

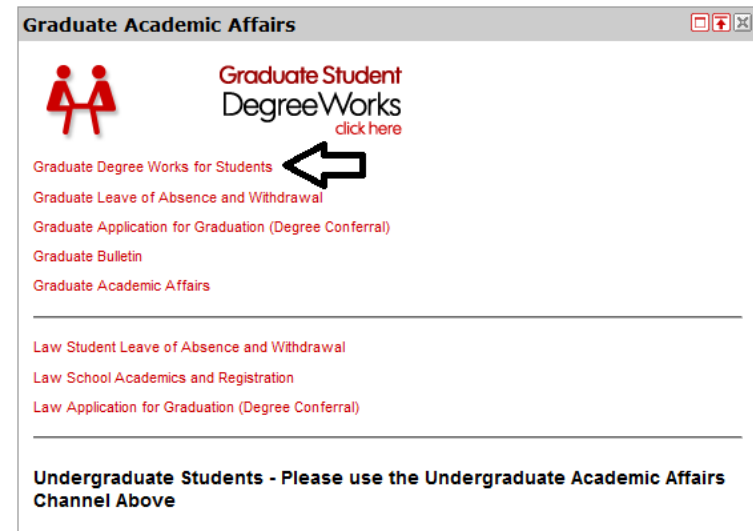
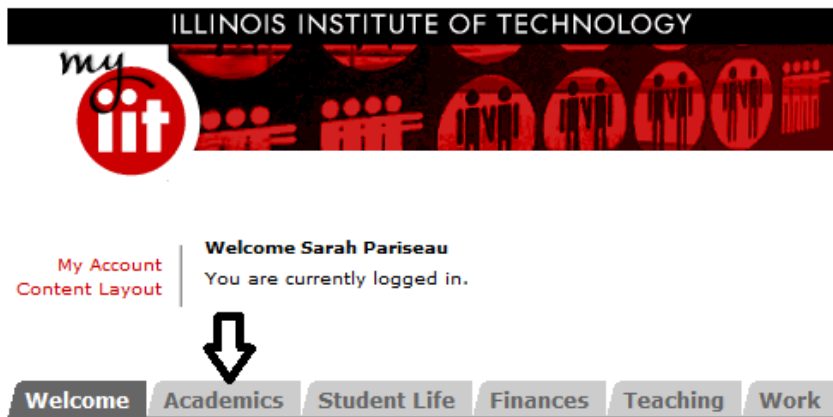
Co-Terminal Shared Credit & Plan of Study Guide

Your Plan of Study & Shared Courses

Before you submit your Plan of Study, you must designate which courses you will share between your undergraduate degree and your graduate degree. IIT allows co-terminal students to share up to 9 credit hours between their undergraduate and graduate programs; however some programs allow a smaller amount of shared credit or no shared credit. If you are eligible for shared credit, you must designate which courses you intend to share through an **eForm request** in Graduate Degree Works.

Access eForms and Plans of Study through Graduate DegreeWorks

eForm requests and Plan of Study forms 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.



Step 1: Submit Your Shared Courses

Be aware that your shared courses may be completed, in-progress, or future courses. Some co-terminal programs designate specific courses that must be shared; other programs do not. Your co-terminal adviser is your resource for this.

Shared credit is reviewed and approved your co-terminal adviser, department chair, and Graduate Academic Affairs.

ILLINOIS INSTITUTE OF TECHNOLOGY GRADUATE DEGREE WORKS

Banner Self-Service eForms FAQ Help

Find Student ID Name Degree Major Level Classification Last Audit Last Refresh

MAS Info Technology and Man GR Graduate No Today Today at 2:46 pm

Worksheets Plans Notes Exceptions GPA Calc

Worksheets > Format: Student View View Print/View PDF Process New

☒ Include in-progress classes ☒ Include preregistered classes Class History

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

Select “Co-terminal Shared Credit and/or Course Substitution and Exception”

**ILLINOIS INSTITUTE OF TECHNOLOGY**
Graduate eForms for Degree Works

Welcome [Hill, Jill Marie](#)
(Logged in as, Student)
[Home](#) | [Request Assistance](#) | [User Guide](#) | [Logout](#)

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

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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

**ILLINOIS INSTITUTE OF TECHNOLOGY**
Graduate eForms for Degree Works

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Co-Terminal Shared Courses

IIT allows co-terminal students to share up to 9 credit hours between their undergraduate and graduate programs; however, shared course eligibility and credit limits vary by degree program. Please consult your academic department and/or Graduate Academic Affairs for more information concerning your shared credit restrictions. Shared credit courses must be approved by your co-terminal adviser and graduate department, and must be completed with a grade of "C" or better or "S" for satisfactory.

When to file a course substitution and exception request: A course substitution is required when a student plans to take a course that does not follow published curriculum rules. Curriculum rules are published in the graduate bulletin and appear in the student's audit in Degree Works. Questions regarding acceptable course substitutions and exceptions may only be reviewed with the academic adviser and require both the approval of the academic unit and Graduate Academic Affairs.

Co-Terminal Shared Courses

Shared Course

No Shared Course Requests

[Add New Shared Course Request](#)

Course Substitution

Course Substitution


No Course Substitution Requests

[Add New Course Substitution Request](#)

Comments:*

[Save](#) [Save and Submit](#)

Input Shared Course Information

**ILLINOIS INSTITUTE OF TECHNOLOGY**
Graduate eForms for Degree Works

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Co-Terminal Shared Courses

IIT allows co-terminal students to share courses between their undergraduate and graduate degree programs. Please consult your academic advisor for more information. Shared credit courses must be approved by your co-terminal advisor.

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Co-Terminal Shared Courses

[Shared Course](#)

Course Substitution

[Course Substitution](#)

Comments:*

Coterminal Shared Course Request

1. You may add or remove courses to be shared between your undergraduate and graduate degree programs. Shared course eligibility and credit limits vary by degree program. Please consult your academic department and/or Graduate Academic Affairs for more information concerning your shared credit restrictions.

2. Shared credit courses must be completed with a grade of "C" or better or "S" for satisfactory.

IIT Department:*

--Select Department--

Shared Course:*

--Select Course--

Credits:*

☐

Year:

--Select Year--

Grade:*

--Select Grade--

Add

Clear

[New Shared Course Request](#)

[New Course Substitution Request](#)

Save

Save and Submit

In-Progress Courses

Note that if the shared course you are submitting is in-progress, the grade that will populate is N/A.

Graduate eForms for Degree Works

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Removed Coterminal shared course request from current Coterminal transfer. Click submit to submit your request

Co-Terminal Shared Courses

IIT allows co-terminal students to share courses between their undergraduate and graduate degree programs. Please consult your academic advisor for more information. Shared credit courses must be approved by your co-terminal advisor.

When to file a course substitution and e-form: Curriculum rules are published in the graduate catalog. Course substitutions and exceptions may only be reviewed with the academic advisor.

Co-Terminal Shared Courses

Shared Course

Course Substitution

Course Substitution

Comments:

Coterminal Shared Course Request

1. You may add or remove courses to be shared between your undergraduate and graduate degree programs. Shared course eligibility and credit limits vary by degree program. Please consult your academic department and/or Graduate Academic Affairs for more information concerning your shared credit restrictions.

2. Shared credit courses must be completed with a grade of "C" or better or "S" for satisfactory.

IIT Department: Electrical And Computer Engineering

Shared Course: ECE425-Anlys Dsgn Intgrtd Circuits

Credits: 3

Year: 2017

Grade: N/A

Add **Clear**

Add New Shared Course Request

Add New Course Substitution Request

Save **Save and Submit**

Submit Your Shared Courses

Click “Save and Submit” to submit your shared courses. These will be reviewed by your co-terminal adviser, department chair, and Graduate Academic Affairs. You will be notified via your IIT Hawk email address when they are approved/rejected, as well as if any revisions are necessary.

*Note: You can log into eForms at any time to see the status of your eForms (and where they are in the queue).

Added Coterminal shared course request to current Coterminal Credits. Click submit to submit your request

Co-Terminal Shared Courses

IIT allows co-terminal students to share up to 9 credit hours between their undergraduate and graduate programs; however, shared course eligibility and credit limits vary by degree program. Please consult your academic department and/or Graduate Academic Affairs for more information concerning your shared credit restrictions. Shared credit courses must be approved by your co-terminal adviser and graduate department, and must be completed with a grade of "C" or better or "S" for satisfactory

When to file a course substitution and exception request: A course substitution is required when a student plans to take a course that does not follow published curriculum rules. Curriculum rules are published in the graduate bulletin and appear in the student's audit in Degree Works. Questions regarding acceptable course substitutions and exceptions may only be reviewed with the academic adviser and require both the approval of the academic unit and Graduate Academic Affairs.

Co-Terminal Shared Courses

Shared Course

<input type="checkbox"/>	Req No.	IIT Department Name	Shared Course	Year	Grade	Credits
<input type="checkbox"/>	1	Computer Science	CS480: Artificial Intelligence	2014	A	3
<input type="checkbox"/>	2	Electrical And Computer Engineering	ECE425: Anlys Dsgn Intgrtd Circuits	2017	N/A	3

Delete Selected

Add New Shared Course Request

Course Substitution

Course Substitution

No Course Substitution Requests

Add New Course Substitution Request

Comments:*

Save

Save and Submit

Once your request is approved, your shared courses are part of your Plan of Study. Completed shared courses will be added to your graduate degree, and the update will be incorporated into your Graduate Degree Works audit and your graduate transcript. Approved shared courses planned for a future term will be added to your graduate degree once they have been completed.

Note: When you complete a shared course that has been approved via eForms, it cannot be removed from the graduate program or changed later unless there is explicit departmental approval for such a change.

Step 2: Declare Specialization and/or Make Other Changes

Once your shared courses are fully approved, consider whether you need to obtain approval for any of the following:

- Change of adviser
- Change of degree or major (restrictions apply)
- Transfer credit
- Course substitution and exception
- Declare or change concentration/specialization
- Declare or change project option
- Declare or change thesis option

If you need to submit one of the above requests, you must do so **before** completing a Graduate Plan of Study. All of these are done via eForms for Graduate Degree Works.

Step 3: Submit Your Graduate Plan of Study

What is the Plan of Study?

The Plan of Study is the vehicle for establishing each co-terminal student's graduate program with the Office of Graduate Academic Affairs. Co-terminal students must submit a formal Plan of Study in Graduate Degree Works during their first semester of enrollment in the co-terminal program. The Plan of Study must be approved by the co-terminal adviser, academic department, and the Office of Graduate Academic Affairs. Students who do not file a Plan of Study by the end of their first semester are at risk of dismissal from co-terminal study.

The Plan of Study should include all courses needed to complete the graduate portion of the co-terminal degree. 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 degree-specific details.

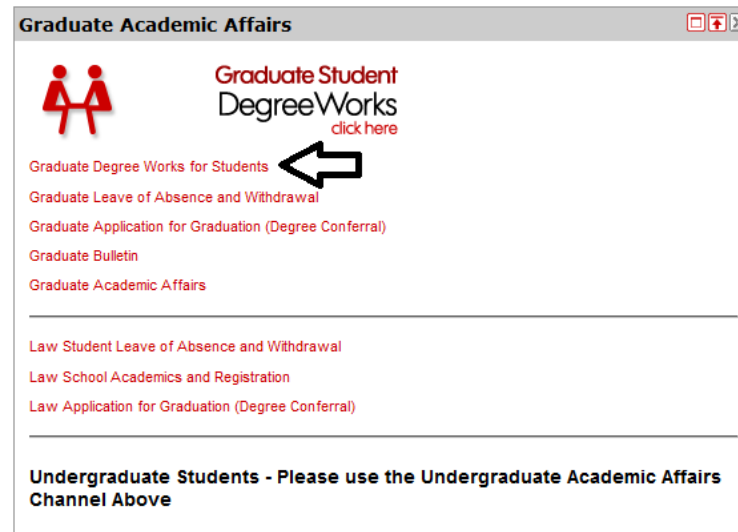
You do not need to include your shared courses in your Plan of Study. Because of this, pay close attention to the total number of credits included in your graduate Plan of Study. For example, if your graduate degree is 32 credits and you are sharing 8 credits, your plan should include 24 credits.

Previously Completed Courses

Keep in mind that your Plan of Study is for intended current and future courses only. However, if you have a completed graduate-level course that you would like to include in your Plan of Study, you may put it in the current semester of your plan. Write a comment in your submission form so each approver understands that you took the course in a previous semester but wish to include it in your graduate program.

Create Your Plan of Study

Navigate to the Graduate Academic Affairs channel and choose “Graduate Degree Works for Students.”

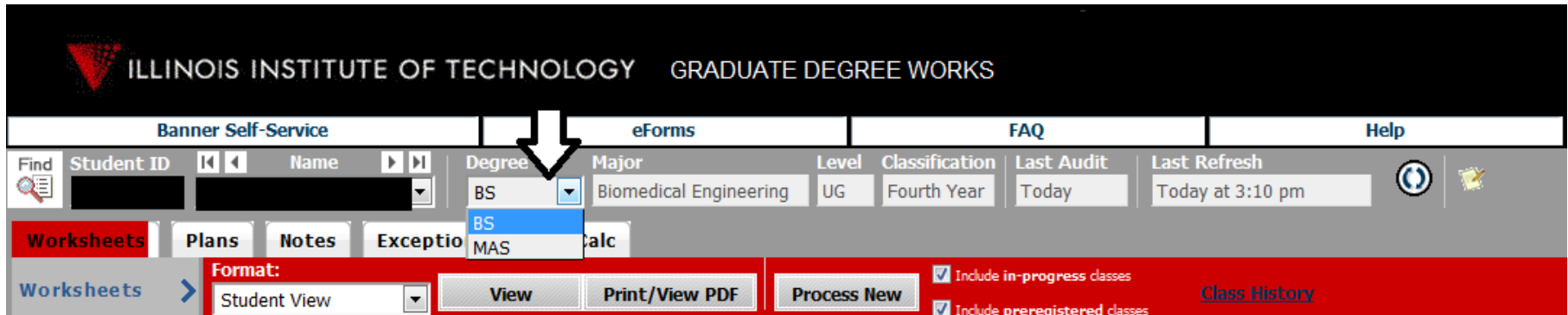


Graduate Degree Works should now launch without having to login again. You should not be prompted to login again unless Graduate Degree Works times out. A time out will occur if the webpage is not active for more than 15 minutes.

A screenshot of the Illinois Institute of Technology Graduate Degree Works interface. The top header is black with the IIT logo and the text "ILLINOIS INSTITUTE OF TECHNOLOGY GRADUATE DEGREE WORKS". Below the header is a navigation bar with four tabs: "Banner Self-Service", "eForms", "FAQ", and "Help". The main area contains a search bar with a "Find" button and a "Student ID" field. To the right of the search bar are several dropdown menus and buttons: "Name", "Degree" (set to "BS"), "Major" (set to "Biomedical Engineering"), "Level" (set to "UG"), "Classification" (set to "Fourth Year"), "Last Audit" (set to "Today"), and "Last Refresh" (set to "Today at 2:39 am"). Below these are five tabs: "Worksheets", "Plans", "Notes", "Exceptions", and "GPA Calc". The "Worksheets" tab is selected. Below the tabs is a red bar with the text "Format:" and a dropdown menu set to "Student View". To the right of the dropdown are three buttons: "View", "Print/View PDF", and "Process New". Further right are two checkboxes: "Include in-progress classes" and "Include preregistered classes". At the bottom right of the red bar is a link labeled "Class History".

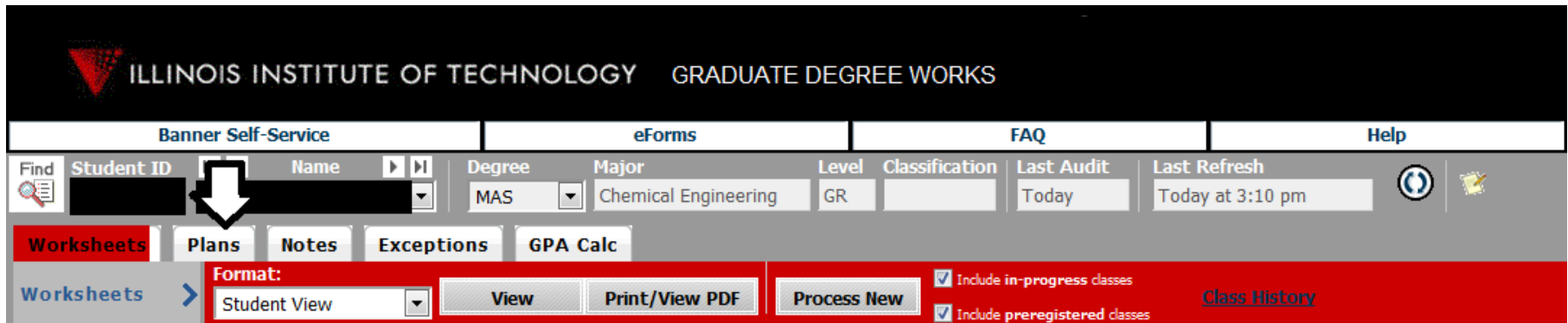
Create Your Plan of Study

Once your Shared Courses have been approved, you may submit your Plan of Study. The Graduate Degree Works landing page will automatically display your undergraduate degree. Use the drop down menu to switch the display to your graduate degree.



The screenshot shows the Illinois Institute of Technology Graduate Degree Works interface. The header includes the IIT logo and the text "ILLINOIS INSTITUTE OF TECHNOLOGY GRADUATE DEGREE WORKS". Below the header is a navigation bar with links: "Banner Self-Service", "eForms", "FAQ", and "Help". A large white arrow points to the "Degree" dropdown menu, which currently displays "BS". The "Major" field shows "Biomedical Engineering", "Level" is "UG", and "Classification" is "Fourth Year". The "Last Audit" is "Today" and "Last Refresh" is "Today at 3:10 pm". Below the navigation bar are tabs: "Worksheets", "Plans", "Notes", "Exception", and "Calc". The "Worksheets" tab is active, showing a "Format:" dropdown set to "Student View", and buttons for "View", "Print/View PDF", and "Process New". There are also checkboxes for "Include in-progress classes" and "Include preregistered classes", and a link for "Class History".

You should now see the Audit for your graduate degree. To file a Plan, click on the Plans tab.



The screenshot shows the Illinois Institute of Technology Graduate Degree Works interface. The header includes the IIT logo and the text "ILLINOIS INSTITUTE OF TECHNOLOGY GRADUATE DEGREE WORKS". Below the header is a navigation bar with links: "Banner Self-Service", "eForms", "FAQ", and "Help". A large white arrow points to the "Degree" dropdown menu, which now displays "MAS". The "Major" field shows "Chemical Engineering", "Level" is "GR", and "Classification" is empty. The "Last Audit" is "Today" and "Last Refresh" is "Today at 3:10 pm". Below the navigation bar are tabs: "Worksheets", "Plans", "Notes", "Exceptions", and "GPA Calc". The "Worksheets" tab is active, showing a "Format:" dropdown set to "Student View", and buttons for "View", "Print/View PDF", and "Process New". There are also checkboxes for "Include in-progress classes" and "Include preregistered classes", and a link for "Class History".

To start a new Plan, you will first need to enter a description for your plan (ex. Master of Chemical Engineering New Plan).

ILLINOIS INSTITUTE OF TECHNOLOGY GRADUATE DEGREE WORKS

Banner Self-Service eForms FAQ Help

Find Student ID Name Degree MAS Major Chemical Engineering Level GR Classification Last Audit Today Last Refresh Today at 12:01 pm

Worksheets Plans Notes Exceptions GPA Calc

Student Planner for

Description: Master of Chemical Engineering New Plan ☐ Active

Degree: Professional Master Level: Graduate

Tracking Status: Not displayed, plan is not active Status: NEEDS APPROVAL

The Plan is organized by academic term. To add a term, click on the plus sign at the top of the Plan tab:

View: Edit View Plan List New Plan

☐ Active

Level: Graduate

Status: NEEDS APPROVAL

Add Term

- Summer 2015
- Fall 2015
- Spring 2016
- Summer 2016
- Fall 2016
- Spring 2017
- Summer 2017
- Fall 2017
- Spring 2018
- Summer 2018

Refresh Collapse All

Master's Degree MAS

Chemical Engineering MAS

Once you select a term, it will be added to your Plan:

Description: ☐ Active

Degree: Level: Graduate

Tracking Status: Not displayed, plan is not active Status: NEEDS APPROVAL

▼ Fall 2015 Total Credits: 0.0 ⓘ

Disclaimer and Instructions: A degree plan is required before 9 credit hours of master's coursework or 18 hours of doctoral coursework are complete. A registration hold will be active on the student record when non-compliant. The graduate degree plan (also known as the 401, Program of Study) is both a planning and advising tool. If you wish to request transfer credit and/or course substitutions or co-terminal shared credit, first submit these requests using the e-Forms tab shown at the top of this screen. The Include a plan description (required), add future semesters and drag and drop course requirements from the Sidebar, shown to the right. Run the audit to compare plan results against degree requirements, then submit the plan for the required approvals. During the semester of intended graduation, use the Back to Self-Service tab at the top of this screen to apply. The official graduate degree audit will be conducted in that semester. To apply for a certificate (this is not a degree) conferral, use the Self-Service tab, at the top of this screen, then select the Student Records option. Direct transcript and diploma questions to the Office of the Registrar, registrar@iit.edu, or in-person visit the One Stop located in the IIT student email account and detail any deficiency(s). The Degree Works Plan and Audit are not official notification of degree or certificate completion. Contact Graduate Academic Affairs, gradcoll@iit.edu, (312) 567-

In the right-hand column "Still Needed," you will see your graduate degree type and major. By clicking on the arrow next to your major, you will be able to view all the course requirements for your degree. You may drag a course from the "Still Needed" column and drop it in the gray academic term bar in order to add the course to that semester.

☐ Active

Level: Graduate

Status: NEEDS APPROVAL

Reassign Delete this term

✓ CHE 406

Still Needed

Refresh Collapse All

▶ Professional Master's Degree MAS

▶ Major in Chemical Engineering MAS

Core Requirements (12 Credits):

Transport Phenomena

1 Class in

CHE 406

The course should now display in your Plan in the desired semester.

Description:	Master of Chemical Engineering New Plan	<input type="checkbox"/> Active
Degree:	Professional Master	Level: Graduate
Tracking Status:	Not displayed, plan is not active	Status: NEEDS APPROVAL

▼ Fall 2015	Total Credits: 3.0	
Critical	Course Requirement	Credits
<input type="checkbox"/>	CHE 406	3.0

Continue adding terms and courses until you have planned all the future courses for your degree.

NOTE: You will not be able to submit courses taken in previous semesters. If you have a previously completed course you would like to include in your graduate Plan of Study, put in the current semester. Make sure to write a comment in your submission form so each approver understands which courses have been completed.

To review your planned courses against your graduate degree requirements, click on the “**Audit**” button in the lower-right corner of your screen.

Description: Master of Chemical Engineering New Plan ☐ Active

Degree: Professional Master Level: Graduate

Tracking Status: Not displayed, plan is not active Status: NEEDS APPROVAL

▼ Fall 2015 Total Credits: 3.0

Critical	Course Requirement	Credits	Notes
<input type="checkbox"/>	CHE 406	3.0	

Disclaimer and Instructions: A degree plan is required before 9 credit hours of master's coursework or 18 hours of doctoral coursework are complete. A registration hold will be active on the student record when non-compliant. The graduate degree plan (also known as the 401, Program of Study) is both a planning and advising tool. If you wish to request transfer credit and/or course substitutions or co-terminal shared credit, first submit these requests using the e-Forms tab shown at the top of this screen. The Help tab at the top of the Plan screen will provide detailed assistance for navigation. Include a plan description (required), add future semesters and drag and drop course requirements from the Sidebar, shown to the right. Run the audit to compare plan results against degree requirements, then submit the plan for the required approvals. During the semester of intended graduation (application required), use the Back to Self-Service tab at the top of this screen to apply. The official graduate degree audit will be conducted in that semester. To apply for a certificate (this is not a degree) conferral, use Form G528 Application for Graduate Certificate. Audit outcomes are emailed to the IT student email account and detail any deficiency(s). The Degree Works Plan and Audit are not official notification of degree or certificate completion. Contact Graduate Academic Affairs, gradcoll@jit.edu, (312) 567-3024 with questions. Official academic transcripts are ordered online, use the Back to Self-Service tab, at the top of this screen, then select the Student Records option. Direct transcript and diploma questions to the Office of the Registrar, registrar@jit.edu, or in-person visit the One Stop located in the MTCC building.

Still Needed

- Professional Master's Degree MAS
- Major in Chemical Engineering MAS
- Core Requirements (12 Credits):
 - Transport Phenomena
 - 1 Class in CHE 406
 - Thermodynamics
 - 1 Class in CHE 503
 - Chemical Reactn Engng*
 - 1 Class in CHE 525
 - Apps of Math to Engng OR Advncd Process Contrl
 - 1 Class in CHE 535 or CHE 530
 - Professional Requirement (3 Credits)
 - 1 Class in CHE 506
 - Electives (15 Credits)
 - 15 Credits in CHE 400-599

Courses

Audit What-If Delete Save Add Save

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The Plan Audit will alert you to degree requirements that have not been met by your Plan.

Plan Audit	
Needed:	See Major in Chemical Engineering MAS section
Major in Chemical Engineering MAS	
Unmet conditions	30 credits are required. You currently have 3. You still need 27 more. Your core courses GPA is 0; a 3.0 GPA is required in CHE core courses. Minimum Credits unsatisfied
The following course limit restrictions apply to this program: maximum 9 transfer credits, maximum 12 credits in 400-level	
Core Requirements (12 Credits):	
<input type="checkbox"/> Transport Phenomena	
<input type="checkbox"/> Thermodynamics	
Needed:	1 Class in CHE 503
<input type="checkbox"/> Chemical Reactn Engrng*	
Needed:	1 Class in CHE 525
<input type="checkbox"/> Apps of Math to Engrng OR Advncd Process Contrl	
Needed:	1 Class in CHE 535 or 530
<input type="checkbox"/> Professional Requirement (3 Credits)	
Needed:	1 Class in CHE 506

Once you are satisfied with your Plan of Study, click on the “Save” button in the lower-right corner of your screen. You may choose to “Save” the Plan for a later submission, or “Save and submit for approval” which will forward your Plan to your co-terminal adviser for review.

Your Plan of Study 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.

What Happens if You Don't Adhere to Your Plan of Study?

Whether because of course availability or a change in interest, sometimes students do not always take the exact same courses that are listed on their Plan of Study. This is fine as long as you complete the appropriate steps to ensure your course selections are approved by your academic department and Graduate Academic Affairs. You will do that in the following ways:

- If the courses you take instead do still meet your program's core or elective requirements, **you do not need a new Plan.**
 - Example: You put ECE 586 on your Plan, but took ECE 585 instead. Since both are electives within the program, a new Plan 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 program area that do not specifically meet program requirements
 - Example: Instead of CAE 503 (core), you are taking CAE 526 (elective)
 - Internal Transfer eForm: For courses outside of your program area that do not specifically meet program requirements
 - Example: You are a CAE major and you are taking an INTM course

Note that any changes to your Plan of Study should be documented *before* the course is taken.

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 312.567.7136