

University *of* La Verne

Doctor of Public Administration

Dissertation Guidelines 2021-2022

Department of Public and Health Administration

College of Business and Public Management

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Introduction

The quality of a dissertation reflects the individual candidate, the Doctor of Public Administration Program (DPA), and the University of La Verne. For this reason, the faculty shares your commitment to make the dissertation process a successful experience. The following guidelines aim to reflect accurately the dissertation process, with the understanding that certain situations might require information not contained in these guidelines. If you find that your questions are not answered in here, please contact the Department of Public and Health Administration.

The guidelines will assist you in the design and development of the study and facilitate the content aspects of manuscript preparation. Questions dealing with style, format, copyrights, and other technical requirements of manuscript preparation are answered in the approved style manual, the Publication Manual of the American Psychological Association, Seventh Edition (2020) (<https://apastyle.apa.org>).

The dissertation guidelines will provide answers to common questions such as:

- How do I select a dissertation committee chair?
- How to select other committee members?
- What is the process for completing the dissertation?
- When is the oral defense of the dissertation scheduled?

Please contact Susel Robledo, Academic Advisor III, at srobledo@laverne.edu or 909.448.4119 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 pertinence 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 a Ph.D. The distinction in focus between the two is discussed in 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 knowledge. Such involvement is also present to a significant extent in disciplinary Master’s degree programs. Student 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” (p. 30).

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 requirements 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. However, 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. Then you must select the proper research methodology to fit the subject, rather than attempting to make your subject fit a predetermined research method.

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 overall process.

The Dissertation Process

The dissertation process moves according to the following sequence:

1. Appointment of a Dissertation Committee Chair
2. Dissertation Committee (Dissertation Form 1)
3. Approval of Study Proposal (Dissertation Form 2)
 - 3.1 Institutional Review Board Application Using IRBManager
4. Approval of Oral Defense (Dissertation Form 3)
5. Oral Defense Status (Dissertation Form 4)
 - 5.1 Steps to be Taken by the Candidate after the Oral Defense
6. Final Dissertation Approval

These sequential steps must be followed in order. Appropriate forms to mark each step are available in these guidelines and online in the DPA Community on Blackboard. The candidate, not the Committee Chair, is responsible for transmitting all forms and appropriate documentation to the Graduate Academic Services as the candidate proceeds through the various steps of the dissertation process. Out of sequence forms will not be accepted by the Graduate Academic Services. Form 3, for example, will not be processed unless an appropriately signed Form 2 is found in the candidate's file. The candidate must follow this process carefully, as failure to do so could result in unnecessary delays and frustrations.

1. Appointment of a Dissertation Committee Chair

The appointment of a Dissertation Committee Chair is done at the end of the second 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 faculty member. 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 chair must be selected from the following approved faculty list*:

Suzanne Beaumaster, Ph.D.
Marcia Godwin, Ph.D.
Soomi Lee, Ph.D.
Kelly Niles-Yokum, Ph.D.
Adrian M. Velazquez Vazquez, Ph.D.
Matthew Witt, Ph.D.

* This 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.

2. Dissertation Committee (Dissertation Form 1)

A dissertation committee consists of three members: the dissertation committee chair and two additional committee members. After a student has been assigned a Committee Chair, s/he should consult with the Committee Chair to select other dissertation committee members. Any ULV faculty is eligible to serve in a dissertation committee. On occasion, one of the committee members can be a faculty member from a different institution of higher education or an active practitioner who has an earned doctorate from a regionally accredited institution. Each committee member will note their willingness to serve on the dissertation committee by signing Dissertation Form 1, which is then sent to Graduate Academic Services. Once the committee is finalized and approved, Graduate Academic Services will send the student a letter designating the approved committee. Students must coordinate with the Committee Chair to obtain approval and signatures for Form 1 and for all subsequent forms, as needed.

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. Consequently, 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 should first consult with their Committee Chair to identify potential members from ULV or other external candidates.

3. Approval of Study Proposal (Dissertation Form 2)

After the committee has been designated, the student writes a study proposal (usually involves a fully formed draft of chapters 1, 2 and 3 of the dissertation). The study proposal must be approved by the dissertation committee and must be submitted along with the appropriate application and materials for Institutional Review Board (IRB) assessment and approval.

The approved study proposal, in conjunction with IRB approval, must be submitted as an attachment with the signed Dissertation Form 2 to the Program Director for review. The candidate is responsible for completing the IRB application and obtaining the necessary signatures for Form 2. Once the Program Director has signed Form 2, it is placed in the student's file and forwarded to Graduate Academic Services.

Candidates can begin data collection after receiving the IRB approval letter, signed by the IRB Chair, and only when Dissertation Form 2 is fully approved and has been submitted to Graduate Academic Services. Form 2 requires the Program 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 complete no later than December 10th if the

candidate plans to submit Dissertation Form 3 and defend in April of the following year.

3.1 Institutional Review Board Application Using IRBManager

The Institutional Review Board (IRB) is an institutional committee created to protect the rights and welfare of human research subjects. The committee is responsible for reviewing research designs (protocols) involving human subjects. The IRB is also responsible for providing training on the protection of human subjects in research. Additional information can be accessed at <https://laverne.edu/irb/>

IRB Applications and IRBManager

IRB applications are submitted with the committee chair's approval to the IRB at the time of the study proposal review (Dissertation Form 2). As of September 1, 2016 the La Verne IRB implemented the IRBManager for all study submissions. All applications must be submitted through IRBManager. Please review the following information to assist you with:

- Preparing your IRB Application: <https://laverne.edu/irb/submitting-your-irb-application/>
- Logging into IRB Manager: <https://laverne.edu/irb/irbmanager-basics/>

Training

A human subjects training certificate must be on file for all individuals conducting human subjects research (see <https://laverne.edu/irb/training-required/>). Human subjects training applies only to human subjects research. Training needed for other types of research can be identified by contacting the Institutional Review Board at 909.448.4564 or irb@laverne.edu

The IRB Review Process

Most likely your application will require more than one set of revisions at all stages of IRB review in order to clarify content and address reviewer comments. Any applications not approved within 6 months of initial submission will need to be resubmitted and re-reviewed by the appropriate area of the IRB as a new application. Please plan accordingly. You must receive the approval letter signed by the IRB Chair before data collection can begin.

The Flowcharts of the IRB Review Process can be accessed at: <https://laverne.edu/irb/wp-content/uploads/sites/28/2016/06/Flowchart-for-ULV-IRB-Manager-Application-Submission.pdf>

Expectations of La Verne IRB Review Timeline

Please consult the Meeting and Operation Schedule: <https://laverne.edu/irb/irb-monthly-committee-meetings/>

And La Verne Turnaround Time policy for turnaround times: <https://laverne.edu/irb/wp-content/uploads/sites/28/2015/02/La-Verne-Turnaround-Time.pdf>

Checking the Status of your IRB Application

To check the status of your application in IRBManager: <https://laverne.edu/irb/check-the-status-of-your-application>

IRB Members and Contact Information

For a complete list of IRB members, please visit <https://laverne.edu/irb/irb-members/>

Email: irb@laverne.edu

Phone: 909.448.4564

Staff members are usually quicker at responding to email than voice mail.

Additional information at <https://laverne.edu/irb/irb-staff/>

4. Approval of Oral Defense (Dissertation Form 3)

The candidates work with their Committee Chair on writing and revising drafts until all three members of the committee agree that the dissertation has reached final draft stage and is ready for oral defense. At that point, the committee signs the Approval for Oral Defense (Form 3). Please remember that the Committee Chair should explicitly authorize the student to collect signatures for Form 3.

Then, in conjunction with the Committee Chair, the student will arrange for the date, time, and place of the defense. Form 3 should then be submitted to the Program Director for review and approval. The Program Director then signs Form 3. Please remember that all logistical arrangements for the defense are the responsibility of the candidate. When all arrangements have been made, the candidate must submit Form 3 to Graduate Academic Services 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). If you are interested in purchasing your custom graduation regalia and would like additional information, please contact Graduate Academic Services at 909.448.4506 by February 1st of the year you plan to graduate.

The oral defense announcement and abstract must be e-mailed to Susel Robledo and to Mary Soto at srobledo@laverne.edu and msoto@laverne.edu respectively (see samples on pages 15-16). The selected defense date must allow sufficient time (two weeks minimum) for approval by the Program Director. No exceptions.

Arrangements must be completed at least two 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 may include:

- Scheduling the date, time, and room for the oral defense.
- Arranging for all audiovisual equipment needs through the Department of Public and

Health Administration; if the defense will be held on La Verne campus, please contact Margaret Reyna at 909.448.4962.

- Making arrangements for approved committee members who are not members of the University’s standing faculty related to their participation in the oral defense, such as travel and accommodation. Any fee associated with their participation will be the responsibility of the student, not the University.
- Ensuring that all electronic files and photocopies are accurate and ready before the presentation – resources needed to create additional copies may not be available to the candidate on the day of the oral defense.

The following table lists the venues at the University of 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 or method for scheduling the room. It is the candidate’s responsibility in conjunction with the Committee Chair to ensure that rooms and/or equipment are available for dissertation defense.

Location	Capacity	Equipment	Food Allowed?	Contact
CBPM 116 Conference Room	8	PC/Projector	Yes	Margaret Reyna 909.448.4962 mreyna@laverne.edu
Wilson Library Room 160	15	PC/Projector	Yes	http://laverne.libcal.com/booking/reserve-rooms
Wilson Library Room 172	25	PC/Projector	Yes	http://laverne.libcal.com/booking/reserve-rooms

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 a three weeks prior to the date chosen for defense.

April 1st of the year you want to graduate is the last day for turning in Form 3 and all other accompanying documents, even if you plan to defend your dissertation on April 30. There is a reason for the deadline: as it 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, Graduate Academic Services is literally flooded with paperwork that needs processing around April 1st. It is both a tremendous responsibility and a time-consuming process to perform the logistical tasks associated with the defense. The April 1st deadline, therefore, is necessary if you plan to defend before May 1st.

5. Oral Defense Status (Dissertation Form 4)

The Department of Public and Health Administration will distribute the date and announcement of the oral defense among graduate faculty members and the rest of the College of Business and Public Management. At the defense the candidate should provide:

- A clean copy of Dissertation Form 4 (see sample on page 22)
- Two original copies of the Signature Page (see sample on page 23)

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 Mary Soto (msoto@laverne.edu) at Graduate Academic Services after it has been signed at the conclusion of the oral defense. The student will also deliver the 2 copies of the signature page (with original signatures) to Susel Robledo, Academic Advisor III, after they have been processed at the oral defense. It is recommended that the Signature Page is scanned and sent electronically to srobledo@laverne.edu as well. The Dissertation Committee Chair is responsible for determining that all requirements have been fulfilled and the dissertation is ready for APA style review. The signature pages will remain in the student's folder until the final dissertation approval.

5.1 Steps to be Taken by the Candidate after the Oral Defense

The candidate will submit a hard copy of the dissertation, along with the dissertation processing fee, and Microfilm form to Graduate Academic Services for APA style review. 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.
- Submit the dissertation in its final form following the Publication Manual of the American Psychological Association, Seventh Edition (2020).
- Submit one unbound copy of the dissertation, in its final form, on plain copy paper to Graduate Academic Services.

After the candidate has successfully completed the oral defense and made revisions, the academic advisor will forward the two original signature pages to Graduate Academic Services. Most likely, the dissertation manuscript will need revisions to comply with APA style. At this point, the dissertation will be forwarded to the APA style reviewer. The candidate will need to make arrangements with Graduate Academic Services to set up the APA style review. Please

contact Mary Soto at msoto@laverne.edu to coordinate the APA style review.

Expect that the APA style reviewer will have your dissertation for about four weeks. Graduate Academic Services will communicate with the candidate if revisions are needed. In that case, Graduate Academic Services will return the dissertation to the candidate for required corrections after the initial reading by the APA style reviewer. Additional reviews will need to be set up if the reviewer requires the candidate to make changes. Each additional APA review after the first one will cost the candidate an additional fee (the first review is complimentary). If the dissertation needs additional reviews and further corrections, only one unbound copy and the pages showing marked corrections need be resubmitted.

After the APA checks are completed and paid for, the candidate will re-submit the final copy of the dissertation to Graduate Academic Services. When the final corrections are completed, Graduate Academic Services will give the candidate instructions for electronic manuscript submission to ProQuest and any additional documents that will be required at this point, such as final dissertation fees, copyright form and fee, etc.

6. Final Dissertation Approval

Once all the steps have been completed, the signature page will be forwarded to the Dean for approval and signature by Graduate Academic Services. After the Dean has signed the signature page, a grade change report is sent to the Registrar's Office. This completes the dissertation coursework. The doctoral degree will be posted if all financial obligations to the University are fulfilled and all other program requirements have been met. Please keep in mind that all the above steps must be completed within one-year from the date of the oral defense, or the student could be subject to a new oral defense as well as an oral re-examination fee equal to one unit of tuition.

Policy for Participation in Commencement Ceremony

Prior to April 1st of the year of Commencement:

- Completion of all program components and requirements.
- Submission of Dissertation Form 3 requesting approval for the oral defense of the dissertation and required documents.
- 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, and Leave of Absence

Students will be considered for Advancement to Candidacy at the end of their third year of coursework through 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.

Continuous Registration

Doctoral students will register for PADM 697C (Dissertation I) for their 7th and 8th semesters. Students who have not completed the dissertation requirements at the end of the 8th semester will be required to register for PADM 697D (Dissertation II) each succeeding semester. Continuous registration is mandatory until all requirements for the degree have been fulfilled (including the periods of dissertation review required by your committee and the APA readers), approval from the Dean is received, and the degree is posted.

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 Graduate Academic Services at 909.448.4011 or gas@laverne.edu.

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 issues, medical problems and/or 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 two semesters (consecutive or alternate).

During the leave of absence, the student is placed in inactive status. This action stops the maximum period allowed for completion of the program. No tuition will be charged and, while on leave of absence, the student will not receive any academic or administrative services from the University's faculty or staff members. Students 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 Publication Manual

The Publication Manual of the American Psychological Association, seventh 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

The University of La Verne requires that the original file 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 aligned left, 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. APA style must be followed regarding features such 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 a sample on page 16.

Oral Defense Announcement of DPA Dissertation (Sample)

UNIVERSITY OF LA VERNE

ORAL DEFENSE OF DISSERTATION

of

Your name for the Degree of

DOCTOR OF PUBLIC ADMINISTRATION

Department of Public and Health Management

College of Business and Public Management

Date

Time

University of La Verne

College of Business and Public Management

Location

DISSERTATION COMMITTEE

Committee Chair, Ph.D.

Committee member, (Ph.D., or D.P.A., etc.)

Committee member, (Ph.D., or D.P.A., etc.)

Abstract of the Dissertation (Sample)

Title

By: 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 (Sample)

UNIVERSITY OF LA VERNE

La Verne, California

TITLE

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

Name

College of Business and Public Management

Department of Public and Health Administration

Month, Year

DISSERTATION COMMITTEE – DPA PROGRAM
CHAIR REQUEST FORM

Name: _____ Date: _____
Last First

Email: _____ Phone: _____

Address: _____
Street City State Zip

Please return this form directly to Adrian M. Velazquez Vazquez, Ph.D., DPA Chair, no later than May 1st. 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 identify two faculty members (as first and second choice) and provide a rationale for each selection. You must specify the reasons for your interest in working with each faculty member as chairperson. Incomplete submissions that do not specify reasoning for your selections will be returned without review.

Selection 1: _____

Choice Description:

Selection 2: _____

Choice Description:

Please return this form directly to Graduate Academic Services

Name: _____ Date: _____
Last First

Email: _____ Phone: _____

Address: _____
Street City State Zip

I request approval of the following dissertation committee:

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

Name Signature

Committee Members

Name Signature

Name Signature

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

APPROVAL OF DISSERTATION COMMITTEE

The faculty mentioned above have been approved to serve as members of your dissertation committee:

Signed:

Program Director Dean or Department Chair

DISSERTATION FORM 2 – DPA PROGRAM
APPROVAL OF STUDY PROPOSAL

Please return this form directly to Graduate Academic Services

Name: _____ Date: _____
Last First

Email: _____ Phone: _____

Address: _____
Street City State Zip

The undersigned have reviewed and approved my formal study proposal:

_____ **Committee Chair**

_____ **Committee Member**

_____ **Committee Member**

IRB Approval: Exempt Expedited Standard
No Human Subjects Involved

NOTE TO CANDIDATE – Please attach a copy of your approved proposal to receive Form 2 approval.

NOTICE OF RECEIPT OF APPROVAL OF STUDY PROPOSAL

Received by: _____ Date: _____

Signed: _____ Program Director

DISSERTATION FORM 3 – DPA PROGRAM
APPROVAL FOR ORAL DEFENSE

Please return this form directly to Graduate Academic Services

Name: _____ Date: _____
Last First

Email: _____ Phone: _____

Address: _____
Street City State Zip

The undersigned have reviewed and approved the abstract/oral defense announcement and the final draft of the dissertation. We hereby declare the candidate ready for Oral Defense. We agree on the date, time and place as specified below:

_____ **Committee Chair**
 _____ **Committee Member**
 _____ **Committee Member**

The following arrangements have been agreed for the Oral Defense:

Date	Time	Location
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NOTE TO CANDIDATE – Please make sure to email the following documents to Mary Soto msoto@laverne.edu and to Susel Robledo srobledo@laverne.edu:

1. Application for graduation and fee	2. Cap and Gown order form and fee
3. Final draft of the dissertation	4. Abstract/Oral Defense Announcement
5. Map to the site (only needed if Oral Defense is held outside of the ULV Campus)	

This form must be submitted at least three weeks prior to Oral Defense. If you plan to participate in graduation in the Spring semester, you must submit it by April 1st of the year you plan to graduate.

NOTICE OF RECEIPT OF APPROVAL FOR ORAL DEFENSE

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.

Signed: _____ Program Director

DISSERTATION FORM 4 – DPA PROGRAM
ORAL DEFENSE STATUS

Please return this form directly to Graduate Academic Services

Name: _____ Date: _____
Last First

Email: _____ Phone: _____

Address: _____
Street City State Zip

This is to certify that this candidate has:

- Passed, with no revisions needed.
- Passed, with minor revisions needed.
- Passed, with major revisions needed (please attach comments)
- Not passed, defense to be continued (please attach comments)
- Failed (please attach comments)

The undersigned have reviewed and approved my formal study proposal: Date:

_____ **Committee Chair**

_____ **Committee Member**

_____ **Committee Member**

Final Approval: _____ **Dean** Date: _____

NOTE TO CANDIDATE – ULV policy requires that students must not exceed an eight-year time limit for completion of the DPA program. Please remember that students have one-year from the date of the Oral Defense to complete their dissertation process and obtain final approval from the Dean. If the student does not complete this process within this one-year period, s/he will be required to schedule a new Oral Defense and cover an additional oral re-examination fee equal to one unit.

DISSERTATION BY

Name	Signature
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RESEARCH AND EXAMINING COMMITTEE

_____	Committee Chair
_____	Committee Member
_____	Committee Member

DEAN

_____ Date: _____

DPA Dissertation Guidelines Availability

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:

Unified Service Desk

Phone: 909.448.4130

Email: help@laverne.edu

OR

Susel Robledo, Academic Advisor III, at 909.448.4119