

**ILLINOIS INSTITUTE OF TECHNOLOGY**  
**GRADUATE ACADEMIC AFFAIRS**  
**SEQUENCE OF EVENTS FOR FALL 2023**

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	
						<b>Fall 23</b>
1	Last day to request course substitutions or a change of program, if a degree candidate for Spring. (Add/Drop)	<b>Graduate Degree Works (eForms)</b>		X	X	<b>Sep 2</b>
2	Last date to submit Application for Graduation in Banner Self-Service/MyIIT portal.	<b>Online</b>	X	X	X	<b>Sep 11</b>
3	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	X	<b>Sep 11</b>
4	Mandatory Thesis Preparation Meeting (HYBRID). Attendance will be taken; email for any exceptions: <a href="mailto:jharmon4@iit.edu">jharmon4@iit.edu</a> .	<b>Automated Notice</b>		X	X	<b>Sep 20</b>
5	Last day to <b>SCHEDULE</b> FIRST Thesis Review.	<a href="mailto:aa@iit.edu">aa@iit.edu</a>		X	X	<b>Sep 22</b>
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	<b>Oct 2</b>
7	Last day to <b>SCHEDULE</b> SECOND Thesis Review.			X	X	<b>Oct 6</b>
8	Last day to <b>MEET</b> for FIRST Thesis Review.			X	X	<b>Oct 13</b>
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>	<b>Oct 30</b>
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	<b>Oct 30</b>
11	Last day to <b>MEET</b> for SECOND Thesis Review.			X	X	<b>Oct 30</b>
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	<b>Oct 30</b>
13	Last day to <b>SCHEDULE</b> FINAL Thesis Review.			X	X	<b>Oct 30</b>
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>	<b>Nov 13</b>
15	Last day to <b>MEET</b> for FINAL Thesis Review.			X	X	<b>Nov 14</b>
16	Last date for student to have obtained all signatures of Thesis Review committee members and department chairperson.	<b>G501</b>		X	X	<b>Nov 21</b>
17	Last day to pay thesis binding fee and obtain receipt.	<b>Online Payment</b>		X	X	<b>Nov 21</b>
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	<b>Nov 21</b>