

Co-Terminal Shared and Non-Shared Courses eForm Guide

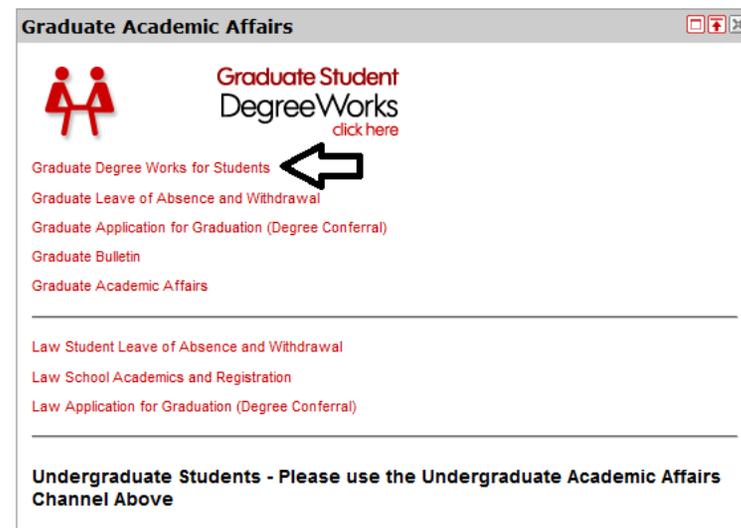
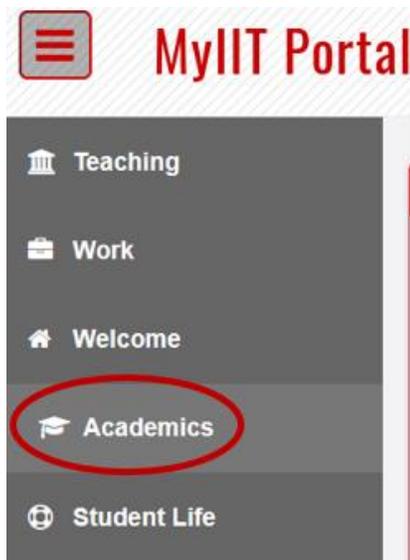
Planning Your Co-Terminal Study

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.

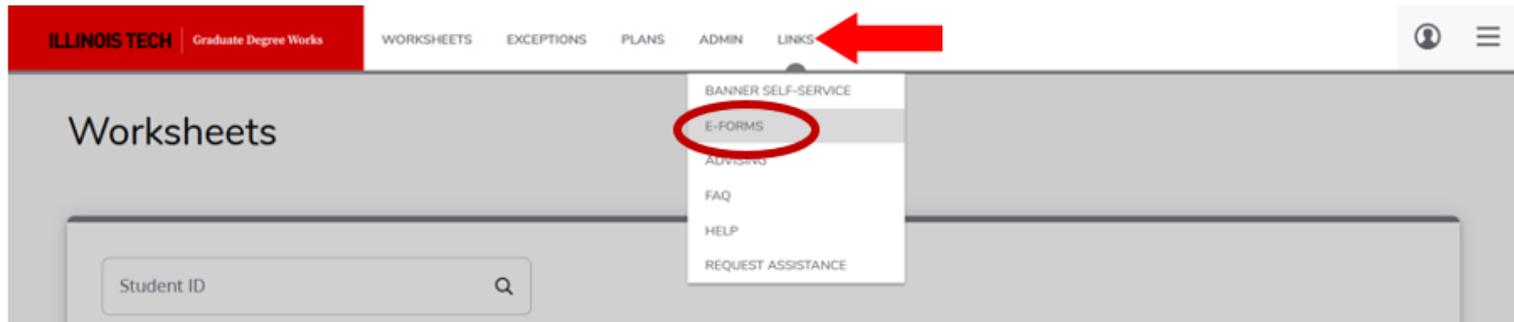
Once you and your adviser have agreed on a plan, you need to declare your course choices through the submission of the Co-Terminal Shared and Non-Shared Courses eForm.

Access eForms through Graduate Degree Works

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

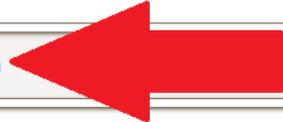
Select the appropriate modifications to your degree program and click "Save and Submit." Once this form is fully approved by your co-terminal adviser, department chair, and Graduate Academic Affairs, you will be able to proceed to your Co-Terminal Shared and Non-Shared Courses eForm.

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.”

Co-Terminal Shared Courses

Co-terminal Shared Courses

Illinois Tech allows co-terminal students to share up to 9 credit hours between their undergraduate and graduate degree programs; however, shared course eligibility and credit limits vary by program. Your graduate degree program's limit on shared credit is displayed in the section to the right of this text titled "Max shared". Please consult your co-terminal adviser for specific questions about shared course use restrictions. Shared courses must be approved by the co-terminal adviser and graduate department. These courses must also be completed with a minimum grade of "C" or "S" for satisfactory.

Co-terminal Non-Shared Courses

Non-shared courses are used to fulfill either undergraduate or graduate degree program requirements, but not both. These credits are what remains after shared credits are deducted from both programs' credit hour requirements. Non-shared courses for graduate program use are typically limited to 500+ level courses. However, some graduate programs may allow the use of 400 level undergraduate upper division courses subject to a maximum of 12 credits (or less). Program specific limits are found in the Graduate DegreeWorks Worksheet.

Declaration of Graduate Co-terminal Courses

During the first semester of co-terminal enrollment, the student is required to file a declaration of co-terminal shared and non-shared courses intended for graduate program use. Before filing this declaration, the student should first carefully review the Graduate DegreeWorks Worksheet to understand all course requirements and options, then proceed with filing the declaration below. Note: The only method by which a student may officially change this declaration in the future is by initiating and obtaining formal approval of a Course Substitution and Exception request.

Co-Terminal required credit hours

BS-AE	127
ME-MAE	30
Max shared	9
Min required	127+30-9=148

Co-Terminal Shared Courses

Shared and Non-shared Course

No Shared Course Requests

Add New shared/non-shared Course Request

Course Substitution

Course Substitution

No Course Substitution Requests

Add New Course Substitution 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."

Co-Terminal Shared Courses

Shared and Non-shared Course

No Shared Course Requests



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 of 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, choose 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.

***Please refer to the shared course section of the Co-Terminal Handbook regarding rules and guidelines for shared courses.*

IIT Department:* Mechanical, Materials And Aerospace Engg ▼

Course:* MMAE501-Engineering Analysis I ▼

Credits:* 3

Year: 2018 ▼

Grade:* N/A ▼

Apply as:* Non Shared 500 Exclusively for GRAD ▼

[Add](#) [Clear](#)

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.

Co-Terminal Shared Courses

Shared and Non-shared Course

<input type="checkbox"/>	Req No.	IIT Department Name	Shared Course	Year	Grade	Credits	Apply as
<input type="checkbox"/>	1	Mechanical, Materials And Aerospace Engg	MMAE501: Engineering Analysis I	2018	N/A	3	Non Shared 500 Exclusively for GRAD
Total Graduate Credits : 3							

[Delete Selected](#) [Add New shared/non-shared Course Request](#)

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.”

Shared and Non-shared Course

■	Req No.	IIT Department Name	Shared Course	Year	Grade	Credits	Apply as
<input type="checkbox"/>	1	Mechanical, Materials And Aerospace Engg	MMAE501: Engineering Analysis I	2018	N/A	3	Non Shared 500 Exclusively for GRAD
<input type="checkbox"/>	2	Mechanical, Materials And Aerospace Engg	MMAE510: Fundmntls of Fluid Mechanics	2018	N/A	4	Non Shared 500 Exclusively for GRAD
<input type="checkbox"/>	3	Mechanical, Materials And Aerospace Engg	MMAE540: Robotics	2018	N/A	3	Non Shared 500 Exclusively for UG
Total Graduate Credits : 7							

Delete Selected

Add New shared/non-shared Course Request

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

Enter Course Substitutions

****Course Substitution Request eForm can only be used for 500-level non-shared graduate courses.****

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.

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.

Course Substitution Request ✕

Courses taken within the assigned IIT academic department may be considered to substitute for a required course in the degree plan, pending academic adviser and departmental approval.

Course Completed:* MMAE542-Applied Dynamical Systems ▼

Credits:* 3

Course Required:* MMAE501-Engineering Analysis I ▼

Credits:* 3

Click on "Add."

****Unpaired co-terminal program requirements should to be fulfilled as identified in the Graduate Bulletin. No substitutions are allowed for any of the course requirements.**

****Accelerated Master's Program students are expected to follow their graduate program as outlined in the Graduate Bulletin.****

****If a student wishes to make a change to any 400-level courses used for the graduate program or their shared courses after the original *Co-Terminal Shared/Non-shared Course Declaration* has been submitted and approved, a **new** complete *Co-terminal Shared/Non-shared Course Declaration* will need to be submitted.****

Shared Courses

Shared courses are determined by your department. Contact your co-terminal advisor.

- **For paired programs:** both the undergraduate and graduate divisions of the department have predetermined how many credits can be shared and what courses can be used as shared.
- **For unpaired programs:** courses to be shared must be agreed upon by you co-terminal advisor and undergraduate degree department and exist in both programs' guidelines outlined in the Bulletins.

Once ***Co-terminal Shared/Non-shared Course Declaration has been completed and approved***, you must notify Graduate Academic Affairs if you wish to make a change.

- Send an email to cotermdegrees@iit.edu. The email should include:
 - Shared course you no longer wish to share
 - Course you would like to use a replacement
- A new complete *Co-terminal Shared/Non-shared Course Declaration* will need to be submitted. Please wait until GAA responds to your shared course email before submitting a new eForm.

Which courses **cannot** be used as shared courses after the original Co-terminal Shared/Non-shared Course Declaration is submitted?

- Courses that have already been completed and graded.
- Student is currently taking the course and is far enough along to have an idea of the grade outcome.

400-level Credits

Make sure to verify the number 400-level credits allowed for your Master's program.

- Check your program in the Bulletin of academic year you are starting your Master's degree for the number of 400-level credits allowed for your program.
- Go to Graduate Degree Works and review rules under the Major Section of your record.

Once 400-level credits have been declared for your Master's degree, you need to notify Graduate Academic Affairs if you wish to make a change.

- Send an email.
 - 400-level course you no longer wish to use
 - Course you would like to use a replacement
- A new complete *Co-terminal Shared/Non-shared Course Declaration* will need to be submitted. Please wait until GAA responds to your shared course email before submitting a new eForm.

Which courses **cannot** be used once the original declaration has been approved?

- Courses that have already been completed and graded.
- Student is currently taking the course and is far enough along to have an idea of the grade outcome.

Course 497 for Any Program

- Course 497 cannot be used in any Master's program unless the rules for the program explicitly indicates that 497 is allowed in the relevant Bulletin rules.
 - If 497 is not explicitly listed as a course option or requirement, the student may submit a G701 for special consideration.

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.

The following refers to students in ***paired co-terminal programs only***. Students in unpaired programs may use course substitutions as long as the courses are still explicitly listed in the Bulletin guidelines for the graduate degree they are pursuing.

- **If the courses you take instead do still meet your program's core or elective requirements**
 - 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.

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