



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:

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.

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 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. Requests for retroactive leave of absence will not be considered. 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.

DPA CONTINUOUS ENROLLMENT (ABD) REGISTRATION – Spring 2021

Procedures for Registration:

1. Listed below are your two course options for Continuous Enrollment (CE) for Spring 2021. 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 02/23/2021 and ends 03/31/2021**. You will be charged a \$50 late fee and a late financial arrangement fee for all registrations after 03/31/2021. Please contact the office of Graduate Academic Services at 909-448-4506 for instructions on late registrations beyond 03/31/2021.
3. You must make payment arrangements one week prior to the start of the term **(03/15/2021)** 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 via email at msoto@laverne.edu

CRN# 2977– \$830.00 – 1 unit, (this includes \$30 registration fee)
PADM 697C

CRN# 2978 – \$1,630.00 – 2 units, (this includes \$30 registration fee)
PADM 697D