

## *Change in Doctoral Dissertation Committee Approval Form*



Please complete the following in sequential order.

### **1. Fill out basic information**

Student Name: \_\_\_\_\_ Email: \_\_\_\_\_

Committee Chair/Advisor: \_\_\_\_\_ Program: \_\_\_\_\_

### **2. List changes in the committee members (if applicable):**

New Member: \_\_\_\_\_

Name of committee member replaced (if applicable): \_\_\_\_\_

Include a rationale for the inclusion of the proposed dissertation committee member (1 page maximum). See the instructions from the Doctoral Dissertation Committee Approval Form for more information. This additional submission should be in Microsoft Word or pdf format.

### **3. Name external reader(s) (if applicable):**

External Reader: \_\_\_\_\_ Department: \_\_\_\_\_

University: \_\_\_\_\_

Include a rationale for the inclusion of the proposed dissertation committee member (1 page maximum). See the instructions from the Doctoral Dissertation Committee Approval Form for more information. An external reader from the same department is strongly discouraged and will need to be addressed in the rationale. This additional submission should be in Microsoft Word or pdf format.

### **4. Get approval from the graduate program director:**

Get the signature from your program director:

*I certify as Program Director that all faculty members listed above have agreed to serve as members of this student's Dissertation Committee, including the external reader or any changes in chairs or co-chairs.*

Doctoral Program Director Signature: \_\_\_\_\_

### **5. Submit this document electronically**

Attach this document and all additional submissions in an email to [gradstudies@american.edu](mailto:gradstudies@american.edu) when they are completed for review by the Dissertation Council. You will hear within two weeks if your committee has been approved by email. For more information about writable pdf forms and digital signatures, please visit <http://www.american.edu/provost/grad/pdfforms.cfm>

FOR OGS USE ONLY - DO NOT SIGN!

**Office of Graduate Studies and Research Associate Dean Signature**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_