

TEACHERS COLLEGE
COLUMBIA UNIVERSITY
Office of the Registrar
Box 172 • 324 Thorndike Hall • 525 West 120th Street • New York, NY 10027
Phone: (212) 678-4050 • Fax: (212) 678-3005

Instructions for Completing the Dissertation Proposal Hearing Report

After a successful Dissertation Proposal Hearing, all dissertation research must be reviewed by the Institutional Review Board (IRB). The IRB letter must indicate if the student's study is exempt or has been approved for the use of Human Subjects. All students should review the IRB Website for additional information. The **Office of Sponsored Programs (OSP)** handles the procedures and provides information on the process of the IRB applications. For additional information and assistance on IRB issues, please contact:

The Office of Sponsored Programs (OSP)
Institutional Review Board (IRB)
Box 151, 407D Russell Hall
(212) 678-4105
E-mail: irb@tc.columbia.edu
<http://www.tc.columbia.edu/admin/irb>

The Teachers College IRB website has links to IRB forms and guidelines (including NYC Board of Education Guidelines), information on how to satisfy the Human Subjects' Protection requirement, and a quick reference of review categories and other IRB issues. **NOTE: The website is the ONLY place to complete the IRB application.**

An additional resource is the **Office of Human Research Protections (OHRP)**, the agency within the Department of Health and Human Services (DHHS) that oversees research involving human subjects and enforces the federal regulations governing such research. The OHRP's website is <http://ohrp.osophs.dhhs.gov/>.

Once the student receives IRB approval after the proposal hearing, he or she completes Part I of the "Dissertation Proposal Hearing Report." The Dissertation Committee signs Part II; and, the Department Chair signs Part III. The Office of the Registrar will not accept an incomplete Dissertation Proposal Hearing Report. Along with this Report, the student must submit the approved IRB letter and e-mail a pdf copy of the approved dissertation proposal manuscript to the Office of the Registrar.

Upon receiving the IRB approval letter, the student submits the "Dissertation Proposal Hearing Report", IRB approval letter, and dissertation proposal manuscript to the Registrar. To conserve paper, the Registrar requests that a pdf of all documents be sent to ods@tc.columbia.edu.

Note: A student may not have a Leave of Absence, Waiver, or Personal Exemption from Dissertation Advisement in the same semester that they hold a Dissertation Proposal Hearing.

Date IRB Letter received: _____

Date manuscript received: _____

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Dissertation Proposal Hearing Report

Dissertation Proposal Hearing Date Held: _____
Month Day Year

Note: After the successful Dissertation Proposal Hearing, the student applies for IRB approval. The Office of Sponsored Programs (OSP) handles the procedures and provides information on the Institutional Review Board (IRB) application. Upon receiving the IRB approval letter from the Office of Sponsored Programs, the student submits the following to the Office of the Registrar:

- a. The Dissertation Proposal Hearing Report Form with the appropriate signatures
- b. A copy of the IRB letter exempting or approving the student's document
- c. A copy of the Dissertation Proposal manuscript

- **When all documents are complete**, they should be submitted to ods@tc.columbia.edu in pdf format.

Please check your degree program:

<input type="checkbox"/>	Ed.D.	-	Doctor of Education
<input type="checkbox"/>	Ed.D. CTAS	-	Doctor of Education in College Teaching of an Academic Subject
<input type="checkbox"/>	Ph.D.	-	Doctor of Philosophy

Part I – Candidate Statement

Student Name: _____ TC ID #: _____
Last Name First Name M.I.

Day Phone #: _____ Email: _____

Department: _____ Program: _____

Title of Proposed Dissertation: _____

Dissertation Sponsor Name: _____

Second Committee Member Name: _____

Additional Member Name (if applicable): _____

DISSERTATION PROPOSAL HEARING REPORT

Part II – Approval by Dissertation Committee Members

The dissertation sponsor, second committee member and third member (if any), agree that the proposal is practicable and acceptable, that its plan and prospectus are satisfactory, and that the student is competent in the knowledge and techniques required, approve the proposal and recommend that the student proceed according to the prospectus and under the supervision of the Dissertation Committee.

The faculty present and voting YES sign here (*All committee member signatures are required*):

- | | | | |
|----|--|------------|-------|
| 1. | _____ | _____ | _____ |
| | Dissertation Sponsor's Signature | Print Name | Date |
| 2. | _____ | _____ | _____ |
| | Second Committee Member's Signature | Print Name | Date |
| 3. | _____ | _____ | _____ |
| | Additional Committee Member's Signature
(if applicable) | Print Name | Date |

NOTE: An official third member will require a five member Dissertation Oral Defense Committee

The faculty present and voting NO sign here:

- | | | | |
|----|--|------------|-------|
| 1. | _____ | _____ | _____ |
| | Dissertation Sponsor's Signature | Print Name | Date |
| 2. | _____ | _____ | _____ |
| | Second Committee Member's Signature | Print Name | Date |
| 3. | _____ | _____ | _____ |
| | Additional Committee Member's Signature
(if applicable) | Print Name | Date |

Part III – To Be Signed by the Department Chair

Department Chair's Signature

Print Name

Date