

# Thesis or Dissertation Committee Scheduling of Final Oral Exam

Office of Academic Affairs  
Illinois Institute of Technology  
10 W. 35th St., 2nd Floor  
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 Academic Affairs:

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 Chair Signature \_\_\_\_\_ Date \_\_\_\_\_

Committee Names (print or type)

Department

Committee Chair  
Home department  
Interdisciplinary department  
(Check one)

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

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

Academic Affairs Signature \_\_\_\_\_

Date \_\_\_\_\_