab, followed by the “Student Records” link. You may then select “Apply to Graduate.”

Commencement
Graduating co-terminal students may attend the main commencement ceremony and one departmental commencement ceremony. Accordingly, those students receiving degrees from two different academic units will need to choose which departmental ceremony to attend.
VIII. Transferring to a Different Co-Terminal Program

Enrolled co-terminal students may transfer to another co-terminal program before the completion of their degree. Co-terminal students who wish to transfer to an equivalent degree or from a research to a professional degree within the same academic unit (M.S. to M.S., ME, or MAS; ME to ME; or MAS to MAS) may request the change by filing the Change of Degree, Major, and/or Declare Concentration, Project or Thesis form in eForms for Degree Works. The change of degree request will be reviewed and approved by the proposed new co-terminal adviser and academic department before the change is recorded. Once a degree change is recorded, students are required to file a new Plan of Study. Instructions for completing a new Plan of Study are detailed in the Academic Planning section of this handbook.

Co-terminal students who wish to transfer from a professional degree to a research degree (ME or MAS to M.S.) in the same academic unit or to a degree in a different academic unit must submit a new co-terminal application. Instructions for applying to co-terminal studies are detailed in the Applying section of this handbook.
IX. Withdrawing from the Co-Terminal Program

Students may request to withdraw from the co-terminal program before the completion of the degree requirements. To place a withdrawal request, students may complete the Co-Terminal Withdrawal Form available at the Graduate Academic Affairs website (http://web.iit.edu/gaa/students/student-forms).

Students who choose to withdraw from the co-terminal program will be converted to an undergraduate student status only and will be able to complete their undergraduate degree pursuant to Undergraduate Academic Affairs policies. These students may apply to an IIT graduate program at a future date, but they may not use any shared credit towards that program’s requirements.
X. Resources

<table>
<thead>
<tr>
<th>I have a question about</th>
<th>Please contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applying</td>
<td>Office of Graduate Academic Affairs</td>
</tr>
<tr>
<td>Billing</td>
<td>Student Accounting</td>
</tr>
<tr>
<td>Co-terminal policies</td>
<td>Co-Terminal and Dual Degree Manager</td>
</tr>
<tr>
<td>Commencement</td>
<td>IIT Commencement</td>
</tr>
<tr>
<td>Degree audit</td>
<td>Co-Terminal and Dual Degree Manager</td>
</tr>
<tr>
<td>Degree conferral</td>
<td>Co-Terminal and Dual Degree Manager</td>
</tr>
<tr>
<td>Degree plan (Plan of Study)</td>
<td>Co-Terminal and Dual Degree Manager</td>
</tr>
<tr>
<td>Diploma distribution</td>
<td>One Stop</td>
</tr>
<tr>
<td>Graduate courses</td>
<td>Co-terminal adviser</td>
</tr>
<tr>
<td>Graduate probation</td>
<td>Office of Graduate Academic Affairs</td>
</tr>
<tr>
<td>Financial aid</td>
<td>Office of Financial Aid</td>
</tr>
<tr>
<td>I-20 changes</td>
<td>International Center</td>
</tr>
<tr>
<td>Leaves of absence</td>
<td>Office of Undergraduate Academic Affairs</td>
</tr>
<tr>
<td>Registration</td>
<td>One Stop</td>
</tr>
<tr>
<td>Scholarships</td>
<td>Office of Financial Aid</td>
</tr>
<tr>
<td>Undergraduate courses</td>
<td>Major adviser</td>
</tr>
<tr>
<td>Undergraduate probation</td>
<td>Office of Undergraduate Academic Affairs</td>
</tr>
<tr>
<td>Withdrawing from co-terminal program</td>
<td>Co-Terminal and Dual Degree Manager</td>
</tr>
<tr>
<td>Visa/international status inquiries</td>
<td>International Center</td>
</tr>
</tbody>
</table>

Important Links

Graduate Academic Affairs: [http://web.iit.edu/gaa/](http://web.iit.edu/gaa/)

Undergraduate Academic Affairs: [http://web.iit.edu/ugaa](http://web.iit.edu/ugaa)

Graduation Application: [my.iit.edu](http://my.iit.edu)

Choose the “Academics” tab, followed by the “Student Records” link. You may then select “Apply to Graduate.”
XI. Contact Information

Lisa Harris  
*Co-Terminal and Dual Degree Manager*  
IIT Tower, Suite 7D7-1  
phone: 312.567.3647  
email: lharris5@iit.edu

*Office of Graduate Academic Affairs*  
IIT Tower, Suite 7D7-1  
phone: 312.567.3024  
email: gradcoll@iit.edu

*Office of Undergraduate Academic Affairs*  
IIT Tower, Suite 2F9-1  
phone: 312.567.3300  
email: ugaa@iit.edu

*Center for Disability Resources*  
Tech South, IC3-2  
phone: 312.567.5744  
email: disabilities@iit.edu

*IIT Commencement*  
[http://www.iit.edu/commencement/](http://www.iit.edu/commencement/)  
email: commencement@iit.edu

*International Center*  
MTCC, Room 202  
phone: 312.567.3680  
email: icenter@iit.edu

*Office of Financial Aid*  
Perlstein Hall, 206  
phone: 312.567.7219  
email: finaid@iit.edu

*Office of Graduate Admission*  
Perlstein, Room 203  
phone: 312.567.3020  
email: gradstu@iit.edu

*Office of the Registrar*  
Tech South, Suite 2016  
phone: 312.567.3100  
email: registrar@iit.edu

*One Stop*  
MTCC, Room 106  
phone: 312.567.3810  
email: onestop@iit.edu

*Student Accounting*  
Tech Central, 4th Floor  
phone: 312.567.3794  
email: sa@iit.edu

*Student Affairs*  
MTCC, Room 209  
phone: 312.567.3081  
email: dos@iit.edu

*Student Health and Wellness Center*  
IIT Tower, 3rd Floor  
phone: 312.567.7550  
email: student.health@iit.edu