Co-Terminal
Plan of Study Guide
What is the Plan of Study?

The Plan of Study is the vehicle for establishing each co-terminal student’s graduate program with the Office of Graduate Academic Affairs. Co-terminal students must submit a formal Plan of Study in Graduate Degree Works during their first semester of enrollment in the co-terminal program. The Plan of Study must be approved by the co-terminal adviser, academic department, and the Office of Graduate Academic Affairs. Students who do not file a Plan of Study by the end of their first semester will be dismissed from co-terminal study.

The Plan of Study should include all courses needed to complete the graduate portion of the co-terminal degree. 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 degree-specific details.

MyIIT Portal Login

Plan of Study forms may be submitted through the university’s Graduate Degree Works system, located in the MyIIT portal. From the MyIIT Portal select the Academics tab.
Navigate to the Graduate Academic Affairs channel and choose “Graduate Degree Works for Students.”

Graduate Degree Works should now launch without having to login again. You should not be prompted to login again unless Graduate Degree Works times out. A time out will occur if the webpage is not active for more than 15 minutes.
Before You Begin

Before completing your Plan of Study, consider whether you need to obtain approval for any of the following:

- Change of adviser
- Change of degree or major (restrictions apply)
- Transfer credit
- Course substitution and exception
- Declare or change concentration/specialization
- Declare or change project option
- Declare or change thesis option

If you need to submit one of the above requests, you should do so before completing a Plan of Study.

Shared Courses

Before you submit your Plan of Study, you must also designate which courses you will share between your undergraduate degree and your graduate degree. IIT allows co-terminal students to share up to 9 credit hours between their undergraduate and graduate programs; however, some programs allow a smaller amount of shared credit or no shared credit. If you are eligible for shared credit, you must designate which courses you intend to share through an eForm request in Graduate Degree Works.

Previously Completed Courses

Keep in mind that your Plan of Study is for intended current and future courses only. However, if you have a completed graduate-level course that you would like to include in your Plan of Study, you may put it in the current semester of your plan. Write a comment in your submission form so each approver understands that you took the course in a previous semester but wish to include it in your graduate program.
Designating Shared Courses

If you are eligible for shared credit, you must designate which courses you intend to share through an eForm for Degree Works request.

To access eForms for Degree Works, please click on the eForms link at the top of the Degree Works page.

On the eForms main page, choose “Co-Terminal Shared Credit and/or Course Substitution and Exception” and click on “Submit.”

Within the Co-Terminal Shared Credit eForm, you will click on “Add New Shared Course Request.”
Indicate the course department, name, credit hours, year, and grade received. If the shared course has not yet been completed, leave the year field blank and enter the grade “N/A.” Click on “Add” to submit the course.

Once you have added all of the desired shared courses, add any necessary comments and click on “Save and Submit.”
Your Co-Terminal Shared Credit and/or Course Substitution and Exception request will then be sent to your co-terminal adviser, academic unit, and Graduate Academic Affairs for approval. You will be contacted via email if revisions are necessary.

Once your request is approved, your shared courses are part of your Plan of Study. Completed shared courses will be added to your graduate degree, and the update will be incorporated into your Graduate Degree Works audit and your graduate transcript. Approved shared courses planned for a future term will be added to your graduate degree once they have been completed.

**Note:** When you complete a shared course that has been approved via eForms, it cannot be removed from the graduate program or changed later. Once the shared course has been approved and completed, it is part of your Plan of Study and graduate degree.
Creating Your Plan of Study

Once your Shared Courses have been approved, you may submit your Plan of Study. The Graduate Degree Works landing page will automatically display your undergraduate degree. Use the drop down menu to switch the display to your graduate degree.

You should now see the Audit for your graduate degree. To file a Plan, click on the Plans tab.
To start a new Plan, you will first need to enter a description for your plan (ex. Master of Chemical Engineering New Plan).

The Plan is organized by academic term. To add a term, click on the plus sign at the top of the Plan tab:
Once you select a term, it will be added to your Plan:

In the right-hand column “Still Needed,” you will see your graduate degree type and major. By clicking on the arrow next to your major, you will be able to view all the course requirements for your degree. You may drag a course from the “Still Needed” column and drop it in the gray academic term bar in order to add the course to that semester.
The course should now display in your Plan in the desired semester.

Continue adding terms and courses until you have planned all the future courses for your degree.

NOTE: You will not be able to submit courses taken in previous semesters. If you have a previously completed course you would like to include in your graduate Plan of Study, put in the current semester. Make sure to write a comment in your submission form so each approver understands which courses have been completed.

To review your planned courses against your graduate degree requirements, click on the “Audit” button in the lower-right corner of your screen.
The Plan Audit will alert you to degree requirements that have not been met by your Plan.
Once you are satisfied with your Plan of Study, click on the “Save” button in the lower-right corner of your screen. You may choose to “Save” the Plan for a later submission, or “Save and submit for approval” which will forward your Plan to your co-terminal adviser for review.

Your Plan of Study will then be sent to your co-terminal adviser, academic department, and Graduate Academic Affairs for approval. You will be contacted via email if revisions are necessary.
What Happens if You Don’t Adhere to Your Plan of Study?

Whether because of course availability or a change in interest, sometimes students do not actually take the exact same courses that are listed on their Plan of Study. This is fine as long as you complete the appropriate steps to ensure that your Plan of Study is always up to date and accurate. You can do that in the following ways:

- Submit a **Course Substitution and Exception Request eForm** in Graduate Degree Works
  - The “required” course is the course that was on your Plan, which you never completed
  - The “completed” course is the actual course you completed
- Submit a **Transfer Credit eForm** in Graduate Degree Works
  - Use this eForm if you completed a course outside of your degree program, which you want to count in place of a required/elective course that was on your plan

Note that any changes to your Plan of Study should be documented *before* the course is taken.

Your requests will then be sent to your co-terminal adviser, academic department, and Graduate Academic Affairs for approval. You will be contacted via email if revisions are necessary.

Once your request is approved, your courses will be updated and the update will be incorporated into your Graduate Degree Works audit and your graduate transcript.

Questions?  gradcoll@iit.edu or 312.567.7136