**MTS Request for an**



**Outside Committee Member**

**Registration Services**

847.866.3905 | registrar@garrett.edu | 2121 Sheridan Road | Evanston, Illinois 60201 | www.garrett.edu

Directions: When a student wishes to invite a faculty outside G-ETS to participate in reviewing their thesis, the top portion of this form should be filled out by the student and the outside faculty. Once both sign the form (a digital signature, email from an .edu address will work) then return it to the registrar’s office, it will then be forwarded to the Academic Dean’s office for approval.

**Student Section:**

|  |  |  |  |
| --- | --- | --- | --- |
| Student’s name: |  | Student ID #: |  |

|  |  |
| --- | --- |
| Thesis Title: |  |

**Guest Faculty Section:**

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | Institution: |  |
| PhD from: |  | Field: |  |
| E-mail: |  | Phone: |  |
| How do you plan on participating with the committee? | | In person;  Phone;  Digital | |
| Address where contract and payment should be sent: | |  | |

**Signatures:**

|  |  |  |  |
| --- | --- | --- | --- |
| Student: |  | Date: |  |
| Outside Faculty: |  | Date: |  |
| Student’s Advisor: |  | Date: |  |
| Approval of Academic Dean: |  | Date: |  |

Typing name in signature field and sending from .edu e-mail address constitutes signature.

CC: academic dean’s office