

# Doctoral Degree Checklist for Spring 2012 Graduation\*

✓	#	Spr 2012	Refer to the DPELFS web site for forms at <a href="http://www.csufresno.edu/dpelfs/">http://www.csufresno.edu/dpelfs/</a>	
	1	Dec 17, 2010	Apply for QUALIFYING EXAM	Submit completed <b>DPELFS Form 2 [Application for Qualifying Exam]</b> for approval by the director and by the Division of Graduate Studies. <b>NOTE: Before applying for qualifying exam, the student must complete core courses and clear any incomplete grades.</b>
	2	Jan 22, 2011	Take QUALIFYING EXAM	<b>Student must pass qualifying exam before applying for Advancement to Candidacy.</b>
	3	ASAP after passing Qualifying Exam	File for ADVANCEMENT TO CANDIDACY	Submit completed <b>DPELFS Form 4 [Application for Candidacy]</b> for approval by the director and the Division of Graduate Studies. Student is responsible for acquiring signatures from dissertation committee.
	4	March 2011 - Aug 22, 2011	Schedule PRELIMINARY DEFENSE OF DISSERTATION PROPOSAL	Three weeks before the Preliminary Defense, the student must submit: 1) <b>DPELFS Form 6 [Scheduling of the Preliminary Oral Defense]</b> , which states the day and time of the Preliminary Defense, to the DPELFS office. Student is responsible for arranging the date and time with the dissertation committee and acquiring the signature of the dissertation chair; 2) copies of the dissertation research proposal (draft of Chapters 1, 2, and 3) to each member of his/her dissertation committee. <b>Note: Student must be Advanced to Candidacy and have their committee approved before scheduling the preliminary defense of the dissertation.</b>
	5	April 2011 - Sept 12, 2011	PASS PRELIMINARY DEFENSE OF DISSERTATION PROPOSAL	Bring completed <b>DPELFS Form 7 [Preliminary Oral Defense Required Changes]</b> and <b>DPELFS Form 8 [Completion of the Preliminary Oral Defense]</b> to the Preliminary Defense. Student should also have <b>DPELFS Form 5 [Human Subjects Research Exemption Statement and Reviewer Response]</b> ready to submit to their chair (pending changes to the student's proposal made at the defense).
	6	ASAP after passing 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 protocol before final submission to the director. <b>NOTE: Student cannot begin collecting data until Human Subjects review process is complete and approval is granted.</b>
	7	First Week of Spring 2012 Semester	APPLY FOR GRADUATION	Submit to the DPELFS office: 1) <b>DPELFS Form 9 [Application for Granting of the Degree of Doctor of Education]</b> and 2) Degree Services Fee form, with a receipt from the CSUF cashier for the \$20.00 non-refundable graduation application fee. <b>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.</b>
	8	January, 2012	Schedule FINAL DEFENSE	<b>AT LEAST THREE WEEKS BEFORE FINAL DEFENSE:</b> 1) <b>Submit final draft to committee members.</b> 2) <b>Submit completed DPELFS Form 10 [Scheduling of the Final Oral Defense] to DPELFS office.</b> The student is responsible for scheduling defense date with Dissertation Committee.
	9	Mar 30, 2012	Pass FINAL DEFENSE	Submit completed <b>DPELFS Form 11 [Report of the Final Examination and Filing of the Dissertation]</b> to dissertation chair at time of final defense.
	10	May 4, 2012	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 2012	Graduate Research Symposium	<b>Present dissertation research at Graduate Research and Creative Activities Symposium.</b>
		May 2012	Graduate Hooding Ceremony	<b>@ Fresno State</b>
		May 2012	Commencement	<b>@ Fresno State</b>

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