

Master's Thesis, Project Review, or Comprehensive Exam - Scheduling of Committee and Exam G300

Office of Academic Affairs
Illinois Institute of Technology
10 W. 35th St., 2nd Floor
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 G303 will be mailed to all parties by GAA.
4. Exam or review results (submitted on Form G303) are due to GAA within 72 hours of the exam or review time/date.
5. Exam or review 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 (circle 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.](#)

Exam Type (check one): Final thesis defense Project Review Comprehensive Exam

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

Email Student CWID Major

I recommend that the following committee be appointed by Academic Affairs:

Each committee requires a minimum of 2 internal department committee members, and 1 external department committee member is optional. Each member must be Tenured or Tenure-Track.

Department Chair Signature _____ Date _____

Committee Names (print or type) Department

Committee Chair
Home Department _____
Interdisciplinary Department _____
(Check one)

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

Final examination or review schedule
_____ _____ _____
Date Time Room - Building

Proposed Thesis Title: _____

The above named committee is hereby appointed by Academic Affairs to conduct the above examination(s) or review(s) at the assigned time(s):

Academic Affairs Signature _____ Date _____