



Request to Change Supervisor (MA or PhD)

There are times during a graduate degree when a change in supervisor is needed. Students and faculty should feel comfortable to suggest a change in supervision when the change will best support the student's progress towards the degree. To change a supervisor, please follow this process: The student wishing to change supervisor should have a confidential meeting with the graduate program director (GPD) to discuss reasons for the change and possible alternatives. If the student and GPD decide that a change in supervisor is necessary, the GPD will normally be responsible for first contacting the new supervisor and current supervisor. The student can/should then contact the current supervisor and new supervisor as appropriate. Communication with the new or current supervisor can be conducted over phone or email. This exact process will be determined with the GPD and will depend on the particular student's needs and circumstances. However, the GPD must be involved throughout the process (e.g., the student should not approach a potential new supervisor without first consulting the GPD). A supervisor may also put forth a request for a student to change supervisor by contacting the GPD. In such cases, a similar process to the above will be followed. For resources for conflict resolution, please contact the Ombudsperson: <https://www.mcgill.ca/ombudsperson/ombudsperson>.

Student's Name	Student's ID Number
<input type="text"/>	<input type="text"/>
Student's Signature <i>Please use Adobe Reader Fill & Sign or Preview Signature</i>	Date <i>Enter as YYYY-MM-DD</i>
<input type="text"/>	<input type="text"/>
What kind of change would you like to make?	
<input type="checkbox"/> Add a co-supervisor <input type="checkbox"/> Remove a co-supervisor (without adding a new one) <input type="checkbox"/> Change my current supervisor <input type="checkbox"/> Change my current co-supervisor	
Reason for Request: <i>(Please note that you are not required to disclose confidential information.)</i>	
<input type="text"/>	

Include the names and signatures of those individuals changing below.

Current Supervisor's Name	Current Supervisor's Signature <i>Please use Adobe Reader Fill & Sign or Preview Signature</i>	Date <i>Enter as YYYY-MM-DD</i>
<input type="text"/>	<input type="text"/>	<input type="text"/>
New Supervisor's Name	New Supervisor's Signature	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>
Current Co-Supervisor's Name	Current Co-Supervisor's Signature	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>
New Co-Supervisor's Name	New Co-Supervisor's Signature	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>
New Co-Supervisor's Contact Information (if not from McGill)		
<input type="text"/>		

Please upload to myProgress for approval by your Graduate Program Director.