



GRADUATE ACADEMIC SERVICES  
1950 Third Street  
La Verne, California 91750  
909-448-4506

## University of La Verne DPA Program

**Policy of Continuous Enrollment**

**Policy of Inactivation**

**Policy of Reinstatement**

**Policy of Leave of Absence from Dissertation Study**

### **CONTINUOUS ENROLLMENT:**

After successful completion of the three years of DPA coursework, students are required to register and maintain continuous enrollment in Dissertation I or Dissertation II and remain in good academic and financial standing until all DPA requirements are completed and the degree is posted.

### **INACTIVE STATUS:**

In accordance with university policy, Graduate Admissions & Academic Services will inactivate doctoral students who allow their registration to lapse for six consecutive terms. (They will first send a 30-day warning letter.) This means the dissertation committee, if constituted, will dissolve and all other services will cease.

### **REINSTATEMENT:**

Inactivated DPA students who wish to complete the doctorate must apply for readmission into the program via an appeals process. To be considered, a candidate must have no outstanding debt owed to ULV, a 3.0 GPA for all previous graduate work (including doctoral courses), and at least two written recommendations from doctoral faculty who are familiar with the student's work. If these conditions are met, a new application and application fee must be submitted, along with a letter explaining why the program was not completed initially, and what factors would lead to successful completion if readmitted. In addition, the student's transcript will be evaluated to determine what previous coursework, if any, will be accepted if the student is allowed to re-enter the DPA program. Note, however, that readmitted students are obligated to meet the program requirements outlined in the current catalog at the time of readmission.

### **LEAVE OF ABSENCE:**

DPA students may apply for a leave of absence from dissertation study for a cumulative total of three terms. **The student cannot have an outstanding tuition balance when applying**, and the leave must be approved in writing by the director of the DPA Program in order to be valid. During the leave of absence, the student remains in active status (i.e., the leave still counts against the eight-year time limit given to complete the program), but no tuition will be charged, and no academic or administrative services will be extended. Following a leave of absence, the student must resume continuous registration until the dissertation is completed and signed off by the Dean. Please note that no retroactive leaves will be granted by the department.

## **DPA CONTINUOUS ENROLLMENT (ABD) REGISTRATION – Winter 2019**

### **Procedures for Registration:**

1. Listed below are your two course options for Continuous Enrollment (CE) for winter 2019. You may enroll in one unit CE's for three terms only. Thereafter, you will register for two units until completion.
2. Use "MyLaVerne" instructions for online registration as well as instructions for payment arrangements. The online registration **begins 11/13/2018 and ends 01/15/2019**. You will be charged a \$50 late fee and a late financial arrangement fee for all registrations after 01/15/2019. Please contact the office of Graduate Academic Services at 909-448-4506 for instructions on late registrations beyond 01/15/2019.
3. You must make payment arrangements one week prior to the start of the term **(12/31/2018)** or a late arrangement fee will be assessed.
4. For assistance with registration and questions about payment plans, please contact the office of Graduate Academic Services at 909-448-4506 or via email at [msoto@laverne.edu](mailto:msoto@laverne.edu)

**CRN# 1500 – \$783.00 (1unit)**  
PADM 697C

**CRN# 1501 – \$1,536.00 (2 units)**  
PADM 697D