

Accelerated Graduate Master's Program (AMP) Guidelines

Purpose

This document is intended to serve as a set of guidelines for the admission process and administration of the accelerated graduate master's degree education programs. These programs are offered through the Illinois Tech Accelerated Master's Program (AMP). These guidelines cover procedures for eligible students and for offices across the university involved in AMP. These offices include academic units, the registrar, undergraduate academic affairs, graduate academic affairs and admission.

Description

AMP is an umbrella program structured to offer students opportunities for completing accelerated master degrees at Illinois Tech. AMP is open to eligible current as well as recent graduates of baccalaureate degrees (within 3 years of graduation) from Illinois Tech subject to certain rules and conditions. However, current students must apply through the co-terminal degree programs (AMP-CT) and recent graduates through the advanced standing programs (AMP-AS) as described below.

AMP-CT Programs for Current students

Current undergraduate students apply to AMP through the co-terminal (AMP-CT) graduate admission process. They can indicate their initial interest in entering the program at any time during their undergraduate education; however, they must meet all co-terminal admission criteria and have at least 12 undergraduate credits left to complete in the first semester of co-terminal study to be eligible for AMP-CT.

Example 1: A student would like to begin the AMP-CT program in the fall semester next year.

This student must have earned at least 60 credits (a minimum of 12 credits earned at Illinois Tech) with a minimum earned GPA of 3.0/4.0, and have at least 12 undergraduate credits left to complete in that fall semester to be eligible for AMP-CT, even though the declaration of interest submitted much earlier during the student's UG education.

Types of AMP-CT for Current Students

The two types of AMP-CT are (1) Paired and (2) unpaired programs.

(1) The paired programs are structured to link two pre-determined programs together with up to 9 credit hours of shared courses that are also pre-determined. Upon being accepted to the program, the student must meet with his/her assigned graduate adviser. During the first semester of co-terminal enrollment, the student will enter the declaration of planned shared and non-shared courses for the graduate program in eForms, which is accessed through Graduate Degree Works. That declaration will be approved by the graduate (GR) adviser, the GR unit approver,

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reviewed by Undergraduate Academic Affairs, with final approval by Graduate Academic Affairs.

(2) The unpaired programs are intended to link a graduate program to an undergraduate program that does not have a pre-existing co-terminal program articulation. These unpaired programs require a more rigorous advising process, since the enrolled undergraduate degree program must satisfy all prerequisite and background requirements for the selected graduate program. And as such, up to 9 credit hours of shared courses, along with any deficiency and supplemental courses will need to be determined upon a meeting and discussion between both the undergraduate (UG) and co-terminal graduate (GR) advisers. The student need not be present for this advising review.

Admission Process for AMP-CT

The admission application may be initiated when the student has completed at least 60 or more credit hours of applicable undergraduate coursework, with a minimum of 12 credits earned at Illinois Tech.

The minimum GPA for admission varies by program; 3.0/4.0 is the institutional minimum. Each academic unit may establish a higher minimum GPA for admission through a formal CIM Program Proposal revision process. However, the minimum GPA for admission must be consistently applied to applicants for that graduate program (AMP and traditional masters).

Note: If the student has already applied for undergraduate degree conferral (i.e. graduation), he/she will not be eligible for AMP-CT and can be advised to apply for AMP Advanced Standing Graduate status (AMP-AS), as described later.

The Office of Graduate Admission will coordinate the advising effort between the UG and GR advisers in establishing the initial selection of shared and required deficiency courses. This will be facilitated through the admission platform (TargetX/Salesforce).

1. The platform requires a method to initiate the advising process between the UG and GR adviser and the prospective co-terminal applicant.
2. The platform requires a method to capture and store the course advice given to the undergraduate student for future reference during his co-terminal studies.
3. The platform also requires a communication with the student to confirm the advice given and next steps for planning his future admission (application).
4. The platform will process the formal admission to co-terminal studies when both the minimum earned hours and GPA threshold are reached.

The expected timeframe to process the pre-admission application, coordination between the two advisers and preparation of deficiency and shared course information is expected to be 10 business days.

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Admission approval is needed by both the UG and GR advisers as well as by the UG and GR Academic Affairs Offices to ensure compliance with program requirements for deficiency and shared courses. The workflow in the approval process includes (1) the GR adviser; (2) the UG adviser; (3) the UG Academic Affairs specialist; (4) the GR Academic Affairs specialist; and (5) the Graduate Admission enrollment adviser, who will issue the letter of acceptance to the student including required deficiency courses and approved shared course recommendations.

Upon notification of final admission, the student is encouraged to contact the GR adviser to discuss the requirements of the graduate degree program. During the 1st semester of co-terminal enrollment, the student will submit the declaration of shared and non-shared courses for graduate study using eForms and Graduate Degree Works.

Changing the Major Area of Study

If an AMP-CT student wishes to change his/her master degree program, the admission process will need to be reinitiated and any completed courses for the graduate program (shared or non-shared) at Illinois Tech will be assessed by the new graduate program adviser. The student is reminded that acceptance of these courses in the new program will require a thorough evaluation by both the UG and the new GR program adviser.

AMP-AS Programs for Recent Graduates of Baccalaureate Degrees

Recent graduates of Illinois Tech, who have received their baccalaureate degrees within 3 years, may apply to the accelerated master's program advanced standing (AMP-AS). Students may apply to any graduate program. However, they are encouraged to meet with the pertinent graduate program adviser for a preliminary discussion regarding the requirements of the degree, specialty areas, potential career opportunities and the number of deficiency courses required to satisfy any prerequisite requirements.

Note: Applicants will have earned the undergraduate degree within a maximum of 3 years prior to the semester of admission to the AMP-AS program.

Admission Process for AMP-AS Degrees

The requirement for admission is a GPA of 3.00/4.00 or higher depending on the program. Students will apply online. Graduate Admission will evaluate the application, compile necessary credentials, and make them available for review by the graduate program through the admission platform (TargetX/SalesForce). Furthermore, similar to the unpaired AMP-CT, the admission office will also identify the former UG adviser and new GR adviser, record their names on the platform and provide this information to the applicant. The GR adviser will review the application and discuss the matter with the former UG adviser, if necessary, to recommend admission.

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Deficiency courses should be identified during the admission process and the student informed via the admission letter. Also, if shared credits are variable, based on the student's undergraduate background, these too should be captured during the admission process and informed via the admission letter. This will ensure the student can plan for additional expenses before enrollment.

Admission approval is needed by the GR adviser and GR Academic Affairs specialist to ensure compliance with graduate program requirements for deficiency and shared courses. The workflow in the approval process includes (1) the GR adviser; (2) the GR Academic Affairs specialist; and (3) the Graduate Admission enrollment adviser, who will issue the letter of acceptance to the student including required deficiency courses and approved shared course recommendations.

Upon receiving admission, the student is required to meet with his/her GR adviser to discuss the requirements of the graduate degree program. During the 1st semester of advanced standing enrollment, the student will submit a declaration of deficiency courses and shared courses. Shared courses will be declared using the internal transfer credit option for graduate study using eForms and Graduate Degree Works.

Example 2: A student with a UG degree in engineering would like to apply to a graduate program in computer science.

This student is encouraged to meet with the AMP adviser from the graduate program (CS in this case) for a preliminary evaluation and counseling on potential deficiency courses, completion time and career opportunities. This informational session is important for the student to better understand the value of the graduate degree and the opportunities it provides. If decided to continue into the CS program, the student must formally apply online through the graduate admission portal. Graduate Admission will process the admission application and coordinate the advising review with the academic unit for the graduate degree program (in this example CS) of interest. The process of shared course and deficiency course determination is then completed (if required, in consultation with the undergraduate academic unit) and the student is notified of these in the admission letter, along with the name of the GR adviser. After formal admission to AMP-AS, and during the first semester of enrollment, the student will meet with the GR adviser and file the declaration of shared credit as outlined in the admission letter. Depending on the student's UG background, the number of shared credits may be limited. In no case will these credits exceed a total of nine.

Exception to 9 credit hour shared courses (Note: this is a proposal revision to the approved AMP policy document in 2018)

For master degrees with credit hours requirement in excess of 32, the number of undergraduate degree credit hours (shared courses) that can be applied toward the master degree is determined

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by the department. However, these credit hours are limited to 1/4 of the total credit hours required for the graduate master degree program or 15 credit hours, whichever is less.

Currently some master degree programs in psychology and architecture require more than 32 credit hours.

Changing the Major Area of Study

If an AMP-AS student wishes to change his/her master degree program, the admission process will need to be reinitiated and any courses to be shared from the undergraduate degree program, or courses completed or in-progress for the enrolled graduate program in-progress, must be reassessed by the new GR program adviser. The student is reminded that acceptance of these courses in the new program will require a thorough evaluation by the new GR program adviser.

Graduate Academic Probation

All AMP students are subject to graduate academic requirements for the calculation of good standing. An AMP-CT student's GPA for graduate academic probation will be based on all completed graduate courses including shared courses as applicable to graduate studies. An AMP-AS student's GPA is based on all graduate courses completed during the master degree program. The UG shared course (as approved in eForm) grades are counted in both the undergraduate and graduate GPA.

AMP Restrictions

The AMP-CT education requires simultaneous award of both UG and GR degrees. And as such, students are not eligible for a leave of absence, if such a leave will result in the time delay in completion of the graduate degree.

In all AMP degrees, a one-time utilization of up to nine credit hours of eligible shared courses is allowed. Thus after completing any AMP degree, students who are admitted to a second graduate program at Illinois Tech will not be eligible for any shared course credit hours.

Transfer Credit

External transfer credit is limited to a total of 9 credits, which includes any approved internal shared credit, for AMP-CT or AMP-AS use.

AMP Committee (Note: this is being proposed to the UFC)

This committee will be composed of AMP advisers from academic units and reports to the University Faculty Council (UFC). The committee's chair will be selected annually by the members. The AMP committee is expected to meet monthly during the academic year to bring up to the UFC any concerns, issues, questions regarding admissions, advising, handling of unusual cases, and any proposals for procedural changes.

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Admission Inquiries

For initial contact, applicants should reach out to the Graduate Admission Office and indicate their interest in the Illinois Tech AMP education. A graduate admission enrollment adviser will provide information regarding admission requirements, the pertinent program advisers' names and contact data, and a referral to a Financial Aid adviser for counseling.

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List of Current AMP Advisers (2019-2020)

Academic Unit	AMP Advisers	Alternate Adviser, AU Chair or Associate Dean
Architecture	Vedran Mimica	Eva Kultermann
Applied Math	Igor Cialenco (AM/AM & CS/AM) Michael Pelsmajer (AM/CS) Tom Bielecki (AM/M math finance) Lulu Kang (AM/M data Sc)	Chun Liu
Biology	Tanya Bekyarova Nick Menhart	Jialing Xiang
Biomedical Engineering	Bonnie Haferkamp	John Georgiadis
Business	Justine Grant	M. Krishna Erramilli
Chemistry	Benjamin Zion	Yuanbing Mao
Chemical and Biological Engineering	Sohail Murad (ChE/ChE & Chem/ChE) Satish Parulekar (BME/Biological Sc & BME/Biological Eng)	Sohail Murad
Civil Engineering	Brent Stephens (architectural eng) David Arditi (construction management) Jeff Budiman (geotechnical Eng) Zonhzi Li (transportation eng) Mehdi Modares (structural eng)	Brent Stephens
Computer Science	Dennis Hood	Bogdan Korel
Electrical and Computer Engineering	Jafar Saniie	Jafar Saniie
Food Science	Todd Diel	Britt Burton Freeman
Humanities	Greg Pulliam	Matthew Bauer
Institute of Design	Matthew Mayfield	Matthew Mayfield
ITM	Ray Trygstad and Jeremy Hajek	Ray Trygstad
INTM	Pam Houser and Mazin Safar	Mazin Safar
Mechanical, Materials and Aerospace Engineering	Kevin Cassel	Sud Nair
Physics	Carlo Segre	Grant Bunker
Psychology	Kelly Kazukauskas	Frank Lane
Social Science	Daniel Bliss	Jonathan Rosenberg