



As part of TCHL/EDU 560, you will be developing an action research capstone project that you will implement in your school/classroom.

Typically when you are conducting any type of research, including action research, IRB (Institutional Review Board) approval is required.

However, as you are completing this research as part of your WKU graduate coursework, you are not required to write and submit an IRB, so long as you adhere to the following expectations:

- You will not collect identifiable data on any minors/students/colleagues as part of your project.
- You will only share information about your research with your fellow graduate student classmates and course professor within the confines of the classroom.
- You will not disseminate your research findings in any official manner, including presentations within your school and among your work colleagues.
- You are conducting your research or evaluation within the parameters of normal educational practices.

You are permitted to share your findings informally with your principal or fellow teachers. However, as part of the dissemination policy involved with completing action research within your graduate class, you are not permitted to share your research plan or findings in any formal manner, including at a school PLC or PD.

If you wish to disseminate your findings outside of class, whether through an official presentation or potentially publishable article, that is certainly permissible for this Capstone project and would involve an IRB submission. Your professor will be happy to assist you with this process. Be advised that if your research involves collecting data from minors (i.e. – your students), your IRB may require a full board review which could take up to six weeks. In addition, you must pass CITI training before you may submit your IRB application.

If you want to go through the IRB process, please email your professor immediately to discuss your situation. At WKU, we are always happy to support publishable research and your capstone project could potentially be a great way to accomplish this.

If you do not want to go through the IRB process, please sign and date this form that confirms you will not collect identifiable data and that you will not disseminate or share your research findings with anyone outside of your capstone course.

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Printed Name

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Signature

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Date