

Graduate DegreeWorks Workshop

Student

Graduate Academic Affairs
IIT Tower, 7th Floor
10 West 35th Street, Ste 7D7-1
Chicago, IL 60616



Graduate Student
DegreeWorks
[click here](#)

Graduate Academic Affairs Team

- **Diane Ffiles:** Sr. Auditor and Communications Specialist
- **Joel Hestermann:** Sr. Auditor and Curricula Specialist
- **Surendar Mani:** Retention and Student Success Manager

Objectives

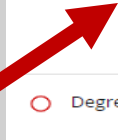
- Learn the tools and functionality of DegreeWorks.
- Learn the tools, functionality, and process of eForms.
- Understand why DegreeWorks and eForms are used, and how they can be leveraged.

Masters Advising/Program of Study Hold

Professional Master's Degree MAS INCOMPLETE

Credits applied: 0 Catalog year: 2020 GPA: 0.000

| | | |
|---|---------------|---|
| <input type="radio"/> GPA Requirement | Still needed: | A 3.00 GPA is required for graduation. |
| <input type="radio"/> Masters Advising/Program of Study | Still needed: | Master Advising with value of AP If the Master's Advising completed box is not checked above, schedule an appointment to meet with your graduate academic adviser or co-terminal adviser. Check the advising protocol for your academic unit for scheduling and meeting with your adviser on the academic unit's website (advising page). When advising is completed, your adviser will lift the hold, which will allow registration within 24 hours |
| <input type="radio"/> Degree Verification Required | Still needed: | Verification of the prior earned degree(s) is required and will be recorded by Graduate Admissions when compliant. The IIT degree in progress will not be awarded when not compliant. Questions regarding this policy and process should be directed to Graduate Admissions. |
| <input type="radio"/> CS Program Prerequisites | Still needed: | See CS Program Prerequisites section |
| <input type="radio"/> Major Requirements | Still needed: | See Major in Computer Science MAS section |



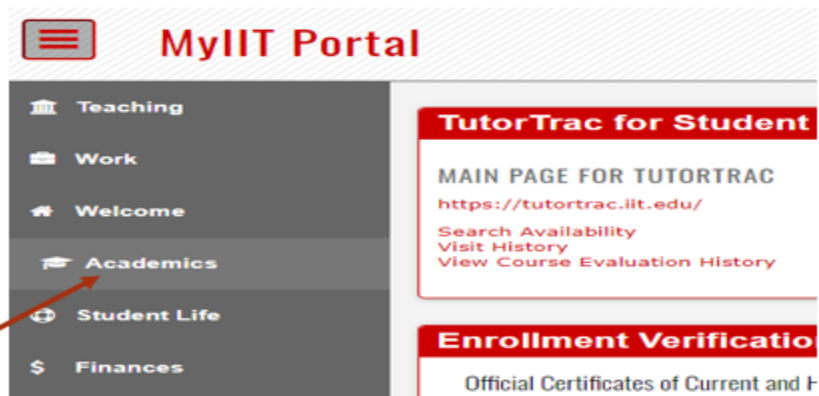
- An advising hold is placed once you reach 9 cr. hours earned or enrolled.
 - Required to meet with your adviser in person or by video conferencing by adviser discretion.
 - Email
 - Phone
 - Hold must be removed by your adviser.

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:

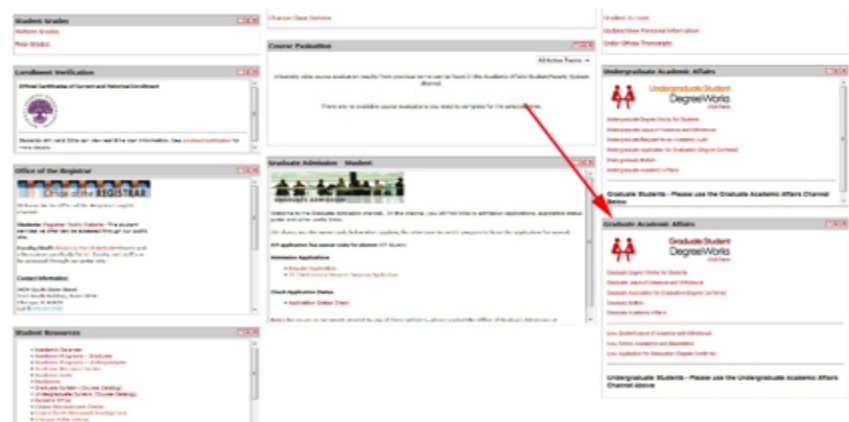
1



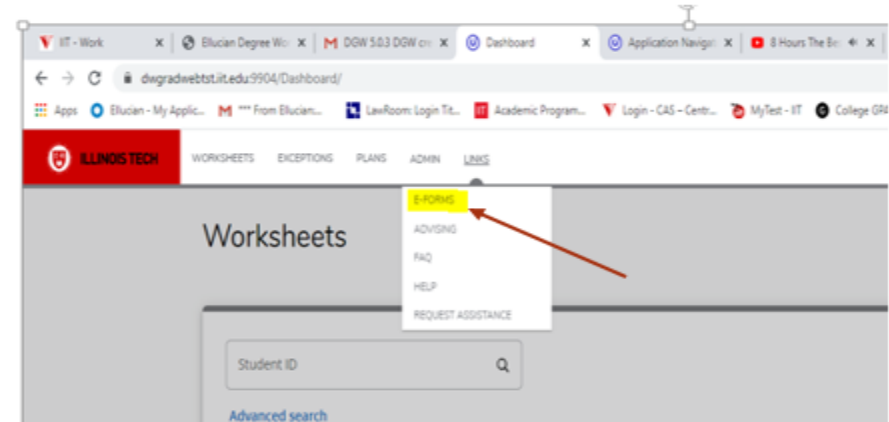
1. From the **MyIIT Portal** select the appropriate link on the left (for your user role).
 - A. Academics link (student) **or**
 - B. Teaching link (faculty) **or**
 - C. Work link (staff), then opt-in to add the Graduate Academic Affairs Channel
2. **Then**, navigate to the **Graduate Academic Affairs** 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**

2



3



DegreeWorks Functions

The screenshot shows the 'Worksheets' page in DegreeWorks. At the top, there is a navigation bar with 'WORKSHEETS', 'PLANS', and 'LINKS'. Below this, the 'Worksheets' title is displayed. A search section contains two input fields: 'Student ID' (with a search icon) and 'Name'. A 'Degree' dropdown menu is set to 'Master of Architecture'. An 'Advanced search' button is visible. Below the search section, a table displays student records with the following data:

| | | | | | | | |
|---------------------------|---------------|------------------------|----------------------|--------------------------------|------------------------------|------------------|-------------------------|
| Level | Graduate | Classification | Graduate Non Doctora | Major | Architecture Advanced Prog 2 | College | College of Architecture |
| Academic Standing | Good Standing | Academic Standing Term | Spring 2020 | GRE Analytical Writing Section | 3.5 | New GRE Verbal C | |
| New GRE Quantitative Code | 153 | New GRE Total Score | 305 | Academic History | MAR-ART2 | Degree Status | Sought |

Top Tabs

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

DegreeWorks Functions, Continued

1 2 3

The screenshot displays the DegreeWorks interface. At the top right, there are three sub-tabs labeled 1, 2, and 3. Below these are icons for a printer, an envelope, and a vertical ellipsis. The main content area shows a form with two input fields: 'Name' (redacted with a black box) and 'Degree' (Professional Master). Below the form, there are several data points: Major: Cyber Forensics and Security; College: School of Applied Technology; Advisor: Ryan Nelson; Academic Standing Term: Spring 2020; GRE Analytical Writing Section: 3.0; New GRE Verbal Code: 142; Academic History: MAS-ITM-1, MAS-CYF; Degree Status: Sought, Sought.

Sub-tabs (top right of screen)

1 - **Printer** – prints audit

2 - **Envelope** – emails adviser

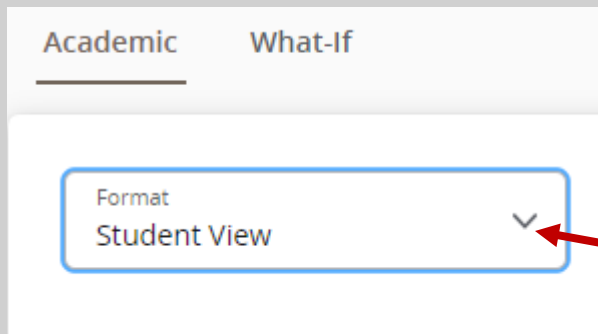
3 - **Vertical Ellipsis** opens:

- GPA Calculator
- Course history

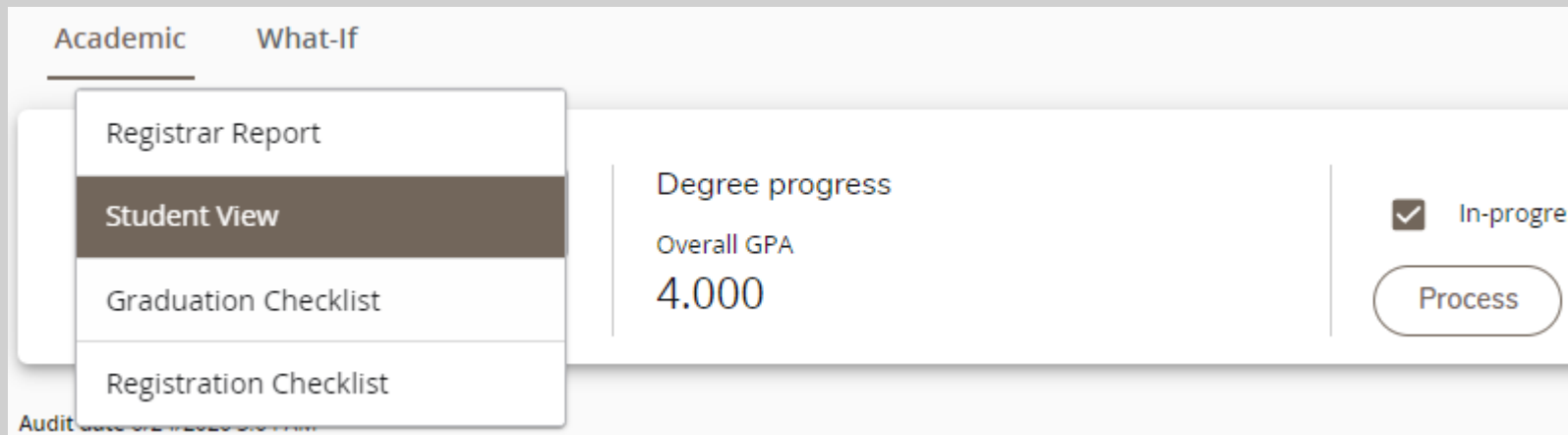
Views

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.

The screenshot displays a student portal interface. At the top, two tabs labeled "Academic" and "What-If" are circled in red. Below the tabs, there is a section with a "Format" dropdown menu set to "Student View". To the right, the "Degree progress" section shows an "Overall GPA" of 3.777. Further right, there are two checked checkboxes for "In-progress courses" and "Preregistered courses", and a "Process" button. At the bottom left, the "Audit date" is 7/8/2020 3:28 PM. At the bottom right, there is a "Collapse all" link with an upward arrow. The main content area shows "Professional Master's Degree MAS" with a red "INCOMPLETE" status tag.

What-If

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

The screenshot shows the 'What-If Analysis' form with the following elements:

- What-If Analysis** (Title)
- Use current curriculum
- Program** section with dropdowns for:
 - Catalog year *
 - Program *
 - Level *
 - Degree *
- Areas of study** section with dropdowns for:
 - Major *
 - Concentration
- Additional areas of study** section with dropdowns for:
 - Major (0/155)
 - Minor (0/194)
 - Concentration (0/144)
 - Program (0/137)
- Future courses** section with input fields for:
 - Subject
 - Number
 - Add button
- Checkboxes for In-progress courses and Preregistered courses
- Process** and **Reset** buttons

Red arrows point to the 'Use current curriculum' checkbox, the 'Program' dropdown, the 'Program *' dropdown, the 'Process' button, and the 'Add' button.

***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.

Notes

| Status | Description | Created on | Created by |
|--------|---|------------|--------------|
| | Concentration requirements are not met. | 07/09/2020 | Nelson, Ryan |

Legend

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

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**

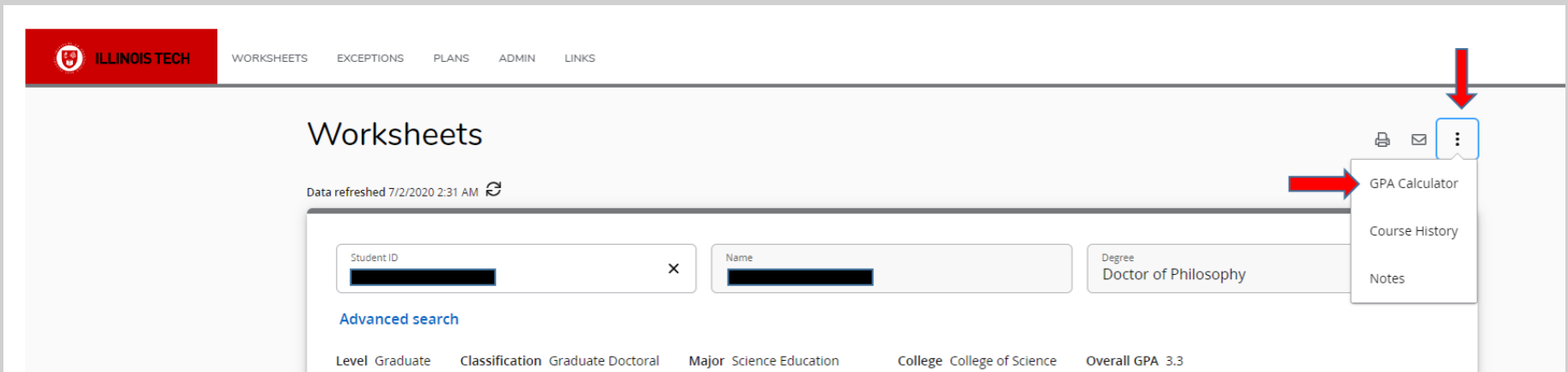


Legend

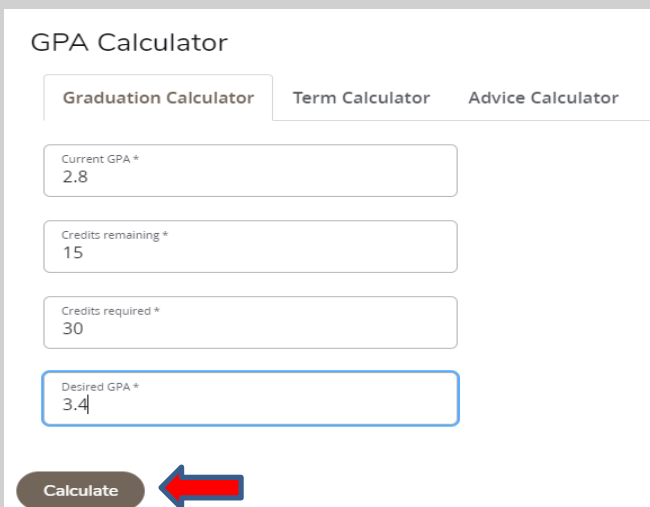
-  Complete  Not complete  Complete except for courses in-progress  Nearly complete - see advisor  Prerequisite @ Any course number

GPA Calculator

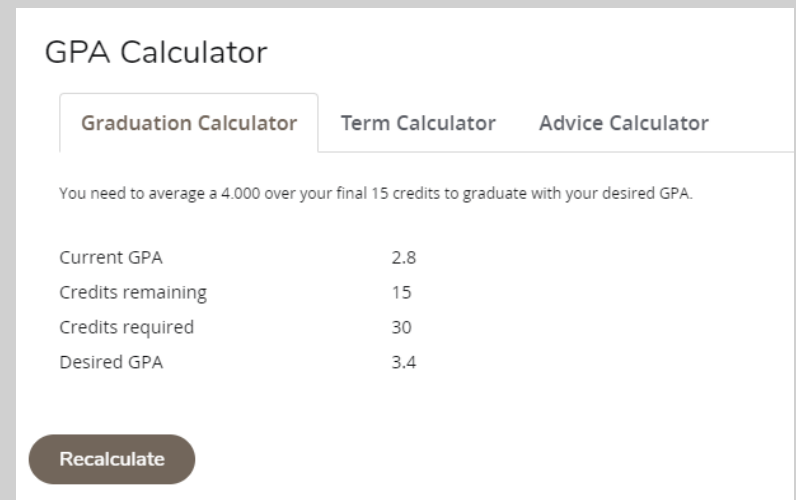
- May be useful to see what grade students would need in order to achieve a certain GPA



The screenshot shows the top navigation bar of the Illinois Tech website with the logo and links for WORKSHEETS, EXCEPTIONS, PLANS, ADMIN, and LINKS. Below this is the 'Worksheets' section, which includes a data refresh timestamp and a search filter. The search filter has three input fields: 'Student ID', 'Name', and 'Degree'. The 'Degree' field is set to 'Doctor of Philosophy'. A dropdown menu is open on the right side of the search filter, with a red arrow pointing to it from above. The menu contains three options: 'GPA Calculator', 'Course History', and 'Notes'. A red arrow also points to the 'GPA Calculator' option.



The screenshot shows the 'GPA Calculator' interface with three tabs: 'Graduation Calculator', 'Term Calculator', and 'Advice Calculator'. The 'Graduation Calculator' tab is selected. It contains four input fields: 'Current GPA *' with the value 2.8, 'Credits remaining *' with the value 15, 'Credits required *' with the value 30, and 'Desired GPA *' with the value 3.4. A red arrow points to the 'Calculate' button at the bottom left.

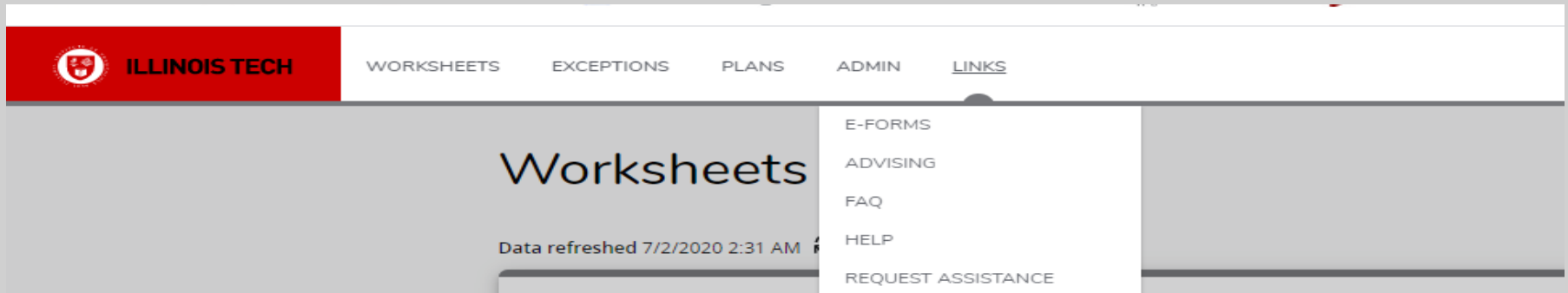


The screenshot shows the 'GPA Calculator' interface with the same three tabs. The 'Graduation Calculator' tab is selected. Below the tabs, there is a message: 'You need to average a 4.000 over your final 15 credits to graduate with your desired GPA.' Below this message is a table with the following data:

| | |
|-------------------|-----|
| Current GPA | 2.8 |
| Credits remaining | 15 |
| Credits required | 30 |
| Desired GPA | 3.4 |

At the bottom of the interface is a 'Recalculate' button.

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

eForms Main Page

[Home](#) | [Change Role](#) | [Request Assistance](#) | [User Guide](#)

i 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

Change of Adviser

Current Adviser: Gopal, Gurram

New Adviser:* --Select New Adviser--
--Select New Adviser--
Caltagirone, John A.
Davis, Blake M
Goldman, Elliot
Houser, Pamela
Jain, Jagjit
Maurer, William M
Safar, Mazin
Shields, Herbert C.
Spoor, Cynthia A.

Comments:*

Save Save and Submit

- Current adviser already appears.
- Select new adviser within your department.
- Comments are required.

Change of Degree Example

New request

Department: Computer Science

Degree:* MAS Master

Major:* CS Computer Science

Concentration:*
 Business
 Computation Intelligence
 Cyber-Physical Systems
 Data Analytics
 Distributed and Cloud Computing
 Database Systems
 Education
 Finance
 Information Security and Assurance
 Networking and Communications
 Software Engineering

Completing Thesis:* Not Applicable

Program:* MAS-CS-1

Student Adviser: Korel, Bogdan

Comments:*
I would like to add a business concentration.

- 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

No External Transfer Requests

[Add New External Transfer Request](#)

Internal Transfer (Interdisciplinary)

No Internal Transfer Requests

[Add New Internal Transfer Request](#)

Course Substitution

No Course Substitution Requests

[Add New Course Substitution Request](#)

Comments:*

[Save](#) [Save and Submit](#)

External Transfer Credits

| | |
|---|---|
| Transfer Course ID:* | <input type="text" value="CS430"/> |
| Transfer Institution Course Title:* | <input type="text" value="Introduction to Algorithms"/> |
| Credits:* | <input type="text" value="3"/> |
| Transfer Institution:* | <input type="text" value="University of Illinois, Chicago"/> |
| Term Type:* | <input type="text" value="Semester"/> |
| Year:* | <input type="text" value="2016"/> |
| Grade:* | <input type="text" value="A"/> |
| IIT Equivalent Department:* | <input type="text" value="Computer Science"/> |
| Course at IIT:* | <input type="text" value="CS430-Introduction to Algorithms"/> |
| Credits:* | <input type="text" value="3"/> |
| <input type="button" value="Add"/> <input type="button" value="Clear"/> | |

- 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

| | |
|---|---|
| Transfer From Department:* | FDSN-Food Science And Nutrition ▼ |
| Transfer Course:* | FDSN501-Nutrition, Metabolism & Health ▼ |
| Credits:* | 3 |
| Was this course completed in a prior Illinois Tech undergraduate degree as excess credit* | <input type="radio"/> Yes <input checked="" type="radio"/> No |
| Year (if completed): | 2017 ▼ |
| Grade (if earned):* | A ▼ |
| Transfer To Department:* | BIOL-Biology ▼ |
| Course Required:* | BIOL597-Special Problems ▼ |
| Credits:* | 1 |
| <input type="button" value="Add"/> <input type="button" value="Clear"/> | |

- 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:*

Credits:*

Course Required:*

Credits:*

Questions / Concerns / Feedback?

Graduate Academic Affairs

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