

ILLINOIS INSTITUTE OF TECHNOLOGY
GRADUATE COLLEGE
OFFICE OF ACADEMIC AFFAIRS
SEQUENCE OF EVENTS FOR SUMMER 2012

It is imperative that you fulfill all degree requirements by the deadline dates listed below. Failure to comply with the deadlines will prevent graduation for the term, a new application will not be required if graduation is deferred. However 1 credit hour of registration will be required in the new term. All forms to be completed by students are available online for printing http://www.iit.edu/graduate_college/academic_affairs/FormsGradStu.shtml except the results forms that may only be processed by the research adviser. Please read the following information carefully and act accordingly.

The **X** indicates the requirements for a specific degree, in addition to the corresponding deadline date. If you have any questions, please contact your adviser or the Graduate College Office of Academic Affairs.

GC – Graduate College, Office of Academic Affairs, 3300 S. Federal, Room 110 MB, Chicago, IL 60616, gradcoll@iit.edu, 312-567-3024

TE – Thesis Examiner, Appointments (312) 567-3024

	TASK	FORM #	NO-THESIS MAS OR MS	THESIS MS	PHD	DEADLINE Sum 2012
1	Last date to submit the Application for Graduation to GC.	527	X	X	X	Jun 1
2	Arrange and confirm all members of the thesis review committee with the thesis adviser. This committee will be required on the 301A and 301B forms due later in the semester.	See Task #10 & # 11		X	X	Jun 1
3	Attend Mandatory Thesis Preparation Meeting. Attendance will be taken; any exception must be approved by the Thesis Examiner (winston@iit.edu).	Location to be Announced		X	X	Jun 6
4	Last day to schedule the first thesis review appointment for a preliminary interview with TE. Schedule early for best options.	Phone (312) 567-3024		X	X	Jun 6
5	Last day to submit Change of Program of Study (406 Form), if a degree candidate for summer 2012.	406	X	X	X	Jun 15
6	Last day to schedule a second thesis review appointment for a follow-up review with TE. Schedule early for best options			X	X	Jun 25
7	Last day to collect adviser's approval of Preliminary Thesis Topic, signature on required form. <i>See Task #8.</i>	501A		X	X	Jun 25
8	Last day to meet with TE for the preliminary thesis document review (by <u>previously scheduled appointment</u> only). Bring signed original 501A form and a first draft of the document.	501A		X	X	Jun 25
9	Last day to schedule the <u>final thesis review</u> appointment with TE. Schedule early for best options.			X	X	Jun 25
10	Submit scheduled date for the PhD Comp Exam, <i>must be completed before beginning research (691 course)</i> , and at least one year prior to the completion of PhD degree requirements.	301A			X	Jun 25
11	Submit scheduled date for the Masters Comp Exam, Master's Thesis Defense Exam or PhD Final Oral Defense Exam (including all committee names) to GC. <i>See Task #2</i>	See form number by degree type	300 Comp. Exam/ Proj. Result	300 Thesis Defense	301B Oral	Jun 25
12	Deadline for academic unit to petition GC for revalidation of outdated courses that are older than six years. The student must request this directly from the academic unit. The academic unit identifies requirements and informs student (& GC when complete).	504	X	X	X	Jun 25
13	Last date for the <u>adviser</u> to submit the results to GC of a Master Comprehensive or Thesis Exam; or the PhD Final Thesis Defense for <i>graduating students</i> .	See form number by degree type	303	303	309	Jul 16
*14	Deadline for removal of "I" (incomplete) grades from the previous semester. The course instructor (academic dept.) must submit the form, which is approved by the adviser and department chair, to GC for final approval before submission to the Registrar	Change of Grade *Summer Graduates	X	X	X	Jul 16
15	Last date for student to have obtained all signatures of Thesis Review committee members and department chairperson.	501B		X	X	Jul 16
16	Last day to pay thesis fee (Master \$110, PhD \$190) & obtain receipt.			X	X	Jul 16
17	Last day to meet with TE to deposit final thesis copies and required documents (by <u>previously scheduled appointment</u>).	501B and Fee receipt		X	X	Jul 16