
Foreword for the IIT Graduate Bulletin 2006–2008

Purpose of the IIT Graduate Bulletin

This bulletin describes the academic programs and resources, policies, procedures and student services in effect at the time of publication. It serves as a primary source of information for graduate students, faculty and administration. Prospective students and others can also use these sections to gain an understanding of the university—its history, its campus setting, its campus life, etc.—as a whole.

The programs described in this bulletin are applicable to those students who enter Illinois Institute of Technology (IIT) in the academic years 2006-2007 and 2007-2008. Students follow the programs described in the bulletin in effect at the time of their first registration.

Changes in programs and policies often occur before a new bulletin is published. A faculty adviser from the student's major department is the best source for current curriculum information. Updates are also listed on www.grad.iit.edu. The graduate dean's office can also refer students to the appropriate administrative office for current policies and procedures.

IIT's intention is to act in accordance with all regulations of the federal, state and local governments with respect to providing equality of opportunity in employment and in education, insofar as those regulations may pertain to IIT. IIT prohibits and will act to eliminate discrimination on the basis of race, color, religion, national origin, sex, age, handicap or veteran status.

Any student, applicant or employee of IIT who believes that he or she has received inequitable treatment because of discrimination violating IIT's stated policy of equal opportunity in employment and in education should communicate, either in writing or in person, with the director of equal opportunity programs in Room 223 of Perlstein Hall on IIT's Main Campus.

Descriptions of undergraduate programs and courses are in the *IIT Bulletin: Undergraduate Programs*; descriptions of law programs and courses are in the *Chicago-Kent College of Law Bulletin*.

Note: The information in this bulletin is subject to change without notice.

Published by Illinois Institute of Technology, Office of Communications & Marketing, 3300 S. Federal St., Chicago, IL 60616-3793, www.iit.edu.

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Calendar

IIT Academic Calendar for Fall

	Fall 2006	Fall 2007	Fall 2008	Fall 2009
Last day for reinstatement	Aug 8	Aug 7	Aug 5	Aug 11
Registration & orientation period	Aug 21-23	Aug 20-22	Aug 18-20	Aug 24-26
Classes begin	Aug 24	Aug 23	Aug 21	Aug 27
Labor Day Holiday	Sept 4	Sept 3	Sept 1	Sept 7
Last day to submit application for graduation (without late fee)	Sept 8	Sept 7	Sept 5	Sept 11
Last day to schedule Ph.D. comprehensive/oral examinations	Sept 8	Sept 7	Sept 5	Sept 4
Mandatory thesis discussion	Sept 20	Sept 19	Sept 17	Sept 16
Last day to remove "I" grades	Oct 6	Oct 5	Oct 3	Oct 9
Fall Break	Oct 19-21	Oct 18-20	Oct 16-18	Oct 22-23
Last day for official withdrawal	Nov 3	Nov 2	Oct 31	Nov 6
Last day to submit application for graduation (with late fee)	Nov 3	Nov 2	Nov 7	Nov 6
Last day to submit 406 forms (only for students who have applied for graduation)	Nov 3	Nov 2	Nov 7	Nov 6
Advanced registration & advising begins	Nov 6-17	Nov 5-16	Nov 3-14	Nov 9-20
Thanksgiving Day Holiday	Nov 23-25	Nov 22-24	Nov 27-29	Nov 26-27
Last day to report masters comprehensive or Ph.D. oral exam to Graduate College	Nov 24	Nov 23	Nov 28	Nov 27
Last day to deposit thesis and pay fee	Dec 1	Nov 30	Dec 5	Dec 4
Classes end	Dec 9	Dec 8	Dec 6	Dec 5
Final exam period	Dec 11-16	Dec 10-15	Dec 8-13	Dec 6-12
Commencement	Dec 17	Dec 16	Dec 14	Dec 13

IIT Academic Calendar for Spring

	Spring 2007	Spring 2008	Spring 2009	Spring 2010
Last day for reinstatement	Dec 11, 2006	Dec 17, 2007	Dec 15, 2008	Dec 14, 2009
Registration & orientation period	Jan 8-11	Jan 14-17	Jan 12-15	Jan 11-14
MLK, Jr. Holiday	Jan 15	Jan 21	Jan 19	Jan 18
Classes begin	Jan 16	Jan 22	Jan 20	Jan 19
Last day to submit application for graduation (without late fee)	Jan 26	Feb 1	Jan 30	Jan 29
Last day to schedule Ph.D. comprehensive/oral examinations	Jan 26	Feb 1	Jan 30	Jan 29
Mandatory thesis discussion	Feb 7	Feb 12	Feb 11	Feb 10
Last day to remove "I" grades	Feb 23	Feb 29	Feb 27	Feb 26
Spring vacation	Mar 12-17	Mar 17-22	Mar 15-21	Mar 15-20
Last day for official withdrawal	Mar 30	Apr 4	Apr 3	Apr 2
Last day to submit application for graduation (with late fee)	Mar 30	Apr 4	Apr 3	Apr 2
Last day to submit 406 forms (only for students who have applied for graduation)	Mar 30	Apr 4	Apr 3	Apr 2
Advanced registration & advising begins	Apr 9-20	Apr 14-25	Apr 13-25	Apr 11-22
Last day to report masters comprehensive or Ph.D. oral exam to Graduate College	Apr 27	May 2	May 1	Apr 30
Last day to deposit thesis and pay fee	May 4	May 9	May 8	May 7
Classes end	May 5	May 10	May 9	May 8
Final exam period	May 7-12	May 12-17	May 11-16	May 10-15
Commencement	May 13	May 18	May 17	May 16

IIT Academic Calendar for Summer

	Summer 2007	Summer 2008	Summer 2009	Summer 2010
Last day for reinstatement	May 15	May 14	May 13	May 19
Registration & orientation period	May 30-31	May 28-29	May 27-28	June 2-3
Classes begin	Jun 4	Jun 2	June 1	June 7
Last day to submit application for graduation (without late fee)	Jun 8	Jun 6	June 5	June 11
Last day to schedule Ph.D. comprehensive/oral examinations	Jun 8	Jun 6	June 5	June 11
Mandatory thesis discussion	Jun 13	Jun 11	June 10	June 16
Independence Day holiday	Jul 4	Jul 4-6	July 3-5	July 3-5
Last day for official withdrawal	Jul 13	Jul 11	July 10	July 16
Last day to submit application for graduation (with late fee)	Jul 13	Jul 11	July 10	July 9
Last day to submit 406 forms (only for students who have applied for graduation)	Jul 13	Jul 11	July 10	July 9
Last day to report PhD comprehensive/oral exam	Jul 13	Jul 11	July 17	July 16
Last day to deposit thesis and pay fee	Jul 20	Jul 18	July 24	July 23
End of eight-week session	Jul 28	Jul 26	July 24	July 31

Dates are subject to change. Please confirm them with the Office of Academic Affairs for each term.

Objective of Education at IIT

To provide post-baccalaureate education and research programs that enhance students' fundamental knowledge of their chosen field.

To educate and mentor graduate students to function in a global community with an appreciation of the economic, environmental, and social forces that impact professional choices.

To strengthen IIT's leadership role in higher education by focusing on the core research competencies and enhancing partnerships with industry, government laboratories, and academic and research institutions.

The Colleges of Illinois Institute of Technology

Graduate College

Ali Cinar
Dean and Vice Provost for Research
301 Main Building
3300 S. Federal St.
Chicago, IL 60616
312.567.3024
www.grad.iit.edu

The Graduate College coordinates the programs of advanced study offered by the academic units of the university. The college consists of the following offices: Office of the Dean/Vice Provost for Research; Office of Academic Affairs; Research Support Services; Center for Professional Development; Rice Campus; Technology

Transfer & Intellectual Property; Distance Learning; and the Office of Editorial Assistance (Thesis Examiner). The dean chairs the Graduate Studies Committee and the Research Council, sets minimum standards for graduate students, represents the university in national forums for graduate education, and serves as an advocate for promoting graduate education across the university.

The Master of Science (M.S.) degree, which typically includes a thesis requirement, is offered in 28 fields. The professional Master's (MAS) degree, which does not require a thesis, is offered in 33 fields. Doctoral degrees (Ph.D.) are offered in 21 fields.

College of Architecture

Donna Robertson, FAIA
Dean
S. R. Crown Hall
3360 South State Street
Chicago, IL 60616
312.567.3230
www.arch.iit.edu

The program in architecture was established at Armour Institute of Technology, one of IIT's predecessors, in 1895. In 1938, the program came under the directorship of the world-renowned architect and educator Ludwig Mies van der Rohe. The college is housed in S.R. Crown Hall, one of Mies' most significant buildings and a major contribution to Chicago's rich architectural heritage. The college emphasizes applied studio work under the tutelage of a faculty of practicing architects; the study of architectural theory; interdisciplinary learning; and international study.

Armour College of Engineering

Hamid Arastoopour
Dean
Engineering 1 Building, Suite 220
10 W. 32nd St.
Chicago, IL 60616
312.567.3009
www.iit.edu/~armour

The IIT Armour College of Engineering traces its roots to Armour Institute, founded in 1892 to prepare students of all backgrounds for leadership roles – primarily as engineers – in a challenging industrial society. Armour College carries on that tradition of excellence in engineering education and research.

Today, Armour College is home to about 90 full-time faculty, more than 2,000 undergraduate and graduate students, and the graduate and undergraduate programs of five engineering departments.

Undergraduate degrees offered by Armour College are accredited by the Engineering Accreditation Commission of the Accreditation Board of Engineering and Technology. All IIT graduate and undergraduate programs are also accredited by the North Central Association (NCA).

The mission of the Armour College of Engineering is to: provide state-of-the-art education and research programs that enhance Armour's reputation as an internationally recognized engineering school; educate a new breed of engineers with a strong fundamental knowledge of engineering principles and an understanding and appreciation of the economic, environmental, and social forces that impact intellectual choices; and strengthen Armour's leadership role by focusing on the core research competencies and enhancing partnerships with industry, government laboratories, and academic and research institutions.

Institute of Business and Interprofessional Studies

Dennis Roberson
Executive Director
John Bilson
Academic Director
3424 S. State St.
Chicago, IL 60616
312.567.3947
www.iit.edu/~usb

The Institute of Business and Interprofessional Studies was established at IIT in 2003. The institute is home for

the undergraduate business administration degree programs, and three co-curricular academic programs. The Leadership Academy offers seminars, the Sophomore Leadership Retreat, mentoring programs, and a certificate in leadership studies. The Entrepreneurial Studies program sponsors seminars, specialized Interprofessional Projects (EnPROs), and courses leading to a minor in entrepreneurship. The Interprofessional Projects Program supervises special team projects and applied studies (IPROs) taken by all undergraduates.

Chicago-Kent College of Law

Harold J. Krent
Dean
Downtown Campus
565 West Adams Street
Chicago, IL 60661
312.906.5000
www.kentlaw.edu

Chicago-Kent College of Law is the second oldest law school in Illinois. When it joined the university in 1969, IIT became the first major institute of technology to include law among its disciplines. Chicago-Kent offers programs leading to the degrees of Juris Doctor and Master of Laws, and participates in joint-degree programs with the Stuart School of Business and the Graduate Program in Public Administration.

Institute of Design

Patrick F. Whitney
Director
350 N. LaSalle St., Fourth Floor
Chicago, IL 60610
312.595.4900
www.id.iit.edu

The Institute of Design (ID), which was founded by Laszlo Moholy-Nagy in 1937 as the New Bauhaus, merged with IIT in 1949. Since its founding, it has grown

into the largest full-time graduate design program in the U.S., and was the first school in the country to create a Ph.D. program in design.

The Institute of Design offers a Doctor of Philosophy (Ph.D.) research degree, a Master of Design (M.Des.) professional degree, and a Master of Design Methods (M.D.M.) for mid-career designers seeking advanced new methods.

Center for Professional Development

C. Robert Carlson
 Director
 Daniel F. and Ada L. Rice Campus
 201 East Loop Road
 Wheaton, IL 60187
 630.682.6000
 www.cpd.iit.edu

The Center for Professional Development (CPD) offers technology-oriented training and education for working professionals. Courses are taught by IIT professors and industry professionals with significant working, teaching and research experience in their fields. The CPD offers education and training in a wide variety of formats including degree, non-degree, certificate, credit and non-credit programs; corporate training; short courses; and seminars ranging from a few hours to several days in

length. Completion of all CPD non-credit courses will result in the assignment of Continuing Education Units (CEU) fully accredited by the International Association for Continuing Education and Training (IACET).

The Center for Professional Development offers undergraduate degree programs in Information Technology and Management, and Industrial Technology and Management; graduate programs in Information Technology and Management, and Industrial Technology and Operations; undergraduate certificates in Manufacturing Technology and Management and Training the Technical Trainer; a graduate certificate in Computer and Network Security Technologies; Professional Engineer (PE)/Engineering Intern (EI) Review courses and continuing education courses for Professional Engineers; and a wide variety of non-credit semester-length and short courses in all disciplines.

Institute of Psychology

M. Ellen Mitchell
 Director
 252 Life Sciences Building
 3101 S. Dearborn St.
 Chicago, IL 60616
 312.567.3500
 www.iit.edu/colleges/psych

Established in 1995, the Institute of Psychology was created from the Department of Psychology, previously housed within IIT's Lewis College of Liberal Arts. It is noted for its applied graduate programs in clinical, industrial/organizational and rehabilitation psychology. It offers an undergraduate program that is focused on psychology as a science linked to the professions.

College of Science and Letters

F. R. McMorris
 Dean
 125 E1
 10 W. 32nd St.
 Chicago, IL 60616
 312.567.3800
 www.iit.edu/~csl

The College of Science and Letters was formed in 2003 by splitting off the following departments from the Armour College of Engineering and Science: Applied Mathematics; Biological, Chemical and Physical Sciences; Computer Science; Humanities; Mathematics and Science Education; and Social Sciences. The graduate mission of the college is to deliver superior educational and research opportunities M.S. and Ph.D. degree programs as well as certificate, professional masters, and short-course programs.

Stuart School of Business

Harvey Kahalas
 Dean
 Downtown Campus
 565 W. Adams St.
 Chicago, IL 60661
 312.906.6500
 www.stuart.iit.edu

The Stuart School provides a distinctive graduate business education focused on the needs of business, management, and finance, with an emphasis on global and technological issues.

The School was established in 1969 with a gift from IIT alumnus and noted financier Harold Leonard Stuart. The School houses the Center for Financial Markets, the Center for Sustainable Enterprise, and the Center for the Management of Medical Technology.

The Stuart School degrees are: M.B.A., M.S. in Environmental Management, M.S. in Finance, M.S. in Financial Markets, M.S. in Marketing Communication, and Ph.D. in Management Science, and a series of dual degrees with the IIT Chicago-Kent College of Law.

Accreditation

IIT is accredited by the Higher Learning Commission of the North Central Association of Colleges and Secondary Schools (www.ncahigherlearningcommission.org 312.263.0456). Specific professional curricula are accredited by the Engineering Accreditation Commission and the Computing Accreditation Commission of the

Accreditation Board for Engineering and Technology, American Psychological Association, Council on Rehabilitation Education, American Bar Association, Association of American Law Schools, The Association to Advance Collegiate Schools of Business, and National Architectural Accrediting Board.

The University

IIT History and Campuses

IIT's traditions span more than a century of innovation and educational leadership. IIT came into being in 1940 with the merger of Armour Institute of Technology (founded in 1892) and Lewis Institute (founded in 1896).

Today, the university has several campuses and offers degree programs through the College of Architecture, Armour College of Engineering, Institute of Business and Interprofessional Studies, Chicago-Kent College of Law, Institute of Design, Center for Professional Development, Institute of Psychology, College of Science and Letters, and Stuart School of Business.

The 120-acre Main Campus is located three miles south of the central business district in Chicago, and is internationally known for its architecture. The Master Plan of the campus and many of its 50 buildings were developed by Ludwig Mies van der Rohe, one of the century's most influential architects, and his students.

IIT's Downtown Campus, at 565 W. Adams St. in the West Loop business district, houses the Chicago-Kent College of Law, Stuart School of Business, and Master of Public Administration program. A shuttle-bus provides transportation between the Main and Downtown campuses. The Stuart School's M.B.A. program is also offered at IIT's Rice Campus.

The Institute of Design moved in January 1998 to 350 N. LaSalle St. The move provides the institute with an outstanding downtown location and state-of-the-art facilities.

The Daniel F. and Ada L. Rice Campus, at 201 E. Loop Road in Wheaton, IL, is IIT's west-suburban location. Graduate and upper-division undergraduate courses and degree programs are available at the Rice Campus via evening and Saturday classes, and via courses broadcast live through IIT Online.

The Center for Professional Development offers degree programs in information technology and management, and in industrial technology and operations, non-credit short courses, and information technology training programs.

IIT Online delivers courses via the Internet and links classroom studios on campus with remote TV receiving sites. IIT Online's talk-back feature permits students in receiving classrooms to participate in class discussions. IIT has more than 40 receiving sites throughout the Chicago area.

Moffett Campus, in southwest-suburban Summit-Argo, houses the National Center for Food Safety and Technology (NCFST), a multidisciplinary food safety research facility, which is funded by the U.S. Food and Drug Administration and the food industry. Established with a gift from CPC International, Inc., the campus has enabled the university to develop academic programs in food safety and technology. Courses leading to master's degrees and a certificate program in food safety and technology, and in food process engineering, are offered at this facility.

Chicago and Its Environs

Chicago is world-renowned for its museums and architecture, and offers exceptional career and internship opportunities in all of IIT's fields of study. The city and its surroundings form an international center of finance and law, a manufacturing and transportation hub, and the home of two national research laboratories (Argonne National Laboratory and Fermi National Accelerator Laboratory), as well as numerous medical facilities and corporate headquarters.

Diversions range from a world-class symphony orchestra to major league sports teams. Located on the southwestern shore of Lake Michigan, Chicago boasts miles of attractive beaches and parks for jogging, biking, swimming and boating. Ethnic neighborhoods throughout the city provide an international array of cultures and cuisine. Chicago is also rich in live theater, and music clubs abound.

A Snapshot of the IIT Community

Enrollment (Fall 2005)

Undergraduate	2,216 students
Graduate	3,112 students
Law	1,144 students
Total	6,472 students

Student Demographics

Male	68%
Female	32%
Minority	19%
<i>(includes African American, Asian American, Hispanic American, and Native American)</i>	
International	31%
Countries of Origin	105
Student/Faculty Ratio	11:1

Degrees Awarded 2004-2005

Bachelor	370
Master and Professional Master	904
Law	376
Ph.D.	62
Total	1,712

Campus Resources

Academic Resource Center

The Academic Resource Center (ARC), in Galvin Library, is a comprehensive center for academic excellence. Its mission is to provide both students and faculty with intellectual resources to achieve excellence through student-centered education, with an emphasis on peer tutoring.

Select undergraduate and graduate peer-tutors are available on a drop-in basis for consultation in physics, mathematics, chemistry, computer science and engineering course work during the fall and spring semesters.

The ARC hosts a state-of-the-art multimedia computer laboratory. The lab hosts an array of Macintosh, SGI, Dell and IBM PC computers, scanners, and a color laser printer. Students may learn to use discipline specific software programs from a trained ARC scholar at the laboratory.

Because faculty members in the Applied Mathematics, and Biological, Chemical and Physical Sciences departments direct the ARC, ARC tutors receive weekly preparation for current classes in these areas.

Student feedback is solicited and reviewed on a regular basis to assess the ARC's effectiveness and to provide for ongoing development.

The ARC is open from 9:30 a.m. to 7:00 p.m., Monday through Thursday, and from 9:30 a.m. to until 4:00 p.m. on Friday. The ARC also offers a weekend and late evening tutoring program at the McCormick Campus Center. For more details please visit the ARC website: <http://arc.iit.edu>.

Athletics and Recreation

The Department of Athletics and Recreation offers a comprehensive program of varsity sports, intramural competition, instruction and informal recreational activities for both men and women. The Scarlet Hawks men's varsity teams compete in intercollegiate baseball, basketball, cross-country, soccer, and swimming; women's varsity teams compete in cross-country, swimming, basketball, soccer, and volleyball. The university is an active

member of the National Association of Intercollegiate Athletics (NAIA). For non-varsity athletes, intramural teams provide spirited competition in basketball, handball/squash, cricket, racquetball, softball, tennis, touch football, swimming, cross-country and volleyball. Recreational activities, open swimming and open free-play activities are all available. For more information, please visit www.iit.edu/~athletic.

Spiritual Life

The Campus Ministry, located in the McCormick Tribune Campus Center, works with student religious organizations on campus. These organizations sponsor activities for faith development, worship, socializing and service. The campus minister is available to all students to discuss personal or spiritual issues in a confidential setting and to help students look for opportunities for volunteering or community services. The Robert F. Carr Memorial

Chapel of St. Savior was designed by Mies van der Rohe and built in 1952. It is the only building designed by Mies for religious services. The chapel is open to persons of all faiths for religious services and other appropriate uses. For additional information, students should contact Student Affairs at 312.567.3080 or email spiritual.life@iit.edu.

Career Development Center

Located on the upper level of the Galvin Library, the Career Development Center (CDC) offers individual career counseling and testing, résumé critiques, job search assistance, mock interviews, and labor market and salary data. The CDC also facilitates the Cooperative Education and Summer Internship Programs, whereby qualified students gain experience in their field of study prior to graduation. Both programs are options for domestic and international students at the undergraduate or graduate level.

The CDC conducts a variety of professional development workshops on topics including résumé and cover letter writing, job search strategies, and interviewing skills. The CDC also hosts biannual career fairs, an annual summer job fair, employer information sessions, and on-campus interviews. Career related resources, articles, workshop schedules and a link to job postings in the CDC's e-Recruiting system may be found at www.cdc.iit.edu. Individual sessions with a career counselor may be scheduled by appointment at (312) 567-6800.

Communication Across the Curriculum Program

The CAC helps students understand the role of writing and speaking in their academic and professional lives. Both on its website (<http://www.cac.iit.edu>) and in the CAC Writing Center, located in Siegel Hall 232, the CAC provides assistance in communication skills for academic inquiry, professional research, and the workplace. The CAC also assists IIT instructors in developing materials

relevant to written, oral, electronic, and interpersonal communication in discipline-specific courses—particularly Introduction to the Profession (ITP), writing-intensive (C-Courses), and Interprofessional Projects (IPROs). The CAC director also administers IIT's Basic Writing Proficiency requirement.

Commuter Student Services

IIT's commuter student organization, Commuter Students Association, informs commuter students about available student services and serves as a place where commuter students get to know one another and voice their concerns. The group also plans a variety of events

and activities throughout the year. For more information on CSA's programming, students should consult the Office of Student Activities in the McCormick Tribune Campus Center.

Cooperative Education Program

Cooperative education is a learning approach that integrates college studies with professional working experiences in industry, business, or government. Salaries among IIT co-op students are competitive and help defray educational expenses. Frequently the co-op experience improves employment opportunities upon graduation. Full-time IIT graduate students who are in their second through fifth semesters at IIT and who have and maintain at least a 3.0 GPA are eligible to apply for the co-op program.

The co-operative education program uses three established schedules. These schedules are:

- Alternating: Students alternate terms of full-time work with full-time school. A full-time work schedule must involve the same number of work hours each week as other full-time employees. A minimum of three full-time work terms with the same employer is required.

- Sandwich: Students work three consecutive full-time work terms in twelve months.
- Parallel: Students work part-time during academic terms. Part-time employment must involve an average of 20 hours of work per week. A minimum of six consecutive part-time work terms with the same employer is required. Summer work may be full-time, and the student may register for full-time co-op for the summer, fulfilling the requirement of two part-time work terms.

Students on an alternating or sandwich schedule may take up to six hours of coursework during a work term. Students on a parallel schedule may take up to twelve hours of coursework. Coursework over these limits during a work term constitute an overload and require the approval of the associate academic dean.

Counseling Center

The Counseling Center provides professional counseling and psychological services, including evaluations and therapy for a wide variety of personal situations. These range from adjusting to a new environment to significant depression, anxiety, anger, trauma, interpersonal problems, and other difficulties. Psychological assessments are available for learning disabilities, attention deficit disorders and other conditions that may affect a student's performance and for which accommodations can be made in the classroom and for exams. Academic and career concerns are also addressed, including assistance with study skills, test taking, indecision about majors or career directions.

Services are provided by professionals with doctoral degrees in counseling and psychology and externs from local doctoral programs who are closely supervised by the

Counseling Center staff. A psychiatrist is on campus one half-day a week for medication. There is no charge for most services, although there is a fee, usually covered by insurance, for appointments with the psychiatrist and medication. The Counseling Center follows the ethical and professional standards of the American Psychological Association and state laws regarding confidentiality.

In addition to individual appointments, the Counseling Center offers therapy groups, educational programs on topics such as cultural adjustment, time management, stress reduction, alcohol and drug use, communicating effectively, dating, and responsible sexual behavior. For emergencies when the Counseling Center is closed, contact Public Safety.

Campus Resources

Disability Resources

Services for persons with disabilities are coordinated by the Center for Disability Resources and Educational Development. Persons with disabilities who are interested in applying for admission to any of IIT's educational

programs are invited to call the center prior to their arrival on campus to discuss their individual needs. Enrolled students with disabilities are encouraged to consult the office regarding access to IIT facilities.

Access, Card, and Parking Services

The Access, Card, and Parking Services Office issues HawkCards and parking permits for the university. The HawkCard is the picture identification card for IIT students, staff, and faculty. Not only does it serve as an ID, it also grants access to buildings, parking lots, computer labs, Keating Athletic Center, the shuttle bus, library

materials' check-out services, and HawkCash balances. Permits to park in IIT lots are available for purchase on an annual, academic year, or semester basis. Students should visit Access, Card, and Parking Services in Herman Hall, Room 201 for more information, or visit www.hawkc card.iit.edu or www.parking.iit.edu.

International Center

The International Center (www.ic.iit.edu) promotes international education and cultural exchange by: 1) supporting international students, faculty and staff, as well as students studying abroad; 2) assisting in the compliance of immigration and other related regulations; and 3) providing services and resources to the IIT community. These services include: individual and group orientation

to the university and community; information and advice on immigration regulations; assistance with document preparation for employment and other related non-immigrant benefits; and information and advice on study abroad programs. All international students, faculty and staff must report to the International Center immediately upon arrival at IIT.

Interprofessional Projects

The Interprofessional Projects (IPRO) Program coordinates IIT's interprofessional course, which organizes students in semester-long multidisciplinary project team sections based on real-world topics from sponsors that reflect the diversity of the workplace: corporations, entrepreneurial ventures, non-profit organizations and government agencies. The IPRO teams are self-directed, offering terrific opportunities for developing leadership potential and collaborating on interesting technical and business challenges with faculty and sponsor mentors. Entrepreneurial IPRO (EnPRO) teams address the added challenge of developing a business plan for a new venture

concept. IPRO teams may include five to 15 students from all academic levels (sophomore through graduate school), and across IIT's professional programs (engineering, science, business, law, psychology, design, and architecture). Integration of both horizontal (bridging professional programs) and vertical (bridging academic levels) dimensions within a project team experience stimulates student interaction across the boundaries of individual disciplines and experiences. To learn more or to review a list of current projects, students should visit the IPRO Program Office in 3424 S. State St. room 4C7, or visit <http://ipro.iit.edu>.

Libraries

IIT's library system includes the Paul V. Galvin Library; the Center for the Study of Ethics in the Professions Library; the Graham Resource Center; the Louis W. Biegler Library; the Downtown Campus Library, serving the Chicago-Kent College of Law and the Stuart School of Business; the Moffett Center Library; and the University Archives.

Paul V. Galvin Library

www.gl.iit.edu
(312) 567-3616

Paul V. Galvin Library is IIT's main library, and offers an array of innovative digital services along with traditional library collections. The library's holdings include approximately 980,000 volumes, government publications, microforms, and University Archives. Galvin Library also provides 24-hour access to more than 100 electronic databases, indexing millions of articles; approximately 20,000 full-text electronic journals; e-books; electronic course reserves; and the I-Share system, a statewide resource sharing consortium of 65 university libraries. Galvin Library also provides web-based delivery of a variety of materials, including documents requested via interlibrary loan.

Graham Resource Center

www.gl.iit.edu/grc
(312) 567-3256

The Graham Resource Center (GRC) is a branch of IIT's Paul V. Galvin Library that serves the College of Architecture. The GRC houses books, journals, images, maps, and architecture-related special collections. The GRC is located on the lower level of S.R. Crown Hall.

Center for the Study of Ethics in the Professions (CSEP) Library

www.iit.edu/libraries/csep
(312) 567-6913

The CSEP Library meets the needs of students, teachers, researchers and practitioners in the field of practical and professional ethics. The Library contains a variety of materials, including codes of ethics, books, professional journals, newsletters, bibliographies, and videos dealing with such topics as autonomy, confidentiality, loyalty, conflicts of interest, and self-regulation.

Louis W. Biegler Library

www.gl.iit.edu/biegler
(630) 682-6050

Located on the Rice Campus in Wheaton, Biegler Library provides access to a small circulating print collection, reference materials, and journals, as well as digital access to all of the databases subscribed to by the Galvin Library. Services include interlibrary loan, e-reserves, Web-based document delivery, research consultations, and library instruction.

Downtown Campus Library

library.kentlaw.edu
(312) 906-5670

Serving Kent College of Law as well as the Stuart School of Business, the Downtown Campus Library is a technologically advanced facility with an outstanding law, business, and social science collection. The library houses the Library of International Relations (LIR), which contains one of the largest collections of international law materials in the Midwest and is an official depository of the United Nations and the European Union.

National Center for Food Safety & Technology Library

www.ncfst.iit.edu
(708) 563-8163

Located on the Moffett Campus, this library supports research on food technology and food safety. It is a depository library for the FAO (Food and Agriculture Organization of the United Nations.) The NCFST Library is a member of OCLC and the Illinois Metropolitan Library System.

University Archives

archives.iit.edu
(312) 567-6840

Located in the Paul V. Galvin Library, University Archives serves as a repository for information on IIT's institutional history. University Archives serves internal clients as well as outside scholars and researchers in locating and interpreting records of activities at IIT.

Multicultural Student Services

The mission of The Office of Multicultural Student Services (OMSS) addresses issues of diversity and encourages awareness and respect of all cultures globally. The OMSS serves as a clearing house for data on multicultural issues and assists the IIT community to better understand the issues that confront multicultural students.

Serving as the primary office of advocacy for students of color, women, gay/lesbian and disabled students the OMSS offers support services, educational and social programming aimed at the recruitment, retention, personal and professional development, and success of all IIT students.

Multicultural Student Services will:

- Promote and enhance multicultural opportunities for the campus;
- Prepare students to live and work in an increasingly diverse and global society; and
- Create more culturally sensitive climates on the campus and in the surrounding communities.

OMSS Services include:

- Multicultural data sources and resource library
- Workshops, seminars and networking for personal and professional development
- FIRST Program for New Students
- Traditional multicultural event planning (i.e. History Months)
- Multicultural student organization advising

Research Centers

The **Center for Accelerator and Particle Physics (CAPP)** provides a locus for interdisciplinary activities at IIT aimed at the continued development of research in elementary particle physics, at developing new particle-accelerator technologies, and at education and outreach to educational institutions and to the wider business, philanthropic and general public sectors. It serves as a base to coordinate the activities of a group of IIT faculty, graduate students, and staff from various departments currently involved in a number of research programs, and will promote substantial increases in such involvement through a close working relationship with other universities in the region and with Fermilab. Daniel Kaplan, CAPP director, can be reached at 312.567.3389 or at kaplan@iit.edu. Web: www.capp.iit.edu.

The **Center for Complex Systems and Dynamics (CCSD)** provides an interdisciplinary collaborative environment for fundamental and applied research for understanding and mathematically describing complex systems; developing mathematical and computational techniques for simulating, analyzing, and modifying their behavior; and applying these methods to various complex systems of national interest. Current research areas include nonlinear and stochastic phenomena in complex systems, multiagent systems, complex networks and adaptive systems, natural and industrial ecologies, dynamics of multiphase systems, fluid turbulence, molecular level modeling of physical systems, brain electrophysiology and computational neuroscience, and transportation systems. Ali Cinar, director, can be reached at 312.567.3637 or cinar@iit.edu. Web: www.grad.iit.edu/researchcenters/ccsd/.

The **Center for Electrochemical Science and Engineering** conducts basic and applied research primarily in fuel cells and batteries, while preparing students for a career in advanced energy technology. Jai Prakash, director, can be reached at 312.567.3639. Web: www.chee.iit.edu/research/cese/cese.html.

The **Center of Excellence in Polymer Science and Engineering** is an interdisciplinary research and education center established in 1990 through a grant from the Amoco Foundation, is devoted to the advancement of polymer science and engineering. Research is conducted on synthesis, rheology, characterization and processing of polymers. Education programs include concentrations for B.S., MAS (non-thesis), M.S. and Ph.D. degrees. Jay Schieber, director, can be reached at 312.567.3046 or schieber@iit.edu. Web: www.chee.iit.edu/research/cepse.

The **Center for Integrative Neuroscience and Neuroengineering Research (CINNR)**'s mission is to foster research in systems and behavioral neuroscience at the University of Chicago and neural engineering at Illinois Institute of Technology. Work in the Center proceeds from basic science and clinical efforts and emphasizes interdisciplinary approaches to understanding the nervous system. Philip Ulinski, director, can be reached at 773-702-8081 or pulinski@uchicago.edu. Vincent Turitto, co-director can be reached at 312-567-6927 or turitto@iit.edu. Web: www.cinnresearch.org/index.html

The **Center for the Management of Medical Technology (CMMT)** is dedicated to research, education and dissemination of knowledge in the management of medical technology. The CMMT has five major research thrusts: 1) generation, adoption and utilization of medical technologies; 2) the nature of medical technology and innovation and the role it plays in health care delivery; 3) evaluation of medical technologies; 4) ethics, social implications and patient value of medical technologies, and 5) management of medical information and emerging technologies. Eliezer Geisler, director, can be reached at 312.906.6532.

The **Center for the Study of Ethics in the Professions (CSEP)** was established in 1976 to promote research and teaching on practical ethical issues in the professions. It was the first multi-disciplinary ethics center to focus on the professions. CSEP continues to be one of the nation's leading ethics centers, and is internationally recognized for its work on ethics in science and engineering. CSEP has been committed to carrying out multi-disciplinary, multi-institutional projects that introduce and propagate innovations in teaching and that produce research combining empirical investigation with conceptual analysis. This focus equips CSEP very well for the ESI component of the NNIN. Vivian Weil, director, can be reached at 312.567.3472 or weil@iit.edu. Web: www.iit.edu/departments/csep/.

The **Center for Synchrotron Radiation Research and Instrumentation CSRRRI** promotes, coordinates, and fosters research and educational activities in synchrotron radiation science and related fields at IIT. CSRRRI works not only among the core faculty, but also among faculty in other areas and at other institutions across the nation and around the world. CSRRRI fosters education in x-ray sciences both at IIT and in the larger scientific community through developing training programs, academic courses and specialized short courses as well as participating in summer schools and training workshops at national and international conferences. Tom Irving, director, can be reached at 312.567.3489 or irving@iit.edu.

The **Electric Power and Power Electronics Center IIT** has long maintained high quality education and research programs in electric power and energy systems. The mission of the Electric Power and Power Electronics Center (EPPEC) is to make significant educational, research, and practical contributions to the fields of electric power, power electronics, electric machines, motor drives, and vehicular power systems. The tasks of the Center include the sponsorship of technical studies, which will enhance the role of university faculty, manufacturers, vendors, and consumers in power engineering research and education. The Center works with centers and departments across IIT, other institutions, government agencies, and industry to sponsor research projects, short courses, conferences, and seminars. Ali Emadi, director, can be reached at 312.567.8940 or emadi@iit.edu. Web: <http://power.iit.edu>.

Research Centers continued

Energy +Power Center offers research and education programs that respond to the needs of the energy and power industries. The center's activities include the Energy/Environment/Economics (E3) program. Henry R. Linden, center director, can be reached at 312.567.3095. Web: www.chee.iit.edu/research/enrg_pow/enrgpow.html.

The **Energy and Sustainability Institute** develops close collaborations among numerous programs at IIT with a focus on development of energy-related inter-professional educational and research programs and proposals. The strategy of the institute is to use a least-cost path to improve energy efficiency, enhance power reliability and security, minimize pollution, and continue the decarbonization of the global energy system. IIT researchers believe that the endpoint of this evolution will be electrification of most stationary energy uses with such high-tech renewables as photovoltaic, solar-thermal and wind energy, and the use of hydrogen as the dominant transportation fuel in fuel-cell-powered electric vehicles. The institute also has plans to develop research and educational partnerships with the City of Chicago, State of Illinois, industry, national laboratories and other universities. The institute goal is to play a major role in identifying future research directions for shaping national energy policy and sustainability initiatives. Hamid Arastoopour, director, can be reached at 312.567.3038 or arastoopour@iit.edu.

The **Engineering Center For Diabetes Research and Education (ECDRE)**'s objective is to use engineering techniques to develop treatment modalities for diabetes and its many complications. ECDRE is the first center in the U.S. to focus on diabetes treatment. IIT faculty members, in collaboration with investigators and clinicians at the University of Chicago and Argonne National Laboratory, are working on a variety of diabetes-related research projects. ECDRE is a component of the Pritzker Institute of Biomedical Science and Engineering, which is developing a biomedical research thrust on the campus of IIT. Ali Cinar, director, can be reached at 312-567-3637 or cinar@iit.edu. Emmanuel Opara, co-director, can be reached at 312-567-3858 or opara@iit.edu. Web: www.ecdre.iit.edu/.

The **Fluid Dynamics Research Center** conducts experiments and theoretical studies on fluid flow management and control, particularly in the area of boundary layer turbulence, applying the principles of computational fluid dynamics. The center is the site of the National Diagnostic Facility, the world's largest university wind tunnel, fully dedicated to basic research, and supported by the Air Force Office of Scientific Research and the Office of Naval Research. David R. Williams, director, can be reached at 312.567.3192. Web: <http://fdrc.iit.edu>.

The **High Performance Computing Center (HPCC)** is based on the successful collaboration among Illinois Institute of Technology faculty and the Office of Technology Services. The HPCC serves a critical comput-

ing need among IIT researchers: the availability of high performance computing resources. In particular, the HPCC charter has three main goals: to provide expertise on the integration of new computing equipment into IIT's HPC pool; to attract external funding for HPC infrastructure; and to promote HPC at IIT. The HPCC oversees the university's central research computing resources: the 32 processor "gigawulf" Linux cluster www.iit.edu/~gigawulf.

IIT Research Institute (IITRI) is IIT's not-for-profit contract research affiliate. With a focus on biomedical research, IITRI's staff of approximately 150 scientists and technicians conducts programs for both government and commercial sponsors. Specific areas of expertise include preclinical toxicology; carcinogenesis and cancer prevention; inhalation technology; molecular biology; analytical chemistry; and biodefense. David McCormick, IITRI vice-president and director of its Life Sciences Group, can be reached at 312.567.4972. Web: www.iitri.org.

The **International Center for Sensor Science and Engineering (ICSSE)** coordinates education and research activities in sensor science and engineering. The center addresses significant national and international needs for research and development in sensor science. Current research activities include: biosensors, electrochemical sensors, nanosensors, physical sensors, computations for optimum sensor applications, pattern recognition and artificial intelligence in sensor systems, artificial chemical sensor arrays like electronic noses and tongues, prosthetic sensing like eyes, ears and noses, sensor modeling and design, the shared sensor technology user facility for extreme sensor evaluation, and sensors for chiral molecules. Sensor applications include medicine, environment, human health and safety, industrial and automotive, homeland security, and the NASA space station. Joseph Stetter, director, can be reached at 312.567.5875 or stetter@iit.edu.

The **Medical Imaging Research Center (MIRC)** at the Pritzker Institute of Biomedical Science and Engineering promotes, coordinates, and fosters research and educational activities at IIT in medical imaging and related fields. Educational programs include B.S. and Ph.D. programs in Biomedical Engineering. Current projects include: mapping the human brain, new x-ray imaging techniques, computer-aided diagnosis, and imaging the heart. Miles Wernick, director, can be reached at 312.567.8818 or wernick@iit.edu. Web: www.mirc.iit.edu/.

The **National Center for Food Safety and Technology (NCFST)** at IIT's Moffett Campus is a consortium comprised of IIT, IITRI, the U.S. Food and Drug Administration, the University of Illinois and industrial sponsors, to advance the safety and quality of our food supply, through research and education programs and extensive pilot plant facilities in food biotechnology, food packaging and food processing. Martin Cole, director, can be reached at 708.563.1576. Web: www.ncfst.iit.edu.

Campus Resources

Research Centers continued

The **Particle Technology and Crystallization Center (PTCC)** is devoted to the development of fundamental knowledge, methods and strategies in the areas of nucleation, crystallization, particle technology, and characterization that will result in faster development of new pharmaceutical compounds, development of new solid forms, and a reduced time to bring a new compound to market. This center is a collaboration of IIT, Purdue University, and Massachusetts Institute of Technology. A unique mechanism for addressing these important problems in particle technology and crystallization in the pharmaceutical industry arises from the combination of the particle technology and crystallization group at IIT, which includes characterization facilities at the Advanced Photon Source (APS) at Argonne National Laboratory; the expertise provided by the department of Industrial and Physical Pharmacy at Purdue University in polymorphism, materials science, spectroscopic analysis, and manufacturing; and MIT in benchmarking and process analysis. The center has developed relationships to firms within the pharmaceutical industry to ascertain and address important issues that are essential to new manufacturing knowledge and development. Dimitri Hatzivramidis, director, can be reached at 312.567.5302. Web: www.grad.iit.edu/researchcenters/ptcc.

The **Pritzker Institute of Biomedical Science and Engineering** is an umbrella organization that enhances the biomedical science and engineering research activities on the IIT campus. Pritzker develops and coordinates relationships and programs with traditional science and engineering departments within IIT, as well as outside institutions, especially, Argonne National Laboratory and the University of Chicago. Vincent Turitto, director, can be reached at 312.567.5324. Web: <http://www.pritzker.iit.edu/>.

Through the **Thermal Processing Technology Center (TPTC)**, faculty and students undertake research to support the needs of the materials processing and manufacturing industries. The center performs high quality basic and applied research in thermal processing technology of interest to the primary metals and manufacturing industry. In addition, the center provides training and education to enhance the human resources available to industry. Multi-disciplinary research teams are used to provide innovative crosscutting technological solutions to industrial materials processing problems. Philip Nash, director, can be reached at 312.567.3056. Web: <http://tptc.iit.edu>.

Service, Education and Outreach Centers

The **Center for Research and Service** offers professional consulting services through the Institute of Psychology at IIT. The center supports its clients through research-based solutions that improve individual, team and organizational performance. Bruce Fisher, director, can be reached at 312.567.6471. Web: www.iit.edu/~psycrs/.

The **Center for Sustainable Enterprise** can bring the many disciplines resident at the Illinois Institute of Technology together in a collaborative relationship with business corporations, other academic institutions, government agencies and members of the NGO community to identify, develop, communicate, and help implement practical and equitable business strategies that advance the ecological sustainability of the Greater Chicago Area, while fostering our current and future economic viability. George Nassos, director, can be reached at 312.906.6543 or gnassos@stuart.iit.edu. Web: www.stuart.iit.edu/cse/home.html.

Energy/Environment/Economics (E³) is an academic program of research and coursework for students in chemical, mechanical, environmental and electrical engineering. The research program encompasses areas of specialization that relate to energy, sustainable development, industrial ecology and environmental design. Hamid Arastoopour, director, can be reached at 312.567.3038.

The **Institute for Science, Law & Technology** provides a forum to produce and disseminate knowledge on the implications and applications of science within societal and legal contexts. As part of its mission, the institute sponsors long-term, multi-disciplinary research, public conferences, judicial training, symposia for journal-

ists, and other programs. Public programming, scholarship and research, and student educational opportunities in the Institute focuses on biotechnology, information technology, environmental science, and cross-cutting issues such as products liability, intellectual property, design of legal and market institutions, and use of technology in the courtroom. In addition, institute staff and faculty draft laws and regulations and develop other programs that guide public policy decisions. Lori Andrews, director, can be reached at 312.906.5359.

The **Invention Center** helps students and faculty develop a studio approach to engineering. The center's philosophy is project-oriented, creativity-driven and encompasses all the stages of invention, including idea generation and development, prototype development and proof-of-concept, the patent process and commercialization. Francisco Ruiz, director, can be reached at 312.567.3212. Web: www.iit.edu/~invention/.

The **Manufacturing Productivity Center** is the hub of all activities relating to manufacturing technology and management. Keith E. McKee, director, can be reached at 312.567.3650. Web: www.mtm.iit.edu/mpc.html.

The **Office of Intellectual Property and Technology Transfer** supports all IIT efforts to build and sustain relationships with corporations and other external organizations. The office coordinates the process of identifying, evaluating, protecting, marketing and licensing all IIT inventions and copyrightable material. Robert Anderson, director of technology transfer and intellectual property, can be reached at 312.567.3462. Web: www.grad.iit.edu/techtr/.

Residence and Greek Life

More than half of IIT's full-time undergraduates live on campus. The Residence Life Office offers a wide range of programs and services designed to enhance campus life. The office coordinates resident advisers, student security, and the Residence Hall Association. In addition to seven

residence halls, there are six fraternity houses and two sorority houses. Fraternities and sororities have very active programs, and membership is open to commuting as well as resident students. Housing for married students is available in four campus apartment buildings.

Student Activities

Co-curricular activities and events provide opportunities for students to expand their intellectual, social and recreational interests. The McCormick Tribune Campus Center (MTCC) is the site for feature films, comedians and live music. The campus center has lounges, study areas, meeting rooms, student organization offices, an auditorium, a ballroom, a cafeteria, a pub, and a recreation room. The Office of Student Activities oversees many student groups and acts as liaison between the administration and the various organizations. The campus is home to numerous student organizations including

the Student Government Association (SGA), Graduate Student Association; the Residence Halls Association (RHA), which governs the hall councils; Greek Council, the governing organization for social fraternities and sororities; the National Society of Black Engineers (NSBE); Latinos Involved in Further Education (LIFE); Union Board, which plans much of the campus social and cultural activities; Technology News, the student newspaper; WIIT-FM, the student radio station; and Commuter Student's Association, the commuter student organization.

Student Affairs

The office of the Dean of Student Affairs oversees many areas of student life and serves as the primary advocate and ombudsperson for students. The office also manages the student conduct process. Students, faculty and staff are encouraged to contact the office for help or referrals. Activities outside the classroom and laboratory complement and enhance IIT's central educational mission. IIT encourages all students to participate in athletics, stu-

dent organizations and professional societies. Students are also encouraged to take advantage of the cultural, educational and recreational resources on campus, as well as in the Chicago area. For additional information on activities, organizations and services, students should consult the IIT Student Handbook, available at www.iit.edu/~osa/.

Student Health Center

Health services are available for all students regardless of insurance coverage. The health service is staffed by master's prepared nurse practitioners who function as advanced practice clinicians in collaboration with a physician. Diagnosis and management of common illnesses and injuries as well as prescriptive authority is within the scope of advance practice nurses. Preventative medicine such as women's health care, immunizations, nutrition and diet information and laboratory testing are available. The health service also provides educational

programs throughout the academic year and is available to assist students with wellness or information workshops. A nurse practitioner is available Monday through Friday by appointment and on a walk-in basis in emergency situations. The physician is on site approximately two hours per week. The Student Health Center also serves as the administrator of the student health insurance. The Student Health Center is in 112 Farr Hall; appointments may be made by calling 312.808.7100. Hours are from 9 a.m. to 4 p.m., Monday through Friday.

Technology Commercialization

The **Office of Intellectual Property and Technology Transfer**, www.grad.iit.edu/techtr, supports all IIT efforts to build and sustain relationships with corporations and other external organizations. The office coordinates the process of identifying, evaluating, protecting, marketing and licensing all IIT inventions and copyrightable material. Assistance with business startup issues is available

Robert Anderson, director of technology transfer and intellectual property, can be reached at 312.567.3462. Dr. Myron Gottlieb, manager of technology transfer and intellectual property, can be reached at 312-567-3596 or gottlieb@iit.edu.

Campus Resources

Technology Services

The Office of Technology Services (OTS) supports IIT's primary technology systems including administrative systems, network and telephone infrastructure, and distance learning programs. OTS departments include Technology Infrastructure, Programming and Client Services, Telecommunications, and IIT Online Technical Services.

OTS maintains over 300 computers in its classrooms and public terminals throughout Main and Rice campuses. The classrooms are used for both academic courses and IIT-organized events. The computers in these classrooms are refreshed on a three-year cycle, to ensure that students have access to equipment that supports their academic goals. The instructional software in the classrooms is also reviewed every semester by the IIT Software Committee, and is updated after thorough testing for compatibility with existing lab hardware/software.

The Blackboard course management system is also maintained by OTS. The system hosts a website for every course offered at IIT and serves as a portal to IIT Online streaming media, which can be accessed by students in both online and live course sections. Instructors post notes, lectures, and assignments on the course page, which also features a discussion board and chat room. IIT Online continues to grow rapidly with an increasing number of classes being broadcast over the Internet and IITV microwave channels each semester. IIT Online also broadcasts special IIT events such as guest lectures and commencements.

The OTS Support Desk is the central point of contact for technology support at IIT. The Support Desk staff provides technical troubleshooting and administrative support for all students, faculty and staff. Services include troubleshooting, account management, and configuration assistance. The Support Desk website (<http://support.iit.edu>) houses a knowledge database that is available to all clients and includes how-to and self-help information for common technical issues and questions. Members of the IIT community may submit a request for technical support by opening a ticket on the support website and via email (support@iit.edu) or by calling the Support Desk at 312.567.3375 (on-campus ext. 7-DESK).

At IIT there are two options for connecting to the network, wired and wireless. Most campus buildings have wired internet access and wireless access is available in Galvin Library, most residential areas, and some academic buildings. Visit the OTS web site to view IIT's current wireless zones. Instructions for connecting to the Internet through the IIT Network, including how to configure your computer and register your wireless network card, are also available on the OTS website, <http://ots.iit.edu>.

The OTS website contains links to detailed information on all of the topics discussed above, as well as useful details for other services, such as e-mail and software licensing. For any questions about the services that OTS provides, the most current information can be obtained by consulting the Support Desk or OTS website.

Women's Services and Diversity Education

The office of Women's Services and Diversity Education serves as a compass for students of the IIT community to navigate through issues that confront today's society including equality, women's rights, health, social responsibility, financial education, personal enrichment, and cultural awareness. Students, faculty, staff and friends are provided services and programs that nurture leadership talents, address motivational needs, offer

life-management options, advocacy, and self-assessment. Fun and creative social, cultural, and educational events are designed and administered to foster learning and growth. Pertinent resources and tools are provided to help patrons succeed in their life, school, and career. WSDE enjoys the honor of being affiliated with other great campus departments and community organizations.

Writing Centers

Students can seek assistance with written and oral assignments at two writing centers, both located in Siegal Hall 232. First, the CAC Writing Center supplements instructional material available at the Communication Across the Curriculum website (<http://www.cac.iit.edu>), and primarily serves students in engineering, sciences, and computer science courses—especially those enrolled in writing-intensive courses (Introduction to the Profession, C-courses, and IPROs). Appointments may be made online at <http://www.cac.iit.edu/calendar/default.asp>.

Second, the Humanities Writing Center primarily serves students with assignments in history, literature, philosophy, social sciences, and art and architecture history courses. Its staff are also expert in English as a Second Language, offering special attention to students whose primary language is not English.

Graduate Programs and General Requirements

Graduate Degree Programs and General Requirements

The university's Armour College of Engineering, College of Architecture, Center for Professional Development, Chicago-Kent College of Law, Institute of Design, Institute of Psychology, and Stuart School of Business award graduate degrees. In many fields, students in

master's programs may choose either a thesis track or non-thesis track program. These academic units also work together to offer a wide variety of joint- and dual-degree programs.

Doctoral Degrees

Applied Mathematics
Architecture
Biology
Biomedical Engineering
Chemical Engineering
Chemistry
Civil Engineering
Computer Engineering
Computer Science
Design
Electrical Engineering

Environmental Engineering
Management Science
Materials Science and Engineering
Mathematics Education
Mechanical and Aerospace Engineering
Molecular Biochemistry and Biophysics
Physics
Psychology
Science Education
Technical Communication

Law Degrees

Juris Doctor (J.D.)
Master of Laws (LL.M.)
LL.M. in Family Law
J.D./M.B.A. (joint degree)
J.D./M.S. in Environmental Management (joint degree)
J.D./LL.M. in Taxation (joint degree)

J.D./LL.M. in Family Law (joint degree)
J.D./M.S. in Financial Markets (joint degree)
J.D./LL.M. in Financial Services Law (joint degree)
J.D./Master of Public Administration (joint degree)
J.D./Master of Public Health (joint degree in cooperation with University of Illinois at Chicago)

Master of Science Degrees

Applied Mathematics
Biology
Chemical Engineering
Chemistry
Civil Engineering
Computer Engineering
Computer Engineering and Electrical Engineering
(dual degree)
Computer Science and Master of Chemical Engineering
(dual degree)
Computer Science
Computer Science for Teachers
Electrical Engineering
Environmental Engineering
Environmental Management
Finance
Financial Markets
Food Process Engineering
Food Safety and Technology
Information Architecture
Manufacturing Engineering

Marketing Communication
Materials Science and Engineering
Mathematics Education
Mechanical and Aerospace Engineering
Molecular Biochemistry and Biophysics
Personnel and Human Resources Development
Personnel and Human Resources Development
(dual-degree w/ B.S. in Psychology)
Physics
Psychology
Rehabilitation Counseling*
Rehabilitation Counseling
(dual-degree w/ B.S. in Psychology)*
Science Education
Technical Communication and Information Design*

* application to these programs does not require the GRE

Graduate Degree Programs and General Requirements

Professional Master's Degrees

These programs are specifically designed with the needs of professionals in mind. Most are course-only and do not require a thesis. In addition, the GRE requirement is waived for applicants to professional master's degree programs who hold a bachelor's degree from an accredited U.S. institution with a cumulative GPA of at least 3.0/4.0.

Architecture (full-time only)
 Architectural Engineering
 Biological Engineering
 Biology
 Biomedical Imaging and Signals
 Business Administration (M.B.A.)
 Business Administration/
 M.S. in Environmental Management (dual degree)
 Business Administration/M.S. in Finance (dual degree)
 Business Administration/M.S. in Financial Markets
 (dual degree)
 Business Administration/
 M.S. in Marketing Communication (dual degree)
 Business Administration/
 Master of Public Administration (dual degree)
 Chemical Engineering
 Chemical Engineering and M.S. in Computer Science
 (dual degree)
 Chemistry
 Chemistry in Analytical Chemistry
 Chemistry in Materials and Chemical Synthesis
 Computer Science
 Computer Science with a specialization in Business (MCS)
 Construction Engineering and Management

Design (full-time only)
 Design Methods
 Electrical and Computer Engineering
 Electricity Markets
 Engineering in Manufacturing (via Internet)
 Environmental Engineering
 Food Process Engineering
 Food Safety and Technology
 Gas Engineering (Internet only)
 Geoenvironmental Engineering
 Geotechnical Engineering
 Health Physics
 Industrial Technology and Operations
 Information Technology and Management
 Landscape Architecture
 Manufacturing Engineering
 Master of Public Administration (M.P.A.)
 Materials Science and Engineering
 Mathematical Finance
 Mathematics Education
 Mechanical and Aerospace Engineering
 Network Engineering
 Nonprofit Management (M.P.A.)
 Power Engineering
 Public Administration (M.P.A.)
 Public Works
 Science Education
 Structural Engineering
 Telecommunications and Software Engineering
 Transportation Engineering
 VLSI and Microelectronics

Graduate Certificate Programs

Designed to provide knowledge in a specialized area within an academic discipline, these programs typically consist of 9–12 credit hours of coursework that might otherwise be applicable to a master's degree. Students who successfully complete graduate certificate programs and who subsequently apply for admission and are admitted to a master's degree program at IIT may apply all approved coursework taken in the certificate program and passed with a grade of "B" or better toward the master's degree. Admission to a certificate program does not guarantee future admission to a degree program.

Biological, Chemical and Physical Sciences

Analytical Method Development
 Analytical Spectroscopy
 Characterization of Inorganic and Organic Materials
 Chromatography
 Radiological Physics
 Synthesis and Characterization of Inorganic Materials
 Synthesis and Characterization of Organic Materials

Chemical and Environmental Engineering

(Chemical Engineering:)
 Biological Engineering
 Current Energy Issues (Internet only)

Food Process Engineering
 Particle Processing
 Pharmaceutical Engineering
 Polymer Science and Engineering
 Process Operations Management

(Environmental Engineering:)

Air Resources
 Hazardous Waste Engineering
 Indoor Air Quality
 Water and Wastewater Treatment

Civil and Architectural Engineering

Construction Management
 Earthquake and Wind Engineering Design
 Geoenvironmental Engineering
 Infrastructure Engineering and Management
 Transportation Systems Planning

Computer Science

Computer Networking and Telecommunications
 Information Systems
 Software Engineering

Graduate Programs and General Requirements

Graduate Certificate Programs continued

Electrical and Computer Engineering

Advanced Electronics
 Applied Electromagnetics
 Communication Systems
 Computer Engineering
 Control Systems
 Electricity Markets
 Power Electronics
 Power Engineering
 Signal Processing
 Wireless Communications Engineering

Mechanical, Materials and Aerospace Engineering

Computer Integrated Design and Manufacturing
 Product Quality & Reliability Assurance

National Center for Food Safety and Technology

Food Process Engineering
 Food Safety and Technology

Public Administration

Nonprofit Studies and Management
 Public Safety and Crisis Management

Information Technology and Management

Computer and Network Security Technologies

Lewis Department of Humanities

Ethics in the Workplace: Business, Engineering and Government
 Instructional Design
 International Technical Communication
 Technical Communication

Institute of Psychology

Compensation Management
 Psychiatric Rehabilitation
 Rehabilitation Engineering Technology

Professional Certificates

Chicago-Kent College of Law

Students must be enrolled as J.D. students to earn these certificates:

Environmental Energy and Law
 Intellectual Property Law
 International and Comparative Law
 Labor and Employment Law
 Litigation and Alternative Dispute Resolution
 Public Interest Law

College of Science and Letters

Math and Science Education: Professional Teacher Education

Stuart School of Business

Graduate Management Certificates

(Available only to students who possess advanced degrees in business, finance, or management.)

Entrepreneurship
 Financial Management

Information Management

International Business
 Management Science
 Marketing
 Operations, Quality, and Technology Management
 Strategic Management of Organizations

Graduate Certificates

E-Business
 Environmental Management
 Healthcare Management
 Healthcare Marketing Communication

Financial Markets Certificates

Alternative Investments
 Electronic Trading
 Financial Markets
 Financial Programming
 Portfolio Management

Undergraduate Programs

A complete description of undergraduate programs and admission requirements is available from the Office of Undergraduate Admission at www.iit.edu/admission/undergrad.

Graduate Programs and General Requirements

Synopsis of Graduate Studies at IIT

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 Graduate College Office of

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 www.grad.iit.edu/forms.

For applicants

1. Formal application
2. Admission decision

Form or Application Required

Regular application and all supporting materials including official transcripts, letters of recommendation, test scores (if required), professional statement, portfolio (if required) and application fee.

Admission letter from the Office of Graduate Admission outlining terms of admission offer, or informing the student that admission has been denied.

For admitted and continuing Ph.D. students

3. Registration

Registration may be approved online at <http://webforsun.cns.iit.edu/ahomepg.htm> or forms signed by appropriate officials. Continuing students not enrolling for the current term must submit Form #216, Leave of Absence.

4. Approval of the program of study

Form 401 must be submitted by the student online at www.grad.iit.edu/forms/ and will be electronically approved by the faculty adviser and academic unit head/department chair.

Form 406 can be submitted to revise an approved 401 form.

5. Ph.D. qualifying examination

Department administering exam submits Form #303* (if required).

6. Ph.D. comprehensive examination

Form #301A. Department submits exam results in Form #309.*

7. Fulfillment of Ph.D. residency requirement

No form needed.

8. Appointment of the thesis examining committee/
comprehensive examination committee

Form #301A.

9. Preliminary Ph.D. thesis approval

Form #501A.

10. Final Ph.D. thesis committee approval

Form #301B.

11. Final thesis defense /
comprehensive examination

Department submits exam results in Form #309.*

12. Thesis fee

Bursar's receipt.

13. Ph.D. thesis approval signed
by the thesis examiner

Form #501B.

14. Completion of courses and other requirements

Listed on Form #401, and Form #406 if there are modifications to Form #401

15. Application for Graduation

Application for Graduation Form. (Check deadline listed in the *Enrollment Guide* for semester of desired graduation.)

16. Fulfillment of all financial obligations to the university

17. Commencement (attendance is voluntary)

Registrar will mail details in October and April.

18. Diploma

Registrar will mail diplomas four to six weeks after semester grades are reported.

Graduate Degree Programs and General Requirements

Synopsis of Graduate Studies continued

For admitted and continuing M.S. students

3. Registration	Registration may be approved online at http://webforsun.cns.iit.edu/ahomepg.htm or forms signed by appropriate officials. Continuing students must submit Form 216, Leave of Absence.
4. Approval of the program of study	Form 401 must be submitted by the student online at www.grad.iit.edu/forms/ and will be electronically approved by the faculty adviser and academic unit head/department chair.
5. Preliminary M.S. thesis approval	Form #501A (if required).
6. Final thesis/ comprehensive examination for M.S. or MAS where applicable	Department submits Form #303. (if required).
7. Final M.S. thesis committee approval	Form #501B (if required).
8. Thesis fee (if applicable)	Bursar's receipt.
9. M.S. thesis approval signed by the thesis examiner	Form #501B.
10. Completion of courses and other requirements	Listed on Form #401 and Form #406.
11. Application for Graduation	Application for Graduation Form. (Check deadline listed in the <i>Enrollment Guide</i> for semester of desired graduation.)
12. Fulfillment of all financial obligations to the university	
13. Commencement (attendance is voluntary)	Registrar will mail details in October and April.
14. Diploma	Registrar will mail diplomas four–six weeks after semester grades are reported.

Note: Copies of the forms and applications may be obtained from the respective academic unit; the Office of Academic Affairs, 110 Main Building, 3300 S. Federal St., Chicago, IL 60616 or at 312.567.3024; or the Graduate College Web site at www.grad.iit.edu. A copy of the sequence of events for students who have applied for

graduation may also be obtained from the Office of Academic Affairs or at www.grad.iit.edu.

*Forms 303 and 309, Exam Results Forms, are not given to students. Academic units send 303 and 309 forms to the Office of Academic Affairs.

Admission

Admission

Application for Admission

Application information and forms for degree and non-degree admission may be obtained from the Office of Graduate Admission by visiting www.grad.iit.edu/admission/, by calling 312.567.3020, by e-mailing gradu@iit.edu, or by writing to 10 W. 33rd St., Perlstein Hall, room 203, Chicago, IL 60616.

All documents submitted in support of an application must be the original or a certified copy. Documents may not be duplicated, transferred, forwarded or returned once they have been submitted to IIT. A one time application/processing fee must accompany the application. Students will find current application fees, applications and instructions at www.grad.iit.edu/admission. Students applying to Stuart School of Business, Chicago-Kent College of Law and the Institute of Design should visit their websites for information. Any applicant or student who has applied to or attended IIT previously is not required to submit an additional application fee.

Students who do not register for the semester they originally applied for must contact the Graduate Admission Office to request to defer their admission for one semester. Transcripts must be submitted for all courses attempted at other institutions that were not listed

on previously submitted transcripts. Students wishing to register more than one year after the initial application must apply as a new student and resubmit all documents.

Applications and information for graduate programs in business may be obtained from Stuart School of Business by visiting www.stuart.iit.edu, by calling 312.906.6576, or by writing to the school at 565 W. Adams, Chicago, IL 60661.

Applications for programs in law may be obtained from Chicago-Kent College of Law by visiting www.kentlaw.edu, by calling 312.906.5020, or by writing to the college at 565 W. Adams, Chicago, IL 60661.

Applications for the College of Architecture are available by visiting www.arch.iit.edu or by phoning 312.567.3260. The college's mailing address is Crown Hall, 3360 S. State, Chicago, IL 60616.

Degree-Seeking Versus Non-Degree Status

A degree-seeking student is a registered student who submitted an application for admission as a degree-seeking student, was accepted by an academic unit in a specific degree program, and received a formal letter of admission. Degree-seeking students are required to register every semester except summer unless they receive special permission in writing for a leave of absence (Form 216) from the Graduate College, Office of Academic Affairs.

A non-degree student is a registered student who holds an undergraduate degree from an accredited institution, submitted an application for admission as a non-degree student, and was admitted. Non-degree students are

those who wish to improve their professional or personal development without being required to fulfill degree requirements, are not certain about their prospective field of study at IIT, have less than a 3.0/4.0 undergraduate GPA, or are unable to submit a completed regular application prior to the beginning of the semester. Non-degree students are not accepted into a graduate degree program and are not classified as degree-seeking students. (See the section on Admission as a Non-Degree Student for procedures on becoming a degree-seeking student.)

Admission as a Degree-Seeking Student

To apply, please submit an application, including all supporting documents and application fee, prior to the published deadlines. Applications received after the specified dates will be considered only if circumstances permit. In addition to the application form, the applicant must submit the following:

1. Official transcripts, or certified copies thereof, of all academic work at the college level or above.
2. Two letters of recommendation (three for Ph.D. applicants).
3. Professional statement.
4. Required test scores.

All applicants are required to submit GRE general test scores. A minimum combined general GRE score of 1200 is required for tests taken before October 1, 2002. For tests taken on or after October 1, 2002, a minimum score of 900 (quantitative + verbal) and 2.5 (analytical writing) is required for M.S./MAS applicants. Ph.D. applicants must meet the minimum requirements of 1000 (quantitative + verbal) and 3.0 (analytical writing), for tests taken on or after October 1, 2002. Individual departments, colleges and institutes of IIT may require higher scores. Students should see the specific admissions requirements listed for each academic unit in the relevant sections of this bulletin. GRE scores may be no more than five-years old. The IIT code number is 1318. The GRE requirement is waived for applicants to professional master's degree programs who hold bachelor's degrees from an accredited degree program at a U.S. college or university with a cumulative GPA of 3.0/4.0 or higher. The required minimum cumulative undergraduate GPA for regular admission is 3.0/4.0. Students with a 2.5/4.0 GPA may be admitted as non-degree students with probationary status. (See Admission as a Non-Degree Student.)

Applicants to Chicago-Kent College of Law must submit LSAT scores and other documentation as required by the law school. Stuart School of Business applicants are required to submit GMAT and other documentation as required by the business school. Prospective students can obtain more information about admission requirements for Chicago-Kent College of Law at <http://www.kentlaw.edu/> and for Stuart School of Business at <http://www.stuart.iit.edu/>.

Meeting the minimum required test scores and GPA does not guarantee admission. Specific requirements and factors considered by academic units in admission decisions for specific degree programs are outlined in the relevant sections of this bulletin.

Admission as a Certificate Student

Admission as a certificate student requires that the student submit the application form and official transcripts of all college-level coursework. A certificate student must possess a bachelor's degree with a cumulative GPA of 2.5/4.0. A certificate student whose bachelor's degree(s) is not in the field of certificate study or a closely related field may be required to take additional prerequisite courses that may not count toward the certificate.

Certificate students are permitted to enroll in as many credit hours as are necessary to complete the certificate. Certificate students who later apply and are admitted to a master's degree program may apply only approved certificate coursework with a grade of "B" or higher to the master's degree.

Admission as a Non-Degree Student

Citizens and permanent residents of the United States with incomplete applications, who have a minimum undergraduate GPA of 2.5/4.0, or who cannot submit required documentation by the application deadline, can apply for non-degree student admission. A final admission decision (degree-seeking admission) may be deferred until the requisite GPA has been achieved in study as a non-degree student, or until the required documents are available. Non-degree students seeking to convert to degree-seeking status must complete a regular application to a degree program prior to the completion of nine credit hours of study. If a non-degree student applies for and is granted admission to a degree program, a maximum of nine credit hours of approved coursework taken

as a non-degree student and passed with a grade of B or better may be applied to the degree. The Office of Graduate Admission will notify non-degree students of the conditions under which they are admitted. Students should also refer to the section on transfer of credit on page 33.

International students on an F-1 visa cannot be admitted as non-degree students. Non-degree students who wish to continue to take courses as non-degree students beyond nine credit hours must declare, in writing, their respective intents not to pursue a degree program to the Graduate College's Office of Academic Affairs.

Admission

International Applicant Requirements

General Requirements

International applications are incomplete until the following are received:

1. Application fee.
2. TOEFL scores (if required).
3. GRE scores.
4. Official transcripts of all academic work at the university level or above.
5. Professional statement and portfolio (if required).
6. Two letters of recommendation (three for Ph.D. applicants).

If any of these documents are not in English, the student must provide a certified English translation by a qualified translator, together with the original certified

non-English credentials. A minimum combined general GRE score of 1200 is required for tests taken before October 1, 2002. For tests taken on or after October 1, 2002, a minimum score of 900 (quantitative + verbal) and 2.5 (analytical writing) is required for M.S./MAS applicants.

Ph.D. applicants must meet the minimum requirements of 1000 (quantitative + verbal) and 3.0 (analytical writing), for tests taken on or after October 1, 2002. Individual departments, colleges and institutes of IIT may require higher scores. Students should see the specific admissions requirements listed for each academic unit in the relevant sections of this bulletin. GRE scores may be no more than five-years old.

English Competency

Non-native English speakers must prove proficiency in English by submitting TOEFL scores with a score of no less than 600 (paper-based) or 100 (internet-based). Applicants with TOEFL scores above 550 (paper-based) or 213 (computer-based) or 80 (internet based) will be admitted with the stipulation that they pass the IIT English Proficiency Review (EPR) exam upon their arrival. If they fail this exam, they will be required take any one or all of ENG 051, 052, and 053 based on the recommendation of the Humanities Department. Applicants with four or more years of undergraduate education with English as the medium of instruction will be exempt from the TOEFL and EPR exams. Applicants should have the official results sent from the Educational Testing Service to the Office of Graduate Admission, 10 W. 33rd St.,

Illinois Institute of Technology, Room 203, Chicago, IL 60616. The IIT code number is 1318.

Since fluency in the English language is a requirement for advanced degrees at IIT, any newly admitted international student whose performance on the English Proficiency Review (EPR) is not acceptable will be required to enroll in, and pass, up to nine credit hours of courses in English as a Second Language. There will be an additional tuition charge for the payment of these required courses. Courses from the English as a Second Language Program focus on various aspects of fluency in English: ENGL 051 emphasizes speaking and listening; ENGL 052 stresses reading comprehension and vocabulary building; and ENGL 053 introduces graduate students to the research paper and its standards.

Financial Support

IIT funds available to assist international students are limited and are usually awarded to a small number of selected students with outstanding academic credentials. Applicants on F-1 student visas are not eligible for part-time employment during their first year at IIT. International students must provide a certified financial affidavit from a responsible government official, or an official of a recognized financial institution, certifying that the student has (or will have available) funds to cover their entire period of study at IIT, and that the funds are free from restrictions and immediately available to cover a period equivalent to one calendar year. The I-20 or DS-2019 cannot be issued until an acceptable affidavit of financial support is received. Additional funds will be needed for travel expenses. Simple statements from parents or relatives to pay all expenses are not acceptable. Bank statements are not acceptable unless

accompanied by a certified statement that the funds may be transferred to the United States for the student's use.

All credentials for international students should be received by the published deadlines. Completion of applications after that date may not allow time for a decision to be made and/or a visa to be issued for the semester requested. It is also helpful for applicants to submit a copy of their passport with their application materials, to verify accuracy of the applicant's name. Applicants are warned not to make definite arrangements for attending IIT until they have received a formal notice of admission. Students will be advised of their admission or denial as soon as possible after IIT's receipt of all credentials, usually within six weeks, unless additional information is required.

Readmission for a Second Graduate Degree

A student who earns a graduate degree at IIT is not automatically accepted as a student in a second-degree program in either the same or a different academic unit. Continuation for a second degree is contingent upon admission in the second program. Additional information is available from the Office of Graduate Admission.

Newly Admitted Students

Accompanying the admission letter will be a website link to the Intent to Enroll form, housing information, initial registration instructions, medical examination form, and an immunization form. For international students the admission packet will include the I-20 or DS-2019 and a link to the International Student Handbook. To register in the semester for which they were admitted, students must return the completed medical form and immunization form.

Arrangements for campus housing must be made directly with the Director of Housing, Illinois Institute of Technology, 3303 S. State St., Chicago, IL 60616 (phone:

312.567.5075) or email housing1@iit.edu. Admission does not include commitments for room and board. A cash deposit is required with the application for housing. In general, IIT cannot provide housing assistance for students who wish to live off campus.

Newly admitted students should consult their academic units concerning program, degree requirements and special departmental regulations, and should make every effort to arrive at IIT in time for the initial registration advising date. If students cannot arrive before the last day of late registration, the Office of Graduate Admission must be notified in writing.

Enrollment Confirmation and Deferral Requests

At the time of admission, the student should submit a non-binding *Intent to Enroll Form* at <http://gradenrol.iit.edu/joiniit/joiniit.htm>, or send an email to joinus@iit.edu, to reserve a place in the program. All students who wish to defer their enrollment to the

subsequent semester must request the deferment by contacting the Graduate Admission Office (gradstu@iit.edu, 312.567.3020.). International students also must return the original I-20 and submit a new bank statement.

Immunization Requirement

In accordance with Illinois law, all students born on or after January 1, 1957, and enrolling at IIT for the first time after July 1, 1989, must supply health provider-documented evidence of vaccination for diphtheria, tetanus, measles, rubella and mumps. Transfer students are considered as first-time enrolled students. Students enrolling for the first time during a summer session may be permitted to enroll in the subsequent fall semester before providing proof of immunity. Students who wish to enroll only in one class per semester or via IITV at corporate sites may file a written request for an exemption. Exemption from one or more of the specific requirements may also be granted based on documented medical or

religious reasons. A student who fails to provide acceptable evidence of immunity shall be prevented from registering for classes in the next semester. Individuals who are not properly immunized or who do not have proof of immunization may receive the required immunizations at the Student Health Center for a nominal fee. The Certification of Immunization form is available at <http://www.iit.edu/~shc/forms/ImmunizationReq.pdf>. Questions regarding this policy should be directed to the Student Health Center, Illinois Institute of Technology, 3300 S. Michigan Ave., Chicago, IL 60616, 312.808.7100 or student.health@iit.edu.

Admission

Post-Baccalaureate (UPB) Students

Applicants with bachelor's degrees who are ineligible for graduate admission may be admitted as undergraduate post-baccalaureate (UPB). In general, UPB admission may be offered to domestic applicants who are required to complete a number of prerequisite courses to improve their undergraduate performance or complete prerequi-

sites for graduate study. These students may later be considered for admission as non-degree graduate students at IIT. Students should apply for Undergraduate Admission-UPB status through the Office of Educational Services, 101 Main Building, 312.567.3300 or go to edserve.iit.edu

Registration

Full-Time Versus Part-Time Status

Full-time students are regular, matriculated students that meet any of the following criteria:

- a. Register for a minimum of nine credits per semester (six credits in summer).
- b. Hold university-approved fellowships, or teaching or research assistantships, regardless of the number of credits of registration. Additional restrictions may apply to International students enrolled for less than six hours. Consult the International Center.
- c. Are occupied with an academic activity that mandates an equivalent of full-time study, regardless of the number of credits of registration. (This privilege may be used in a limited number of occasions and requires the written consent of the faculty adviser and the endorsement of the Graduate College's Office of Academic Affairs.)

Note: Full-time international students must fall into categories (a) or (b). International students enrolling less than full-time in the semester of graduation or falling into category (c) must file a petition (less than full-time eligibility) in the International Center by registration deadline. In order for the nine hours of registration to be considered full-time, only one course may be audited. International students may only take **one** online course per term, to count towards their full-time enrollment. The maximum study load for regular students is 15 credit hours per semester except by permission of the Graduate College's Office of Academic Affairs. During the summer session, the normal study load is six credit hours.

Part-time students are those who do not fulfill any of the above criteria for full-time students.

Who Should Register

Any graduate student who is using university facilities and/or faculty time must register for a minimum of one credit in fall, spring and summer semesters. A student must be registered:

1. During the semester of qualifying and comprehensive examinations.
2. During the semester of final thesis defense.
3. During the semester in which the degree is awarded.

Note: Registration may be waived if all requirements are completed by the first day of class.

A graduate student who receives any type of stipend must meet the minimum registration requirements for the fall and spring semesters. Occasionally, students may need to complete an internship or thesis or dissertation fieldwork away from the university as part of their academic program; those students may petition to be considered full time while conducting field research or completing an internship if they previously satisfied the university residency requirements. The full-time equivalent for such students is one semester credit. The petition must be endorsed by the student's adviser and academic unit head, and forwarded to the Graduate College's Office of Academic Affairs for approval.

Course Numbering

Course numbers 100–399 are primarily used for undergraduate courses. Courses 400–499 may be used for minor credit or as prerequisites when taken as part of an approved graduate program (see department require-

ments: a maximum of 12 credit hours of 400 level classes may be included). Courses numbered 500–799 are graduate level and are primarily for graduate students; the grade earned by graduate students must be a "C" or better.

Course Description

Course descriptions are available in the Academic Programs section of this bulletin and online at

www.enrollment.iit.edu—go to IIT Web for Students Course Descriptions.

Registration

Registration for Fall and Spring Semesters

Specific procedures and regulations for registration are found each semester in the *Enrollment Guide* or at www.enrollment.iit.edu, under IIT Web for Students. The schedule for the spring semester is available the second week of November, and schedules for the summer session and the fall semester are available the second week of April. Students who were admitted to, but did not attend, IIT must be readmitted by the Office of Graduate Admission before they can register. Continuing students may register for classes through regular registration procedures either online, in person, by fax or by mail through selected registration locations or online at www.enrollment.iit.edu. For those people registering by fax or by mail, IIT Registration Forms are also available through download at www.enrollment.iit.edu, go to Forms.

All graduate students registering for research courses numbered 591, 594, 597 and 691 must receive written or online approval from their faculty adviser before registration. These registrations may be completed through web registration if an online permit is submitted by the course advisor/instructor.

Newly admitted and continuing students may register in advance in November (for spring) or April (for summer or fall) of each year. Students may also register in August (for fall), January (for spring) or in May and June (for summer). Registration confirmations are sent via email within 24 hours of completing registration. For questions concerning registration procedures, students should contact the Student Services Center at 312.567.3100 or at student.services@iit.edu.

Registration for T.A. Seminar

All new teaching assistants are required to register for a zero-credit hour T.A. Seminar (department's course number 601) given every fall semester.

Registration for Continuation of Residence

Degree-seeking students in the final semester are allowed to register for one semester of non-credit, or a continuation of residence (course number 600), for a fee equivalent to one credit hour.

IPRO Registration

Graduate students may serve as project leaders on an Interprofessional Project (IPRO). A student who wishes to do so must first consult his or her academic adviser and

the project adviser. With the approval of both, the student should register for IPRO 597.

Change of Registration After Initial Registration

The term “change of registration” means adding a course (a “course” includes courses, projects or research courses/hours); dropping a course; shifting from one section to another in the same course; or changing the number of credits in a variable-credit course (e.g., research hours). A course may not be added or changed to another section after the first week of course instruction.

The Change of Registration Form may be obtained from the Student Services Center in 104 Main Building on the Main Campus or at www.enrollment.iit.edu under Forms. Students may also change their schedule at www.enrollment.iit.edu, in person at the Student Services Center, by fax to 312.567.3313, or by mail to the Student Services Center, 104 Main Building, 3300 S. Federal St., Chicago, IL 60616. A course may be dropped during the first two weeks of the regular semester for refund or credit, and during the first week of the summer semester. A course may be withdrawn with no refund or credit between the third and the tenth week of the semester. No courses may

be withdrawn after the withdrawal deadline; extenuating circumstances must be petitioned for review in the Graduate College, Office of Academic Affairs. No registration change or withdrawal is official until the form is approved by the Student Services Center. Notifying the instructor or merely discontinuing course attendance is not sufficient for withdrawal. The date of the withdrawal slip will be the official date of withdrawal. All billing inquiries related to registration changes may be referred to the Student Services Center. International students are required to remain full-time, i.e. carry nine credit hours of study and may not change their registration to become part-time except in the semester of graduation. (Students should refer to the note on page 29.)

Students are allowed to change registration to Audit up to the tenth week of the semester. Full-time International students can take up to 3 credits of Audit

Withdrawal from the University

Students who wish to withdraw should first consult their academic adviser. The adviser may be able to suggest resources or alternate solutions to the student's problems. International students wishing to withdraw are required to consult the foreign student adviser in the International Center as well. For withdrawal, regular graduate stu-

dents must fill out a Withdrawal Form (Form #217) and an Add/Drop Form, which are to be approved by the academic adviser, academic unit head and the Graduate College, Office of Academic Affairs. Withdrawal from IIT is not complete until an official Add/Drop Form is approved in the Student Services Center.

Undergraduates Registering for Graduate Courses

An undergraduate degree-seeking student who wishes to enroll in a graduate 500-level course must first obtain written approval from the course instructor and faculty adviser stating that the student is qualified. Undergraduate students registering for more than nine credit hours of graduate courses must also obtain written approval from the Graduate College, Office of Academic Affairs. This approval must be presented at the time of registration. An undergraduate non-degree student may be permitted to enroll in a graduate 500 level course in certain instances, but will require the permission of the

Office of Educational Services and the Graduate College's Office of Academic Affairs. All undergraduate students who enroll in graduate courses are governed by the graduate grading system for those courses. Failure to obtain the appropriate approvals may prevent transfer of credits earned into graduate degree programs at IIT. No credits approved toward the undergraduate-degree requirements will transfer into any graduate program at IIT. Students should consult the rules for transfer of credit on page 33.

Academic Policies for Continuation of Studies

Academic Policies for Continuation of Studies

Leave of Absence

Degree-seeking students who intend to leave IIT for one semester or more must file a Leave of Absence Form (Form 216). A leave of absence will not be granted for more than one year, at which time, a request for an extension of leave may be submitted. 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. Students who have not renewed their leaves of absence and have not registered for courses as of the end of their respective leaves must petition for reinstatement to the Graduate College, Office

of Academic Affairs. Degree-seeking students who do not plan to return to the program should submit the Withdrawal Form (#217). Non-degree students are not required to file a Leave of Absence Form. Students should consult the procedures for filing a petition on page 43.

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

Reinstatement and Enrollment After an Absence

Degree-seeking graduate students who discontinue their studies without an official request for leave of absence may later be refused reinstatement or enrollment at IIT. Students with an unofficial interruption of studies must petition for reinstatement to the Graduate College's

Office of Academic Affairs. Students should contact the Graduate College, Office of Academic Affairs for additional information. Procedures for filing a petition are on page 43.

Grade Point Average

Satisfactory performance in the graduate divisions (except the Stuart School) is defined as the maintenance of a minimum cumulative GPA of 3.0/4.0, as reported by the registrar. The minimum GPA for graduation is 3.0/4.0. This figure is based only on those courses that appear on the approved program of study and not on the

total cumulative GPA reported by the registrar; 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 and the program of study GPA. Students should consult the section on repeating a course on page 35.

Academic Probation

A student whose cumulative GPA falls below 3.0/4.0 is no longer in good standing and must petition the Graduate College, Office of Academic Affairs for permission for provisional enrollment. Students for whom provisional enrollment is granted must not receive any grade below a "B" while their overall GPA is below 3.0. Probationary students who receive "C" or "E" grades will immediately

be dismissed from IIT. Students may not register for Co-op while on academic probation. If a student's GPA in his or her approved program of study is below 3.0, then graduate courses approved on Form 406 may be added to the program until the corresponding GPA is at least 3.0.

Credit Requirements

Unless otherwise specified, all master's degree candidates must complete a minimum of 30 credits beyond the bachelor's degree at IIT. Consult this bulletin on the total credit hour requirements for each degree. A maximum of nine semester hours, earned with "A" or "B" grades, may be transferred from other accredited institutions.

Ph.D. candidates must complete a minimum of 84 credits beyond the bachelor's degree.

Each Ph.D. student must include the equivalent of at least one year of full-time work devoted to research. In general, this requirement is fulfilled by registering for a minimum of 24 credit hours of research. However, some departments require a more extensive research experience. The upper limit is 48 credit hours for research. The remaining credit hours required for the Ph.D. degree, a minimum of 36, are satisfied by registration in and completion of courses deemed pertinent to the Ph.D. program by the students advisory committee and by the Graduate College, Office of Academic Affairs.

Transfer Credits

For masters degree programs, a maximum of nine semester hours taken elsewhere and not applied toward any earned degree, which were passed with grades of “B” or better, may be transferred, subject to the approval of the academic unit and the Graduate College, Office of Academic Affairs. Students who have completed their baccalaureate degree at IIT with course credits in excess of the number of hours required for that degree, which were not applied toward the baccalaureate degree, may also be allowed to transfer up to nine of those excess hours. Course credits in excess of the nine credit hours may be used for a degree program provided the credits were not applied toward a prior degree and the student has received the permission of the adviser, the academic unit head, and the Graduate College, Office of Academic

Affairs prior to registering for any of the additional courses. Doctoral degree candidates may transfer previously completed graduate work not applied toward any prior earned degree, up to a maximum of 42 semester hours of credit beyond the baccalaureate degree, or 50 percent of their total IIT Ph.D. program credit hour requirements, whichever is smaller. The work must be judged to be relevant to the current doctoral program, must have been completed with grades of “B” or better, and must be acceptable for graduate credit at the institution where taken. However, when a master’s degree is transferred, only 32 hours of credit are given regardless of the number of hours required for that master’s degree. The master’s degree must have been granted within the previous six years. Grades for transferred credits will not be included in the student’s GPA at IIT.

Transferring from Another Program

A regular student planning to transfer from one degree program to another should discuss the matter with academic advisers in both programs. The student should then submit an application for admission to the new depart-

ment in the Office of Graduate Admission. The student will be notified once the decision is made.

Program of Study

A graduate degree will be awarded upon the completion of a coherent program of study. Form #401 is the mechanism for outlining and obtaining approval of a coherent program and may be accessed and submitted online at www.grad.iit.edu/forms/. Master’s and doctoral students must file a program before completing nine credits of graduate study. However, doctoral students without a prior master’s degree may file a program of study before

completing 27 credit hours. After these deadlines, further registration may not be allowed until a program of study is approved by the Graduate College, Office of Academic Affairs. A graduate student will be assigned to a preliminary adviser when admitted as a regular student. An academic adviser will be officially assigned when the student’s program of study is approved. The student may subsequently change advisers by filing Form #410.

Course Substitution

Once a student has filed a program of study, deviation from the program requires the same formal approval on Form #406, Change of Program of Study Form, as the original plan of study. The Graduate College, Office of Academic Affairs may not approve changes in the program after the student has filed an application for

graduation. Once a course on the program has been completed (i.e., grades have been issued), it may not be dropped to raise the program GPA required for graduation. Form #406 can be accessed and submitted online at www.grad.iit.edu/forms/.

Credit by Examination

With the prior approval of their respective advisers, academic unit heads and the Graduate College’s Office of Academic Affairs, students may obtain credit for a course by paying a \$100 per credit hour fee and taking a special examination. Credit by examination is limited to nine credits with grades of “A” or “B” and is subject to the lim-

itations for transfer credit in a degree program. Special exams are not permitted for courses in which the student has previously enrolled or for topics in which the student has never taken a course. Students need to be registered in a semester in which a special examination is taken.

Academic Policies for Continuation of Studies

Academic Grades

The following grades are given to graduate students and count in calculating a student's cumulative GPA. GPA is calculated by dividing the total number of grade points earned by the total number of graded semester or quarter hours. Courses not taken at IIT are not included in com-

puting the GPA. Students may access their grades online at www.enrollment.iit.edu. Students should log on to Student Services and go to the Grades or Institutional Transcript section.

Grade	Grade Points	Description
A	4	Excellent.
B	3	Performance at the level necessary for a graduate degree.
C	2	Performance below the overall level necessary for a graduate degree. Some academic units require students to repeat certain courses if the initial grade was a "C."
D	1	Passing. Used for undergraduate students and in the Stuart School's master's degree programs
E	0	Unsatisfactory performance. This grade cannot be used to fulfill a graduate program requirement. If required in a program of study, the course must be repeated.
AU	N.A.*	Audit. No credit is given for an audited course and it is not used to calculate a student's GPA.
I	N.A.*	Incomplete.
WP	N.A.*	Withdraw passing.
WE	0	Withdraw failing.
S/U	N.A.*	Satisfactory or Unsatisfactory.

* "N.A." means "not applicable."

Incomplete ("I") Grades

The "I" grade indicates that the student's work to date is of passing quality but is incomplete for reasons acceptable to the instructor. The grade of "I" may be assigned only in the case of illness or for unusual or unforeseeable circumstances that were not encountered by other students in the class and that prevent the student from completing the course requirements by the end of the semester. "I" grades should not be used to allow a student to repeat a course. Prior to assignment of the "I" grade, the student and the instructor should agree on the work that needs to be completed. The work must be completed by no later than the end of the sixth week of class of the next regular (fall or spring) semester.

A grade of "I" will be removed with the approval of the department chair and the Graduate College's Office of Academic Affairs after all remaining work is completed

and the instructor assigns a regular grade. If no regular grade has been received in the Office of Student Records and Registration by the deadline, the "I" grade will revert to a grade of "E." No exceptions will be granted except through appeal to the Graduate College's Office of Academic Affairs.

In the case of research courses, courses numbered 591 and 691, the grade of "I" may be assigned for the reasons listed above and will remain until the student has satisfactorily completed the course work. Once assigned, the grade of "I" will remain on the student's transcript until the research as determined by the research professor is completed. "I" grades should be removed as soon as possible and no later than the start of the semester in which the student plans to graduate.

Academic Policies for Continuation of Studies

Withdraw Passing (“WP”) and Withdraw Failing (“WE”) Grades

Withdraw passing (“WP”) and withdraw failing (“WE”) are grades issued to students who withdraw from a class after the term has begun. Neither “WP” or “WE” can be changed to a legitimate letter grade. The failing withdrawal grade (“WE”) is issued when a student fails to

attend a section for which he or she registered or withdraws from a course without notifying the registrar. This grade is treated the same as an “E.” (See “Academic Grades” chart.)

Satisfactory (“S”) and Unsatisfactory (“U”) Grades

Satisfactory (“S”) and unsatisfactory (“U”) grades are only used for the following courses: 591 (Research and Thesis), 594 (Project and Report), 691 (Research and Thesis), noncredit courses and individual courses specifically approved to receive such grades. A student who receives a “U” in course numbers 591, 594 or 691 must

demonstrate to his or her adviser, academic unit head and the Graduate College’s Office of Academic Affairs why he or she should be allowed to continue as a graduate student. Students registered for course number 597 are not eligible for “S/U” grades. “S/U” grades are not used in calculating the GPA.

Audit (“AU”)

In general, grades of “E”, “I”, “U”, “WE”, “WP” or “AU” cannot be used to fulfill the requirements of a graduate program.

Auditing of courses is discouraged, but a student may do so if he or she has taken the necessary prerequisites, if the student’s presence does not exclude a student who wishes to enroll for credit and if the student’s presence

does not distract from the conduct of the course as determined by the instructor. An auditor must pay full tuition for the course but is not held for examinations and does not receive credit. Auditors may not change their registration to receive credit after the deadline posted in the Enrollment Guide. The “AU” grade issued for an audited course can never be changed, used for graduate credit, or for fulfillment of degree requirements at IIT.

Change of Grade

Once grades are posted by the registrar or instructor, grade changes can only be accomplished by a Change of Grade Form. The student’s instructor must indicate the requested change, and give a reason as to why the change should be approved by the academic unit head. The approved form should be forwarded to the Graduate College’s Office of Academic Affairs which will either reject the request and return the form to the academic unit, or approve the change and send the form to the registrar. No grade change is official until it is posted on the student’s transcript by the registrar. Incomplete (“I”) grades in the-

sis, project or special problem courses numbered 591, 594 and 691 remain on the student’s record until changed by the instructor. A student receiving an incomplete in any other 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 incomplete was granted. An incomplete will revert to an “E” and cannot be changed to a passing grade at a later date, unless approved by the course instructor, the academic unit head and Graduate College’s Office of Academic Affairs.

Repeating a Course

Students may repeat up to two distinct courses with each course being repeated once. Both grades will be recorded and the grade used in the calculation of the GPA will be the latest recorded. Re-registration to repeat a course will require the permission of the student’s adviser, academic unit head, and the associate dean for academic affairs,

and will also require completion of the “Course Repeat/Audit Form.” This form must be submitted at the time of registration and can be accessed online at www.enrollment.iit.edu/forms/.

Academic Policies for Continuation of Studies

Residence Requirement

Degree-seeking graduate students are required to register every semester unless they receive special permission in writing from the Graduate College's Office of Academic Affairs for a leave of absence. In addition, doctoral students must spend a minimum of one year of full-time

study at IIT. (Students should consult the definitions of a full-time student on page 29 and credit requirements on page 32). 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.

Time Limit to Complete a Degree

All requirements for a master's degree must be completed within the 12 semesters immediately preceding graduation. All requirements for a doctoral degree must be completed within twelve regular semesters after the approval of the program of study. If the twelve-semester deadline is not met, then a petition for extension must be filed by the student and the outdated courses listed on the student's program of study (Form #401) 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 Graduate College's Office of

Academic Affairs will notify the student of their 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 IIT. A statement from the academic unit head indicating the list of courses on the student's program of study that are to be revalidated (Form #504) and the expected date for the revalidation must accompany the extension approval. The M.S. or Ph.D. comprehensive examination may serve the purpose of revalidating the outdated program of study.

Class Attendance

All students are expected to attend their courses regularly. Excessive absences may cause a student to be dropped from the course at the discretion of the instructor, academic unit head and the Graduate College's Office of Academic Affairs. A dropped student receives a grade of "WP" or "WE" in the particular course. In the case of ill-

ness or other emergencies that require a student to be absent for more than two days of courses, the dean of student affairs 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.

Master's and Doctoral Examinations

Master's Comprehensive Examination

The master's comprehensive examination is used to determine whether the student has acquired the knowledge commensurate with the courses shown in the student's program of study. The examination may be oral, or written, or both. The academic unit determines the form, scope, and time of the examination. The master's thesis examination may serve as the comprehensive examination. The academic unit has the option of offering professional master's degrees with a minimum of 30 credit hours without requiring a comprehensive exam (i.e. coursework only). In the case of an oral examination, at least two Category I (tenure track) faculty members must be present to serve in the student's committee at the examination. One external, non-IIT or other faculty categories at IIT, committee member with voting privilege may be included with the approval of the Dean of the

Graduate College. With the approval of the academic unit chair, the student's advisor must recommend the external member to the Dean of the Graduate College. A resume should be attached to the recommendation. Other faculty and external visitors may attend. The result of the examination must be approved by a majority of the committee. The committee's decision must be submitted to the Graduate College on Form #303 at least 15 days prior to the end of the semester. The graduate student must be registered in the semester in which the examination is given. A student who fails the comprehensive examination may repeat the examination once after a period of at least 30 days from the initial examination. Any additional consideration must be petitioned, supported by the academic unit, and approved in writing by the Graduate College's Office of Academic Affairs.

Master's Thesis Examination

Once the preliminary draft of a master's thesis is prepared, the head of the student's academic unit will appoint a master's thesis committee, consisting of at least two or more Category I (tenure track) IIT faculty members. One external, non-IIT or other faculty categories at IIT, committee member with voting privilege may be included with the approval of the Dean of the Graduate College. With the approval of the academic unit chair, the student's advisor must recommend the external member to the Dean of the Graduate College. A resume should be attached to the recommendation. The thesis committee is responsible for approving the preliminary thesis draft using Form #501A, which the student brings

to the thesis examiner prior to the final oral examination. The form, scope, and time of the examination are determined by the academic unit. The examination result must be submitted on Form #303 at least 15 days prior to the last day of courses. The graduate student must be registered in the semester in which the examination is taken. A student who fails the thesis examination may repeat the examination once after a period of at least 30 days from the initial examination. Any additional consideration must be petitioned, supported by the academic unit and approved in writing by the Graduate College's Office of Academic Affairs.

Doctoral Examinations

Qualifying Examination

A qualifying examination is required for all doctoral students. The composition of the qualifying examination committee is determined by the academic unit. The voting members of the committee should be Category I faculty. One external, non-IIT or other faculty categories at IIT, committee member with voting privilege may be included with the approval of the Dean of the Graduate College. With the approval of the academic unit chair, the student's advisor must recommend the external member to the Dean of the Graduate College. A resume should be attached to the recommendation. The exam may be given along with the master's comprehensive examination. Students must be registered in the semester in which the qualifying examination is administered. The following rules apply to the qualifying examination:

1. The qualifying examination may be written and/or oral, and cover major and minor subjects.
2. If the academic unit requires a written exam, the student's committee is responsible for submitting the questions and for conducting the exam. The committee may conduct an oral portion of the qualifying

examination. A minimum of four Category I (tenure track) faculty members must participate in the oral portion of the examination.

3. The examination must be taken within the first year of Ph.D. study if the student has an M.S. degree.
4. All work for a doctoral degree must be completed within six calendar years after the approval of the program of study or this examination must be repeated.
5. The results of the qualifying examination must be submitted within fifteen days of the administration of the examination on Form #303 to the Graduate College's Office of Academic Affairs.
6. If the student fails the qualifying examination, the examining committee may recommend a re-examination. At least one semester of additional preparation is considered essential before re-examination. The second chance for taking the qualifying exam is regarded as final. Any additional considerations must be petitioned, supported in writing by the academic unit and approved in writing by the Graduate College's Office of Academic Affairs.

Master's and Doctoral Examinations

Comprehensive Examination

After the approval of a program of study and within a period of time specified by the academic unit, the student must appear for the comprehensive examination. Though students typically take this examination at the end of the second year of Ph.D. study, the only time requirement is that the comprehensive examination is completed at least one year prior to the final thesis examination. The student must be registered in the semester in which the examination is taken. The proposal for Ph.D. dissertation is normally presented as part of the comprehensive examination. The following rules apply to the comprehensive examination:

1. The examination may be written, oral or both.
2. A minimum of four Category I (tenure track) faculty are required for all examining committees of doctoral candidates. The chair and two other members from the committee must be from the student's major, and the fourth member must be from outside the student's major (e.g., MAE faculty may serve on an MSE student committee). One external, non-IIT or other faculty categories at IIT, committee member with voting privilege may be included with the approval of the Dean of the Graduate College. With the approval of the academic unit chair, the student's advisor must recommend the external member to the Dean of the Graduate College. A resume should be attached to the recommendation. The graduate dean is an ex-officio member of all examining committees. To substitute for the chair of the committee, the new chair must be a Category I (tenure track) faculty member in the same academic unit. The role of the outside member of the committee is to provide an element in the examining committee function that is independent of the immediate interest of the academic unit in which the candidate is seeking his or her degree. The outside member of the committee has the responsibility of representing the interest and function of the

Graduate College and the university in a context distinct from that of the degree-granting academic unit. Faculty holding joint or adjunct appointments in the degree-granting academic unit or non-faculty co-advisers cannot be outside members on a student's committee. They may, however, serve as the additional members of the committee.

3. The committee is nominated by the academic unit head and appointed by the Graduate College's Office of Academic Affairs. The nominations must be received on Form #301A by the end of the second week of the semester in which the examination is going to be held. The Graduate College must be notified on Form #301A of the time and date of the comprehensive examination at least two weeks before the examination.
4. Any faculty member may attend oral comprehensive examinations, but only the appointed Category I and external committee members may vote. Passing the examination requires one vote more than a majority of the official committee. Dissenting members may bring a split decision before the graduate dean for adjudication.
5. If part of the examination is failed, the report should note which part is to be repeated in a second examination. A student who fails the comprehensive examination may be re-examined after a period of 30 days has elapsed. Students failing the examination twice will be asked to terminate their graduate study at IIT. In extenuating circumstances the academic unit head may show cause why a third examination should be given. A re-examination after two failures requires the approval of the Graduate College's Office of Academic Affairs. Failure of the third examination will result in termination without recourse.

Final Thesis Examination

The final thesis examination may be scheduled at least one year after the comprehensive examination. The following rules apply to the final thesis examination:

1. The eligibility for the membership of the final thesis examination is the same as that listed earlier for the comprehensive examination. The examining committee must consist of at least four Category I (tenure track) faculty members who must sign Form #301B. One external, non-IIT or other faculty categories at IIT, committee member with voting privilege may be included with the approval of the Dean of the Graduate College. With the approval of the academic unit chair, the student's advisor must recommend the external member to the Dean of the Graduate College. A resume should be attached to the recommendation. Faculty members holding the rank of research professor or associate professor may be appointed as non-voting co-chairs of the final thesis examination committee. An emeritus professor who has a current research professor appointment and who has been active in guiding and supporting the student may be co-chairs and voting members of the student's committee. The examining committee is nominated by the academic unit head and appointed by the Graduate College's Office of Academic Affairs by the second week of the semester in which the examination will be administered.
2. At least five weeks prior to commencement, the preliminary draft of the thesis must be approved on Form #501A by the committee and by the thesis examiner before the student's appearance for the oral examination. The oral examination will be canceled if the preliminary draft is not acceptable before the scheduled time for the oral examination.
3. Form #501A is to be signed by committee members as they receive the draft of the final copy of the dissertation prior to the defense and for review. The approval of Form #501A indicates that faculty members have received a copy of the dissertation and are willing to read and comment on it. The members of the committee are not allowed to share the content of the draft with any outside individuals without the permission of the committee chair. After the first submission of the dissertation, the thesis examiner checks Form #501A for signatures of committee members, and the academic unit head. The thesis examiner also checks the format, paper stock and pagination, and reviews portions of the text for general usage, references and bibliographic form.
4. Upon final submission, the signature pages and the final thesis approval form (Form #501B) are checked by the thesis examiner for signatures of committee members, academic unit head and the Graduate College's Office of Academic Affairs. The signatures on Form #501B indicate that the committee members are satisfied with the content of the dissertation and no additional changes are required before its final submission to the Graduate College's editorial office. It is the responsibility of the student and the committee chair to notify the Graduate College of any changes in the structure of the examining committee. The same committee that approved the preliminary dissertation must also approve the final copy of the dissertation.
5. The examination is open to all faculty but only the appointed committee members may vote. The chair of the committee is responsible for the conduct of the examination. In addition, Form #301B must be received by the Graduate College's Office of Academic Affairs by the end of the second week of the semester in which the examination is going to be held. The Graduate College must be notified of the date and time of the final thesis examination at least two weeks before the examination using Form #301B. Examination results reported on Form #309 must be received in the Graduate College at least 15 days before commencement. Three copies of the completed dissertation must be deposited with the thesis examiner at least nine days before commencement.
6. A student who fails the thesis examination may be re-examined after a period of 30 days has elapsed. Students failing the examination twice will be asked to terminate their graduate study at IIT. In extenuating circumstances the academic unit head may show cause why a third examination should be given. A re-examination after two failures requires the approval of the Graduate College's Office of Academic Affairs. Failure of the third examination will result in termination without recourse.

Qualifying, comprehensive and final examinations for graduate students are to be held on the IIT Main Campus. Exceptions to this policy are made only for certain graduate students whose examinations are administered at other IIT campuses.

Completion of Studies and Graduation

Completion of Studies and Graduation

As part of the requirements for the completion of graduate studies at IIT, each student must be admitted as a regular student, file and complete a program of study approved by the corresponding degree program officials and the Graduate College's Office of Academic Affairs. Ph.D. students must also pass the qualifying and comprehensive examinations, fulfill the residence requirement and submit a dissertation before graduation. (Students should refer to page 22 for a list of steps and correspond-

ing forms that must be completed, the detailed degree requirements listed under the relevant academic unit in this bulletin, and the information on page 1 of this bulletin regarding program changes, for additional information.) Every semester, the Office of Academic Affairs will provide students with a program audit, which describes the student's academic status to date and specific requirements for the completion of graduate studies.

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 Graduate College's Office of Academic Affairs for an extension. Any courses that fall outside the six-year time limit must be revalidated.

Doctoral Degree Candidates

Doctoral study must be completed within six years of the date of approval of the program of study. An extension will require an agreed upon schedule for the completion

of remaining degree requirements. Any courses that fall outside the six-year limit must be revalidated.

Application for Graduation

Students expecting to graduate in a given semester must file an application for graduation in the Graduate College's Office of Academic Affairs, by the deadline listed in the *Enrollment Guide* for the semester of graduation. Late applications will be accepted with a \$100 fee until the extended deadline listed in the *Enrollment Guide*. No changes in a program of study are allowed after that date. Students' names may be deleted from the graduation list upon request, but no new names will be added after the late deadline. Upon submission of a graduation application, the Graduate College's Office of Academic

Affairs will check for completion of IIT's degree requirements. The diploma will be issued by the registrar after grades are reported, usually about five weeks after the end of the term. Students should not file the Intent to Graduate Form unless they are reasonably sure that they can complete the degree requirements in time to meet the deadlines. An application for graduation is good for only one semester. If the student fails to graduate in the intended semester, a new application must be filed for a later semester.

Professional Master's Degree

A professional master's degree is offered to graduate students who seek the non-thesis option. As used here, a thesis is a written document or manuscript that concerns an investigation or discourse. A professional master's degree program may require a project and a project report (e.g., Course 594); however, neither the project

itself nor the project report is considered a thesis. Storage of project reports will be at the discretion of academic units and cannot be done in the IIT library. Registration for thesis research cannot fulfill a requirement for a non-thesis degree.

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 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 graduate college will allow up to 4 credits of 591 or 691 to be converted to 594 credits.

Certificate Programs

A graduate certificate program (GCP) is defined as a group of three to five 400- and 500-level courses in a concentration within a department or program organized with the objective of training students in a specific area of expertise. Admission to a GCP is limited to students who qualify as non-degree graduate students who hold a bachelor's degree with a GPA of 2.5/4.0 or higher. The GRE is not required. Admission as a certificate student does not guarantee future admission to a graduate degree program.

The time limit for its completion is three years. A student may complete more than one graduate certificate.

A GPA of 3.0/4.0 or greater is required in the certificate courses before a graduate certificate can be awarded. An application for a certificate must be filed by certificate students delineating the courses completed for a particular graduate certificate. This form is available from Graduate College, Office of Academic Affairs, and must be approved by that office and by the academic unit head.

Course requirements for a GCP are determined by the individual department, and must have a minimum of nine credit hours with at least one course at the 500 level. No more than nine credit hours of 400-level courses can be included; no more than half the credits or courses may be specialized (topical) accelerated courses. Transfer credit cannot be applied toward a graduate certificate.

The completion of a GCP will be indicated on the student's transcript. A certificate student who subsequently applies to and is admitted to a specific master's degree program may apply all approved coursework taken as a certificate student and passed with a "B" grade or better to the master's degree program.

Graduate Accelerated Courses

An accelerated course (formerly known as a "short course") is a graduate-level course offered in a two-week (14-day) or shorter duration of time, and satisfies the lecture contact-time standard of fifteen 50-minute class sessions per semester credit hour, excluding final exam time. These are topical courses that should be no more than three credit hours. A new accelerated course is subject to the normal departmental review as for a regular new graduate course. Approval is required by the department curriculum committee, the academic unit head and the Graduate College's Office of Academic Affairs.

No more than six credit hours of accelerated courses may be included in a master's degree program of study. Accelerated courses can be selectively included in a Ph.D. program of study at the rate of six credits per 32 course credits, and their inclusion is subject to approval of the adviser, academic unit head and the Graduate College's Office of Academic Affairs .

Students must register for the accelerated course before the first class session in order to receive credit for the course.

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. (For the exact date and time, students should contact the Graduate College's Office of Academic Affairs at 312.567.3024.) 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 *IIT Thesis Manual*, available online at www.grad.iit.edu/thesis.html.

Completion of Studies and Graduation

Appointment with Thesis Examiner

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 three 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.

Graduation in the Stuart School of Business

Because the Stuart School of Business is on a quarter system, diplomas and commencement activities for graduates must be explicitly stated. Students completing their degree requirements in the fall quarter may participate in the December commencement ceremony. Winter quarter students receive diplomas dated February and may attend the spring commencement in May. Spring quarter

graduates participate in the May commencement ceremony. Students graduating in the summer receive diplomas dated August.

Letter of Completion

A student who has completed all the requirements for graduation may request a letter of completion from the graduate dean at any time during the semester. The student will not receive his or her diploma until grades are

reported by the registrar, usually within five weeks after the end of the semester or term.

Transcript of Grades

Transcripts of grades are issued from Student Services Center, 104 Main Building. Requests must bear the signature of the student to comply with the Family Educational Rights and Privacy Act of 1974 as amended. Requests for transcripts should be made at least 10 days prior to the date the transcript is needed and should include the student's Social Security or ID number, dates of attendance and address where the transcript should be

sent. During registration week, please allow additional time for processing transcripts. Transcripts will be released only after the student has fulfilled all financial obligations to the university. Students may view their transcripts online and may complete a transcript request form at www.enrollment.iit.edu. A fee of \$10 is charged for each transcript issued.

General Policies

Regulations Subject to Change

Regulations and policy guidelines are established by the Graduate Studies Committee, composed of the graduate dean and an elected representative from each graduate degree program on the Main Campus. Every attempt is made to keep this bulletin up to date; students, however,

should consult the Graduate College's Office of Academic Affairs or the academic unit head for revisions and updates. The latest version of the *Graduate Bulletin* is maintained on the Graduate College's Web site at www.grad.iit.edu/bulletin/.

Right of Appeal by Petition

A student should attempt first to resolve any departure from the stated rules with his or her adviser and academic unit head whenever possible. Questions regarding theses must be referred to the thesis examiner. If necessary, the student may submit a written petition signed by the academic adviser and the academic unit head to the Graduate College's Office of Academic Affairs explaining any extenuating circumstances and requesting a specific

solution (waiver) with appropriate additional requirements that may develop. Petitions will not be accepted without a prior approval of the academic adviser and the academic unit head, unless the conflict is unresolved between the student and the adviser or the academic unit head. The graduate dean's decision regarding the unresolved conflicts is final.

Change of Records Information

Students must promptly advise the Graduate College, Student Services Center and their respective academic units if they change their name, Social Security Number, mailing address or telephone number. Students may update their local, work, next-of-kin and e-mail addresses online at www.enrollment.iit.edu—go to

Student Services/Personal Information. Any changes requested for name, permanent address or student identification number must be done in writing. Change of Information Forms are available at www.enrollment.iit.edu—go to Forms.

Standards of Conduct

Students are responsible for their own conduct; university regulations and requirements are published in the *Student Handbook*. Graduate students are subject to the rules and regulations published in this handbook. IIT

reserves the right to terminate a student's enrollment or to deny enrollment when it is judged to be in the best interest of the student or the university. *The Student Handbook* is available online at www.iit.edu/~osa.

Code of Academic Honesty

Illinois Institute of Technology expects students to maintain high standards of academic integrity. Students preparing for the practice of a profession are expected to conform to a code of integrity and ethical standards commensurate with the high expectations that society places upon the practitioners of a learned profession.

No student may seek to gain an unfair advantage over another. It shall be a violation of this code for students to engage in conduct that violates the standards of their major academic discipline, the standards of the academic discipline in which they are engaged, the standards of a profession in which they are training, or the standards of the university set forth here.

It is a violation for a matriculated or nonmatriculated student, whether or not currently enrolled in the university, to knowingly engage or attempt to engage in:

1. Misrepresenting any work submitted for credit as the product of a student's sole independent effort, such as using the ideas of others without attribution and other forms of plagiarism.
2. The use of sources beyond those authorized by the instructor in any work submitted for credit.
3. The use of any unauthorized assistance in taking quizzes, tests or examinations.

Expenses and Financial Assistance

4. The acquisition, without permission, of tests, answer sheets, problem solutions or other academic material before such material is revealed or distributed by the instructor.
5. Failure to abide by the instructions of an instructor or exam-proctor.
6. Hindering any member of the IIT community in his or her studies, research, or academic work.
7. Making material misrepresentation in any submission to or through any office of the university to a potential employer, professional society, meeting, or organization.
8. Knowingly making false accusation concerning academic honesty or giving false information to any authority investigating a violation of this code.

Note: Students in the Chicago-Kent College of Law are subject to the Chicago-Kent College of Law Code of Conduct.

Expenses and Financial Assistance

All University mandatory and non-mandatory charges are published regularly in official University publications including electronic mail and web site postings. For a complete listing of current tuition, fees, and other charges go to www.enrollment.iit.edu, then select Tuition and

Fees. The University regrets that continually rising costs do not permit it to guarantee that published charges will not change. Students and parents should anticipate periodic increases in the future.

Admission Application Fee

All first time applications for graduate admission must be accompanied by a non-refundable fee. Any applicant who has attended IIT previously, or who has already paid an

application fee to IIT, does not have to pay a second application fee. Please contact the appropriate program admissions office for any applicable fee.

Graduate Tuition

Graduate level enrollments are generally charged at a per credit hour tuition rate. This rate applies to all courses for which a graduate student registers whether at the graduate or undergraduate level.

No charge is made for seminars carrying no credit hours. For review or other noncredit courses, tuition is computed by considering the number of class meetings per week as equivalent to the number of credit hours.

Some programs particularly at Chicago Kent School of Law and at Stuart School of Business charge different rates depending on the program. Consult the official University publications including electronic mail and web site postings for the latest charges.

Graduate students registered for nine (9) credit hours or more are considered full time. Graduate students registered for less than nine (9) credit hours are considered part time.

Enrollment Deposit

Each student admitted as a full-time degree-seeking graduate student to certain programs is required to make a non-refundable enrollment deposit, which is credited

toward the student's cost of attendance and holds a place in class for the initial semester of enrollment.

Orientation Fee

First time graduate students are charged a one time fee to cover the costs of orientation activities for their first term of enrollment.

Other Fees & Charges

A student may incur other fees and charges that are both mandatory and non-mandatory. For a complete current

listing of all charges and fees go to www.enrollment.iit.edu, then select Tuition and Fees.

Books and Supplies

Books and supplies are available at the University bookstores. Costs for books and supplies can differ significantly depending upon the field of study. Students

in the College of Architecture may spend less on books but substantially more on supplies

Payment of Tuition, Room and Board, and Other Fees and Charges

Payment of all term charges to the University is due on the first day of classes of each term. For those unable to complete payment by that deadline there are several payment plan options available that incur additional plan fees. The latest information and costs and payment plan enrollment forms are at www.enrollment.iit.edu, select Student Accounts. Failure to adhere to any payment plan schedule of payments will result in late fees in addition to any plan administrative fee.

Payments may be made by cash, check, money order, or credit card. Credit card payments may be made at www.enrollment.iit.edu, select IIT Web for Students, select Student & Credit Card Payment. Payment may also be made in person at the IIT Cashier's Office in the Main Building, Main Campus or at the Bursar's Office at the Downtown Campus. Payment by mail may be made by contacting the Bursar's Office at bursar@iit.edu; or at www.enrollment.iit.edu, select Student Accounts for the current mailing address and contact information regarding any questions about bills and payments.

Outstanding Debts

A restrictive hold is placed on a student's record when that student is delinquent in fulfilling his or her financial obligation to the University. A student will be considered delinquent when his or her account is not current according to established University policies and payment due dates. Students with outstanding University debts may

be suspended from current term classes. Students whose accounts are not current will not be allowed to register or attend classes for any subsequent term. No diploma, certificates of attendance, letters of completion, or transcripts of academic records will be issued until all financial obligations have been met.

University Refund Policy

Under exceptional circumstances, such as withdrawal for involuntary military service, serious illness or injury, or action by the university, consideration may be given by the University for a refund or credit for unused tuition upon written request to the applicable program administrative office. Payments for other charges incurred may

be the responsibility of the student at the determination of the University.

Students should consult www.enrollment.iit.edu for the approved University refund schedule.

Expenses and Financial Assistance

Student Health Insurance

All students who are either registered for 9 or more credit hours or occupants of IIT residence halls are required to purchase the basic student health insurance policy or to submit proof of equivalent insurance before the end of the first week of classes. All students who are here on an F1 or J1 visa and are registered for at least 1 class, participants in the co-op program, research or teaching assistants or occupants of IIT residence halls are required to purchase the basic student health insurance. The premium for the basic insurance will be added to student tuition and fees as a charge. To avoid this charge,

submit proof of comparable coverage online at www.enrollment.iit.edu/ssc/insurance/. F1 and J1 students may only waive IIT's coverage with proof U.S. employer provided insurance. Once a waiver is accepted it will be valid through the student's continued enrollment at IIT. Other students, spouses, and dependents of students may participate in the student health program, if desired. Students should consult the Student Health Service in Farr Hall, at 312.808.7100, for further details.

Parking Fee

All students parking in campus parking lots must register their cars with IIT Parking Services and pay a parking fee at the beginning of the semester. For current

fees, students should contact Parking Services at www.parking.iit.edu or 312-567-8968. Students authorized to park in IIT lots will receive a parking hangtag.

Housing

How to apply

The university offers two types of Housing: Residence Halls (furnished dormitories) for undergraduates and single graduate students and Family Housing – unfurnished apartments for married and single graduate students.

Applications are processed in the order in which they are received and will only be processed if the application is accompanied with the appropriate non-refundable deposit (accepted in the form of an international money order, personal check or Visa, Discover or Master Card credit card.)

Please do not assume that sending an application with a deposit, or a fax, or an e-mail will guarantee a space. Only students who have actually received a room assignment confirmation will be guaranteed housing.

If you arrive without a housing confirmation, you may have to contact Hostelling International to make arrangements for temporary housing while you wait for room to become available.

Residence Halls

Although residence hall rooms are furnished with twin-size beds, desks, desk chairs, dressers, etc., students are required to provide their own blankets, pillows, towels, and bed linens.

McCormick Student Village (MSV)

Traditional dormitory style residence halls of approximately 20 rooms per floor share a centrally located common washroom facility. The average room is 10'9" x 15'9" and is double occupancy. Single occupancy rooms are not guaranteed.

MSV Room Rates for the 06-07

academic year range from \$4,212 to \$6,086.

MSV Board Rates for the 06-07

academic year range from \$1,284 for a 5-meal plan to \$4,038 for a 19-meal plan.

Participation in the university food program is required.

MSV contracts do not cover winter break or summer housing. Students who wish to reside over the winter break and/or summer may apply for this option at an additional cost. See contract for details.

State Street Village (SSV)

State Street Village, a new, state-of-the-art residence complex, offers two types of furnished living arrangements - quad suites and apartments. The apartments are equipped with refrigerators, ranges and microwaves. Residents in quad suites are required to purchase meal plans. Participation in the university food program is optional for the SSV apartment residents.

SSV Room Rates for the 06-07

academic year range from \$6,914 to \$11,418.

SSV Board Rates for the 06-07

academic year range from \$1,284 for a 5-meal plan to \$4,038 for a 19-meal plan.

The SSV Academic contract rates include housing over the winter break. Summer housing option is available at an additional cost.

* These rates are subject to change. Please visit <http://www.housing.iit.edu> for current rates, deadlines and other housing information

Expenses and Financial Assistance

Apartment Housing (Family Housing) – For Graduate Students or Families

University apartments are completely unfurnished, except for a refrigerator, range and window coverings. All units have wireless internet, but any air-conditioning, cable tv, phone service, furniture, linens, etc. must be supplied by the tenant. Heat, gas and electricity are included.

Apartments range in size from a studio (no bedroom) up to three-bedroom units. Monthly rent for a standard 12-month lease ranges from \$627 to \$1,393.

Prospective tenants must complete an apartment application and pay a non-refundable \$50.00 application fee. Units are offered according to date of application. Once an offer is accepted, a reservation fee of \$225 is due. This

fee will go towards the security deposit and will be forfeited if you fail to move into the apartment reserved for you. Upon move-in, the balance of the security deposit (equivalent to 1 month's rent) and the first month's rent is required.

Graduate students looking for roommates are encouraged to post their information of the Housing web site at <http://www.housing.iit.edu>. Keep in mind that roommates must be affiliated with the university and approved by Housing. Any irregularities will jeopardize a lease.

Housing is not guaranteed. Units are offered on the basis of availability.

Temporary Off-Campus Housing

Temporary off-campus housing may be available at Hostelling International, 24 East Congress Parkway, three miles north of the university. Contact them at 312.360.0300 or www.hichicago.org for information.

You must have a signed housing contract with IIT in order to stay in university housing. ***If you arrive on campus without a room confirmation, housing is not guaranteed.*** Contact Hostelling International if you need a place to stay while you complete the housing process.

Financial Aid

Student Eligibility Requirements to Receive Federal Financial Assistance

Students must be U.S. citizens or eligible non-citizens and be enrolled in a degree-seeking program for at least half-time (five credit-hours or more per term).

Comprehensive Financial Aid Program

IIT administers a comprehensive financial aid program, which includes federal and private funds for both full and part-time students. Federal programs include loans and work-study employment. IIT uses the formula established by the U.S. Congress to determine financial need for assistance. IIT offers limited academic scholarship assis-

tance to graduate students. Private loans are also available and are based on credit approval from the lender.

For the most up-to-date information, visit the office of Financial Aid online at <http://finaid.iit.edu>.

Determining Financial Need for Assistance

Financial need is the difference between a student's total annual cost of attending IIT and the amount the student is expected to contribute toward the cost of attendance. The total cost of attendance at IIT includes tuition and mandatory fees, room and board, books and supplies, transportation and personal expenses. The amount that the student is expected to contribute is called the

Expected Family Contribution (EFC) and is calculated by a formula determined by the U.S. Congress. After the EFC is subtracted from the cost of attendance, the remainder is considered to be demonstrated need for financial assistance. One of the principles of need-based assistance is that students are expected to help pay some of the cost of attendance.

Expenses and Financial Assistance

Application Process

All students applying for financial assistance need to complete the Free Application for Federal Student Aid (FAFSA). This application is available after January 1st at www.fafsa.ed.gov and should be filed by the student as soon as possible after January 1st of the academic year in which the student is planning to enroll. (The IIT School Code is 001691). The priority date for campus-based federal aid (Federal Perkins Loan and Federal Work Study)

at IIT is April 15th. All financial assistance is awarded on an annual basis. Students interested in receiving federal aid must complete a FAFSA each year, beginning January 1st. The amount of financial aid that a student receives each year depends on demonstrated need and the availability of funds. Students applying for financial aid may be required to submit tax information upon request.

Federal Financial Aid Programs

Federal Work Student Program

Federal Work Study provides opportunities for students to work on or off-campus. Both undergraduate and graduate students with demonstrated financial need may be eligible to participate in this program. Students awarded work study funds can earn money to help pay educational expenses. On campus jobs are advertised at www.cdc.iit.edu. Off-campus jobs will be private, non-profit organizations or public agencies that encourage community service work. Off-campus jobs are also advertised by the Career Development Center. This office assists students in finding summer employment and permanent jobs after graduation.

Students awarded work study are paid at least the current federal minimum wage or higher, depending on the type of work performed. Students are paid hourly and receive a biweekly paycheck. Work study students are strongly encouraged to work 20 hours per week or less during the academic year. Students apply for work study by filing the FAFSA.

Federal Family Education Loan Program (FFELP)

The FFELP loan program includes the Stafford Subsidized and Unsubsidized loan programs for undergraduate and graduate students. The Stafford Loan Program provides low-interest loans to assist students with paying educational costs. The interest rate for new loans is set on July 1 and varies annually, going no higher than 8.25 percent. These loans must be repaid over a period of time after a student leaves school.

The Subsidized Stafford Loan is awarded based on demonstrated financial need, and students do not pay interest on the principal while in school. The Unsubsidized Stafford Loan is not awarded based on demonstrated need; and, interest is charged from the time that the loan funds are disbursed to the student. Students have the option of paying the interest or having the interest added onto the principal. Fees of up to 4 percent are charged on each loan, and are deducted before the funds are applied to the student's account.

Continued Eligibility for Financial Assistance

All students receiving federal financial aid funds must demonstrate reasonable academic progress toward graduation from IIT. Reasonable academic progress includes satisfactory cumulative grade point average and suffi-

cient credit hours earned each semester toward the completion of a degree program. Failure to comply with IIT's Reasonable Academic Progress Policy will lead to the student's losing eligibility for federal financial assistance.

Applying for a Financial Assistantship

A fellowship provides financial support to defray the cost of tuition and a stipend for living expenses. A tuition scholarship (TS) provides all or part of the tuition only. Both are exempt from federal income taxes. Most degree programs provide financial support for teaching assistants (TA) who help with instruction, and research assistants (RA) who work on funded research projects. Graduate assistants (GA) receive partial support in the form of a stipend with no tuition support.

Only full-time students are eligible for assistantships. New students will be considered for fellowships, assistantships and scholarships when they apply for admission and will be notified of the award with the admission decision or shortly thereafter. Continuing students should apply to their major academic unit. The Graduate College administers a number of fellowships and scholarships but

does not directly administer assistantships available to students in each academic unit. Acceptance of an award or appointment for the fall semester is considered binding on the student after April 15. If a student's academic work is judged to be unsatisfactory, the award may be canceled at the discretion of the university at anytime during the period covered.

Although an outstanding international student may receive some kind of award from IIT, most students must provide independent finances for their first year of graduate study. International students who are not recommended for an assistantship that would cover both tuition and stipend are required to carry at least nine credit hours per semester in order to maintain their F-1 student visa status.

Additional Information

All financial aid awards for graduate students (excluding law and business students) are processed by the IIT Office of Financial Aid. Students should submit all information regarding financial assistance to: Office of

Financial Aid, 3300 South Federal Street, Chicago, IL 60616 (telephone 312.567.7219). The office is open from 8:30 am to 5pm, Monday through Friday, and may be found online at <http://finaid.iit.edu/>.

Expenses and Financial Assistance

Alumni Tuition Benefit (ALUMED)

ALUMED is a tuition credit program for graduates of Illinois Institute of Technology or Midwest College of Engineering (MCE) registering in regularly scheduled credit courses only. Alumni registering as part-time undergraduate students are permitted to register for one course each semester or quarter at a cost of one-half of the current tuition rate. Alumni registering as part-time graduate students are permitted to register for one course each semester or quarter at a cost of one-third of the current tuition rate. To receive this benefit, students must apply for alumni status upon their initial registra-

tion. Students may apply for alumni status by contacting the Student Services Center at 312.567.3100 or at student.services@iit.edu, or they may submit the electronic request form at www.enrollment.iit.edu, go to Student Services, go to Alumni Vouchers. ALUMED tuition credits may not be applied retroactively. Alumni registering as full-time students or as students in a program at Chicago-Kent or the Rice Campus are not eligible for ALUMED. This benefit may not be used for enrollment in intersession or short courses, special problems, research, thesis and non-credit courses.

Part-Time Employment

Part-time employment opportunities may be available for students, on- and off-campus. Positions may be Federal Work Study jobs or career related co-ops and internships. Co-ops, internships and some on-campus jobs are posted in the Career Development Center (CDC) e-Recruiting database. Other on-campus jobs may be announced directly by individual university departments. Students interested in and eligible for employment off-campus in their field of study can get job search assistance from the CDC and must attend an Introduction to Cooperative Education and Internship workshop conducted by the

CDC. Workshop schedules are posted at www.cdc.iit.edu. Appointments for individual career counseling may be made by calling 312/567-6800.

International students (on F1 visa) are restricted to on-campus employment for their first academic year of study at any school in the United States. After completing one academic year in the country, students on F1 visa may be eligible for opportunities off-campus (only if related to their field of study) through the Cooperative Education or Summer Internship Programs.

Veterans' Educational Benefits

Veterans enrolling for the first time should obtain Veterans Affairs application forms from the Office of Student Records and Registration, Room 104, Main Building 312.567.6742. The university's Veterans Affairs representative processes subsequent enrollment certifications. For further information on veterans benefits, or to request an application, please visit www.enrollment.iit.edu and click on "Registrar's Office." The veteran must also inform the Veterans Affairs

representative of any change in credit hours within a term or of future enrollment plans. If a veteran drops a course or withdraws from school completely, his or her allotment may be reduced or withdrawn. The veteran must report immediately the exact termination date to the Veterans Affairs representative. Veterans must maintain reasonable academic progress according to university standards. Failure to meet minimum-progress criteria can result in a cessation of educational benefits.