



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:

A graduate student in good academic standing may request a leave of absence (LOA) from their program for military service, personal, medical, or financial reasons. If a semester or term is in session, there is no need to file a LOA if a student intends to resume his or her studies the following semester or term.

Documentation for the request should be attached to the Leave of Absence form. Graduate students should initiate the process with their respective Program Director. If the LOA is approved, the student should then obtain signatures from their academic advisor or designated academic dean, Offices of the Registrar, Student Accounts, and Financial Aid.

The time limitation for graduate students to complete their degree shall be extended by the duration of the approved leave of absence. A LOA does not defer a student's loan obligations. Graduate students who have been granted a LOA may be absent for up to four semesters or eight terms (depending on whether the

program is semester or term based) without reapplying for admission. Some programs have more restrictive policies regarding the duration of a LOA and students in those programs should consult with the Program Director prior to taking a leave. Leaves of Absence for military deployment have no time limit and students may return at any time.

A LOA becomes effective prior to the start of a semester or term. Students on a leave of absence may not receive any services from the university including, but not limited to, library access or dissertation/thesis mentoring.

Students are required to keep the University informed about plans to return. Otherwise, they will be considered withdrawn after the approved time has expired, except in cases related to military training or deployment.

EDD CONTINUOUS ENROLLMENT (ABD) REGISTRATION – Fall 2020

Procedures for Registration:

1. Listed below are your two course options for Continuous Enrollment (CE) for Fall 2020. You may enroll in one unit CE's for two semesters only. Thereafter, you will register for two units until completion.
1. Use "MyLaVerne" instructions for online registration as well as instructions for payment arrangements. The online registration **begins 05/05/2020 and ends 09/09/2020**. You will be charged a \$50 late fee and late financial arrangement fee for all registrations after 09/09/2020. Please contact the office of Graduate Academic Services at 909-448-4506 for instructions on late registrations beyond 09/09/2020.
2. You must make payment arrangements two weeks prior to the start of the term (**08/17/20**) or a late arrangement fee will be assessed.
3. For assistance with registration, please contact the office of Graduate Academic Services at 909-448-4506 or via email at msoto@laverne.edu
4. Please contact the office of Graduate Academic Services to confirm your research sequence.

CRN# 2452 - 1 unit of Continuous Enrollment \$1,230.00 (this includes \$30.00 registration fee)

CRN# 2453 - 2 units of Continuous Enrollment \$2,430.00 (this includes \$30.00 registration fee)