

Graduate Program

Thesis Advisory Committee Meeting /

Thesis Proposal Amendment Form



Date of Revision: _____

Student Name: _____

Supervisor Name: _____

Student ID#: _____

Committee Member Filling out Form: _____

Other Committee Members: _____

Amendment #: _____

Summary of approved thesis proposal (Abstract – up to 250 words):

Summary of Proposed Changes (list and provide rationale):

Amendment Approved (tick one): **Yes** _____

No _____

If No: Meeting Required (tick one): **Yes** _____

No _____

Committee Member Comments: *(if amendment not approved use this area to detail desired changes/issues and if a meeting is requested briefly outline what the candidate should be prepared to discuss)*

Committee Member #1 - Name/Signature/Date: _____

Committee Member #2 - Name/Signature/Date: _____

Committee Member #3 - Name/Signature/Date: _____

Student – Signature/Date: _____

If meeting required: Complete a new Thesis Advisory Committee/Thesis Proposal Amendment Form. Circle “additional meeting” at the meeting of the Committee.

Any significant changes to an approved proposal must be approved by the original committee by having each committee member complete and sign this Thesis Advisory Committee / Thesis Proposal Amendment Form (via email and electronic signatures acceptable) **as soon as possible following submission by the candidate.** The candidate to submit final completed Form to the graduate assistant to retain on file with the original approved proposal document.

In your thesis you must include a statement identifying that all significant changes from the originally proposed work were approved by your Thesis Advisory Committee. You are also required to include all thesis amendment forms as appendices in your thesis as per the SKHS thesis formatting guidelines. You may choose to include a description and discussion of changes from the original proposal in the general discussion chapter of your thesis in order to provide context for your thesis examining committee, who may not be members of your Thesis Advisory Committee. This may be useful, for example, if changes were made due to unforeseen difficulties or circumstances (e.g. equipment failure, substantial difficulty in recruitment despite diligent efforts).