Online Graduation Application for Graduate Students

Graduate Academic Affairs
MB, Room 110
1. Process Overview/General Information
2. Adding the Worklist myIIT Portal Channel
3. Student View of Graduation Application
4. Adviser Approval Process with Workflow
Process Overview
Online Graduation Application

• Online graduation application, available to students in the myIIT portal
  – Replaces paper application for master’s and Ph.D. level students
  – Validates student information, live from the Banner system (i.e., academic program information)
  – Application will open at the same time as registration for the term of graduation (e.g., Spring/Summer/Fall 2011 applications open on November 8, 2010)

• Note
  – Certificate students will continue using the paper application, form 528 (Main Campus only)
  – Students should RSVP for Commencement through the commencement committee’s process
Master’s Level Students

• Eligible to apply once a minimum of 15 credits are earned
• Once application is submitted, will receive a detailed email confirmation with degree check-out process overview and links to resources for deadlines and thesis activities
• Uses SunGard Workflow software to send two student emails
  – Email one: graduation check-out overview
  – Email two: Program of Study review reminder (48 hours after submission)
Ph.D. Level Students

• Eligible to apply once a minimum of 69 credits are earned

• Graduation application requires adviser approval
  – Uses SunGard Workflow software to expedite the approval process

• Adviser reviews application data in the myIIT portal
  – Application data includes status of non-course requirements (501A, Oral Defense, 501B, etc.)
  – Advisers are able to add comments when approving or rejecting an application

• Emails student at each step in the process, with adviser copied on final email
  – Sends a final approval email, includes adviser comments and check-out overview
  – Sends a Program of Study review reminder email 24-48 hours after adviser has approved application
Graduation Application for Ph.D. Students: Complete Process

- Student Submits Graduation App through myIIT portal (business event triggers workflow)
- Adviser Receives Email Notification (Approval Activity is Pending)
- Approves App
  - Student and Adviser Receive Email Notification (w/ Comments and Instructions)
  - Grad Affairs Codes App as Approved (Banner)
- Rejects App
  - Student Receives Confirmation Email
  - Adviser Receives Email Notification (Approval Activity is Pending)
  - Rejects App
  - Student Receives Reminder Email (Review Program of Study)

Once an app is rejected, the student must re-apply online (cannot re-activate an application in Banner)
Student Self-Service Graduation Application
In the myIIT portal, the student selects the ‘Student Records’ link in the Banner Student Self-Service channel under the Academics tab.

From the Student Records menu, the student selects ‘Appy to Graduate’.
Select one curriculum (program) for this graduation application. If the program below is incorrect, including minor, concentration/specialization and degree type information, do not continue with the application and contact the appropriate office below.

Undergraduate students should contact the Office of Undergraduate Academic Affairs, uga@iit.edu.
Graduate Main Campus students (including ID, Moffett and Rice campuses) should contact the Office of Graduate Academic Affairs, gradcull@iit.edu.
Business students should contact the Downtown Campus Registrar’s Office, registrar@stuart.iit.edu.

Main Campus Graduate Certificate Students
At this time, certificate students may not use the online application. Please complete Form 528: Graduate Certificate Application for Graduation.

Select Curriculum
- Primary Degree
  - Doctor of Philosophy

  Level: Graduate Doctoral
  Program: Doctor of Philosophy
  College: College of Science & Letters
  Major: Biology

Student selects appropriate program for graduation

Continue
Graduation Date Selection

Select a date for your expected graduation (degree conferral). Please note, this is date of the degree award not the date of the official IIT commencement ceremony.

* Indicates required field

Curriculum
Primary Degree
Doctor of Philosophy
Level: Graduate Doctoral
Program: Doctor of Philosophy
College: College of Science & Letters
Major: Biology

Select Graduation Date
Graduation Date: *

Continue

Student selects the term for which they are applying.

[ View Transcript | View Graduation Applications ]
Diploma Name Selection

The name below is how your name will appear on the official IIT diploma. Should you wish to update this information, visit http://www.iit.edu/registrar/.

Name:
Any Doctoral Student

Diploma name appears for review

Continue
Diploma Mailing Address Selection

* indicates required field

**Current Diploma Mailing Address**
- **Street Line 1:** 1234 Any Street
- **Street Line 2:** Apt 1
- **City:** London
- **Nation:** United Kingdom

**Select an Address for your Diploma**
- **One of your Addresses:** None
- **New**
  - Keep Diploma Mailing Address
  - Permanent (1234 Any Street)

Student is prompted to select a diploma mailing address. An address on file may be selected or a new address may be created.

[ View Transcript | View Graduation Applications | View Addresses And Phones ]
Students may edit any diploma address.
Students may review all information before the application is submitted.
Graduation Application Signature Page

Your application for graduation has been received and sent to your adviser for consideration. If the application is approved, you will be notified by IIT email with appropriate instructions, if applicable. Once the application is processed, your student account will be charged a $250 processing fee. The fee does not apply to students deferring their graduation application. For graduation check-out questions, contact Graduate Academic Affairs, gradcoll@iit.edu.

Please be advised, submission of the Application for Graduation is not a reservation for participation in the May IIT Commencement Ceremony. For Commencement information, visit http://www.iit.edu/graduation/.

A20208396/1

[ View Graduation Applications ]
Adviser Approvals Using Workflow
When a student’s application is routed to the adviser, the activity will appear in the Workflow Worklist channel of MyIIT. The adviser will also receive an email notification.

Workflow item name contains the student’s name (Last, First), CWID, and application term.
The Ph.D. candidate below has submitted an application for graduation. Your approval is required to confirm the student has successfully progressed in his or her academic program to be reviewed for the preliminary degree audit. If approved, a copy of this information will be sent to your IIT email.

Student Information

Student Name: John A. Student
Student ID: A20007132
Program: Doctor of Philosophy in Computer Science
Graduation Term: Fall 2010

Status of Student Non-Course Requirements

Program of Study Filed: Satisfied
Ph.D. Qualifying Exam: Satisfied
Ph.D. Comprehensive Exam: Satisfied
Preliminary Dissertation (501A): Satisfied
Ph.D. Oral Examination: Not Satisfied
Final Dissertation (501B): Satisfied
Residency Requirement: Not Satisfied
Course Re-Validation: Not Required
Dissertation Fee: Not Satisfied

Comments

Please enter any comments for the student below. All comments will be sent to the student via IIT email, exactly as entered. Comments are required for rejected applications.

* None

* Application Decision
  - Approve
  - Reject

[Complete] [Save & Close] [Cancel]
Instructions for adviser and general student program information.

The Ph.D. candidate below has submitted an application for graduation. Your approval is required to confirm the student has successfully progressed in his or her academic program to be reviewed for the preliminary degree audit. If approved, a copy of this information will be sent to your IIT email.

**Student Information**
- Student Name: Any Student
- Student ID: A20208396
- Program: Doctor of Philosophy in Biology
- Graduation Term: Fall 2010
Student non-course requirement information

**Status of Student Non-Course Requirements**

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program of Study Filed</td>
<td>Satisfied</td>
</tr>
<tr>
<td>Ph.D. Qualifying Exam</td>
<td>Satisfied</td>
</tr>
<tr>
<td>Ph.D. Comprehensive Exam</td>
<td>Satisfied</td>
</tr>
<tr>
<td>Preliminary Dissertation (501A)</td>
<td>Satisfied</td>
</tr>
<tr>
<td>Ph.D. Oral Examination</td>
<td>Not Satisfied</td>
</tr>
<tr>
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</tr>
</tbody>
</table>

**Program of Study Note:** Students whose 'Program of Study on File' status is 'Satisfied' does not indicate that the Program of Study currently on file is up-to-date with completed courses. Students are advised to review the Program of Study prior to graduation and make any necessary revisions (previously form 406) if applicable.

**Re-Validation of Outdated Courses (Course Re-Validation) Note:** Re-validation of Outdated Courses is required if any course under the OD (graduate doctoral) level was completed six or more years prior to the current semester and will be applied to the above Ph.D. program. Once a student has successfully completed the Oral Defense, course re-validation, if required, will be waived.
Comments Section

Comment box for approval/rejection comments

Please enter any comments for the student below. All comments will be sent to the student via IIT email, exactly as entered. Comments are required for rejected applications.

* None
Decision Options

Adviser approves or rejects application

Submit the decision by choosing the ‘complete’ button. ‘Save & Close’ will save your work and return the item back to your Worklist queue.
Student Module Workflows

• Leave of Absence and Official Withdrawal
  – Launched October 1, 2010

• Grade Change
  – In-Progress
  – Allows online submission by faculty with electronic approvals

• Student Petitions (Undergrad)
  – Allows multi-level approvals and online submission

• Academic Probation (Graduate)
  – Planned for 2011
  – Alleviate paper forms and expedite advising and course repeats
Technical Assistance
gradcoll@iit.edu

Training Materials
www.iit.edu/graduate_college/
academic_affairs/
Select: Forms for Academic Units