



Appointment to Student's Committee

Refer to program handbook and Graduate School handbook for minimum requirements.

Student Name: _____ Student ID #: _____

MS Thesis PhD Dissertation Program: _____

I understand and take responsibility for carrying out the obligations of serving on the above student's committee. The duties of the chairperson are to:

- *Set appropriate deadlines for submission of preliminary and final sections of the thesis/dissertation;*
- *Notify all committee members and the candidate when review of the thesis/dissertation is complete;*
- *Make arrangements for the defense of the thesis/dissertation, notifying the Graduate Studies Office at least two weeks in advance.*

All committee members agree to advise the student in execution and adherence to timelines of the thesis/dissertation, review the written thesis/dissertation, make comments/corrections in a timely manner, and plan and conduct the defense.

Committee Chairperson Name (Print) Department Approval (Email or Signature)

Committee Member Name (Print) Department Approval (Email or Signature)

Committee Member Name (Print) Department Approval (Email or Signature)

Committee Member Name (Print) Department Approval (Email or Signature)

*Outside Committee Member Name (Print) Department/Affiliation Approval (Email or Signature)

*Outside Committee Member Name (Print) Department/Affiliation Approval (Email or Signature)

To be completed by the Program Director upon review and approval.

Signature Date

