

ILLINOIS INSTITUTE OF TECHNOLOGY
GRADUATE HANDBOOK



© Copyright by Graduate College
Illinois Institute of Technology
2005

Table of Contents

Preface	1
Graduate Student Responsibilities	2
Synopsis of Graduate Studies	3
Sequences of Graduate Study	5
Admission	6
Application for Admission	6
Degree-Seeking Versus Non-Degree Status	6
Admission as a Degree-Seeking Student	6
Admission as a Certificate Student	7
Admission as a Non-Degree Student	7
International Applicant Requirements	8
General Requirements	8
English Competency	8
Financial Support	9
Readmission for a Second Graduate Degree	9
Newly Admitted Students	9
Intent to Enroll	10
Post-Baccalaureate (UPB) Students	10
Registration	11
Full-Time Versus Part-Time Status	11
Who Should Register	11
Course Numbering	11
Registration for Fall and Spring Semesters	12
Registration for T.A. Seminar	12
Registration for Continuation of Residence	12
IPRO Registration	12
Change of Registration After Initial Registration	12
Withdrawal from the University	13
Undergraduates Registering for Graduate Courses	13
Academic Policies	14
Leave of Absence	14
Reinstatement and Enrollment After an Absence	14
Grade Point Average	14
Academic Probation	14
Credit Requirements	14
Transfer Requirements	15
Transfer Credits	15
Transferring from Another Program	15
Program of Study	15
Course Substitution	15
Credit by Examination	16
Academic Grades	16
Incomplete (“I”) Grades	16
Withdraw Passing (“WP”) and Withdraw Failing (“WE”)	17
Satisfactory (“S”) and Unsatisfactory (“U”) Grades	17
Additional Notes	17
Change of Grade	17
Repeating a Course	18
Residence Requirement	18
Time Limit to Complete a Degree	18
Class Attendance	18
Master’s and Doctoral Examinations	19
Master’s Comprehensive Examination	19
Master’s Thesis Examination	19

Illinois Institute of Technology Graduate Handbook

Doctoral Examinations	19
Qualifying Examination	19
Comprehensive Examination	20
Final Thesis Examination	21
Completion of Studies and Graduation	23
Completion of Degree	23
Master's Degree Candidates	23
Doctoral Degree Candidates	23
Application for Graduation	23
Professional Master's Degree	23
Change from Master's Thesis to Non-Thesis Option	24
Certificate Programs	24
Graduate Accelerated Courses	24
Thesis Preparation Meeting	25
Appointment with Thesis Examiner	25
Graduation in the Stuart Graduate School of Business	25
Letter of Completion	25
Transcript of Grades	25
General Policies	26
Right of Appeal by Petition	26
Change of Records Information	26
Standards of Conduct	26
Code of Academic Honesty	26
Appendices	28
Colleges and Academic Units	28
Administration and Services	29

Preface

The Graduate Student Handbook answers the most frequently asked questions by graduate students on the Main Campus and discusses academic policies concerning graduate studies at Illinois Institute of Technology. The Graduate Handbook includes a sample of the Sequence of Events, published every semester by the Graduate College, which lists the procedures and deadlines for the completion of graduate degrees at IIT. All graduate students, however, are required to review the Graduate Bulletin for details and to consult

their academic advisers regarding the departmental requirements. Additional inquiries may be forwarded to the Graduate College at the following address:

Illinois Institute of Technology
Graduate College
3300 S. Federal St., Room 301
Chicago, Illinois 60616

Phone: 312.567-3024
Fax: (312) 567-7517
E-mail: grad@minna.iit.edu

Graduate Student Responsibilities

It is the responsibility of every graduate student to make sure that all degree requirements set forth by the Graduate College are satisfied. In the event that requirements change before a graduate student completes a degree program, the student may submit a Change of Program of Study form in order to seek the Institute's approval for following the new course of

study described in the Graduate Bulletin. Although the Graduate College helps students pursue a course of study for the completion of degree requirements, the final responsibility rests with the student to comply with academic regulations and to be conversant with the information contained in this Graduate Handbook and the Graduate Bulletin.

Synopsis of Graduate Studies

The following guidelines for prospective and current students illustrate 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. Refer to Sequences of Graduate Study on page 5 for a flowchart diagram of the steps.

FOR APPLICANTS

1. Formal application

2. Admission decision

FOR ADMITTED AND CONTINUING Ph.D. STUDENTS

3. Registration

4. Approval of the program of study

5. Ph.D. qualifying examination

6. Ph.D. comprehensive examination

7. Fulfillment of Ph.D. residency requirement

8. Appointment of the thesis examining committee/comprehensive examination

9. Preliminary Ph.D. thesis approval

10. Final Ph.D. thesis committee approval

11. Final thesis defense/comprehensive examination

12. Thesis fee

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.

FORM OR APPLICATION REQUIRED

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.

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

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

Form #301B. Department submits Form #309*.

No form needed.

Form #301A. Department submits Form #309*.

Form #501A.

Form #301B.

Department submits Form #309*.

Bursar's receipt.

* 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.

Illinois Institute of Technology Graduate Handbook

- | | |
|--|---|
| 13. Thesis approval signed by thesis examiner. | Form #501B. |
| 14. Completion of courses and other requirements | Listed on Form #401. |
| 15. Application for Graduation | Application for Graduation Form. |
| 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–six weeks after semester grades are reported. |

FOR ADMITTED AND CONTINUING MASTER'S STUDENTS

3. Registration

FORM OR APPLICATION REQUIRED

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 <http://www.grad.iit.edu/forms/> and will be electronically approved by the faculty adviser and academic unit head/department chair.

5. Preliminary thesis approval

Form #501A (if required).

6. Final thesis/ comprehensive examination where applicable

Department submits Form #303 (if required).

7. Final thesis committee approval

Form #501B (if required).

8. Thesis fee (if applicable)

Bursar's receipt.

9. Thesis approval signed by thesis examiner.

Form #501B.

10. Completion of courses and other requirements

Listed on Form #401.

11. Application for Graduation

Application for Graduation Form.

12. Fulfillment of all financial obligations to the university

13. Commencement (attendance is voluntary)

Registrar will mail details in October and April.

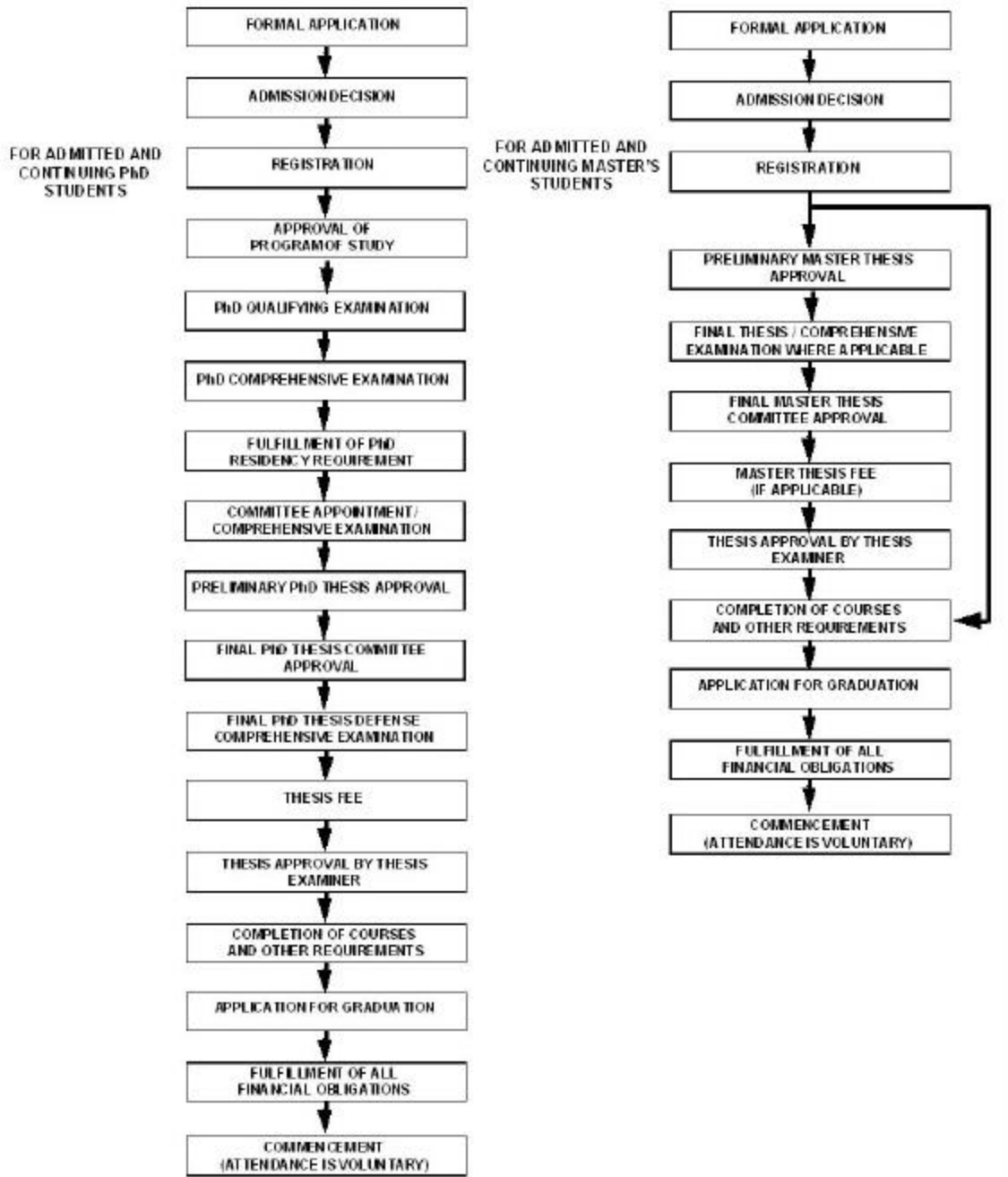
14. Diploma

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.

Sequences of Graduate Study



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 gradstu@iit.edu, or by writing to 3300 S. Federal St., 301A Main Building, Chicago, IL 60616.

All documents submitted in support of any application must be valid originals or certified copies, and none can be duplicated, transferred, forwarded or returned once they are submitted to IIT. A single fee of \$40 is required of all students at the time of original application. Any applicant who has attended IIT previously and has paid an application fee is not required to pay additional application fees.

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 Graduate School of Business by visiting www.stuart.iit.edu, by calling 312.906.6567, 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 to the Graduate College. 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 on page 7 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 on page 7.)

Applicants to Chicago-Kent College of Law must submit LSAT scores and other documentation as required by the law school. Stuart Graduate School of Business applicants are required to submit GMAT and other documentation as required by the business school. Prospective students should contact Chicago-Kent College of Law and/or Stuart Graduate School of Business for additional information on admission standards and requirements.

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 and request admission 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 Requirements on page 15.

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.

International Applicant Requirements

General Requirements

International applications are incomplete until the following are received:

1. Application form.
2. TOEFL scores (if required).
3. GRE scores.
4. Official or certified transcripts of all academic work at the college 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 250 (computer-based). Applicants with TOEFL scores above 550 (paper-based) or 213 (computer-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, 3300 S. Federal St., Illinois Institute of Technology, Room 301A, 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 IAP66 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 an Intent to Enroll Form, housing information, initial registration instructions, a medical examination blank, immunization form, and, for international students, the I-20 or IAP66 form along with the International Student Handbook. To register in the semester for which they were admitted, students must return the completed medical form, immunization form, and response card as soon as possible.

Arrangements for campus housing must be made directly with the Director of Housing, Illinois Institute of Technology, 3200 S. Wabash Ave., Chicago, IL 60616 (phone: 312.567.5075). 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.

Intent to Enroll

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. Questions regarding this policy should be directed to the Counseling and Health Service, Illinois Institute of Technology, 3300 S. Michigan Ave., Chicago, IL 60616 or at 312.808.7100.

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 prerequisites for graduate study. These students may later be considered for admission as non-degree graduate students at IIT. Students should apply for the UPB status through the Office of Educational Services at 101 Main Building or at 312.567.3300

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), except in the semester of graduation. International students falling into category (c) must file a petition (less than full-time eligibility) in the International Student Center. In order for the nine hours of registration to be considered full-time, only one course may be audited. The maximum study load for regular students is 18 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.

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 requirements: 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.

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. (Go to 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. The Office of Graduate Admission must readmit students who were admitted to, but did not attend, IIT 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/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. (Go to 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.

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 students 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 undergraduate 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 section on section on Transfer Requirements on page 15.

Academic Policies

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 in the section on Right of Appeal by Petition on page 26.

Reinstatement and Enrollment After an Absence

Degree-seeking graduate students who discontinue their Office of Academic Affairs. Students should contact the 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 Graduate College, Office of Academic Affairs for additional information. Students should consult the procedures in the section on Right of Appeal by Petition on page 26.

Grade Point Average

Satisfactory performance in the graduate divisions (except the Stuart Graduate 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 18.

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 dropped. 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 must 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, registering for a minimum of 24 credit hours of research fulfills this requirement. 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 Requirements

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 48 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 department 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 six credits with grades of "A" or "B" and is subject to the limitations for transfer credit in a degree program. Special exams are not permitted for courses in which the student has previously enrolled. Students need to be registered in a semester in which a special examination is taken.

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 computing 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. 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.

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

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.

Additional Notes

1. In general, grades of “E”, “I”, “U”, “WE”, “WP” or “AU” cannot be used to fulfill the requirements of a graduate program.
2. 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 the registrar posts grades, 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 that 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 thesis, 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 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/.

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 section on Full-Time Versus Part-Time Status on page 11 for definitions of a full-time student and the section on Credit Requirements on page 14.). 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 semesters after the approval of the program of study. If the twelve-semester deadline is not met, then the student must file a petition for extension 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 illness 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 as the student's committee at the examination. Other faculty and external visitors may attend, but only Category I faculty may vote. The result of the examination must be approved by a majority of the Category I faculty attending. 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 member. The committee may have additional non-voting members from the

other faculty categories and external visitors not affiliated with IIT. 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 academic unit determines the form, scope, and time of the examination. 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 academic unit determines the composition of the Qualifying Examination committee. The voting members of the committee should be Category I faculty. 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.
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 reexamination. At least one semester of additional preparation is considered essential before reexamination. The second chance for taking the qualifying exam is regarded as final. Any additional considerations must be petitioned, supported by the academic unit and approved in writing by the Graduate College's Office of Academic Affairs.

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 the external member of the committee who is outside the student's major (e.g., MAE faculty may serve on an METM student committee). 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 external 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 degree candidate is seeking his or her degree. The external 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 external 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. The chair of a student's examining committee, with permission

of the academic unit and approval of the Graduate College's Office of Academic Affairs, can ask for additional external members with the qualification of a professor in another academic institution or for a representative from industry with expertise on the examining subject to serve on a student's committee. Special appointees are not allowed member-voting privileges.

4. Any faculty member may attend oral comprehensive examinations, but only the appointed Category I 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 reexamined 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 reexamination 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 must 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. 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, the academic unit head and the Graduate College's Office of Academic Affairs. 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.

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.
 5. The examination is open to all faculty but only the appointed Category I 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
 6. A student who fails the thesis examination may be reexamined 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 reexamination 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 the Rice or Downtown campuses.

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 20 for a list of steps and corresponding 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 Schedule of Classes for the semester of graduation. Late applications will be accepted with a \$100 fee until the extended deadline listed in the Schedule of Classes. 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 registrar will issue the diploma 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 with-out 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 to 594 (and for evaluating the student's performance on the Special Project) must be documented and monitored by each academic unit.

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.

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 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.

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 of short courses 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.

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 Graduate School of Business

Because the Stuart Graduate 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 \$7 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 in 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:

Illinois Institute of Technology Graduate Handbook

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.
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.

Appendices

Colleges and Academic Units

	Telephone
College of Architecture	312.567.3230
Armour College	312.567.3009
Biomedical Engineering	312.567.5324
Chemical & Environmental Engineering	312.567.3040
Civil & Architectural Engineering	312.567.3540
Electrical & Computer Engineering	312.567.3400
Mechanical, Materials & Aerospace Engineering	312.567.3175
Center for Professional Development	360.682.6000
Information Technology Management	630.682.6040
Manufacturing Technology Management	312.567.3650
Institute of Design	312.595.4900
Institute of Psychology	312.567.3500
College of Science & Letters	312.567.3800
Applied Mathematics	312.567.8980
Biological, Chemical & Physical Sciences	312.567.3480
Computer Science	312.567.5150
Lewis Department of Humanities	312.567.3465
Mathematics & Science Education	312.567.3661
Social Sciences<	312.567.5128
MPA (M.S. Public Administration)	312.906.5198
Chicago-Kent College of Law	312.906.5000
Stuart Graduate School of Business	312.906.6500
Center for Law & Financial Markets	312.906.6500
Air Force Aerospace Studies	312.567.3525
Army Military Science	312.808.7141
Navy Naval Science	312.567.3530

Administration and Services

Office	Telephone
Academic Resource Center	312.567.5216
Admission, Undergraduate (full-time)	312.567.3025
Admission, Undergraduate (part-time)	312.567.3300
Alumni Relations	312.567.5040
Athletics & Recreation	312.567.3296
Bookstore - Barnes & Noble	312.567.3120
Bursar's Office	312.567.3785
Campus Ministry.	312.567.3160
Career Development Center	312.567.6800
Communications & Marketing	312.567.3104
Computing & Network Services	312.567.5962
Counseling Services	312.808.7132
Disability Resources	312.567.5744
Educational Services	312.567.3300
Enrollment Services	312.567.3100
Financial Aid (new students)	312.567.3025
Financial Aid (continuing students)	312.567.7219
Graduate College	312.567.3024
Graduate Admission	312.567.3020
Health Services	312.808.7100
Hermann Union Building	312.567.3075
Housing Office	312.567.5075
IIT Online Technical Services	312.567.3460
International Center	312.567.3680
Galvin Library (Main Campus)	312.567.3355
Moffett Campus	708.563.1576
Minority Programs	312.567.5248
Office of Academic Affairs	312.567.3024
Public Safety	312.808.6300
Residence Life Office	312.808.6400
Daniel F. and Ada L. Rice Campus.	630.682.6000
Student Activities & Orientation	312.567.3720
Student Affairs & Greek Life	312.567.3080
Undergraduate College	312.567.3940
Office of the Vice Provost for New Initiatives.	312.567.3947
Women Services and Diversity Education	312.567.3775

