



Teachers College

COLUMBIA UNIVERSITY

Office of Doctoral Studies

Box 172 • 324 Bldg 528 • 525 West 120th Street • New York, NY 10027

Phone: (212) 678-4050 • Fax: (212) 678-4050

Instructions for Completing the Dissertation Proposal Hearing Report

After a successful Dissertation Proposal Hearing, all dissertation research must be reviewed by the Teachers College (TC) Institutional Review Board (IRB) even if the study does not include human subjects. The IRB approval or acknowledgement letter must indicate the [IRB review category](#) (exempt, expedited, or full review) or [that it does not involve human subjects](#). All students should review the TC IRB website for guidance. Students can also contact the IRB directly:

Teachers College, Institutional Review Board
IRB@tc.edu
(212) 678-4105

The Institutional Review Board and associated Office are federally mandated to monitor and protect the rights and welfare of human participants in research conducted at or sponsored by TC pursuant to federal regulation 45 CFR part 46 and 21 CFR part 56, also referred to as the “Common Rule”.

The TC IRB [website has links to IRB forms and guidelines](#) (including NYC Board of Education Guidelines), [guides on how to submit an IRB application for review](#), information on [how to satisfy the human subjects’ protection requirement](#), [frequently asked questions](#), a [reference of review categories](#), [IRB reviewer questions](#), and [other IRB issues](#).

All IRB applications should be completed using Mentor IRB (available through MyTC/Student Resources). ODS requires a TC IRB letter for your dissertation research. IRB letters from any other institution are not accepted.

Steps to File the Dissertation Proposal Hearing to the [Office of Doctoral Studies](#) (ODS):

1. Upon completion of the proposal hearing, please have this completed form signed by the Dissertation Proposal Committee and your Department Chairperson. Then, please e-mail this form to ods@tc.columbia.edu with a subject line: “*First & Last Name_Dissertation Proposal Hearing Form.*”
2. Please submit the Dissertation Proposal Hearing Form promptly to avoid any delays. If you submit this form late, it does not delay the start of “Obligation for Continuous Enrollment”.
3. [Submit a TC IRB protocol for review](#). When you file an IRB protocol through Mentor IRB, upload a signed version of this document with your IRB proposal as “additional documents.”
4. Email the TC IRB approval or acknowledgement letter (dated post-proposal hearing), along with a PDF copy of the approved dissertation proposal manuscript to ods@tc.columbia.edu with a subject line: “*First & Last Name_IRB & Proposal Manuscript Approval.*”

To ensure the methodology approved at the Dissertation Proposal Hearing is approved by TC IRB, the date of the IRB approval letter must be after the date of the successful dissertation proposal hearing. If IRB approved a pre-dissertation or pilot study, you must still submit a new IRB approval or acknowledgement letter post-proposal hearing.

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.



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FOR OFFICE USE ONLY

Date IRB Letter received: _____

Date manuscript received: _____

Dissertation Proposal Hearing Report Form

Dissertation Proposal Hearing Date Held: _____
Month Day Year

- All documents should be submitted to ods@tc.columbia.edu in pdf format.

Please check your degree program:

☐	Ed.D.	-	Doctor of Education
☐	Ed.D. CTAS	-	Doctor of Education in College Teaching of an Academic Subject
☐	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 Advisor Name: _____

Second Committee Member Name: _____

Additional Member Name (if applicable): _____

DISSERTATION PROPOSAL HEARING REPORT

Part II – Approval by Dissertation Committee Members

The dissertation advisor, 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 Advisor'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 Advisor'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
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