



GRADUATE ACADEMIC SERVICES  
1950 Third Street  
La Verne, California 91750  
909-448-4011

## University of La Verne EDD Program

### Policy of Continuous Registration

### Policy of Inactivation

### Policy of Reinstatement

### Policy of Leave of Absence from Dissertation Study

#### **CONTINUOUS ENROLLMENT:**

EDD students who do not complete the dissertation by the end of the registration period for ORGL 698A (Dissertation in Organizational Leadership I) and ORGL 698B (Dissertation in Organizational Leadership II) will be required to register for **Continuous Enrollment** each succeeding semester, until all requirements for the degree have been completed, all substantive and format revisions have been made, and the dissertation has been signed off by the dean. This enrollment fee partially covers additional program costs involved in completing program requirements, dissertation advisement, library services, and administrative costs.

#### **INACTIVE STATUS:**

In accordance with university policy, Graduate Admissions & Academic Services will inactivate doctoral students who allow their registration to lapse for four consecutive semesters. (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 EDD students who wish to complete the doctorate must apply for readmission into the program via Graduate Admission. 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 EDD 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:**

EDD students may apply for a leave of absence from dissertation study for a cumulative total of two semesters. **The student cannot have an outstanding tuition balance when applying**, and the leave must be approved in writing by the chair of the EDD 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. Following a leave of absence, the student must resume continuous enrollment until the dissertation is completed and signed off by the dean. Please note that no retroactive leaves will be granted by the department.

**EDD CONTINUOUS ENROLLMENT (ABD) REGISTRATION – Fall 2019**  
**August 26 – December 15, 2019**

**Procedures for Registration:**

1. Listed below are your two course options for Continuous Enrollment (CE) for Fall 2019. You may enroll in one unit CE's for two semesters 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 06/10/2019 and ends 09/04/2019**. You will be charged a \$50 late fee and a late financial arrangement fee for all registrations after 09/04/19. Please contact the office of Graduate Academic Services at 909-448-4506 for instructions on late registrations beyond 09/04/19.
3. You must make payment arrangements two weeks prior to the start of the term (**08/12/19**) or a late arrangement fee will be assessed.
4. For assistance with registration please contact the office of Graduate Academic Services at 909-448-4506 or via email at [msoto@laverne.edu](mailto:msoto@laverne.edu)

**CRN# 2880 - 1 unit of Continuous Enrollment    \$1,205.00** (this includes \$30.00 registration fee)

**CRN# 2881 - 2 units of Continuous Enrollment    \$2,380.00** (this includes \$30.00 registration fee)