

Request for Change in Dissertation Committee Membership

Any requests for changes in committee membership should be made only after the student meets with the Department Chair to determine and assess the reasons for the proposed committee change.

This form represents a formal request for a change in Dissertation Committee membership for

candidate's name

Current committee members

chair

Reader

reader

reader

Proposed committee members

chair

reader

reader

reader

Brief description of reasons for proposed change(s) to Dissertation Committee

student signature

date

• Approve • Disapprove _____
dissertation chair date

• Approve • Disapprove _____
Department chair date

After receiving the completed form, the Department Chair will review the candidate's request for a change in committee membership. If approved, the Department Chair will then send an email to the faculty being asked to leave the committee and those being asked to join, requesting that they communicate their agreement to the request via email. If they are not in agreement, they should communicate their disagreement to the Dissertation Chair and the Department Chair. The final decision on the proposed change will be made jointly by the Dissertation Chair and Department Chair.