

## External Reader Appointment Form

Student's Name: \_\_\_\_\_

Student's Address: \_\_\_\_\_  
\_\_\_\_\_

Phone # \_\_\_\_\_ E-mail \_\_\_\_\_

Program/Track: \_\_\_\_\_

External Reader's Name: \_\_\_\_\_

External Reader's Address: \_\_\_\_\_  
\_\_\_\_\_

Phone # \_\_\_\_\_ E-mail \_\_\_\_\_

I have a prior relationship to the External Reader candidate: Yes  No  If yes, describe relationship below and discuss with Chair:

\_\_\_\_\_

\_\_\_\_\_  
*Student's Signature*

\_\_\_\_\_  
*Date*

I certify that my name, typed on the line above, is my authorized signature for this document.

\_\_\_\_\_  
*Chair's Signature*

\_\_\_\_\_  
*Date*

I certify that my name, typed on the line above, is my authorized signature for this document.

### PROCEDURE

STUDENT: Consult with prospective external reader and after h/she agrees to join the committee, complete form, sign, and submit to chair with two copies of the external reader's CV.

CHAIR: After you approve reader, sign and submit this form along with copy of the CV to Dissertation Office.

DISSERTATION OFFICE: Process form and contract (if applicable). Notify student & external reader of appointment.