

G301B

Office of Academic Affairs
Graduate College
Illinois Institute of Technology
110 Main Building
Chicago, IL 60616

Ph.D. Thesis Committee Final Oral Exam Scheduling

Please type or print. Only one original is required.

1. Student must arrange committee with his/her academic advisor by the third week of classes.
2. The form with committee member names and exam date must be submitted to the Office of Academic Affairs no later than two weeks prior to the exam date.
3. Approved copies will be mailed to all parties by the Office of Academic Affairs.
4. Exam results (Form 309) are due to the Office of Academic Affairs within 72 hours of the exam time/date. Exam results must be submitted to the Office of Academic Affairs by the academic advisor on Exam Results Form 309.
5. Exam results must be received by the Office of Academic Affairs 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 (circle one) I am taking the examination or review.

Student's Last Name

First Name

Address

City

State

Zip

Student's Signature

Date

Email

Student ID/CWID

Major

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.

Final Oral Exam Schedule

Date

Time

Room - Building

Title of Dissertation _____

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 _____