



Program Plan
Cohort 19
PK-12

Submission Instructions: This form must be completed during your first **spring semester** in the program and **every semester thereafter**.

- If you are using the **web form**: Once you complete and sign it, the form will be automatically routed to the appropriate parties.
- If you are using the **PDF version**: Complete the top section and sign the form. Then forward it to your dissertation chair or the program specialist for their signature.

Final Submission:

- Send the **completed** form to: **edd@csusb.edu**
- If you are requesting signatures through **Adobe Sign**:
 - **Do not** request a signature from edd@csusb.edu
 - Instead, **CC edd@csusb.edu** so our office receives a copy.
- **Need Help?**
- For questions or assistance, email us at **edd@csusb.edu**.
- All doctoral program forms are available at our [Ed.D. Program Information Page](#)

Student Name: _____ Student ID: _____

Student Phone # : _____ Student Email: _____

Advisor/Chair: _____ Admittance Bulletin Year: _____

Cohort: _____

Core Courses	PK-12	Units	Grade	Semester/Yr
EDDL 7801 – Scientific Inquiry		3.0		Fall 2025
EDUC 7907 Diversity and Equity in Education		3.0		Fall 2025
Fall, Year One: <ul style="list-style-type: none"> <input type="checkbox"/> Attend Ed.D. Orientation <input type="checkbox"/> Review Ed.D. Program Guidelines and Program Plan <input type="checkbox"/> Complete General Policies Acknowledgement (Form 1) <input type="checkbox"/> Begin required courses <input type="checkbox"/> Begin assessing potential dissertation chair and committee members 				
EDDL 7901 Theories and Principles of Leadership		3.0		Spring 2026
EDDL 7902 – Leadership and Educational Reform		3.0		Spring 2026

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](#)

Core Courses	PK-12	Units	Grade	Semester/Yr
EDDL 7803 – Applied Qualitative Research		3.0		Summer 2026
	EDDL 7012 – Foundations of Leadership in PK-12 Institutions	3.0		Summer 2026

Summer, Year One

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

EDDL 7802 – Applied Quantitative Research		3.0		Fall 2026
EDUC 7908 – Ethical Leadership and Decision Making in Education		3.0		Fall 2026
EDDL 7980 Qualifying Exam		--		Fall 2026

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.

EDDL 7905 – Field-based Practicum in PK-20 Settings		3.0		Spring 2027
EDDL 7903 – Leadership and Fiscal Planning in Complex Organizations		3.0		Spring 2027

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](#)):
 - 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.

Core Courses	PK-12	Units	Grade	Semester/Yr
	EDUC 7412 Leadership in Pupil Personnel Services	3.0		Summer 2027
EDDL 7904 – Human Resources Development and Management		3.0		Summer 2027

Summer, Year Two

- _____ Satisfactorily complete required coursework
- _____ Collect Data (June-October)

	EDDL 7112 – Leadership for Teaching and Learning in PreK-12	3.0		Fall 2027
	EDDL 7212 Public School Organization, Governance, and Policy	3.0		Fall 2027
EDDL 7804 – Dissertation Study		6.0		Fall 2027

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

ESPE 7906 – Leadership in Program Development for Students with Disabilities		3.0		Spring 2028
	EDDL 7312 Assessment and Data Driven Decision-making in PreK-12	3.0		Spring 2028
EDDL 7804 – Dissertation Study & Final Dissertation Defense		6.0		Spring 2028

Spring, Year Three

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.

*Per Executive Order 0991, "While the Ed.D. program shall be designed to allow completion of all requirements within three years, the student shall have completed all requirements for the degree within five years of achieving classified standing in the doctoral program."

Student Signature

Date

Dissertation Chair Signature/ Program Specialist Signature

Date

Advanced to Candidacy Date (If applicable):_____