



PhD Change in Dissertation Committee Membership Approval Form

Requirements for the composition of PhD dissertation committees, per current UW-Madison Graduate School Policy:

- I. The chair or one of the co-chairs of the committee must be graduate faculty* from the student’s program.
- II. The committee must have at least four members. The committee must have members from at least two University of Wisconsin—Madison graduate programs.
- III. Three of the committee members must be UW–Madison graduate faculty or former UW–Madison graduate faculty up to one year after resignation or retirement.
- IV. At least three committee members must be designated as readers.
- V. The fourth member and any additional members may be from any of the following categories, as approved by the program executive committee (or its equivalent): graduate faculty, faculty from a department without a graduate program, academic staff (including emeritus faculty), visiting faculty, faculty from other institutions, scientists, research associates, and other individuals deemed qualified by the executive committee (or its equivalent).
- VI. All committee members have voting rights. To receive a doctoral degree, students cannot receive more than one dissenting vote from their committee on the final degree warrant.

* Graduate Faculty: The UW–Madison [Faculty Policies and Procedures 3.05](#) contains the policies and exceptions regarding the graduate faculty status.

In addition to the Minimum Graduate School requirements for the dissertation committees outlined above, the School of Nursing has additional expectations for committee membership:

- I. At least two members will be from the School of Nursing faculty; at least one must be prepared as a nurse and hold a research doctorate.
- II. In general, all committee members will serve as readers. However, in line with UW-Madison Graduate School Policy and Procedures of Graduate Advisor Committees, the chair may designate one of the four members of the committee as a non-reader.

Completed form is due a minimum of 6 weeks prior to the dissertation proposal defense. Committee chair brings to EC for approval. Return approved and signed form to the Graduate Student Services Coordinator (Mariah Allen).

Student Name: _____

Dissertation Proposal Title: _____

Proposal Abstract (not to exceed 1 page)

- Background
- Purpose / Aims
- Methods
- Discussion (Impact)

Rationale for Membership Change:

Faculty member leaving the University or otherwise unable to complete duties

Change in direction of research

Other (please describe) _____

Proposed Change in Committee Membership

Name, title	Department	Relevant expertise	Signature
Outgoing Member:			
New Member:			

EC Approval _____
Chair Signature

_____ Date