PhD – Dissertation Advisory Committee Membership Change

Complete Part 1 and 2 of this form, print and sign it and forward it to the graduate coordinator for your program.

# Part 1: Student Details

To be completed by the student.

First name:

Last name:

WLU ID:

WLU Email:      @mylaurier.ca

Program (e.g. PhD Geography):

# Part 2: Notice of Change

Provide the names of your **new** committee members:

For information on the roles and responsibilities of each committee member, please see the definitions provided at the end of this form.

Dissertation Advisor First name:       Last name:
Department/Unit:

Committee Member 2 First name:       Last name:
Department/Unit:       [ ]  Co-Advisor

Committee Member 3 First name:       Last name:
Department/Unit/University:       [ ]  Co-Advisor

Committee member 4 (Optional) First name:       Last name:
Department/Unit/University/Other Affiliation:       [ ]  Co-Advisor

# Part 3: Required Signatures

To be completed by the student and graduate coordinator.

Student’s signature:       Date:

By signing below, the Graduate Coordinator verifies that each member of the committee (listed above) has Graduate Faculty Status and is thereby eligible to serve on this committee.

Graduate Coordinator’s signature:       Date:

# Part 4: DAC Roles and Responsibilities

**Dissertation Advisor (DA):** A Regular Member of the Graduate Faculty of the university and a full-time faculty member in the academic unit/program of the candidate. The Advisor is principally responsible for mentoring the student’s progress to completion (research, course selection, professional development).

**Committee Member 2:** One who is a Regular Member of the Graduate Faculty of the university and a full-time faculty member in the academic unit/program of the candidate.

**Committee Member 3:** One who is either a Regular Member of the Graduate Faculty of the university from any program, or a faculty member elsewhere who meets the same requirements (DAC Member 3 – see Table below).

Both DAC Member 2 and Member 3 provide feedback, and participate actively in the dissertation progression of the student.

**Committee Member 4:** A fourth member is optional, and may be an academic or professional outside the university with appropriate expertise. This 4th DAC member must hold Associated or Special Membership on the Graduate Faculty at WLU.

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