Co-Terminal
Shared and Non-Shared Courses
eForm Guide
Planning Your Co-Terminal Study

In your first semester of enrollment in co-terminal study, you should meet with your co-terminal adviser to plan your path to graduate degree completion. Illinois Tech allows co-terminal students to share up to nine credit hours between their undergraduate and graduate programs; however, some programs allow a smaller amount of shared credit. As part of your advising meeting, you should decide with your adviser which of your courses will be shared courses, and which courses will be used exclusively for your graduate degree. You should also consider whether there are any graduate-level (500+) courses that you intend to use exclusively toward your undergraduate degree.

Once you and your adviser have agreed on a plan, you need to declare your course choices through the submission of the Co-Terminal Shared and Non-Shared Courses eForm.

Access eForms through Graduate Degreeworks

eForm requests are submitted through the university’s Graduate Degree Works system, located in the MyIIT portal. From the MyIIT Portal select the Academics tab, then Graduate Degree Works.
The eForms for Degree Works system can be accessed by the eForms tab within Graduate Degree Works.

Step 1: Declare Specialization and/or Make Other Changes

If you need to declare a specialization, thesis, or project option, you should make that request before beginning your Co-Terminal Shared and Non-Shared Courses eForm. You may do this by selecting the Change of Degree, Major, and/or Declare Concentration form:

Select an eForm option below:

- Change of Adviser (Form G410)
- Change of Degree Major, and/or Declare Concentration, Project or Thesis Option with Transfer Credit and/or Course Substitution and Exception
- Change of Degree, Major, and/or Declare Concentration, Project or Thesis Option (Program options only)
- Transfer Credit and/or Course Substitution and Exception
- Co-Terminal Shared Credit and/or Course Substitution and Exception
- View status of Degree Works Plan of Study (Form G401/406) Submissions
- Review All eForms Submissions
Select the appropriate modifications to your degree program and click “Save and Submit.” Once this form is fully approved by your co-terminal adviser, department chair, and Graduate Academic Affairs, you will be able to proceed to your Co-Terminal Shared and Non-Shared Courses eForm.

**Step 2: Complete Co-Terminal Shared and Non-Shared Courses eForm**

When you are ready to begin your Co-Terminal Shared and Non-Shared Courses eForm, navigate to the eForms menu.

Select an eForm option below:

- Change of Adviser (Form G410)
- Change of Degree Major, and/or Declare Concentration, Project or Thesis Option with Transfer Credit and/or Course Substitution and Exception
- Change of Degree, Major, and/or Declare Concentration, Project or Thesis Option (Program options only)
- Transfer Credit and/or Course Substitution and Exception
- Co-Terminal Shared Credit and/or Course Substitution and Exception
- View status of Degree Works Plan of Study (Form G401/406) Submissions
- Review All eForms Submissions

Select “Co-terminal Shared Credit and/or Course Substitution and Exception”

Click on “Create New Request.”
The upper right information block details the credit hour requirements for your paired co-terminal degrees, as well as the maximum amount of shared credit your co-terminal program allows. The two request categories in the main body of the page allow you to 1) submit your graduate degree course selections and 2) any course substitution requests for your articulated graduate curriculum.
Enter Graduate Course Selections

To begin, navigate to the “Shared and Non-Shared Course” section of the form and click on “Add New Shared/Non-Shared Course Request.”

Start entering your selected courses. Choose the appropriate Illinois Tech department for your course. Note: ENGR courses have the department Armour College Dean’s Office and SCI courses have the department College of Science Dean’s Office.

Select the appropriate course from the drop-down menu. The course’s credits should populate automatically. If you have already taken the course, the Year and Grade fields might populate as well. If you have not yet taken the course, chose the current year for Year and N/A for Grade.

The “Apply as” drop-down menu will allow you to indicate how your course should be applied to your graduate degree.

- Choose “Shared (use in both programs)” for your selected shared credit.

- For any courses you wish to use for your graduate degree only, choose either “Non Shared 400 Exclusively for GRAD” or “Non Shared 500 Exclusively for GRAD” depending on the course level.
Click on “Add.” The course should now populate in the “Shared and Non-Shared Course” request section. You will also see a credit hour total for your submitted graduate course selections at the bottom of the section.

Click on “Add.” The course should now populate in the “Shared and Non-Shared Course” request section. You will also see a credit hour total for your submitted graduate course selections at the bottom of the section.
Keep adding your course selections until you have accounted for all of your degree requirements. 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. You may find your degree’s official requirements in the Graduate Bulletin: bulletin.iit.edu/graduate.

Enter 500-Level Undergraduate Course Selections

Some students may wish to use 500-level courses toward their undergraduate degree requirements. Because 500-level courses (and above) are automatically considered graduate courses, you will need to indicate that you instead want to apply a 500-level course toward your undergraduate degree only. You may do this by entering the course through the same “Shared and Non-Shared Course” request section, but this time choosing “Non Shared 500 Exclusively for UG” from the “Apply as” drop-down menu. Click on “Add.”

The undergraduate-only 500-level course will not be added into your Total Graduate Credits at the bottom of the form.
Enter Course Substitutions

If you plan to take an alternate course in place of one of your degree’s required courses, you will need to submit a course substitution request. Reminder: you may find your degree’s official requirements in the Graduate Bulletin: [bulletin.iit.edu/graduate](http://bulletin.iit.edu/graduate).

To enter a course substitution request, navigate to the “Course Substitution” section of the form and click on “Add New Course Substitution Request.”

Enter the course you plan to take/have taken in the “Course Completed” drop-down menu. Indicate the course it is replacing – *the degree-required course* – in the “Course Required” drop-down menu. In the below example, the student wishes to use the course MMAE 542 to replace the program’s required course, MMAE 501.

Click on “Add.”
Once you have completed all of your requests, enter any additional notes in the “Comments” section. Click “Save and Submit.”

Your Co-Terminal Shared and Non-Shared Courses eForm will be reviewed by your co-terminal adviser, department chair, and Graduate Academic Affairs. You will be notified via your Illinois Tech Hawk email address when the form is approved/rejected, as well as if any revisions are necessary. You can log into eForms at any time to see the status of your eForms (and where they are in the queue).

Once your request is approved, your completed courses will be added to your graduate degree, and the update will be incorporated into your Graduate Degree Works audit and your graduate transcript. Future planned courses will be added to your graduate degree once they have been completed.

**What Happens if You Don’t Adhere to Your Declared Co-Terminal Shared and Non-Shared Courses?**

Whether because of course availability or a change in interest, sometimes students do not always take the exact same courses that are listed in their Co-Terminal Shared and Non-Shared eForm. This is fine as long as you complete the appropriate steps to ensure your course selections are approved by your academic department and Graduate Academic Affairs. You will do that in the following ways:

- **If the courses you take instead do still meet your program’s core or elective requirements, you do not need a new Co-Terminal Shared and Non-Shared eForm.**
  - Example: You put ECE 586 on your form, but took ECE 585 instead. Since both are electives within the program, a new form is not needed.
  - Check your Degree Works graduate audit to make sure these courses are populating in the correct areas (core/elective)

- **If the courses you take instead do NOT meet your program’s core or elective requirements, you need to submit an eForm:**
  - Course Substitution eForm: For courses within your academic major that do not specifically meet program requirements
    - Example: Let’s say CAE 503 is required (it’s a core class), but you took CAE 526 instead (an elective). These are both CAE courses, so use the Course Substitution eForm.
  - Internal Transfer eForm: For courses outside of your academic major that do not specifically meet program requirements
    - Example: You are a CAE major and you are taking an INTM course. This course is outside of CAE, so use the Internal Transfer eForm.

Note that any changes to your declared Co-Terminal Shared and Non-Shared Courses 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? cotermdegrees@iit.edu or 312.567.3024