

Dear Dean Darryl Butt,

Graduate student \_\_\_\_\_ is a student studying under the direction of \_\_\_\_\_

We request your permission for the inclusion of the named outside committee member.

This individual is uniquely qualified to serve on this \_\_\_\_\_ committee for the following reasons:

If approved, the supervisory committee for \_\_\_\_\_ would be comprised as outlined below.

Tenure-Line

Home Department

The committee chair has reviewed this request and \_\_\_\_\_ in support of this request.

We thank you for your time and consideration.

Sincerely,

Xiaoyue Cathy Liu, Ph.D., P.E.  
Associate Professor and Director of Graduate Studies