

# PH.D. ORAL FIELDS SCHEDULING FORM

NAME \_\_\_\_\_

PHONE \_\_\_\_\_ E-MAIL \_\_\_\_\_

DATE AND HOUR OF EXAM \_\_\_\_\_

EXAMINERS

FIELD TITLES

_____	_____
_____	_____
_____	_____

I CERTIFY THAT THIS STUDENT IS PREPARED TO TAKE THE FIELD EXAMS.

\_\_\_\_\_  
SIGNATURE OF ORALS CHAIR

\_\_\_\_\_  
DATE

(An email approval will also serve as a signature.)

Please email your three field bibliographies or reading lists to [srusnak@uchicago.edu](mailto:srusnak@uchicago.edu). Your lists are made available to students who will be taking fields after you, for instruction and guidance. This is a voluntary program, but greatly encouraged.

## STUDENT INSTRUCTIONS FOR SCHEDULING THE ORAL FIELDS HEARING

1. Please email [Sonja Rusnak](mailto:srusnak@uchicago.edu), graduate affairs administrator, before scheduling the hearing, to check for outstanding requirements. Incomplete grades from previous terms must be recorded before the hearing. You can now contact your fields committee to arrange the date.
2. Please take this opportunity to be sure that your contact information is current at <http://cmore.uchicago.edu>. The department relies on this information to keep in touch with you.
3. All three examiners must be present for the hearing to occur. You can in exceptional circumstances (such as a faculty member on leave) take one of the three fields as a written exam with the approval of the faculty member involved. A written field must be graded before the orals can take place; see [David Goodwine](#) at least a month prior to the expected date to arrange details.

Please provide contact information for the absent examiner:

Name: \_\_\_\_\_

Affiliation/ Address: \_\_\_\_\_

Phone Fax: \_\_\_\_\_

Email: \_\_\_\_\_

4. At least **two weeks** before the hearing: Return this accompanied by your fields list to [David](#); he will send a reminder of the date to your fields committee.

### FOR OFFICE USE ONLY

Has candidate completed all prerequisites? \_\_\_\_\_ REQs outstanding \_\_\_\_\_

Room assigned \_\_\_\_\_

Final notice sent (date) \_\_\_\_\_ (by) \_\_\_\_\_