Co-Terminal Student Orientation Session

September 2020
Agenda

• What are co-terminal degrees exactly?
• Academic planning
• Financial Aid and International Center planning
• eForms and Degree Works tutorial
• Success in the co-terminal program
Co-terminal Degrees in Detail
What is a co-terminal degree?

- Earn Bachelor’s and Master’s credits concurrently
- Reduced credit hour requirements
- Shortened time to completion
- Degrees are awarded simultaneously
Am I a graduate student?

- Undergraduate student status
  - Academic
  - Financial Aid
  - Housing
  - Visa status
- Graduate student status
  - Graduate degree requirements
  - Graduate academic probation
### Advising

<table>
<thead>
<tr>
<th>Co-Terminal Adviser</th>
<th>VS</th>
<th>Major Adviser</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate course selection</td>
<td></td>
<td>Undergraduate course selection</td>
</tr>
<tr>
<td>Project/thesis research</td>
<td></td>
<td>General education requirements</td>
</tr>
<tr>
<td>Encouraged advising meetings</td>
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<td>Mandatory advising meetings</td>
</tr>
<tr>
<td>Approves shared and nonshared courses for the Master’s program</td>
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<td>Approves UG petitions</td>
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</table>
Versus...Offices of Academic Affairs

- **Graduate Academic Affairs:**
  - Illinois Tech graduate academic policy and procedure
    - eForms process
    - Shared/nonshared credits
    - Specializations
    - Exceptions/substitutions for graduate courses
  - Graduate degree progress
  - Graduate academic standing

- **Undergraduate Academic Affairs:**
  - Illinois Tech undergraduate academic policy and procedure
  - Undergraduate degree progress
  - Undergraduate academic standing
  - Review eForms
Academic Planning
How to Plan Your Graduate Degree

- First declare a specialization, project or thesis option, if applicable
- Submit Co-Terminal Shared/Non-Shared Courses eForm by **November 3** or you will have a registration hold
- Submit via eForms Graduate Degree Works
Important Academic Rules

- Must maintain undergraduate status – enroll in 12 credits per semester

- 6 year completion rule (LOA does not extend time limit)

- You have 12 months to complete your graduate degree after undergraduate degree requirements have been met
Academic Standing Requirements

**Graduate standing**
Graduate cumulative GPA < 3.0 → graduate probation and may risk dismissal from graduate degree/co-terminal

**Undergraduate standing**
Overall cumulative GPA < 2.0 OR
Term GPA < 1.85 OR
Major GPA < 2.0
→ undergraduate probation and risk co-terminal dismissal
Changing your Co-terminal Status

- Transfer to a different co-terminal program
  - New co-terminal admission application may be required
    - Same department and equivalent degree, different major
    - New department
    - Higher degree (MAS to MS)

- Withdraw from co-terminal program
  - Co-Terminal Withdrawal Form (G218 Form) on Graduate Academic Affairs website (Forms for Students)
Receiving your co-terminal degrees

- You will only apply for UG degree conferral
- Degrees are awarded simultaneously
- May not attend UG ceremony early
- Eligible to participate in one commencement ceremony
  - Main Illinois Tech commencement ceremony
  - Plus one departmental commencement ceremony
Financial Aid & I Center
Planning your Financial Aid

• Co-terminal students utilizing federal aid must meet with a financial aid staff member within the first two weeks of the semester, and every semester after that.

• Co-terminal Financial Planning document – NOT the same as Co-Terminal Shared/Non-Shared Courses eForm.
Co-Terminal Planning Worksheet

Overview

This worksheet is intended for planning purposes only and cannot be considered a binding document. Financial aid eligibility for co-terminal students may differ from non co-terminal students as aid may be applied differently throughout the course of the program based on student enrollment. All newly admitted co-terminal students are required to meet with financial aid to review this worksheet.

Please note: This worksheet does not satisfy any requirements for Graduate Academic Affairs.

Student Information

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
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<tbody>
<tr>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Campus-Wide ID (AID)</th>
<th>Telephone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</table>

Financial Aid Eligibility
Planning Your Financial Aid

• Each term, aid is delayed until Financial Aid reviews your courses (this happens after Add/Drop)

• Students not using federal aid should come in after Add/Drop to meet with Financial Aid

• Most Illinois Tech Scholarships will automatically be extended to the end of your co-terminal (UG + GR) program
Planning as an International Student

- Plan classes with I-20 visa expiration date in mind.
  - If you can’t complete your degree by the current I-20 expiration date, you must apply for a program extension before your I-20 expires.

- OPT must begin within 60 days of degree coursework completion.
  - If 60 days lapse after BS classes are done, and then you choose to drop the co-term degree, you won’t be eligible for OPT unless you complete an MS degree.
eForms & Degree Works Tutorial
Documenting Your Graduate Program

Graduate Degree Works and eForms for Degree Works
- Graduate advising tools and request workflows
- Available in MyIIT portal (my.iit.edu)
Graduate Degree Works

Worksheets

eForms for Degree Works

Some options will not be available when an eForm is pending. Once the pending form is fully approved, other options will become available.

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
Complete Co-Terminal Shared/Non-Shared Courses eForm

<table>
<thead>
<tr>
<th>Select an eForm option below:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Change of Adviser (Form G410)</td>
</tr>
<tr>
<td>Change of Degree Major, and/or Declare Concentration, Project or Thesis Option with Transfer Credit and/or Course Substitution and Exception</td>
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<tr>
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</tr>
<tr>
<td>Transfer Credit and/or Course Substitution and Exception</td>
</tr>
<tr>
<td><strong>Co-Terminal Shared Credit and/or Course Substitution and Exception</strong></td>
</tr>
<tr>
<td>View status of Degree Works Plan of Study (Form G401405) Submissions</td>
</tr>
<tr>
<td>Review All eForms Submissions</td>
</tr>
</tbody>
</table>

Some options will not be available when an eForm is pending. Once the pending form is fully approved, other options will become available.
Submit Course Selections

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 advisor for specific questions about shared course use restrictions. Shared courses must be approved by the co-terminal advisor 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 Shared Courses
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Co-Terminal required credit hours

<table>
<thead>
<tr>
<th>Program</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BS-AE</td>
<td>127</td>
</tr>
<tr>
<td>ME-MAE</td>
<td>30</td>
</tr>
<tr>
<td>Max shared</td>
<td>9</td>
</tr>
<tr>
<td>Min required</td>
<td>127+30-9=148</td>
</tr>
</tbody>
</table>

Add New shared/non-shared Course Request

Course Substitution
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No Course Substitution Requests

Add New Course Substitution Request
Choose How to Apply Course

• Shared Courses (up to 9 credit hours, depending on program)
• Non-Shared 400-level or 500-level exclusively for graduate program
Enter 500-Level UG Courses

<table>
<thead>
<tr>
<th>Req No.</th>
<th>IIT Department Name</th>
<th>Shared Course</th>
<th>Year</th>
<th>Grade</th>
<th>Credits</th>
<th>Apply as</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Mechanical, Materials And Aerospace Engg</td>
<td>MMAE501: Engineering Analysis I</td>
<td>2018</td>
<td>N/A</td>
<td>3</td>
<td>Non Shared 500 Exclusively for GRAD</td>
</tr>
<tr>
<td>2</td>
<td>Mechanical, Materials And Aerospace Engg</td>
<td>MMAE510: Fundamentals of Fluid Mechanics</td>
<td>2018</td>
<td>N/A</td>
<td>4</td>
<td>Non Shared 500 Exclusively for GRAD</td>
</tr>
<tr>
<td>3</td>
<td>Mechanical, Materials And Aerospace Engg</td>
<td>MMAE540: Robotics</td>
<td>2018</td>
<td>N/A</td>
<td>3</td>
<td>Non Shared 500 Exclusively for UG</td>
</tr>
</tbody>
</table>

Total Graduate Credits: 7
Information to assist with Declaring Shared/Nonshared Courses for Graduate Program

• Shared Courses
  • **For paired programs**: both the undergraduate and graduate divisions of the department have determined how many credits can be shared and what courses can be used as shared.
    • Co-terminal adviser be able to tell you what they are.
    • List of paired program at: [http://bulletin.iit.edu/graduate/graduate-education/academic-programs/](http://bulletin.iit.edu/graduate/graduate-education/academic-programs/). It will be listed under the description of Co-Terminal Degree Programs.
  
• **For unpaired programs**: courses to be shared must be agreed upon by you co-terminal adviser and undergraduate degree department (primary adviser).
  • Courses need to be listed as options/requirements for your program in both the graduate and undergraduate bulletins.
Enter Course Substitutions

- For paired co-terminal programs only: eForm must be completed for any deviation from bulletin requirements
- Unpaired programs are not allowed any deviation from the bulletin requirements
What if my graduate course selections change?

• If you make any changes to your nonshared courses after your course declaration has been approved:
  • Course substitution eForm will need to be re-submitted indicating the course substitution. Paired Co-Terminal programs only
  • There are limits put on the number of credits for each.
  • The system will not allow you to add additional Shared or 400-level courses if you have already met the defined credit limit with previously approved eForm requests.
Changing Shared Courses

• Which courses **cannot** be used as shared courses?
  • After initial shared/nonshared eForm submission, any courses that have already been completed and graded.
  • Student is currently taking the course and is far enough along to have an idea what the grade outcome will be.

• Once shared courses are declared, you must notify Graduate Academic Affairs if you wish to make a change.
  • Send an email to coterm@iit.edu.
    • Shared course you no longer wish to share
    • Course you would like to use a replacement
    • New complete Shared/Nonshared eForm will need to be completed.
Changing 400-level Courses

• 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 for the number of 400-level credits allowed for your program.
  • Go to Graduate Degree Works and review rules under the Major Section
  • Ask your co-terminal adviser
Changing 400-level Courses Continued

• 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 to coterm@iit.edu.
    • 400-level you no longer wish to use
    • Course you would like to use as a replacement

• Course 497 cannot be used as graduate or shared courses for most programs
Students and using 497 for Graduate Program

• 497 in most programs is not considered a graduate level
  • Unless 497 is specifically mentioned in the rules for your graduate program in the bulletin, otherwise
  • Course 497 cannot be used as a shared course between the Bachelor’s and Master’s programs or for the Master’s only.
  • At this time, there are very few programs that are exceptions to this rule: Architecture and MDS degrees.
  • A G701 may be completed to petition to have an exception made to this rule.
Success in Co-terminal Studies
Stressors

- Increased time commitment
- More independent format
- Fewer grading opportunities
- Increased workload and study commitment
- Held to UG and GR policies and requirements
What can you do?

- Plan ahead and manage your time well
- Share concerns with and get to know your:
  - Co-terminal adviser
  - Faculty members
- Feel free to come see me
- Other helpful resources:
  - ARC
  - Student Health and Wellness Center
Resources

- Graduate Academic Affairs website:
  
  [http://web.iit.edu/gaa/co-terminal-degrees](http://web.iit.edu/gaa/co-terminal-degrees)

- Co-terminal FAQs (found at website above)

- Co-terminal Student Handbook (in progress)

- Co-terminal Shared and Non-Shared Courses eForm Guide (in progress)
Diane Fifles
Graduate Academic Affairs

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Questions?