

# THESIS

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## Thesis Preparation Meeting

A mandatory thesis preparation discussion is held at the beginning of every semester to assist graduate students with the preparation of their theses. The exact date and time is emailed to all graduation applicants by the Office of Graduate Academic Affairs. All students who are required to submit a thesis for graduation must attend this meeting, which is open to all students, faculty, and staff. Graduate student theses must conform to the guidelines given in the latest Illinois Institute of Technology Thesis Manual, available online at [bulletin.iit.edu/graduate-thesis-manual](http://bulletin.iit.edu/graduate-thesis-manual).

## Thesis Examination Appointments

All students submitting a thesis must make an appointment with the thesis examiner for the approval of the preliminary draft of their theses. The meeting with the thesis examiner must be scheduled at least six weeks before the end of the semester and prior to the thesis defense. At least five weeks before the end of the semester of graduation, all students submitting a thesis must make a second appointment with the thesis examiner for the approval of the final draft.

The second meeting with the thesis examiner must take place after the thesis defense and the approval of the final draft by the thesis review committee.

Students are expected to adhere to all thesis and dissertation deadlines as published in the semester Sequence of Events, available online at [web.iit.edu/gaa/students/dates-and-deadlines](http://web.iit.edu/gaa/students/dates-and-deadlines). Requests for extension of thesis deadlines will be declined, and degree candidacy will be deferred to the following semester.

Appointments may be made by calling 312.567.3024.