

Co-Terminal Degree Policies and Process

Issued by the Vice Provost for Academic Affairs

I. Academic Policies (FAQ):

1. Admission into any co-terminal program is the decision of the academic unit (AU) granting the advanced degree in consultation and collaboration with the Office of Graduate Admissions (GADM).
2. Applicants to co-terminal degree programs are required to complete the G421 Co-Terminal Degree Proposed Program of Graduate Study as part of the admission process. The form must be approved by an appropriate co-terminal adviser.
3. An application to a co-terminal degree program can be submitted after a student has earned at least 60 credit hours that are applicable to their primary degree program, and must have completed at least one full-time semester at IIT. Students must also be at least one semester away from graduation.
4. Upon acceptance into a co-terminal degree program, students are required to submit a G401 Program of Study (Plan) form for the purpose of academic review, financial aid eligibility, and the final degree audit. The student must maintain and update the Plan as necessary. Changes to the Plan are governed by the rules of graduate study and require prior approval before courses are completed.
5. It is critical that all co-terminal students consult with the Financial Aid Office (FAID) to discuss the effects of co-terminal study on their awards and to craft a program of study that fits their individual financial aid needs. Examples include but are not restricted to the following: federal aid for graduate studies requires the completion of all undergraduate course requirements – undergraduate Pell eligibility may be permanently lost if too many graduate courses are taken in a given semester.
6. Graduate academic standing review will not occur until a minimum of nine-hours of applicable graduate/shared coursework is completed.
 - a. If a student is placed on graduate academic probation, a G702 probation contact will be required in consultation with the Graduate Academic Unit (GAU) and appropriate co-terminal adviser.
 - b. Graduate academic standing will be evaluated each semester using the appropriate rules governing the graduate degree.
7. Dismissal from the co-terminal program will occur when a student fails to make the requisite academic progress in the graduate degree program in accordance with graduate academic standing rules, or is placed on undergraduate academic probation.
 - a. A student who is dismissed from co-terminal degree status may complete the undergraduate degree following the academic rules of undergraduate study.
 - b. A student who is dismissed from co-terminal degree status may apply for non-coterminous graduate degree admission in the future. Shared credit earned may not be applied to the graduate degree.

8. Co-terminal degrees are awarded simultaneously, but need not be completed simultaneously.
 - a. The undergraduate degree requirements may be completed in advance of the graduate degree requirements. In such cases, the undergraduate degree will be held until completion of the graduate degree, withdrawal from the co-terminal program, or dismissal from the co-terminal program.
 - b. Participation in the commencement ceremony with the student's undergraduate class may be approved upon submission of the online application for graduation. However, the student **will not** be awarded an undergraduate degree at this time.
 - i. In this case, the student will also apply online for graduation in the final semester of co-terminal degree requirement completion—a fee for both graduation applications is required.
 - c. Students who choose to apply for graduation and participate in commencement once, at the completion of all co-terminal degree requirements, pay a single graduation application fee.
 - d. The graduate degree requirements must be completed within 12 months of the undergraduate degree requirements, or else the student will be dismissed from the co-terminal program.
 - e. All degree requirements must be completed within six-years of undergraduate matriculation, or the student will be dismissed from the co-terminal degree program.
 - f. Students in the co-terminal degree program may be granted a leave of absence based on undergraduate and graduate regulations governing leaves.
9. The undergraduate residency requirement (the last 45 hours of undergraduate course work must be completed at IIT) applies to the co-terminal program. These hours may include approved co-terminal shared credit hours, but not the remaining graduate coursework.
10. Shared credit courses must be completed with a grade of C or better to be applied to the graduate degree requirements of a co-terminal program. However, this may result in graduate academic probation.

III. Process (For Internal Distribution only):

1. The Office of Graduate Admissions (GADM) is responsible for co-terminal degree content updates to the university website including FAQs, admission and financial aid information.
2. Co-terminal degree applicants submit the co-terminal admission application online. The application requires submittal of the G421 Co-Terminal Degree Proposed Program of Study Form, approved by the co-terminal adviser and submitted to the Office of Graduate Admissions, using a GADM designated process, before the admission decision is completed.
3. GADM determines eligibility for academic admission review of applicants based on co-terminal admission policy and a complete application packet. The GAU granting the graduate degree evaluates the eligible applicant and makes an admission recommendation by entering their decision in the DSS. *Admission into any co-terminal program is the decision of the GAU granting the advanced degree in consultation and collaboration with GADM.* GADM is responsible for applicant notification of the admission decision along with an estimate of the time-to-degree completion.
4. FAID is responsible for applicant, admitted and enrolled student notification of financial aid eligibility each semester, as appropriate.
5. The Offices of Undergraduate and Graduate Academic Affairs (AAFFAIRS) issue weekly electronic co-terminal reports of admitted, enrolled and outcome (candidacy) status for use by the required administrative/academic offices.
6. AAFFAIRS is responsible for conducting the academic standing review, and for making the dismissal decision, as appropriate to each coterminous degree in-progress, and will issue the appropriate correspondence to students.
7. AAFFAIRS is responsible for completing coterminous degree audits following the approved co-terminal degree requirements, and is responsible for awarding each coterminous degree, in the semester of graduation application, when all degree requirements have been satisfied.