

Policy for Replacement of M.S./ Ph.D. Supervisory Committee Chair & Members

After the completion and approval of a Ph.D. /M.S. candidacy form, the student may change the supervisory committee chair of the committee under special circumstances. The following procedure shall be used:

A) Change Supervisory Committee Chair

1. Student should initiate a meeting with his department chair to explore the potential change of the supervisory committee chair.
2. The department chair will assess the circumstances including the student's prior financial support and advises the student pertaining to the advisor change.
3. Student should write a letter explaining the circumstances and the reason(s) for such an alteration. The current and new committee members shall be given a copy of the letter.
4. The change may need to be reviewed and approved by the departmental academic committee according to the internal department policy. Routine request to change the advisor (e.g. new research direction only) may not be approved, unless the change resulted from unavailability of the advisor.
5. Potential new supervisory committee chair should agree to serve.
6. A new PhD candidacy form is required to complete the change.
7. The policy described herein will be effective beginning of fall 2005 Semester.

B) Change of a Committee Member

1. Student in consultation with his advisor may request the change of a committee member under special circumstances.
2. Student shall write a letter requesting such an alteration. The current and new member shall be informed about such a change.
3. The change may need to be reviewed and approved by the departmental academic committee according to the internal department policy.
4. Potential new committee member should agree to serve.
5. A new candidacy form is required to change a committee member
6. The policy described herein will be effective beginning of fall 2005 Semester.