

# SYNOPSIS OF GRADUATE STUDIES

The following guidelines show the steps that must be taken to proceed from application to graduation to receipt of degree. All forms are available on the Academic Affairs website.

## M.S. Students

For applicants	Form or Application Required
1. Formal Application	Regular application and all supporting materials including official transcripts, letters of recommendation, test scores (if required), professional statement, portfolio (if required) and application fee.
2. Admission decision	Admission email from the Office of Graduate Admission outlining terms of admission offer, or informing the student that admission has been denied.
For admitted and continuing M.S. students	
3. Registration	Registration may be completed online at the MyIIT portal ( <a href="https://my.iit.edu">https://my.iit.edu</a> ) under the Academics tab. Continuing students who are not enrolling for the current term must file a request for leave or university withdrawal (see the section on Leave of Absence).
4. Required Graduate Advising Meeting	A required graduate advising meeting must be completed by a masters student, after nine credit hours of earned and/or enrolled coursework.
5. Final thesis/comprehensive examination for M.S. or MAS where applicable	Department submits Form G303 (if required). <sup>1</sup>
6. Final M.S. thesis committee appointed and preliminary thesis title approved	Masters Thesis, Project Review, or Exam Scheduling Form G300 (if required).
7. Thesis fee (if applicable)	Student Accounting Paid Online receipt.
8. M.S. thesis approval submitted to the thesis examiner	Form G501.
9. Completion of courses and other requirements	Listed in the Graduate Catalog and the Graduate Degree Works Worksheet Final Audit, including approved exceptions.
10. Fulfillment of all financial obligations to the university	
11. Application for graduation (including application fee(s))	Filed using Banner Student Self Service by the deadline shown in the university calendar. Late graduation applications may be filed no later than 30 days prior to the last day of the semester, and require Form G527L and a late graduation application fee.
12. Commencement (attendance is voluntary)	The Office of Marketing and Communications announces details in spring semester (one ceremony per year). RSVP is required by the deadline shown at <a href="http://web.iit.edu/commencement">http://web.iit.edu/commencement</a> .
13. Diploma	Students who have their degree awarded will receive their diploma. Details are located at <a href="http://web.iit.edu/registrar/students">http://web.iit.edu/registrar/students</a> .

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

## Ph.D. Students

### For applicants

	Form or Application Required
1. Formal Application	Regular application and all supporting materials including official transcripts, letters of recommendation, test scores (if required), professional statement, portfolio (if required) and application fee.
2. Admission decision	Admission email from the Office of Graduate Admission outlining terms of admission offer, or informing the student that admission has been denied.

### For admitted and continuing Ph.D. students

3. Registration	Registration may be completed online at the MyIIT portal ( <a href="https://my.iit.edu">https://my.iit.edu</a> ) under the Academics tab. Continuing students who are not enrolling for the current term must submit a request for leave or university withdrawal (see the section on Leave of Absence).
4. Required Graduate Advising Meeting	A required graduate advising meeting must be completed by a doctoral student, after 18 credit hours of earned and/or enrolled coursework.
5. Ph.D. qualifying examination	Department administering exam submits Form G303. <sup>1</sup>
6. Ph.D. comprehensive examination	Form G301A. Department submits exam results on Form G309. <sup>1</sup>
7. Fulfillment of Ph.D. residency requirement	No form needed.
8. Appointment of the thesis examining committee/comprehensive examination committee	Form G301A.
9. Final Ph.D. thesis committee appointed and preliminary thesis title approved	Form G301B.
10. Final thesis defense/oral examination	Department submits exam results on Form G309. <sup>1</sup>
11. Thesis fee	Student Accounting Paid Online receipt.
12. Ph.D. thesis approval submitted to the thesis examiner	Form G501.
13. Completion of courses and other requirements	Listed in the Graduate Catalog and the Graduate Degree Works Worksheet Final Audit, including approved exceptions.
14. Fulfillment of all financial obligations to the university	
15. Application for graduation (including application fee(s))	Filed using Banner Student Self Service by the deadline shown in the university calendar. Late graduation applications may be filed no later than 30 days prior to the last day of the semester, and require Form G527L and a late graduation application fee.
16. PhD Hooding Ceremony & Commencement (attendance is voluntary)	The Office of Marketing and Communications announces details in spring semester (one ceremony per year). RSVP is required by the deadline shown at <a href="http://web.iit.edu/commencement">http://web.iit.edu/commencement</a> .
17. Diploma	Students who have their degree awarded will receive their diploma. Details are located at <a href="http://web.iit.edu/registrar/students">http://web.iit.edu/registrar/students</a> .

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