

CSUSB Doctoral Program in Educational Leadership General Policies Acknowledgement

Please ensure that each listed item is initialed and that your signature is provided at the bottom of the form. If you are not using the web form, and instead using the PDF version of this form, kindly ensure that the **completed** form is emailed to edd@csusb.edu. Otherwise, the web form will be automatically sent to the appropriate parties. If you manually request signatures via Adobe Sign, please CC edd@csusb.edu. However, **do not** request signatures from edd@csusb.edu through Adobe Sign. Should you require any assistance, please do not hesitate to contact our office at edd@csusb.edu.

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)
7. I understand, 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." _____(Initial)
8. I understand, per Executive Order 0991, if I do not complete all requirements within five years, I will be disqualified from the program, unless an extension is granted by the appropriate campus authority. _____(Initial)

II. Qualifying Examination

1. I will maintain enrollment during the session in which I take my Qualifying Exam. _____(Initial)
2. I understand, per Executive Order 0991, "The total time from achievement of classified standing to qualifying examination and advancement to candidacy shall not exceed three years unless there are mitigating circumstances and the program faculty members have approved the extension. An extension shall not exceed one year" _____(Initial)
3. 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)

4. 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)

5. 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 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)
3. I understand that if I do not pass my Final Defense of my Dissertation on the first try, I will have only one other opportunity to pass the Final Defense. _____(Initial)
4. I understand that the title “Dr.” may not be used until all corrections have been made to my Dissertation and it has been approved by the Office of Graduate Studies. _____(Initial)

VI. Graduation

1. I understand that I will not officially graduate until my dissertation is completed and approved by all members of my dissertation committee, I have turned in **all** of the appropriately completed and signed forms and have paid **all** of my tuition and other fees. _____(Initial)

I agree to abide by my program plan, CSUSB and IRB policies and guidelines, and the Doctoral Program Guidelines handbook.

Print Student Name

Cohort #

Student Signature

Date