

APPLICATION INSTRUCTIONS

Rensselaer Co-Terminal BS-MS/ME/MBA Program

WHEN TO APPLY

Undergraduate students wishing to pursue the Co-Terminal degree can begin the application process once they have completed **90 credits** (101 credits for B.Arch. students) of coursework towards their undergraduate degree with an overall GPA of 3.0 or above. This includes any credits received through Advanced Placement, courses in progress, or transfer from another institution. **Students must be accepted prior to the end of the 1st semester of the senior year.** For students with a normal BS graduation of May, the application deadline is **November 15**. For students with a normal BS graduation of December, the application deadline is **May 1**. Deadline dates apply to seniors only. For course planning, it is recommended to apply before senior year.

Applications must be submitted to the Office of Graduate Education (OGE) by the dates above – late applications will not be considered. Be sure to consider the time it takes for the departmental review, and factor that into your application timeline.

REQUIREMENTS

- Check with the [Office of Graduate Education](#) and your potential graduate department for additional requirements and application procedures (Letters of recommendation, statement of background/goals, GRE, etc.).
- Speak with your potential graduate department about additional requirements (recommendations, statement of background and goals, GRE, etc.).
- Completion of 90 credits, including AP, IP and transfer credits. (101 for B. ARCH students).
- A minimum cumulative GPA of 3.0 for entry into the Co-Terminal program (individual programs may have higher GPA requirements).
- Co-Term students must graduate with their B.S. degree with a minimum GPA of 3.0 to remain in the graduate program.
- 4th and 5th Year Planner with appropriate academic load:
 - Per the Rensselaer catalog, graduate students should take no more than 15 graduate credits per semester. When taking undergraduate and graduate courses concurrently, this rule should be adhered to as closely as possible.*
- Approved Plan of Study.
- Planner and transcript must match, i.e. course titles, course numbers, term, and credit amount.
- Curriculum Advising and Program Planning (CAPP) Report.
- Completed application with all required signatures.

APPLICATION PROCESS

1. Meet with undergraduate advisor to ensure completion of undergraduate course requirements within 8 semesters along with planned graduate coursework within an additional 2 semesters. (Upon completion of all undergraduate requirements, students must apply for B.S. degree. Students will graduate with a B.S. degree and then continue the program as a graduate student until graduate degree completion).
2. Meet with potential graduate department (contacts may be found on [Co-Terminal Program Requirements page](#)).
3. Submit application with ALL signatures (undergraduate advisor, graduate advisor, Graduate Program Director) to the graduate department you plan on applying to. If written justification is needed for your admission, please have the GPD include it in a separate memo with the completed application.
4. Graduate department will submit approved application to the Office of Graduate Education.
5. Follow up with graduate department in regards to the status of the application and any changes that need to be made.
6. Office of Graduate Education gives approval, and the application is passed on to the Office of Graduate Admissions. You will be notified by Graduate Admissions of your acceptance into the Co-Terminal program.

BEFORE SUBMITTING, ASK THE FOLLOWING QUESTIONS:

- Is my application complete with all required materials and signatures?
- Have I met the departmental deadline? If there is no departmental deadline, have I met OGE's deadline?
- Do my 4th & 5th Year Planner and my Plan of Study match?
- Are my semester course loads in compliance with OGE requirements?
- Have I spoken with a Financial Aid Officer to clarify my expected aid for graduate study?

ACADEMIC ORIENTATION

Co-Terminal students are required to participate in the Graduate Student Academic Orientation coordinated by the Office of Graduate Education. (Note: Your orientation may be earlier than your first planned graduate course.) All graduate students must attend the in-person seminar before classes start and also complete an online component located on Rensselaer's Learning Management system. Registration is required (ADMN-6700) – one registration covers both the in-person and online components. It is a zero credit course, so there is no cost to register, but a Satisfactory (S) or Unsatisfactory (U) grade will be assigned at the end of the semester.

Do not send instructions page to the Office of Graduate Education.

Please keep for your records!

Application for Rensselaer Co-Terminal BS-MS/ME/MBA Program

PROGRAM OF INTEREST _____ DEGREE _____
Electrical Engineering, Biology, Computer Science, etc. *MS/ME/MBA*

INTENDED AREAS OF RESEARCH/SPECIALIZATION, IF APPLICABLE _____
Astrophysics, Bioinformatics, Nanotechnology, etc.

SECTION I: PERSONAL DATA

RIN: 66 _____

MR. / MS. _____
Last Name/Surname First Name/Given Middle, Jr., III, etc. Former/Other Name

PERMANENT ADDRESS _____
Number and Street or P.O. Box, Rural Route or Apartment Number

City State/Province Postal Code Country

PHONE NUMBER (____) _____ cell home work EMAIL ADDRESS _____

CURRENT MAILING ADDRESS _____
Number and Street or P.O. Box, Rural Route or Apartment Number

City State/Province Postal Code Country

DATE OF BIRTH _____ COUNTRY OF BIRTH _____

CITIZENSHIP United States Citizen Permanent Resident of U.S. - Green Card # _____
 Citizen of _____ Native Language _____
Type of Visa: F-1 J-1 Other (specify) _____ Expiration Date: ____/____/____

Have you ever been convicted of a felony? Yes No *(If yes, please attach a separate statement.)*

SECTION II: ACADEMIC INFORMATION

Name of Institution(s) Attended. List all universities you have attended, regardless of whether or not a degree was completed. Grade point average (GPA) must be provided- incomplete or falsified transcript or GPA information may result in denial of admission.

| | | | | | |
|----|----------------------------------|-----------------------------|--------------|---------------|------------|
| 1. | Rensselaer Polytechnic Institute | | | | |
| | <i>Institution Name</i> | <i>Normal BS Grad. Date</i> | <i>Major</i> | <i>Degree</i> | <i>GPA</i> |
| 2. | | | | | |
| | <i>Institution Name</i> | <i>Dates of Attendance</i> | <i>Major</i> | <i>Degree</i> | <i>GPA</i> |
| 3. | | | | | |
| | <i>Institution Name</i> | <i>Dates of Attendance</i> | <i>Major</i> | <i>Degree</i> | <i>GPA</i> |

Have you ever been expelled or suspended from a post-secondary institution? Yes No
(If yes, please attach a separate statement.)

OGE Staff Initials: _____

Date Received by OGE: _____

SECTION III: CERTIFICATION

A. APPLICANT:

I hereby certify that the information given by me on this application is complete and accurate in every respect, and the information I have submitted as an applicant for admission is my own work. I understand and agree that any misrepresentation may be cause for denial or revocation of admission or subsequent dismissal from Rensselaer. Furthermore, I understand that credits applied to the BS degree cannot be used toward the MS/ME/MBA degree.

I understand that speaking with a Financial Aid counselor during the application process is highly recommended to determine financial aid eligibility once I reach graduate status. I can confirm that I (a) have met with a financial aid representative and am clear on the aid that I will be receiving if admitted, or (b) have declined to meet with a financial aid representative and am prepared to pay for whatever is not covered by my financial aid once admitted. _____
(initial)

I am aware that upon acceptance I will be required to attend the Graduate Student Academic Orientation, coordinated by the Office of Graduate Education for the semester I am admitted. I also understand that I will be required to graduate with my B.S. degree, with a minimum GPA of 3.0, in order to remain in the graduate program. An acceptance letter will be sent by the Office of Graduate Admissions listing my semester of admission. I will verify my start term on this acceptance letter. _____
(initial)

SIGNATURE OF APPLICANT _____ **DATE** _____

B. UNDERGRADUATE ACADEMIC ADVISOR:

We* recommend _____ for admission to the Co-Terminal BS- MS/ME/MBA Program, and verify that the student has accumulated _____ credit hours (including AP credits, transfer Credits and courses in progress) for the BS degree; that no credits used for the BS degree can or will be used toward the graduate degree; and the student's current cumulative GPA is _____.

Before signing, please review completed Planner and Plan of Study

- **Number of semesters remaining in undergraduate program:** _____
- **List of courses on undergraduate CAPP Report being applied to the graduate degree:**

| | | | | | |
|----------------------------|----------------|----------------------------|----------------|----------------------------|----------------|
| _____ | _____ | _____ | _____ | _____ | _____ |
| <i>Course Number/Title</i> | <i>Credits</i> | <i>Course Number/Title</i> | <i>Credits</i> | <i>Course Number/Title</i> | <i>Credits</i> |

***SIGNATURE OF UNDERGRADUATE ACADEMIC ADVISOR** _____

_____ *Print Name* _____ *Date*

***ENDORSEMENT OF GRADUATE ACADEMIC ADVISOR** _____

_____ *Print Name* _____ *Date*

***ENDORSEMENT OF GPD/DEPARTMENT HEAD** _____

_____ *Print Name* _____ *Date*

APPROVAL OF THE OFFICE OF GRADUATE EDUCATION

_____ *Signature* _____ *Print Name* _____ *Date*

Start Term: _____

CO-TERMINAL APPLICANT 4TH AND 5TH YEAR PLANNER

NAME _____ **RIN** _____ **UG DEPARTMENT** _____

Please note that any course applied to the undergraduate degree should be labeled UG and any course being applied to the graduate degree should be labeled G. Be sure that the information listed matches what is listed on the CAPP report and Plan of Study. Courses can only be applied to one degree. Credits cannot be split or shared between the undergraduate and graduate degrees.

| | Semester (F/S/U) | Year | |
|---------|-----------------------|------|-------------|
| UG or G | Course Subject/Number | | Course Name |
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| | | | |
| | | | |

UG Credits: _____ G Credits: _____ Total Credits: _____

| | Semester (F/S/U) | Year | |
|---------|-----------------------|------|-------------|
| UG or G | Course Subject/Number | | Course Name |
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UG Credits: _____ G Credits: _____ Total Credits: _____

| | Semester (F/S/U) | Year | |
|---------|-----------------------|------|-------------|
| UG or G | Course Subject/Number | | Course Name |
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UG Credits: _____ G Credits: _____ Total Credits: _____

| | Semester (F/S/U) | Year | |
|---------|-----------------------|------|-------------|
| UG or G | Course Subject/Number | | Course Name |
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| | | | |

UG Credits: _____ G Credits: _____ Total Credits: _____

Total UG: _____ **Total G:** _____ **Total Credits:** _____

Please contact your potential graduate department for the Plan of Study form and instructions.