Co-Terminal Faculty Handbook

ILLINOIS INSTITUTE OF TECHNOLOGY

Overview

Co-terminal degrees allow Illinois Tech students to simultaneously complete both an undergraduate and graduate degree (Bachelor's degree and Master's degree).

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 nine credit hours), students may complete both a bachelor's and master's degree in as few as five years.

Co-terminal students maintain their undergraduate student status while completing graduate coursework, and can maintain financial aid eligibility when applicable.

Eligibility Criteria for the Co-terminal Program

To be eligible to apply for a co-terminal program, a student must meet the following requirements:

- Be currently enrolled as an undergraduate student at Illinois Institute of Technology
- Have at least 12 undergraduate credits left to complete in their first semester of co-terminal study. For example, if a student wishes to apply for Fall 2019 co-terminal study, he or she must have at least 12 undergraduate credits left to complete in Fall 2019.
- Have completed at least 60 or more credit hours of applicable undergraduate coursework, with a minimum of 12 credits earned at Illinois Tech
- Have a minimum GPA of 3.0/4.0 or 3.25/4.0, depending on the specific requirements of the co-terminal degree program
- Have not yet applied for undergraduate degree conferral (i.e. graduation)

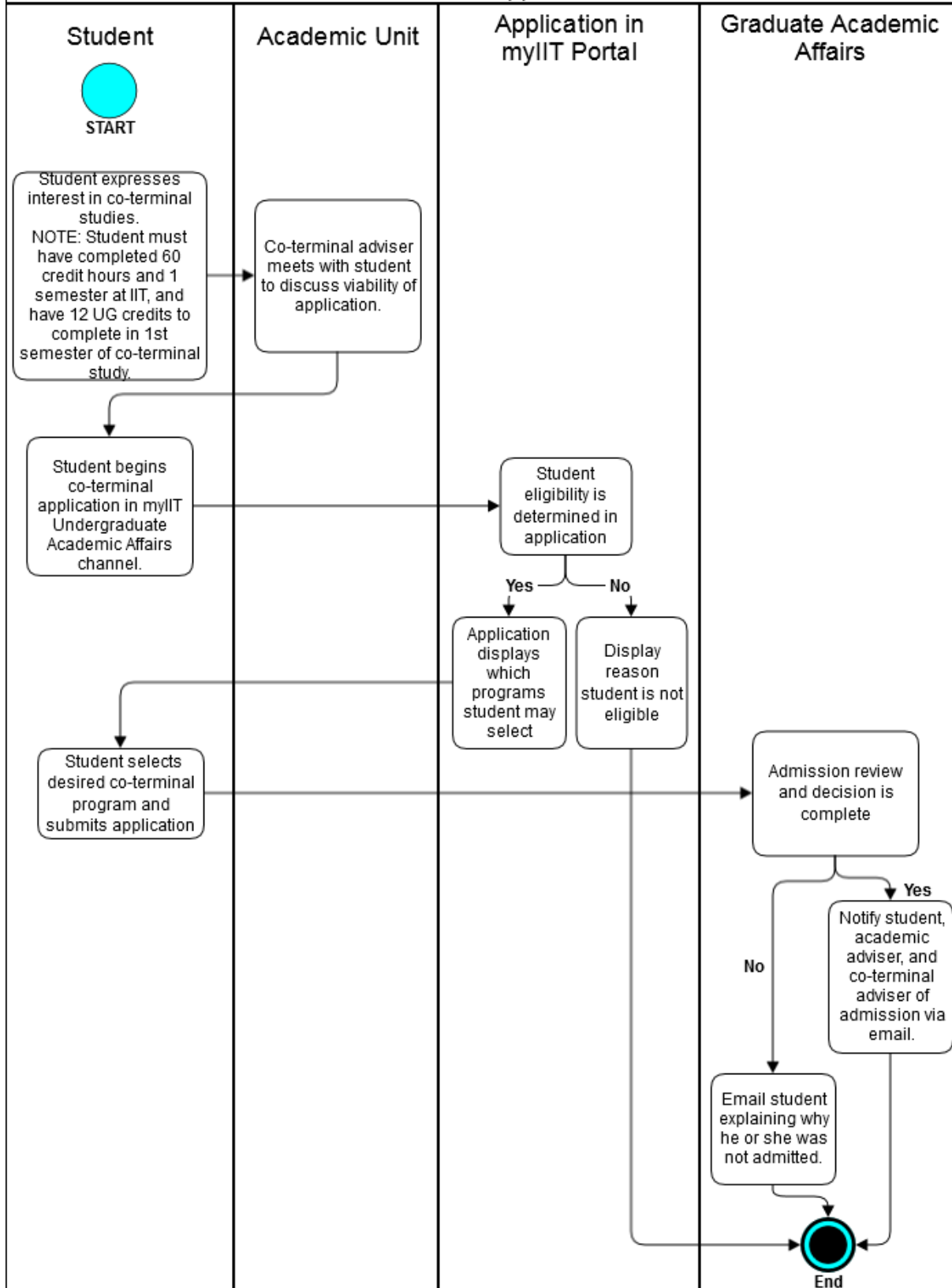## Applying to a Co-terminal Program

The co-terminal application process and admission decisions are coordinated through the Illinois Tech Office of Graduate Academic Affairs. Students can access the co-terminal admission application via the myIIT portal Undergraduate Academic Affairs channel.

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

Students are encouraged to meet with co-terminal faculty advisers before applying to the program to discuss eligibility requirements, and a tentative path to graduate degree completion. This will include consideration of potential shared credit and undergraduate and graduate course sequencing.

Co-Terminal Student Application Process

Student	Academic Unit	Application in myIIT Portal	Graduate Academic Affairs

START

Student expresses interest in co-terminal studies.
NOTE: Student must have completed 60 credit hours and 1 semester at IIT, and have 12 UG credits to complete in 1st semester of co-terminal study.

Co-terminal adviser meets with student to discuss viability of application.

Student begins co-terminal application in myIIT Undergraduate Academic Affairs channel.

Student eligibility is determined in application

Yes   No

Application displays which programs student may select

Display reason student is not eligible

Student selects desired co-terminal program and submits application

Admission review and decision is complete

Yes

No

Notify student, academic adviser, and co-terminal adviser of admission via email.

Email student explaining why he or she was not admitted.

End

Academic Planning

The Co-Terminal Shared and Non-Shared Courses eForm is the vehicle for establishing each co-terminal student's graduate degree plan with the Office of Graduate Academic Affairs. An official Co-Terminal Shared and Non-Shared Courses eForm is mandatory for co-terminal 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 access eForms for Degree Works via the eForms tab within the university's Graduate Degree Works system, located in the myIIT portal (https://my.iit.edu).

Co-terminal students may share up to nine credit hours between their undergraduate and graduate degree programs; however, please consult your co-terminal adviser for program-specific details.

To help students understand the Co-Terminal Shared and Non-Shared Courses eForm, you can refer them to the Co-terminal eForm Guide (http://web.iit.edu/gaa/co-terminal-degrees).

Academic Standing

Co-terminal students must complete all degree requirements within six years of their undergraduate matriculation. All graduate degree requirements must be completed within 12 months of the undergraduate degree requirements.

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 credit hours of declared 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 and may be dismissed in a future semester.

A student dismissed from co-terminal degree status may still complete the undergraduate degree following the academic rules of undergraduate study.

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.

Contact Information

Graduate Academic Affairs
IIT Tower, Suite 7D7-1
phone: 312.567.3024
email: cotermdegrees@iit.edu

Co-TerminalCourseofStudy

OPTIMAL TIMELINE

Semester 1	Semester 2	Semester 3	Semester 4	Semester 5	Semester 6	Semester 7	Semester 8	Semester 9	Semester 10	Semester 11	Semester 12

UNDERGRADUATE COURSEWORK

Student submits application

Semester of admission

Co-Terminal eForm submitted

STUDENT IS ELIGIBLE TO APPLY TO CO-TERMINAL

GRADUATE COURSEWORK

UP TO 6 YEARS STUDY ALLOWED

UP TO 6 YEARS STUDY ALLOWED

Degrees are conferred

INELIGIBLE FOR CO-TERMINAL