

Procedure to have non-regular MSU faculty, academic specialists, and non-MSU individuals serve on graduate student committees: <https://grad.msu.edu/non-regular-faculty-committees>

The following materials must be submitted as a complete packet to the Graduate School:

1. Letter of request from Department Chair/School or Program Director, with supporting signature from the Dean or Graduate Associate Dean of the college, to the Dean of the Graduate School, requesting that the individual serve on any student committee or for a specific student and why the person is appropriate (e.g. special expertise)
2. Letter from the individual summarizing his/her background and qualifications to serve as a member of a graduate student committee.
3. Copy of the individual's vita and e-mail address.
4. Two letters of reference that speak to the individual's qualifications to serve on graduate student committees. One letter may be from an MSU faculty member, **but at least one letter must be from an external source**

**The packet should be sent to the Dean of the Graduate School at:**

Chittenden Hall  
466 W. Circle Drive  
East Lansing, MI 48824-1044.

NOTE: For further information see **Planning a Doctoral Program and Appointment of a Guidance Committee:** <https://reg.msu.edu/AcademicPrograms/Print.asp?Section=394>.

**In general, no more than 1 non-regular faculty member may serve on a Master's committee, and no more than 2 on a doctoral committee.**