



**Program Plan  
Cohort 16  
PK-12**

This form must be completed in your first spring semester and every semester thereafter. If you are using the web form, once completed and signed by you, it will be automatically sent to the appropriate parties. However, if you are using the PDF version, complete the top section of the form and sign it. Then, send it to your dissertation chair or the program specialist for completion and signature. Kindly ensure that the COMPLETED form is sent to [edd@csusb.edu](mailto:edd@csusb.edu). If you request signatures via Adobe Sign, please CC [edd@csusb.edu](mailto:edd@csusb.edu), but DO NOT request signatures from [edd@csusb.edu](mailto:edd@csusb.edu) through Adobe Sign. If you need assistance, please contact our office at [edd@csusb.edu](mailto:edd@csusb.edu).

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 2022
EDUC 7907 Diversity and Equity in Education		3.0		Fall 2022
<b>Fall, Year One:</b>				
<input type="checkbox"/> Review Program Plan and program guidelines <input type="checkbox"/> Satisfactorily complete required coursework				
EDDL 7901 Theories and Principles of Leadership		3.0		Spring 2023
EDDL 7902 – Leadership and Educational Reform		3.0		Spring 2023
<b>Spring, Year One:</b>				
<input type="checkbox"/> Complete Program Plan and General Policies Acknowledgement form ( <a href="#">Form 1</a> ) <input type="checkbox"/> Satisfactorily complete required coursework <input type="checkbox"/> Begin to assess potential dissertation chair and committee members				

Core Courses	PK-12	Units	Grade	Semester/Yr
EDDL 7803 – Applied Qualitative Research		3.0		Summer 2023
	EDDL 7012 – Foundations of Leadership in PK-12 Institutions	3.0		Summer 2023

### **Summer, Year One**

- Satisfactorily complete required coursework
- Complete Dissertation Committee Approval form ([Form 5](#))

EDDL 7802 – Applied Quantitative Research		3.0		Fall 2023
EDUC 7908 – Ethical Leadership and Decision Making in Education		3.0		Fall 2023
EDDL 7980 Qualifying Exam		--		Fall 2023

### **Fall, Year Two**

- Prepare for qualifying exam ([Form 3](#))
- Take qualifying exam (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”
- Upon passing qualifying exam complete: [Form 4](#), update program plan for advancement to candidacy
- Satisfactorily complete required coursework

EDDL 7905 – Field-based Practicum in PK-20 Settings		3.0		Spring 2024
EDDL 7903 – Leadership and Fiscal Planning in Complex Organizations		3.0		Spring 2024
Complete Chapters 1-3 and sit for Preliminary Defense		--	--	Spring 2024

### **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

Core Courses	PK-12	Units	Grade	Semester/Yr
	EDUC 7412 Leadership in Pupil Personnel Services	3.0		Summer 2024
EDDL 7904 – Human Resources Development and Management		3.0		Summer 2024
<b>Summer, Year Two</b>				
<input type="checkbox"/> Satisfactorily complete required coursework <input type="checkbox"/> Collect Data (June-October)				
	EDDL 7112 – Leadership for Teaching and Learning in PreK-12	3.0		Fall 2024
	EDDL 7212 Public School Organization, Governance, and Policy	3.0		Fall 2024
EDDL 7804 – Dissertation Study		6.0		Fall 2024
<b>Fall, Year Three</b>				
<input type="checkbox"/> Program Plan form updated <input type="checkbox"/> Data collection and begin analysis of your dissertation (Chapter 4) <input type="checkbox"/> Submit Chapter 4 to Chair of Committee <input type="checkbox"/> Satisfactorily complete required courses				
ESPE 7906 – Leadership in Program Development for Students with Disabilities		3.0		Spring 2025
	EDDL 7312 Assessment and Data Driven Decision-making in PreK-12	3.0		Spring 2025
EDDL 7804 – Dissertation Study & Final Dissertation Defense		6.0		Spring 2025

**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.**

\*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): \_\_\_\_\_