

**ILLINOIS INSTITUTE OF TECHNOLOGY**  
**GRADUATE ACADEMIC AFFAIRS**  
**SEQUENCE OF EVENTS FOR SPRING 2024**

It is important that you fulfill all degree requirements by the deadline dates listed below. Failure to comply with the deadlines may prevent graduation for the term. A new application is not required if graduation is deferred. Registration will be required in the new term. All forms to be completed by students are available online: <https://www.iit.edu/gaa/students/student-forms> . Some forms may only be processed by the research adviser. Please read the following information carefully and act accordingly.

The **X** indicates the requirements for a specific degree, in addition to the corresponding deadline date. If you have any questions, please contact your adviser or Academic Affairs (Graduate).

**Academic Affairs (AA) 10 West 35<sup>th</sup> Street, Suite. 2C8-1, Chicago, IL 60616, [aa@iit.edu](mailto:aa@iit.edu), 312.567.3300**

**Dr. Jonathan Harmon, Thesis Examiner, Appointments: [aa@iit.edu](mailto:aa@iit.edu), 312.567.3300**

	TASK	NOTES	NO-THESIS	THESIS		DEADLINE
			MAS OR MS	MS	PhD	
						Spring 24
1	Last date to submit Application for Graduation in Banner Self-Service/MyIIT portal.	Online	X	X	X	Jan 29
2	Last day to request course substitutions or a change of program, if a degree candidate for Spring.	Graduate Degree Works (eForms)	X	X	X	Jan 29
3	Mandatory Thesis Preparation Meeting (HYBRID). Attendance will be taken; email for any exceptions: <a href="mailto:jharmon4@iit.edu">jharmon4@iit.edu</a> .	Automated Notice		X	X	Feb 7
4	Arrange and confirm all members of the thesis review committee with the thesis adviser. This committee is required on the 300,301A, 301B forms due later in the semester.	See Task #9 & #10		X	X	Feb 9
5	Last day to <b>SCHEDULE</b> FIRST Thesis Review.	<a href="mailto:aa@iit.edu">aa@iit.edu</a>		X	X	Feb 16
6	Deadline for removal of "I" (incomplete) grades from the previous semester. The course instructor submits the form, AA approval is required. Grade changes entered by the Registrar.		X	X	X	Feb 19
7	Last day to <b>SCHEDULE</b> SECOND Thesis Review.			X	X	Mar 4
8	Last day to <b>MEET</b> for FIRST Thesis Review.			X	X	Mar 8
9	Submit scheduled date for the Masters Comp Exam, Master's Thesis Defense Exam or PhD Final Oral Defense Exam (w/ all committee names) to AA. See Task #4	See following:	<b>G300</b>	<b>G300</b>	<b>G301B</b>	Mar 29
10	Submit scheduled date for the PhD Comp Exam, must be completed at least one year prior to the completion of final PhD degree requirements and degree conferral.	<b>G301A</b>			X	Mar 29
11	Last day to <b>MEET</b> for SECOND Thesis Review.			X	X	Mar 29
12	Deadline for academic unit to petition AA for revalidation of outdated courses that are older than six years. Initiated by the student with the academic unit for consideration and decision.	<b>G504</b>	X	X	X	Mar 29
13	Last day to <b>SCHEDULE</b> FINAL Thesis Review.			X	X	Apr 1
14	Last date for the adviser to submit the results of a Master Comprehensive or Thesis Exam; or the PhD Final Thesis Defense to AA for graduating students.	See following:	<b>G303</b>	<b>G303</b>	<b>G309</b>	Apr 12
15	Last day to <b>MEET</b> for FINAL Thesis Review.			X	X	Apr 12
16	Last date for student to have obtained all signatures of Thesis Review committee members and department chairperson.	<b>G501</b>		X	X	Apr 18
17	Last day to pay thesis binding fee and obtain receipt.	Online Payment		X	X	Apr 18
18	Last day to upload final thesis copy to ProQuest, last day to submit required documents via email to Thesis Examiner.	<b>G501, etc.</b>		X	X	Apr 18