All degree-seeking graduate students must file a G401 Program of Study Form before completing nine (9) credit hours of graduate study. This form is used to identify the courses that the student must complete to earn their graduate degree.

**Each student’s program of study should be customized to best serve individual career objectives.** All students should consult with their advisor before completing the 401 Form. If an industrial specialization is desired, those courses should be identified on the 401 Form and the “concentration” declared when completing the 401 Form. Complete details on the various industrial specializations available within the MITO program are posted on the INTM website at www.intm.iit.edu.

**MITO degree requirements:** MITO students must complete a minimum of 18 semester hours of INTM graduate (500-level) courses. Up to 12 semester hours of senior (400-level) courses can be taken as part of the degree (expanding elective options). Students may complete up to 12 semester hours of courses offered by other IIT departments, but the student must be suitably qualified and obtain permission from their adviser and the course instructor(s) prior to registration.

To access the 401 system, go to http://gradweb.iit.edu/NewLogin401406/NewLogin.aspx or utilize the link on the Graduate Academic Affairs website (www.iit.edu/graduate_college/academic_affairs/) under ‘Current Forms for Students’. Login requires input of the student’s email username and password.

The 401 Form is broken into sections. Students pursuing the Master of Industrial Technology and Operations (MITO) generally utilize three sections. **Transfer Courses** is for transferring credit to IIT from another university. [Note: A maximum of 9 credit hours that have not been applied toward any earned degree may be transferred to IIT. Only graduate-level courses graded “B” or better are acceptable for transfer and must be reviewed by the student’s advisor PRIOR to declaration on the 401 form.] **Completed Courses** identifies courses already completed at IIT. **Future Courses** is for listing both current and future courses to be completed. Combined, the total credits required for the degree should equal 30.

An existing 401 Program of Study Form may be updated at any time after the initial form is approved. In general, students update their 401 Form when starting into their last semester at IIT to confirm all courses taken are accurately reflected on their 401 Form, as an accurate 401 Form is required for graduation.

Please contact the INTM office with any questions or to consult with your advisor. Thank you!