CONTINUOUS REGISTRATION:
DPA students who do not complete the dissertation by the end of the registration period for Dissertation I and II will be required to register for PADM 697.5: Continuation of Dissertation 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 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:
DPA 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 DPA 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 registration until the dissertation is completed and signed off by the Dean. Please note that no retroactive leaves will be granted by the department.
Procedures for Registration:

1. Listed below are your two course options for continuous enrollment for fall 2012. You may enroll in one unit CE’s for two semesters only. Thereafter, you will register for two units until completion. The $30 academic service fee is included in the total below.

2. You may register online at MYLAVERNE. The online start date is 06/04/2012 and ends 9/05/2012. After that you will need to register with me manually with a $50 late fee. Payment must be made by 1st week of the semester (08/27/2012).

3. For assistance on payment plans and registration questions, I can be reached at (909) 593-3511 extension 4243 or email me at ggeisser@laverne.edu.

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