Dear EdD Candidate:

Congratulations upon reaching the final stage of your dissertation preparation. The administration of the Warner School is committed to supporting your efforts to complete your dissertation defense.

Below is a summary of the key procedures required for registration and final defense of your EdD dissertation at the Warner School. 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—with checklists—to make it easier for you to complete all of the final steps required. Each of the major sets of instructions is printed separately for your convenience. They are as follows:

- Elapse of Time Between the Comprehensive Exam/Qualifying Exam and the Final Defense (page 2)
- Composition of the Committee, and Request for SKYPE (page 3)
- Style & Format of the Dissertation (page 4)
- Before Initiating the Final Dissertation Defense (page 5)
- Initiating the Final Dissertation Defense (page 6)
- FORM A: EdD Dissertation Registration and Committee Sign-Off (page 7)
- SAMPLE 1: Dissertation Title Page (page 8)
- Appointment of Reader/Independent Chair, Approval of Dissertation, and Scheduling of Defense (page 9)
- Registration of the Dissertation (page 10)
- Conduct of the Dissertation Defense (page 11)
- Following Successful Defense of the Dissertation (page 12)
- U of R Instructions for the Submission of a Digital Copy of your Dissertation (page 16)
ELAPSE OF TIME BETWEEN THE COMPREHENSIVE EXAM/QUALIFYING EXAM AND THE FINAL DEFENSE

University of Rochester regulations concerning graduate study state that a minimum of six months must elapse between successful completion of the Comprehensive Exam, which is the EdD Qualifying Exam, and the scheduling of the final defense of your dissertation.
COMPOSITION OF THE COMMITTEE, AND REQUEST FOR SKYPE

It is assumed that the composition of your committee will remain intact from the time of the dissertation proposal exam through the final defense of the dissertation. However, during this time period a member of your committee may leave the University of Rochester. If that member continues to work with you and will return to Rochester for the defense, either you or the committee member must fund travel expenses. The Warner School is not responsible for paying the travel expenses of your committee member.

If you have a “long-distance” committee member unable to attend the final defense, SKYPE may be used. Please contact Claire Urbanowicz at 585.273.2927 no later than one week prior to registration of the dissertation if you need to use SKYPE.
STYLE & FORMAT OF THE DISSERTATION

American Psychological Association (APA) style is the universal referencing style and format for Education and must be used for all EdD dissertations. The most current APA style manual (cited below) must be used, and it is the responsibility of the EdD candidate 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/ 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


BEFORE INITIATING THE FINAL DISSERTATION DEFENSE

The dissertation defense process can be initiated only if you—

☑ have contacted Claire Urbanowicz one week prior to registration of your dissertation to confirm she will be in her office on the day you plan to register. Her e-mail address is curbanowicz@warner.rochester.edu; her telephone number is 585.273.2927.

☑ have received appropriate approvals if you intend to use SKYPE as part of your final dissertation defense. See page 3 for instructions on requesting SKYPE.

☑ Have obtained signatures on page 7, FORM A, or e-mail approvals forwarded to Claire Urbanowicz (curbanowicz@warner.rochester.edu) from each of your committee members, confirming that each has read your dissertation and agreeing that it is ready to proceed to final oral defense.

☑ have maintained continuous enrollment from the semester of matriculation through the semester of your final defense.

☑ have no Warner School or University debts or fees outstanding (contact the University Office of the Bursar at 585.275.3931).
INITIATING THE FINAL DISSERTATION DEFENSE

Your dissertation committee members must approve your dissertation and agree that it is ready for the final defense. They do this by adding their signatures to FORM A (page 7 of this document), OR by sending their approvals, via e-mail, to Claire Urbanowicz at curbanowicz@warner.rochester.edu.

Please then bring the following to Claire Urbanowicz in LeChase Hall 254:

☐ FORM A (which is page 7 of this document), with signatures (or e-mail approvals; see paragraph above) and e-mail addresses of committee members (printed legibly). Claire Urbanowicz will obtain the approval of the Associate Dean.

☐ Two hard copies of the abstract.

☐ Two hard copies of the dissertation, with dissertation title page (SAMPLE 1, which is page 8 of this document), and one electronic copy of the dissertation forwarded to Claire Urbanowicz. The two hard copies of the dissertation must be bound in some manner.
FORM A
EdD DISSERTATION REGISTRATION AND COMMITTEE SIGN-OFF

The following student has my permission to register his/her EdD dissertation:

_______________________________________________________________. My signature below indicates I approve of the dissertation as submitted, and I agree the dissertation is in its final form.

Signatures of Committee (or e-mail approval to Claire Urbanowicz at curbanowicz@warner.rochester.edu)

(Signature of dissertation sponsor)

(Name of second committee member of Warner School)

(Signature of committee member from outside program area) (Home address: Street) (Home phone number: area code + number) Required only if member is not UR faculty

(City, State, Zip Code) Required only if member is not UR faculty

(Name of fourth committee member, if applicable)

Home address, e-mail address, and cell phone number of student (printed legibly):

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

Claire Urbanowicz in the Office of Student Services will obtain the approval below:

Approved: Associate Dean, Warner School

(Date)

June 2017
SAMPLE 1

An Evaluation of an Elementary Education Program

by

Sara Smith

Submitted in Partial Fulfillment of the
Requirements for the Degree Doctor
of Education

Supervised by
Professor Jane Andrews

Margaret Warner Graduate School of Education and Human Development

University of Rochester
Rochester, New York

2017 (or year of degree conferral)
APPOINTMENT OF READER/INDEPENDENT CHAIR, APPROVAL OF DISSERTATION, AND SCHEDULING OF DEFENSE

Following submission of all required materials (see page 6 of this document) to Claire Urbanowicz in the Office of Student Services, 254 LeChase Hall—

- The Warner School’s Associate Dean appoints a Reader/Independent Chair for your final defense. (The faculty member who served as Reader/Independent Chair for your proposal exam may be assigned as Reader/Independent Chair for your final defense, but this is not always the case.)

- Claire Urbanowicz contacts you to announce the Reader/Independent Chair, and to give you days, dates, and times when the Reader/Independent Chair is available to conduct the defense.

- It is now your responsibility to take the Reader/Independent Chair’s availability and arrange one defense day, date, and two-hour block of time with your committee members (not with the Reader/Independent Chair), and to contact Claire Urbanowicz with this information as soon as you and your committee have agreed upon a day, date, and time. Please remember that defenses cannot be scheduled on Tuesdays, from 1:30 - 3pm.

- The Reader/Independent Chair has three (3) weeks to read your dissertation, prepare written comments, and present these comments to the Office of Student Services. The three-week period may be extended during particular times of the year, e.g., at the end of Fall and Spring semesters, and during Summer sessions.

- If the comments indicate that there are fundamental problems with your dissertation, and if the Associate Dean concurs with this assessment, then revisions to the dissertation must be made and the dissertation resubmitted to Claire Urbanowicz in the Office of Student Services. The Associate Dean will then resubmit the revised dissertation to the Reader/Independent Chair for his/her approval. The defense must then be rescheduled.

- If the original comments submitted by the Reader/Independent Chair indicate that your dissertation is ready to be defended (or when the Reader/Independent Chair has approved the required revisions—see item immediately above), Claire Urbanowicz notifies both you and your sponsor that the dissertation is ready for defense. The comments are then distributed to both you and your committee members.

- The Office of Student Services confirms the dissertation day, date, time, and announces the location in a memorandum that is issued to you, committee members, and the Reader/Independent Chair.
REGISTRATION OF THE DISSERTATION

Follow the checklist below for the materials that are necessary for the registration of the dissertation. Please submit all materials to Claire Urbanowicz, Administrator in the Office of Student Services, LeChase Hall 254 (585.273.2927).

☐ Submit two hard copies of the abstract.
☐ Submit two hard copies of the dissertation title page (SAMPLE 1, which is page 8 of this document).
☐ Complete and submit the ProQuest/UMI dissertation publishing “form.” This “form” consists of pages 4 and 5 and optional pages 6 and 7 from the ProQuest/UMI Dissertation Publishing Document. This document, with an attached important letter from Associate Dean Brian Brent, must be obtained from Claire Urbanowicz in the Office of Student Services. Please do not download this document from the Proquest website, because the costs listed on the website are not those charged to Warner EdD graduates.
☐ Submit the $70 Thesis Archive Fee, in the form of a personal check, certified check, or money order — payable to the University of Rochester.
☐ Submit a certified check or money order (not a personal check) for $95, payable to ProQuest/UMI, only if you choose one of the ProQuest/UMI “Open Access Publishing Options.”
☐ Submit a certified check or money order (not a personal check) for $55, payable to ProQuest/UMI, only if a decision is made to copyright (see instructions on page 6 of the ProQuest/UMI Dissertation Publishing Document, the document referred to above).

☐ You must provide each member of your dissertation committee (not the Reader/Independent Chair) with a clean copy of the dissertation that will be defended. This means that if the dissertation has been revised on instructions from the Reader/Independent Chair, copies of this revised dissertation must be provided to each member of your committee. Committee members may have read earlier versions of your dissertation, but all members must use the same version at your defense. Your committee members may prefer electronic copies of your dissertation, but you must make certain that electronic copies and/or hard copies are identical.
CONDUCT OF THE DISSERTATION DEFENSE

- The purposes of the dissertation defense are to ascertain (1) whether you have proposed a significant thesis in the dissertation and (2) whether you have defended the dissertation adequately by offering appropriate and effective arguments and by marshaling relevant and convincing evidence.

- Attendance at the defense is limited to the following:
  (a) the student
  (b) the dissertation committee
  (c) the Reader/Independent Chair
  (d) faculty members and other persons—with the approval of the Associate Dean, the sponsor, the Reader/Independent Chair, and the student.

- Procedures for conducting the defense are at the discretion of the Reader/Independent Chair and your dissertation committee. These procedures are usually agreed upon immediately preceding the examination. You will be asked to leave the room while the procedures are being discussed.

- At the conclusion of the defense, you will be asked to leave the room while the committee deliberates and votes in camera to recommend “pass” or fail.” The Reader/Independent Chair does not have a vote, but records both the committee’s recommendations and committee members’ comments on the report form provided by the Office of Student Services. The Reader/Independent Chair adds his/her own comments if desired.

- You will then be asked to return to the examination room to learn the outcome of the defense and the comments of your committee members. The Reader/Independent Chair is responsible for reading these comments.

- For cases in which there is not unanimous approval by the dissertation committee, the final decision rests with the Associate Dean.

- A candidate who fails the final defense will be allowed to defend once more only, unless the dissertation committee recommends against it by a majority vote. If a second defense is allowed, it must be held in such a way as to conform with regulations for the initial defense.
FOLLOWING SUCCESSFUL DEFENSE OF THE DISSERTATION

Below is a checklist of the procedures you must follow after successful defense of the dissertation:

☐ Make revisions suggested by the committee and prepare revised final dissertation.

☐ Submit the following to Claire Urbanowicz in the Office of Student Services.

☐ One copy of the final dissertation that is clear and clean, **unbound and unperforated**.

☐ Please deliver the dissertation in a sturdy box (with a sturdy cover) that is similar in size to the manuscript itself.

☐ A complete copy of the final dissertation **in digital/electronic format, along with a completed UR Research Authorization Form (pages 13 & 14 of this document)**. Instructions for completing the Authorization Form are on page 15 and instructions for the submission of a digital copy of your dissertation are on page 16 of this document.

☐ Deliver final copy of the dissertation, the digital/electronic copy of the dissertation, and the completed Authorization Form to Claire Urbanowicz according to the deadlines below:

**Fall semester:**  
(1) September 22 for October 2017 degree conferral  
(2) November 20 for December 2017 degree conferral

**Spring semester:**  
(1) February 19 for March 2018 degree conferral  
(2) May 7 for May 2018 degree conferral
Student Name: _____________________________________________

Mailing Address: _____________________________________________

___________________________________________________________

Email Address: ___________________________________________ Phone: ________________________

School:   _____ College (A&S/Engr.)   _____ ESM   _____ Medicine & Dentistry
         _____ Simon School   _____ School of Nursing   _____ Warner School

Faculty Adviser: _____________________________________________

Program Title: _____________________________________________

Dissertation/Thesis Title: __________________________________

___________________________________________________________

Keywords: ________________________________________________

___________________________________________________________

Supporting Grants: _________________________________________

________________________________________________________________________

Part A: Use of Copyrighted Material(s)

I hereby certify that, if appropriate, I have obtained and attached written permission statements from the owner(s) of each third party copyrighted matter to be included in my thesis or dissertation, allowing distribution as specified below. If I have been unable to obtain written permission statements for any third party copyrighted materials, the materials have been removed from the text of my theses or dissertation and placed in an appendix that will be restricted from public view. The following appendices should be restricted from public view because they contain copyrighted materials:

________________________________________________________________________

I hereby certify that any proprietary or confidential information that must be permanently secured has been removed from the text of my dissertation/thesis and placed in an appendix that will be restricted from public view. The following appendices should be restricted from public view because they contain proprietary and/or confidential information:

________________________________________________________________________
I certify that the dissertation/thesis version I am submitting is the same as the final version approved by my Dissertation Committee.

I hereby grant to the University of Rochester and its agents the non-exclusive license to archive and make accessible, under the conditions specified below, my thesis or dissertation in whole or in part in all forms of media, now or hereafter known. I retain all other ownership rights to the copyright of the thesis or dissertation. I also retain the right to use in future works (such as articles or books) all or part of this thesis or dissertation.

**Part B: Access**

In addition to the unrestricted display of the bibliographic information and the abstract, I agree that the above-mentioned document be placed in the UR Research digital repository (http://urresearch.rochester.edu) with the following status: (choose option 1, 2 or 3 below)

1. Release the entire work immediately for access worldwide.

2. Release the entire work for University of Rochester access only for: (choose time period)
   - 1 year
   - 2 years
   A request to extend the embargo beyond a total of two years must be approved by the relevant college/school Dean/Associate Dean for Graduate Studies.

3. Secure the entire work for patent, proprietary or confidentiality purposes for a period of three (3) months. Following the three-month period of restricted access, the work will be:
   - Released immediately for access worldwide.
   - Released for University of Rochester access only for:
     - 1 year
     - 2 years
   A request to extend the embargo beyond a total of two years must be approved by the relevant college/school Dean/Associate Dean for Graduate Studies.

The undersigned agree that this ETD Authorization Form updates any and all previously submitted authorization forms.

**Signature of Author:** ________________________________

**Date:** ________________
University of Rochester, UR Research
Instructions for Electronic Thesis & Dissertation (ETD) Authorization Form

Student Name: This should be identical to the name on your title page because your name may be used to locate your dissertation/thesis in the database.

Keywords: To enhance retrieval of your dissertation/thesis you may add additional keywords that are not already included in your title or abstract.

Supporting Grants: List all grantors and corresponding grant numbers that supported the research described in your dissertation/thesis.

Use of Copyrighted Material(s): Written permission is required from the proper copyright owners of material you may have used in your work that does not fall under the guidelines of fair use (see http://www.lib.rochester.edu/copyright/urpolic.htm for the University's guidelines regarding fair use). This might be content taken from articles, books, web pages, music, poetry and lyrics, sound recordings, etc. The owner of the copyrighted material may be the author or the publisher. In addition, if you signed over copyright for papers you've authored to the publisher, you may need written permission to include your own papers in your dissertation/thesis. University Microfilms (UMI) also requires you to submit permission letters allowing distribution of third party copyrighted materials. More information can be found in Crews, KD. Copyright Law & Graduate Research (http://www.umiacs.umb.edu/dissertations/copyright/). If you are not able to obtain written permission to include copyrighted materials in your dissertation/thesis, the materials should be removed from the dissertation/thesis and placed in an appendix that will be restricted from public view.

Proprietary and Confidential Information: University of Rochester Medical Center authors are expected to conform to the American Society of Microbiology's Code of Ethics (http://www.asm.org/general.asp?bid=14777) and use their knowledge and skills to advance human welfare and discourage the misuse of scientific information. If there is proprietary or confidential information in your dissertation/thesis such as industry trade secrets or studies that used a reagent obtained under the Material Transfer Agreement (MTA) with restrictions on publishing, the information should be removed from the dissertation/thesis and placed in an appendix that will be restricted from public view.

Access: If your dissertation/thesis includes chapters or data that you plan to publish in the future you should restrict access to the University of Rochester community for a period of time. Some publishers may consider allowing worldwide access to your dissertation/thesis through UR Research to be prior publication.

If your dissertation/thesis contains new information that could lead to an invention, the ETD should be secured for a three-month period during which an Invention Disclosure Form is submitted to the Office of Technology Transfer and patent protection obtained for the invention.

Additional Information: If you have any questions or would like additional information about UR Research, please contact the University of Rochester Libraries at urresearch-help@rochester.edu.

Author Checklist:

___ Have you completed and signed the ETD Authorization Form?

___ Have you attached permission letters for previously copyrighted material or moved the copyrighted material to an appendix?

___ Have you and your faculty advisor reviewed your dissertation/thesis for proprietary or confidential information and moved the information to an appendix if necessary?

___ Have you chosen to restrict access to your dissertation/thesis for up to two years if you plan to publish chapters or data in the future?

___ Have you and your faculty advisor reviewed your dissertation/thesis for information that could lead to an invention and filed an Invention Disclosure Form with the URMC Office of Technology Transfer if appropriate?
University of Rochester
Instructions for the Submission of a Digital Copy
of your Dissertation

A digital copy of your dissertation will be deposited by the Libraries into the University’s digital repository, UR Research (http://urresearch.rochester.edu).

The digital copy of your dissertation should be provided on one or more of the following:

- CD
- DVD
- thumb drive

The Libraries’ strong preference is that the dissertation files remain in the format that they were originally created, such as Microsoft Word, WordPerfect, LaTeX, Postscript, HTML, and MPEG movie files. In order to ensure long-term access to your dissertation, it is sometimes necessary to go back to the original files and convert them.

In order to ensure that your dissertation cannot be downloaded and manipulated by others, the Libraries will convert the dissertation into uneditable formats, such as PDF, and only those files will be available for viewing.

Your dissertation will be deposited in the digital repository in the same way that you submit your files. In other words, if you have a file for each chapter of the dissertation, it will be deposited as a series of chapters, with each clearly labeled as such.

If you have any questions or concerns, please do not hesitate to contact the River Campus UR Research Project Coordinator.