

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.

2. GENERAL

2.01 Only one (1) external member may serve on each thesis or dissertation committee. This individual may serve as a committee member or committee co-chair. A request for an external member must be submitted by the chair of the thesis or dissertation committee. The form for such a request may be accessed from The Graduate and Professional School website. Exceptions to committee membership and chair designations must be approved by the academic dean, the Dean of Graduate Studies, and the Provost and Sr. Vice President for Academic Affairs.

2.02 If an approved external member is located at a distance from the SHSU campus making physical presence at thesis/dissertation committee meetings or a defense impracticable, such meetings or defense may be accomplished using video conferencing platforms.

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

It is expected that an external member should meet at least one (1) of the following:

- a. be a member of the graduate faculty of their institution;
- b. generally teach courses at the level of the degree being pursued; or
- c. possess pertinent credentials and/or expertise in the topic area sufficient to satisfy the respective committee chairs, directors of graduate programs if appropriate, department chair(s), academic dean, and graduate dean.

APPROVED: \_\_\_\_\_ <signed>  
Alisa White, Ph.D., President

DATE: \_\_\_\_\_ 5/24/2023

**CERTIFICATION STATEMENT**

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listed below and represents SHSU's Division of Academic Affairs' policy from the date of this document until superseded.

Original: June 1, 1995  
Reviewer(s): Academic Affairs Council

Review Cycle: Five years\*  
Review Date: Fall 2027

Approved: \_\_\_\_\_ <signed>  
Michael T. Stephenson, Ph.D.,  
Provost and Sr. Vice President  
for Academic Affairs

Date: \_\_\_\_\_ 5/9/2023

\*Effective January 2018, Academic Policy Statements will be reviewed on a rotating 5-year schedule. To transition to a distributed review load, some policies may be reviewed prior to the 5-year timeframe, with subsequent reviews transitioning to the 5-year schedule.