

**Department of Economics**  
**PhD program guidelines for dissertation chair**

A Ph.D. student's third-year paper advisor is assumed to be their dissertation chair.

A change in dissertation chair may be initiated by either the student or the dissertation chair.

If a PhD student wants to change their dissertation chair, they should submit a written petition to the Graduate Committee. This petition includes the name of the existing chair, the name of the proposed new chair, a written statement from the proposed new chair that they accept to be the student's dissertation chair, and a brief statement from the student about the reason for requesting this change. Notably, in order to start this process, the student does not need permission from the existing chair. The Graduate Committee will seek input from the existing chair before proposing a solution.

If a faculty member wants to relinquish their duty to serve as dissertation chair for a PhD student, they should submit a written petition to the Graduate Committee. This petition includes the name of the student, a brief statement about the reason for requesting this change, and names of one or two faculty members who would be good candidates to serve as new dissertation chair for the student. The Graduate Committee will seek input from the affected student, including the student's preference for a new dissertation chair, before proposing a solution.

*Approved: November 13, 2018*