



**Graduate and Research  
Affairs**  
*Division of Graduate Affairs*  
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## **Appointment of Thesis/Project Committee Packet Graduate Advisor Checklist (March 2020 expedited approval)**

To accommodate necessary workflow changes during the coronavirus outbreak, each program's Graduate Advisor may oversee and approve all aspects of Master's thesis committee packets. All communication may be conducted by email or phone. No physical signatures are needed for the Graduate Advisor to confirm all necessary information.

Graduate Advisor:

Date:

**Graduate Advisor: Please email this completed form to [gra@sdsu.edu](mailto:gra@sdsu.edu), and cc: the student on the email.**

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Student Name:

Red ID:

Student Email:

Degree Type and Major:

Working Thesis Title:

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As Graduate Advisor, I have confirmed that:

- ☐ For theses in foreign languages, all faculty members are fluent in the language. I have verified student competency in standard written English.
- ☐ For human subjects research, the protocol has been approved by the Institutional Review Board (IRB), or IRB has verified that no approval is necessary.
- ☐ For research that involves handling or observing vertebrate animals (or tissues), protocol has been approved by IACUC.

The thesis Chair and Student have reached an acceptable agreement for "Rights to Thesis Data and Publication Authorship".  
Please check one:

- ☐ All rights to data and publication authorship belong exclusively to the student.
- ☐ Student and Thesis Committee chair have reached an alternate agreement, which is attached to this email.
- ☐ All committee members agree to serve until the degree is complete.
- ☐ I will notify the student that a completed version of the "normal" paper version of an Appointment of Thesis/Project Committee packet will be required in the future.

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I have approved the following committee members:

Department

Chair

Co-Chair (optional)

Second

Third (outside member)

Additional member (if applicable)

\*\*\* The Petition for Lecturers, Adjuncts, and Outside Experts Without SDSU Affiliation to Serve on Thesis Committees is required for committee member(s) who are not Tenured / Tenure-Track faculty, and who have not received prior authorization for committee service.

Updated 8/19/2020