Doctor of Public Administration

Dissertation Guidelines

College of Business and Public Management
Public & Health Administration
2015-2016
# Table of Contents

Preface.......................................................................................................................... 3

Introduction...................................................................................................................... 6

Dissertation Procedures.................................................................................................. 8
  Advancement to Candidacy......................................................................................... 8
  Appointment of a Dissertation Committee Chairperson............................................. 9
  Dissertation Committee (Form 1)............................................................................... 10
  Dissertation Draft Approval (Form 2)......................................................................... 11
  Institutional Review Board (IRB)............................................................................... 12
  Oral Defense (Form 3)............................................................................................... 15
  Oral Defense Outcome (Dissertation Form 4)............................................................. 16
  Final Dissertation Approval....................................................................................... 17
  Steps to Be Taken after the Oral Defense................................................................. 18

Participating in Commencement Ceremony................................................................. 19

Continuous Registration, Inactive Status, Leave of Absence...................................... 20

Use of APA Style Manual............................................................................................. 21

Dissertation Abstract..................................................................................................... 22

Sample of an Oral Defense Announcement .................................................................. 23

Sample of the Dissertation Abstract............................................................................ 24

Sample of a Dissertation Cover Page........................................................................... 25

Dissertation Forms
  Committee Chair Request Form.................................................................................. 26
  Dissertation Form 1...................................................................................................... 27
  Dissertation Form 2...................................................................................................... 28
  Dissertation Form 3...................................................................................................... 29
  Dissertation Form 4...................................................................................................... 30
  Signature Page............................................................................................................... 31
The Department of Public and Health Administration and Graduate Academic Services have prepared “Dissertation Guidelines” to help you with the logistics of the dissertation process. These guidelines are also posted on Blackboard under the All But Dissertation-DPA/Dissertation Guidelines. Although the document is comprehensive in nature, we are aware that it may not answer all your questions or address each of your concerns. For this reason, we welcome you to call any time for clarification or further information. To supplement “Dissertation Guidelines,” we will address in the following paragraphs a few topics raised frequently in the past by your colleagues.

Who Sends the Forms?

Several candidates have suffered temporary setbacks by assuming that their advisors have transmitted to Graduate Academic Services the various forms associated with the dissertation process. **It is the responsibility of the student** to make sure all forms are completed and given to the Graduate Academic Services Department. To preserve the integrity of the dissertation process, Graduate Academic Services is unable to process Form 2 without having received Form 1, Form 3 without having received Forms 1 and 2, etc. It is important that the candidate get each form signed in proper sequence and transmits each document to the Graduate Academic Services Department. Fax or scanned signatures are not acceptable.

If I want to graduate in the spring commencement, what are the important dates?

The following dates allow for **NO EXCEPTIONS**: Form 2, including IRB approval, must bear **ALL** signatures and be submitted by December, 12th. Form 3 must be submitted by April 1st. The oral defense must take place by May 1st.

Who Sets Up My Oral Defense?

In collaboration, the dissertation chair, committee members, and candidate decide the date, place, and time of the oral defense. Although most candidates hold their oral defense on La Verne campus, it is not always a requirement of the University that the defense be held on campus if a good reason exists to do otherwise.

**It is the responsibility of the candidate** to make all logistical arrangements associated with the oral defense. These arrangements must be completed at least three weeks in advance of the date of the defense. The candidate should never assume that any equipment would be available in the room scheduled for the presentation.

Logistical arrangements include:

- Scheduling the date, time, and room for the oral defense.
- Arranging for all audiovisual equipment needs through the Public Administration Department (909.448.4947) if the defense will be held on La Verne campus.

- Assuring that all photocopies are accurate and complete before the presentation—resources needed to create additional copies may not be available to the candidate on the day of defense.

Following is a table of the places at La Verne where oral defenses are frequently held. The table includes the following information: seating capacity for each location, equipment available in the room, rules governing food and drinks in the room, and the contact person for scheduling the room. **It is the candidate’s responsibility in conjunction with the dissertation chair to ensure that rooms and/or equipment are available for dissertation defense.**

<table>
<thead>
<tr>
<th>Location</th>
<th>Capacity</th>
<th>Equipment</th>
<th>Food</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>CBPM Conference 116</td>
<td>8</td>
<td>PC/Projector</td>
<td>Yes</td>
<td>Ext. 4962 or <a href="mailto:mreyna2@laverne.edu">mreyna2@laverne.edu</a></td>
</tr>
</tbody>
</table>

**Graduate Academic Services does not need to approve the oral defense arrangements, but they must receive Dissertation Form 3, the Application for Graduation Form, the Cap & Gown order form, graduation fees, and electronic copies of the dissertation abstract and oral Defense announcement at least three weeks prior to the date chosen for defense. There are NO EXCEPTIONS to the three week time frame.**

**April 1: Yes, It’s the Last Day for Turning in the Dissertation**

Even if you plan to defend your dissertation on April 30 of the year you want to graduate, the Graduate Academic Services Department needs a copy of your approved and signed Dissertation Form 3 and all other accompanying documents by April 1. There is a reason for the deadline: As happens with students at all levels, many doctoral candidates give themselves every minute possible before turning in their dissertations and scheduling their oral defenses. As a result, the Graduate Academic Services is literally flooded with paperwork that needs processing around April 1. It is both a tremendous responsibility and a time-consuming process to perform the logistical tasks associated with the defense. The April 1 deadline, therefore, is necessary if you plan to defend before May 1.

**If You Have Had These “Guidelines” for a Long Time ...Call Us!**

Doctoral students typically receive a copy of the “Dissertation Guidelines” at the time they are advanced to candidacy. This is a logical time to distribute the document, as many candidates begin and complete their dissertations within a year or two after advancement.
If, however, you delay working on and completing your dissertation and these “Guidelines” are over two years old, please call the Public Administration Department to ascertain if your information is current. Revisions to fees, forms and procedures are, of course, an annual process. Updated guidelines and forms are posted on and can be downloaded from Blackboard under All But Dissertation-DPA/Dissertation Guidelines.

**DPA Dissertation Titles**

Posted on Blackboard under All But Dissertation – DPA / DPA Abstracts is the list of DPA Dissertation titles of past dissertations written by La Verne doctoral students from 1982 to the present.

**Online Full-text Dissertations**

You will be able to get examples and references from past dissertations written by La Verne doctoral students between 1996 and the present; they are available full-text online at: [http://laverne.libguides.com/az.php?a=d](http://laverne.libguides.com/az.php?a=d) and select **Dissertations and Theses from the University of La Verne**. Log in and make your search.
Introduction

The quality of a dissertation reflects the individual candidate, the DPA Program, and the University. For this reason, the faculty shares your desire to make the dissertation a successful experience.


These guidelines answer such questions as:

- How do I select a dissertation advisor and other committee members?
- How formal approvals are required for final completion of the dissertation?
- When is the oral defense of the dissertation required, and how do I form that defense?

Please contact the Program Administrator at 909.448.4947 if you have additional questions.

Why the dissertation? Almost every doctoral candidate raises this question. The answer is that the dissertation process is a unique method of demonstrating personal and professional growth, both generally and in a specific area of study. The developmental and growth benefits, which the dissertation process offers, are presented here in the form of competencies that doctoral candidates are expected to be able to demonstrate:

- The ability to research complex ideas objectively and communicate results knowledgeably and clearly.
- An understanding of alternative research methods and designs and a perceptive judgment of their relative appropriateness to a given research problem.
- Proficiency in the use of at least one recognized research method and the ability to defend its appropriateness of application to a research problem.
- Independence of thought and action in the selection of a significant research topic.
- A mastery of the literature, theory, concepts and research in a specifically selected area of study.
- The ability to contribute significantly to the knowledge and/or practice of Public Administration.

The dissertation requirement is viewed differently in programs leading to applied degrees such as the DPA than it is in those which award the Ph.D. The distinction in focus between the two
is discussed on page 30 of the “Handbook of Accreditation of the Western Association of Schools and Colleges,” as follows:

**Faculty and students in Ph.D. programs are actively involved in original research contributing to generalizable new knowledge. Such involvement is also present to a significant extent in disciplinary Master’s degree programs.**

**Students in professional Doctorate programs are educated in the research process and involved in research. While this may be original research similar to that expected of Ph.D. programs, it may alternatively include applied research that supports the advancement of the profession.**

The statement implies that the candidate in an applied doctoral program such as the DPA has a broader range of options in meeting the dissertation requirement than does the candidate in more traditional programs leading to the Ph.D.

It is not uncommon for graduate programs in the social sciences to have preferences (stated or unstated) for specific types of methodological studies; some fields, by their very nature, lean heavily toward a specific scientific method. But the very word “applied” in the applied type of doctoral program suggests the need to be flexible in one’s ability to meet a situation. Therefore, there is no specific methodological bias inherent in the study of administration and management. Administrators often encounter problems that require competence in a variety of research methods: managers sometimes must judge the applicability of reported research studies, as well as prepare statistical reports regarding them. They often must critique testing strategies or evaluate the soundness of proposed staff research projects. And they must even be able to develop and pilot new programs to meet broadening needs.

Therefore, in selecting the direction and focus of a dissertation, you should commence by identifying the problem you wish to resolve or the contribution you wish to make and then select the proper research method to fit the subject, rather than attempting to make your subject fit a predetermined research methodology.

There is also a significant advantage in identifying a research problem early in the program. Even though you may not begin formal steps in the dissertation process until the second half of the second year, an early awareness of your research interests will allow you to direct much of your study and preparation in other program components specifically toward the dissertation. This will save time and add a sense of continuity to the total effect.
Dissertation Procedures

This dissertation process moves according to the following sequence:

1. **Advancement to Candidacy**
2. **Appointment of a Dissertation Committee Chairperson**
3. **Forming Dissertation Committee and Proposal (Dissertation Form 1)**
4. **Dissertation Draft Approval (Dissertation Form 2)**
5. **Completion of Institutional Review Board Forms**
6. **Oral Defense (Dissertation Form 3)**
7. **Oral Defense Outcome (Dissertation Form 4)**
8. **Final Dissertation Approval**

These sequential steps must be followed in order. Appropriate forms to mark each step may be found in the following pages. The candidate, not the study advisor, is responsible for transmitting all forms and appropriate documentation to the Graduate Academic Services Department as he/she proceeds through the various segments of the dissertation process. Out of sequence forms will not be accepted by the Graduate Academic Services Department. For example, Form 3, will not be processed unless an appropriately signed Form 2 is found in the candidate’s file. The candidate must heed this mandate carefully; failure to do so could result in delay and frustration.

**1. Advancement to Candidacy**

Students will be considered for Advancement to Candidacy during their third year of coursework via the appropriate faculty procedures. When a student meets the criteria established by the department, the faculty will notify Graduate Academic Services who in turn will inform the student specifying action on the Application for Advanced Candidacy and outstanding program requirements.
2. **Appointment of a Dissertation Committee Chairperson**

The appointment of a Dissertation Committee Chairperson is done during the third year of coursework. Students fill out the Committee Chair Request Form listing both a first and second choice and providing a short description as to why they are interested in working with the selected chairperson. The form is then reviewed by the DPA Program Director who will approve or deny the request based on the following factors: faculty availability, appropriateness of fit, time concerns, and faculty acceptance of the request.

The dissertation committee chairperson must be a member from the following approved faculty list:

- **Beaumaster, Suzanne**
- **Godwin, Marcia**
- **Lee, Soomi**
- **Meek, Jack**
- **Schildt, Keith**
- **Velazquez, Adrian**
- **Witt, Matthew**

*(the list is subject to change without notice)*

A student who wishes to select a committee chair who is not on the approved list must submit a written request to the DPA Director for review and approval. The Dean must also approve exceptions to this requirement. **No exceptions.**
3. **Dissertation Committee (Dissertation Form 1)**

After a student has been advanced to candidacy, he/she may recommend a dissertation committee. There are three members on each dissertation committee; the dissertation committee chairperson and two committee members.

In consultation with the appointed committee chairperson, the student select two other committee members. It is recommended that one of the committee members be an active practitioner who has an earned doctorate from a regionally accredited institution. Each committee member will note his/her willingness to serve on the dissertation committee by signing Dissertation Form 1 which is then sent to the Graduate Academic Services Department. Once the committee is finalized and approved, the Graduate Academic Services Department will send the student a letter designating the approved committee and will transmit contracts to the approved committee members.

**Approved committee members who are not members of the University’s standing faculty will receive the normal stipend paid by the University for serving on a dissertation committee; however, any and all arrangements and fees related to their participation in the oral defense, such as travel and accommodation fees, will be the responsibility of the student, not the University.**

The Dean and Program Director reserve the right to realign committee assignments based upon faculty load and availability; hence, **you should not assume that the committee you selected will automatically be approved.**

Students who need help or suggestions about forming a committee and/or finding committee members may contact one of the Department of Public Administration faculty members listed above.
4. **Dissertation Draft Approval (Dissertation Form 2)**

After the committee has been determined, the student writes a dissertation proposal. The proposal must be submitted along with the appropriate application and materials for Institutional Review Board (IRB) assessment and approval.

In conjunction with IRB approval the dissertation proposal must also be approved by the dissertation committee and submitted as an attachment to Dissertation Form 2. The candidate is responsible for both the IRB application and obtaining the necessary signatures. Once the dissertation committee has approved the proposal and signed Form 2, the form will be reviewed by the DPA Director to determine whether or not an outside reader review is necessary. Once the DPA Director has signed Form 2, it is placed in the student’s file in Graduate Academic Services. The candidate **must not** begin data collection until Form 2 is fully approved and has been submitted to the Graduate Academic Services Department.

Form 2 requires the Director’s approval **before** the student may proceed to the next step and may not be submitted concurrently with Form 3.

**IMPORTANT NOTE**

Dissertation Form 2 must be completed no later than December 12th if the candidate plans to submit Dissertation Form 3 and defend that April. For example; if you plan to defend your dissertation in April 2016 then Form 2 must be submitted no later than December 12, 2015.
5. Completion of Institutional Review Board (IRB) Forms

Institutional Review Board Procedure
The Institutional Review Board (IRB) is responsible for reviewing research designs (protocols) involving human subjects. IRB applications are for all doctoral dissertations, regardless of research design.

You should always check the LaVerne website for current IRB Information at: http://sites.laverne.edu/institutional-review-board/.

Institutional Review Board Training
Everyone who conducts human subjects research is required to complete a training in advance. The IRB training applies only to human subjects research and takes about two hours to complete. Please email a copy of the certificate you will receive after completing the training to: irb@laverne.edu.

For other types of research, you may be required to complete other training such as Responsible Conduct of Research (RCR) training, Institutional Animal Care and Use Committee (IACUC), and/or biosafety training. Additional information concerning IRB training requirements can be accessed at http://sites.laverne.edu/institutional-review-board/training-required/

Submitting Your IRB Application
What to Include
- IRB Application, in Word. The IRB Application form can be accessed at: http://sites.laverne.edu/institutional-review-board/irb-forms-and-examples/

- Informed Consent Form with Edits Specific to your Application
  - If you are a doctoral student, please check with your program and check on the IRB website for templates/examples. Be sure that the introduction identifies the project as a “dissertation research study.”
  - If you are doing an electronic survey, the informed consent language can be submitted with the survey questionnaire. There should be a required question with only one response “I agree” so that participants cannot proceed unless they have agreed to the terms.
  - If you are conducting interviews, be sure to mention whether/how the interviews will be recorded and procedures for ensuring confidentiality. The transcripts can be shredded once transcribed or at the conclusion of the study.
  - Any signed consent forms will need to be retained for three years after the conclusion of your study. Forms that are not signed are considered information sheets and do not need to be archived.

- Survey and Interview Questionnaires
  - The actual questions need to be part of your application.
  - Any invitation letters or emails should be included. If dealing with sensitive topics (mainly applies to psychology), a debriefing statement should be included at the end with referral information if a participant wishes to discuss issues or feelings raised by the study.
Surveys should be piloted in advance, so that you know how long they will take to complete.

If you have more exploratory research, the interview topics still need to be listed.

If you are using the Delphi method, the initial set of questions needs to be submitted. The application should indicate the procedures for the following rounds. You do not need to submit an amendment for the subsequent rounds.

If you are offering an incentive (raffle, gift card, etc.), a separate link or form should be set up so that names are kept separate from responses. Qualtrics and other survey software packages allow you to set up a link. The IRB recommends relatively small incentives, if any.

### Survey and Interview Instrument Permissions

- You should make every effort to contact authors and/or purchase copyrighted questionnaires, unless permissions are specifically referenced with the published version of the instrument. Citations should be included when reproducing instruments.
- Many questionnaires, for a variety of disciplines, are now included in the PsycTest database available through the Wilson library. Others may be found in academic journal articles.
- Some copyrighted instruments, such as the MLQ, require purchase. Some copyrighted instruments may have a short or earlier version that can be used without charge and a longer or more recent version that requires purchase.
- In your IRB application, be sure to list the source of each instrument and whether permissions were required. Any permissions and conditions should be included as attachments.

### Organizational Permissions

- If you are referring participants to the University’s Counseling and Psychological Services (CAPS), check with the staff and provide information on your study. National hotlines typically do not require permissions, but more local counseling services usually do.
- If you are recruiting participants from a particular organization, please obtain permission in advance. Emailed approvals are fine. School districts generally require district office or superintendent approval if you are conducting research on-site or need to contact employees. Health care organizations and universities may require approval from their own IRBs; those IRBs may require our IRB to approve first. If that is the case, note that requirement in your application and your approval letter will have a condition to forward additional permissions before you proceed with your study.
- If the organization name is to be listed in the study, that item needs to be part of the permission.
- If you are directly contacting public officials (elected officials, superintendents, city managers) or directly contacting individuals with public emails, organizational permission probably is not needed.

**Where to Submit Your Application**

The form is submitted along with your proposal, in advance of conducting research, to your Dissertation Chair first. Once your proposal and IRB application are approved by your
Chair, the application is then submitted, by your Chair, to the IRB for review and final approval.

Amendments and Extensions are processed directly by the IRB Chair. Again, advisor approval is required.

**Review Process**
Applications are reviewed first at the college level. You may be asked to clarify or revise your application before it is considered complete. You cannot begin research until you receive an IRB approval letter. Full review applications (involving minors, pregnant women, prisoners, or other vulnerable populations) require a full IRB meeting and longer review time, therefore, please submit your Full review application at least 2 weeks prior to the monthly committee meeting.

**Contacting IRB**
General questions about the IRB can be emailed to irb@laverne.edu. For additional information concerning IRB Policies and Procedures can be accessed at http://sites.laverne.edu/institutional-review-board/policies-and-procedures/
6. **Oral Defense (Dissertation Form 3)**

The candidate works with his/her committee on writing and revising drafts until all three members of the committee agree that the dissertation has reached final draft state and is ready for oral defense.

At that point, the candidate will have the committee sign the Approval for Oral Defense (Form 3) and, in conjunction with the advisor, arrange for the date, time, and place of the defense. **All logistical arrangements for the defense are the responsibility of the candidate.** For detailed instructions concerning logistical arrangements and rooms available, refer to the section “Who Sets Up My Oral Defense?” on pages three and four of this handbook.

The candidate must submit Form 3 to the Graduate Academic Services Department along with:

a) Application for Graduation and fee;

b) Cap and Gown Order Form and fee (contact 909.448.4506 to determine the amount of graduation fee and cap and gown rental fee).

The Final draft of the dissertation must be e-mailed to cbahouth@laverne.edu. In addition, the oral Defense announcement and abstract must be e-mailed to cbahouth@laverne.edu and msoto@laverne.edu (see samples on pages 23 and 24).

The selected defense date must allow sufficient time **(3 weeks minimum)** for approval by the DPA Director. **No exceptions!**

If you are interested in purchasing your custom graduation regalia and would like additional information, please contact Graduate Academic Services by February 1 of the year you plan to graduate.
7. **Oral Defense Outcome (Dissertation Form 4)**

Graduate Academic Services will distribute the date and announcement of the oral defense among graduate faculty members. At the defense the candidate should provide:

- a clean copy of Dissertation Form 4
- two original copies of the Signature Page (sample on page 31).

A **unanimous** vote of all committee members is required to pass the oral defense. In addition, the Dean may stipulate additional requirements prior to accepting the dissertation. At the conclusion of the oral defense, the candidate may be:

1. passed with no revisions
2. passed with minor revisions
3. passed with major revisions
4. continued to another oral defense date due to the significance of the required changes
5. failed with recommended follow-up action

Dissertation Form 4 designates the pass/fail category earned; the student will deliver Form 4 to the Graduate Academic Services Department after it has been signed at the oral defense. The student will also deliver the 2 signature pages to the Program Coordinator after they have been processed at the oral defense. The signature pages will remain in the student’s folder until the dissertation Chair has determined that all requirements have been fulfilled. Once the dissertation is accepted, the Study Advisor will coordinate with the Program Coordinator to complete and process the 2 signature pages.
8. Final Dissertation Approval

After the candidate has successfully completed the oral defense and made revisions, the dissertation advisor will forward the two original signature pages to Graduate Academic Services. The candidate will submit a hard copy of the dissertation, along with the dissertation-processing fee, and Microfilm form to Graduate Academic Services for manuscript review and the Dean’s final approval.

The candidate will most likely have minor or major manuscript revisions to make. If the revisions are major, the APA review will have to be redone after the candidate makes the necessary changes. Each additional APA review after the first one will cost the candidate an additional fee (the first review is complimentary).

After the APA check(s) are completed and paid for, the candidate will re-submit the final copy of the dissertation to Graduate Academic Services.

The above steps must be completed within ONE YEAR from the date of the oral defense or could be subject to a new oral defense as well as an oral re-examination fee equal to one unit of tuition.
Steps to Be Taken by the Candidate after the Oral Defense

The following steps after the Oral Defense of the Dissertation will expedite the final signing of the dissertation by the Dean within the one-year time limit from the date of the Oral Defense:

- Make the changes in your dissertation as agreed by your committee at the oral defense.

- Type the dissertation in its final form following *Publication Manual of the American Psychological Association* (Sixth edition) and the La Verne *Dissertation Guidelines*.

- Ask your Committee Chairperson and Committee Members to sign two originals of the signature page.

- Submit the following to the Graduate Academic Services Department:
  - One unbound copy of the dissertation, in its final form, on plain copy paper
  - Two original signature pages with committee signatures

At this point, your dissertation will be forwarded to the manuscript reviewer, assigned by the Graduate Academic Services Department, for final review. Expect that the reader will have your dissertation for about **four** weeks. Graduate Academic Services will return your dissertation to you for required corrections after the reading.

*If the reviewer finds major errors and requests a second manuscript review, an additional reviewer fee must accompany the revised copy. A third review may require even higher reviewer fees. Since, in this case, the dissertation will undergo a second reading and further correction, only one, unbound copy and the pages showing marked corrections need be resubmitted.*

When the final corrections are completed, Graduate Academic Services will give you instructions for electronic manuscript submission to ProQuest and what additional documents will be required at this point such as final dissertation fees, copyright form and fee, etc.

When the Dean signs the signature pages, a grade change report is sent to the Registrar’s Office. This completes the dissertation course work, and the doctoral degree will be posted if all financial obligations to the University are fulfilled and all other program requirements have been met.
Policy for Participation in Commencement Ceremony

Prior to April 1 of the year of Commencement

1) Completion of all program components and requirements

2) Submission of Dissertation Form 3 requesting approval for the oral defense of the dissertation and required documents

3) Be in good academic and financial standing

Prior to May 1 of the year of Commencement

Successful defense of the dissertation
Policies Governing
Continuous registration, Inactive Status, Leave of absence

Continuous Registration

Doctoral students will register for PADM 697C (Dissertation I) for their 10th, 11th, and 12th terms. Students who have not completed the dissertation requirements at the end of the 12th term will be required to register for PADM 697D (Dissertation II) each succeeding term until all requirements for the degree have been completed and the dissertation has been signed by the Dean. This includes the periods of review required by your committee and the APA reader. These units must be paid until the degree is posted i.e., after oral defense and APA process.

Inactive Status

Doctoral students who allow their registration to lapse for two consecutive years will be placed on inactive status. This means that the grades for Dissertation I and II will be changed from IP (In Progress) to NCR (No Credit), the Dissertation Committee, if constituted, will dissolve and all other University services will cease. Students seeking reinstatement need to contact Jo Nell Baker, Graduate Academic Services at 909.448.4504.

Leave of Absence from the DPA Program

Doctoral students may request a leave of absence if: 1) the student is in good academic standing, and 2) the reasons for the request are financial or medical problems and military duties. Requests for leave of absence must be done in writing and would need the approval of the Program Director. With a leave of absence, a student may be absent from the University no more than three terms (consecutive or alternate).

During the leave of absence, the student remains in active status. No tuition will be charged; however, and while on leave of absence, student will not receive any academic or administrative services from the University’s faculty or staff members. Student must clear all financial obligations before a leave of absence can be granted. Requests for retroactive leave of absence will not be considered.
La Verne Guidelines for the Use of the APA Style Manual

Publication Manual of the American Psychological Association (Sixth edition) has been approved as the style manual to be used by Doctoral students at the University of La Verne.

Students need to be knowledgeable of the contents of the Manual as they write their dissertation.

Producing the Dissertation: Printing and Paper

The University of La Verne requires that the original of the final dissertation be processed on a computer that yields a clear, dark, laser-quality copy. The type may be either pica or elite, but must consist of upper and lower case letters. The right margins should be ragged, not justified.

Electronically processed material should be submitted in a 12-point size, preferably in Courier or a Roman-style font (e.g., Times) or a straightforward, sans-serif type (e.g., Helvetica). Script or elaborate, “fancy” type fonts are not acceptable. It is important to select a font that is highly legible and will hold up well to reproduction. Remember that the dissertation will be photographically reduced and microfilmed during the publication process. The clarity and readability of the original is critical to the success of this process.

Laser printers are acceptable, but APA style must be followed with regard to such features as size of type, bold face, options, italics, centering and underlining.
Abstract of the Dissertation

The abstract should consist of 350 words or less, typewritten. (Typically, one typewritten page contains 150-200 words).

The first component should be a brief statement of the problem and description of the methodology, e.g., “A survey was conducted by questionnaire of two hundred (200) Chief Executive Officers (CEOs) of Fortune 500 companies,” etc. This should take no more than one paragraph.

The second component is the findings. For example, “This study found…” Relate here the highlights of your descriptive and/or statistical findings. This is your second paragraph.

End the abstract with a brief statement of your conclusions and recommendations: “Little evidence was found to support the notion that deliberate succession planning took place. Eight percent of those interviewed felt they had succeeded by knowing the right person at the right time.”

See Sample on page 24
Oral Defense Announcement of DPA Dissertation

UNIVERSITY OF LA VERNE

DEPARTMENT OF PUBLIC ADMINISTRATION

ORAL DEFENSE OF DISSERTATION

of

Your name
for the Degree of

DOCTOR OF PUBLIC ADMINISTRATION

College of Business and Public Management

February 4, 2004

11:00 A.M.

University of La Verne
Student Resource Center
Conference Room

DISSERTATION COMMITTEE
Jack Meek, Ph.D., Advisor
Committee member, (Ph.D., or D.P.A., etc.)
Committee member, (Ph.D., or D.P.A., etc.)
Abstract of the Dissertation

Using Policy Analysis to Examine the Conflict between Technology Diffusion and Budget Cutbacks in the California State University

By: Your name

**Purpose:** The purpose of this study was to investigate how large public university systems adopt, implement, and evaluate multifaceted information technology policies in view of the current conflict between technology diffusion and budget cutbacks in the public university venue.

**Theoretical Framework:** The theoretical framework of this study is based on the research foundations of: Organizational Innovation; Organizational Culture Theory; Advocacy Coalition Theory; Problem-Oriented Policy Process Theory and Mixed-method Evaluation Theory.

**Methodology:** The subjects in the present study were 25 administrative and academic members of three large public university systems. Subjects responded to two research instruments: 1) a 30–item survey assessing public university culture technology, vision, and strategy, and 2) an interview utilizing 14 semi-structured interview questions assessing the issues and actions in the case study public universities’ diffusion and declining public university budgets.

**Findings:** Examination of quantitative and qualitative data from the three public university systems indicated public university systems with a positive technological vision were more likely to successfully address the conflict between technology diffusion and budget cutbacks. Secondly, examinations of the same data from the three public university systems showed public universities where the technological framework and strategy were described as nonexistent, unknown, or in a state of constant flux were less likely to be able to successfully address the conflict between technology diffusion and budget cutbacks.

**Conclusions and Recommendations:** The study data support the conclusion that public university systems with an educational technology vision, framework, and strategy are more likely to successfully address budgetary cutbacks. Further research is advised: descriptive-correlational studies of technology diffusion and budgetary cutbacks in different public university systems with various types of administrators and educators would enrich the current understanding of the conflict. Also, it is recommended that the study be replicated with a greater number of subjects in a greater number of administrative and academic positions.
Dissertation Cover Page

UNIVERSITY OF LA VERNE

La Verne, California

IMPACT OF LEADERSHIP DEVELOPMENT ON SKILLS ACQUISITIONS OF WOMEN PUBLIC ADMINISTRATORS IN SOUTHERN CALIFORNIA

A Dissertation Submitted in Partial Fulfillment of the Requirement for the Degree of Doctor of Public Administration

Nadia Z. Student

College of Business and Public Management

Department of Business Management and Leadership

October 2009
Committee Chair Request Form

Term

This form should be submitted to Dr. Suzanne Beaumaster, Program Director with a copy to Claude Bahouth no later than November 30th. The form will be reviewed by the Program Director who will approve or deny your request based on the following factors: faculty availability, appropriateness of fit, time concerns, and faculty acceptance of the request. You must make both a first and second choice as well as provide a short description of why you are interested in working with this chairperson. Submissions that are not complete will be returned without review.

Student’s Name: ________________________________

Selection 1:
Choice Description:

Selection 2:
Choice Description:
Dissertation Form 1

UNIVERSITY OF
LA VERNE

DISSertation FORM 1 - DPA
RECOMMENDATIONS FOR
DISSERTATION COMMITTEE MEMBERS

PLEASE RETURN THIS FORM DIRECTLY TO GRADUATE ACADEMIC SERVICES

Name: ___________________________ Date: ___________________________
Last
First

Email: ___________________________ Phone: (H) ___________________________
                      ( ) ___________________________
                      (B) ___________________________

Address:
Street
City ___________________________ State ___________________________ Zip ___________________________

I request approval of the following dissertation committee:

Study Advisor (Must be from approved list. Exceptions must have prior approval of the Dean):

__________________________________________
(Print Name) ____________________________
(Signature)

Committee Members*

__________________________________________
(Print Name) ____________________________
(Signature)

__________________________________________
(Print Name) ____________________________
(Signature)

__________________________________________
(Print Name) ____________________________
(Signature)

*Please attach a resume for any members that have not previously served on University of La Verne dissertation committees.

NOTE TO CANDIDATE: The above committee is a recommendation to Graduate Academic Services. The Dean reserves the right to realign committee assignments based upon load and availability of individual members. Student must be in good academic standing and be current in registration.

APPROVAL OF DISSERTATION COMMITTEE

TO: ___________________________ DATE: ___________________________
(Candidate)

The following individuals have been approved to serve as members of your dissertation committee:

__________________________________________, Study Advisor
__________________________________________, Committee Member
__________________________________________, Committee Member

Signed: ___________________________, Program Director
                                  ___________________________, Dean, and/or Department Chair
Dissertation Form 2

DISSERTATION FORM 2 - DPA
APPROVAL OF FORMAL STUDY PROPOSAL

PLEASE RETURN THIS FORM DIRECTLY TO GRADUATE ACADEMIC SERVICES

Name: ___________________________ Date ___________

First

Last

E-mail: ___________________________ Phone: (H) ________________________

(B) ________________________

Address:

Street

City ___________________________ State ___________ Zip ___________

The undersigned have reviewed and approved my formal study proposal.

________________________________________, Study Advisor

________________________________________, Committee Member

________________________________________, Committee Member

IRB Approval Obtained: □ Yes □ Not Required-Not Human Subject Research

(DPA students must attach a copy of their proposal in order to receive Form 2 approval)

NOTICE OF RECEIPT OF APPROVAL OF STUDY PROPOSAL

TO: ___________________________ DATE: ___________________________

Received By: ___________________________ Date: ___________________________

Signature: ___________________________ Program Director
Dissertation Form 3

Dissertation Form 3 – DPA
APPROVAL FOR ORAL DEFENSE

Please return this form directly to Graduate Academic Services

Name: 

Last 

First 

Date: 

Email: 

Phone: (H) 

(B) 

Address: 

Street 

City, State, Zip 

We have reviewed and approved the abstract/oral defense announcement which is attached and the final draft of the dissertation and declare the candidate ready for Oral Defense. We approve the date, time and place as specified below.

Study Advisor 

Committee Member 

Committee Member 

The following arrangements have been agreed upon by my committee for the Oral Defense:

DATE 

TIME 

PLACE 


THIS FORM MUST BE SUBMITTED AT LEAST 3 WEEKS PRIOR TO ORAL DEFENSE OR BY APRIL 1ST OF THE YEAR YOU PLAN TO GRADUATE.

Attached are:

a. Application for graduation and fee (contact msoto@laverne.edu to determine fee)
b. Cap and gown order form and fee (contact msoto@laverne.edu to determine fee)
c. A map to the site of my oral defense (only needed if defense is not being held on the La Verne campus)

Final draft of the dissertation must be e-mailed to cbahouth@laverne.edu. In addition, the oral Defense announcement and abstract must be e-mailed to cbahouth@laverne.edu and msoto@laverne.edu.

NOTICE OF RECEIPT OF SCHEDULING OF ORAL DEFENSE OF DISSERTATION

To: 

Date: 

The Graduate Office has received your Request to Schedule the Oral Defense of your dissertation and, finding that all requirements to date have been fulfilled, hereby approves your schedule.

Approved: 

Program Director
Dissertation Form 4

PLEASE RETURN THIS FORM DIRECTLY TO GRADUATE ACADEMIC SERVICES

Name: ___________________________ Date: ________________
Last First

Email: ___________________________ Phone: (H) ___________________________
(B) ___________________________

Address: ___________________________
Street ____________ City ____________ State ____________ Zip ________

This is to certify that this candidate has:

☐ passed with no revisions needed
☐ passed with minor revisions
☐ passed with major revisions (please comment on back)
☐ not passed yet, defense to be continued (please comment on back)
☐ failed (please comment on back)

Signatures:
_________________________________, Study Advisor
_________________________________, Committee Member
_________________________________, Committee Member

Final Approval: ________________________, Dean

POLICY STATEMENT
Not to exceed the eight year time limit, students have one year from the date of the completed Oral Defense to complete the entire dissertation process and have final approval by the Dean. If the student does not complete this process within the one-year period, he/she will be subject to a new Oral Defense, as well as an oral re-examination fee equal to one unit.
All forms can be downloaded from Blackboard. They are posted under the DPA Community/Dissertation Guidelines & All But Dissertation – DPA/Dissertation Guidelines.

Unable to access Blackboard? Please contact:

Blackboard Help Desk at bbhelp@laverne.edu
Or
Program Coordinator at 909.448.4947