

# Change of Dissertation Adviser or Reading Committee Member



Stanford University

*Please address questions concerning this form and submit the completed form to your home department.*

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## **Instructions:**

This form is to be submitted by the student to the department graduate studies administrator to request approval for a change of dissertation adviser, the addition or deletion of a doctoral dissertation reading committee member, or the addition or deletion of a co-adviser.

Enter every member of your committee, including members to be added or deleted, on the appropriate line. A signature is required only from those being added. A signature is also required from the department chair of the Ph.D. major department and from the student. If the addition of a committee member involves a non-Academic Council member the student should instead complete a Petition for Non-Academic Council Doctoral Committee Members form.

## **Deadlines:**

Changes in the composition of the reading committee must be approved prior to submission of the dissertation.

## **Policy:**

*The reading committee must conform to University regulations at the time of degree conferral.*

The Doctoral Dissertation Reading Committee consists of the principal dissertation adviser and, typically, two other readers. The doctoral dissertation reading committee must have three members and may not have more than five members. All members of the reading committee approve the dissertation. At least one member must be from the student's major department. Normally, all members are on the Stanford Academic Council or are emeritus Academic Council members. A non-Academic Council member (including former Academic Council members) may replace only one of three required members of dissertation reading committees. If the reading committee has four or five members, at least three members (comprising the majority) must be current or emeritus members of the Academic Council.

If former Academic Council members, emeritus Academic Council members, or non-Academic Council members are to serve as the principal dissertation adviser, the appointment of a co-adviser who is currently on the Academic Council is required. This is to ensure representation for the student in the department by someone playing a major adviser role in completion of the dissertation. However, a co-adviser is not required during the first two years following retirement for emeritus Academic Council members who are recalled to active service.

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## Student Information:

Last or Family Name	First	Middle
_____	_____	_____
Stanford Student Number (8 digits, first digit is 0)	Department Name	Email Address
_____	_____	_____

Title of Dissertation	Expected Date for Dissertation Submission
_____	_____

## Dissertation Adviser or Reading Committee Composition: enter all members; signatures required only for added members.

Add  Delete  No Change:

Current Adviser or New Adviser if change is being made (print name)	Department
_____	_____
Signature (required for addition)	Email Address (required for addition)
_____	_____

Add  Delete  No Change:

Former Adviser (if applicable; print name)	Department
_____	_____
Signature (required for addition)	Email address (required for addition)
_____	_____

Add  Delete  No Change:

Co-Adviser (if applicable; print name)	Department
_____	_____
Signature (required for addition)	Email address (required for addition)
_____	_____

Add  Delete  No Change:

Reader (print name)	Department
_____	_____
Signature (required for addition)	Email address (required for addition)
_____	_____

Add  Delete  No Change:

Reader (print name)	Department
_____	_____
Signature (required for addition)	Email address (required for addition)
_____	_____

Add  Delete  No Change:

Reader (print name)	Department
_____	_____
Signature (required for addition)	Email address (required for addition)
_____	_____

Add  Delete  No Change:

Reader (if applicable; print name)	Department
_____	_____
Signature (required for addition)	Email address (required for addition)
_____	_____

## Signatures and Approvals

Signature of Department Chair	Date
_____	_____
Signature of Student	Date
_____	_____
Name of Departmental Administrator	Date of Access input
_____	_____