



Request to Change Supervisor (MA or PhD)

There are times during a graduate degree when a change in supervisor is needed. Students and faculty should feel comfortable to suggest a change in supervision when the change will best support the student's progress towards the degree. To change a supervisor, please follow this process: The student wishing to change supervisor should have a confidential meeting with the graduate program director (GPD) to discuss reasons for the change and possible alternatives. If the student and GPD decide that a change in supervisor is necessary, the GPD will normally be responsible for first contacting the new supervisor and current supervisor. The student can/should then contact the current supervisor and new supervisor as appropriate. Communication with the new or current supervisor can be conducted over phone or email. This exact process will be determined with the GPD and will depend on the particular student's needs and circumstances. However, the GPD must be involved throughout the process (e.g., the student should not approach a potential new supervisor without first consulting the GPD). A supervisor may also put forth a request for a student to change supervisor by contacting the GPD. In such cases, a similar process to the above will be followed. For resources for conflict resolution, please contact the Ombudsperson: <https://www.mcgill.ca/ombudsperson/ombudsperson>.

Student's name	Student number
Student's Signature	Date
Reason for request: <i>(Please note that you are not required to disclose confidential information.)</i>	

Current Supervisor's/Co-Supervisor's name	Current Supervisor's/Co-Supervisor's signature	Date
New Supervisor's/Co-Supervisor's name	Current Supervisor's/Co-Supervisor's signature	Date
New Supervisor's/Co-Supervisor's Contact information (if not from McGill)		

Admin use only:		
<i>Name of Graduate Program Director</i>	<i>Signature of Graduate Program Director</i>	<i>Date:</i>