Graduate DegreeWorks Workshop

Faculty/Advisers

Graduate Academic Affairs
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Graduate Academic Affairs Team

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Objectives

• Learn the tools and functionality of DegreeWorks.

• Learn the tools, functionality, and process of eForms.

• Understand why DegreeWorks and eForms are used, and how they can be leveraged.
Masters Advising/Program of Study

Hold

• Lifting an advising hold
  – Teaching Tab
  – Enter student A#
  – “View Info”
  – Click the program with a hold
  – Click “Remove Hold(s)”

• Replaces the Plan of Study
Where to Find DegreeWorks & eForms

Graduate Degree Works and eForms Quick Start Guide (FACULTY)

Use eForms to request a Change of Adviser, Degree, Major, Transfer Credit, Co-Terminal Shared and Non-Shared Credit, Course Substitution or Exception or to Declare or Change a Specialization (Concentration), Master’s Project, Thesis Options or International Partner Research Project:

1. From the MyIIT Portal select the appropriate link on the left (for your user role).
   - A. Academics link (student) or
   - B. Teaching link (faculty) or
   - C. Work link (staff), then opt-in to add the Graduate Academic Affairs Channel
2. Then, navigate to the Graduate Academic Affairs channel (directly below the Undergraduate Academic Affairs channel)
3. Select the Graduate Degree Works hyperlink
   - A. You can review the eForms status of pending, approved, rejected or not submitted requests by selecting the eForms Tab in Degree Works

*NOTE: To access Quick Start Guide, please access Graduate Academic Affairs Website and select For Faculty link
DegreeWorks Functions

Top Tabs
- Worksheets (refreshes sheet)
- Plans
- Links (This tab includes eForms, Advising, FAQ, Help, & Request Assistance links)
DegreeWorks Functions, Continued

Sub-tabs (top right of screen)
1 - **Printer** – prints audit
2 - **Envelope** – emails student
3 - **Vertical Ellipsis** opens:
   - GPA Calculator
   - Course history
   - Notes
Views

Format – Registrar Report / Student View / Graduation Checklist / Registration Checklist

- These views are still available
- The default is **Student View**

Click to open views
Academic and What-If Tabs

Two tabs are located in the upper right corner just below the student information

- **Academic Tab**
  - Current degree audit can be viewed

- **What-If**
  - See how your program will be affected by any changes before they are officially submitted.
  - Print/Save What If audit before/after meeting with student.

![Academic and What-If Tabs](image-url)
What-If

Select:
• Academic year
• Program
• Concentration (including Master’s Project, Thesis or International Partner Research Project), if applicable

Add future courses you wish to take, to see if you are on track to graduate in current program. Or, you can see if the course would fit into a new program

Process What-If

*NOTE: Always start with admitted catalog year and proceed to next field (box)*
Notes

- Insert notes related to student record
  - Updates to bulletin year.
  - Conversations with student that might be useful information for other viewers.
  - Students may view notes when adviser clicks the box next to *Available to student*
  - Option of predefined note or customized note

*Note appears towards bottom of audit*
Legend

- Located at bottom of audit
- Gives status of degree requirement

![Legend Image]

**Doctor of Philosophy Degree**

Credits applied: 48  
Catalog year: 2020  
GPA: 4

RESEARCH CREDITS IN-PROGRESS: Doctoral Research
grade, 'S', change is recorded upon completion of all

- 3.0 GPA Requirement Met
- Doctoral Advising Completed
- Overseas Degree Verification (IIT Intl. Partners Prog.)
- Degree Verification Required

**Legend**

- Complete
- Not complete
- Complete except for courses in-progress
- Nearly complete - see advisor
- Prerequisite
- Any course number
GPA Calculator

- May be useful for students to see what grade they would need in order to achieve a certain GPA
eForms

• Proxy as student
  – *Submit changes on behalf of student*
  – Save vs. Save & Submit

• Importance of eForms
  – *Get approval for course substitutions before the student registers for the course*
  – Student ➔ Adviser ➔ Department Approval ➔ Graduate Academic Affairs ➔ Applied to Graduate Degree Works audit at final approval

• Actions
  – Change of Programs
  – Declare Co-Terminal Shared/Non-Shared (if applicable)
  – Transfer Credits – Internal vs External
  – Change of Adviser
  – Course Substitutions
Proxy as a Student

- Click on “Change Role”
- Select User Type
- Enter A# of student
- The “A” must be capitalized
Proxy as a Student, Continued

The following is the summary of your last approved / rejected / unsubmitted request. Click Here for more details.

- Form Type: plan of study
- Status: Approved by graduate academic affairs. No further processing.
- Last Comment: -
- Last Action Date: 05/25/2017 12:55:19 CDT
- Last User Updated: Duncker, Sue

Some options will not be available when an eForm is pending. Once the pending form is fully approved, other options will become available.

Select an eForm option below:

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

- Current adviser already appears.
- Select new adviser within your department.
- Comments are required.
Change of Degree Example

Most programs allow students to change their degree within the same program by using an eForm.

- Within same discipline/academic unit only
- Must be equivalent or lower degree
  - PhD to MS, ME to MAS
  - MS to MS, ME, or MAS
  - ME to ME
  - MAS to MAS

Save vs. Save & Submit
- Change major
- Add concentration
- Add thesis

*Note: Co-terminal students will need to complete a new admission application when changing programs.
Transfer Credits and Course Substitutions

• External Transfer: Request use of one or more courses from an outside institution.
• Internal Transfer: Excess or AMP-AS shared UG credit to GR credit / Masters credit to PhD.
• Course Substitutions: Use of a course not in current degree requirements. Ex. an elective from another degree program.
External Transfer Credits

- eForms for preliminary approval
- Final approval after review of:
  - Official US transcript sent directly from transfer institution to GAA.
  OR
  - Credential evaluation for Intl. transcript sent directly from World Education Services (WES) to GAA.
Internal Transfer Credits

- Typically used for courses from a different discipline than the current program.

- Excess or AMP-AS shared UG to GR credit transfer
  - Restrictions apply

- “Course Not Found”
  - Option for adviser to review and articulate use.
  - Student must include a comment explaining why this is selected.
  - Ex. Completed course no longer an active course.
  - Ex. An exact course equivalent is not identifiable but is relevant to requirements (typically electives).
Course Substitutions

- Insert future course (or completed course) and course required

Course Substitution Request

Courses taken within the assigned IIT academic department may be considered to substitute for a required course in the degree plan, pending academic adviser and departmental approval.

Course Completed:* INTM562-Special Topics Sustainability

Credits:* 3

Course Required:* INTM423-Sustainable Facilities Ops

Credits:* 3
Questions / Concerns / Feedback?

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