



**Program Plan
Cohort 18
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. If you request signatures via Adobe Sign, please CC edd@csusb.edu, but DO NOT request signatures from edd@csusb.edu through Adobe Sign. If you need assistance, please contact our office at 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 2024
EDUC 7907 Diversity and Equity in Education		3.0		Fall 2024
Fall, Year One:				
<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 2025
EDDL 7902 – Leadership and Educational Reform		3.0		Spring 2025
Spring, Year One:				
<input type="checkbox"/> Complete Program Plan and General Policies Acknowledgement form (Form 1) <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 2025
	EDDL 7012 – Foundations of Leadership in PK-12 Institutions	3.0		Summer 2025

Summer, Year One

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

EDDL 7802 – Applied Quantitative Research		3.0		Fall 2025
EDUC 7908 – Ethical Leadership and Decision Making in Education		3.0		Fall 2025
EDDL 7980 Qualifying Exam		--		Fall 2025

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 2026
EDDL 7903 – Leadership and Fiscal Planning in Complex Organizations		3.0		Spring 2026
Complete Chapters 1-2 and sit for Preliminary Defense		--	--	Spring 2026

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 2026
EDDL 7904 – Human Resources Development and Management		3.0		Summer 2026
Summer, Year Two				
<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 2026
	EDDL 7212 Public School Organization, Governance, and Policy	3.0		Fall 2026
EDDL 7804 – Dissertation Study		6.0		Fall 2026
Fall, Year Three				
<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 2027
	EDDL 7312 Assessment and Data Driven Decision-making in PreK-12	3.0		Spring 2027
EDDL 7804 – Dissertation Study & Final Dissertation Defense		6.0		Spring 2027

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): _____