Steps to Graduation

California State University, Sacramento
Doctorate in Educational Leadership
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</tbody>
</table>
## Program Benchmarks
(Three Semesters in Academic Year: (1) Fall, (2) Spring, and (3) Summer)

<table>
<thead>
<tr>
<th>Task</th>
<th>Process</th>
<th>Date Submission</th>
<th>Responsible for Filing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dissertation Prospectus</td>
<td>Preparation takes place in Quantitative Research Methods II – Present dissertation topic through a ‘Poster Session’ at the College of Education, BMED Multicultural Conference</td>
<td>End of second fall semester</td>
<td>EDD 606, Quantitative Research Methods II</td>
</tr>
<tr>
<td>Successful completion of course sequence</td>
<td>Work with Academic Advisor, Director and Associate Director</td>
<td>Second spring semester</td>
<td>Office of Graduate Studies and Program Director</td>
</tr>
<tr>
<td>Advancement to Candidacy</td>
<td>This form will be completed by the Ed.D. Office Staff and distributed in class for students to insert their grades, personal information and signature. Student must successfully pass Qualifying Exam for the ATC form to be processed at the end of the semester. Form can be found at: <a href="http://www.csus.edu/gradstudies/forms.htm">http://www.csus.edu/gradstudies/forms.htm</a></td>
<td>Second spring semester February 1</td>
<td>Submit to the Ed.D. Office to secure signatures</td>
</tr>
<tr>
<td>Intent to take the Qualifying Exam Form</td>
<td>The Ed.D. office will submit results to the Office of Graduate Studies Form can be found at: <a href="http://www.csus.edu/gradstudies/forms.htm">http://www.csus.edu/gradstudies/forms.htm</a></td>
<td>Second spring semester February 1</td>
<td>Student is responsible for submitting to the Office of Graduate Studies</td>
</tr>
<tr>
<td>Nomination of Dissertation Committee</td>
<td>Student and Primary Advisor decide on the composition of this committee</td>
<td>In EDD 615 class</td>
<td>Student is responsible for submitting to the Ed.D. Office</td>
</tr>
<tr>
<td>Defense of Dissertation Proposal Form</td>
<td>Dissertation committee completes form and student submits the form to Ed.D Office the same day they complete their Proposal Defense</td>
<td>At time of completion</td>
<td>Student submits to the Ed.D. Office staff</td>
</tr>
<tr>
<td>IRB Approval</td>
<td>Student works with IRB office to obtain Human</td>
<td>No later than the</td>
<td>Student works directly with</td>
</tr>
<tr>
<td>Event</td>
<td>Description</td>
<td>Deadline</td>
<td>Responsible Party</td>
</tr>
<tr>
<td>--------------------------------------</td>
<td>-----------------------------------------------------------------------------</td>
<td>---------------------------------</td>
<td>--------------------------------------------------------</td>
</tr>
<tr>
<td>Subjects Committee Approval</td>
<td>Information and Deadlines can be found at their website at:</td>
<td>beginning of third fall semester</td>
<td>Dissertation committee members</td>
</tr>
<tr>
<td></td>
<td><a href="http://www.csus.edu/research/">http://www.csus.edu/research/</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Continuous dissertation research</td>
<td>Works <strong>closely</strong> with Dissertation Chair and committee members on chapters</td>
<td>No later than the beginning of third fall semester</td>
<td>Student <strong>must</strong> maintain communication with dissertation advisor and all committee members</td>
</tr>
<tr>
<td>Thesis/Dissertation Formatting Workshop</td>
<td>Students are required to attend a minimum of one Thesis Formatting Workshop and obtain proof of attendance for later use</td>
<td>Beginning of third fall or third spring semester</td>
<td>Office of Graduate Studies</td>
</tr>
<tr>
<td>Application for Graduation</td>
<td>Students secure necessary signatures</td>
<td>Beginning of third fall or third spring semester</td>
<td>Student responsibility to submit to Office of Graduate Studies</td>
</tr>
<tr>
<td></td>
<td>Form can be found at: <a href="http://www.csus.edu/gradstudies/forms.htm">http://www.csus.edu/gradstudies/forms.htm</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Intent to Defend Dissertation</td>
<td>Form can be found at: <a href="http://www.csus.edu/gradstudies/forms.htm">http://www.csus.edu/gradstudies/forms.htm</a></td>
<td>Beginning of third fall or third spring semester</td>
<td>Student responsibility to submit to Office of Graduate Studies</td>
</tr>
<tr>
<td>Dissertation Defense</td>
<td>Student prepares final draft of dissertation to present to dissertation committee</td>
<td>Beginning of third spring semester</td>
<td>Schedule room with Ed.D. Office (916)278-2282 or <a href="mailto:edd@csus.edu">edd@csus.edu</a></td>
</tr>
<tr>
<td>Dissertation Defense Form</td>
<td>Complete <strong>two</strong> forms: Office of Graduate Studies Dissertation Defense Form and Ed.D. Dissertation Defense Form. Forms can be</td>
<td>Following Dissertation Defense</td>
<td>Student submits to Director</td>
</tr>
<tr>
<td></td>
<td>Presentation</td>
<td></td>
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<td>----------------------</td>
<td>-----------------------------------------------------------------------------</td>
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<tr>
<td>Dissertation</td>
<td>Email FINAL Dissertation to Program Director and schedule a time to have</td>
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<tr>
<td>Signature</td>
<td>Dissertation signed by the Program Director.</td>
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<td>Upon printing of FINAL Dissertation</td>
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<td></td>
<td>Please contact Ed.D. Office to schedule appointment with Program Director</td>
<td></td>
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<tr>
<td>Graduation Checkout</td>
<td>Student submits:</td>
<td></td>
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</tr>
<tr>
<td></td>
<td>- Approved copy of Dissertation</td>
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<td></td>
</tr>
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<td></td>
<td>- Three copies of dissertation receipt form</td>
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<td>- Microfilming and Binding Receipt</td>
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<td>- Proof of Attendance to Thesis/Dissertation Workshop</td>
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<td></td>
<td>No later than first week of May (graduation month)</td>
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<td></td>
<td>Student submits to the Office of Graduate Studies</td>
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</table>
Dissertation Process

Methods Classes
- Focus on dissertation procedures and processes

Dissertation Prospectus
- Presentation of Dissertation topic in a Poster Session format
- End of second fall semester

Dissertation Proposal/IRB Proposal
- Beginning of third fall semester

Dissertation Defense Presentation
- Third spring semester
- Full draft of Dissertation should be submitted 2 weeks prior to Presentation
The Ed.D. Office will input the classes students take, it is the student's responsibility to input their personal contact information and grades received. Please submit to the Ed.D. Office as we will secure signatures and submit to the Office of Graduate Studies by the February 1st deadline.

GUIDELINES FOR COMPLETING ADVANCEMENT TO DOCTORAL CANDIDACY

These guidelines must be followed in completing the Advancement to Doctoral Candidacy form. This form lists the specific requirements (i.e., courses, exams, thesis/project) to be completed before a Master's degree can be awarded. When the Advancement form is accepted and approved by the Graduate Dean, a student is officially advanced to doctoral degree candidacy. Students must submit three (3) copies (one original and 2 photocopies) of the signed form to the Office of Graduate Studies.

1. Name - Be consistent. Submit a Data Change form for name changes – keep our records current.

2. Sac State ID - Enter your Student Identification number

3. Address - Alert Graduate Center staff of address changes. Keep your address current. You could miss important notices or your diploma may be mailed to an old address

4. Phone/e-mail - We may need to contact you with questions about your record.

5. Degree Program (e.g., History, English, Psychology, Nursing, Education)

6. Concentration (e.g., Community College, K-12 Leadership) - Do not list areas of study

7. Catalog - Enter catalog years used in listing courses completed (i.e., 2008 – 10 catalog). All required courses listed in the catalog must be accounted for on the Advancement form. If a course substitution is made, it should be noted on the Advancement form. After the Advancement to Candidacy form is approved by the Graduate Dean all changes made must be submitted for approval on a Petition for Exception form.

8. List advisor and committee members (members who are non-tenured or tenure track faculty must receive approval from the Graduate Dean to serve on doctoral committee). Please print first and last names.

9. List the core courses as listed in the catalog year noted in Item #7. Any substitutions to the core courses must be noted, and the rationale for the substitution noted on a separate sheet.

10. List the courses taken for the area of study, electives, or concentration. If more space is needed to list courses, Page 2 form is available at the Office of Graduate Studies, some Department Offices or at www.csus.edu/gradstudies (Must submit three (3) copies of the form with signatures).

11. List proposed date for qualifying examination

12. List the Culminating Experience you will be completing (e.g., Ed.D. 617). Include number of units to be taken.

13. List proposed date for dissertation defense

14. Applicant Signature - Applicant MUST sign and date form before submitting for faculty signatures

15. Faculty Advisor signature and date

16. Faculty Signatures - Graduate Coordinator / Department Chair / Program Director signature and date is REQUIRED.
The Ed.D. Office will input the classes students take, it is the students responsibility to input their personal contact information and grades received. Please submit to the Ed.D. Office as we will secure signatures and submit to the Office of Graduate Studies by the February 1st deadline.

<table>
<thead>
<tr>
<th>Subject</th>
<th>Course Number</th>
<th>Title of Course</th>
<th>Instructor</th>
<th>Semester</th>
<th>Units</th>
<th>Grade</th>
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</table>

10. List courses for Concentration and / or Electives (use page 2, if necessary)

11. List proposed date for qualifying examination (List any qualifying preparation course(s)).

12. List Culminating Experience / Dissertation Course(s)

13. List proposed date for dissertation defense:

14. Applicant's Signature: __________________________ Date: __________________

15. Faculty Advisor Signature: __________________ Date: __________________

16. Graduate Committee Signature (required): __________________ Date: __________________

Deadlines:
- October 1st: Advance for next spring term
- February 1st: Advance for next fall term

Dean, Office of Graduate Studies: __________________
The Ed.D. Office will input the classes students take, it is the students responsibility to input their personal contact information and grades received. Please submit to the Ed.D. Office as we will secure signatures and submit to the Office of Graduate Studies by the February 1st deadline.

<table>
<thead>
<tr>
<th>Subject</th>
<th>Course Number</th>
<th>Course Title</th>
<th>Instructor</th>
<th>Semester</th>
<th>Units</th>
<th>Grade *</th>
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* Leave blank if in progress
Ed.D. students are responsible for inputting their contact information and concentration. Please do not complete the proposed committee members section. Submit to the Office of Graduate Studies.

Office of Graduate Studies

Ed.D / Ph.D.

Intent to Take Qualifying Exam

Student ID #: __________________________ Date: __________________________

Last Name: ___________________________ First: ___________________________ MI: ___

Address: _____________________________ City: ___________________________ ST: ___ Zip: _____

Phone: _______________________________ Email: __________________________

Program of Study (please check one area only):

☐ Ed.D. Note Concentration:

☐ Pre-Kindergarten – Grade 12 Educational Leadership

☐ Community College / Postsecondary Educational Leadership

☐ Ph.D. List degree title or department name:

Semester and year in which the Doctoral Qualifying Exam will be initiated:

☐ Fall ____________ ☐ Spring ____________ ☐ Summer ____________

List the proposed committee members and briefly state why you selected them or what role they will play in assisting you in your proposed area of research:

Chair Person: __________________________ Department: __________________________

Reason: __________________________

Member #1: __________________________ Department: __________________________

Reason: __________________________

Member #2: __________________________ Department: __________________________

Reason: __________________________

To the best of my knowledge, the information provided is current and I have completed all of the requirements to take the qualifying examination for candidacy.

Student Signature: __________________________ Date: __________________________

Attach to this form an abstract of your proposed research or a general description of your research are and proposed methods (do not exceed one (1) page) and return to:

California State University, Sacramento
Office of Graduate Studies
Riverfront Center, Room 206
6000 J Street
Sacramento, CA 95819-6112

OFFICE OF GRADUATE STUDIES USE ONLY

☐ Approved ☐ Denied

Dean of Graduate Studies __________________________ Date __________________________

Comments: __________________________
Completion of Dissertation Proposal Defense Form

Title of Dissertation: ________________________________________________________________

Student Name: ________________________________________________________________

Location of Proposal Defense: ______________________________________________________

Date and Time of Proposal Defense: __________________________ Date   Time

My signature below indicates the above named student has completed their proposal defense.

Signature (chairperson)

Signature (member)

Signature (member)

Signature (member)

Signature (member)

For Dissertation Committee Chairperson only: The above named student has:

☐ Satisfactorily passed his/her proposal defense without revisions to proposal

☐ Satisfactorily passed his/her proposal defense with revisions to proposal:
  Revisions due: __________________________ Date

☐ Had his/her proposal defense deferred and will be rescheduled (Please attach letter)

☐ Not satisfactorily completed his/her proposal defense (Please attach letter)
Ed.D. students are responsible for having their Dissertation Committee complete this form once they have completed their Dissertation Proposal Defense. Immediately submit to the Ed.D. Office.

Name of Student: ____________________________ Date of Proposal Defense: _________

The following revisions are **required** for completion of dissertation proposal:

**ABSTRACT/LITERATURE REVIEW**

**METHODS**

Subjects:

Procedures/Data collection:

Data Analysis:

Date revisions required back to Dissertation Committee Chairperson for approval: ________________________________ Date

The following revisions are **suggested** (but not required):

<table>
<thead>
<tr>
<th>Name of Dissertation Committee Chairperson (Please Print)</th>
<th>Signature of Committee Chairperson</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name of Student (Please Print)</th>
<th>Signature of Student</th>
<th>Date</th>
</tr>
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<tbody>
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</tbody>
</table>
This document can be found at the Office of Graduate Studies website at: http://www.csus.edu/gradstudies/forms.htm. Ed.D. students are responsible for completing this form and submitting directly to the Office of Graduate Studies.

GRADUATION APPLICATION
GENERAL INFORMATION

Please read the information below before completing the Graduation Application $63.50 fee at the Student Financial Services Center before submitting the form to the Office of Graduate Studies (River Front Center, Room 206). Please read the information below before completing the graduation application.

• Due Dates: Return this form to the Office of Graduate Studies by the date noted below, if you want to have your name in the Commencement program:
  • October 1 for Fall graduation
  • February 1 for Spring or Summer graduation

• Changes to Graduation Application - Make a copy of this application for your records. If you have changes, please visit the Office of Graduate Studies, River Front Center, Room 206.

• Approved Advancement to Candidacy - If you do not have an approved Advancement to Candidacy form on file with the Office of Graduate Studies, your Application for Graduation will be returned to you.

• Change in Graduation Date: If you do not graduate the semester you specified on the application, then you must notify the Office of Graduate Studies, River Front Center, Room 206. An additional fee may be required.

• Change in Course Work – A Petition for Exception is required if you have made changes in any course work listed on your Advancement to Candidacy. Also, be sure you have listed and enrolled in the correct culminating requirement and units (i.e., SUBJ 600 or Ed.D. 617). You must be currently enrolled in the term you graduate.

• Diploma Mailing Address - You will receive your diploma approximately four (4) months after graduation. Note: If your address is different than the one listed on this form, you must file a "Data Change Form" with the Office of Graduate Studies or update your records on your My Sac State account.

• Approval Signature – Obtain the signature of your Graduate Coordinator, Department Chair or Faculty Advisor (Special Majors will require the signature of the faculty sponsor) and one additional committee member.

• Commencement Participation - If you wish to participate in commencement, please contact the ASI Business Office located on the 3rd floor of the University Union (278-7916) at least one (1) month before commencement for cap and gown information.
This document can be found at the Office of Graduate Studies website at: http://www.csus.edu/gradstudies/forms.htm. Ed.D. students are responsible for completing this form and submitting directly to the Office of Graduate Studies.

<table>
<thead>
<tr>
<th>Office of Graduate Studies</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application for Graduation</td>
</tr>
<tr>
<td>Masters or Doctoral Degree</td>
</tr>
</tbody>
</table>

Please pay the $63.50 graduation and diploma fee(s) at the Financial Services Office BEORE submitting to the Office of Graduate Studies.

Due October 1 (Fall) and February 1 (Spring or Summer)

Read each section carefully to avoid mistakes and delays

1. Check appropriate degree classification:
   - MA
   - MSW
   - MS
   - MM
   - MBA
   - MPT
   - MPPA
   - Ed.D.
   - Ed.S.
   - DPT

2. Enter appropriate authorized major:

3. Concentration (if applicable) - List only approved Concentrations as listed in the catalog

   (Do not list Areas of Study):

   4. Name:  
      - Ms.
      - Mr.
      - Dr.
      - Other: 

   Name on Diploma (legal name used while attending the university):

<table>
<thead>
<tr>
<th>FIRST Name</th>
<th>Middle</th>
<th>LAST Name</th>
</tr>
</thead>
</table>

   Diploma Mailing Address: Your diploma will be sent to the address below. If you move before graduation, please complete a "Data Change Form" and return it to the Office of Graduate Studies (River Front Center - Room 206).

5. Address: 

   Phone: 

   Email: 

   Date: 

6. Signature: 

7. Graduation Date:  
   - Spring
   - Summer
   - Fall

8. Culminating Requirement:  
   - Thesis
   - Project
   - MA / MS Comp. Exam

9. Full Title of Dissertation / Thesis / Project:

10. Approved:

<table>
<thead>
<tr>
<th>Faculty Advisor</th>
<th>Date</th>
</tr>
</thead>
</table>

   Signature of Graduate Coordinator or Department Chair (see back for more details):

<table>
<thead>
<tr>
<th>Date</th>
</tr>
</thead>
</table>

For Use in Graduation Checkout

<table>
<thead>
<tr>
<th>Date</th>
<th>Course Credit Exp.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td></td>
</tr>
<tr>
<td>Qualification Exam:</td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td></td>
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<tr>
<td>Dissertation Defense:</td>
<td></td>
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<td>Date</td>
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<tr>
<td>Dissertation Filed:</td>
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<td>Date</td>
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<td>Thesis Filed:</td>
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<td>Date</td>
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<td>Project Filed:</td>
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<tr>
<td>Date</td>
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<tr>
<td>MA Comp. Exam:</td>
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</table>

Fall 08
This document can be found at the Office of Graduate Studies website at: http://www.csus.edu/gradstudies/forms.htm. Ed.D. students are responsible for completing this form and submitting directly to the Office of Graduate Studies.

Office of Graduate Studies

Ed.D / Ph.D.

Intent to Defend Dissertation

Student ID #: ______________________ Date: ________________

Last Name: ________________________ First: __________________ MI: ___

Address: __________________________ City: ________________ ST: _____ Zip: ______

Phone: _____________________________ Email: __________________

Program of Study (please check one area only):

☐ Ed.D  Note Concentration:

☐ Pre-Kindergarten – Grade 12 Educational Leadership

☐ Community College / Postsecondary Educational Leadership

☐ Ph.D.  List degree title or department name:

Semester and year in which the Dissertation Defense will be initiated:

☐ Fall __________  ☐ Spring __________  ☐ Summer __________

List the proposed committee members and briefly state why you selected them or what role they will play in assisting you in your proposed area of research:

Chair Person: ___________________________ Department: ________________

Reason: __________________________________________________________________________

Member #1: ___________________________ Department: ________________

Reason: __________________________________________________________________________

Member #2: ___________________________ Department: ________________

Reason: __________________________________________________________________________

To the best of my knowledge the information provided is correct and I have completed the qualifying exam for candidacy. In signing this document, I agree to the public notification of the defense and the invitation for the campus community to attend the defense.

Student Signature: ___________________________ Date: ________________

Return this form to: California State University, Sacramento
Office of Graduate Studies
Riverfront Center, Room 206
9000 J Street
Sacramento, CA 95819-8112

☐ Approved  ☐ Denied

Dean of Graduate Studies ___________________________ Date ___________________________

Comments: _______________________________________________________________________

OFFICE OF GRADUATE STUDIES USE ONLY
Dissertation Defense Forms

There are two ‘Dissertation Defense Forms’ that students need to submit at the time of their Final Dissertation Defense. One of the forms, seen on the next page, is for the Ed.D. department. This form helps faculty and students track revisions that are asked of students to complete prior to submission or give the ‘ok’ to students that they have defended without any revisions needed.

➔ Please check with the Ed.D. office for the form required by the Office of Graduate Studies
Ed.D. students are responsible for having their Dissertation Committee complete this form once they have completed their FINAL Dissertation Defense. Immediately submit to the Ed.D. Office once you have defended.

California State University, Sacramento
Doctorate in Educational Leadership
College of Education
6000 J Street • Eureka Hall 328 • Sacramento, CA  95819-6079
(916) 278-2282 • www.csus.edu/edd

Completion of Dissertation Defense Form

Title of Dissertation: ______________________________________________________________

Student Name: _________________________________________________________________

Location of Defense: _____________________________________________________________

Date and Time of Defense: ___________________________________________ Date Time

My signature below indicates the above named student has completed their proposal defense.

Signature (chairperson)

Signature (member)

Signature (member)

Signature (member)

Signature (member)

For Dissertation Committee Chairperson only: The above named student has:

☐ Satisfactorily passed his/her defense without revisions to defense

☐ Satisfactorily passed his/her defense with revisions to defense:

Revisions due: ___________________________ Date

☐ Had his/her defense deferred and will be rescheduled (Please attach letter)

☐ Not satisfactorily completed his/her defense (Please attach letter)
Ed.D. students are responsible for having their Dissertation Committee complete this form once they have completed their FINAL Dissertation Defense. Immediately submit to the Ed.D. Office once you have defended.

**Name of Student:** ________________________________ **Date of Defense:** ________

The following revisions are **required** for completion of dissertation defense:

**ABSTRACT/LITERATURE REVIEW**

**METHODS**

Subjects:

Procedures/Data collection:

Data Analysis:

Date revisions required back to Dissertation Committee Chairperson for approval: __________________ Date

The following revisions are **suggested** (but not required):

__________________________

__________________________ Date

**Name of Dissertation Committee Chairperson**

(Please Print)

__________________________ **Signature of Committee Chairperson**

__________________________ **Date**

**Name of Student**

(Please Print)

__________________________ **Signature of Student**

__________________________ **Date**

Adapted from: Rocky Mountain University of Health Professions
Dissertation Formatting Guide

A sample document on the formatting of a Dissertation is available as a Microsoft Word document at the following link:

http://www.csus.edu/gradstudies/forms/templates/dissertation_copyright.doc

Thesis/Dissertation Formatting Workshops

Please check the following website for the most up-to-date schedule:

http://www.csus.edu/gradstudies/thesis_workshops.htm
Dissertation Defense Presentation – Guidelines
Estimated time: 1 to 1:15

Candidate Presentation
(30 minutes)
-Focus on Chapters 4 & 5

Committee Questions
(First Priority - 15 minutes)
Public Attendee Questions
(Second Priority - if time allows, or committee preference)

Committee Debriefs
(10 minutes)
-Without Candidate or Public Attendees

Committee Decision
-Reconvene with Candidate for Committee decision
-Committee signs Dissertation Defense Form

Public Recognition
-Dissertation Approval announced to Public
Doctorate in Educational Leadership
Graduation (Commencement)/Dissertation Submission
Document Deadline Checklist

- Submission of Application* for Graduation:
  
  Spring: February 1  
  Summer: February 1  
  Fall: October 1  

  *Applications can be found at [http://www.csus.edu/gradstudies/forms.htm](http://www.csus.edu/gradstudies/forms.htm)

- To be filled out by Primary Advisor and Department Chair, then pay Application fee at the Student Financial Services Center before submitting to the Office of Graduate Studies

- If you plan to participate in commencement ceremonies, visit [http://www.csus.edu/commence](http://www.csus.edu/commence)

- Changes in Advancement to Candidacy/Contact Academic department for Departmental Review Deadlines
  
  - If you have made changes to the courses listed on your Advancement to Candidacy, please complete a Petition for Exception with the appropriate signatures to avoid delays with the posing of your degree. You may find the form at [http://www.csus.edu/gradstudies/forms/candidacy_formspetitions/petition_for_exception.pdf](http://www.csus.edu/gradstudies/forms/candidacy_formspetitions/petition_for_exception.pdf)

- Attend Thesis/Dissertation Workshop; students are required to attend a minimum of one workshop. Schedule can be found at [www.csus.edu/gradstudies/thesis_workshops.htm](http://www.csus.edu/gradstudies/thesis_workshops.htm)

- Contact Academic department for Departmental Review Deadlines
  
  - Contact department Academic Advisor or Graduate Coordinator for review due dates prior to the second week of the semester
    
    - To meet deadline of Dissertation Submission, Dissertation Defense and changes to Dissertation need to be completed a month prior to the graduation deadline.

- Office of graduate Studies Dissertation Submission Dates

  Important Dates: Final approved dissertation to Office of Graduate Studies (before 3:00pm):

  - **Fall 2012:** November 30, 2012
  - **Spring 2013:** TBD

- To expedite graduation checkout, please bring all of the following completed items to the Office of Graduate Studies (River Front Center – Rm. 206)
  
  - ONE approved copy of the Dissertation on **20-24 lbs** (50-100 percent cotton) white paper
  
  - A SINGLE blank cotton sheet is needed for both front and back of the Dissertation
  

  - ONE paid Microfilming and Binding Receipt – Available from the Office of graduate Studies website: [http://www.csus.edu/GRADSTUDIES/forms/thesis_project_forms/micro_binding_receipt.pdf](http://www.csus.edu/GRADSTUDIES/forms/thesis_project_forms/micro_binding_receipt.pdf)

  - Proof of attendance from the Office of Graduate Studies Thesis/Dissertation Workshop
Thesis/Project/Dissertation Receipt Form Information

1. Print name of author. If more than one author, print names in the same order as on the title page. Co-authorships of thesis/projects is limited to two (2) authors. Co-authorship of dissertations are not allowed.

2. Provide a contact number and include the area code. Print the address. This address will be used to send information and the diploma.

3. Print the title of the thesis/project/dissertation exactly as it appears on the title page.

4. Select the type of culminating work.

5. Indicate the term of submission.

6. Indicate the degree exactly as it appears on the title page. Include the concentration in parenthesis.

7. Indicate if permission is granted for inter-library loan.

8. Indicate if software or other technological devices are being submitted.

9. Provide up to seven (7) descriptive words or phrases that will assist in identifying the content/topic of the thesis/project/dissertation.

10. Please sign the form. If a collaborative work, both authors must sign. Collaborative dissertations are not allowed.
This document can be found at the Office of Graduate Studies website at: http://www.csus.edu/gradstudies/forms.htm. Ed.D. students are responsible for completing this form and submitting directly to the OGS.

**Office of Graduate Studies**

**THESIS/PROJECT/DISSERTATION RECEIPT FORM**

PLEASE TYPE OR CLEARLY PRINT. SUBMIT THREE (3) COPIES WITH THESIS / PROJECT / DISSERTATION

Name of Author(s) - List in same order as on title page, if joint thesis/project (joint dissertations not accepted):

<table>
<thead>
<tr>
<th>Last Name</th>
<th>Mi</th>
<th>First Name</th>
<th>Telephone</th>
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Permanent Address

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Preferred Email: ________________________________

Title of Thesis/Project/Dissertation (write EXACTLY as it appears on the title page):

<table>
<thead>
<tr>
<th>Project</th>
<th>Thesis</th>
<th>Dissertation</th>
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<tr>
<td>Submitted</td>
<td>Fall</td>
<td>Spring</td>
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</table>

Submitted in partial fulfillment of the requirements for the degree of **°**

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Indicate degree exactly as it appears on the title page (e.g. Master of Science in Accountancy (Taxation))

Beyond the one (1) microfilm copy required by the library, I authorize California State University, Sacramento to digitize and distribute my thesis/project/dissertation for nonprofit, educational purposes via the Internet (Scholar Works) or successive technologies and interlibrary loan.

This is an non-exclusive grant of permissions for specific offline and online uses for an indefinite term. Offline uses shall be limited to those specifically allowed by "Fair Use" as prescribed by the terms of United States copyright legislation (cf. Title 17, U.S. Code) as well as to the maintenance and preservation of a digital archive copy. Digitization allows California State University, Sacramento and its digitization vendors to generate image and text-based versions as appropriate and to provide and enhance access using search software.

*I agree to the above statement (initial): ___________________{

The bibliographic information (e.g. author(s), title, subject terms, number of pages) for your thesis/project/dissertation will be entered into the Library's online catalog at Sacramento State, the CSU-wide combined library catalog, and the international database, OCLC WorldCat, ScholarWorks.

Check box, if you are submitting SOFTWARE

If you are submitting software, please type or clearly write on back of this form information needed for use of the software. Include information on hardware (PC, Macintosh, etc.), software (DOS, BASIC, etc.), screen type (color or monochrome), size and type of disk (low or high density), memory required and any other information relevant to effective use.

Please list a minimum of three (3) descriptive words or brief phrases, other than the words in the title, that will provide additional ways of finding your project/thesis/dissertation in the Library's online catalog:

Signature of Author (A) ____________________________  
Signature of Author (B) ____________________________

Graduate Studies Office Use Only

☐ This is to acknowledge receipt of the following requirements from the above-named student(s) by the Office of Graduate Studies.
☐ An original copy of the Master's Thesis, Project or Doctoral Dissertation; one additional copy of the Approval Page signed by the reader/teacher; a bound Approval Page signed by the Graduate Committee or Department Chair; an Abstract of Thesis / Project / Dissertation signed by the Thesis/Project/Dissertation Committee Chair;
☐ One Microfilm and Binding Receipt
☐ One duplicate set of (if required): Staff: __________ Date: __________
This document can be found at the Office of Graduate Studies website at: http://www.csus.edu/gradstudies/forms.htm.

Ed.D. students are responsible for completing this form and submitting directly to the OGS.

### California State University, Sacramento

**Microfilming & Binding Receipt**

**Office of Graduate Studies**

Please pay the **$60.00** microfilming & binding fee at the Student Financial Services Center in Lassen Hall. This receipt must accompany your completed Thesis / Project / Dissertation when it is submitted at the Office of Graduate Studies, River Front Center, Room 206.

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<th>First Name</th>
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| Student ID Number: |

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ACCOUNT CODE: 751151-2260-$60.00  
* Fee is subject to change without notice

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