

1. PURPOSE

The purpose of this policy is to provide a procedure whereby highly qualified individuals not employed by SHSU may serve on SHSU thesis and dissertation committees. This will enable our students and faculty to interact with prominent individuals in the appropriate topic area.

2. GENERAL

2.01 Only one external member may be permitted to serve on each thesis or dissertation committee. This individual may serve as a non-chair or co-chair member. A request must be submitted by the chair of the thesis or dissertation committee. The form for such a request may be accessed from the Office of Graduate Studies' website. Exceptions must be approved by the academic dean, the Dean of Graduate Studies, and the Provost and Vice President for Academic Affairs.

2.02 If an approved external member is located at a distance from the SHSU campus which would make his/her presence at thesis/dissertation committee meetings or a defense impracticable, such meetings or defense may be accomplished by a conference call or other appropriate electronic media.

2.03 An approved external member will be bound by all pertinent rules, regulations and procedures pertaining to the preparation and approval of theses and dissertations at SHSU.

3. QUALIFICATIONS

3.01 It is expected that an external member should meet at least one of the following:

- a. be a member of the graduate faculty of his/her institution;
- b. generally teach courses at the level of the degree the student writing the thesis or dissertation is pursuing;

or

- c. possess pertinent credentials and/or expertise in the topic area sufficient to satisfy the respective committee chairs, directors of doctoral programs if appropriate, department chair(s), academic dean, and graduate dean.

APPROVED: /signed/
James F. Gaertner, President

DATE: 8/31/09

CERTIFICATION STATEMENT

This academic policy statement (APS) has been approved by the reviewer(s) listed below and represents Sam Houston State University's Division of Academic Affairs' APS from the date of this document until superseded.

Original Date: June 1, 1995

Review Cycle: June, ONY*

Reviewer(s): Graduate Council
Council of Academic Deans
Academic Policy Council

Review Date: June 1, 2011

Approved: /signed/
David E. Payne
Provost and Vice President
for Academic Affairs

Date: 8/31/09

*ONY = Odd Numbered Year