As part of the admission process to the 2-year Thesis/Project MA, students name a supervisor, or in some instances two co-supervisors. By 1 August, or prior to defending their thesis/project proposal, they need to add a “second reader” by submitting this form to [custgrad@queensu.ca](mailto:custgrad@queensu.ca). This form can also be used at any time by MA students wishing to change an existing committee: in that situation they must notify all members of the existing committee in writing (copied to [custgrad@queensu.ca](mailto:custgrad@queensu.ca)) and submit this form.

*Please note:*

* *Upon receipt of this form, staff will confirm that all members of the new committee are affiliated with Cultural Studies as required by SGS, and if not, will initiate the process for them to affiliate.*
* *When adjunct faculty are included in the committee, this form will also trigger staff confirmation of available funding for remuneration as per the Collective Agreement.*
* *Student and supervisor(s) will be informed if there are any problems with the above.*

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  | Date: |

Option (Double click in box to select one):  Thesis  Project

|  |  |  |
| --- | --- | --- |
| **Committee Role** | **Name/Home Department** | **Signature/Eligibility Info** |
| **Supervisor** | Name: | X |
| Home unit: | Select Faculty Position |
| **Co-Supervisor**  **(if applicable)** | Name: | X |
| Home unit: | Select Faculty Position |
| **Second Reader** | Name: | X |
| Home unit: | Select Faculty Position |
| **Program Director** | Name: | X |
| If any committee members do not anticipate being available for student consultation over the time before anticipated degree completion, please provide information here. | | |

*Office Use Only:*

Confirmation: All committee members eligible?

Confirmation: Former committee members notified if necessary?