



Civil and
Environmental
Engineering

General Exam :: Part 2 Scheduling Form Form Completion Instructions

1. Student downloads form.
2. After completion of form, student obtains the signatures of those who have agreed to serve on your evaluation committee. We recommend using <http://docusign.com> to obtain all signatures. Instructional video to be found at <http://cee.mit.edu/resources>
3. Student submits completed form through Jot Form at <https://cee.mit.edu/resources/>



General Exam :: Part 2 Scheduling Form

Part 2 of the General Exam must be completed by the end of the fourth academic term. In most cases, this exam occurs in April or May of Academic Year 2. Students should consult their research advisors when choosing the members of the evaluation committee. Although not required, in most cases, this committee will continue on to become your doctoral thesis committee.

The evaluation committee for Part 2 consists of a minimum of three faculty or research staff within the student’s core area. If appropriate, one member can be drawn from outside CEE. In many cases, this group will become the Doctoral Thesis Committee. The chair of the evaluation committee must be within CEE and cannot be the faculty advisor. Below, please fill in the names of the committee members and the date for which the exam is scheduled. The Graduate Program Committee will assign the Outside Committee Member.

Submitted by:

Student Name	Date
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Committee Members

Signature, Chair	Print Name
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Signature, Faculty Advisor and Committee Member	Print Name
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Signature, Committee Member	Print Name
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Outside Committee Member Assignment: _____
(To be assigned by the Graduate Officer)

Projected Date of Part 2 Exam: _____
(Please do not schedule an exact date until your outside committee member has been assigned.)