

Month Date, Year

Dear Dean Butt,

I am writing to petition an exception to policy for one proposed member for Student's Full Name (UNID) supervisory committee. We request thesis/dissertation committee approval for Dr. First & Last Name. Dr. Last Name is a title at Name of Institution Affiliation. Student's First Name MS/PhD project will greatly benefit from input from Dr. Last Name, based on their expertise in their field.

(In 3rd Person, the grad student inserts a brief paragraph describing their project, their outside committee person's area of expertise, and how this person will contribute/benefit their supervisory committee.)

If you have any further questions or concerns, please feel free to reach out.

Sincerely,

Dr. Fan-Chi Lin
and Director of Graduate Studies
Department of Geology and Geophysics
University of Utah
Salt Lake City, UT
fan-chi.lin@utah.edu