

# Chair Request

Revised Date: 11/07/23

## Purpose and Submission Instructions

Students completing a Dissertation or Applied Doctoral Project (ADP) are required to identify a Chair to support their research. Per the instructions on “Chair Selection” in the Dissertation Planning II/ADP Planning II classroom, [register with Dissertation Scholarship Editorial Manager \(DSEM\)](#), complete this form, and upload it into the DSEM.

### To Select a Chair:

- Use the list of available Chairs located in the Research Resource Center (RRC).
- Reach out to individuals of interest to discuss and confirm their interest in working with you.
- List your proposed Chair’s name below under “To Confirm a Chair Selection.”

### To Confirm a Chair Selection:

- Use the DSEM Instructional Guide for “Submitting a New Manuscript” to upload this Chair Request form.
- Use Article Type: “Confirming Chair Assignment.”
- Your new Chair will be asked to confirm their agreement to be your Chair via DSEM.

## Student Information:

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Student ID: \_\_\_\_\_

Program:

PhD Education       PhD Human Services       PhD Org. Development & Leadership       PsyD

Specialization: \_\_\_\_\_

Dissertation or ADP Working Title: \_\_\_\_\_

### To Confirm a Chair Selection:

The proposed Chair’s Name: \_\_\_\_\_