

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 inform their dissertation committee member(s) of requested change. After a response is received, the student can submit this form as the basis for an Administrative Dissertation Committee Change Request.

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

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

Student must communicate with faculty in the classroom, Teams, and/or via email. A copy of this communication is required for submission of this form.

Add communication here: The communication should receive a brief description of the reason for the request for Dissertation Committee Member change: (e.g., *I am contacting you about my feedback...and my request to change Dissertation Committee Members.*)

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.
4. Student needs to advise the committee member of their intent to request a change, with the understanding that the request may not be granted.