CSUSB Ed.D. Milestone Checklist

Aligned with EO 991

This checklist is designed to help doctoral students track key milestones on the path to timely degree completion. For detailed policies, procedures, and instructions, please refer to the full Ed.D. Program Guidelines. All required forms are available in one centralized location on the [Doctoral Studies Program Information](#) page.

Fall, Year One

- ☐ Attend Ed.D. Orientation
- ☐ Review Ed.D. Program Guidelines and Program Plan
- ☐ Complete General Policies Acknowledgement (Form 1)
- ☐ Begin required courses
- ☐ Begin assessing potential [dissertation chair and committee members](#)

Spring, Year One

- ☐ Meet with Program Specialist for mid-year advising (Program Plan review, committee prep)
- ☐ Complete Annual Student Review (Form 2)
- ☐ Complete Program Plan
- ☐ Complete courses
- ☐ Confirm [dissertation chair and committee members](#)
  - o Ensure committee meets EO 991 requirements: 2 core/affiliated faculty + 1 practitioner member

Summer, Year One

- ☐ Complete courses
- ☐ Submit Dissertation Committee Approval (Form 5)

Fall, Year Two

- ☐ Prepare for Qualifying Exam (Form 3)
- ☐ Complete Qualifying Exam
- ☐ If passed, complete Advancement to Candidacy (Form 4) **and** update Program Plan
- ☐ Complete courses
- ☐ Complete [CITI Human Subjects Training](#)
- ☐ Begin drafting Chapters 1–3 with Chair guidance (target draft by February)
  Reminder: Students do not advance to candidacy until they successfully pass the qualifying exam and complete all required paperwork (Forms 3 and 4). Proposal work may only begin after official advancement to candidacy.

Spring, Year Two

- ☐ Complete Chapters 1-3 and send to chair for review (mid-February)
- ☐ With chair approval, Schedule Proposal Defense (Form 6)
- ☐ Send finalized Chapters 1-3 to committee for review (2 weeks before proposal defense)
- ☐ Complete Proposal Defense to committee (1st week of March)
- ☐ Complete the dissertation proposal decision form (Form 7)
- ☐ Submit IRB application immediately upon successful proposal defense ([IRB website](#)):
  - o IRB Processing Time Alert: Approval may take 2+ months. IRB does **not** review new protocols during summer. Schedule your defense by early March to allow enough time for data collection.
- ☐ Submit IRB approval letter to Ed.D. Office
- ☐ Update Program Plan for Chair review
- ☐ Complete Annual Student Review (Form 2)
- ☐ Complete courses
  Reminder: Students may not begin data collection until IRB approval is received.

Summer, Year Two

- ☐ Complete courses
- ☐ Collect data (June–October)

Fall, Year Three

- ☐ Update Program Plan
- ☐ Analyze data and begin writing Chapter 4
- ☐ Submit Chapter 4 to Chair for feedback; verify alignment with IRB-approved design
- ☐ Begin Chapter 5 while waiting for chapter 4 feedback
- ☐ File [Graduation Requirement Check](#) through the Office of the Registrar via myCoyote (November)
- ☐ Complete courses

Spring, Year Three (Graduation Term):
Final dissertation defense and submission typically occur January–April. Plan ahead to meet all deadlines.
Final Dissertation and Graduation Requirements *These final steps involve coordination with three separate university offices. Communicate directly with each office to meet all requirements and deadlines.*

- Doctoral Studies Office – forms, defenses, program tracking
- Graduate Studies Office – ScholarWorks submission, formatting review, final dissertation approval
- Commencement Office – registration for ceremony, grad pass, and ceremony communications

Doctoral Studies Office
- Complete Chapter 5 and submit to Chair (around January)
- Order cap and gown (around February)
- Finalize and formally format dissertation (end of February)
- Schedule Dissertation Final Defense (Form 8) (end of February)
  - Dissertation Defense Timing Note: Defenses should be scheduled by mid-March to allow time for revisions and submission. Avoid April defenses to prevent graduation delays.
- Send finalized dissertation to committee for review 2 weeks before final defense
- Complete Final Defense and submit Dissertation Final Defense form (Form 9)
- Update Program Plan
- Complete courses
- Complete Ed.D. Exit Survey

Graduate Studies Office
Pay close attention to the Submission and Publication Deadlines—no exceptions are granted.

- Pay $30 Digital Archiving Fee via MyCoyote
- Submit signed Committee Certification Form (via Adobe Sign or email)
- Upload formatted manuscript to CSUSB ScholarWorks (1st week of April)
- Respond to formatting corrections from Graduate Studies reviewers
- Receive final acceptance by ScholarWorks Publication Deadline (1st week of May)

Once accepted, forward confirmation email to edd@csusb.edu

Commencement Office
Commencement Registration (Separate from Graduation Approval)
- After submitting your Graduation Requirement Check (3rd Fall), the **Commencement One Stop tile** will appear in your MyCoyote portal
- Complete Commencement Registration, including:
  - Verify personal details
  - Complete Marching Order Form

- Download your Grad Pass (required for ceremony check-in)

If you do not see the Commencement tile or haven't received registration info by email, contact:

Office of the Registrar, Graduation Support at (909) 537-5219

Final Reminders

- The program is designed for students to complete all coursework and the dissertation within three years, in alignment with EO 991, Article 10, which requires that all degree requirements be fulfilled within five years of achieving classified standing. EO 991 is the CSU system policy governing doctoral program time-to-degree, enrollment, and academic progress.
- All required Ed.D. forms can be accessed in one place at the [Doctoral Studies Program Information page](#).
- If not using the web based forms, all forms must include digital signatures and be submitted via email to edd@csusb.edu
- You must maintain continuous enrollment through final degree conferral, including summer if completing final steps during that term.
- You **must** be enrolled during the semester you complete your final requirements.
- You **may not walk in commencement** unless all final steps, including ScholarWorks acceptance, are complete.
- For full policies and detailed form guidance, refer to the Ed.D. Program Guidelines.