

Thesis/Dissertation External Committee Appointment Workflow

00 Student Submits the Thesis/Dissertation Committee Appointment Form on Banner

Regardless of whether the student has an external committee member or does not, the process begins when the student accesses the general Thesis/Dissertation Committee Appointment Form on Banner and selects the correct recipients for their committee and program.

The student includes the external committee members by checking the “External Committee Member” box, and includes their contact information as prompted.

01 Student Reaches Out to External Committee Members to Complete External Committee Member Appointment Form

The student fills out and signs the top of the PDF form and then reaches out to external members for their signatures.

External committee members can either all sign on one form, or each individually sign their own form. Either will be accepted.

02 Student Sends External Committee Member Appointment Form to Committee Chair for Approval

Once the external committee members have signed the form (or forms), the student will send the form(s) to their committee chair for their approval.

03 Committee Chair Approves the External Committee Member and Signs the External Committee Member Appointment Form

The committee chair makes sure that the external committee members meet the program’s expectations for external committee members and signs the form if so.

04 Committee Chair Emails the External Committee Member Appointment Form to the School of Graduate Studies

Once the committee chair has signed the form, they email the form to the School of Graduate studies (graduateresearch@rowan.edu) for the final signature.

05 Committee Members Are Approved by All Recipients of the Banner Form

Each member of the committee approves the Banner form once it is routed to them. External members are approved by the School of Graduate Studies by referencing the completed External Committee Member Appointment Form.

The program coordinator, department chair or head, and academic dean give their approval for the committee in the Banner form, including making sure that external committee members meet the expectations of the program.