

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

Office of Academic Affairs
Illinois Institute of Technology
10 W. 35th St., 2nd Floor
Chicago, IL 60616
gradcoll@iit.edu

G301A

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 Academic Affairs:

Department Chair Signature	_____	Date	_____
	Committee Names (print or type)		Department or Address
Committee Chair	_____		

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 Academic Affairs to conduct the above examination(s) at the assigned time(s):

Academic Affairs Signature _____ Date _____