

Doctoral Degree Checklist for Spring 2010 Graduation *

✓	#	Spr 2010	Refer to DPELFS Doctoral Program Guidelines for forms and for description of terms used in this listing.	
	1	March 30, 2009	Apply for QUALIFYING EXAM	NOTE: Before applying for qualifying exam, the student must complete core courses and clear any incomplete grades. Submit completed DPELFS Form 2.
	2	May 9, 2009	Take QUALIFYING EXAM	Student must pass qualifying exam before applying for Advancement to Candidacy.
	3	ASAP after passing the Qualifying Exam	File for ADVANCEMENT TO CANDIDACY	Submit completed DPELFS Form 4 for approval by the Division of Graduate Studies. Student is responsible for acquiring signatures from dissertation committee. NOTE: Student must be advanced to candidacy BEFORE scheduling the preliminary defense of the dissertation.
	4	Sept 24, 2009	Schedule PRELIMINARY DEFENSE OF DISSERTATION PROPOSAL	Three weeks before the Preliminary Defense, the student must submit: 1) copies of the dissertation research proposal (draft of Chapters 1, 2, and 3) to each member of his/her dissertation committee; 2) DPELFS Form 6, which states the day and time of the Preliminary Defense, along with a copy of the dissertation research proposal to the DPELFS office.
	5	Oct 16, 2009	PRELIMINARY DEFENSE OF DISSERTATION PROPOSAL	Submit completed DPELFS Form 7 and Form 8 at time of Preliminary Defense. Student should also have the CSUF Human Subjects Research materials ready to submit to the directors for review (pending changes to the student's proposal made at the defense).
	6	ASAP after Preliminary Defense	Submit CSUF HUMAN SUBJECTS REVIEW PACKET	Submit Form 5 to the DPELFS office. Any changes to the student's proposal listed in Form 7 must be made to the Human Subjects protocols before final submission to the director. NOTE: Student cannot begin collecting data until Human Subjects review process is complete and approval is granted.
	7	Jan 15 – Jan 29, 2010	APPLY FOR GRADUATION	Submit to the DPELFS office: 1) DPELFS Form 9; 2) Degree Services Fee Form, with a receipt from the CSUF cashier for the \$20.00 non-refundable graduation application fee. NOTE: Dissertation chairs will receive a letter requesting an estimate of the date candidates will complete all degree requirements. The names of students expected to complete all requirements by the spring will be submitted to the Fresno State University Relations office by mid-March to be considered participants in the May graduation ceremonies.
	8	Mar 1, 2010	Schedule FINAL DEFENSE	AT LEAST THREE WEEKS BEFORE FINAL DEFENSE: 1) Submit final draft to committee members. 2) Submit completed DPELFS Form 10 to DPELFS office. The student is responsible for scheduling defense date with Dissertation Committee.
	11	Apr 9, 2010	Pass FINAL DEFENSE	Submit completed DPELFS Form 11 to dissertation chair at time of final defense.
	12	May 5, 2010	Submit FINAL DISSERTATION AND ALL FINAL FORMS	Submit to the Division of Graduate Studies: 1) Final Dissertation, fully typed, formatted, edited, on the appropriate paper; 2) One electronic copy of dissertation via USB or CD.
		May 21, 2010	Hooding Ceremony	@ Fresno State
		May 22, 2010	Commencement	@ Fresno State

* These are recommended dates for progression towards graduation. They are not official University deadlines. All information is subject to change.