

Thesis or Dissertation Committee Scheduling of Final Oral Exam

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

G301B

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 or review.

- **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.**

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

Email _____ Student CWID _____ Major _____

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

For master's candidates, each committee requires a minimum of 2 internal department committee members. Each member must be Tenured or Tenure-Track.

For doctoral candidates, each committee requires a minimum of 3 internal department committee members and 1 external department committee member. Each member must be Tenured or Tenure-Track.

Department Chairman Signature _____ Date _____

Committee Names (print or type) _____ Department _____

Committee Chairman
Home department
Interdisciplinary department
(Check one)

_____	_____	_____
_____	_____	_____
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_____	_____	_____
_____	_____	_____

Outside Member (from IIT, mandatory) _____

External Member (non-IIT, optional) _____

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

Final Oral Exam Schedule

_____ Date _____ Time _____ Room - Building _____

Proposed Dissertation Title: _____

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

Graduate College Signature _____ Date _____