



Appointment to Student's Committee

Refer to program handbook and Graduate School 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)
-------------------------------	------------	-------------------------------

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

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

*Outside Committee Member Address	City	State	Zip
-----------------------------------	------	-------	-----

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



Signature	Date
-----------	------