



## INSTRUCTIONS

### Change of Theses / Dissertation Committee Form

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The reason for this form would be to alleviate difficulties that may occur after a student has initially formed their Theses or Dissertation committee. One major problem we have encountered in forming Theses / Dissertation committees includes faculty members who began serving on committees and are no longer employed at UTPA. Students who must finish their Theses / Dissertation work do not have an advisor on campus and therefore are penalized. These students have requested changes in their committee chair or members. This form will assist in making all requests from the student official.

1. Press the <TAB> key to advance to the first field.
2. <TAB> will advance one field at a time.
3. <Shift> <Tab> will back up one field at a time
4. Click on the appropriate box to mark an "X"
5. Go to a specific page by pressing the appropriate page number in the bottom right corner of the screen.
6. When complete, you may Print the form by clicking *File* and then *Print*.

*Note:* It is not necessary to save this form once you print. Keep a copy for your files.

Questions please contact Graduate Office at x 3661.



**THE UNIVERSITY OF TEXAS-PAN AMERICAN**

**Petition for Change in Thesis / Dissertation Committee**

*This form must be typed or word processed.*

**TO:** Office of Graduate Studies, Administration Building, Rm 116

**FROM:** \_\_\_\_\_  
Committee Chair Program Director

**SUBJECT:** Petition for Change in Thesis / Dissertation Committee for:  
\_\_\_\_\_  
Name of Student Student ID#

**Current Committee:**

Name:  
\_\_\_\_\_  
Chair  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

| Proposed Committee change: | Department | Graduate Faculty Status |
|----------------------------|------------|-------------------------|
| Name:                      |            |                         |
| Chair                      |            |                         |
|                            |            |                         |
|                            |            |                         |
|                            |            |                         |

**This change has been requested for the following reasons:**  
(to be completed by the committee chair - attach additional information / justification as warranted)

By signing below the Program Director and Committee Chair certify the following: All committee members, current and proposed, are aware of and agree to these changes. The new member will have ample time to become familiar with the student's thesis/dissertation, accept the responsibility, and are aware that there will be no reimbursement for any expenses incurred. The final oral will not be held until at least 30 days after the effective date of these changes.

\_\_\_\_\_  
Signature, Program Director Date

\_\_\_\_\_  
Signature, Dean of the College Date

\_\_\_\_\_  
Signature, Committee Chair Date

\_\_\_\_\_  
Vice Provost for Academic Affairs, Graduate Studies Date