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
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 >
Dana G. Hoyt, President

DATE: 1/29/18

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listed below and represents SHSU’s Division of Academic Affairs’ policy from the date of this document until superseded.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  Review Cycle: Five years*
Reviewer(s): Council of Academic Deans  Review Date: Fall 2022
Faculty Senate
Academic Affairs Council

Approved: < signed >  Date: 1/29/18
Richard Eglsaer
Provost and Vice President
for Academic Affairs

*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.