Dear EdD Student:

Congratulations upon reaching the final stage of the requirements for the EdD degree. The administration of the Warner School is committed to supporting your efforts to form your dissertation committee. Please understand that your comprehensive exam committee does not automatically become your dissertation committee.

Below is a summary of the key procedures required for the formation of your committee. Claire Urbanowicz, Administrator in the Office of Student Services (LeChase Hall 254), will be glad to answer questions about these procedures. Please telephone her at 585.273.2927 with your questions; her E-mail address is curbanowicz@warner.rochester.edu.

The key procedures have been organized in sequence to make it easier for you to complete the required steps. Each of the major sets of instructions is printed separately for your convenience. They are as follows:

- Completion of the Comprehensive Exam/Qualifying Exam (page 2)
- Composition of the Committee (page 3)
- Continuance of a Relocated Committee Member; Replacement/Addition of a Committee Member (page 4)
- Approval of Dissertation Committee and Checklist (page 5)
- Human Subjects Review (page 7)
- FORM A (at end of document)
- FORM B (at end of document)
- FORM C (at end of document)
COMPLETION OF THE COMPREHENSIVE EXAM/QUALIFYING EXAM

The EdD dissertation committee cannot be formed until the Comprehensive Exam/Qualifying Exam has been completed, and Claire Urbanowicz in the Office of Student Services has been notified of that completion and the date(s) of that completion.

If you have not already done so, please either (1) submit the Faculty Sign-Off page that is part of the comp exam/qualifying exam form, or (2) ask each member of your comp/qualifying exam committee to confirm the completion by sending an email to Claire Urbanowicz at curbanowicz@warner.rochester.edu.

Please understand that your comprehensive exam committee does not automatically become your dissertation committee.

A minimum of six months must elapse between the completion of the comp exam/qualifying exam and the final defense of the dissertation.
COMPOSITION OF THE COMMITTEE

- **Sponsor of the dissertation:** The sponsor of the dissertation must be a Warner School faculty member who either is on a tenure-track with a rank of at least an assistant professor, or is on the Warner School clinical faculty. The sponsor may be from your program area in the Warner School, but is not required to be.

  Your academic advisor does not automatically become the sponsor of your dissertation. However, if your dissertation sponsor is not your academic advisor, the dissertation sponsor will be designated as your academic advisor for the remainder of your academic career at the Warner School.

- **Second member of the committee:** The second member of your dissertation committee must be a Warner School faculty member who either is on a tenure-track with a rank of at least an assistant professor, or is on the Warner School clinical faculty. If the sponsor of the dissertation is not from your program area, the second committee member is required to be from your program area. However, if the sponsor of the dissertation is from your program area, the second committee member is not required to be from your program area.

- **Third member of the committee:** The third member of the dissertation committee must be from outside your program area. This third member may be from the Warner School, a college/school within the University of Rochester, or an institution other than the University of Rochester. The third member must have an earned doctorate and have a rank of at least assistant professor. Approval of this committee member is dependent upon his/her background and the relevance of his/her expertise to your research. An updated curriculum vitae is required for any proposed committee member who is not a University of Rochester faculty member. Please send the CV directly to Claire Urbanowicz at curbanowicz@warner.rochester.edu.

  Additional members may be added to your committee at the discretion of the Associate Dean.
CONTINUANCE OF A RELOCATED COMMITTEE MEMBER; REPLACEMENT/ADDITION OF A COMMITTEE MEMBER

When faculty members leave the University, they may continue on an EdD committee for two calendar years only. A faculty member who leaves the University and remains on your committee must agree both to continue working with you and to attend (or SKYPE into) the proposal exam and the final defense of the dissertation. Please be aware that either you or the committee member must fund related travel expenses. Neither the University nor the Warner School is responsible for paying the travel expenses of your relocated committee member.

If your committee is composed of two Warner School faculty members and a person from outside the University, and if one of the two Warner School faculty members relocates, you are required to add an additional Warner School faculty member to your committee. The additional committee member is to fulfill the requirement that the EdD dissertation committee have a minimum of two faculty members from the Warner School.

If one of your committee members is replaced and/or if an additional member joins your committee, that new committee member must be approved. Please contact Claire Urbanowicz at 585.273.2927 regarding the approval procedure.
APPROVAL OF DISSERTATION COMMITTEE AND CHECKLIST

To receive approval of your dissertation committee, you must complete FORM A, “EdD Dissertation Committee Proposal” (attached at end of this document), and FORM B, “EdD Dissertation Committee and Student Information” (attached at end of this document), in conjunction with materials listed in the checklist below. Please submit all completed forms and required materials to Claire Urbanowicz in the Office of Student Services, LeChase Hall 254 (585.273.2927; curbanowicz@warner.rochester.edu).

☐ Print legibly your full name in the space marked “student’s name” at the top of FORM A.

☐ Use FORM A to obtain signatures of your proposed committee members—or ask your proposed committee members to send their agreements to serve, via e-mail, to Claire Urbanowicz at curbanowicz@warner.rochester.edu.

☐ Use FORM A to indicate the names, school/college, academic rank, and area of specialization in relation to your dissertation topic for each of your proposed committee members. This information must be printed legibly.

☐ Print legibly the topic or title of your dissertation proposal in the appropriate space on FORM A.

☐ On Form A, leave empty the space for approval by the Warner School’s Associate Dean. Claire Urbanowicz, Administrator in the Office of Student Services, will submit the form to the Associate Dean for his consideration.

☐ Submit to Claire Urbanowicz an updated curriculum vitae for any proposed committee member who is not on the University of Rochester faculty.

☐ Use FORM B for information regarding your proposed committee members.

☐ Submit FORM A, FORM B, and an updated curriculum vitae (for any proposed committee member who is not on the University of Rochester faculty) to Claire Urbanowicz, LeChase Hall 254.

☐ Obtain a copy of Oral Examination of the EdD Dissertation Proposal from the Warner website. This document will guide you through the next step of the dissertation process.

After the committee has been approved by the Warner School’s Associate Dean, you and your committee members will be notified.

If you have questions about the completion of FORMS A and B, or about the requirements for a proposed committee member not on the University of Rochester faculty, please contact Claire Urbanowicz at 585.273.2927 or at curbanowicz@warner.rochester.edu.

June 2017
STYLE & FORMAT OF THE DISSERTATION PROPOSAL & DISSERTATION

American Psychological Association (APA) style is the universal referencing style and format for Education and must be used for all EdD dissertation proposals and dissertations. The most current APA style manual (cited below) must be used, and it is the responsibility of the EdD student to adhere to APA guidelines. The University bookstore stocks the APA style manual; it is available from APA directly and from a wide variety of popular booksellers.

You may consult *Formatting the Thesis and Preparing for Final Defense* at [http://www.rochester.edu/Theses/](http://www.rochester.edu/Theses/) for very global University information on dissertation formats. More specific information on APA formatting requirements (typeface, special characters, line spacing, margins, line length and alignment, etc.) can be found in the current APA style manual, section 8.03, pages 228-230.

References


HUMAN SUBJECTS REVIEW

You, as Investigator, are ultimately responsible for the safe and ethical conduct of your research. The University’s Research Subjects Review Board (RSRB) is intended to assist you, as Investigator, in this responsibility. Investigators who are planning a study involving human subjects must prepare an application package that includes a protocol/study design, Information Letters and/or Consent Forms, Study Measures, and Institutional Approval Letters, and then submit that application electronically via the RSRB website. All documents must be uploaded and submitted electronically through the RSRB ROSS online system. The University’s RSRB must assess proposals involving human subjects, to ensure that adequate mechanisms are in place for the protection of the rights and welfare of human research subjects.

The process for obtaining approval for research involving human subjects and the procedure for submitting an on-line application can be found at the link below:

https://www.warner.rochester.edu/files/studentservices/forms/humansubj.pdf

The Warner School has an internal review process that provides guidance in preparing these materials prior to RSRB review. Training for this submittal process is required by the Warner School and held on the last Friday of most months of the year. You and your dissertation sponsor must complete an Evaluation For Scientific Merit For Dissertations And Other Student-Led Studies Involving Human Subjects (FORM C, at end of this document), and then submit that form to Constance Flahive, Warner School of Education (LeChase Hall 354). Procedural questions can be directed to Connie at 585.276.4781 or at cflahive@warner.rochester.edu.

Students often must make revisions to the dissertation proposal after passing the dissertation proposal examination, and therefore you are encouraged to discuss with your dissertation sponsor the exact time to undertake the RSRB process.

June 2017
FORM A

ED.D DISSERTATION COMMITTEE PROPOSAL

I agree to serve on the dissertation committee for ________________
(student’s name),
a student in the Margaret Warner Graduate School of Education and Human Development currently working to fulfill requirements for the EdD degree. In lieu of signatures, proposed committee members may send their agreements to serve, via e-mail, to Claire Urbanowicz at curbanowicz@warner.rochester.edu.

Signatures of Proposed Committee Members:

(1) __________________________ (3) __________________________
   (Signature of dissertation sponsor, or see above)
   (Signature of committee member outside program area, or see above)

(2) __________________________ (4) __________________________
   (Signature of second committee member from the Warner School, or see above)
   (Signature of fourth committee member, if applicable)

Names of Proposed Committee Members
(printed)

School/College

Academic Rank

Area of specialization in relation to your dissertation topic

Dissertation Proposal Topic/Title: ________________________________

**********************************************************************

Claire Urbanowicz in Warner’s Office of Student Services will obtain the approval below.

Approved: Associate Dean, Warner School

(Date)

June 2017
## Form B

### EdD Dissertation Committee and Student Information

<table>
<thead>
<tr>
<th>Committee Members</th>
<th>E-mail address</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Name of dissertation sponsor)</td>
<td></td>
</tr>
<tr>
<td>(Name of second Warner faculty member)</td>
<td></td>
</tr>
<tr>
<td>(Name of committee member “outside” program area)</td>
<td>(Home address: Street) <strong>Required only if member is not UR faculty</strong></td>
</tr>
<tr>
<td></td>
<td>(Home address: City, State, Zip Code)</td>
</tr>
<tr>
<td>(Name of fourth committee member, if applicable)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Student</th>
<th>Home Address</th>
<th>Home Telephone</th>
<th>E-mail Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Name)</td>
<td>(Street)</td>
<td>(Area &amp; Number)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(City, State, Zip Code)</td>
<td></td>
<td><strong>Cell Phone</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td>(Area &amp; Number)</td>
<td></td>
</tr>
</tbody>
</table>

June 2017
FORM C

EVALUATION FOR SCIENTIFIC MERIT
FOR DISSERTATIONS AND OTHER STUDENT-LED STUDIES INVOLVING
HUMAN SUBJECTS

This form should be submitted to Constance Flahive at the Warner School of Education, LeChase 354. In accordance with Federal guidelines, the University has established a system of ethical review boards (RSRB) to review research projects involving human subjects, including dissertation studies. Prior to submitting a dissertation, pilot study or other research project protocol to RSRB for approval, the student’s sponsor must first attest to the “scientific merit” of the proposed study and review the protocol to be sure it clearly reflects the research design as indicated below.

To be completed by Doctoral Candidate/Student:

Candidate: __________________________ Name: __________________________

Sponsor’s: __________________________ Name: __________________________

Proposal Title: __________________________________________________________

-----------------------------------------------------------------------------

EPRP Minimal Risk #: __________ Expiration Date: __________________________

To be completed by Dissertation Sponsor/Faculty Supervisor:

Please use the following criteria as evidence of scientific merit:

☐ This research uses procedures consistent with sound research design.

☐ The investigator is qualified and has the time and resources to conduct the research.

☐ The research method is sufficiently sound to reasonably expect that the research question will be answered.

☐ The knowledge expected to result from this study is sufficiently important/needed.

☐ The data monitoring plan is appropriate to safeguard the rights and welfare of subjects.

☐ The use of healthy volunteers or vulnerable subjects, if any, is appropriate.

☐ Any Conflict of Interest issues have been addressed according to University Policy.

I attest that I have reviewed the protocol for scientific merit as described above and believe that this protocol meets the criteria.

Sponsor’s Signature: __________________________ Date: ______________

This form should be submitted to Constance Flahive at the Warner School of Education, LeChase Hall 354.

June 2017