

APPOINTMENT OF MEMBERS
OF THE EXAMINATION COMMITTEE

(Date)

MEMO TO: Academic Affairs Office
J. B. Speed School of Engineering

FROM: _____
Thesis Director, Department

SUBJECT: Appointment of Members of the Master of Engineering Examination Committee for

(Student Name)

(ID #)

THROUGH: _____
Department Chair

I. CONSTITUENCY OF EXAMINATION COMMITTEE

It is recommended that the following individuals be officially designated as members of the Master of Engineering Examination Committee of subject MEng candidate. Each of these persons has been contacted and has agreed to serve on the Examination Committee.

1. _____ Thesis Director
2. _____ Member
3. _____ Member
4. _____ Member

In addition to the foregoing membership of the Examination Committee, it is requested that the following committee representatives from outside Speed School, each of whom has agreed to serve, be appointed as Members of the Examination Committee:

1. External Member Name _____

(Mailing Address and email address of external member)

2. External Member Name _____

(Mailing Address and email address of external member)

**APPENDIX II
(Continued)**

II. M.ENG. PROJECT DESCRIPTION

A brief description of the proposed MEng project is as follows:

Tentative title of the proposed MEng thesis (10 words or less):

Signature of Thesis Director

III. APPROVAL BY DEPARTMENT CHAIR

The Thesis Director has conferred with me relative to the investigation, thesis topic and committee membership of the indicated student, and I agree with the recommendations

Signature of Department Chair

General Instructions:

The student in collaboration with the Thesis Director should prepare this form: original to the Department Chair, copy retained by the student, copy for Thesis Director's file, copy to each committee member and a copy to Academic Affairs Office.

Full-time students must submit the project description and constituency on the Master of Engineering examination committee according to the specific dates in Appendix I (MEng thesis timeline).

Part-time students must submit the project description and constituency on the Master of Engineering examination committee no later than one calendar year prior to the student's expected date of graduation.