Guidelines for Requesting to Change Supervisor

1. If a student is unwilling to accept the supervision provided, or wishes to switch topics from that which was originally indicated at time of admission, the graduate program and the Faculty of Graduate Studies are not required to agree to alternative supervisory arrangements that cannot be accommodated.

2. It is expected that, once a supervisor has been appointed, a student will maintain the same supervision.

3. Any changes to supervisory arrangements must be approved by the Faculty of Graduate Studies.

4. The Faculty of Graduate Studies will normally approve a mutually agreed request for changes in supervision, with provision of documentation demonstrating that:
   a. Student and supervisor agree that a change in supervision is in the student’s best interest
   b. Student and supervisor agree on the termination of financial commitments, if relevant
   c. Student and supervisor agree that there are no unresolved intellectual property or authorship issues, and provide documentation of agreements resolving any such issues, if relevant
   d. Student and Graduate Program Director have made satisfactory alternative supervisory arrangements

5. The Faculty of Graduate Studies will consider, and may approve, a student’s request for unilateral change of supervision. Such requests should normally be made within the first 12 months of a Master’s program or prior to candidacy in a doctoral program. Requests made later in the student’s program will only be approved in exceptional circumstances. Requests for unilateral change in supervision must be supported by:
   a. A clearly articulated reason for the decision to change supervisors (may be provided on a confidential basis)
   b. Acknowledgement of forfeit of financial support offered by original supervisor and documentation of alternative financial support, if relevant
   c. Full disclosure of all intellectual property or authorship issues
   d. Details of alternative supervisory arrangements (in cooperation with the Graduate Program Director)

If the request is approved, the program may require that the student take additional coursework or preparation, including re-take of relevant elements of candidacy, if necessary for taking on a new project.

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