ILLINOIS INSTITUTE OF TECHNOLOGY

Industrial Technology and Management

Academic Advising Procedure for Graduate Students

Academic Advising

- **All degree-seeking graduate students are required to meet with their primary academic advisor and complete required eForms during their first major semester of enrollment**

- **eForms are used to declare the following:**

  - Transfer credit
  - Desired specialization(s)
  - Approved courses from other majors
  - Course substitutions
  - Required research project (IIT Europe double-degree students)

- **Advising registration hold will be removed after the student meets with their advisor and submits required eForm(s)**

- **Learn more about IIT's graduate academic advising policies and the Graduate Degree Works system in the online Graduate Catalog at**
  http://bulletin.iit.edu/graduate/academic-policies-procedures/academic-advising/

Academic Advising Process

1. Complete INTM's Academic Advising Worksheet. Review MITO/INTM course and specialization options using IIT's Graduate Bulletin http://bulletin.iit.edu/graduate/colleges/applied-technology/technology-management/master-industrial-technology-operations/#programrequirementstext

2. Confirm the identity of your primary academic advisor in GRADUATE DEGREE WORKS system (via 'Academics' tab in the myIIT portal) and review your academic record as it appears now.

3. Book an appointment with your primary academic advisor at https://intm.youcanbook.me

4. Bring the worksheet to the academic advising meeting; discuss and outline courses you'll take to complete the MITO degree. **If you have transfer credit, send official transcripts to Graduate Academic Affairs (https://web.iit.edu/gaa/transfer-credit) and provide a copy of your transcript to your advisor at the meeting.**

5. Use the GRADUATE DEGREE WORKS system to submit specified eForm(s).
   Note: only one eForm can be pending in the Graduate Degree Works system at any time.

6. eForm is reviewed and approved (or rejected) by 1) your academic advisor and then 2) Graduate Academic Affairs.

7. After all required eForm(s) are approved, the advising hold will be lifted.

When must it be done?

- **Academic advising meetings are best completed as follows: between <u>SEPT 15</u> and <u>OCT 15</u> (fall semester), or <u>FEB 15</u> and <u>MARCH 15</u> (spring semester)**

- **Submit required eForm during or immediately after the advising meeting**

- **Delaying the academic advising process may result in the student's inability to register for classes**

Graduate Degree Works

- **Access through 'Academics' tab in myIIT portal**

- **Access the 'eForms' option in the top menu line**

The eForms Menu

To review pending eForms in your queue select the appropriate option below:

- Change of Adviser (Form G410)
- ❶ Change of Degree Major, and/or Declare Concentration, Project or Thesis Option with Transfer Credit and/or Course Substitution and Exception
- ❷ Change of Degree, Major, and/or Declare Concentration, Project or Thesis Option (Program options only)
- ❸ Transfer Credit and/or Course Substitution and Exception
- ❹ Co-Terminal Shared Credit and/or Course Substitution and Exception
- View status of Degree Works Plan of Study (Form G401/406) Submissions
- Review All eForms Submissions

- **Use eForm ❶ to declare a specialization <u>and</u> make other requests in a single eForm**

- **Use eForm ❷ if you only need to declare a specialization**

- **Use eForm ❸ to request transfer credit (without declaring a specialization), identify a course substitution, or apply a course from another major**

- **Co-Terminal Students may use ❶ or ❹ to identify shared courses**

eForm ❶

Change of Degree Major, and/or Declare Concentration, Project or Thesis Option with Transfer Credit and/or Course Substitution and Exception

A — Change of Degree, Major, and/or Declare Concentration, Project or Thesis Option Request
No Change of degree major request

[Add Change of Major Request]

B — External Transfer
No External Transfer Requests

[Add New External Transfer Request]

C — Internal Transfer (Interdisciplinary)
No Internal Transfer Requests

[Add New Internal Transfer Request]

D — Course Substitution

[Add New Course Substitution Request]

E — Co-Terminal Shared Courses
No Shared Course Requests

[Add New Shared Course Request]

Comments:

[Save] [Save and Submit]

- **Use A to declare a specialization**

- **Use B to transfer credit to IIT from an outside university**

- **Use C to transfer IIT courses from another major towards ITO degree**

- **Use D to request a general elective course or INTM 597 be applied towards a specialization**

- **Use E to declare shared UG courses for a Co-Terminal program**

- **Use Comments to clarify any requests**

Notes on SPECIALIZATIONS

- **Concentration = Specialization (same thing)**

- **A specialization is optional**

- **A specialization requires completion of 4 courses within an identified focus area**

- **You may pursue two specializations, if appropriate and approved by your advisor**

- **INTM 597** (graduate special project) **may be applied towards a specialization if the research topic is related** (requires a course substitution eForm request)

- **Transfer courses may be applied towards a specialization if equated with an INTM specialization elective; clarify that intention in the eForm 'Comments' section**

- **IIT Europe students** **who are required to complete a graduate research project should use eForm ❶/Request A to declare 'International Partner Research Project' and any desired specialization, and Request B for External Transfer Credit**

Change of Major, Declare Concentration or Project

- **Identify MAS of ITO**

- **To select two choices under 'Concentration/Research Project', hold "Ctrl" key while clicking desired check boxes**

- **IIT Europe double-degree students who are required to complete a research project (INTM 597) at IIT should click the box for "International Partner Research Project"**

External Transfer Request

External Transfer Request   ✕

External Transfer Credit: Up to 9 hours of graduate credit earned at an accredited university with a grade of B or better, if not previously applied to an earned degree, may be considered to fulfill Master's degree requirements, pending academic adviser and departmental approval. Please review official transfer credit policy here: web.iit.edu/gaa/transfer-credit.

Transfer Course ID:*   ex. CS430

Transfer Institution Course Title:*   ex. Introduction to Algorithms

Credits:*   [ ]

Transfer Institution:*   ex. University of Illinois, Chicago

Term Type:*   --Select Term--

Year:*   --Select Year--

Grade:*   --Select Grade--

IIT Equivalent Department:*   --Select Department--

Course at IIT:*   --Select Course--

Credits:*   [ ]

[Add] [Clear]

- **Transfer course grade must be equivalent to an 'A' or 'B' in the US credit system. In Spain, 8-10=A, 6.5-7.99=B. In France, 16-20=A, 12-15.99=B.**

- **Transfer credit may not have been utilized for another earned degree**

- **The IIT equivalent must be identified and approved by INTM academic advisor during the academic advising meeting**

- **If a single transfer course carries less credit than the IIT equivalent** (e.g., 3 ECTS credits = 1.5 US credits)**, two or more transfer courses must be indicated (combined) to assure sufficient credit is transferred (SEE NEXT SLIDE)**

- **Transfer courses reflecting ECTS credit should list ECTS credit value in the associated 'Credits' box, but the IIT equivalent course should reflect US credit. Transfer ratio is 2 ECTS credits = 1 US credit.** (e.g., one ECTS course at 6 credits = 3 US credits; 3 ECTS credits = 1.5 US credits)

- **Transfer course(s) may be equated to an IIT course in another major, or listed as TRF 999 if there is no equivalent course at IIT**

Tips > European Transfer Credit

- **<u>Courses identified for transfer which carry 6 ECTS credits</u>** should be equated to a single 3-credit course at Illinois Tech.

- **<u>Courses carrying 3 ECTS or 4.5 ECTS credits</u>** are equal to 1.5 or 2.25 US credits (respectively), therefore <u>two</u> such courses must be transferred to equal a single 3-credit course at Illinois Tech. Accordingly, it would require four (4) entries for the External Transfer Request. For example:

  1. 'Integrated Manufacturing Systems' (<u>3 ECTS credits/semester</u>), graded B, is listed as equivalent to INTM 502 Industrial Engineering Applications (<u>2 credits</u>).
  } 3 US credits

  2. 'Industrial Complexes' (<u>3 ECTS credits/semester</u>), graded B, is listed as equivalent to INTM 502 Industrial Engineering Applications (<u>1 credit</u>).

  3. 'Supply Chain Management' (<u>4.5 ECTS credits/semester</u>), graded A, is listed as equivalent to INTM 441 Supply Chain Management (<u>2 credits</u>).
  } 3 US credits

  4. 'Human Resources & Work Organization (3 ECTS credits/semester), graded A, is listed as equivalent to INTM 441 Supply Chain Management (<u>1 credit).</u>

- **The primary transfer subject identified as equivalent in nature to an IIT course should carry the heavier weighting (2 credits) on the IIT side.**

Internal Transfer Request

Internal Transfer (Interdisciplinary) ✕

Courses taken outside of the assigned IIT academic department with a grade of B or better may be considered to fulfill Master's degree requirements, pending academic adviser and departmental approval.

Transfer From Department:* --Select Department--

Transfer Course:* --Select Course--

Credits:*

Year (if completed): --Select Year--

Grade (if earned):* --Select Grade--

Transfer To Department:* INTM-Industrial Technology And Managemer

Course Required* --Select Course--

Credits:*

Add Clear

- **Academic advisor approval is required _prior_ to taking a course from another major**

- **The 'Course Required' field should indicate an INTM course you _don't_ plan to take in the future**

- **If the course will be applied towards a specialization, the 'Course Required' field should be a specialization course you _don't_ plan to take in the future**

- **Certain BUS 4xx courses do not feed into Degree Works automatically and must be manually added to a student record _after_ a grade has been posted**

Course Substitution Request

- **Use this eForm to apply a general elective course or INTM 597 project towards a specialization**

- **Complete 'Course Required' field with an INTM course you <u>don't</u> plan to take in the future**

Ongoing Academic Advising

At any point during your studies at Illinois Tech, please feel free to contact your academic advisor to discuss course options, career goals, or other matters of importance

All students must consult with an academic advisor before submitting an eForm or registering for courses outside the INTM department

Due to advisors' changing schedules, we recommend booking an appointment with your academic advisor using

https://intm.youcanbook.me

Questions?

Please send an email to

your academic advisor or

the INTM office (intm@iit.edu)