



Request to Change Committee Member(s) (PhD)

There are times during a PhD degree when a change in committee member(s) is needed. Students and faculty should feel comfortable to suggest a change in committee member when the change will best support the student's progress towards the degree. To change a committee member, please follow this process: The student wishing to change committee member should have a meeting with the supervisor to discuss reasons for the change and possible alternatives. If the student and supervisor decide that a change in committee member is necessary, the student should then contact the current and new committee members as appropriate. Communication with the new or current committee members can be conducted over phone or email. If needed, the student and supervisor may consult with the Graduate Program Director on the change. A committee member may also put forth a request to no longer serve on a committee. In such cases, the committee member should contact the supervisor and student and may consult with the GPD on the change. For resources for conflict resolution, please contact the Ombudsperson: https://www.mcgill.ca/ombudsperson/ombudsperson. Please note that by signing this form, it is understood that you are in agreement with the change.

Table with 2 columns: Student's Name, Student Number; Student's Signature, Date

Reason for request: (Please note that you are not required to disclose confidential information.)

Table with 3 columns: Current Committee Member's name, Current Committee Member's signature, Date; New Committee Member's name, Current Committee Member's signature, Date

New Committee Member's Contact information (if not from McGill)

Table with 3 columns: Supervisor's name, Supervisor's signature, Date; Co-Supervisor's name (if applicable), Co-Supervisor's signature, Date

Admin use only: Name of Graduate Program Director, Signature of Graduate Program Director, Date