

## Ed.D. Year 5 Planning Worksheet

### Instructions for Submitting Form 13:

- **Web Form Users:** After completion and your signature, the form will be automatically routed to the appropriate parties—no further action is required.
- **PDF Form Users:**
  1. Complete and sign the top sections.
  2. Send the signed form dissertation chair for signature.
  3. After all signatures are obtained, email the completed form to [edd@csusb.edu](mailto:edd@csusb.edu) for final review and the Program Director's signature.

If requesting signatures via Adobe Sign, CC [edd@csusb.edu](mailto:edd@csusb.edu) but do not request a signature from [edd@csusb.edu](mailto:edd@csusb.edu) through Adobe Sign.

For questions or help, contact: [edd@csusb.edu](mailto:edd@csusb.edu)

This worksheet is required for all students on Academic Notice. It is intended to help you plan your final year in the Ed.D. program. Please complete it in collaboration with your Dissertation Chair and submit it to the Ed.D. Program Office no later than October 1. This worksheet will be used to help monitor progress through your final year.

## Part I: Student Information

**Student Name:** \_\_\_\_\_ **Student ID:** \_\_\_\_\_  
**Cohort #:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_ **Email:** \_\_\_\_\_  
**Dissertation Chair Name:** \_\_\_\_\_  
**Dissertation Title:** \_\_\_\_\_

## Part II: Dissertation Plan

### My Target Graduation Term

- ☐ Fall **2025**  
☐ Spring **2026** (final term within 5-year window)

### Key Dissertation Milestones

As a reminder:

Chapters 1–3 must be submitted to your committee at least two weeks before your scheduled proposal.

The full dissertation (Chapters 1–5) must be submitted to your committee at least two weeks before your scheduled defense.

Milestone	Latest Possible Date	Planned Date / Completed?
Submit Chapters 1–3 + Form 6 to schedule proposal	October <b>6, 2025</b>	
Hold Proposal and submit Form 7	October <b>20–21, 2025</b>	
Submit IRB application	October <b>27, 2025</b>	
Receive IRB approval (estimated)	December <b>22, 2025</b>	
Complete data collection and write Chapters 4–5	January–February <b>2026</b>	
Submit full dissertation to committee (Ch. 1–5) + Form 8 to schedule proposal	March <b>16, 2026</b>	

Hold final defense and submit Form 9	March <u>30–31, 2026</u>	
Submit final dissertation to Graduate Studies	April <u>13, 2026</u>	
Complete publication revisions	May <u>8, 2026</u>	

### Barriers to Completion

Please describe any personal, professional, or academic challenges that may affect your timeline. This information may be used to help identify appropriate support.

### Support Strategies

What do you need in order to stay on track this year? (Check all that apply)

- ☐ Regular check-ins with my Dissertation Chair
- ☐ Writing accountability (peer or advisor support)
- ☐ Clarification on submission deadlines
- ☐ IRB or methodology guidance
- ☐ Mental health or wellness resources
- ☐ Other: \_\_\_\_\_

### Dissertation Chair Notes

(To be completed by the Dissertation Chair or advisor after reviewing the worksheet with the student.)

The completed worksheet must be submitted to the Ed.D. Program Office at [edd@csusb.edu](mailto:edd@csusb.edu).  
If you have questions or need support, contact the Ed.D. Program Office at [edd@csusb.edu](mailto:edd@csusb.edu).

### Reminders

- All requirements must be completed by the end of **Spring 2026** to remain within the 5-year limit.
- Extensions may be possible, but they require a formal petition process and are uncommon.
- We're here to help! Contact [edd@csusb.edu](mailto:edd@csusb.edu) with any questions or concerns.

### Part III: Signatures

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Student Signature \_\_\_\_\_ Date \_\_\_\_\_

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Dissertation Chair Signature \_\_\_\_\_ Date \_\_\_\_\_

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Director Signature \_\_\_\_\_ Date \_\_\_\_\_