Ph.D. Comprehensive Exam Committee and Scheduling of the Exam

G301A

Office of Academic Affairs
Graduate College
Illinois Institute of Technology
10 W. 35th St., Suite 7D7-1
Chicago, IL 60616
gradcoll@iit.edu

Please type or print.

1. Student must arrange committee with his/her academic adviser by the end of the third week of classes.
2. The form with committee member names and exam date must be submitted to the Graduate Office of Academic Affairs (GAA) **no later than two weeks prior to the exam date.**
3. Approved copies of G309 will be mailed to all parties by GAA.
4. Exam results (submitted on Form G309) are due to GAA within 72 hours of the exam time/date.
5. Exam results must be received by GAA no later than one week prior to the last day of classes/lectures.

   I have personally contacted each member of the committee who has agreed to serve at the time and place indicated; this will be the first or second time (highlight one) I am taking the examination.

_____ _____ _____ _____
Student's Last Name   First Name   Student's Signature   Date

_____ _____ _____
Email   Student CWID   Major

- How to insert an electronic signature in a PDF document(Click here).
- Be certain to download the PDF first and save it with the details specific to you in the form name, then reopen it on Adobe reader to complete the form.

I recommend that the following committee be appointed by the Dean of the Graduate College:

Department Chairman Signature _____ Date _____

	Committee Names (print or type)	Department or Address
Committee Chairman	_____	_____
	_____	_____
	_____	_____
	_____	_____
Outside Member (from IIT, mandatory)	_____	_____
External Member (non-IIT, optional)	_____	_____

Exam must be conducted in sufficient time to meet all deadlines as stated above.

Ph.D. Comprehensive Examination Schedule	Date	Time	Room - Building
	_____	_____	_____

The above named committee is hereby appointed by the Dean of the Graduate College to conduct the above examination(s) at the assigned time(s):

Dean of Graduate College Signature _____ Date _____