CURRICULUM

7.0 Overview

The Office of Academic Affairs is directed by the Vice Provost for Academic Affairs. The office provides various services to graduate students and consults with academic units on matters related to curricula and helps ensure the implementation of academic policies. The office provides periodic reports and analyses of its activities to the university administration, academic units, and other interested units of the university as appropriate.

7.1 Program and Advising Requirements for Graduate Students

A graduate degree is awarded for the satisfactory completion of a coherent program of study. Students may view degree requirements and their progress toward meeting these requirements using the Graduate Degree Works Worksheet. A student must complete a mandatory advising session with the assigned graduate adviser, before completion of nine credit hours of master's coursework and 18 credit hours (one year of full-time study) of doctoral coursework. More information is available in the Academic Advising section of the Graduate Bulletin.

Master's Degrees

A master's degree student must fulfill an approved degree program of at least 30 credit hours (see academic unit-specific requirements). Up to nine credit hours of acceptable graduate coursework may be transferred from other institutions (or from other degree programs at Illinois Institute of Technology). These courses cannot include research or seminars or courses used in obtaining another degree. Students are allowed to earn up to nine credit hours by proficiency examination only when transfer credit is not applied. All research hours must be completed at Illinois Institute of Technology.

A mandatory advising session must be completed within the first semester after matriculation for full-time students or before enrolling beyond nine credit hours for part-time students. After these deadlines, further registration will not be allowed. The master's student must graduate within six years of initial matriculation. In addition:

- At least 50% of the minimum coursework for a master's degree must be in courses open only for graduate credit (500-level or above).
- The minimum coursework required for a master of science degree with thesis is 32 credit hours, including no less than 24 credit hours of regular coursework and up to eight credit hours in thesis research.
- At least 18 graduate credit hours of regular coursework must be in the major field.
- A student must have a minimum GPA of 3.0 in degree program courses.
- For the non-thesis option (professional master's degree) the minimum course requirement is 30 credit hours.
- All coursework, including thesis hours, must be completed during the six years immediately preceding the date on which the degree is to be awarded. This includes transfer credits.

PH.D. Degrees

A Ph.D. degree student must fulfill an approved program of at least 72 credit hours (beyond the B.S. degree) including at least 24 credit hours of 691 (Research and Thesis). At least 36 credit hours of Ph.D. coursework must be completed at Illinois Institute of Technology. Transfer of credits from other institutions and approval of non-U.S. master's degrees are subject to Illinois Institute of Technology transfer credit policy. Some doctoral programs require more than 72 credit hours.

Doctoral students must complete a mandatory advising session within 12 months after initial matriculation or before completing 18 credit hours in the Ph.D. program. Ph.D. students must graduate within six years after the mandatory advising session.

For a Ph.D. degree, it is possible to transfer a master's degree by title; however, courses must be fully articulated to degree program requirements using eForms for Degree Works. Transfer credit may include previously completed graduate post-master's work, up to 50% or 42 credit hours, whichever is lower, of the doctoral degree credit requirements, provided that:

1. Courses with "S/U" grading cannot be transferred
2. Courses are judged to be relevant to the doctoral program
3. Courses are completed with grades of "B" or better
4. Courses are acceptable for graduate credit at the institution where taken, and
5. Credits were not used to fulfill requirements for another degree. If it is not evident on the transcript, then a special letter from the Office of the Registrar of the original institution must certify items (3) and (4).

In addition, a minimum total of 72 semester credit hours is required for the doctoral degree. At least 24 credit hours must be in courses 500-level or higher.

7.1.1 PRogram and Advising Requirements for Accelerated MASTERS PROGRAM (AMP) STUDENTS

The Accelerated Masters Program (AMP) is an umbrella program structured to offer students opportunities for completing accelerated masters 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. Undergraduate students apply to Co-Terminal (AMP-CT) studies and recent graduates apply to Advanced Standing (AMP-AS) studies as described below.

Accelerated masters pROGRAM cO-TERMINAL for undergraduate Students (AMP-CT)

Current undergraduate students apply to accelerated masters program studies through the co-terminal AMP-CT graduate admission process. A student can indicate the initial interest in entering the program at any time during the 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 formal admission. ***Students in the final semester of undergraduate studies may choose to apply for AMP-AS studies as described later.***

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

- The student must have earned at least 60 credits (a minimum of 12 credits earned at Illinois Tech).
- A minimum earned cumulative GPA of 3.0/4.0 is required.
- At least 12 undergraduate credits must remain for completion in the first semester of co-terminal admission.
- Shared credit, and possibly certain deficiency courses, are advised during the admission process.

AMP-CT Program Types for Current Students

Their are two AMP-CT types (1) Paired programs and (2) Unpaired programs

AMP-CT Guidelines

Paired programs are structured to link two predetermined programs together with up to 9 credit hours of shared courses that are also predetermined.

1. For paired programs, shared courses and program requirements do not necessarily need to be concordant with the undergraduate and graduate degree, but any deviations must be approved by UGSC and/or GSC as relevant, under the normal CIM Academic Program Management change process. Paired programs with deviations carry a higher administrative burden, and should only be undertaken and approved when enrollment numbers or institutional aims warrant this burden. It is preferable that shared courses be selected to be concordant with both programs with no program requirements changed.
2. 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 adviser, the graduate academic unit approver, with final approval by Academic Affairs.

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.

1. For unpaired programs, 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 and co-terminal graduate advisers. Any shared courses must be concordant with program requirements in both programs, and all program requirements for both undergraduate and graduate degrees must be met.
2. This initial assessment will be shared with the applicant by the undergraduate adviser (since the applicant is still a undergraduate student at this stage) during the undergraduate advising process. If necessary, an additional advising appointment will be set up with the graduate adviser to understand the deficiency and supplemental courses.

AMP-CT Admission Process

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 Management Proposal revision process. However, the minimum GPA for admission must be consistently applied to applicants for that graduate program (AMP and traditional masters).

The Office of Academic Affairs will coordinate the advising effort between the undergraduate and graduate advisers to establish 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 undergraduate and graduate advisers 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 time frame 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.

Admission approval is required by both the undergraduate and graduate advisers as well as by the Office of Academic Affairs to ensure compliance with program requirements for deficiency and shared courses; as well as by the graduate department's admission committee review (as conducted for traditional masters admission). The workflow approval process includes (1) the graduate adviser; (2) the undergraduate adviser; (3) the Academic Affairs specialist; (4) the departmental graduate admissions office, and (5) the Graduate Admission enrollment adviser, who will issue the letter of acceptance to the student including required deficiency courses and approved shared courses.

AMP-CT Declaration of Shared Credit

Upon notification of final admission, the student must contact the graduate 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, which is accessed from Graduate Degree Works.

If the student wishes to change initially selected shared courses, the undergraduate and graduate advisers need to re-approve the shared courses concordant with program requirements in the respective programs. ***Note: Students in unpaired co-terminal programs may be restricted from shared course revisions, based on the initial academic advice provided during the AMP-CT admission process.***

AMP-CT Changing the Major Area of Study

If an AMP-CT student wishes to change his/her masters degree program, the admission process will need to be re-initiated 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 undergraduate and the new graduate program advisers.

Accelerated masters programs adVANCED sTANDING for recent Graduates (AMP-AS)
Graduates of Illinois Tech, who have received the baccalaureate degree within 3 years, may apply to the accelerated master's program advanced standing (AMP-AS). AMP-AS applicants 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: AMP-AS applicants will have earned the undergraduate degree within a maximum of 3 years prior to the date of admission to the program.***

AMP-AS Admission Process

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

Deficiency courses should be identified during the admission process and the student informed via the admission letter. Up to 9 credit hours of courses from the student's undergraduate degree may be applied toward the graduate degree; these must be concordant with requirements of the program to which the student is applying, certified as such by the graduate adviser and Academic Affairs prior to admission, and noted in the admission letter, should the student be granted admission. If shared credits are variable, based on the student's undergraduate background, these too will 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 facilitated by the normal departmental graduate admission process, to ensure compliance with graduate program requirements for admission, and identification of deficiency and acceptable shared courses. Academic Affairs review for compliance with graduate studies policy is also required. The workflow for the approval process includes (1) the graduate adviser whose role is to certify required deficiency courses as well as shared course compliance; (2) the graduate academic unit's admission committee (3) the Academic Affairs specialist; and (4) 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 AMP-AS student is required to meet with his/her graduate 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, which is accessed from Graduate Degree Works.

Example AMP-AS: A student with a undergraduate 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 the decision is made 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 of interest (in this example CS).
- The process of shared course and deficiency course determination is then completed (as 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 graduate adviser.
- After formal admission to AMP-AS, and during the first semester of enrollment, the student will meet with the graduate adviser and file the declaration of shared credit as outlined in the admission letter.
- Depending on the student's undergraduate background, the number of shared credits may be limited. In no case will these credits exceed a total of 9 credits. All shared courses must be compliant with requirements of the graduate program.

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

AMP-AS 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 re-initiated. Any courses to be shared from the undergraduate degree program including in-progress or completed courses from the enrolled graduate program in-progress, must be reassessed 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 the new graduate program adviser.***

AMP SHARED CREDIT EXCEPTION (AMP-ALL)

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 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.

AMP Graduate Academic Probation (AMP-ALL)

All AMP students are subject to graduate academic requirements for the calculation of good standing.

1. 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.
2. An AMP-AS student's GPA is based on all graduate courses completed during the AMP master degree program. The undergraduate shared course (*as approved in eForms*) grades are counted in both the undergraduate and graduate GPA.
3. All AMP students are subject to graduate academic probation policy.

AMP RESTRICTIONS (AMP-CT)

The AMP-CT education requires the simultaneous award of both bachelors and masters 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 are 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.

External transfer credit for MS programs is limited to a total of 9 credit hours, and this total will be reduced by any internal shared credits for AMP-CT or AMP-AS, so that the total of shared credits and external transfer credits shall not exceed 9 credit hours.

AMP Special Topics Courses (AMP-all)

Accelerated Masters Programs may include special topics courses completed at the undergraduate level as substitutions for graduate special topic credit hours. The number of allowed credit hours will be determined and articulated in the Undergraduate and Graduate Bulletins by each department and by program. As such, the total number of special topic credits taken by students cannot exceed this limit. Special Topic Courses covered include: Subject 497 to be substituted for Subject 597, as shared courses. Also, these limitations will be applied to the courses in the Armour College of Engineering's Summer Immersion programs ENGR 498, ENGR 499, ENGR 598, and ENGR 599.

AMP Administrative Oversight (AMP-ALL)

The AMP process is overseen by Academic Affairs, which is responsible for the bachelors and masters degree respectively. Further administrative oversight on the coordination of these programs is the responsibility of the Academic Affairs (AA) committee of the University Faculty Council (UFC). Each year the AA committee will develop a list of all AMP advisers from academic units, and consult with

them about AMP related issues. This AA committee will develop and issue a report to UFC about concerns, issues, questions regarding admissions, advising, handling of unusual cases, and proposals for procedural changes.

AMP Admission Inquiries (AMP-ALL)
For initial contact, all applicants should reach out to the Graduate Admission Office and indicate their interest in the Illinois Tech AMP option that is suitable. 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.

7.1.2 3+2 Programs

Students enrolled in an approved cooperative "3+2" program may take IIT courses online at the partner institution in their 4th-year of studies and come to IIT's campus in the 5th year to complete their master degree requirement.

7.2 Change of Adviser

A graduate student will be assigned to a preliminary adviser when admitted as a degree-seeking student. However, an academic adviser will be assigned officially before the student's mandatory advising session is required, and is assigned by the academic unit. The student may subsequently change adviser by initiating a request in Graduate Degree Works using the eForms tab.

7.3 Change of Program

Any change in degree program, that does not require new admission, must be requested in eForms (accessed in Graduate Degree Works). All eForm requests are subject to approval by the academic adviser, academic unit approver, and the Office of Academic Affairs. This includes:

- Change in Major
- Change/Declare Concentration
- Change/Declare Master's Project
- Change/Declare Thesis Option
- Transfer Credit
- Course Substitutions

The Office of Academic Affairs may not approve these requests after the student has filed an application for graduation. Courses that fulfill the degree requirements, including failed courses shown in the Fallthrough block in the Graduate Degree Works Worksheet, will be counted toward the student's GPA for graduation; a minimum of a 3.00 GPA is required for graduation. A completed course may not be removed from the student's major GPA calculation, subject to course repeat policy (see the Repeating a Course section of the Graduate Bulletin).

7.4 Change of a Previously Recorded Letter Grade

At the end of the semester, the instructor will enter a list of class grades which is recorded with the Office of the Registrar. A change of grade for any cause must be done via the Change of Grade form, which is obtainable online from the Office of the Registrar. The instructor must clearly indicate the reason for the requested change of grade and submit the form with the academic unit head's approval to the Office of the Registrar for processing. No grade change is official until it is posted on the student's transcript.

7.5 Change of a Previously Recorded "I" Grade

A student who is to receive an "I" grade in any course must arrange with the instructor to change the grade before the end of the sixth week of the semester following the term in which the "I" was assigned. An "I" grade will revert to "E" after the deadline and generally cannot be changed to a passing grade thereafter.

7.6 Grade Point Average Required to Stay Enrolled

Satisfactory graduate work is interpreted as a minimum GPA of 3.0/4.0. Students whose cumulative GPA falls below 3.0/4.0 are no longer in good standing; these students are allowed to enroll provisionally in order to raise their GPAs (see Section 6.5).

7.7 Course Substitution

A graduate student who wishes to request permission to register for courses that do not explicitly fulfill degree program requirements as articulated in Graduate Degree Works will file an eForm (accessed in Graduate Degree Works) using the Course Substitution and Exception option. Courses that are completed without prior official approval via eForms will be denied.

7.8 Change from Master's Thesis to Non-Thesis Option

In several majors, a master's degree may be earned without the preparation of a thesis. When changing from a thesis to a non-thesis option, a student may transfer up to four hours of credit for satisfactorily completed Course 591 (Research and Thesis for the Master's Degree) to satisfy the requirement for Course 594 (Special Projects), provided that two conditions are met: first, the student's GPA must be at least 3.0/4.0; second, the student's academic unit must permit the change to a non-thesis option after consulting with the student's adviser and must approve the transfer on the grounds that the thesis-oriented work is equivalent to work on a project. Procedures for evaluating the transfer of credits from 591 and 691 to 594 (and for evaluating the student's performance on the Special Project) must be documented and

monitored by each academic unit. The Office of Academic Affairs will allow up to four credit hours of 591 or 691 to be substituted for 594 credits. Form G701 Graduate Student Petition is used to request this substitution consideration.

To initiate a request to change from a thesis to a non-thesis option, the student will complete a change of thesis option using eForms for Graduate Degree Works, which is accessed from the MyIIT portal (my.iit.edu) under the Academics tab.

More information regarding the use of 591 and 691 credit is available in the Research Credit Use section of the Graduate Bulletin.

7.9 Change of Major

A degree-seeking student planning to transfer from one degree program to another should discuss the matter with academic advisers in both programs.

A student seeking to change majors within the same academic unit may submit an eForm for Graduate Degree Works request, which seeks approval by the academic adviser, academic unit head, and the Office of Academic Affairs. However, a student admitted to a co-terminal program must seek a new admission, for any change of degree combination, whether for a predefined paired co-terminal program or for an unpaired co-terminal program selection (see the paragraph below for admission application details).

A student seeking admission to a different academic unit's program is required to submit an application for admission to the desired degree program and academic unit/department online at the Graduate Admission website (admissions.iit.edu/graduate/apply). The student will be notified once the decision is made by the Office of Graduate Admission.

7.10 GPA Required for Graduation

Satisfactory performance for graduate study is defined as the maintenance of a minimum cumulative GPA of 3.0/4.0, as reported by the Office of the Registrar. The grades for those courses which appear in the student's Graduate Degree Works Worksheet form that fulfill the degree program requirements are used in the calculation of the GPA for graduation, which includes failed courses that may appear in the Insufficient block of the Worksheet. There is no exception or waiver to this rule. If a student repeats a course, the last grade issued for the course will be used to compute the cumulative GPA. Students should consult the section on Repeating a Course within the Graduate Bulletin for course repeat limitations.

7.11 Residence Requirements

Degree-seeking graduate students are required to register every fall and spring semester unless they are granted an official leave of absence from the Office of Academic Affairs (see the Leaves and Withdrawals section of the Graduate Bulletin for more information). In addition, doctoral students must spend a minimum of one year of full-time study at the university. Students should consult the definitions of a full-time student and credit requirements listed within the Registration section of the Graduate Bulletin. That year must occur within six years prior to awarding the degree. Some academic units have academic residence requirements for master's degrees as well.

Refer to Section 5.5 for policies regarding full-time and part-time registration.

7.12 Time Limit to Complete a Degree and Revalidation of Courses

All requirements for a master's degree must be completed within the twelve semesters immediately preceding graduation. All requirements for a doctoral degree must be completed within twelve regular semesters after the mandatory doctoral advising session. If the twelve-semester deadline is not met, then a Form G701 Graduate Student Petition for extension must be filed by the student and the outdated completed courses in Graduate Degree Works must be revalidated. The petition must include a detailed plan for the completion of the degree and be endorsed by the academic adviser and the academic unit head. The student's petition for extension must be presented before the time limit is reached. The Office of Academic Affairs will notify the student of the decision and any additional requirements that must be met. In no case will an approved extension of time eliminate the need for revalidation of outdated courses for a graduate degree at the university. A statement from the academic unit head indicating the list of courses to be revalidated should be attached to Form G504 and submitted with the petition for extension.

7.13 Publishing Thesis Material Before Graduation

All students are highly encouraged to publish parts of their theses before graduation. The submitted manuscript must be co-authored by the faculty adviser. In the case that the related work is done outside the university and the manuscript is not co-authored by the adviser, the graduate student may need to be protected from criticism corresponding to the lack of originality of the dissertation materials. Such students must submit a petition, endorsed by the faculty adviser, to the Dean of the Graduate College stating the title, the publication, and the nature of the manuscript to be published. The Graduate Dean acknowledges the work in a letter to the student and a copy of the letter will remain in the student's file.

7.14 Request for a Second Degree

Refer to Section 3.4.6 for policies regarding admission to a second graduate degree, and Section 3.4.7 for policies regarding transferring from another graduate program.

7.15 Credit Requirements

The Master's and Master of Engineering degrees are fulfilled by traditional graduate students with a minimum of 30 credit hours earned beyond the bachelor's degree at Illinois Institute of Technology. The Master of Science degree is fulfilled by traditional graduate students with a minimum of 32 credit hours earned beyond the bachelor's degree.

Two additional master's completion options are applicable to qualified students: 1) graduate transfer credit of up to nine credit hours; or 2) accelerated master's admission after bachelor's degree completion at Illinois Tech.

With academic approval, a maximum of nine credit hours, earned prior to matriculation into an Illinois Tech graduate program, may be applied to a master's degree, subject to the graduate studies rules and restrictions published in the Transfer Credit section of the Graduate Bulletin. In special cases, students may obtain course credit by completing a Credit by Proficiency Examination, subject to the approval of their respective advisers, academic unit heads, and the VP for Academic Affairs.

The doctoral degree is fulfilled with a minimum of 72 credit hours (or more) earned beyond the bachelor's degree, of which at least 36 credit hours of academic coursework is required. Consult the Graduate Bulletin for the minimum doctoral degree credit requirements by program. Research requirements are fulfilled with a minimum of 24 research (691) credit hours earned, and a maximum of 50% or 48 research (691) credit hours, whichever is lower, of the doctoral program credit requirement. The equivalent of at least one year of full-time work devoted to research is required. In general, this requirement is fulfilled when the oral defense is passed. With academic approval, a master's degree, up to 32 credit hours, may be transferred from an accredited institution or foreign institution meeting Illinois Institute of Technology requirements.

7.16 Completion of Degree

Master's Degree Candidates

The starting date for any course applied toward the degree must be no earlier than six years before the graduation date. If this condition cannot be met, the student may petition the VP for Academic Affairs (or designee) for an extension. Any courses that fall outside the six-year time limit must be revalidated. Form G504 Revalidation of Outdated Courses is used to initiate the petition and the subsequent revalidation process as published in the Graduate Bulletin. The M.S. Comprehensive (Thesis) Examination may also serve the purpose of revalidating the outdated courses.

Ph.D. Degree Candidates

Doctoral study must be completed within six years of the mandatory doctoral advising session, which occurs at 18 earned and/or enrolled credit hours. Any courses that are completed outside of the six-year limit must be revalidated. Form G504 Revalidation of Outdated Courses is used to initiate the petition and the subsequent revalidation process as published in the Graduate Bulletin, when required prior to the Ph.D. Comprehensive Examination.

7.17 Interruption of Study (Leave of Absence)

Degree-seeking students who intend to leave the university for one semester or more must complete the online leave of absence form in the MyIIT portal (my.iit.edu) by selecting the Academics tab, followed by the Academic Affairs channel. A leave of absence will not be granted for more than one year, at which time, a request for an extension of leave for up to one additional year may be submitted by filing a Form G701 Graduate Student Petition. Students who wish to be reinstated after a two year approved leave has lapsed must submit a new application for graduate admission. **Leave of Absence for Health:** Before a student pursues a leave of absence for health reasons, they should first secure documentation from the medical provider, which must be submitted to the Office of the Dean of Students for evaluation. Once the Office of the Dean of Students confirms the Leave of Absence for Health is approved, the student may proceed to file the online Leave of Absence Form and include Leave Health as the reason. If that protocol is not followed, the reason must be recorded as a Leave Personal.

A leave of absence will not extend the time limit required for the completion of a degree. A leave will not be approved after the sixth week of the current semester (unless there is an extenuating health issue). A student who has not renewed their leave of absence must petition for reinstatement to the Office of Academic Affairs for an extension. Degree-seeking students who do not plan to return to the program should submit a Withdrawal From the University Request, also located as noted above. Non-degree students are not required to file a Leave of Absence Form, but will require reinstatement by petition on Form G701 after a lapse in registration. Students should consult the procedures for filing a petition under the section Right of Appeal by Petition in the Graduate Bulletin.

Note: International students must also receive separate approval from the International Center. If an international student wishes not to enroll in a given term, the leave of absence must be approved by the International Center by the registration deadline of that term.

7.18 Withdrawal from the University

A student who wishes to withdraw should first consult his academic adviser. The adviser may be able to suggest resources or alternate solutions to the student's problems. An international student wishing to withdraw is required to consult the international student adviser in the International Center as well. For withdrawal, all graduate students must complete the electronic withdrawal form online in the MyIIT portal (my.iit.edu) by selecting the option from the Academic Affairs channel. Withdrawal from the university is not complete until an

official email is received by the student confirming its completion. International students will receive two separate emails: 1) confirming the international status, and 2) the academic program withdrawal outcome.

7.19 Changes in Curriculum

Illinois Institute of Technology uses a web-based tool, CourseLeaf CIM, to manage updates to university curricula, policies, and courses.

7.19.1 Curriculum Changes

Submission of a revised degree program proposal in CIM Program Management is required to modify the curriculum. The CIM Program Management proposal will follow an automated, smart workflow that replicates the university governance structure set forth in the Faculty Handbook, Appendix P. Approved program revisions have a first effective term of the following fall semester. In cases where the institution, during a student's studies at Illinois Institute of Technology, changes the requirements for a degree, the student will have the option of obtaining the degree by fulfilling the requirements in effect on the day of first registration at Illinois Institute of Technology. The student also has the option of choosing to fulfill the new requirements as given in the Illinois Institute of Technology's current Graduate Bulletin.

New Programs

New academic programs must be reviewed and approved by the Graduate Studies Committee, University Faculty Council, the Provost, the President, and the Board of Trustees. Additionally, new certificate programs must be submitted to and approved by the Higher Learning Commission (HLC) and the U.S. Department of Education for financial aid eligibility. New programs may not be marketed until they are fully approved by the university and/or government as appropriate. New degrees also include any existing degree programs that request a change of degree type or level (e.g. professional Masters changing to Master of Science).

Revised Programs

Revisions to existing academic programs must be submitted to the Graduate Studies Committee for review. Minor revisions to courses or elective options are generally considered information items. Major revisions to the curriculum structure, changes to the CIP code, the addition or elimination of specializations, or changes to the degree title are subject to a committee vote. The Graduate Studies Committee submits their recommendations to the University Faculty Council in a regular report. University Faculty Council may choose to accept the recommendations of the Graduate Studies Committee, in which case the revision is finalized. University Faculty Council may determine that a significant program revision is subject to a faculty vote, which would also append a required review by the Provost. Changes to the title or CIP code for a certificate program also require approval by the Higher Learning Commission (HLC) and the U.S. Department of Education. Revisions to existing programs may not be publicized or marketed until they are fully approved.

Program Eliminations

Requests to eliminate existing programs must be submitted to the Graduate Studies Committee for review. Program eliminations require a vote by the Graduate Studies Committee, University Faculty Council, and a full faculty meeting. Once approved by faculty governance, program eliminations must be approved by the Provost and President. Certificate program eliminations must also be finalized with the U.S. Department of Education.

7.19.2 Academic Policy Changes

Changes to academic policies may be submitted using CIM Academic Policy Management. As in CIM Program Management, policy proposals will follow an automated workflow that replicates the university governance structure. Approved policies have a first effective term of the following fall semester.

7.19.3 Course Changes

Academic units wishing to introduce a new (or revise an existing) graduate course may do so by submitting the Course Proposal Form within CIM Course Inventory Management to the Office of the Registrar. Note: an eliminated course number cannot be used for a new course for a minimum of five years. To include a new graduate course as a requirement in an existing curriculum, a revised program proposal in CIM Program Management must also be submitted.

7.20 Numbering for Graduate Courses

Undergraduate courses (#100-399) may be used to fulfill deficiencies, however may not be used as a part of any graduate degree requirements. 400-499 undergraduate courses may be used for credit when taken as part of an approved graduate program. 500-699 graduate courses may be taken by graduate students. 700-799 are designated for graduate accelerated courses. Graduate courses may be available to upper-division undergraduates with the permission of instructor, faculty adviser, and the Graduate Dean (normally a minimum GPA of 3.0 is required).

7.21 Repeating Courses

Students may repeat up to two distinct courses during an academic career as a graduate student with each course being repeated only once. Both grades will be recorded onto the student's academic transcript, and the grade used in the calculation of the cumulative GPA will be the latest recorded, except when the last recorded grade is W (withdrawn) or AU (audit). A third repeat is allowed at the graduate level with an approved, academic unit-supported, petition.

To repeat a course, students must first register for the course and then submit the Graduate Course Repeat Request Form which requires the permission of the student's adviser and the Office of Academic Affairs. This form is accessible from the Office of the Registrar website: web.iit.edu/registrar/registration/course-repeat-policy.

Students who are on academic probation may request to repeat a course using the G702 Academic Probation Contract which requires the permission of the student's adviser and the Office of Academic Affairs. This form is accessible from the Office of Academic Affairs website: web.iit.edu/gaa/students/student-forms.

7.22 Courses Taken as an Undergraduate

Graduate students with an Illinois Institute of Technology undergraduate degree may transfer a maximum of nine credit hours to the graduate program, provided:

1. Courses are at the 400- or 500-level with a minimum of "B" grade (except internal co-terminal shared credit, which may be accepted with a grade of "C"),
2. Courses are in excess of undergraduate degree requirements (except shared accelerated master's program credit), AND
3. The student had a minimum 3.0 GPA at the time the courses were taken.

7.23 Class Attendance

All students are expected to attend their courses regularly. Excessive absences may cause a student to be withdrawn from the course at the discretion of the instructor, academic unit head, and the Vice Provost of Academic Affairs. A withdrawn student receives a grade of "W" in the particular course. In the case of illness or other emergencies that require a student to be absent for more than two days of courses, the Dean of Students should be notified at the earliest possible date. In case of an emergency on campus, students should contact the Public Safety Department at 312.808.6300.

Religious Accommodations

Section 1.5 of The University Religious Observances Act (110 ILCS 110/1.5) provides: "Any student in an institution of higher learning, other than a religious or denominational institution of higher learning, who is unable, because of his or her religious beliefs, to attend classes or to participate in any examination, study, or work requirement on a particular day shall be excused from any such examination, study, or work requirement and shall be provided with an opportunity to make up the examination, study, or work requirement that he or she may have missed because of such absence on a particular day; provided that the student notifies the faculty member or instructor well in advance of any anticipated absence or a pending conflict between a scheduled class and the religious observance and provided that the make-up examination, study, or work does not create an unreasonable burden upon the institution. No fees of any kind shall be charged by the institution for making available to the student such an opportunity. No adverse or prejudicial effects shall result to any student because of his or her availing himself or herself of the provisions of this Section." Illinois Institute of Technology complies with the requirements of the foregoing statute.

7.24 Field Trips

The following policies and procedures will govern field trips, plant inspection trips, conferences, and athletic and musical events.

1. All field trips, plant inspection trips, conferences, and athletic and musical events, which necessitate a student being absent from scheduled classes, must be cleared through the academic unit head.
2. Trips planned as a part of a regularly scheduled class or laboratory period and not requiring students to be absent from other classes need not be cleared through the academic unit head.
3. Students participating in an approved trip or conference are responsible for the material and homework covered in the classes from which they are absent. If an examination is given **during** any of these class periods, the student is either to be excused from the examination or given a make-up examination.
4. To keep absences within reason and not to detract from the scheduled instructional time, each group should plan trips in accordance with students' class schedule.
5. Illinois Institute of Technology may require students to sign a release of liability in certain circumstances. For more information, review the General Counsel's website (web.iit.edu/general-counsel) on this topic.

7.25 Final Examination Schedule

It is required that a final examination be given in every regularly scheduled class, both day and evening, both undergraduate and graduate. For the day and evening division courses, the Office of the Registrar provides a final examination schedule. The final examination schedule is listed in the Schedule of Classes. A course instructor may not cancel this scheduled examination or reschedule it to another time or place or both, without the express written permission of the academic unit head and the dean of the college. The course instructor must also notify the Office of the Registrar of any rescheduling of a final exam. Most conflicts in a student's examination schedule are resolved by the following rules:

- Internal academic unit conflicts: the academic unit will resolve the conflict.
- Cross academic unit conflicts: the student's major academic unit's examination takes precedence.

- Cross academic unit conflicts with neither course in student's major academic unit: the lower numbered course takes precedence.
- If the course numbers are the same, the academic unit that is first in alphabetical order takes precedence.
- The "losing" instructor will arrange to give the student a special examination at a time mutually agreed to by the student and the instructor.

7.26 Due Date for Final Grades

Final grading opens on the first day of final exams. Final grades are due within 72 hours of the final exam start time. In order for graduating students to have their degrees posted and diplomas produced, it is imperative that grades are submitted on time. Faculty should enter and submit any final grades as they become available. It is not necessary to wait to enter all the grades for a given course at one time. Faculty are encouraged to save/submit entered grades frequently throughout their grading sessions in the portal. The final deadline for grading is on Wednesday at noon in the week following the last day of final examinations.