

Change in Graduate Supervisory Arrangement Form

When a change in supervisory arrangement is sought, a Request for Change/Addition of (Co-) Supervisor can be made to the Graduate Chair or Vice Dean, Graduate Education (in the case where the primary supervisor is also the Graduate Chair). Consultation with the School of Graduate Studies (SGS) is advisable in the cases of a change of supervisor, especially in instances when the mediation process and/or outcome among the Graduate Chair (or Vice Dean Graduate Education), student and supervisor is unsatisfactory to either the student or supervisor.

1. This form is used to change or add a Graduate Program (Co)-Supervisor.
2. The form is completed by the student (with all necessary signatures) prior to submitting it to the Graduate Chair for approval.

A request for change in (co-)supervisor must be accompanied by a letter documenting:

- The rationale for a change in supervision (including evidence of formal or informal resolution attempts)**
- Clarification of funding issues (i.e., changes to any financial commitments and new arrangements)**
- Resolution of intellectual property issues (e.g., authorship on papers, posters, and talks; dissertation and other collaborative projects)**
- Alternate supervisory arrangements, including updated supervisory committee form**
- This letter must be signed by the student, former and current supervisor(s), and graduate chair**

A request to add a co-supervisor must be accompanied by a letter documenting:

- The rationale for addition (i.e., need for research area expertise)**
- Clarification of funding issues (i.e., changes to any financial commitments and new arrangements)**
- Alternate supervisory arrangements, including updated supervisory committee form**
- This letter must be signed by the student, current supervisor, and graduate chair**

Note: If a request to change a supervisory arrangement is approved, the program may require that the student take additional coursework or preparation, including re-take of relevant elements of candidacy, if necessary for taking on a new project.

Section A: Student Information

Student Full Name	Student Number
Student Email	Program Level <input type="checkbox"/> Masters <input type="checkbox"/> Doctoral
Date of Requested Change	# of completed years in current program
Rationale for Change(s)	

Section B: Student and Supervisory Information and Approval

Name of student	Signature
Name of former/current supervisor (circle one)	Signature
Name of new supervisor	Signature
Name of former co-supervisor (if applicable)	Signature
Name of new co-supervisor	Signature
Name of additional supervisor	Signature

Section C: Department Approval

Name of Graduate Chair	Signature
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