

# SYNOPSIS OF GRADUATE STUDIES

The following guideline for prospective and current students shows the steps that must be taken and the forms that must be completed, signed by appropriate university officials, and submitted to the Office of Graduate Academic Affairs in order to proceed from application to graduation to receipt of degree. The forms indicate which signatures are needed. All forms are available at [web.iit.edu/gaa/students/student-forms](http://web.iit.edu/gaa/students/student-forms).

## M.S. Students

| For applicants   | Form or Application Required  |
|--|---|
| 1. Formal Application  | Regular application and all supporting materials including official transcripts, letters of recommendation, test scores (if required), professional statement, portfolio (if required) and application fee.   |
| 2. Admission decision  | Admission email from the Office of Graduate Admission outlining terms of admission offer, or informing the student that admission has been denied.  |
| For admitted and continuing M.S. students                                      |   |
| 3. Registration  | Registration may be completed online at the MyIIT portal ( <a href="https://my.iit.edu">https://my.iit.edu</a> ) under the Academics tab. Continuing students who are not enrolling for the current term must file a request for leave or university withdrawal (see the section on Leave of Absence).                      |
| 4. Required Graduate Advising Meeting  | A required graduate advising meeting must be completed by a masters student, within nine credit hours of earned and/or enrolled coursework.   |
| 5. Final thesis/comprehensive examination for M.S. or MAS where applicable     | Department submits Form G303 (if required). <sup>1</sup>  |
| 6. Final M.S. thesis committee appointed and preliminary thesis title approved | Form G301B (if required).   |
| 7. Thesis fee (if applicable)  | Student Accounting Touchnet Paid Online receipt.  |
| 8. M.S. thesis approval signed by the thesis examiner                          | Form G501.  |
| 9. Completion of courses and other requirements                                | Listed in the Graduate Bulletin and the Graduate Degree Works Worksheet Final Audit, including approved exceptions.   |
| 10. Fulfillment of all financial obligations to the university                 |   |
| 11. Application for graduation (including application fee(s))                  | Filed using Banner Student Self Service by the deadline shown in the university calendar. Late graduation applications may be filed no later than 30 days prior to the last day of the semester, and require Form G527L and a late graduation application fee.  |
| 12. Commencement (attendance is voluntary)                                     | The Office of Marketing and Communications announces details in spring semester (one ceremony per year). RSVP is required by the deadline shown at <a href="http://web.iit.edu/commencement">http://web.iit.edu/commencement</a> .  |
| 13. Diploma  | Registrar will mail diplomas after semester grades are reported, except spring semester when diplomas are distributed at the commencement ceremony to participants who have met all degree requirements. Details are located at <a href="http://web.iit.edu/registrar/students">http://web.iit.edu/registrar/students</a> . |

<sup>1</sup> Form G303 (exam result form) is not given to students. Academic units send G303 forms to the Office of Graduate Academic Affairs.

## Ph.D. Students

| <b>For applicants</b>  | <b>Form or Application Required</b>   |
|--|---|
| 1. Formal Application  | Regular application and all supporting materials including official transcripts, letters of recommendation, test scores (if required), professional statement, portfolio (if required) and application fee.   |
| 2. Admission decision  | Admission email from the Office of Graduate Admission outlining terms of admission offer, or informing the student that admission has been denied.  |
| <b>For admitted and continuing Ph.D. students</b>                                    |   |
| 3. Registration  | Registration may be completed online at the MyIIT portal ( <a href="https://my.iit.edu">https://my.iit.edu</a> ) under the Academics tab. Continuing students who are not enrolling for the current term must submit a request for leave or university withdrawal (see the section on Leave of Absence).                    |
| 4. Required Graduate Advising Meeting  | A required graduate advising meeting must be completed by a doctoral student, within 18 credit hours of earned and/or enrolled coursework.  |
| 5. Ph.D. qualifying examination  | Department administering exam submits Form G303. <sup>1</sup>   |
| 6. Ph.D. comprehensive examination   | Form G301A. Department submits exam results on Form G309. <sup>1</sup>  |
| 7. Fulfillment of Ph.D. residency requirement  | No form needed.   |
| 8. Appointment of the thesis examining committee/comprehensive examination committee | Form G301A.   |
| 9. Final Ph.D. thesis committee appointed and preliminary thesis title approved      | Form G301B.   |
| 10. Final thesis defense/oral examination  | Department submits exam results on Form G309. <sup>1</sup>  |
| 11. Thesis fee   | Student Accounting Touchnet Paid Online receipt.  |
| 12. Ph.D. thesis approval signed by the thesis examiner                              | Form G501.  |
| 13. Completion of courses and other requirements                                     | Listed in the Graduate Bulletin and the Graduate Degree Works Worksheet Final Audit, including approved exceptions.   |
| 14. Fulfillment of all financial obligations to the university                       |   |
| 15. Application for graduation (including application fee(s))                        | Filed using Banner Student Self Service by the deadline shown in the university calendar. Late graduation applications may be filed no later than 30 days prior to the last day of the semester, and require Form G527L and a late graduation application fee.  |
| 16. Commencement (attendance is voluntary)   | The Office of Marketing and Communications announces details in spring semester (one ceremony per year). RSVP is required by the deadline shown at <a href="http://web.iit.edu/commencement">http://web.iit.edu/commencement</a> .  |
| 17. Diploma  | Registrar will mail diplomas after semester grades are reported, except spring semester when diplomas are distributed at the commencement ceremony to participants who have met all degree requirements. Details are located at <a href="http://web.iit.edu/registrar/students">http://web.iit.edu/registrar/students</a> . |

<sup>1</sup> Forms G303 and G309 (exam results forms) are not given to students. Academic units send G303 and G309 forms to the Office of Graduate Academic Affairs.