

**CSUSB Doctoral Program in Educational Leadership
General Policies Acknowledgement**

I. General Academic Requirements

1. I will read the doctoral policies and procedures guidelines as presented on the doctoral program's website and doctoral guidebook. _____(Initial)
2. I will follow the program plan. _____(Initial)
3. I will take the appropriate summer courses during the summer session. _____(Initial)
4. I will continuously enroll in appropriate courses, including during each summer session, until I complete the program. _____(Initial)
5. I will enroll during the third summer session and stay continuously enrolled in the Internship course if I do not complete the program during the third year. _____(Initial)
6. I understand that if I need to sit out for a semester/year, I will complete the appropriate form and turn them in to the Doctoral Program office. _____(Initial)

II. Qualifying Examination

1. I will maintain enrollment during the session in which I take my Qualifying Exam. _____(Initial)
2. I understand that I will take my Qualifying Exam only after **all** appropriate forms have been signed by all required parties and turned them in to the Doctoral Program Office (Refer to Doctoral Program Guidelines for the specific forms that must be signed and turned in). _____(Initial)
3. I understand that if I do not pass my Qualifying Examination on the first try, I will have only one other opportunity to take and pass the exam. _____(Initial)
4. I understand that I am not a doctoral "candidate" until I have successfully passed my Qualifying Exam. _____(Initial)

III. Dissertation Proposal (Preliminary Defense)

1. I understand I cannot schedule or take my Preliminary Defense of my Dissertation Proposal until I have passed my Qualifying Examination. _____(Initial)

2. I will maintain enrollment during the session in which I take my Preliminary Defense of my Dissertation Proposal. _____(Initial)

3. I understand that I will have my Preliminary Defense of my Dissertation Proposal only after **all** appropriate forms have been signed by **all** required parties and turned them in to the Doctoral Program Office (Refer to Doctoral Program Guidelines for the specific forms that must be signed and turned in). _____(Initial)

4. I understand that if I do not pass my Preliminary Defense of my Dissertation proposal on the first try, I will have only one other opportunity to have the Preliminary Defense of my Dissertation Proposal. _____(Initial)

5. I understand I must submit the signed (by **all** committee members) Dissertation Proposal Decision Form before submitting the IRB Application and that I will include a copy of the signed Dissertation Proposal Decision Form with the IRB application. _____(Initial)

IV. IRB

1. I understand that I am responsible for reviewing **all** information and abiding by **all** policies associated with the IRB process, including such documents that are available on-line at <https://irb.csusb.edu/> and other information that is sent by the IRB compliance officer. _____(Initial)

2. I understand that any “mock” or “draft” IRB forms submitted as a class assignment DOES NOT substitute for the actual IRB application submitted through the on-line Cayuse System to the CSUSB IRB. _____(Initial)

3. I understand that I cannot collect any data to be used in my dissertation study until I have received approval from the CSUSB IRB Committee and that approval letter has been submitted to the Doctoral Program office. (Initial)

4. I understand that if there are changes to the IRB protocol, no matter how small, I must submit a change of protocol addendum to the IRB and receive approval prior to the start of any data collection associated with my dissertation study. _____(Initial)

V. Final Dissertation Defense

1. I understand I must have my **entire** committee’s approval to schedule my Final Defense. _____(Initial)

2. I understand that I will have my Final Defense only after **all** appropriate forms have been signed by **all** required parties and turned them in to the Doctoral Program Office ((Refer to Doctoral Program Guidelines for the specific forms that must be signed and turned in). _____(Initial)

