

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 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 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 Office of Graduate Studies' website. Exceptions to committee membership and chair designations 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

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 being pursued; or

