

## CSUSB ED.D. MILESTONE CHECKLIST SPRING THIRD YEAR GRADUATION

*Email all signed forms with \*\* to the doctoral studies office at [edd@csusb.edu](mailto:edd@csusb.edu). Please note that students do not advance to candidacy until they successfully pass their qualifying exam.*

### **Fall, Year One**

\_\_\_ Review Program Plan and program guidelines

\_\_\_ Satisfactorily complete required coursework

### **Spring, Year One**

\_\_\_ \*\* Complete Program Plan and General Policies Acknowledgement form ([Form 1](#))

\_\_\_ \*\* Undergo Annual Student Review ([Form 2](#))

\_\_\_ Satisfactorily complete required coursework

\_\_\_ Begin to assess potential dissertation chair and committee members

### **Summer, Year One**

\_\_\_ Satisfactorily complete required coursework

\_\_\_ \*\* Complete Dissertation Committee Approval form ([Form 5](#))

### **Fall, Year Two**

\_\_\_ Prepare for qualifying exam (\*\*[Form 3](#))

\_\_\_ Take qualifying exam

\_\_\_ Upon passing qualifying exam complete: \*\*[Form 4](#), update \*\*program plan for advancement to candidacy

\_\_\_ Satisfactorily complete required coursework

### **Spring, Year Two**

\_\_\_ \*\* Schedule Dissertation Proposal Defense ([Form 6](#))

\_\_\_ Dissertation proposal (Chapters 1-3) PPT presentation and IRB to committee

\_\_\_ Dissertation Proposal Decision form ([Form 7](#)) (students must present their proposal first to committee and gain approval before submitting the IRB application)

\_\_\_ \*\* Update Program Plan and submit for review by advisor/chair

\_\_\_ \*\* [Annual Student Review](#)

\_\_\_ \*\* Submit IRB forms and get IRB approval letter ([IRB Website](#))

\_\_\_ Satisfactorily complete required courses

### Summer, Year Two

- \_\_\_ Satisfactorily complete required coursework
- \_\_\_ Collect Data (June-October)

### Fall, Year Three

- \_\_\_ \*\*Program Plan form updated
- \_\_\_ Data collection and begin analysis of your dissertation (Chapter 4)
- \_\_\_ Submit Chapter 4 to Chair of Committee
- \_\_\_ Satisfactorily complete required courses

### Spring, Year Three

- \_\_\_ Complete analysis of your dissertation (chapter 5)
- \_\_\_ Submit Chapter 5 to Chair of Committee
- \_\_\_ Schedule dissertation defense (PPT presentation) ([Form 8](#))
- \_\_\_ Satisfactorily complete required coursework
- \_\_\_ File a grad check: [Office of the Registrar Graduation Requirement Check](#)
- \_\_\_ Order cap & gown (approximately February)
- \_\_\_ \*\*Completion of the Dissertation Final Defense ([Form 9](#))
- \_\_\_ \*\*Update Program Plan submit for review by advisor/chair
- \_\_\_ Set up appointment with graduate studies coach for ScholarWorks consultation
- \_\_\_ Dissertation submitted through ScholarWorks: [Graduate Studies The Review Process](#)
- \_\_\_ Complete Exit survey

### \_\_\_ ***Graduation!***

Do not forget to file a grad check whenever you know the semester you are graduating!!  
Do not forget to order your cap and gown whenever you know the semester you are graduating!!

**You must complete all requirements, including defense and ScholarWorks submission of final document before you can walk in commencement. You must be enrolled in the semester that you officially submit and complete this work but not necessarily when you walk in commencement.**