

GRADUATE STUDIES

Graduate Admissions Information

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Graduate Admissions Policies and Required Materials

In order to pursue a graduate degree, a specialized credential, or a graduate certificate program at the University of La Verne, students must be formally admitted by the appropriate graduate program. Additional admission requirements beyond those described in the Graduate Admissions Information section of this catalog are listed with the individual programs in the Programs section of this catalog. Each academic department balances all admission requirements when considering admission eligibility.

International Students: The University of La Verne is authorized to issue an I-20 Form only after international applicants have been accepted for admission and have submitted the \$200 non-refundable tuition deposit. International students with F-1 or J-1 visas may apply to and attend only the La Verne Main Campus. Please refer to the Admissions Information section of the catalog for detailed information regarding international student requirements and documentation.

State Authorization

Per the U.S. Department of Education, postsecondary institutions based in California are federally required to have state authorization to provide distance education to students residing in any other state. Applicants applying for courses offered through the La Verne Online campus must reside in one of the authorized states. An updated list of authorized states can be found at <https://laverne.edu/online/state-authorization/>.

Possible Departmental Action

Each applicant's documents are carefully reviewed by the appropriate program chair or director. Admission decisions are made within the guidelines of the graduate admissions policy based upon the applicant's qualifications and potential for success in a graduate program. Program Chairs or Directors may take any of the actions listed below:

1. Grant admission to applicants who satisfy all requirements.
2. Grant admission to applicants who demonstrate academic and professional promise. These students must meet the stipulations required by the department, including prerequisites. Students who do not meet these stipulations may be withdrawn from the University by the Program Chair/Director.
3. Deny admission because documents appear to indicate applicant would be unsuccessful in this graduate program or the applicant does not satisfy all requirements.

During the admission review, the Program Chair/Director reserves the right to request additional requirements needed to strengthen the application file (e.g., a GRE or GMAT score). Applicants will be notified by Graduate Admissions of any additional requirements.

Change of Degree

A student who desires to change degree programs must apply to the new degree program through Admissions.

Admission Time Limits

Admissions decisions are valid for one year, beginning with the semester to which the applicant has been admitted, unless otherwise stated in the program section of the catalog, after which the admission is withdrawn.

Terms of Admission Offers

All offers of admission are contingent upon receipt of final transcripts showing work comparable in quality to that upon which the offer was based. The university reserves the right to select its students and deny admission at its sole discretion based on applicant's qualifications and the best interest of the university.

The University reserves the right to deny admission to any applicant who fails to completely and accurately disclose all colleges and universities previously attended. Failure to do so, may be interpreted as falsification of documentation. Any applicant who is found to submit altered, forged, or falsified documentation to the University may be denied admission or have any offer of admission already made revoked, and no further applications will be considered. Findings of falsified admission information may also be used to justify disqualification or termination of enrollment for a current student, including revocation of course credit, grades, and degree.

Additionally, inappropriate behavior by applicants, including those that pose a threat or present a danger to the college community or other behaviors where it is considered to be in the best interest of the college to refuse admission, may be used as a basis to deny the student admission or revoke any offer of admission. Such behaviors may also be used to justify disqualification or termination of enrollment for a current student, including revocation of course credit, grades, and degree.

Matriculation Policies

Graduate students who possess a bachelor's degree and who wish to enroll in graduate courses may enroll in no more than six semester hours per session and a maximum of 12 units in total by completing a non-degree application. However, if students wish to enter a graduate degree program or seek institutional recommendation for a credential from the University, they must submit a formal degree-seeking application and complete the admission process. The University cannot be held responsible for the degree applicability of courses which may be selected by a student who has not been officially admitted and assigned a program counselor.

Undergraduate students at the University of La Verne who have completed all their General Education and Major requirements can enroll in up to 15 units in a master's program and utilize these graduate units toward their Bachelor and Master degrees. Enrollment in the Master degree courses are subject to the written approval of the Program Director/Chair of the Master program. Students need to contact the program director/chair to see if a specific program is participating.

Second La Verne Master's Degree

Students who have completed a master's degree at La Verne and wish to earn a second master's degree at the University must apply for the second degree by submitting an application with a statement of purpose; additional application materials may be required. Students may contact an admission representative for further details. Official transcripts submitted for the first-degree program may not be required for admission into the second-degree program unless the entry term of the first degree exceeds five years. For courses to count toward both degrees, they must be common to both approved programs. A maximum of 21 semester hours approved by the program chair/director may be used from the first

degree to meet requirements for the second degree. A new “culminating activity” must be a part of a second-degree program.

Adding a Concentration after a Master’s Degree Has Been Granted

A concentration may be added after a La Verne master’s degree has been granted, subject to the program chairperson’s approval. If approved, the concentration will be added to the transcript only; a new diploma will not be issued. The concentration that is to be added must be listed in the current University of La Verne catalog as being an approved concentration for the degree previously granted to the student.

Students who wish to add a concentration, must submit the formal *Application for the Addition of a Concentration to a Completed La Verne Master’s Degree* to Graduate Academic Services or the student’s regional campus. La Verne course work completed within five years preceding the date of application may be applied to the concentration. A student has three years from the date of application to complete all concentration requirements. A grade of B (3.0) or better is required for each course applied to the concentration with a minimum cumulative concentration GPA of 3.0. Financial aid funds are not available to students pursuing a concentration after a degree has been posted.

Financial Information

(Please see Financial Information section in the front of the catalog.)

Financial Aid

(Please see Financial Aid section in the front of the catalog.)

Academic Information

Academic Communication

The University student portal is called MyLaVerne. MyLaVerne provides student access to the University’s official Course Catalog, course schedules for every semester, and student information. MyLaVerne can be accessed from the University’s homepage at laverne.edu (<http://www.laverne.edu>) or the La Verne portal at myportal.laverne.edu (<http://myportal.laverne.edu>). Registration, grade reporting, online request for transcripts, and course evaluation are all accomplished through MyLaVerne. Students can also access and accept their financial aid award information, check account balance and make payments to their account through MyLaVerne.

All enrolled students are provided a University of La Verne email address and network username. This provides students access to their MyLaVerne secured account and campus portal. Students should not share their La Verne network, MyLaVerne, or email information/password with anyone at any time.

All official communication between the University and students is conducted electronically and sent to the students’ La Verne e-mail address (@laverne.edu). Students are expected to open and check their campus email on a regular basis. We expect students to read, respond and archive all official correspondence from the University. Students are responsible for all information communicated via their (@laverne.edu) e-mail address. Students using other e-mail addresses should have mail forwarded from the La Verne email address so that official messages are not missed.

Students should also use their La Verne email address to communicate with university officials. Communication with University employees and faculty in regards to any academic or financial information will not

normally be replied to if the student does not use their La Verne email address. This is to protect the privacy of student information.

Matriculation Policy

In order to be governed by this catalog, students who apply for admission must enroll in courses within twelve months of their acceptance date.

Graduate students who possess a bachelor’s degree and who wish to enroll in graduate courses may enroll in no more than six semester hours without filing a formal application. However, if students wish to enter a graduate degree program or seek institutional recommendation for a credential from the University, they must submit a formal application and complete the admission process. The University cannot be held responsible for the degree applicability of courses which may be selected by a student who has not been officially admitted and assigned a program counselor. A student is eligible to enroll in no more than 12 semester hours prior to being admitted to a program. Several programs restrict this limit to 6 semester hours. PsyD students must be fully admitted before beginning their program. Assessment fees up to \$50 for each unit accepted beyond the program minimum requirement may be charged for violations of this policy.

Two-year Plus Leave of Absence Policy

- Graduate students are required to complete all requirements for the master’s degree within five years from the first course completed at their time of admission.
- Matriculated students who have not been enrolled at La Verne for two years will be classified as inactive and will not be eligible to register for additional courses without approval from the student’s academic advisor and/or Program Chair/Director. The decision of the Program Chair/Director may be appealed to the Graduate Appeals Committee.

Master’s students who do not complete their degree requirements within this time limit have the option to appeal for an extension of time to their Program Chair/Director and the Graduate Appeals Committee. If the appeal is not granted, the student may reapply to the program.

Students who have been dismissed from La Verne for ethical or behavioral reasons will not be readmitted.

Transfer Credit

Please refer to the Admissions Information section of the catalog for detailed graduate transfer credit policies and conditions.

Academic Advising

The University of La Verne values academic advising as an important part of the unique La Verne Experience.

La Verne campus graduate students are advised by the faculty program chair/director or professional advisors for their respective programs. Graduate students seeking academic advising should contact the appropriate academic department.

Registration for special courses such as independent studies and directed studies are permitted for graduate students through 60% of the session or semester. A late fee will be assessed beginning the 7th workday of a semester. All special courses need to be processed in person.

Late Registration/Add

Students must have permission of the instructor of the class to appeal for late entry into a class. Students cannot assume an instructor will allow entry to a class if they do not attend the first class meeting. Students may obtain an **Add/Drop Form** with the faculty member’s

signature authorizing late registration and submit it to Graduate Academic Services (on-campus) or Regional Campus (off-campus) up through 60% of the session or semester. After 60% of the session or semester all late registrations/adds must be processed by appeal with fee.

Cross-Enrollment Policy

College of Law and Public Service students may not cross enroll between the 18 week College of Law and Public Service calendar and the 17 week semester-session calendar.

Academic Success Center

The ASC provides support programs for graduate students in the areas of advanced writing and statistical consultation, academic success workshops, a virtual learning community, and mentoring.

Graduate Course Load

To be considered full-time, a graduate student in the 16-week semester plan must enroll in a minimum of nine semester hours each semester. To be considered half-time, a student must enroll in a minimum of five semester hours each semester. Some programs may limit the maximum number of hours per semester. Please refer to a specific degree page in this catalog for program requirements.

To be considered a full time student when enrolled in less than the required number of semester hours, a student must be "currently enrolled" in all courses necessary to complete his/her degree, and be making normal academic progress. However, this may not qualify the student for financial aid eligibility or loan deferments.

Full Time and Half Time status for all students on the Semester and Session based calendars are calculated based on the total, concurrent enrollment in a given semester (16 weeks of instruction).

Students registered on the Session calendar (8 weeks of instruction, 2 sessions per semester) will have their Full Time or Half Time status calculated based on the total, concurrent enrollment in the semester (16 weeks of instruction) factoring in each Session (8 weeks of instruction).

Students adhering to the Session calendar are encouraged to register for both Session I and Session II in order to meet the standards for Full Time or Half Time enrollment at the University of La Verne.

Graduate Course Overloads

Graduate students requesting to enroll in more than the number of semester hours specified for full-time enrollment must have approval by the Director of their Regional Campus or Program Chair/Director two weeks prior to registration week. Approvals are based on extenuating circumstances.

Leave of Absence (LOA)

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 session is in session, there is no need to file an LOA if a student intends to resume his or her studies the following semester or session.

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 sessions (depending on whether program is semester or session 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 session. 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.

Normal Academic Progress

Graduate students are considered to be making normal academic progress when a cumulative GPA of 3.0 or higher is maintained. Full and part-time graduate students making normal academic progress must complete their degrees within the limits specified under Time Limitation in the Graduation Requirements— Graduate Programs section of this catalog. To maintain financial aid eligibility, students may have to meet additional requirements as described in the Financial Aid section of this catalog. Students receiving veterans benefits who fail to maintain the 3.0 cumulative GPA required for graduation in three consecutive semesters will have their benefits interrupted, and the VA office will be notified.

Academic Probation

Academic probation is a serious warning to the student that his/her scholastic record is unsatisfactory. Continued failure to improve this record will result in academic disqualification. Students on probation may also have restrictions imposed by the Dean or program chair/director regarding their programs of study. A graduate student whose cumulative institutional GPA falls below 3.0 will be placed on academic probation with an appropriate notation made on the transcript.

Grades submitted at a later date will not result in an academic standing adjustment of previous academic standing, but may impact future academic standing.

Graduate students on academic probation must obtain a GPA of 3.0 or above for each semester until their cumulative institutional GPA reaches 3.0. Graduate students will remain on academic probation until their cumulative institutional GPA rises to 3.0 or better. Graduate students will not be eligible for Advanced Standing or enrollment in the culminating activity until academic probation is removed. After reaching the cumulative institutional 3.0 GPA, graduate students must maintain that average as a minimum until they complete their degree program.

Academic probation is distinct from financial aid probation, which is covered in the Financial Aid section of this catalog.

Academic Disqualification

Graduate students on academic probation who fail to earn a 3.0 GPA in any semester will be academically disqualified. Disqualified students are not allowed to return as an enrolled student. La Verne Main Campus and ROC graduate students may appeal to their Academic Dean for

reinstatement. Extenuating circumstances will be reviewed on a case by case basis.

Alternative Instructional Modes

Directed Study

A directed study is an approved catalog course taught independently. Courses may be taken by directed study only if the course is not scheduled during the session/semester and only with the instructor's and the department chair or program director's prior approval. Directed study courses may only be taken by matriculated students in good standing. Directed study forms are available from the Registrar and [laverne.edu/registrar/](http://www.laverne.edu/registrar/) (<http://www.laverne.edu/registrar/>). The forms must be signed by the instructor and the department/program chairperson before they are submitted with the registration form to the Registrar. Graduate students may register for them through the end of the "special course" registration period; ROC students may register until the last day to withdraw from a course.

Independent Study

An independent study course is a course initiated and written by a student that deals with material are available only to matriculated students in good standing at the University of La Verne. Graduate students may register for them through the end of the "special course" registration period; ROC graduate students may register until the last day to withdraw from a course. Independent studies can be approved as 599 (master's level) or 699 (doctoral level) courses for a maximum of four semester hours each. The forms must be signed by the instructor and the department/program chairperson before they are submitted with the registration form to the Registrar.

Course Challenge

In some instances, matriculated students, who believe they can successfully demonstrate the competencies of a course without attendance, may request to challenge some courses for credit. However, some graduate programs do not accept course challenges. Students can view the MyLaVerne course catalog to determine if a course is challengeable.

The student may see a list of course goals and objectives prior to challenging the course. A complete list of steps to challenge a course can be found on the Office of the Registrar website. If the student demonstrates the competencies required for successful completion of the course, the number and title of the course will be placed on the transcript with a grade of credit. If the student does not demonstrate the competencies, nothing is recorded on the transcript. A student may only challenge a course once. If a student fails a course challenge, he or she may receive credit for the course only by enrolling in the course for credit. A student may not challenge any course in which he/she has received tutoring from a La Verne instructor, was formerly enrolled, or has audited formally or informally.

Auditing

Some courses may be audited with the permission of the instructor as long as seats are available. Some graduate programs do not permit auditing. Students pay one-half the regular tuition. Students do not receive semester hours nor meet any University requirements. Audited courses will appear on a student's transcript with a grade of Audit. The normal registration deadlines apply, and changes from audit to grade status (or grade to audit status) follows the same policy for the last day to register/add a class for a semester or session class. Registration must be finalized before the end of the sixth workday in any semester or the end of the fourth workday of classes during January Interterm.

General Information on Courses

Course Catalog

University of La Verne courses are presented with course descriptions and full details at MyLaVerne online accessible from laverne.edu (<http://www.laverne.edu>). A complete course catalog is available at laverne.edu/catalog/ (<http://www.laverne.edu/catalog/>).

Course Numbering System

Code	Description
Alpha Code	Precollege - not applicable to bachelor's degree program
001-099	Activity and survey courses - lower division applicable to bachelor's degree programs
100-199	Elementary and survey courses - lower division applicable to bachelor's degree programs
200-299	Intermediate courses and courses - introductory to a discipline applicable to bachelor's degree programs
300-399	Advanced level, upper division courses - applicable to bachelor's degree programs
400-499	Advanced level, upper division courses - applicable to bachelor's degree programs or introductory graduate level courses applicable to advanced degree programs and credential programs
500-699	Graduate level courses - applicable to advanced degree programs and credential programs
700-799	Graduate level, non-degree, professional development courses - not to be used for degree credit

University of La Verne courses can be designated by three digits or by three digits and a letter. The common letters used in course designations are A, B, C, and D with sequences, F with field work, G with selected graduate courses, L with laboratories, P with practicums, S with seminars, and W with workshops. Other letters have been used as needed to provide course numbers and do not have significance in defining the courses.

Course Value

All University of La Verne courses are offered on a semester hour basis. The semester hour value of each course is listed in parenthesis after the course title in the Programs section of this catalog. The standard value for graduate courses is 3 semester hours.

Final Examinations

The University Registrar publishes final exam schedules each semester. Students have a right to sit for no more than two final exams in one day. In cases where a student has more than two final exams scheduled on the same day, faculty will accommodate students.

1. Students are individually responsible to work directly with their instructor(s) to request alternative exam arrangements as soon as possible. Unreasonable requests for accommodations such as, but not limited to, last

minute requests except in illness or emergencies, may be denied by the instructor(s).

- When three final exams are scheduled back-to-back on a single day, or students experience documented and verified illness or emergency, students may wish to speak with their instructors. Instructors may collaborate with individual students to reschedule final exams on a date that is mutually agreeable. The rescheduled exam must be made with enough time to allow the instructor to meet the deadline for grade submission.
- Students and/or instructors who are unable to reach agreement for reasonable requests for accommodations may appeal to the department chair or academic dean of the school or college by the end of the withdrawal period. Appeals will be handled on a case-by-case basis.
- The instructor must make arrangements with the Academic Success Center (ASC) and notify the student if proctored testing is necessary. Students are expected to follow-up with the ASC to make arrangements for testing and to inquire about specific policies or procedures associated with proctored exams.
- Final exams for session students are given on the last class session.

Grading Policy

The grading policy for graduate students is based on the assumption that the grade for acceptable and satisfactory performance in graduate study is B (3.0). This implies that graduate students must perform at an above-average level, compared to undergraduate standards, in order to progress satisfactorily in graduate programs. It also means that anything below a C is a failing grade (NCR/F). PsyD students may not earn a grade below B-.

Grade	Quality Points per Semester Hour
A	4.0 quality points per semester hour
A-	3.7 quality points per semester hour
B+	3.3 quality points per semester hour
B	3.0 quality points per semester hour
B-	2.7 quality points per semester hour
C+	2.3 quality points per semester hour
C	2.0 quality points per semester hour
F	0 quality points per semester hour
WF	0 quality points per semester hour. Designates an unofficial withdrawal from a course. Last date of attendance is required.
CRD	Excluded from GPA (see below) Equivalent to B (3.0) work or better
NCR	Excluded from GPA (see below) Equivalent to B- work or poorer
WNC	Excluded from GPA (see below). Designates an unofficial withdrawal from a course registered as a CRD/NCR grade option.

Credit/No Credit (CRD/NCR) Grade Option

Courses taken for CRD/NCR do not affect a student's GPA. Certain courses, designated "CRD/NCR only" in the MyLaVerne course descriptions, may only be taken CRD/NCR. Graduate students must take

challenge exams and competency exams as CRD/NCR, but they must register for a letter grade in every other course if they are in a credential or degree program unless the course is offered "CRD/NCR only" in the MyLaVerne course descriptions.

Incomplete Grades (INC)

Incompletes are authorized only when

- it is impossible for the student to complete the course due to illness or other justifiable extenuating cause and
- the student has successfully completed all coursework up to the last day to withdraw in the semester or session.

Students must initiate a request for an Incomplete, and if able, complete the Incomplete Contract available on MyLaVerne. Faculty are able to create an Incomplete Contract on behalf of the student, but it is the student's responsibility to make sure the Incomplete Contract is submitted on MyLaVerne. The contract can be found on the Student Record Menu in MyLaVerne. The contract must be submitted prior to the last day of the semester or session. The contract will be reviewed by the instructor at the time of grade submission. The instructor can amend the contract on MyLaVerne to list outstanding course requirements and approve or deny the request for an Incomplete. Note: if a contract has not been submitted a faculty member cannot submit a grade of "INC".

By requesting an INC, the student agrees to complete the coursework specified on the contract. It is the student's responsibility to review the status of the incomplete contract.

Students in session courses (defined as any instructional period less than 15 weeks) must have all final coursework/assignments submitted as follows:

If the grade of incomplete (INC) was issued for the following terms:	Deadline to submit coursework to remove "INC" grade is:
Fall Session I	November 27, 2024
Fall Session II	January 29, 2025
January Interterm	March 19, 2025
Spring Session I	May 14, 2025
Spring Session II	July 16, 2025
Summer Session I	August 20, 2025
Summer Session II	September 17, 2025

Students in full semester courses (defined as an instructional period of 15 weeks or more) must have all final coursework/assignments submitted as follows:

If the grade of incomplete (INC) was issued for the following semester:	Deadline to submit coursework to remove "INC" grade is:
Fall Semester	The last day of the following Spring Semester
Spring Semester	The last day of the following Fall Semester
Summer Semester	The last day of the following Fall Semester

In Progress Grades (IP)

In Progress grades are reserved for directed studies, independent studies, field work courses, senior projects, and graduate culminating activities wherein the contract at the time of registration specifies a date of completion that is beyond the end of the semester of registration. The intent of the IP policy is to provide for individualized study which,

in its inception, requires more than the normal session or semester to complete. Courses with a grade of IP are not considered enrollment beyond the original semester of registration. Students who receive IP grades are maintaining satisfactory academic progress for financial aid purposes. An IP grade will automatically be converted to a failing grade of NCR or F, if not cleared within one year following the semester of registration. A grade of IP is not considered as enrollment. Students who receive a grade of (IP) must submit all final coursework/assignments by the dates as specified below.

(Note: faculty can designate an earlier date to require all coursework to be submitted. This date is specified on the Directed Study Contract or Independent Study Contract).

Students in session courses (defined as any instructional period less than 15 weeks) must have all final coursework/assignments submitted as follows:

If the grade of In Progress (IP) was issued for the following semester:	Deadline to submit coursework to remove "IP" grade is:
Fall Session I	November 27, 2024
Fall Session II	January 29, 2025
January Interterm	March 19, 2025
Spring Session I	May 14, 2025
Spring Session II	July 16, 2025
Summer Session I	August 20, 2025
Summer Session II	September 17, 2025

Students in full semester courses (defined as an instructional period of 15 weeks or more) must have all final coursework/assignments submitted as follows:

If the grade of In Progress (IP) was issued for the following semester:	Deadline to submit coursework to remove "IP" grade is:
Fall Semester	The last day of the following Fall semester
Spring Semester	The last day of the following Spring Semester
Summer Semester	The last day of the following Summer Semester

Final Grades

Grades submitted to the Registrar by the instructor of record are final and official. By policy, a final grade is based on the instructor's evaluation of course work completed as of the contractual end of the course. Final grades may not be changed as the result of the submission of additional work or the repeating of examinations after the contractual conclusion of the course for the purpose of improving the final grade. The Registrar is authorized to accept an adjusted grade only when all of the following conditions are met:

1. The student applies to the instructor for a reevaluation within four weeks after the student grade is available through MyLaVerne;
2. The instructor concludes by reevaluation that the original grade issued was in error based on the work completed at the time that the original grade was issued; and
3. The revised grade is officially reported by the instructor to the Registrar as a result of reevaluation within a reasonable time after the grade report was made available on MyLaVerne.

A student may elect to repeat a La Verne course for the purpose of improving a grade if repeated at La Verne. The student must enroll in the same La Verne course and is expected to repeat it in its entirety. When a course is repeated, the original course, grade, and semester hours remain on the transcript, but are appropriately marked and are no longer part of the student's GPA or applicable toward credit for graduation. Only the grade and semester hours of the repeated course are counted. Notification of final grades for each course is made through each student's MyLaVerne account. A student who has a hold on his or her account must clear the hold to view final grades.

Appeals of Final Grades

A student who feels that an incorrect grade has been given must consult with the instructor first and must make this appeal within four weeks after grades are issued. A student dissatisfied with the instructor's response may appeal to the program chair and department chair. Subsequently, an appeal may be made to the appropriate college Dean and finally to the Provost. Questions of subject matter will usually be handled by the department. Charges of injustice due to prejudice or capricious action may require the attention of the Dean.

Official Cumulative Record/Transcript

The Registrar maintains each student's official record which includes a complete academic history. All courses attempted at La Verne are listed on the official transcript. In addition to the official transcript, official records are maintained which establish the last day of attendance for courses in which a withdrawal occurred. The official transcript will only be released upon the written consent of the student in compliance with federal and state policies. Students can view their official cumulative record on their MyLaVerne account. Students should periodically review their record to track their progress towards degree completion. Official printed/electronic copies of transcripts can be requested through the National Student Clearinghouse. The link to request copies is located in the student portal. There is a fee for this service. Questions regarding your official transcript should be directed to the Office of the Registrar or to your Regional Campus Director.

Submission of Coursework from other Colleges

All active students enrolled in coursework at another college or university while in attendance at the University of La Verne, are required to submit "official" transcripts from the transferring institution within 45 calendar days after the ending date of each semester/session. Transferring coursework must be articulated on a semester by semester basis in order to accurately update the student's academic record and degree completion plan.

Application for Graduation

All master's students must submit an Application for Graduation along with the published fee. Graduate students must file their Application for Graduation when they apply for Advanced Standing. This application provides the Registrar with the information needed to prepare the diploma and to include the student's name in the list of graduates. Doctoral students submit their application for graduation and must accompany paperwork for oral defense.

A graduation fee is required of all students. This fee covers the costs associated with the completion of a degree program. Upon submission of the Application for Graduation and associated fees, the Office of the Registrar or Graduate Academic Services will complete an official degree audit to assess the student's progress toward degree completion. Students who have not submitted an application for graduation are not

eligible for degree posting and will not be reviewed for degree completion or commencement.

Diplomas

The actual completion date of a student's degree will be noted on the official transcript. The diploma, however, will carry one of the following dates, whichever comes first after degree completion—May 31, August 31, or January 31. For graduate students, the specific title of the degree with the concentration will appear on the diploma.

Rights and Responsibilities

(Please see Rights and Responsibilities section in the front of the catalog)

Graduation Requirements

Graduate Programs

Specific requirements for each graduate degree and credential program offered by the University of La Verne are contained in the Graduate Programs section of this catalog; policies for second master's degrees are described in the Graduate Admissions section. To qualify for a degree or credential or certificate, a student must have a cumulative GPA of 3.0 or above for all University La Verne course work required for the degree or credential or certificate. All transfer credit from other colleges or universities must be 3.0 or above.

ESL Requirement for Graduate Students

An applicant admitted into a graduate program who does not possess a degree granted by an English speaking institution, where English is the primary language of instruction and of the geographical area, must meet the minimum English proficiency admission requirements (see Graduate Admission Section) before registering.

Re-use of a Course for Students Enrolled in a Master degree

Students enrolled in a single master degree program will be allowed to reuse required coursework within the master degree. Reuse will be allowed provided the student meets the following minimum semester hour requirements:

- Minimum number of semester hours required for the completion of the masters program.
- Minimum number of semester hours required for completion of the core requirement for the masters degree.
- Minimum number of semester hours required for completion for each of the concentration(s) for the masters degree.

Concentration(s) in a Degree

Students may elect to include a concentration in their master degree. A concentration is a group of courses approved by the major department within the major with a particular interest or focus. A concentration requires 12 semester hours. Concentrations must be declared at the time of advanced standing. The concentration(s) is printed on the student's transcript and diploma.

Advancement to Candidacy: Master's Degree Programs

Master's degree candidates must have received Advanced Standing prior to the beginning of the semester or session for which they plan on registering for their culminating activity. The culminating activity is defined as a program designated capstone requirement for each degree program which students usually, but not always, register in their final term of enrollment. The culminating activity, as published in the catalog and

designated by each degree program, must be completed in order for the student's degree to be conferred.

To apply for Advanced Standing students must have completed the number of units and any assigned stipulations listed below according to the degree program they are pursuing.

Required Semester Hours (SH) for the Degree Program

Degree Program	Required Semester Hours
30 SH Program	18 SH completed or completed 15 SH & currently enrolled in 3 SH
33 - 36 SH Program	21 SH completed or completed 18 SH & currently enrolled in 6 SH
39 - 50 SH Program	30 Sh completed or completed 25 SH & currently enrolled in 6 SH
51 - plus SH Program	43 SH completed or completed 37 SH & currently enrolled in 6 SH

Additional Requirements

- Completed all prerequisites assigned upon admissions
- Completed ESL courses
- Fulfilled any stipulations assigned upon admissions
- Be in good academic standing in degree program applicable course work

When all the requirements are met, student must submit an Application for Advanced Standing with the approval of their academic advisor along with an Application for Graduation to Graduate Academic Services or their regional campus. Students must pay the graduation fee to Student Accounts (See current catalog for current fee). Verification of Advanced Standing is sent to the student's ULV email address (@laverne.edu) by Graduate Academic Services or the ROC Student Services Office.

Advancement to Candidacy: Doctoral Degree Programs

Doctoral degree candidates must meet their Degree Program requirements for Advancement to the Doctoral Candidacy or Comprehensive Review for their respective programs. (See respective doctoral degree programs for further information).

Time Limitations

All requirements for the master's degree are to be completed within five years from the time of first course registration post admission for the graduate program at the University of La Verne; all requirements for the doctorate, within eight years. Students who do not complete their degree requirements within the appropriate time limit, have the option to appeal for an extension of time to complete their degree program. Appeals for extensions of time limitations must be made in writing to the Graduate Appeals Committee.

Master's Degrees

Semester/Term of Matriculation	Must Complete Degree Program by:
Fall Semester	Summer Semester of the 5th year
Spring Semester	Fall Semester of the 5th year
Summer Semester	Spring Semester of the 5th year

Doctoral Degrees

Semester/Term of Matriculation	Must Complete Degree Program by:
Fall Semester	Summer Semester of the 8th year

Continuous Enrollment for Culminating Activity/Field Work

Students who receive an IP for all thesis, graduate seminar, fieldwork/ internship and culminating activity courses and have not cleared it within

one year following the end of the semester of enrollment, can extend their enrollment for six months with a one-semester-hour extension fee and approval. A maximum of four, six-month extensions will be permitted within the five-year time limit for the completion of the degree.

Doctoral students who do not complete the dissertation process within the three/five years of course work must be continuously enrolled in Continuous Enrollment each semester up through the eight-year time limit for the completion of the degree. (See respective doctoral degree programs for further information).

Degree Completion Date

The degree is not considered completed until all of the requirements have been fulfilled, all grades have been received, and all applicable advanced standing or appeal fees have been paid. The degree date will be determined by the final event that completes the degree; this may be the final day of the semester, the date coursework is completed for an IP, INC, or CE grade, or the payment of required advanced standing and/or appeal fees.

Commencement Ceremony

The University of La Verne holds commencement ceremonies each year in Spring. A candidate qualifies to participate in the ceremony (usually in January) upon successful completion of all degree and program requirements during the preceding Summer, or Fall, or when he or she has enrolled in all final courses during the current Spring or Summer semester.

Changes to Academic Records after Degree Completion

A student's Academic Record is academically sealed at the time the student's degree is posted to their transcript. With the exception of error, omissions, or documented discrepancies, changes to the student's major, concentration, GPA, the removal and/or change of incomplete grades or other components of the academic record are not permitted without the approval of the appeals committee.