**Request for an Outside Exam or**

**Dissertation Committee Member**

**Registration Services**

 847.866.3905 | registrar@garrett.edu | 2121 Sheridan Road | Evanston, Illinois 60201 | 800.SEMINARY| www.garrett.edu

Directions: When a student wishes to invite a faculty outside G-ETS the top portion of this form should be filled out by the student, and then the student and the outside faculty should sign the form and return it to the registrar’s office. It will then be forwarded to the PhD director for approval.

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| Student’s name: |      |  |  |

**Guest Instructor Please Complete:**

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| --- | --- | --- | --- |
| Name: |       | Institution: |       |
| PhD from: |       | Field: |       |
| E-mail: |       | Phone: |       |
| How do you plan on participating with the committee? | [ ]  In person [ ]  Conference Call [ ]  Skype |
| Skype username: |            |
| Address where contract and payment should be sent: |            |

Committee: ­­­­­­­­­­ (check one) [ ]  Exam Committee

[ ]  Dissertation Committee

|  |  |
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| Exam Title: |       |
| Dissertation Title: |       |

Signatures:

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

|  |  |  |  |
| --- | --- | --- | --- |
| Student: |       | Date: |       |
| Outside Faculty: |       | Date: |       |
| Approval of PhD director: |       | Date: |       |

CC: academic dean’s office