



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. This means the dissertation committee, if constituted, will dissolve and all other services will cease.

#### **REINSTATEMENT:**

Inactivated EdD students who wish to seek reinstatement and complete the doctorate must refer to the "Special Cases for the EdD Program" policy document. There are separate guidelines for inactivated students within 8 years of matriculation, 8 to 10 years, and 11+ years. Please contact Graduate Academic Services and the EdD Office for the policy and guidance.

#### **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 REGISTRATION – Spring 2025**

#### **Procedures for Registration:**

1. Listed below are your two course options for Continuous Enrollment (CE) for Spring 2025. Students who completed Year 3 and are within Year 4 can register for the 1-unit CE for the Spring semester. Students within years 5-8 must register for the 2-unit CE.
2. Use the MyLaVerne Portal to register. [Click here](#) for instructions on online registration as well as instructions for payment arrangements. Online registration **began 11/19/2024 and ends 2/10/2025**. Please contact the office of Graduate Academic Services at 909-448-4506 for instructions on late registrations beyond 2/10/2025.
3. You must make payment arrangements two weeks prior to the start of the semester (**1/27/2025**) or a \$100 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)
5. Spring 2025 Continuous Enrollment Registration CRN's are as follows. Choose one of the following according to the instruction in step 1:

**CRN# 2245 - 1 unit of Continuous Enrollment    \$1,300    (this includes \$30.00 registration fee)**

**CRN# 2246 - 2 units of Continuous Enrollment    \$2,570    (this includes \$30.00 registration fee)**