Ingram School of Engineering

Project Chair/Committee Member Change Request Form

This form must be completed and returned to the Ingram School of Engineering no less than sixty days before the final project defense. It is the student's responsibility to make sure the Ingram School receives this form in a timely manner. Any committee member(s) requested below must hold current graduate faculty status.

Student Name: ___________________________
Texas State ID: __________________________

Major: __________________________
Degree: __________________________

Student Signature: __________________________
Date: __________________________

Please select the appropriate option, and include the information on the lines below. Signature indicates agreement to serve in the selected role for the student listed above. It also indicates that the signee(s) is/are aware that they will not be reimbursed for any expenses incurred as part of this service.

☐ Add a Committee Chair

Proposed Chair: __________________________
Proposed Chair’s Department: __________________________
Signature: __________________________
Date: __________________________

☐ Add a Co-Chair

Proposed Co-Chair: __________________________
Proposed Co-Chair’s Department: __________________________
Signature: __________________________
Date: __________________________

☐ Add a Committee Member

Proposed Member: __________________________
Proposed Member’s Department: __________________________
Signature: __________________________
Date: __________________________

☐ Remove a Committee Chair/Member

Printed Chair/Member to be Removed: __________________________
Check One: □ Chair  □ Member
Date: __________________________

Signatures below indicate the approval of the above recommendation:

Printed Name: __________________________
Signature: __________________________
Date: __________________________