

**Registration and Final Defense  
of the EdD Dissertation**  
Revised September 2023

Below is a summary of the key procedures required for registration and final defense of your EdD dissertation at the Warner School.

The final oral examination for the Doctor of Education degree must be taken at this University. The candidate, the advisor, and the appointed chair must be physically present. Remote participation of others is permitted only if approved in advance by the advisor, the associate dean of graduate education, the appointed examination chair, and the University dean of graduate education.

The student presentation is the only portion of the defense that may be recorded. Neither the question and answer nor the deliberations portion may be recorded.

Please contact [studentservices@warner.rochester.edu](mailto:studentservices@warner.rochester.edu) with any questions.

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## **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**

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.

## 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 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/> for very global University information on dissertation formats.

### References

American Psychological Association. (2020). *Publication manual of the American*

*Psychological Association* (7<sup>th</sup> ed.). Washington, DC: Author.

American Psychological Association. (2012). *APA style guide to electronic references*

(6<sup>th</sup> ed.). Washington, DC: Author.

## **Initiating the Final Dissertation Defense**

Please be sure that you have maintained continuous enrollment each fall and spring semester from the semester of matriculation and that you have no Warner School or University debts or fees outstanding (contact the University Office of the Bursar at 585.275.3931).

An email from you or your advisor, with all committee members cc'd, stating that your dissertation is ready for defense should be sent to [studentservices@warner.rochester.edu](mailto:studentservices@warner.rochester.edu), along with a copy of your dissertation.

## **Appointment of Reader/Independent Chair, Approval of Dissertation, and Scheduling of Defense**

- Following the approval of your committee and submission of your dissertation, 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.)
- You will be contacted with the name of the Reader/Independent Chair, and dates and times they are available to conduct the defense.
- You may choose to schedule the defense date and time with your committee or if you prefer Student Services will assist in scheduling the defense. **Please remember that defenses cannot be scheduled on Tuesdays, from 1:30 - 3pm.**
- The Reader/Independent Chair has three weeks to read your dissertation.
- The Office of Student Services will send a notice informing all concerned of the examination day, date, time, and location of the proposal defense.
- Each member of your committee and the Reader/Independent Chair will receive an electronic copy of the dissertation. It is imperative that each member of your committee has an identical copy of your dissertation. If a committee member requests you provide them with a paper copy, it must be identical to the final copy submitted to the Office of Student Services.

## **Conduct of the Dissertation Defense**

- The purpose of the dissertation defense is 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.

## Procedures for Proquest/Umi

- The University has a contractual arrangement with ProQuest®/UMI Dissertation Publishing for the on-demand publication of PhD dissertations and the electronic and print publication of PhD abstracts in *Dissertation Abstracts International*.
- All PhD students are required to complete the ProQuest Dissertation Publishing Agreement on the University of Rochester ProQuest®/UMI website: <http://www.etsadmin.com/rochester>. You may set up your online account before your defense so that you can familiarize yourself with the site and be ready to complete the process after the defense. Much of the required descriptive information can be completed before the defense, but do not upload the abstract or dissertation until after the defense when all corrections have been made and the document is finalized. The uploaded version must reflect all requested corrections from both the committee and the University Graduate Education Office, and, if stipulated at the defense, must have been approved by the advisor and/or committee members.
- You will receive an e-mail with instructions regarding completion of degree requirements from the University Graduate Education Office the day following your defense.
- ProQuest is committed to providing support to students—  
Technical Support: 1.877.408.5027  
Author Relations: 1.800.521.0600 (x7020)

You can receive support directly from ProQuest if you need help with your Publishing Agreement Form or with the pdf of the final dissertation.

**SAMPLE TITLE PAGE**

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

2021 (or year of degree conferral)