Foreword

Purpose of the IIT Graduate Bulletin

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

The programs described in this bulletin are applicable to those students who enter Illinois Institute of Technology (IIT) in the academic years 2014-2015 and 2015-2016. Students follow the programs described in the bulletin in effect at the time of their first registration.

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

Illinois Institute of Technology is a multicultural community that values and respects its members. We take pride in the fact that our faculty, staff, and students come from various backgrounds and all parts of the world, and we welcome their diverse perspectives and contributions. It is our policy to provide a working and learning environment in which faculty, staff, and students are able to realize their full potential as productive members of the IIT community.

To this end, IIT affirms its commitment to equal opportunity and nondiscrimination in employment and education for all qualified individuals regardless of race, religion, color, national origin, gender, age, sexual orientation, gender identity, disability, applicable veteran status, or any other characteristic protected by applicable federal, state, or local law. Further, IIT is committed to taking affirmative action to increase opportunities at all levels of employment and to increase opportunities for participation in programs and activities by all faculty, staff, and students.

Every member of the IIT community: faculty, staff, and student, is expected to cooperate fully in meeting these goals.

Any student, applicant, or employee of Illinois Institute of Technology who believes that he or she has received inequitable treatment because of discrimination violating IIT’s stated policy of equal opportunity in employment and in education should communicate, either in writing or in person, with the Director, Equal Employment Opportunity and Affirmative Action, IIT Tower, Illinois Institute of Technology.

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

Published by Illinois Institute of Technology, Graduate College, 10 W. 35th St., Suite 7D7-1, Chicago, IL 60616-3793, www.iit.edu.
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Objective of Education at IIT

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

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

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

Accreditation

IIT is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools. www.ncahlc.org


Graduate College

Christopher White, Vice Provost for Academic Affairs
Jamshid Mohammadi, Associate Dean of Graduate College
10 W. 35th St.
Suite 7D7-1
Chicago, IL 60616
312.567.3024
www.iit.edu/graduate

The Graduate College coordinates the programs of advanced study offered by the academic units of the university. The college consists of the following offices: Office of Academic Affairs; Graduate Enrollment; and the Office of Editorial Assistance (Thesis Examiner). The associate dean chairs the Graduate Studies Committee, sets minimum standards for graduate students, represents the university in national forums for graduate education, and serves as an advocate for promoting graduate education across the university.

31 separate Master of Science (M.S.) degrees, which typically include a thesis requirement, are offered. The professional Master's (MAS) degree, which does not require a thesis, has 53 separate offerings. Doctoral degrees (Ph.D.s) are offered in 22 fields.

The Colleges of Illinois Institute of Technology

Armour College of Engineering

Natacha DePaola
Carol and Ed Kaplan Armour Dean of Engineering
Perlstein Hall, Suite 224
10 W. 33rd St.
Chicago, IL 60616
312.567.3009
www.iit.edu/engineering

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

Today, Armour College is home to about 100 full-time faculty, more than 2,500 undergraduate, graduate and doctorate students, and the academic programs of five engineering departments.

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

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

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

Chicago-Kent College of Law is the second-oldest law school in Illinois. When it joined the University in 1969, IIT became the first major institute of technology to include law among its disciplines.

Chicago-Kent offers programs leading to the degrees of Juris Doctor, Master of Laws, and Doctor of the Science of Law, and participates in joint-degree programs with IIT Stuart School of Business and the University of Illinois-Chicago.

College of Architecture

Wiel Arets, Dean
S.R. Crown Hall
3360 S. State St.
Chicago, IL 60616
312.567.3230
www.iit.edu/arch

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

College of Science

R. Russell Betts, Dean
220 Engineering 1 Building
10 W. 32nd St.
Chicago, IL 60616
312.567.3800
science.iit.edu

IIT College of Science traces its roots to the Lewis Institute, founded in 1895, and to Armour Institute of Technology, founded in 1892. The college offers more than 90 rigorous and relevant programs in mathematics and the sciences at the undergraduate and graduate level (including master’s, professional master’s, and Ph.D.) through five departments: Applied Mathematics; Biological and Chemical Sciences; Computer Science; Mathematics and Science Education; and Physics.

Institute of Design

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

Since its founding as the New Bauhaus in 1937, the Institute of Design has grown into the largest full-time graduate-only design program in the U.S. with students from around the world. The school offers a professional Master of Design degree program with areas of study in communication design, interaction design, product design, strategic design, systems thinking, and user research; a dual Master of Design/M.B.A. degree program in partnership with the IIT Stuart School of Business; the Master of Design Methods, a nine-month program for mid-career professionals; and a Ph.D. in Design. The Institute of Design created the country’s first Ph.D. design program in 1991.
Lewis College of Human Sciences

Christine Himes, Dean
IIT Tower, Suite 1400
10 W. 35th St.
Chicago, IL 60616
312.567.3580
www.iit.edu/human-sciences

Lewis Institute was founded in 1895; in 1940 it was brought together with Armour Institute to create IIT. We proudly bear the Lewis name and house the departments of Humanities, Psychology and Social Sciences. IIT's Lewis College of Human Sciences rests at the nexus of knowledge, methods for discovery, human thought, and action. Human sciences enable us to explore and explain the world at a time when technological innovation frames the world in which we live. Our programs emphasize the free spirit and broad perspectives of a traditional liberal arts program with the quantitative and technical rigor of science and methods. In addition to traditional undergraduate programs, we offer six unique interdisciplinary undergraduate programs with partners such as the business school. We also offer professional graduate training in psychology and technical communication.

School of Applied Technology

C. Robert Carlson, Dean
10 W. 33rd St.
Perlstein Hall 223
Chicago, IL 60616
312.567.5290

Daniel F. and Ada L. Rice Campus
201 East Loop Road
Wheaton, IL 60187
630.682.6000
applied_tech.iit.edu

The School of Applied Technology (SAT), established in 2010; was formed to prepare students to become innovators, entrepreneurs, and leaders of the future. Programs and courses at the School of Applied Technology provide a blend of theoretical content and practical application that utilize a hands-on, reality-based approach to education. The degree and certificate programs provide an innovative experience where students work on cutting-edge, industry-sponsored projects, allowing students to apply what they learn in class to solve real-life problems. IIT SAT offers Bachelor's and Master's degrees from the Department of Information Technology & Management in Information Technology & Management and in Cyber Forensics and Security; Master's degrees from the Department of Food Science & Nutrition in Food Process Engineering and Food Safety & Technology; and Bachelor's and Master's degrees from the Industrial Technology & Management program in Industrial Technology & Management.

IIT SAT is affiliated with the renowned Institute for Food Safety & Health and hosts the Center for Cyber Security and Forensics Education (C2SAFE) and the Center for Innovation Science and Applications.

In addition to degree-seeking programs, the School of Applied Technology, through its Office of Professional Development and IIT Online, combines university-wide resources to establish a common administration and support structure for online and non-degree programs. Programs include: University wide ESL assessment and instruction, technology-oriented training and certificates, employee and professional development, and short courses and seminars.

Stuart School of Business

Harvey Kahalas, Dean
IIT Tower 18th Floor
10 W 35th Street
Chicago, IL 60616
312.906.6500
www.stuart.iit.edu

IIT Stuart was established in 1969 with a gift from IIT alumnus and noted financier Harold Leonard Stuart. The school houses the IIT Entrepreneurship Academy, the Center for Financial Innovation, and the Center for Strategic Competitiveness.

IIT Stuart offers the following degrees: B.S. in Business Administration, Co-Terminal B.S.B.A and M.P.A, Master of Business Administration (M.B.A), Masters of Mathematical Finance (M.M.F.) offered in partnership with IIT College of Science Applied Mathematics Department, M.S. in Environmental Management and Sustainability, M.S. in Finance, M.S. in Marketing Analytics and Communication, Master of Public Administration (M.P.A), and Ph.D. in Management Science. A series of dual degrees with IIT’s Chicago-Kent College of Law and IIT’s Institute of Design are also offered, as well as numerous Graduate Certificate Programs.
The University

IIT History and Campuses

In 1890, when advanced education was often reserved for society’s elite, Chicago minister Frank Wakely Gunsaulus delivered what came to be known as the "Million Dollar Sermon." From the pulpit of his South Side church, near the site Illinois Institute of Technology now occupies, Gunsaulus said that with a million dollars he could build a school where students of all backgrounds could prepare for meaningful roles in a changing industrial society.

Inspired by Gunsaulus' vision, Philip Danforth Armour, Sr. (1832-1901) gave $1 million to found the Armour Institute and Armour, his wife, Malvina Belle Ogden Armour (1842-1927) and their son J. (Jonathan) Ogden Armour (1863-1927) continued to support the university in its early years. When Armour Institute opened in 1893, it offered professional courses in engineering, chemistry, architecture, and library science.

Illinois Tech was created in 1940 by the merger of Armour Institute and Lewis Institute. Located on the west side of Chicago, Lewis Institute, established in 1895 by the estate of hardware merchant and investor Allen C. Lewis, offered liberal arts as well as science and engineering courses for both men and women. At separate meetings held by their respective boards on Oct. 26, 1939, the trustees of Armour and Lewis voted to merge the two colleges. A Cook County circuit court decision on April 23, 1940 solidified the merger.


Chicago-Kent College of Law, founded in 1887, became part of the university in 1969, making Illinois Institute of Technology one of the few technology-based universities with a law school.

Also in 1969, the Stuart School of Management and Finance - now known as the Stuart School of Business - was established thanks to a gift from the estate of Lewis Institute alumnus and Chicago financier, Harold Leonard Stuart. The program became the Stuart School of Business in 1999.

The Midwest College of Engineering, founded in 1967, joined the university in 1986, giving Illinois Tech a presence in west suburban Wheaton with what is today known as the Rice Campus—home to Illinois Tech’s School of Applied Technology.

In December 2006, the University Technology Park at Illinois Institute of Technology, an incubator and life sciences/tech start-up facility, was started in existing research buildings located on the south end of Main Campus. As of April 2014, the University Tech Park at Illinois Institute of Technology is home to many companies.

Today, IIT is a private, Ph.D.-granting university with programs in engineering, science, human sciences, applied technology, architecture, business, design, and law. One of the 22 institutions that comprise the Association of Independent Technological Universities (AITU), IIT offers exceptional preparation for professions that require technological sophistication. Through a committed faculty and close personal attention, IIT provides a challenging academic program focused by the rigor of the real world.

The university has five campuses in the Chicago area. The 120-acre Main Campus, centered at 33rd and State Streets in Chicago, as well as many of its buildings, was designed by Ludwig Mies van der Rohe, who directed the architecture program (arch.iit.edu) at IIT from 1938 to 1958 and was one of the 20th century’s most influential architects. S. R. Crown Hall, home of IIT College of Architecture, was named a National Historic Landmark in 2001, and part of the IIT Main Campus was entered into the National Register of Historic Places in 2005.
Chicago and its Environs

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

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

### A Snapshot of the IIT Community

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<th>Enrollment (Fall 2013)</th>
<th>Student Demographics</th>
<th>Degrees Awarded 2012-2013</th>
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<tr>
<td>Undergraduate</td>
<td>2,926 students</td>
<td>Male 64%</td>
</tr>
<tr>
<td>Graduate</td>
<td>3,913 students</td>
<td>Female 36%</td>
</tr>
<tr>
<td>Law</td>
<td>1,011 students</td>
<td>Minority* 17%</td>
</tr>
<tr>
<td>Total</td>
<td>7,850 students</td>
<td>International 46%</td>
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<tr>
<td></td>
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<td>Countries of Origin 94</td>
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<td></td>
<td></td>
<td>Student/Faculty Ratio 12:1</td>
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<tr>
<td></td>
<td></td>
<td>Bachelor 612</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Master 1,574</td>
</tr>
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<td></td>
<td></td>
<td>First Professional 285</td>
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<tr>
<td></td>
<td></td>
<td>Ph.D. 98</td>
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<td></td>
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<td>Total 2,569</td>
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* Includes African American, Asian American, Hispanic American, and Native American

### IIT Administration

The administration of Illinois Institute of Technology may be found on IIT’s website.

- Board of Trustees
  - http://web.iit.edu/president/board-trustees
- Senior Administration
  - http://web.iit.edu/president/senior-administration-and-contacts
- Office of the Provost: Administrative Offices
  - http://web.iit.edu/provost/administrative-offices
- Office of the Provost: Academic Offices
  - http://web.iit.edu/provost/academics
The Academic Resource Center (ARC) is a comprehensive center with a variety of services for students and faculty. The ARC’s mission is to enrich the academic experience through a student-centered approach to learning. The ARC provides peer tutoring in Mathematics, Architecture, Engineering, and the sciences on a drop-in basis and by appointment.

Undergraduate and graduate peer tutors are available during the fall, spring, and summer semesters. In addition to peer tutoring, the ARC also offers exam reviews, workshops, supplemental instruction, group study space, and an OTS computer laboratory including PCs and Macs. The ARC also keeps some textbooks and iPads with academic apps, for your reference.

The ARC is located in the northwest corner of the Hermann Hall Building, Room 112. The ARC is open Monday through Thursday, 10:00 a.m. to 8:00 p.m., Friday, 10:00 a.m. to 3:00 p.m., and Sunday from 6:00 p.m. to 9:00 p.m. For more details, visit the ARC website: www.iit.edu/arc or call 312.567.5216.

The Access, Card, and Parking Services Office issues HawkCards and parking permits for the University. The HawkCard is the picture identification card for IIT students, staff, and faculty. Not only does it serve as an ID, it also grants access to buildings, parking lots, computer labs, Keating Athletic Center, the shuttle bus, library materials' check-out services, and TechCash balances. Permits to park in IIT lots are available for purchase on an annual, academic year, or monthly basis. Students should visit Access, Card, and Parking Services in Hermann Hall, Room 201, for more information, or visit www.iit.edu/acaps.

The Department of Athletics offers a comprehensive program of varsity sports, intramural competition, instruction, and formal recreation activities for both men and women.

Illinois Tech is currently transitioning to NCAA Division III and is beginning year two of the provisional stage. The sports program field’s competitive teams in 13 sports: men’s and women’s swimming and diving, cross country, track and field, basketball, and soccer, as well as men’s baseball, women’s lacrosse and women’s volleyball.

IIT Women’s Lacrosse will be a member in the Midwest Lacrosse Conference in 2014-15. IIT Men’s and Women’s Swimming competes in the Liberal Arts Championships. Men’s and Women’s Track and Field compete in several prestigious invitational events.

The Intramurals and Recreation program offers a variety of fun, recreational, social, and competitive activities for IIT students regardless of experience and ability. Traditional offerings include basketball, volleyball, flag football, dodgeball, soccer, and softball. Other sports include, racquetball, badminton, cricket, kickball, and ultimate frisbee. Fitness classes are also available for students including, but not limited to yoga, Zumba, Salsa dancing, and Pilates. In addition, we offer open recreational play in basketball and volleyball along with open swimming in the Keating Sports Center pool. Moreover, IIT has the only disc golf course in Chicago proper, which gives students another recreational outlet and makes our university a popular destination for local area disc golf enthusiasts.
Campus Life
www.iit.edu/campus_life

The Office of Campus Life provides campus programs and events designed to enhance the student educational experience outside of the classroom. Campus Life manages the campus Orientation Program, Freshman Year Experience (FYE) programming, and provides direct oversight to more than 100 student organizations, including the Student Government Association and Union Board. Other registered student organizations represent a variety of student interests in areas such as culture, recreation, academics, and the arts.

Career Management Center
www.cmc.iit.edu

Located in Herman Hall, 111 and 113, the Career Management Center (CMC) offers individual career advising and testing, résumé critiques, job search strategies, mock interviews, and labor market and salary data. The CMC also administers the Cooperative Education Program and the Internship Program, whereby qualified students gain experience in their field of study prior to graduation. Both programs are options for domestic and international students at the undergraduate or graduate level.

Cooperative Education Program
www.cmc.iit.edu
312.567.6800

Cooperative education is a learning approach that integrates university studies with professional work experience in industry, business, or government. Salaries among IIT co-op students are competitive and help defray educational expenses. The co-op experience improves employment opportunities upon graduation. Graduate students must meet co-op and internship eligibility requirements.

Part-time employment opportunities may be available for students both on and off campus. Positions may be career related co-ops or internships, part-time, or seasonal work. Co-ops, internships, and on campus jobs are posted in the Career Management Center (CMC) NACElink database.

Students interested in and eligible for employment off campus in their field of study may get job search assistance from the CMC and must attend an Introduction to Cooperative Education and Internship Workshop conducted by the CMC. Workshop schedules are posted at www.cmc.iit.edu. Appointments for individual career counseling may be made by calling 312.567.6800.

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

Policies for graduate students:

- Graduate students enrolled in a summer coop or internship on a full-time basis are not eligible to register for a course during the summer semester.
- Graduate students enrolled in a fall or spring coop or internship on a full-time basis, for 9 credits, and who are in good academic standing (cumulative GPA 3.0/4.0) may register for 3-6 credits of academic course enrollment, which is equivalent to 15 hours of registration.
- Graduate students who have earned academic probation, from the prior semester (cumulative GPA below 3.0/4.0) are not eligible to apply for a coop or Internship, for the first time, until the cumulative GPA is raised to 3.0/4.0.
- Graduate students who have earned academic probation, during a semester in which enrollment in a coop or internship is concurrent with academic course registration, are not eligible for continued enrollment in a coop or internship without prior approval of the Associate Dean for Graduate Academic Affairs.
- Graduate students, who are completing a 2nd degree at IIT, when the 1st degree was also earned at IIT, are eligible for a coop or internship, after one semester of full-time graduate enrollment, in a fall or spring semester.
- Graduate students, who are completing a 2nd degree at IIT, when the 1st degree was earned at a different institution, are eligible for a coop or internship after two semesters of full-time graduate enrollment, in fall and spring semesters.
Part-Time Employment
www.iit.edu/financial_aid/student_employment

Part-time employment opportunities may be available for students both on and off campus. Positions may be career related co-ops or internships, non-Federal Work Study jobs, part-time, or seasonal work. Co-ops, internships, and on campus jobs are posted in the Career Management Center (CMC) JOBS4HAWKS database. Federal Work Study positions and information can be found on the Financial Aid website www.iit.edu/financial_aid/student_employment. Graduate students should note that they are not eligible for some of these positions.

Students interested in and eligible for employment off campus in their field of study may get job search assistance from the CMC and must attend an Introduction to Cooperative Education and Internship Workshop conducted by the CMC. Workshop schedules are posted at www.cmc.iit.edu. Appointments for individual career counseling may be made by calling 312.567.6800.

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Communication Across the Curriculum Program
www.iit.edu/cac

The Communication Across the Curriculum (CAC) Program helps students understand the role of writing and speaking in their academic and professional lives. Both on its website (www.iit.edu/cac) and through the IIT Writing Center (see page 23), located in Siegel Hall 232/233/234, the CAC provides assistance in communication skills for academic inquiry, professional research, and the workplace. The CAC also assists IIT instructors in developing materials relevant to written, oral, electronic, and interpersonal communication in discipline-specific courses – particularly Introduction to the Profession (ITP), communication-intensive courses (C-Courses), and Interprofessional Projects (IPROs). The CAC director also administers IIT’s Basic Writing Proficiency requirement.

Commuter Student Services

IIT’s commuter student organization, Commuter Students Association, informs commuter students about available student services and serves as a place where commuter students get to know one another and voice their concerns. The group also plans a variety of events and activities throughout the year. For more information on CSA’s programming, students should consult the Office of Campus Life in the McCormick Tribune Campus Center.

Disability Resources
www.iit.edu/cdr

Services for persons with disabilities are coordinated by the Center for Disability Resources. Persons with disabilities who are interested in applying for admission to any of IIT’s education programs are invited to call the center or to email disabilities@iit.edu prior to their arrival on campus to discuss their individual needs. Enrolled students with disabilities are encouraged to contact the director of the Center for Disability Resources to register and request accommodations.

Fraternity and Sorority Life
Website: www.iit.edu/housing/greek_life

The Greek community at IIT is focused on giving students the chance to learn both inside and outside of the classroom. IIT’s six fraternities and three sororities uphold their own missions through brotherhood and sisterhood activities. These groups also concentrate heavily on the values of their organizations by participating in regular philanthropic and community service events. Each fraternity and sorority has its own operating structure and allows students to develop valuable leadership and interpersonal skills. Academics and scholarship are an integral part of the Greek system, and the community works hard to uphold rigorous scholastic standards as a part of their daily functioning. Membership is open to both residential and commuter students.
Idea Shop
ipro.iit.edu/ideashop

A catalyst for innovation, the Idea Shop is a 13,000-square-foot facility composed of a state-of-the-art 3D rapid prototyping lab, a Dell laptop lab, an iPad library, an iMac lab for mobile app development and video editing, collaborative teaming areas, formal classrooms, and flexible open spaces. The Idea Shop is home to IIT’s Interprofessional Projects Program (IPRO), entrepreneurship initiatives, and the Exelon Summer Institute, an accelerated program for incoming first-year students. The Idea Shop is located in the University Technology Park at IIT, a newly remodeled incubator space for researchers and companies requiring robust infrastructure.

The Idea Shop helps to build the competency and professional perspectives of IIT students at all levels. It is an inviting place for returning alumni, students, and prospective students to interact and participate in workshops. The Idea Shop also serves the Chicago-area entrepreneurial community and facilitates the process by transforming student and faculty generated ideas into actual businesses, products, and patents.

IIT Online

IIT was one of the first universities in the Chicago area to offer microwave delivery of live courses to area companies. As early as 1977, IIT was delivering course lectures to remote students and over the years, IITV - as IIT Online was then known - delivered countless hours of courses and programming to as many as 72 corporate and non-corporate locations. IIT Online continues that strong tradition - video lecture capture is a distinctive hallmark of an IIT Online course.

IIT Online delivers over 9000 course lectures per year from interactive video conferences to on-demand internet access. That represents over 400 hundred courses from almost every academic department. IIT Online supports students and faculty in these courses with:

- Student Services - staff coordinate room scheduling, exams, proctors, exam & homework return, as well as troubleshoot technical issues like video playback, etc.
- Production - student technical directors are used for every class session of every course to record faculty instruction and ensure a quality recording;
- Faculty Support - staff assist faculty with Blackboard and instructional design services.

Most online programs are designed for graduate students and courses follow the same 16-week semester academic calendar as the University. Courses have the same faculty, and follow the same syllabus. If the course uses exams, exams follow the same schedule. Exams are typically administered at local testing centers for students in the United States.

Prospective students who wish to take courses online at Illinois Institute of Technology must first be admitted to a degree, certificate, or professional development program. Individuals are welcome to apply to take courses in a non-degree capacity, but please note that non-degree status does not confer automatic admission into a degree-granting program and limits the number of overall credits that can be taken.

Students taking IIT Online courses are IIT students and are subject to all of the same policies and procedures as on-campus students in face-to-face courses.

International Center
www.ic.iit.edu

The purpose of the International Center is to promote international education and cultural exchange by (1) supporting international students, faculty, staff, and students studying abroad, (2) assisting in the compliance of immigration and other related regulations, (3) providing study abroad advising for students interested in studying in another country, and (4) providing services and resources to the IIT community. These services include: individual and group orientations to the University and community; assistance with document preparation for employment and other related non-immigrant benefits; workshops for faculty, staff, and students on issues affecting international students and scholars; cross-cultural activities and programs that promote intercultural perspectives and address adjustment issues; study abroad advising for students interested in studying in another country.

All international students, scholars, and faculty are required to report to the International Center immediately upon arrival.
Interprofessional Projects

The Interprofessional Projects (IPRO) Program coordinates the IPRO course, a general education requirement for all undergraduates and a possible elective for graduate students. The IPRO course organizes students in semester-long multidisciplinary project team sections based on contemporary problem-solving challenges that are proposed by students, faculty members and sponsoring organizations that reflect the diversity of the workplace: corporations, entrepreneurial ventures, non-profit organizations and government agencies. The IPRO teams are self-directed, offering terrific opportunities for developing leadership potential and collaborating on interesting technical, business and social challenges with faculty and sponsor mentors. Entrepreneurial IPRO (EnPRO) teams address the added challenge of developing a technological entrepreneurship opportunity analysis that can lead to a business plan for a new venture concept. IPRO teams may include five to 15 students from all academic levels (sophomore through graduate school), and across IIT’s professional programs (applied technology, architecture, business, design, engineering, law, political science, technical communication, psychology, and the sciences). Integrating these perspectives within a project team stimulates student and faculty interaction across the boundaries of individual disciplines and experiences. Learn more and review the current or future course listings by visiting http://ipro.iit.edu or the IPRO Program Office at 3424 South State Street, Central Building, 4th Floor.

Leadership Academy

Website: leadershipacademy.iit.edu

The Leadership Academy is an integral component of IIT’s interprofessional approach to undergraduate education. Its objectives are to create and implement an effective leadership development curriculum for IIT undergraduate students, to identify and support students with exceptional leadership potential, and to evaluate leadership development outcomes at individual and program levels. Currently, the academy offers scholarships and mentors to the scholarship recipients. It also offers the Sophomore Leadership Retreat, a series of engaging leadership development seminars, which any IIT full-time undergraduate student can attend and earn points toward a certificate in leadership studies.

Libraries

library.iit.edu

IIT’s libraries include Paul V. Galvin Library; the Center for the Study of Ethics in the Professions (Main Campus); the Graham Resource Center (Main Campus); the Chicago-Kent College of Law Library at the downtown Campus; the Institute for Food Safety and Health Library (Moffett Campus); and the IIT Archives (Main Campus).

Paul V. Galvin Library

library.iit.edu

As the University’s central library, Paul V. Galvin Library combines digital access with traditional library services. The library’s physical holdings include more than one million volumes and library spaces accommodate both individual and collaborative learning. Computers, scanners, copiers, and printers are available for patrons. Virtual services are provided 24 hours per day with access to dozens of online databases indexing millions of journal articles, approximately 62,000 full text e-journals, more than one million e-books, and I-Share, a statewide resource sharing system of more than 80 academic libraries. Galvin Library also provides web-based delivery of a variety of materials including documents requested via interlibrary loan. The library’s instruction program serves the IIT community by teaching skills needed to locate, retrieve, and evaluate information. Library instructors teach at all levels from introductory to advanced and they can cover a broad range of information and retrieval techniques. Subject specialists can specifically tailor instruction sessions for coursework or programs.
### Campus Resources

**Graham Resource Center**  
library.iit.edu/grc

Housed in Crown Hall, the Graham Resource Center (GRC) is IIT’s architecture library, serving students and faculty of the College of Architecture (COA), and a branch of Paul V. Galvin Library. The GRC supports the educational and curricular goals of the COA by acquiring, preserving, and serving materials in various media to COA students, faculty, and staff; providing reference and research assistance to patrons about architecture, landscape architecture, and city planning, and offering bibliographic instruction to all GRC and architecture researchers and users.

The collections of the Graham Resource Center includes more than 15,000 books, 40 journal titles, and many electronic resources to meet research and reference needs. The GRC also holds special collections focused on Mies van der Rohe and Chicago architecture, as well as a circulating collection of iconic chairs.

Phone number: 312.567.3256

### Center for the Study of Ethics in the Professions  
ethics.iit.edu

The Center, located in Hermann Hall, contains a variety of materials dealing with topics in practical and professional ethics, such as autonomy, confidentiality, conflict of interest, and self regulation. The library provides bibliographic assistance to students and researchers and assists visiting scholars and practitioners.

Phone number: 312.567.6913

### Chicago-Kent College of Law Library  
www.kentlaw.iit.edu/library

The law library at the downtown campus serves Chicago-Kent College of Law and other IIT programs taught at the downtown facility. The law library is one of the largest in the country, with more than 500,000 volumes of legal materials covering federal, state, local, and international jurisdictions. The law library is a depository for U.S. Federal, United Nations, and European Union materials. The law librarians provide research and instructional assistance to faculty and students of the downtown campus, as well as tours and instruction to others who use the law library. Special collections include the Library of International Relations, the Law School Archives, and the Law School’s growing institutional repository.

Phone number: 312.906.5600

### Institute for Food Safety and Health Library  
library.iit.edu/ifsh

Located on IIT’s Moffett Campus in Bedford Park, the Branch Library at the Institute for Food Safety and Health (IFSH) supports both the academic curriculum for IIT’s Department of Food Science and Nutrition, and the food safety and technology research being conducted at IFSH. A depository library for the FAO (Food and Agriculture Organization of the United Nations), the library provides digital access to all of the Galvin Library’s databases, as well as services such as interlibrary loan, web-based document delivery, and library instruction.

### One Stop  
onestop.iit.edu

The One Stop has been established to provide services to students with maximum efficiency and a minimum of confusion. This office, representing the the Offices of the Registrar, Financial Aid, Academic Affairs, and Student Accounting is the starting point for all IIT students (prospective, new, and continuing) seeking administrative and academic assistance.

At the One Stop, you can get assistance, ask questions, and be pointed in the right direction for registration, change of major, student petitions, enrollment verification, transcripts, and more. You can get personal assistance with financial account information, paying tuition and fees, housing bills, and parking tickets, as well as obtaining information about financial aid.
Campus Resources

Registrar
www.iit.edu/registrar

The Office of the Registrar serves as the official data steward of institutional academic information and student records to support the needs of students, faculty, staff, and alumni at Illinois Institute of Technology. The office maintains accurate, timely, and secure information to support and enforce academic policy, registration, grading, enrollment and degree certification, course information, the production of diplomas and official transcripts, and other related university functions.

Research Institutes

IIT Research Institute (IITRI)
www.iitri.org

IITRI is IIT’s not-for-profit contract research affiliate. With a focus on biomedical research, IITRI’s staff of approximately 100 scientists and technicians conducts programs for both government and commercial sponsors. Specific areas of expertise include preclinical toxicology; carcinogenesis and cancer prevention; inhalation technology; molecular biology; analytical chemistry; and biodefense. David McCormick, IITRI Senior Vice-President and Director, can be reached at 312.567.4972.

The Institute for Food Safety and Health (IFSH)
www.iit.edu/ifsh

IFSH is a world class research institute that produces knowledge-based outcomes in the areas of food safety, food defense, and nutrition for stakeholders in government, industry, and academia. IFSH builds on and expands the vital work of the National Center for Food Safety and Technology (NCFST), a unique research consortium of IIT, the U.S. Food and Drug Administration (FDA), and the food industry. For more than 25 years, the center has provided a collaborative environment where scientists from industry, academia, and government pool their scientific expertise and institutional perspectives to ensure the production of safe, wholesome foods. IFSH has four operating centers that support the institute: the National Center for Food Safety and Technology (NCFST), Center for Nutrition Research (CNR), Center for Processing Innovation (CPI), and Center for Specialty Programs (CSP).

Within the FDA staff, Richard McDonald is Director, Division of Food Processing Science and Technology. Within the IIT Staff, Robert Brackett, IIT Vice President and IFSH Director, can be reached at 708.563.1577 or rbrackett@iit.edu. Jason Wan, IFSH Associate Director, can be reached at 708.563.8287 or jwan1@iit.edu.

Pritzker Institute of Biomedical Science and Engineering
www.iit.edu/pritzker_institute/

The Pritzker Institute is an umbrella organization that enhances the biomedical science and engineering research activities on the IIT campus. The Medical Imaging Research Center (MIRC), the Center for Integrative Neuroscience and Neuroengineering research (CINNR), and the Engineering Center for Diabetes Research and Education (ECDRE), the Center for the Study of Condensed Soft Matter μCOSM, and the Biophysics Collaborative Access Team (BioCAT) are some of the Centers and activities that operate under the Institute. Each of the Centers has a Director and is described in more detail elsewhere in this document. The Pritzker Institute develops and coordinates relationships and programs with traditional science and engineering departments within IIT, as well as outside institutions, especially, Argonne National Laboratory, Rush Presbyterian Medical Center and the University of Chicago. Vincent Turitto, Director, can be reached at 312.567.6927.

Wanger Institute for Sustainable Energy Research (WISER)
www.iit.edu/wiser

WISER’s mission is to continue to improve the quality of life and positively impact society while preserving our natural resources and the environment for future generations. Fulfillment of this mission will reduce our dependence on fossil fuels and, at the same time, provide sufficient and affordable sources of clean energy and water.

WISER cultivates close collaboration among numerous programs at IIT with a focus on development of energy-related interdisciplinary educational and research initiatives and proposals. Current WISER activities involve more than 60 faculty members from throughout IIT, spanning engineering, design, architecture, business, psychology, the sciences, and law. WISER plans to further enhance research and educational partnerships with the City of Chicago, State of Illinois, industry, national laboratories, and other universities. The goal of the institute is to play a leading role in identifying future research directions for shaping national and international energy policy and sustainability initiatives. Hamid Arastoopour, Director, can be reached at 312.567.3038 or at arastoopour@iit.edu or contact Peg Murphy, Assistant Director, at 312.567.6881, murphym@iit.edu.
Research Centers

Center for Accelerator and Particle Physics (CAPP)
www.capp.iit.edu

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

Center for Complex Systems and Dynamics (CCSD)
www.ccsd.iit.edu

CCSD provides an interdisciplinary collaborative environment for fundamental and applied research for understanding and mathematically describing complex systems; developing mathematical and computational techniques for simulating, analyzing, and modifying their behavior; and applying these methods to various complex systems of national interest. Current research areas include nonlinear and stochastic phenomena in complex systems, multiagent systems, complex networks and adaptive systems, natural and industrial ecologies, dynamics of multiphase systems, fluid turbulence, molecular level modeling of physical systems, brain electrophysiology and computational neuroscience, and transportation systems. Fouad Teymour, Director can be reached at 312.567.8947 or teymour@iit.edu.

Center for Diabetes Research and Policy (CDRP)
www.iitdiabetes.org

CDRP is a multi-disciplinary center that includes scholars from engineering, scientific, social scientific, and legal fields who focus on various aspects of diabetes research, prevention, diagnosis, and treatment. The Center unites IIT entities that undertake scientific research, make policy assessments and recommendations, and provide legal advice for individuals with diabetes-related conditions who are participating in research, seeking access to care, or have been discriminated against because they have or are likely to develop diabetes. It also undertakes research into understanding the diseases mechanisms, designing new treatments, and discovering methods of monitoring and treating the complications of the disease. CDRP collaborates with community and professional groups to increase education, awareness, and prevention. Sarah Blenner, Director, can be reached at 312.906.5393 or sblenner@kentlaw.iit.edu.

Center for Electrochemical Science and Engineering
www.chee.iit.edu/research/cese/cese.htm

The Center conducts basic and applied research primarily in fuel cells and batteries, while preparing students for a career in advanced energy technology. Jai Prakash, Director, can be reached at 312.567.3639.

Center of Excellence in Polymer Science and Engineering
www.chbe.iit.edu/research/cepse

The Center is an interdisciplinary research and education center established in 1990 through a grant from the Amoco Foundation, is devoted to the advancement of polymer science and engineering. Research is conducted on synthesis, rheology, characterization and processing of polymers. Education programs include concentrations for B.S., MAS (non-thesis), M.S., and Ph.D. degrees. Dave Venerus, Director, can be reached at 312.567.5177 or venerus@iit.edu.

Center for Integrative Neuroscience and Neuroengineering Research (CINNR)
www.cinnresearch.org

CINNR’s mission is to foster research in systems and behavioral neuroscience at the University of Chicago and neural engineering at Illinois Institute of Technology. Work in the Center proceeds from basic science and clinical efforts and emphasizes interdisciplinary approaches to understanding the nervous system. Nicholas Hatsopoulos, Co-Director, can be reached at 773.702.5594 or nicho@uchicago.edu. David Mogul, Co-Director can be reached at 312.567.3873, or mogul@iit.edu.
Campus Resources

Center for the Molecular Study of Condensed Soft Matter (µCoSM)
www.iit.edu/ucosm/

The Center is a multi-disciplinary center dedicated to the research of soft matter, both biological and synthetic. The center has substantial expertise in cell membranes, collagen, ECM, peptide mimetics, entangled polymers, networks, and the cytoskeleton. Particular emphasis is paid to establishing molecular structure/property/function relationships. The center houses faculty from Biology, Engineering, and Physics, and is a member of the Pritzker Institute of Biomedical Science and Engineering. Research relies equally on experimental, computational, and theoretical components, including neutron diffraction, x-ray diffraction and scattering, atomic force microscopy, Forced Rayleigh Scattering, micro- and bulk rheology, molecular dynamics simulations, and stochastic and statistical mechanical modeling. Jay Schieber, Director, can be reached at 312.567.3046, or schieber@iit.edu.

The Center for Nutrition Research (CNR)
www.iit.edu/ifsh/research_centers/ncnr/

The Center supports the work of the Clinical Nutrition Research Center (CNRC), which conducts human nutrition and clinical research to determine the health benefits of foods and food components in a variety of study areas, including nutrient properties and bioavailability, obesity and satiety, diabetes and cardiovascular disease risk reduction, and infant and child nutrition. The unit also manages projects related to IFSH’s Health Promoting Foods research arm. Britt Burton-Freeman, Director can be reached at 708.563.8276 or bburton@iit.edu.

The Center for Processing Innovation (CPI)
www.iit.edu/ifsh/research_centers/ncpi/

The Center provides expanded process control and process validation capabilities for applied research through IFSH’s GMP processing area, kitchen and pilot plant, BSL-2 processing innovation laboratory, fresh produce processing line, and the newly commissioned BSL-3 laboratory and biocontainment pilot plant. The unit also administers education and training services, and other targeted commercial projects. Alvin Lee, Director can be reached at 708.563.8277 or alec@iit.edu.

The Center for Specialty Programs (CSP)
www.iit.edu/ifsh/research_centers/css/

The Center administers key specialized programs, including customized laboratory proficiency testing services for all stakeholders. The Center also manages and coordinates research projects that require select agent registrations. Robin Kalinowski, Director, can be reached at 708.563.8822 or kalinowski@iit.edu.

Center for Strategic Competitiveness (CSC)
http://stuart.iit.edu/research

The Center for Strategic Competitiveness develops global partnerships to enhance innovation and creativity, and is the foundation for IIT Stuart’s strategically competitive curriculum. The Center’s mission is to develop Strategic Competitiveness into an approach to business that will enhance the ability of individuals, organizations, and governmental units to respond proactively and innovatively to global market challenges in the next economy.

Center for the Study of Ethics in the Professions (CSEP)
http://ethics.iit.edu/

CSEP was established in 1976 to promote research and teaching on practical ethical issues in the professions. Within IIT, CSEP pursues this mission by integrating ethics into IIT Stuart’s and IIT’s strategically competitive curricula. The Center’s mission is to develop Strategic Competitiveness into an approach to business that will enhance the ability of individuals, organizations, and governmental units to respond proactively and innovatively to global market challenges in the next economy.

CSEP’s initiatives to integrate ethics in the IPROs offer models for raising ethics awareness and providing experience of ethics problem solving for students in all IIT’s disciplines and professional programs. Elizabeth Hildt, Director, can be reached at 312.567.3017.
Center for Synchrotron Radiation Research and Instrumentation
www.csrri.iit.edu

The Center promotes application of the tools and techniques of synchrotron radiation to science and engineering research, with a particular focus on developing and operating experimental beam line facilities to serve the needs of various collaborative access teams at the Advanced Photon Source at Argonne National Laboratory. Carlo Segre, Director, can be reached at 312.567.3498.

Center for Work Zone Safety and Mobility (CWZSM)
www.cwzsm.iit.edu

CWZSM works towards providing long-term solutions to transportation work zone safety and mobility problems, by building a consortium of major work zone stakeholders including transportation agencies, contractors, trucking industry, and the insurance industry. By working together through the consortium, the stakeholders can combine their resources and knowledge, and work towards preventing the 50,000 work zone injuries and hundreds of fatalities that occur every year. The initiatives of the center focus on (1) developing work zone safety audit guidelines by addressing the concerns and interests of all stakeholders; (2) discovering/developing/transferring new technologies and measures for improving work zone safety and minimizing negative impacts on private industries and the national economy; and (3) providing work zone safety training and education to the transportation community and the public. Zongzhi Li, Director, can be reached at 312.567.3556 or lizz@iit.edu.

Electric Power and Power Electronics Center (EPPEC)
www.power.iit.edu

IIT has long maintained high quality education and research programs in electric power and energy systems. The mission of the Electric Power and Power Electronics Center (EPPEC) is to make significant educational, research, and practical contributions to the fields of electric power, power electronics, electric machines, motor drives, and vehicular power systems. The tasks of the Center include the sponsorship of technical studies, which will enhance the role of university faculty, manufacturers, vendors, and consumers in power engineering research and education. The Center works with centers and departments across IIT, other institutions, government agencies, and industry to sponsor research projects, short courses, conferences, and seminars. Mahesh Krishnamurthy, Interim Director, can be reached at 312.567.7232 or kmahesh@ece.iit.edu.

Engineering Center for Diabetes Research and Education (ECDRE)
www.iit.edu/ecdre/

ECDRE’s objective is to use engineering and science-based techniques to develop treatment modalities for diabetes and its many complications. ECDRE is the first engineering center in the U.S. to focus on diabetes treatment. IIT faculty members, in collaboration with investigators and clinicians at the University of Chicago, University of Illinois at Chicago, and Argonne National Laboratory, are working on a variety of diabetes-related research projects, including the development of artificial pancreas systems. ECDRE is a component of the Pritzker Institute of Biomedical Science and Engineering, which is developing a biomedical research thrust on the campus of IIT. Ali Cinar, Director, can be reached at 312.567.3042 or cinar@iit.edu.

Fluid Dynamics Research Center
http://fdrc.iit.edu

The Center consists of six faculty engaged in experimental, computational, and analytical studies of fluid flow and its control. The center has numerous research-quality experimental facilities including, high and low Mach number wind tunnels, jet facilities, water channels, anechoic room and an axial flow compressor. Extensive computational resources are available for numerical flow simulations. Areas of focus include active flow control for aerospace applications, aeroacoustics, contaminant dispersion predictions and vortex-surface interactions. David R. Williams, Director, can be reached at 312.567.3192.
Campus Resources

High Performance Computing Center (HPCC)

HPCC is based on the successful collaboration among Illinois Institute of Technology faculty and the Office of Technology Services. The HPCC serves a critical computing need among IIT researchers: the availability of high performance computing resources. In particular, the HPCC charter has three main goals: to provide expertise on the integration of new computing equipment into IIT’s HPC pool; to attract external funding for HPC infrastructure; and to promote HPC at IIT. The HPCC oversees the university’s central research computing resources: the 32 processor gigawulf Linux cluster. Alex Flueck, Director, can be reached at 312.567.3625 or flueck@iit.edu.

Illinois Institute of Technology Architecture Chicago Research Center (IITAC-Research Center)

The keynote of the IITAC-Research Center is "Rethinking Metropolis," the architecture of the multiple, competing entities defining urban life in the new millennium. Urban migrations and the proliferation of information technologies have rendered obsolete the logistical premises and architectural values of the traditional city. We can no longer view architecture as a singular enterprise of making buildings and it is time for a radical critique of our approaches. The task of rethinking our habitats and landscapes in a fundamental way entails a multi-faceted and interdisciplinary approach. It will draw upon the cultural, social, economic, and biological sciences, but it will also demand a particular talent and sensitivity to be cultivated in the architect who is ethically charged with environmental interventions. Richard Neutra some years ago opened a book with the somber note that "Nature has too long been outraged by design of nose rings, corsets, and foul-aired subways." Today this observation has become ever more relevant because the problems associated with the metropolis have grown even more acute. We have choices to make as a profession. And if the 21st century is to succeed in improving living conditions for the world’s populations, it will be because we have adopted the tools at our disposal and energetically stepped forth with a dynamic vision. The purpose of the IITAC-Research Center is to promote and promulgate invention - to proffer a new vision. Harry Francis Mallgrave, Director, can be reached at 312.567.3269 or mallgrave@iit.edu.

International Center for Sensor Science and Engineering (ICSSE)

ICSSE coordinates education and research activities in sensor science and engineering. The center addresses significant national and international needs for research and development in sensor science. Current research activities include: biosensors, electrochemical sensors, nanosensors, physical sensors, physical sensors, computations for optimum sensor applications, pattern recognition and artificial intelligence in sensor systems, artificial chemical sensor arrays like electronic noses and tongues, prosthetic sensing like eyes, ears and noses, sensor modeling and design, the shared sensor technology user facility for extreme sensor evaluation, and sensors for chiral molecules. Sensor applications include medicine, environment, human health and safety, industrial and automotive, homeland security, and the NASA space station. Rong Wang, Director, can be reached at 312.567.3121 or wangr@iit.edu.

Medical Imaging Research Center (MIRC)

MIRC at the Pritzker Institute of Biomedical Science and Engineering promotes, coordinates, and fosters research and educational activities at IIT in medical imaging and related fields. Educational programs include B.S. and Ph.D. programs in Biomedical Engineering and a professional masters degree in Electrical and Computer Engineering. Current projects include: mapping the human brain, new x-ray imaging techniques, computer-aided diagnosis, and imaging the heart. Miles Wernick, director, can be reached at 312.567.8818 or wernick@iit.edu.

National Center for Food Safety and Technology (NCFST)

NCFST, IFSH’s cornerstone principal operating center, continues to operate under its long-time cooperative agreement between IIT and FDA, focusing on design and performance of a variety of collaborative and cooperative research projects across several focus areas, including microbiology, chemical constituents, allergens, food processing, packaging, methods validation, and nutrition. Robert Brackett, IIT Vice President and IFSH Director, can be reached at 708.563.1577 or rbrackett@iit.edu.
Robert W. Galvin Center for Electricity Innovation  
www.iitmicrogrid.net

The mission of the Robert W. Galvin Center for Electricity Innovation is to pursue groundbreaking work in the generation, transmission, distribution, management and consumption of electricity. The Galvin Center brings together faculty, students, researchers, industry, government, innovators, and entrepreneurs to collaborate to improve the reliability, security and efficiency of the electric grid and overcome obstacles to the national adoption and implementation of the smart grid. Mohammad Shahidehpour, Director, can be reached at 312.567.5737 or ms@iit.edu.

Thermal Processing Technology Center (TPTC)  
http://tptc.iit.edu

Through TPTC, faculty and students undertake research to support the needs of the materials processing and manufacturing industries. The center performs high quality basic and applied research in thermal processing technology of interest to the primary metals and manufacturing industry. In addition, the center provides training and education to enhance the human resources available to industry. Multi-disciplinary research teams are used to provide innovative crosscutting technological solutions to industrial materials processing problems. Philip Nash, Director, can be reached at 312.567.3056.

Wireless Network and Communications Research Center (WiNCom)

Founded in 2006, WiNCom is an initiative of the Computer Science and Electrical and Computer Engineering Departments. Motivated by the continuing explosion in the use of the radio frequency spectrum, and the desire to increase RF spectrum utilization and efficiency, WiNCom fuses the creative talents of faculty and students from across IIT. WiNCom’s signature achievement is the 2007 establishment and ongoing operation of the IIT Spectrum Observatory, which is creating a continuous record of RF spectrum utilization in Chicago. Research programs include RF spectrum measurements; RF measurement data storage and analysis techniques; cognitive radio; communication system modeling; RF coexistence; and RF interference modeling and mitigation. Application areas are licensed and unlicensed spectrum, public safety, smart grid, and spectrum sharing. The Center has generated numerous technology transfers and spinoffs, including a commercial RF spectrum observatory network. Center researchers have ongoing engagements with the FCC and other government entities including the U.S. Commerce Department Spectrum Management Advisory Committee. Cynthia Hood, Director, can be reached at 312.567.3918. Dennis Roberson, Co-Director, can be reached at 312.567.3032.

Residence and Greek Life  
www.iit.edu/housing

More than half of IIT’s full-time undergraduates live on campus. Residence and Greek Life offers a wide range of accommodations, programs, and services designed to enhance campus life. Residence and Greek Life maintains residence halls and apartments designed to meet the different needs of IIT students, faculty, and staff. Within these buildings, the staff members coordinate academic and social programming, assist students with personal and academic concerns, supervise resident advisors and community desk assistants, and advise the Residence Hall Association. Please contact Residence and Greek Life for further information about these options.
Campus Resources

Service, Education, and Outreach Centers

Center for Research and Service
www.iit.edu/~psyccrs/

The Center offers professional consulting services through the College of Psychology at IIT. The center supports its clients through research-based solutions that improve individual, team, and organizational performance. Graduate & Undergraduate students have opportunities to work on projects in their field of study. George M. Langlois, Director, can be reached at 312.567.6471.

Center for Sustainable Enterprise
www.stuart.iit.edu/cse/home.html

The Center can bring the many disciplines resident at the Illinois Institute of Technology together in a collaborative relationship with business corporations, other academic institutions, government agencies and members of the NGO community to identify, develop, communicate, and help implement practical and equitable business strategies that advance the ecological sustainability of the Greater Chicago Area, while fostering our current and future economic viability. M. Krishna Erramilli, Director, can be reached at 312.906.6543 or krish@stuart.iit.edu.

Energy/Environment/Economics (E³)

E³ is an academic program of research and coursework for students in engineering. The research program encompasses areas of specialization that relate to energy, sustainable development, industrial ecology and environmental design. Hamid Arastoopour, WISER Director, can be reached at 312.567.3038 or arastoopour@iit.edu.

Grainger Power Electronics and Motor Drives Labs (GPEMDL)

GPEMDL focuses on studies related to electric power generation transmission, distribution, operation and controls. GPEMDL houses several graduate and undergraduate laboratories. Annual research support of more than $250,000 is provided by federal and private agencies. Mahesh Krishnamurthy, Director, can be reached at 312.567.7232. or kmahesh@ece.iit.edu.

Institute for Science, Law & Technology
www.kentlaw.iit.edu/islat

The Institute for Science, Law & Technology provides a forum to produce and disseminate knowledge on the social and legal implications of emerging technologies. As part of its mission, the Institute sponsors long-term, multi-disciplinary research, public conferences, judicial training, symposia for journalists, and other programs. Public programming, research, and student educational opportunities in the Institute focus on biotechnology, genetics, nanotechnology, diabetes policy, environmental science, social networks, and intellectual property. In addition, Institute staff and faculty draft laws and regulations and develop other programs that guide public policy decisions. Lori Andrews, Director, can be reached at 312.906.5359 or landrews@kentlaw.iit.edu.

Invention Center

The Center helps students and faculty develop a studio approach to engineering. The center’s philosophy is project-oriented, creativity-driven and encompasses all the stages of invention, including idea generation and development, prototype development and proof-of-concept, the patent process and commercialization.

Office of Intellectual Property and Technology Transfer
www.iit.edu/research/services/ttip/

The Office of Intellectual Property and Technology Transfer, supports all IIT efforts to build and sustain relationships with corporations and other external organizations. The office coordinates the process of identifying, evaluating, protecting, marketing, and licensing all IIT inventions and copyrightable material. Assistance with business startup issues is available. Herb Munsman, Director, can be reached at 312.906.5259 or hmunsman@kentlaw.iit.edu.
Spiritual Life and Service Learning
www.iit.edu/spiritual_life

The Office of Spiritual Life and Service Learning serves students of all faith traditions, as well as secular humanists and atheists. Together with student religious organizations and other university offices, the office sponsors activities for faith development, worship, socializing, and service. The office sponsors interfaith learning opportunities on campus, and provides information about religious resources both on and off campus. The director is also available to discuss personal or spiritual issues.

Home to IIT’s Service Learning programs, the office sponsors and supports regular community service activities, advises the Service Learning theme community, and connects interested students with volunteer opportunities both on and off campus.

The Office of Spiritual Life is located in MTCC 213. The director can be contacted at 312.567.3160, spiritual.life@iit.edu or service@iit.edu.

Student Affairs
www.iit.edu/student_affairs

The Office of Student Affairs oversees many areas of student life and serves as the primary advocate and ombudsperson for students. The office also manages the student conduct process. Students, faculty, and staff are encouraged to contact the office for help or referrals.

Activities outside the classroom and laboratory complement and enhance IIT’s central educational mission. IIT encourages all students to participate in athletics, student organizations, and professional societies. Students are also encouraged to take advantage of the cultural, educational, and recreational resources on campus, as well as in the Chicago area. For additional information on activities, organizations, and services, consult the IIT Student Handbook.

Student Center for Diversity and Inclusion
www.iit.edu/scdi

The purpose of the Center is to provide programs, research, advocacy, and advise on issues, policies and practices that affect the universities commitment to diversity and inclusion. We are dedicated and committed in our work to continually evolve through the review of best practices. In support of that commitment, the work of the Center is organized around a concept of diversity that is practical and includes multiple social and cultural identities, such as race, gender, sexual orientation, class, group affiliation, ability, national origin, and religion.

Signature Programs

- Sharing Table
- Mixing It Up at a Lunch Day
- "My Dream Is" Martin Luther King Jr. Celebration
- IIT Globe Trekker Reading Program
- Welcome to Campus Dinner
- Graduation: Parent Tea
- Chicago Great Migration Series

National Observances

- Hispanic Heritage Month
- LGBTQ Pride Month
- Native American Heritage Month
- African American History Month
- Asian American History Month
- Women’s History Month
- Martin Luther King Birthday

Support & Services

- Educational and Cultural Programs
- Personal and Professional Development
- Student Networking Events
- Cultural Events Calendar (announcement for off-campus events)
- Diversity and Inclusion Library Guides
**Student Health and Wellness Center**

www.iit.edu/shwc

The Student Health and Wellness Center (SHWC) at Illinois Institute of Technology provides quality and cost-sensitive healthcare tailored to the unique and diverse needs of our students. The goal of SHWC is to provide campus health and wellness resources that enable students to successfully achieve their academic goals and promote lifelong wellness. The SHWC provide primary care, specialty care, urgent care, diagnostic services, psychotherapy and mental health support, health promotion, and wellness programs.

SHWC provides diagnosis and treatment of common illnesses and injuries with the ability to dispense medication and/or provide appropriate prescriptions. We also provide immunizations, allergy injections, and walk-ins for urgent care. In addition, SHWC provides gynecological care and sexual health screening for men and women. A small fee may incur for labs, diagnostic tests, immunizations, and medication given on site.

The SHWC provides administrative oversight of the IIT Student Health Insurance Plan. Aetna Health insurance is offered to currently enrolled students at IIT. Health insurance is not a requirement to use the SHWC.

Our counseling services include psychotherapy, referral, and medication management. Treatment length varies, depending on individual needs, and can last up to 16 individual counseling sessions per student while group therapy imposes no session limits. Our counselors are experienced to address many issues students may face including, but not limited to, loneliness, relationship concerns, family issues, self-esteem, depression, anxiety, concentration difficulties, sleeping difficulties, eating disorders, addiction, sexual concerns, anger management, cultural adjustment, and other personal issues.

The SHWC clinical services are provided by a team of culturally sensitive professionals. We provide comprehensive clinical services and outreach programs to IIT students. In addition, SHWC is a resource for consultation to faculty, staff, and parents of IIT students. We are located in the IIT Tower, 3rd Floor. To schedule an appointment call 312.567.7550.

**Technology Commercialization**

The Office of Intellectual Property and Technology Transfer, supports all IIT efforts to build and sustain relationships with corporations and other external organizations. The office coordinates the process of identifying, evaluating, protecting, marketing, and licensing all IIT inventions and copyrightable material. Assistance with business startup issues is available. Herb Munsterman, Director, can be reached at 312.567.7214 or hmunster@kentlaw.iit.edu.
Technology Services
www.iit.edu/ots

The Office of Technology Services (OTS) supports IIT’s primary technology systems, including administrative systems, myIIT, Banner, and the network and telephone infrastructures. OTS maintains approximately 600 computers in its classrooms, labs and public terminals throughout the Main, Downtown, Rice and Moffett campuses, including an online virtual computer lab. To ensure that students have access to equipment that supports their academic goals, the computers in the classrooms and labs are refreshed on a three-year cycle. The classroom and lab instructional software is reviewed every semester by the IIT Software Committee and updated after thorough testing for compatibility with existing hardware and software.

OTS also supports remote printing from personal laptops/desktops and mobile devices to printing release stations located in various computer labs and public areas. Additional information about these services is available on the IIT Print channel and the OTS portal website, accessible through the myIIT Training and Support tab.

OTS manages the myIIT web portal my.iit.edu, which provides personalized access to email, Google Apps, online course registration, Blackboard, OTS Support, student financial information, student life, weblinks, tools and other content. All IIT students receive an email address integrated into each student’s Google Apps for Education account, which is accessed via the myIIT portal. Google Apps for Education also includes collaboration tools such as Google Docs, Sites, Groups, and more. Supplemental class materials are available through Blackboard, IIT’s course management system, where instructors post lectures, notes and other course information. IIT distance learning content and video lectures are also accessed through Blackboard.

OTS Support Desk is the central point of contact for technology support at IIT. Support Desk staff provide technical troubleshooting, account management, and configuration assistance for all IIT students, faculty and staff. OTS Support is available through myIIT and includes a knowledge database (http://support.iit.edu/) with how-to information for common technical issues and questions. A request for technical support may be submitted by opening a ticket through the OTS Support feature in myIIT, sending a request via email (supportdesk@iit.edu), or by calling the Support Desk at 312.567.3375 (on-campus 7-DESK).

IIT provides traffic-shaped Internet access through its wired and wireless networks. Most campus buildings have wired Internet access and secured wireless Internet access is available campus-wide. Visit the OTS website to view IIT’s current WiFi zones http://www.iit.edu/ots/wifi_coverage.shtml. Instructions for connecting to the Internet through the IIT network, including how to configure and register personal computers and mobile devices, are also available on the OTS website.

Visit the OTS website: www.iit.edu/ots and the portal website on the Training and Support tab in myIIT for the most up-to-date information and useful details about IIT’s technology.

Undergraduate Academic Affairs
www.iit.edu/ugaa

The Office of Undergraduate Academic Affairs (UGAA) provides a variety of academic support services for all undergraduate students from the time of admission to graduation. These services include academic advising; evaluation of transfer credits from both United States and international schools; academic program audits; student petitions; course repeats for a change of grade; change of major; monitoring of academic progress; certification of student’s eligibility for degree conferral; granting an official leave of absence; and official withdrawal from the University. In addition, this office reinstates former undergraduate students to the University and maintains the official academic files for all undergraduate students. DegreeWorks, the online degree audit system is monitored and maintained by the Office of Undergraduate Academic Affairs.

Writing Center
www.iit.edu/csl/hum/resources/writing_center.shtml

IIT students can seek assistance with written and oral assignments at the IIT Writing Center, located in Siegel Hall 232/233/234. Tutors are available to assist students enrolled in writing-intensive courses (Introduction to the Profession, C-courses, and IPROs). Tutors specializing in English as a Second Language are also available to assist students whose primary language is not English. Appointments can be made in advance on the sign-up sheets on Siegel 232/233/234 doors. Walk-in appointments are also possible when tutors are not working with other students. Tutoring is free of charge, and both undergraduate and graduate students are welcome.
Graduate Programs and Requirements

Graduate Degree Programs and General Requirements

The university’s Armour College of Engineering, College of Architecture, Chicago-Kent College of Law, Institute of Design, Institute of Psychology, School of Applied Technology, and Stuart School of Business award graduate degrees. In many fields, students in master’s programs may choose either a thesis track or non-thesis track program. These academic units also work together to offer a wide variety of joint- and dual-degree programs.

### Doctoral Degrees

<table>
<thead>
<tr>
<th>Field</th>
<th>Field</th>
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</thead>
<tbody>
<tr>
<td>Applied Mathematics</td>
<td>Electrical Engineering</td>
</tr>
<tr>
<td>Architecture</td>
<td>Environmental Engineering</td>
</tr>
<tr>
<td>Biology</td>
<td>Management Science</td>
</tr>
<tr>
<td>Biomedical Engineering</td>
<td>Materials Science and Engineering</td>
</tr>
<tr>
<td>Chemical Engineering</td>
<td>Mathematics Education</td>
</tr>
<tr>
<td>Chemistry</td>
<td>Mechanical and Aerospace Engineering</td>
</tr>
<tr>
<td>Civil Engineering</td>
<td>Molecular Biochemistry and Biophysics</td>
</tr>
<tr>
<td>Collegiate Mathematics Education</td>
<td>Physics</td>
</tr>
<tr>
<td>Computer Engineering</td>
<td>Psychology</td>
</tr>
<tr>
<td>Computer Science</td>
<td>Science Education</td>
</tr>
<tr>
<td>Design</td>
<td>Technical Communication</td>
</tr>
</tbody>
</table>

### Law Degrees

<table>
<thead>
<tr>
<th>Degree</th>
<th>Degree</th>
</tr>
</thead>
<tbody>
<tr>
<td>Doctor of Science Laws (J.S.D)</td>
<td>J.D./LL.M. in Taxation (joint degree)</td>
</tr>
<tr>
<td>Juris Doctor (J.D.)</td>
<td>J.D./M.S. in Finance (joint degree)</td>
</tr>
<tr>
<td>Master of Laws (LL.M.)</td>
<td>J.D./M.S. in Financial Markets (joint degree)</td>
</tr>
<tr>
<td>J.D./LL.M. in Family Law</td>
<td>J.D./LL.M. in Financial Services Law (joint degree)</td>
</tr>
<tr>
<td>J.D./M.B.A. (joint degree)</td>
<td>J.D./M.P.A. (joint degree)</td>
</tr>
<tr>
<td>J.D./M.S. in Environmental Management and Sustainability (joint degree)</td>
<td>J.D./Master of Public Health (joint degree in cooperation with University of Illinois at Chicago)</td>
</tr>
</tbody>
</table>

### Master of Science Degrees

<table>
<thead>
<tr>
<th>Field</th>
<th>Field</th>
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</thead>
<tbody>
<tr>
<td>Applied Mathematics</td>
<td>Information Architecture</td>
</tr>
<tr>
<td>Applied Physics</td>
<td>Manufacturing Engineering</td>
</tr>
<tr>
<td>Architectural Engineering</td>
<td>Marketing Analytics and Communication</td>
</tr>
<tr>
<td>Architecture</td>
<td>Materials Science and Engineering</td>
</tr>
<tr>
<td>Biology</td>
<td>Mathematics Education</td>
</tr>
<tr>
<td>Biomedical Engineering</td>
<td>Mechanical and Aerospace Engineering</td>
</tr>
<tr>
<td>Chemical Engineering</td>
<td>Mental Health and Rehabilitation Counseling</td>
</tr>
<tr>
<td>Chemistry</td>
<td>Molecular Biochemistry and Biophysics</td>
</tr>
<tr>
<td>Civil Engineering</td>
<td>Personnel and Human Resources Development</td>
</tr>
<tr>
<td>Computer Engineering</td>
<td>Personnel and Human Resources Development  (dual-degree w/ B.S. in Psychology)</td>
</tr>
<tr>
<td>Computer Engineering and Electrical Engineering (dual degree)</td>
<td>Physics</td>
</tr>
<tr>
<td>Computer Science</td>
<td>Psychology</td>
</tr>
<tr>
<td>Electrical Engineering</td>
<td>Rehabilitation and Mental Health Counseling (dual-degree w/ B.S. in Psychology)*</td>
</tr>
<tr>
<td>Environmental Engineering</td>
<td>Science Education</td>
</tr>
<tr>
<td>Environmental Management and Sustainability Finance</td>
<td>Technical Communication and Information Design</td>
</tr>
<tr>
<td>Food Process Engineering</td>
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<tr>
<td>Food Safety and Technology</td>
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</tbody>
</table>

* application to these programs does not require the GRE
Professional Master’s Degrees

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

Applied Mathematics
Architecture (full-time only)
Architecture/Integrated Building Delivery (dual degree)
Architecture/Landscape Architecture (dual degree)
Architectural Engineering (M.E.)
Biology
Biological Engineering
Biomedical Engineering (M.E.)
Biomedical Imaging and Signals
Business Administration (M.B.A.)
Business Administration/Master of Design (dual degree)
Business Administration/ M.S. in Environmental Management and Sustainability (dual degree)
Business Administration/M.S. in Finance (dual degree)
Business Administration/ M.S. in Marketing Analytics and Communication (dual degree)
Business Administration/ Master of Public Administration (dual degree)
Chemical Engineering
Chemical Engineering and M.S. in Computer Science (dual degree)
Chemistry
Chemistry in Analytical Chemistry
Chemistry in Materials Chemistry

Computer Science
Construction Engineering and Management (M.E.)
Cyber Forensics and Security
Data Science
Design (full time only)
Design Methods
Electrical and Computer Engineering
Electricity Markets
Environmental Engineering (M.E.)
Food Process Engineering
Food Safety and Technology
Geoenvironmental Engineering (M.E.)
Geotechnical Engineering (M.E.)
Health Physics
Industrial Technology and Operations
Information Technology and Management
Integrated Building Delivery
Intellectual Property Management and Marketing
Landscape Architecture
Manufacturing Engineering (M.E.)
Materials Science and Engineering (M.E.)
Mathematical Finance
Mathematics Education
Mechanical and Aerospace Engineering (M.E.)
Network Engineering
Power Engineering
Public Administration (M.P.A.)
Public Works (M.E.)
Science Education
Structural Engineering (M.E.)
Telecommunications and Software Engineering
Transportation Engineering (M.E.)
VLSI and Microelectronics
Co-Terminal Degree Programs

Co-terminal degrees allow outstanding IIT undergraduate students to simultaneously complete both an undergraduate and graduate degree (Bachelor’s degree and Master’s degree).**

Co-terminal degrees provide an opportunity for students to gain greater knowledge in specialized areas while completing a smaller number of credit hours with increased scheduling flexibility than the completion of two degrees separately. Because most co-terminal degrees allow students to share course credit (a maximum of 9 credit hours), students may complete both a Bachelor’s and Master’s degree in as few as five years. All degree requirements must be completed within six years of undergraduate matriculation, or the student will be dismissed from the co-terminal degree program.

Co-terminal students maintain their undergraduate student status while completing graduate coursework, and can maintain financial aid eligibility when applicable.

** The following are co-terminal degrees approved as of July 2014. Please consult the Graduate Admissions website for an updated degree list: http://admissions.iit.edu/graduate

Applied Mathematics
Bachelor of Science in Applied Mathematics/Master of Science in Applied Mathematics
Bachelor of Science in Computer Science/Master of Science in Applied Mathematics

Biological and Chemical Sciences
Bachelor of Science in Biochemistry/Master of Biology with Biochemistry specialization
Bachelor of Science in Biochemistry/Master of Science in Biology with Biochemistry specialization
Bachelor of Science in Biology/Master of Biology
Bachelor of Science in Biology/Master of Science in Biology

Business Administration
Bachelor of Science in Business Administration/Master of Public Administration

Chemical, Biological, and Food Process Engineering
Bachelor of Science in Chemical Engineering/Master of Biological Engineering
Bachelor of Science in Biomedical Engineering/Master of Chemical Engineering
Bachelor of Science in Chemical Engineering/Master of Chemical Engineering
Bachelor of Science in Chemical Engineering/Master of Food Process Engineering

Civil and Architectural Engineering
Bachelor of Architecture/Master of Engineering in Construction Engineering and Management
Bachelor of Science in Architectural Engineering/Master of Engineering in Architectural Engineering
Bachelor of Science in Architectural Engineering/Master of Engineering in Construction Engineering and Management
Bachelor of Science in Architectural Engineering/Master of Engineering in Structural Engineering
Bachelor of Science in Chemical Engineering/Master of Engineering in Environmental Engineering
Bachelor of Science in Civil Engineering/Master of Engineering in Construction Engineering and Management
Bachelor of Science in Civil Engineering/Master of Engineering in Environmental Engineering
Bachelor of Science in Civil Engineering/Master of Engineering in Geotechnical Engineering
Bachelor of Science in Civil Engineering/Master of Engineering in Structural Engineering
Bachelor of Science in Civil Engineering/Master of Engineering in Transportation Engineering

Computer Science
Bachelor of Science in Applied Mathematics/Master of Computer Science
Bachelor of Science in Applied Mathematics/Master of Science in Computer Science
Bachelor of Science in Biology/Master of Computer Science
Bachelor of Science in Biology/Master of Science in Computer Science
Bachelor of Science in Computer Science/Master of Computer Science
Bachelor of Science in Computer Science/Master of Science in Computer Science
Bachelor of Science in Computer Science/Master of Computer Science
Bachelor of Science in Computer Science/Master of Science in Computer Science
Bachelor of Science in Physics/Master of Computer Science
Bachelor of Science in Physics/Master of Science in Computer Science
Bachelor of Science in Computer Engineering/Master of Computer Science
Bachelor of Science in Computer Engineering/Master of Science in Computer Science

Electrical and Computer Engineering
Bachelor of Science in Biomedical Engineering/Master of Biomedical Imaging and Signals
Bachelor of Science in Computer Engineering/Master of Electrical and Computer Engineering
Bachelor of Science in Electrical Engineering/Master of Electrical and Computer Engineering
Bachelor of Science in Computer Engineering/Master of Science in Computer Engineering
Bachelor of Science in Computer Engineering/Master of Science in Electrical Engineering
Bachelor of Science in Electrical Engineering/Master of Science in Electrical Engineering
Graduate Programs and Requirements

Food Safety and Technology
Bachelor of Science in Biochemistry/Master of Food Safety and Technology
Bachelor of Science in Biology/Master of Food Safety and Technology
Bachelor of Science in Chemistry/Master of Food Safety and Technology

Industrial Technology and Management
Bachelor of Industrial Technology and Management/Master of Industrial Technology and Operations

Information Technology and Management
Bachelor of Information Technology and Management/Master of Cyber Forensics and Security
Bachelor of Information Technology and Management/Master of Information Technology and Management

Intellectual Property Management and Markets
Bachelor of Computer Science/Master of Intellectual Property Management and Markets

Mechanical, Materials, and Aerospace Engineering
Bachelor of Aerospace Engineering/Master of Engineering in Materials Science
Bachelor of Aerospace Engineering/Master of Engineering in Mechanical and Aerospace Engineering
Bachelor of Mechanical Engineering/Master of Engineering in Materials Science
Bachelor of Mechanical Engineering/Master of Engineering in Mechanical and Aerospace Engineering

Physics
Bachelor of Science in Physics/Master of Health Physics
Bachelor of Science in Physics/Master of Science in Physics
**Graduate Certificate Programs**

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

With a few exceptions, IIT’s graduate certificate programs are eligible for the Gainful Employment Programs (see page 57). For a complete list of eligible certificates, see [www.iit.edu/grad_adm/](http://www.iit.edu/grad_adm/).

**Biological and Chemical Sciences**

- Analytical Method Development
- Analytical Spectroscopy
- Characterization of Inorganic and Organic Materials
- Chromatography
- Regulatory Science
- Synthesis and Characterization of Inorganic Materials
- Synthesis and Characterization of Organic Materials

**Chemical and Biological Engineering**

- Biological Engineering
- Current Energy Issues
- Particle Processing
- Pharmaceutical Engineering
- Polymer Science and Engineering
- Process Operations Management

**Civil, Architectural, and Environmental Engineering**

- Air Resources
- Construction Management
- Earthquake and Wind Engineering Design
- Geoenvironmental Engineering
- Hazardous Waste Management
- Indoor Air Quality
- Infrastructure Engineering and Management
- Transportation Systems Planning
- Water and Wastewater Treatment

**Computer Science**

- Computational Intelligence
- Computer Networking and Telecommunications
- Cyber-Physical Systems
- Data Analytics
- Database Systems
- Distributed and Cloud Computing
- Information Security and Assurance
- Software Engineering

**Electrical and Computer Engineering**

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

**Environmental Management**

- Compliance Pollution Prevention
- Sustainable Enterprise

**Food Science and Nutrition**

- Food Process Engineering
- Food Processing Specialist
- Food Safety and Technology

**Information Technology and Management**

- Advanced Software Development
- Cyber Security Management
- Cyber Security Technologies
- Data Center Operations and Management
- Data Management and Analytics
- Digital Voice and Data Communications Technologies
- Information Technology Innovation Leadership and Entrepreneurship
- System Administration
- Systems Analysis
- Web Design and Application Development

**Lewis Department of Humanities**

- Instructional Design
- Technical Communication

**Mechanical, Materials and Aerospace Engineering**

- Computer Integrated Design and Manufacturing
- Product Quality and Reliability Assurance

**Physical Sciences**

- Radiological Physics

**Institute of Psychology**

- Compensation Management
- Psychiatric Rehabilitation
- Rehabilitation Counseling
- Rehabilitation Engineering Technology
Professional Certificates

Stuart School of Business

Business Administration
Business Analyst
Compliance and Pollution Prevention
Corporate Finance
Entrepreneurial Finance
Financial Economics
Financial Modeling
Financial Toolbox
Fundamentals of Finance
Innovation and Emerging Enterprises
Investments

Marketing Management
Risk Management
Sustainable Enterprise
Trading

Public Administration
Economic Development and Social Entrepreneurship
Nonprofit and Mission-Driven Management
Public Management
Security, Safety, and Risk Management

Undergraduate Programs

A complete description of undergraduate programs and admission requirements is available from the Office of Undergraduate Admission at http://admissions.iit.edu/undergraduate/.
Synopsis of Graduate Studies at IIT

The following guideline for prospective and current students shows the steps that must be taken and the forms that must be completed, signed by appropriate university officials, and submitted to the Graduate College Office of Academic Affairs in order to proceed from application to graduation to receipt of degree. The forms indicate which signatures are needed. All forms are available at www.iit.edu/graduate_college/academic_affairs/FormsGradStu.shtml.

For applicants
1. Formal application
2. Admission decision

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

Admission 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
4. Approval of the program of study
5. Preliminary M.S. thesis approval
6. Final thesis/comprehensive examination for M.S. or MAS where applicable
7. Final M.S. Thesis Committee appointed
8. Thesis fee (if applicable)
9. M.S. thesis approval signed by the thesis examiner
10. Completion of courses and other requirements
11. Listed on Form G401 and Form G406.
12. Fulfillment of all financial obligations to the university
13. Application for graduation
14. Commencement (attendance is voluntary)
15. Diploma

Form G401 must be submitted by the student online at www.iit.edu/graduate_college/academic_affairs/FormsGradStu.html and may be electronically revised with advisor approval. Form G501A (if required).

Registration may be completed online at my.iit.edu, 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).

Department submits Form G303. (if required).

Registrar announces details in spring semester (one ceremony per year).

Registrar will mail diplomas four to six weeks after semester grades are reported, except spring semester when diplomas are distributed at the commencement ceremony to participants who have met all degree requirements.
For admitted and continuing Ph.D. students

3. Registration

Registration may be completed online at my.iit.edu under the Academics tab. Continuing students not enrolling for the current term must submit a request for leave or university withdrawal form (see the section on Leave of Absence).

4. Approval of the program of study

Form G401 must be submitted by the student online at www.iit.edu/graduate_college/academic_affairs/FormsGradStu.html and will be electronically approved by the faculty advisor and academic unit head/department chair. The form may be revised electronically with advisor approval.

5. Ph.D. qualifying examination

Department administering exam submits Form G303*.

6. Ph.D. comprehensive examination

Form G301A. Department submits exam results on Form G309.*

7. Fulfillment of Ph.D. residency requirement

No form needed.

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

Form G301A.


Form G501A

10. Final Ph.D. thesis committee appointed

Form G301B.

11. Final thesis defense/oral examination

Department submits exam results on Form G309.*

12. Thesis fee

Bursar’s receipt.

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

Form G501B

14. Completion of courses and other requirements

Listed on the Program of Study or Revised Program of Study that are filed and approved electronically.

15. Application for Graduation (including application fee(s))

Application for Graduation Form G527 is filed electronically in Banner Self-Service. (Check deadline listed in the Academic Calendar for the semester of desired graduation.)

16. Fulfillment of all financial obligations to the university

Registrar announces details in spring semester (one ceremony per year).

17. Commencement (attendance is voluntary)

Registrar will mail diplomas four to six weeks after semester grades are reported, except spring semester when diplomas are distributed at the commencement ceremony to participants who have met all degree requirements.

18. Diploma

Note: Copies of the forms, applications, and the sequence of events may be obtained from the Graduate College Office of Academic Affairs website, www.iit.edu/graduate_college/academic_affairs/.

*Forms G303 and G309, Exam Results Forms, are not given to students. Academic units send G303 and G309 forms to the Office of Academic Affairs.
Synopsis of Co-Terminal Degree Studies at IIT

Co-terminal degrees allow outstanding IIT undergraduates to simultaneously complete both an undergraduate and graduate degree (Bachelor’s degree and Master’s degree).

Co-terminal degrees provide an opportunity for students to gain greater knowledge in specialized areas while completing a smaller number of credit hours with increased scheduling flexibility than the completion of two degrees separately. Because most co-terminal degrees allow students to share course credit (a maximum of 9 credit hours), students may complete both a Bachelor’s and Master’s degree in as few as five years. All degree requirements must be completed within six years of undergraduate matriculation, or the student will be dismissed from the co-terminal degree program.

Admission

Students applying to co-terminal studies must have completed at least 60 credit hours of undergraduate study and a least one full-semester at IIT. Students must be at least one semester away from undergraduate graduation in order to apply. Applicants are encouraged to have a GPA of at least 3.0/4.0; however, please consult individual departments for their specific GPA requirements. Questions regarding co-terminal graduate admissions should be addressed to the Office of Graduate Admission: inquiry.grad@iit.edu.

Program of Study

Before completion of 9 credits of graduate coursework applicable to the co-terminal degree program, a Program of Study must be filed with and approved by the graduate academic advisor, the academic unit head, and the Office of Graduate Academic Affairs. The Program of Study is used to monitor the successful completion of the master’s degree requirements.

Academic Planning

The Degree Works plan is the vehicle for establishing each graduate student’s program with the Office of Graduate Academic Affairs. Co-terminal students must submit a formal academic plan in Degree Works during their first semester of enrollment in the co-terminal program. The academic plan must be approved by the co-terminal adviser, academic department, and the Office of Graduate Academic Affairs.

Academic Standing

Co-terminal students must maintain satisfactory grade point averages and a satisfactory rate of progress towards the completion of their co-terminal degrees. IIT considers co-terminal students to have an undergraduate student status throughout the course of their studies; however, students are subject to both undergraduate and graduate academic policies.

Co-terminal students who do not earn at least a 2.0 cumulative GPA, a 1.85 term GPA, a 2.0 major GPA, or who do not maintain satisfactory academic progress are placed on undergraduate academic probation. Co-terminal students who are placed on undergraduate academic probation will be dismissed from the co-terminal program.

Graduate academic standing review will be initiated when a co-terminal student completes nine hours of graduate or shared coursework. In order to remain in good academic standing on the graduate level, co-terminal students must maintain a GPA of 3.0/4.0. Students who achieve a GPA of less than 3.0/4.0 will be placed on academic probation. If in subsequent semesters the co-terminal student fails to make the requisite academic progress in accordance with graduate academic standing rules, they may be dismissed.

Dismissal

A student dismissed from co-terminal degree status may still complete the undergraduate degree following the academic rules of undergraduate study. A student who is dismissed from co-terminal degree status may apply for non-coterminous graduate degree admission in the future, but shared credit earned may not be applied to the graduate degree.
Admission

Application for Admission

Application information and forms for degree and non-degree admission may be accessed by visiting www.admissions.iit.edu/graduate.

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

Students who do not register for the semester they originally applied for must contact the Graduate Admission Office and request to defer their admission for up to one year. Deferral requests may be submitted to gradstu@iit.edu. Transcripts must be submitted for all courses attempted at other institutions. Students wishing to register more than one year after the initial application must apply as a new student and resubmit all documents and fees.

Applications and information for graduate programs in business may be obtained from Stuart School of Business by visiting www.stuart.iit.edu.

Applications for programs in law may be obtained from Chicago-Kent College of Law by visiting www.kentlaw.iit.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.iit.edu/arch 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 G216) from the Graduate College, Office of Academic Affairs.

A non-degree student is a registered student who holds an undergraduate degree from an accredited institution, submitted an application for admission as a non-degree student, and was admitted. Non-degree students are those who wish to improve their professional or personal development without being required to fulfill degree requirements, are not certain about their prospective field of study at IIT, have less than a 3.0/4.0 undergraduate GPA, or are unable to submit a completed regular application prior to the beginning of the semester. Non-degree students are not accepted into a graduate degree program and are not classified as degree-seeking students. (See page 35 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 of all academic work at the college level or above.
2. Professional Statement
3. Required Test Scores
4. Letters of recommendation
5. Application fee

All applicants are required to submit GRE general test scores. A minimum score of 292 (quantitative + verbal) and 2.5 (analytical writing) is required for M.S./MAS applicants. Ph.D. applicants must meet the minimum requirements of 298 (quantitative + verbal) and 3.0 (analytical writing). 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 may be waived for applicants to professional master’s degree programs who hold bachelor’s degrees from an accredited degree program at a U.S. college or university with a cumulative GPA of 3.0/4.0 or higher. The required minimum cumulative undergraduate GPA for regular admission is 3.0/4.0. Students with a 2.5/4.0 GPA may be admitted as non-degree students with probationary status. (See Admission as a Non-Degree Student.) Applicants to Chicago-Kent College of Law must submit LSAT scores and other documentation as required by the law school. Stuart School of Business applicants are required to submit GMAT or GRE, and other documentation as required by the business school. Prospective students can obtain more information about admission requirements for Chicago-Kent College of Law at http://www.kentlaw.iit.edu/ and for Stuart School of Business at http://www.stuart.iit.edu/.

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

Admission as a Certificate Student

Admission as a certificate student requires that the student submit the online 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 better to the master’s degree.

Citizens and permanent residents of the United States may apply as a non-degree student under the following classifications:

1. Applicants with incomplete degree seeking applications: who have a minimum undergraduate GPA of 2.5/4.0; or who cannot submit required documentation by the application deadline; or who are undecided on their long-term status or degree program.

A final degree-seeking admission decision may be deferred until the requisite GPA has been achieved in study as a non-degree student, or until the required documents are submitted. Non-degree students seeking to convert to degree-seeking status must complete a regular online application to a degree program prior to the completion of nine credit hours of study. If a non-degree student applies for and is granted admission to a degree program, a maximum of nine credit hours of approved coursework taken as non-degree student and passed with a grade of B or better may be applied to the degree.

2. Applicants that must complete specific prerequisite courses prior to consideration of admission to a degree-seeking program. Courses taken in this classification are not counted toward degree requirements.

3. Applicants that do not intend to acquire a graduate degree in any specific discipline and wish to enroll in a variety of courses. Students may not pursue or earn a graduate certificate or degree while admitted in this status. Course credits earned are for continuing professional education.

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 credit.

International students on an F-1 visa cannot be admitted as non-degree students in any classification.
Admission as a Non-Degree Student

Citizens and permanent residents of the United States may apply as a non-degree student under the following classifications:

1. Applicants with incomplete degree seeking applications; who have a minimum undergraduate GPA of 2.5/4.0; or who cannot submit required documentation by the application deadline; or who are undecided on their long-term status or degree program.

A final degree-seeking admission decision may be deferred until the requisite GPA has been achieved in study as a non-degree student, or until the required documents are submitted. Non-degree students seeking to convert to degree-seeking status must complete a regular online application to a degree program prior to the completion of nine credit hours of study. If a non-degree student applies for and is granted admission to a degree program, a maximum of nine credit hours of approved coursework taken as non-degree student and passed with a grade of B or better may be applied to the degree.

2. Applicants that must complete specific prerequisite courses prior to consideration of admission to a degree-seeking program. Courses taken in this classification are not counted toward degree requirements.

3. Applicants that do not intend to acquire a graduate degree in any specific discipline and wish to enroll in a variety of courses. Students may not pursue or earn a graduate certificate or degree while admitted in this status. Course credits earned are for continuing professional education.

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 credit.

International students on an F-1 visa cannot be admitted as non-degree students in any classification.

International Applicant Requirements

General Requirements

International applications are incomplete until the following are received:

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

If any of these documents are not in English, the student must provide a certified English translation by a qualified translator, together with the original certified non-English credentials. A minimum GRE score of 292 (quantitative + verbal) and 2.5 (analytical writing) is required for M.S./MAS applicants.

Ph.D. applicants must meet the minimum GRE requirements of 298 (quantitative + verbal) and 3.0 (analytical writing). 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.

Certification of Official Transcripts

Admitted IIT graduate students are required to have earned the prerequisite degree(s), prior to enrollment in the first semester, and to present certification of the earned degree(s) during that semester. A specific procedure must be followed to submit transcripts. See page 42 for instructions.
Admission

English Competency

Non-native English speakers must prove proficiency in English by submitting a TOEFL (Test of English as a Foreign Language), IELTS (International English Language Testing System), or PTE (Pearson’s Test of English) score. The minimum total and section scores for each examination are listed in the table below.

<table>
<thead>
<tr>
<th>Examination</th>
<th>TOEFL</th>
<th>IELTS</th>
<th>PTE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum Total Score</td>
<td>90</td>
<td>6.5</td>
<td>47</td>
</tr>
<tr>
<td>Minimum Section Score</td>
<td>20</td>
<td>5.5</td>
<td>53</td>
</tr>
</tbody>
</table>

Applicants with any section score (or total score) which fails to meet the minimum values listed above will be required to take one or more English courses as determined by an assessment test administered during orientation week. Students are required to take the first of any such necessary courses during the first regular semester at IIT. Applicants with four or more years of undergraduate education in English as the medium of instruction will be exempt from the TOEFL, IELTS, or PTE requirement, and any English courses.

By accepting admission to the university, you are also agreeing to take any additional English courses the Graduate College deems necessary in accordance with the English Assessment test. Students whose TOEFL, IELTS, or PTE and assessment test scores indicate they must take two or three English courses will have the opportunity to take an IIT English exam near the end of their first course to determine whether their English has improved enough to exempt them from the additional course(s). This exam will be given only to students enrolled in the English courses.

Applicants should have the official test results sent from the appropriate testing agency to the Office of Graduate Admission, Illinois Institute of Technology, 10 W. 33rd Street, Room 203, Chicago, Illinois 60616. The IIT school code number is 1318.

Financial Support

IIT funds available to assist international students are limited and are usually awarded to a small number of selected students with outstanding academic credentials. Applicants on F-1 student visas are not eligible for part-time employment during their first year at IIT. International students must provide a certified financial affidavit from a responsible government official, or an official of a recognized financial institution, certifying that the student has (or will have available) funds to cover their entire period of study at IIT, and that the funds are free from restrictions and immediately available to cover a period equivalent to one calendar year. The I-20 or DS-2019 cannot be issued until an acceptable affidavit of financial support is received. Additional funds will be needed for travel expenses. Simple statements from parents or relatives to pay all expenses are not acceptable. Bank statements are not acceptable unless accompanied by a certified statement that the funds may be transferred to the United States for the student’s use. Documents must be dated within 6 months of the student’s beginning date.

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 decision as soon as possible after IIT’s receipt of all credentials, usually within six weeks.
Readmission for a Second Graduate Degree

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

Newly Admitted Students

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

Arrangements for campus housing must be made directly with the Director of Housing, Illinois Institute of Technology, 3303 S. State St., Chicago, IL 60616 (phone: 312.567.5075) or email housing1@iit.edu. Admission does not include commitments for room and board. A cash deposit is required with the application for housing. In general, IIT cannot provide housing assistance for students who wish to live off campus.

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

Enrollment Confirmation and Deferral Requests

At the time of admission, the student should submit a non-binding Intent to Enroll Form in the applicant portal, to reserve a place in the program. All students who wish to defer their enrollment to the subsequent semester must request the deferment by contacting the Graduate Admission Office (gradstu@iit.edu, 312.567.3020.). International students may be required to submit a new bank statement.

Immunization Requirement

In accordance with Illinois law, all students born on or after January 1, 1957, and enrolling at IIT for the first time after July 1, 1989, must supply health provider-documented evidence of vaccination for diphtheria, tetanus, measles, rubella, and mumps. Transfer students are considered as first-time enrolled students. Students enrolling for the first time during a summer session may be permitted to enroll in the subsequent fall semester before providing proof of immunity. Students who wish to enroll only in one class per semester or via IITV at corporate sites may file a written request for an exemption. Exemption from one or more of the specific requirements may also be granted based on documented medical or religious reasons. A student who fails to provide acceptable evidence of immunity shall be prevented from registering for classes in the next semester. Individuals who are not properly immunized or who do not have proof of immunization may receive the required immunizations at the Student Health Center for a nominal fee. The Certification of Immunization form is available at http://www.iit.edu/~shc/forms/Immunization Req.pdf. Questions regarding this policy should be directed to the Student Health Center, Illinois Institute of Technology, IIT Tower, Suite 3D9-1, 10 W. 35th St., Chicago, IL 60616, 312.567.7550 or student.health@iit.edu.
Registration

Full-Time Versus Part-Time Status

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

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

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

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

Who Should Register

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

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

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 advisor 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.

Course Descriptions

Course descriptions are available in the Academic Programs section of this bulletin and online at my.iit.edu, under the Academics tab.
Registration for Fall and Spring Semesters

Specific procedures and regulations for registration are found each semester at my.iit.edu, under the Academics tab. The schedule for the spring semester is available the second week of November, and schedules for the summer session and the fall semester are available the second week of April. Students who were admitted to, but did not attend, IIT must be readmitted by the Office of Graduate Admission before they can register. Continuing students may register for classes through regular registration procedures online, in the myIIT portal. All graduate students registering for research courses numbered 591, 594, 597, and 691 must receive written or online approval from their faculty advisor 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 in good academic standing 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 Office of the Registrar at 312.567.3100 or at registrar@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 non-credit course, or a continuation of residence (course number 600), for a fee equivalent to one credit hour. The academic unit provides the permit for this course.

Students who have successfully completed the master’s thesis defense or doctoral oral defense may petition to register for GCS 600 Continuation of Graduate Study for 1 credit, at a nominal charge. The permit for enrollment in this course is approved by Graduate Academic Affairs after confirmation of the defense result. Form G701 is used to request the GCS 600 permit.

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 advisor and the project advisor. 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 second week of course instruction, during the spring and fall semesters.

The Change of Registration may be completed in the myIIT portal in Banner Self Service. Students requiring assistance may contact the Office of the Registrar, registrar@iit.edu. 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 Registrar’s Office. Notifying the instructor or merely discontinuing course attendance is not sufficient for withdrawal. The date of the withdrawal form will be the official date of withdrawal. All billing inquiries related to registration changes may be referred to the One Stop (onestop@iit.edu, 312.567.3810). International students are required to remain full-time, i.e. carry nine credit hours of study and may not change their registration to become part-time except in the semester of graduation. (Students should refer to the note under “Who Should Register”.)
**Withdrawal From the University**

A student who wishes to withdraw should first consult his academic advisor. The advisor may be able to suggest resources or alternate solutions to the student’s problems. An international student wishing to withdraw is required to consult the foreign student advisor in the International Center as well. For withdrawal, all graduate students must complete the electronic withdrawal form online in the myIIT portal by selecting the option from the Academic Affairs Channel. Withdrawal from IIT is not complete until an official email is received by the student confirming its completion.

**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 advisor stating that the student is qualified. An Undergraduate student 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 prior to 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 Undergraduate Academic Affairs and the Graduate College’s Office of Academic Affairs. All undergraduate students who enroll in graduate courses are governed by the graduate grading system for those courses. Failure to obtain the appropriate approvals may prevent transfer of credits earned into graduate degree programs at IIT. No credits approved toward the undergraduate-degree requirements will transfer into any graduate program at IIT. Students should consult the rules for transfer of credit under “Transfer Credits”.

**Interstate Registration Disclaimer**

Illinois Institute of Technology is registered as a private institution with the Minnesota Office of Higher Education pursuant to Minnesota Statutes, sections 136A.61 to 136A.71. Registration is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions.
Academic Policies for Continuation of Studies

Leave of Absence

Degree-seeking students who intend to leave IIT for one semester or more must complete the online leave of absence form in the myIIT portal by selecting the Academics tab, followed by the Academic Affairs Channel. 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 by filing a G701 Graduate Student Petition Form. 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. A student who has not renewed his leave of absence 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 a Withdrawal Request. Non-degree students are not required to file a Leave of Absence Form, but will require reinstatement by petition on form G701, after a lapse in registration. Students should consult the procedures for filing a petition under the section “Right of Appeal by Petition”.

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

Reinstatement and Enrollment After an Absence

Degree-seeking graduate students who discontinue their studies without an official request for leave of absence may later be refused reinstatement or enrollment at IIT. Students with an unofficial interruption of studies must petition for reinstatement to the Graduate College’s Office of Academic Affairs, using the G701 Graduate Student Petition Form. Students should contact the Graduate College, Office of Academic Affairs for additional information. Procedures for filing a petition may be found within the “General Policies” section of this bulletin.

Grade Point Average

Satisfactory performance in the graduate divisions 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 within this bulletin for course repeat limitations.

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 by submitting form G702. Students for whom provisional enrollment is granted must not earn a semester GPA less than 3.0 while on Academic Probation. Probationary students who receive “C” or “E” grades will be required to repeat courses, subject to the limits specified within this bulletin, to improve the cumulative GPA. Dismissal will occur when a student fails to make the requisite academic progress during the probationary period. Students may not register for Coop 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 a revised Program of Study Form G406 may be added to the program until the corresponding GPA is at least 3.0, with the approval of the Graduate College, Office of Academic Affairs.
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.

Certification of Official Transcripts

Completion of graduate studies and conferral of the higher degree requires degree-seeking admission to Illinois Institute of Technology (IIT), and prior completion of the prerequisite degree requirement, as outlined in the current Bulletin: Graduate Programs. Admitted IIT graduate students are required to have earned the prerequisite degree(s), prior to enrollment in the first semester, and to present certification of the earned degree(s) during that semester. Students with an earned degree from IIT, or prior college-level work at IIT, may be exempted from the degree certification policy at the discretion of the Graduate College, Office of Academic Affairs.

Degree certification will be completed during the first semester of enrollment. The student is responsible for requesting all required official documents and services and for the associated costs. IIT reserves the right to deny degree conferral to any student who fails to provide the required certification of official documents as outlined. In all cases, a student may not directly submit official documents to satisfy the degree certification requirement.

Master’s-degree students with an earned baccalaureate degree from an accredited U.S. Institution of Higher Learning: Verification of the baccalaureate degree will be satisfied by the submission of the official certified transcript for the earned degree, sent directly from the institution conferring the degree to IIT’s Graduate College, Office of Academic Affairs, during the first semester of enrollment.

Master’s degree students with an earned baccalaureate degree from a foreign institution of higher learning: Verification of the baccalaureate degree will be initiated by the submission of the required documents (and English translations), sent directly from the institution(s) conferring the degree(s) to the accepted international credential evaluation service. Credential certification will be satisfied when an affirmative report of the earned degree(s) is received by IIT from the accepted international credential evaluation service. Visit the Graduate College web site: http://www.iit.edu/graduate_college/academic_affairs/ for details on submitting the official documents to an accepted international credential evaluation service.

Doctoral students with master’s-level and/or baccalaureate degree(s) from an accredited U.S. Institution of Higher Learning: Verification of all earned degrees will be satisfied by the submission of the official certified transcript, for each earned degree, sent directly from the institution conferring the degree(s) to the Graduate College, Office of Academic Affairs, during the first semester of enrollment at IIT.

Doctoral students with master’s-level and/or baccalaureate degrees from a foreign institution of higher learning: Verification of all earned degrees will be initiated by the submission of the official required documents (and English translations), sent directly from the institution(s) conferring the degree(s) to the accepted international credential evaluation service. Credential certification will be satisfied when an affirmative report of the earned degree(s) is received by IIT from the accepted international credential evaluation service. Visit the Graduate College web site: http://www.iit.edu/graduate_college/academic_affairs/ for details on submitting the official documents to an accepted international credential evaluation service.

Failure to provide the required certification of the earned degree(s) will prevent degree conferral. Should the review of official documents fail authentication, the student will be dismissed from graduate study at IIT.
Transfer Credits

For master’s 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, being pursued at IIT, 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 advisor, 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 a prior earned degree, up to a maximum of 42 semester hours of credit beyond the baccalaureate degree (which may include up to 32 credits from a completed master’s 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. 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.

Consistent with its past practice, research credit may not be submitted for transfer credit consideration. Research credit requirements imply work that has been completed while enrolled in an IIT research course numbered 594 (master’s project research), 591 (master of science research) or 691 (doctoral research).

Graduate students who have earned credit following the IIT graduate transfer credit guidelines, as stated earlier in this section, will seek and gain initial academic approval by using the transfer credit review process in the online Program of Study, to be reviewed by the graduate academic adviser and graduate academic department. This will require that the student submit to the adviser, a copy of the course description, course syllabus and grade report with earned credit hours (or a student copy of the transcript). The preliminary academic approval is not final without formal official transcript evaluation and approval by the Graduate College, Office of Academic Affairs as noted below.

Requested transfer credit earned from an accredited U.S. Institution of Higher Learning must be verified through the submission of the official transcript outlining the requested credit. The transcript will be requested and paid for by the student and sent directly from the institution conferring the course credit to the Graduate College, Office of Academic Affairs.

Requested transfer credit earned from an accredited Foreign Institution of Higher Learning must be verified by the student through the submission of the official attested transcript (and translation) outlining the requested credit and sent directly from the institution conferring the course credit to an international credential evaluation service. The student is responsible for requesting all documents and services and the associated costs. Visit the Graduate College web site: http://www.iit.edu/graduate_college/academic_affairs/ for further details on the process for submitting foreign transcripts to an accepted International Credential Evaluation Service.

Note: Illinois Institute of Technology accepts domestic transfer credit from institutions that have obtained regional and national accreditation from agencies, recognized by the U.S. Secretary of Education, as reliable authorities concerning the quality of education or training offered by the institutions of higher education or higher education programs they accredit. All graduate transfer credit may only be conveyed for equivalent graduate academic courses that meet the rigor and standards of graduate education as defined by IIT academic standards and policies. This policy and IIT’s evaluation of requests for transfer credit is and is intended to be consistent with applicable federal and state laws and regulations, and any law or regulation adopted or modified after promulgation of this policy will automatically adjust this policy to the extent required for compliance with the same.
Transferring from Another Program

A regular student planning to transfer from one degree program to another should discuss the matter with academic advisors 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 G401 is the mechanism for outlining and obtaining approval of a coherent program and may be accessed and submitted online at www.iit.edu/graduate_college/academic_affairs/FormsGradStu.shtml. 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 advisor when admitted as a regular student. An academic advisor will be officially assigned before the student’s program of study is approved. The student may subsequently change advisors by filing the Change of Advisor Form, G410, online at www.iit.edu/graduate_college/academic_affairs/FormsGradStu.html.

Course Substitution

Once a student has filed a program of study, deviation from the program requires the same formal approval on a Revised Program of Study Form, G406, 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 without the approval from both the academic advisor and the department chairman. 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. The Revised Program of Study Form G406 can be accessed and submitted online at www.iit.edu/graduate_college/academic_affairs/FormsGradStu.shtml.

Credit by Examination

With the prior approval of their respective advisors, academic unit heads and the Graduate College Office of Academic Affairs, students may obtain credit for a course by paying the published fee and taking a special examination. Credit by examination is limited to nine credits with grades of “A” or “B” and is subject to the limitations for transfer credit in a degree program. Special exams are not permitted for courses in which the student has previously enrolled or for topics in which the student has never taken a course. Students need to be registered in a semester in which a special examination is taken.
Academic Policies for Continuation of Studies

Academic Grades

The following grades are given to graduate students and count in calculating a student’s cumulative GPA. GPA is calculated by dividing the total number of grade points earned by the total number of graded semester or quarter hours. Courses not taken at IIT are not included in computing the GPA. Students may access their grades online at my.iit.edu, under the academics tab.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Grade Points Per Credit Hour</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4</td>
<td>Excellent.</td>
</tr>
<tr>
<td>B</td>
<td>3</td>
<td>Performance at the level necessary for a graduate degree.</td>
</tr>
<tr>
<td>C</td>
<td>2</td>
<td>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.”</td>
</tr>
<tr>
<td>D</td>
<td>1</td>
<td>Passing. Used for undergraduate students.</td>
</tr>
<tr>
<td>E</td>
<td>0</td>
<td>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.</td>
</tr>
<tr>
<td>AU</td>
<td>N.A.*</td>
<td>Audit. No credit is given for an audited course and it is not used to calculate a student’s GPA.</td>
</tr>
<tr>
<td>W</td>
<td>N.A.*</td>
<td>Withdraw.</td>
</tr>
<tr>
<td>I</td>
<td>N.A.*</td>
<td>Incomplete.</td>
</tr>
<tr>
<td>NA</td>
<td>N.A.*</td>
<td>Failing due to non-attendance. This grade cannot be used to fulfill a graduate program requirement.</td>
</tr>
<tr>
<td>S/U</td>
<td>N.A.*</td>
<td>Satisfactory or Unsatisfactory.</td>
</tr>
<tr>
<td>R</td>
<td>N.A.*</td>
<td>Research result pending</td>
</tr>
</tbody>
</table>

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, 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, Office of Academic Affairs.

“R” Grades

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

Non-Attendance “NA” Grade

A grade of NA is assigned by the course instructor when a student does not attend a course in which s/he is officially registered. A course must be dropped by the deadline for drop/add, as published in the semester Academic Calendar to avoid financial penalty. The NA grade is calculated as a failed grade and the student forfeits the course tuition. The student is required to repeat the course and is responsible for the new tuition incurred. The repeat is used to recalculate the GPA but is not subject to the two course repeat limit.
Academic Policies for Continuation of Studies

Withdraw (‘W’) Grade

The withdraw grade is issued to students who withdraw from a class after the term has begun. The “W” cannot be changed to a legitimate letter grade.

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

Audit (“AU”)

In general, grades of “E”, “I”, “U”, “W”, “NA”, or “AU” cannot be used to fulfill the requirements of a graduate program. Auditing of courses is discouraged, but a student may do so if he or she has taken the necessary prerequisites, if the student’s presence does not exclude a student who wishes to enroll for credit and if the student’s presence does not distract from the conduct of the course as determined by the instructor. An auditor must pay full tuition for the course but is not held for examinations and does not receive credit. Auditors may not change their registration to receive credit after the deadline posted in the Enrollment Guide. The “AU” grade issued for an audited course can never be changed, used for graduate credit, or for fulfillment of degree requirements at IIT.

Change of Grade

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

Repeating a Course

Students may repeat up to two distinct courses with each course being repeated once. Both grades will be recorded and the grade used in the calculation of the GPA will be the latest recorded. Re-registration to repeat a course will require the permission of the student’s advisor, academic unit head, and the associate dean for academic affairs, and will also require completion of the “Course Repeat Form”, or the G702 Probation Contract, when applicable. This form must be submitted at the time of registration and can be accessed online at www.iit.edu/registrar/registration_tools/pdfs/grad_course_repeat.pdf. The original course grade earned will remain on the student’s academic transcript.

Residence Requirement

Degree-seeking graduate students are required to register every fall and spring semester unless they receive special permission in writing from the Graduate College, Office of Academic Affairs for a leave of absence. In addition, doctoral students must spend a minimum of one year of full-time study at IIT. (Students should consult the definitions of a full-time student and credit requirements listed within this bulletin). That year must occur within six years prior to awarding the degree. Some academic units have academic residence requirements for master’s degrees as well.
Time Limit to Complete a Degree

All requirements for a master’s degree must be completed within the 12 semesters immediately preceding graduation. All requirements for a doctoral degree must be completed within twelve regular semesters after the approval of the program of study. If the twelve-semester deadline is not met, then a petition for extension must be filed by the student and the outdated courses listed on the student’s program of study (Form G401) must be revalidated. The petition must include a detailed plan for the completion of the degree and be endorsed by the academic advisor and the academic unit head. The student’s petition for extension must be presented before the time limit is reached. The Graduate College, 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 G504) and the expected date for the revalidation must accompany the extension approval. The M.S. or Ph.D. comprehensive or thesis 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, Office of Academic Affairs. A dropped student receives a grade of “W” 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 in the student’s committee at the examination. One external, non-IIT or other faculty categories at IIT, committee member with voting privilege may be included with the approval of the Dean of the Graduate College. With the approval of the academic unit chair, the student’s advisor must recommend the external member to the Dean of the Graduate College. A resume should be attached to the recommendation. The examination result must be submitted within fifteen days of the administration of the examination to the Dean of the Graduate College, Office of Academic Affairs.

Master’s Thesis Examination

Once the preliminary draft of a master’s thesis is prepared, the head of the student’s academic unit will appoint a master’s thesis committee, consisting of at least two or more Category I (tenure track) IIT faculty members. One external, non-IIT or other faculty categories at IIT, committee member with voting privilege may be included with the approval of the Dean of the Graduate College. With the approval of the academic unit chair, the student’s advisor must recommend the external member to the Dean of the Graduate College. A resume should be attached to the recommendation. The thesis committee is responsible for approving the preliminary thesis draft using Form G501A, which the student brings to the thesis examiner prior to the final oral examination. The form, scope, and time of the examination are determined by the academic unit. The examination result must be submitted on Form G303 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 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, Office of Academic Affairs.

Doctoral Examinations

Qualifying Examination

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

1. The qualifying examination may be written and/or oral, and cover major and minor subjects.
2. If the academic unit requires a written exam, the student’s committee is responsible for submitting the questions and for conducting the exam. The committee may conduct an oral portion of the qualifying examination. A minimum of four Category I (tenure track) faculty members must participate in the oral portion of the examination.
3. The examination must be taken within the first year of Ph.D. study if the student has an M.S. degree.
4. All work for a doctoral degree must be completed within six calendar years after the approval of the program.
5. The results of the qualifying examination must be submitted within fifteen days of the administration of the examination on Form G303 to the Graduate College, Office of Academic Affairs.
6. If the student fails the qualifying examination, the examining committee may recommend a re-examination. At least one semester of additional preparation is considered essential before re-examination. The second chance for taking the qualifying exam is regarded as final. Any additional considerations must be petitioned, supported in writing by the academic unit and approved in writing by the Graduate College, 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 from outside the student’s major (e.g., MAE faculty may serve on an MSE student committee). One external, non-IIT or other faculty categories at IIT, committee member with voting privilege may be included with the approval of the Dean of the Graduate College. With the approval of the academic unit chair, the student’s advisor must recommend the external member to the Dean of the Graduate College. A resume should be attached to the recommendation. The graduate dean is an ex-officio member of all examining committees. To substitute for the chair of the committee, the new chair must be a Category I (tenure track) faculty member in the same academic unit. The role of the outside member of the committee is to provide an element in the examining committee function that is independent of the immediate interest of the academic unit in which the candidate is seeking his or her degree. The outside member of the committee has the responsibility of representing the interest and function of the Graduate College and the university in a context distinct from that of the degree-granting academic unit. Faculty holding joint or adjunct appointments in the degree-granting academic unit or non-faculty coadvisors cannot be outside members on a student’s committee. They may, however, serve as the additional members of the committee.

3. The committee is nominated by the academic unit head and appointed by the Graduate College, Office of Academic Affairs. The nominations must be arranged on Form G301A by the end of the third week of the semester in which the examination is going to be held. The Graduate College must be notified on Form G301A of the time and date of the comprehensive examination no later than two weeks prior to the exam date.

4. Any faculty member may attend oral comprehensive examinations, but only the appointed Category I and external committee members may vote. Passing the examination requires one vote more than a majority of the official committee. Dissenting members may bring a split decision before the graduate dean for adjudication.

5. If part of the examination is failed, the report should note which part is to be repeated in a second examination. A student who fails the comprehensive examination may be re-examined after a period of 30 days has elapsed. Students failing the examination twice will be asked to terminate their graduate study at IIT. In extenuating circumstances the academic unit head may show cause why a third examination should be given. A re-examination after two failures requires the approval of the Graduate College, Office of Academic Affairs. Failure of the third examination will result in termination without recourse.
Final Thesis Examination

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

1. The eligibility for the membership of the final thesis examination is the same as that listed earlier for the comprehensive examination. The examining committee must consist of at least four Category I (tenure track) faculty members who must sign Form G301B. One external, non-IIT or other faculty categories at IIT, committee member with voting privilege may be included with the approval of the Dean of the Graduate College. With the approval of the academic unit chair, the student’s advisor must recommend the external member to the Dean of the Graduate College. A resume should be attached to the recommendation. Faculty members holding the rank of research professor or associate professor may be appointed as non-voting co-chairs of the final thesis examination committee. An emeritus professor who has a current research professor appointment and who has been active in guiding and supporting the student may be co-chairs and voting members of the student’s committee. The examining committee is nominated by the academic unit head and appointed by the Graduate College, 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 G501A 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 G501A 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 G501A 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 G501A for signatures of committee members, and the academic unit head. The thesis examiner also checks the format, paper stock and pagination, and reviews portions of the text for general usage, references and bibliographic form.

4. Upon final submission, the signature pages and the final thesis approval form (Form G501B) are checked by the thesis examiner for signatures of committee members, academic unit head and the Graduate College, Office of Academic Affairs. The signatures on Form G501B indicate that the committee members are satisfied with the content of the dissertation and no additional changes are required before its final submission to the Graduate College’s Editorial Office. It is the responsibility of the student and the committee chair to notify the Graduate College of any changes in the structure of the examining committee. The same committee that approved the preliminary dissertation must also approve the final copy of the dissertation.

5. The examination is open to all faculty but only the appointed committee members may vote. The chair of the committee is responsible for the conduct of the examination. In addition, Form G301B must be received by the Graduate College, Office of Academic Affairs by the end of the second week of the semester in which the examination is going to be held. The Graduate College must be notified of the date and time of the final thesis examination at least two weeks before the examination using Form G301B. Examination results reported on Form 309 must be received in the Graduate College at least 15 days before commencement. One pdf copy on a CD and three paper copies of the completed dissertation must be deposited with the thesis examiner at least nine days before commencement.

6. A student who fails the thesis examination may be re-examined after a period of 30 days has elapsed. Students failing the examination twice will be asked to terminate their graduate study at IIT. In extenuating circumstances the academic unit head may show cause why a third examination should be given. A re-examination after two failures requires the approval of the Graduate College, Office of Academic Affairs. Failure of the third examination will result in termination without recourse.

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

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, 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 the “Synopsis of Graduate Studies” at IIT portion of this bulletin 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 regarding program changes, for additional information).

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

Doctoral 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 (Form G527), online with the Graduate College, Office of Academic Affairs, by the deadline listed in the Academic Calendar for the semester of graduation. Final revisions to the program of study must be filed by the graduation application deadline. Students’ names may be deleted from the graduation list upon request, but no new names will be added after the deadline. Upon submission of a graduation application, the Graduate College, Office of Academic Affairs will check for completion of IIT’s degree requirements. The diploma will be issued by the registrar after grades are reported, usually about four to six weeks after the end of the term. Students who participate in the annual graduation commencement ceremony in spring semester will receive the diploma for their earned degree at the ceremony. Students should not file the Application for Graduation 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 one semester. However, if the student fails to graduate in the intended semester, the application will be reconsidered in the following semester. Failure to fulfill degree requirements within the first semester of application for graduation will result in the need to enroll in a continuation of graduate study course (GCS 600 or 100). The permit for this is requested using form G701, Graduate Student Petition.

A late graduation fee will be charged to any graduate student who seeks special consideration for failing to apply for graduation by the semester deadline, as published in the Academic Calendar. The student is required to include an explanation of the extenuating circumstance that requires this consideration. A late application for graduation may only be considered when filed no later than 30-days prior to the degree conferral date for the term, as published in the Academic Calendar. Paper form G527 Late Application for Graduation will be submitted by the student to the Graduate College Office of Academic Affairs to initiate this special consideration. The form is available at www.iit.edu/graduate_college/academic_affairs/.

A late graduation application fee will be charged to the student’s account, in addition to the current applicable graduation application fee.

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, unless a petition approved by the academic unit and the Graduate College, Office of Academic Affairs, subject to the limits of a project course (594) and the acceptable report of final project work, is filed and approved by the academic advisor, academic unit head, and the Graduate College, Office of Academic Affairs.
Completion of Studies and Graduation

Change of Master’s Thesis to Non-Thesis Option

In several majors, a master’s degree may be earned without the preparation of a thesis. When changing from a thesis to non-thesis option, a student may transfer up to four hours of credit for satisfactorily completed Course 591 (Research and Thesis for the Master’s Degree) to satisfy the requirement for Course 594 (Special Projects), provided that two conditions are met: first, the student’s GPA must be at least 3.0/4.0; second, the student’s academic unit must permit the change to a non-thesis option after consulting with the student’s adviser and must approve the transfer on the grounds that the thesis-oriented work is equivalent to work on a project.

Procedures for evaluating the transfer of credits from 591 and 691 to 594 (and for evaluating the student’s performance on the Special Project) must be documented and monitored by each academic unit. The graduate college will allow up to 4 credits of 591 or 691 to be converted to 594 credits. Form G701 Graduate Student Petition is used to request this conversion.

To initiate a request to change from thesis to a non-thesis option, the student will complete an online G406 Change in Program of Study Form at www.iit.edu/graduate_college/academic_affairs/FormsGradStu.html.

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. Form G528 Application for a Graduate 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 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, Office of Academic Affairs.

No more than six credit hours of accelerated courses may be included in a master’s degree program of study. Accelerated courses can be selectively included in a Ph.D. program of study at the rate of six credits per 32 course credits, and their inclusion is subject to approval of the adviser, academic unit head and the Graduate College, 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. The exact date and time is emailed to all graduation applicants by the Graduate College Office of Academic Affairs. 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.iit.edu/graduate_college/academic_affairs/Thesis_information.shtml.
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 five 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.

Appointments may be made by calling 312.567.3024.

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 the Office of the Registrar. Visit www.iit.edu/registrar/student_records/transcripts.shtml for information regarding this process and to request transcripts. Transcripts will be released only after the student has fulfilled all financial obligations to the university.
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 current version of the Graduate Bulletin is maintained on the Graduate College’s Web site at www.iit.edu/graduate_college/bulletin/.

Religious Accomodations

Section 1.5 of The University Religious Observances Act (110 ILCS 110/1.5) provides: "Any student in an institution of higher learning, other than a religious or denominational institution of higher learning, who is unable, because of his or her religious beliefs, to attend classes or to participate in any examination, study, or work requirement on a particular day shall be excused from any such examination, study, or work requirement and shall be provided with an opportunity to make up the examination, study, or work requirement that he or she may have missed because of such absence on a particular day; provided that the student notifies the faculty member or instructor well in advance of any anticipated absence or a pending conflict between a scheduled class and the religious observance and provided that the make-up examination, study, or work does not create an unreasonable burden upon the institution. No fees of any kind shall be charged by the institution for making available to the student such an opportunity. No adverse or prejudicial effects shall result to any student because of his or her availing himself or herself of the provisions of this Section." IIT complies with the requirements of the foregoing statute.

Right of Appeal by Petition

A student should attempt first to resolve any departure from the stated rules with his or her advisor 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 advisor 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. The written approval must be attached to Form G701, Graduate Student Petition. Form G701 will not be accepted without a prior approval of the academic advisor and the academic unit head, unless the conflict is unresolved between the student and the advisor or the academic unit head. The graduate dean’s decision regarding the unresolved conflict is final.

Change of Records Information

Students must promptly advise the Graduate College, Registrar, and their respective academic units if they change their name, Social Security Number, mailing address, or telephone number. Students can find instructions on how to update their personal information, including name, identification number, mailing address, and next-of-kin address, online at www.iit.edu/registrar/student_records/update_personal_info.shtml.

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/student_affairs/handbook.
Code of Academic Honesty

Illinois Institute of Technology expects students to maintain high standards of academic integrity. Students preparing for the practice of a profession are expected to conform to a code of integrity and ethical standards commensurate with the high expectations that society places upon the practitioners of a learned profession. No student may seek to gain an unfair advantage over another. It shall be a violation of this code for students to engage in conduct that violates the standards of their major academic discipline, the standards of the academic discipline in which they are engaged, the standards of a profession in which they are training, or the standards of the university set forth here. It is a violation for a matriculated or nonmatriculated student, whether or not currently enrolled in the university, to knowingly engage or attempt to engage in:

1. Misrepresenting any work submitted for credit as the product of a student’s sole independent effort, such as using the ideas of others without attribution and other forms of plagiarism.

2. The use of sources beyond those authorized by the instructor in any work submitted for credit.

3. The use of any unauthorized assistance in taking quizzes, tests or examinations.

4. The acquisition, without permission, of tests, answer sheets, problem solutions or other academic material before such material is revealed or distributed by the instructor.

5. Failure to abide by the instructions of an instructor or exam-proctor.

6. Hindering any member of the IIT community in his or her studies, research, or academic work.

7. Making material misrepresentation in any submission to or through any office of the university to a potential employer, professional society, meeting, or organization.

8. Knowingly making false accusation concerning academic honesty or giving false information to any authority investigating a violation of this code.

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

Admission Application Fee

All first time applications for graduate admission must be accompanied by a non-refundable fee. Any applicant who has attended IIT previously, or who has already paid an application fee to IIT, does not have to pay a second application fee. Please contact the appropriate program admissions office for any applicable fee.

Financial Responsibility

Students take financial responsibility for the payment of all education related charges and fees that become a part of their student account. When those charges are due regardless of their expected reliance on third-party resources such as financial aid, family gifts, employer reimbursement, private loans, outside scholarship or sponsorships. Any balance due to IIT as the result of adjustments made to estimated or confirmed financial aid or the refusal to apply for any or all of your financial aid or the inability to complete the financial aid verification become the student’s responsibility for payment. Students agree to supply the Financial Aid Office with any reasonable information or documents that they may request to complete the verification process in a timely manner. Students acknowledge that any outstanding balance due on their student account that is not timely paid when due is subject to service charges in the amounts or at the rates established and published by IIT from time to time and that they will be prevented from registering for additional courses at IIT or obtaining official documents such as diplomas or transcripts until that outstanding balance has been paid in full. Failure to pay a past due debt may result in the debt being listed with the State Comptroller’s Offset Program, referred to a collection agency and/or other authorized legal debt collection procedures. Under such circumstances, the student is responsible for all fees and costs incurred by the university in the collection of the past due debt, including collection fees and/or attorney’s fees.

Charges

All university mandatory and non-mandatory charges are published regularly. The official university publication of current tuition, fees, and other charges for all students can be found at www.iit.edu/bursar on the Tuition and Fees page. All other published tuition and fee information should be considered an estimate and not the official published rates. Continually rising costs do not permit the University to guarantee that published charges will not change. Students and parents should anticipate periodic increases in the future.

Graduate Tuition

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

Some programs particularly at Chicago-Kent College of Law and at Stuart School of Business charge different rates depending on the program. Consult www.iit.edu/bursar for the official tuition rates. No charge is assessed for seminars carrying no credit hours. For review or other noncredit courses, tuition is computed by considering the number of class meetings per week as equivalent to the number of credit hours.

No charge is assessed for seminars carrying no credit hours. For review or other noncredit courses, tuition is computed by considering the number of class meetings per week as equivalent to the number of credit hours. Graduate students registered for nine (9) credit hours or more are considered full time. Graduate students registered for less than nine (9) credit hours are considered part time.

Enrollment Deposit

Each student admitted as a full-time degree-seeking graduate student to certain programs is required to make a non-refundable enrollment deposit, which is credited toward the student’s cost of attendance and holds a place in class for the initial semester of enrollment.

Orientation Fee

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

Other Fees & Charges

A student may incur other fees and charges that are both mandatory and non-mandatory. For a complete current listing of all charges and fees, go to www.iit.edu/bursar and select Tuition and Fees.
Student Health Insurance

All students who are either registered for 9 or more credit hours or occupants of IIT residence halls are required to purchase the student health insurance policy or to submit proof of equivalent insurance before the end of the first week of classes. All students who are here on an F1 or J1 visa and are registered for at least 1 class, participants in the co-op program, research or teaching assistants, or occupants of IIT residence halls are required to purchase the student health insurance. The premium for the insurance will be added to student tuition and fees as a charge. To avoid this charge, submit proof of comparable coverage online at www.iit.edu/student_health/insurance/. F1 and J1 students may only waive IIT’s coverage with proof of U.S. employer provided insurance. Students must submit their waiver each Fall. Other students, spouses, and dependents of students may participate in the student health program, if desired. Students should consult the Student Health Service in IIT Tower, Suite 3D9-1, at 312.567.7550, for further details.

Parking Fee

All students parking in campus parking lots must register their cars with Access Card and Parking Services and pay a parking fee at the beginning of the semester. For current fees, students should contact Access Card and Parking Services at www.iit.edu/~parking/ or 312-567-8968. Students authorized to park in IIT lots will receive a parking permit.

Gainful Employment Information

As of July 1st, 2011 institutions must disclose the following information about each of the institution’s certificate programs that lead to gainful employment: the name of the certificate program; the CIP code and the Standard Occupation Code (SOC); tuition and fee charges, the typical cost of books and supplies, and the average cost of room and board.

IIT’s accreditor does not require the calculation of job placement rates and therefore we are unable to disclose such rates. Once the National Center of Education Statistics (NCES) publishes its methodology for calculating placement rates, IIT will use it to calculate such rates.

Books and Supplies

Books and supplies are available at the University bookstores. Costs for books and supplies can differ significantly depending upon the field of study. Students in the College of Architecture may spend less on books but substantially more on supplies.

E-bills

Each semester, a billing statement will be made available to you through the myIIT portal and such other responsible party or parties that you designate (e.g., parent or guardian) and for whom you have provided IIT with an e-mail address. This statement will detail the then-current charges, payments and other credits to your account, including the amount you must pay and the date such payment is due. Notifications of new billing statements will be sent via email to your IIT email address as well as the e-mail for any other responsible party that you had designated. You agree to monitor your IIT email account regularly.

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

Tuition and fees, less any authorized financial aid awards, are considered a student’s out-of-pocket responsibility. The due date for all out-of-pocket payments will be posted each semester at www.iit.edu/bursar. All out-of-pocket payments must be paid by the due date. Payment plan information can be found at www.iit.edu/bursar. The deadline to enroll in a plan will be posted each semester at www.iit.edu/bursar.

Please see www.iit.edu/bursar/payments for options and instructions related to making payment.
Expenses and Financial Assistance

Rejected Payments
If IIT receives notification that a payment has been rejected for any reason, the returned amount will be charged to the student account along with a $50.00 fee. Payments rejected due to insufficient funds must be replaced with a cashier’s check, money order, or credit card. Payments rejected due to invalid routing and/or account information or a closed account may be replaced with another electronic check from a different account. Following a second rejected payment, the University will no longer accept personal or electronic checks or electronic checks from the payee. All subsequent payments must be made by cashier’s check, money order, or credit card.

Outstanding Debts/Late Fees/Financial Holds
Any outstanding balance due on your student account that is not timely paid when due is subject to service charges in the amounts or at the rates established and published by IIT from time to time. A restrictive hold is placed on a student’s record when that student is delinquent in fulfilling his or her financial obligation to the university. A student will be considered delinquent when his or her account is not paid in full according to established University policies and by posted payment due dates. Students with outstanding university debt may be suspended from current term classes. Students will be prevented from registering for additional courses at IIT or obtaining official documents such as diplomas or transcripts until that outstanding balance has been paid in full. Students also acknowledge that failure to pay any amount due by the due date may result in an unfavorable report with credit bureaus and collection activities against you, including litigation.

Tuition Waiver Policy
Under exceptional circumstances such as withdrawal for involuntary military service, serious illness or injury, or action by the university, consideration may be given by the university for the issuing of a credit or refund for unused tuition upon written request to the appropriate office. Payments for other charges than tuition will remain the responsibility of the student. Students should consult www.iit.edu/registrar for the last day to add or drop without a penalty.

University Refund Policy
If a student’s financial aid, including any disbursements of Title IV funds such as Pell grants or Federal loans, creates a credit balance on their student account, they will be refunded any such overage. If any non-financial aid payments that are made results in an overpayment of the charges on a student’s account, IIT will hold these credits on the student account to be applied towards future charges, unless the student contacts the contacts the Student Accounting Office to request a refund of the overpayment, or ceases to be enrolled. Students must be enrolled in direct deposit to receive your student refund. Refunds from financial aid credits are processed throughout the semester. We will send an email whenever we process a refund, provided the student is enrolled in direct deposit. There is no fee for receiving a refund via direct deposit. For a full explanation of the University’s policies and procedures related to refunding student account credit balances, refer to www.iit.edu/bursar/credits_and_refunds.

Title IV Federal Loan Authorizations
Health insurance fees, parking charges, and other items on a student bill cannot be automatically paid with Title IV Federal Loan funds. Students may authorize the University to pay these fees with Title IV Federal Loan funds by completing a Title IV Authorization form on the myIIT portal and checking the “Pay Non-Institutional Charges” box. Students who do not complete this Title IV Authorization may receive a refund and still owe IIT money.
Employer Tuition Deferment Plan

The Employer Tuition Reimbursement Plan allows students that are employed by a company that offers tuition reimbursement an opportunity to defer the reimbursable portion of their tuition until 45 days after grades are posted. By applying for IIT’s Tuition Employer Tuition Deferment Plan students recognize that their employer’s tuition reimbursement plan has qualifying conditions which they must meet in order to be reimbursed. Should your company refuse to pay this bill within the usual time frame for tuition deferment, you the student will be personally responsible for this tuition and will be required to pay the bill in full. Students should also understand that a deferred payment fee of $55.00 will be due at the time of application, and it is non-refundable.

If the tuition due under this agreement is not paid within 45 days following grades being posted, the student authorizes their employer to withhold the amount due from their pay and to pay that amount to Illinois Institute of Technology.

Students must understand that any amount not covered by the terms of their company’s tuition reimbursement policy is due in full by the end of the add/drop period and is subject to fees and a hold preventing registration for the next term. If a student fails to meet the requirements to be eligible for IIT’s Employer Tuition Deferment Plan by the deadline, their tuition will not be deferred and will be due.

Sponsor Billing (Third Party Invoicing)

Sponsor billing is the generation of an Illinois Institute of Technology (IIT) invoice to request payment of tuition/fees/housing for a student billed by the University to an external party or for the recovery of expenses incurred by the university on behalf of a student. Sponsors include outside parties, such as embassies, companies, and community agencies, who pay Illinois Institute of Technology directly for a student’s educational expenses with funds that did not originate with the student.

Proof of Sponsorship Required

Students whose tuition and fees are paid by a sponsor need to submit proof of sponsorship from their sponsoring agency. Adequate documentation must:
- Be written in English on the sponsor’s official stationery;
- Request the University to bill the sponsor for the student’s charges;
- Identify the student by full name (given name first followed by family name) and CWID if available;
- Clearly state the type and percentage of charges the sponsor will pay;
- Include a billing address;
- Stipulate the exact begin and end dates of the period during which the sponsor will pay the student’s charges (if the sponsor wishes to continue payment after the end date it must submit a new authorized letter);
- Contain no restrictions or contingencies (if, for example, the sponsor requires grades or transcripts prior to payment, the student must pay the original bill then seek reimbursement from the sponsoring organization);
- Be signed by an authorized official of the sponsoring organization.

Processing/Altering Sponsorship Agreement

Invoices will be processed after the add/drop date of each semester. Any changes in eligibility for a sponsored student should be communicated to the Student Accounting Office immediately.

Students that become ineligible or have a reduction in their sponsored amount will owe this amount immediately. A restrictive hold will be placed on the account to prevent registration for subsequent terms, as well as prevent students from obtaining any official paperwork from the university.

Late Sponsorship Payment

In the event a sponsor fails to remit payment for a student, the sponsorship coverage is removed. The student is responsible for all outstanding balances on the account after the sponsorship is removed. If the student believes payment was inadvertently delinquent, it is the responsibility of the student to communicate with the sponsor to rectify this situation.

Students that fail to submit required sponsorship documentation to the Student Accounting Office in a timely manner will be held responsible for any outstanding balance on the student account, as well penalty fees assessed to their accounts due to lack of payment.
Expenses and Financial Assistance

Housing

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

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

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

If the student arrives without a housing confirmation, he/she may have to contact Hostelling International to make arrangements for temporary housing while waiting for room to become available.

Residence Halls

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

McCormick Student Village (MSV)

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

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

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

Gunsaulus Hall

Each studio, 1-bedroom, and 2-bedroom apartment features kitchen appliances, window treatments, and new flooring. Gunsaulus includes amenities such as campus cable, 5-digit dialing, internet access, and a community help desk. Gunsaulus Hall also includes two lounges located on the first floor.

Carman Hall

Carman Hall is a furnished apartment building for graduate students. A variety of apartments types are available, including studio and one-bedroom with den apartments. The apartments are available through a 10-month contract. Contracts are available August to May, with an option for an additional contract during the summer months. Based on availability, contracts can be renewed for consecutive academic terms.

Resident participation in a meal plan is not required.

* Please visit www.iit.edu/housing/ for current rates, deadlines, and other housing information.

Temporary Off-Campus Housing

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

The student must have a signed housing contract with IIT in order to stay in university housing. If he/she arrives on campus without a room confirmation, housing is not guaranteed. Contact Hostelling International if you need a place to stay while you complete the housing process.
Financial Aid

Student Eligibility Requirements to Receive Federal Financial Assistance

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

Comprehensive Financial Aid Program

IIT administers a comprehensive financial aid program, which includes federal and private funds for both full and part-time students. Federal programs include loans and work-study employment. IIT uses the formula established by the U.S. Congress to determine financial need for assistance. IIT offers limited academic scholarship assistance to graduate students. These scholarships are awarded by the individual IIT departments. Private loans are also available and are based on credit approval from the lender.

For the most up-to-date information, visit the office of Financial Aid online at www.iit.edu/financial_aid/.

Determining Financial Need for Assistance

Financial need is the difference between a student’s total annual cost of attending IIT and the amount the student is expected to contribute toward the cost of attendance. The total cost of attendance at IIT includes tuition and mandatory fees, room and board, books and supplies, transportation and personal expenses. The amount that the student is expected to contribute is called the Expected Family Contribution (EFC) and is calculated by a formula determined by the U.S. Congress. After the EFC is subtracted from the cost of attendance, the remainder is considered to be demonstrated need for financial assistance. One of the principles of need-based assistance is that students are expected to help pay some of the cost of attendance.

Application Process

All students applying for financial assistance must complete the Free Application for Federal Student Aid (FAFSA). This application is available after January 1st at www.fafsa.ed.gov and should be filed by the student as soon as possible after January 1st of the academic year in which the student is planning to enroll. (The IIT School Code is 001691). The priority date for campus-based federal aid (Federal Perkins Loan and Federal Work Study) at IIT is February 15th. All financial assistance is awarded on an annual basis. Students interested in receiving federal aid must complete a FAFSA each year, beginning January 1st. The amount of financial aid that a student receives each year depends on demonstrated need and the availability of funds. Students applying for financial aid may be required to submit tax information upon request.

Federal Financial Aid Programs

Federal Work Study Program

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

Federal Direct Loan Program

The Federal Direct Loan Program includes the Unsubsidized Stafford and PLUS loan programs for graduate students. The interest rate for new loans is set on July 1 each year and is fixed. These loans must be repaid over a period of time after a student leaves school.

Neither the Unsubsidized Stafford Loan nor the PLUS Loan are awarded based on demonstrated need and interest begins accruing from the time the loan funds are disbursed to the student. Students have the option of paying the interest or having the interest added to the principal. Fees on each loan vary and are deducted before the funds are applied to a student’s account.
Expenses and Financial Assistance

Continued Eligibility for Financial Assistance

All students receiving federal financial aid funds must demonstrate reasonable academic progress toward graduation from IIT. Reasonable academic progress includes satisfactory cumulative grade point average and sufficient credit hours earned each semester toward the completion of a degree program. Failure to comply with IIT’s Reasonable Academic Progress Policy will lead to the student’s losing eligibility for federal financial assistance.

Applying for a Financial Assistantship

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

Only full-time students are eligible for assistantships. New students will be considered for fellowships, assistantships and scholarships when they apply for admission and will be notified of the award with the admission decision or shortly thereafter. Continuing students should apply to their major academic unit. The Graduate College administers a number of fellowships and scholarships but does not directly administer assistantships available to students in each academic unit. Acceptance of an award or appointment for the fall semester is considered binding on the student after April 15. If a student’s academic work is judged to be unsatisfactory, the award may be canceled at the discretion of the university at anytime during the period covered.

Although an outstanding international student may receive some award from IIT, most students must provide independent finances for their first year of graduate study. International students are required to carry at least nine credit hours per semester in order to maintain their F-1 student visa status.

Please Note: The tuition scholarship, plus any loan eligibility cannot exceed attendance cost for the academic year. Previously awarded loans may be adjusted after tuition scholarship notification.

Additional Information

All federal financial aid awards for graduate students (excluding law and business students) are processed by the IIT Office of Financial Aid. Students should submit all information regarding financial assistance to: Office of Financial Aid, 10 W. 33rd St., Chicago, IL 60616 (telephone 312.567.7219). The office is open from 8:30 am to 5pm, Monday through Friday, and may be found online at www.iit.edu/financial_aid/.

Alumni Tuition Discount Policy

Alumni (have an earned IIT undergraduate or IIT graduate degree) who are registered in a graduate degree-seeking program (part-time or full-time status) and maintain good academic standing are permitted a reduction of one-third of the current tuition for one three-credit hour course. Certain course exclusions, special program exclusions and scholarship exclusions apply. Continuing eligibility is subject to the rules of masters and doctoral degree completion time limit (see Completion of Studies and Graduation, Graduate Bulletin). The Alumed benefit may not be applied retroactively.

Exclusions:

- Alumni admitted in non-degree seeking status or programs. This includes students in certificate programs.
- Alumni registered in only undergraduate courses or in Proficiency of English as a Second Language Courses (PESL).
- Alumni not registered in at least one 3-credit hour course.
- Alumni registered in a Chicago-Kent degree program.
- Alumni registered in the following courses: accelerated, coop, internship, non-credit, research, and thesis.
- The alumni tuition discount combined with all other IIT scholarships may not exceed tuition charges. Moreover, the alumni tuition discount will not be applied to students receiving the alumni half-tuition scholarship.
- Concurrently admitted and enrolled doctoral and masters degree candidates.

This discount is administered by the Office of Graduate Admissions and awarded during the admissions process. Questions may be directed to gradstu@iit.edu.
Alumni Half-Tuition

Provides a half-tuition scholarship (maximum 9 credits total) during the first year of graduate studies at IIT. Available to any student who graduated from IIT within the past 2 years with an undergraduate GPA of at least 3.5 out of 4.0, enrolling in a full-time graduate program in the College of Architecture, the College of Science and Letters, the School of Applied Technology, or the College of Psychology. Armour College of Engineering excludes all but one department. This scholarship does not apply to IIT alumni pursuing a second or additional graduate degree.

Part-Time Employment

Part-time employment opportunities may be available for students both on and off campus. Positions may be career related co-ops or internships, non-Federal Work Study jobs, part-time, or seasonal work. Co-ops, internships, and on campus jobs are posted in the Career Management Center (CMC) JOBS4HAWKS database. Federal Work Study positions and information can be found on the Financial Aid website www.iit.edu/financial_aid/student_employment.

Students interested in and eligible for employment off campus in their field of study may get job search assistance from the CMC and must attend an Introduction to Cooperative Education and Internship Workshop conducted by the CMC. Workshop schedules are posted at www.cmc.iit.edu. Appointments for individual career counseling may be made by calling 312.567.6800.

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

Veterans’ Educational Benefits

Veterans enrolling for the first time should obtain Veterans Affairs application forms from the One Stop Student Service Center, Room 106, McCormick Tribune Campus Center, 312.567.3810. The university’s Veterans Affairs representative processes subsequent enrollment certifications. The veteran must also inform the Veterans Affairs representative of any change in credit hours within a term or of future enrollment plans. If a veteran drops a course or withdraws from school completely, his or her allotment may be reduced or withdrawn. The veteran must report immediately the exact termination date to the Veterans Affairs representative. Veterans must maintain reasonable academic progress according to university standards. Failure to meet minimum-progress criteria can result in a cessation of educational benefits.
Expenses and Financial Assistance

Taxation of Scholarships and Fellowships

**U.S. Citizen or Resident Alien**

A scholarship/fellowship payment received by a candidate for degree is generally not taxable income to the student if it is used for qualified expenses. Qualified expenses are defined by the Internal Revenue Service (IRS) and include tuition and required fees, and/or for books, supplies, and equipment required of all students in the course. These payments do not need to be reported to the IRS by the student or Illinois Institute of Technology (the University).

A scholarship/fellowship used for expenses other than qualified expenses is taxable income and includes payments that are used for living and incidental expenses such as room and board (housing), travel, research, clerical assistance, or equipment and other expenses that are not required for enrollment or attendance.

Although these payments are taxable income to the U.S. citizen or resident alien student, the IRS does not require the University to withhold tax on the payment. In addition, the University is not required to report these payments to the IRS. However, students are responsible for reporting these payments and remitting any tax due with their personal income tax returns.

Since the University cannot advise students regarding their personal tax matters, the student should consult with their personal tax advisor regarding the reporting of their scholarship/fellowship or stipend on their tax return.

**International Student**

The Internal Revenue Service (IRS) is the U.S. government agency that administers U.S. tax laws and collects taxes from individuals receiving payments in the United States. The U.S. tax system is based on a calendar year, January 1 through December 31.

The IRS requires that the University apply specific federal tax withholding and reporting rules to payments made to international students.

A scholarship/fellowship payment received by an international student who is a candidate for a degree is generally not taxable income to the student if it is used for qualified expenses. Qualified expenses are defined by the IRS and include tuition and required fees, and/or for books, supplies, and equipment required of all students in the course. These payments do not need to be reported to the IRS by the student or the University. A scholarship/fellowship used for expenses other than qualified expenses is taxable income and includes payments that are used for living and incidental expenses such as room and board (housing), travel, research, clerical assistance, or equipment and other expenses that are not required for enrollment or attendance. For these types of scholarships, international students with an F, J, M, or Q visa are subject to 14% federal tax withholding unless their country of residency has a tax treaty with the United States that excludes scholarships/fellowships from taxation. Payments made to international students in any other immigration status are subject to 30% withholding.

Since the University cannot advise students regarding their personal tax matters, the student should consult with their personal tax advisor regarding the reporting of their scholarship/fellowship on their tax return.