

Dissertation Committee Request Change Form

This form must be used and completed by students requesting a change to their dissertation committee. Students must complete this form and provide all documentation showing committee engagement. Student can submit this form as the basis for review to determine rationale for committee change.

Submission of the form is not approval/guarantee of committee change.

NOTE: One form should be submitted for each committee member change.

Section 1: Overview of Rationale for Change to Dissertation Committee

- ☐ Feedback (unclear, late, ineffective)
- ☐ Communication
- ☐ Timeliness of feedback/communication
- ☐ Other : _____

NOTES:

1. Differences emerging from the professional academic judgement of the dissertation committee member are not considered valid grounds for a change to dissertation committee.
2. The student acknowledges the importance of Doctoral Demeanor in all communications.

Section 2: Identifying Information

Student's Name: _____

Student's Email: _____

Student's Phone Number: _____

Course Name: _____

Course Start Date: _____

Faculty's Name: _____

Committee Designation (Chair, URM, PV): _____

Multiple Changes Requested: ☐ Yes ☐ No

☐ I acknowledge that a separate form must be submitted for each Committee Member.

Name Release (type name to acknowledge name release):

Section 3: Explanation, Evidence, and Details

Please detail explanation, evidence, and details. Supporting documentation (e.g., screenshots, feedback examples, dissertation drafts):

File Name	Explanation	Rationale for Including as Supporting Documentation

Section 4: Evidence of Communication with Faculty

Students must show that they have: 1. connected with their committee member to ask questions about concerns and 2. have made an attempt to meet to resolve concerns, before proceeding with this request. This can be done by attaching emails, Teams communication, or meeting recaps.

Please ensure that you are including faculty's responses.

Please add attachments to the email being sent back to Student Services.

Section 5: Student submits completed form to Student Services

1. A full review of request may take two to three weeks.
2. The student may be asked for additional information.
3. The student may receive communication from a Doctoral Faculty Manager or Assistant Dean.