

## REQUEST TO CHANGE DISSERTATION OR EDUCATION LEADERSHIP PORTFOLIO COMMITTEE

**INSTRUCTIONS:** Use this form if you need to report a change in the members of your dissertation defense committee. Send the original copy with the required signature(s) to the Office of Graduate and Professional Education when Dissertation/Education Leadership Portfolio Committee has been finalized. (Form revised: October 2015).

**DISSERTATION/EDUCATION LEADERSHIP PORTFOLIO COMMITTEE COMPOSITION:** Each Dissertation/Education Leadership Portfolio Committee shall consist of not less than four and nor more than six members approved through appropriate departmental procedures.

At least two members shall represent the primary area of study, one of whom shall be the committee's chairperson. The chairperson should have an established record of publication and/or scholarship in the field of dissertation/executive position paper and shall be a full-time member of the faculty of the University; the definition of faculty shall include professional staff that holds secondary faculty appointments. Faculty who have retired or resigned from the University may chair committees of students whose work began under their direction prior to their retirement or departure from the University. An adviser who is not employed full time by the University of Delaware may serve as co-chair of the committee providing that the other co-chairs meets the conditions listed above.

One member shall represent the secondary area of study (where appropriate). If the student does not have a secondary area of study, then this member must be drawn from an area in the department outside of the primary area of study. In either case, the member must be a full-time member of the faculty.

At least one external member chosen from a different academic unit or from outside the University of Delaware shall be a member of the committee. The external member(s) should normally be expected to have an established record of publication and/or scholarship in the field of the Dissertation/Education Leadership Portfolio. Students are encouraged to seek the external member from outside the University in order to broaden the perspectives of the committee. Faculty at the University of Delaware who serve in the capacity of an external member may have a secondary or adjunct appointment in the doctoral candidate's unit, but the primary appointment must be in a different unit.

In general, doctoral committees should strive to achieve consensus concerning the student's performance and quality of work. In case of dissenting votes, the majority opinion rules and a majority vote in favor is needed for a successful defense.

SECTION 1: STUDENT INFORMATION		
STUDENT NAME	STUDENT ID #	MAJOR
STUDENT SIGNATURE		DATE

SECTION 2: SIGNATURES OF FORMER AND NEW COMMITTEE MEMBERS	
FORMER COMMITTEE MEMBER NAME	FORMER COMMITTEE MEMBER SIGNATURE
NEW COMMITTEE MEMBER NAME	NEW COMMITTEE MEMBER SIGNATURE
FORMER COMMITTEE MEMBER NAME	FORMER COMMITTEE MEMBER SIGNATURE
NEW COMMITTEE MEMBER NAME	NEW COMMITTEE MEMBER SIGNATURE

FOR OFFICE USE ONLY		
OFFICE OF GRADUATE AND PROFESSIONAL EDUCATION	<input type="checkbox"/> APPROVED <input type="checkbox"/> NOT APPROVED	DATE RECORDED