



WESTCLIFF UNIVERSITY

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Request of Dissertation Chair Change

A doctoral student may *request* a maximum of **one (1) Dissertation Chair change** throughout their dissertation process. Requesting a Dissertation Chair change is a decision that should be taken into careful consideration. Please consider the following prior to requesting this change.

1. **Assess the situation to identify your main challenges.** Are your challenges within your control to address? Consider setting up a consultation with the [Doctoral Writing Center](#) to discuss the Chair's feedback and gain additional perspective through a neutral lens.
2. **Consider your own communication approaches.** How are your communication skills when it comes to exchanging ideas with your Chair? Set up a meeting with a focused agenda to discuss areas of concern to you. Advocate for yourself while remaining professional and consider whether reframing a concern might provide your Chair clarity.
3. **Recognize the complexities that might arise from changing your Chair.** It is also possible that this change can set your timeline back. Your new Chair might provide you guidance that will take your study in a different direction, which may affect your timeline for completion and graduation. Consider this before submitting a request for a new Chair.

If you still wish to proceed with requesting a change to your Dissertation Chair, you may request one **so long as:**

1. You are not within two months of your Preliminary Defense.
2. You are not within three months of your Final Defense.
3. You have maintained consistent communication with your current Chair, have made progress in your DIS courses, and have been responsive to the Dissertation Coordinator.

To proceed with the request:

1. Complete this [Dissertation Chair Change Request Form](#)
2. The request will be sent to the College for review
3. The doctoral student will be notified with the College's decision
4. If approved, the Dissertation Department will coordinate a second and final match with a Chair.