Graduate DegreeWorks Workshop

Student

Graduate Academic Affairs
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Graduate Academic Affairs Team

- Diane Fifles: Sr. Auditor and Communications Specialist
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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

• An advising hold is placed once you reach 9 cr. hours earned or enrolled.
  – Required to meet with your adviser in person or by video conferencing by adviser discretion.
    • Email
    • Phone
  – Hold must be removed by your adviser.
Where to find DegreeWorks & eForms

Graduate Degree Works and eForms Quick Start Guide (STUDENT)

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 Students link
DegreeWorks Functions

Top Tabs

- Worksheets (refreshes sheet)
- Plans
- Links (This tab includes eForms, Advising, FAQ, Help, & Request Assistance links)
Sub-tabs (top right of screen)

1 - **Printer** – prints audit
2 - **Envelope** – emails adviser
3 - **Vertical Ellipsis** opens:
   - GPA Calculator
   - Course history
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 audits for meetings with adviser.
Select:
- Academic year
- Program
- Concentration (including Master’s Project or Thesis), if applicable

Add future courses you wish to take, to see if you are on track to graduate in your 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

- View notes from your adviser/GAA regarding your degree program
  - You can view notes at the bottom of the DegreeWorks Audit.

<table>
<thead>
<tr>
<th>Status</th>
<th>Description</th>
<th>Created on</th>
<th>Created by</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Concentration requirements are not met.</td>
<td>07/09/2020</td>
<td>Nelson, Ryan</td>
</tr>
</tbody>
</table>
Legend

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

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

• Importance of eForms
  – Get approval for course substitutions before registering for course(s)
  • Not all course substitutions are approved
  – Student → adviser → Department Approval → Graduate Academic Affairs → Applied to audit at final approval

• Actions
  – Change of Programs
  – Transfer Credits – Internal vs External
  – Change of Adviser
  – Course Substitutions
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 often 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 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.
  - 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 student’s in progress program.

- 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 course completed 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

Add Clear
Questions / Concerns / Feedback?

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