

# University *of* La Verne

## **Doctor of Business Administration**

Dissertation Guidelines 2022-2023

College of Business

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## Introduction

The quality of a dissertation reflects the individual candidate, the Doctor of Business Administration Program (DBA), 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 College of Business.

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 your Academic Advisor 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:

- 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.
- 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.

- The ability to research complex ideas objectively and communicate results knowledgeably and clearly.
- The ability to contribute significantly to the knowledge and/or practice of business administration.

The dissertation requirement is viewed differently in programs leading to applied degrees, such as the DBA, 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 DBA 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 business administration.

Managers 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 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 (Chair Request Form)
2. Dissertation Committee (Dissertation Form 1)
3. Approval of Study Proposal (Dissertation Form 2)
4. IRB approval: Institutional Review Board application Using IRBManager
5. Approval of Oral Defense (Dissertation Form 3)
6. Oral Defense Status (Dissertation Form 4)

### 6.1 Steps to be Taken by the Candidate after the Oral Defense

7. 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 DBA 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 DBA 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 meet the following two criteria:

1. The faculty must have an earned doctorate degree and holds a full-time position in the College of Business.
2. The faculty has at least one research publication in the past six years.

To explore the scholarship and creative works of University of La Verne faculty, please visit the [Research Works profiles](#) hosted by Wilson Library.

A student who wishes to select a committee chair who does not meet the above criteria must submit a written request to the DBA 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 with appropriate earned doctorate degree 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. Once approved, the signed Dissertation form 2 along with approved study proposal are submitted to the DBA Program Director for review. The approval (Form 2) is then placed in your file in Graduate Academic Services.

**Important note:** Dissertation Form 2 must be complete no later than November 30<sup>th</sup> if the candidate plans to submit Dissertation Form 3 and defend in April of the following year.

## **4. IRB approval: 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/>

It is important to begin the process of securing IRB approval well in advance of when you will need to start your research. IRB reviews can take time to complete. You must receive the approval letter signed by the IRB Chair before data collection can begin.

## **Training**

Before you submit an application and research protocol for IRB approval, you must first complete the University's human subjects 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](mailto:irb@laverne.edu)

## **IRB Applications and IRBManager**

Students may move to IRB submission immediately AFTER their Form 2 is approved. All applications must be submitted through IRBManager. Your dissertation chair will discuss with you the different categories of review and help you decide which is most appropriate for your research. According to data, most DBA students at La Verne qualify for an exempt review category. (<https://laverne.edu/irb/does-my-study-qualify-for-exempt-review/>)

All protocols must be accompanied by documents demonstrating how you, the researcher, will gain consent of subjects and how the confidentiality of subjects will be protected. Copies of recruitment materials and consent forms must accompany your application. There is a template for a consent form on the IRB website. While you do not have to follow this template format exactly, your consent form must include the same information, in roughly the same order. Copies of all research instruments must also be submitted.

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/>

## **The IRB Review Process**

After you have submitted your IRB protocol on IRB Manager, you have two possible routes to follow. If the research requires a full IRB review, it must be scheduled for a review by the full membership of University of La Verne IRB. If the protocol requires other levels of review, that is, exempt or expedited, it may be sent directly to the IRB Chair for review. The University IRB consists of faculty members from each College. The IRB meets monthly to review protocols. It is important to submit your application before the deadline for that month's review.

The Flowcharts of the IRB Review Process can be accessed at:

<https://laverne.edu/irb/wpcontent/uploads/sites/28/2016/06/Flowchart-for-ULV-IRB-Manager-ApplicationSubmission.pdf>

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

### **Expectations of La Verne IRB Review Timeline**

A well-prepared exempt or expedited IRB application can take up to 2 weeks to be approved. If your study requires a full review, it can take 4-8 weeks to be approved as it must be decided upon at a University IRB monthly meeting. Applications that are correctly completed tend to be processed quickly.

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.

La Verne Turnaround Time policy for turnaround times: <https://laverne.edu/irb/wp-content/uploads/sites/28/2018/08/La-Verne-IRB-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 Approval Letter**

When you receive your approval letter from the IRB, save a copy of the letter for future reference. If you later submit any amendments to your application to the IRB, a copy of the approved amendments should be saved as well. **Doctoral students will need to include a copy of the IRB approval letter in the appendix of their dissertation and specifically list it in your table of contents.**

After you obtain IRB approval, you may begin your research. However, approval is generally valid only for a maximum of one year. If your research extends beyond one year, even if you are only analyzing data from the study, you must receive approval from the IRB to continue. If you change any aspect of your research methodology, you must file an amendment to your approved application. The form and instructions for submitting a request for continuation or an amendment are available at the IRB website. It is critical that you obtain approval for any changes to an IRB protocol prior to enacting the changes. If, for example, you have not received approval for changes to your dissertation study, you will not be able to pass your dissertation defense.

### **IRB Members and Contact Information**

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

Email: [irb@laverne.edu](mailto:irb@laverne.edu)

Phone: 909.448.4564

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



## 5. 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 DBA Program Director for review and approval. The selected defense date must allow sufficient time (two weeks minimum) for approval by the Program Director.

It is your responsibility to make all logistical arrangements associated with the oral defense. These arrangements must be completed at least two weeks in advance of the defense. Never assume that equipment will be available in the room scheduled for the presentation. Logistical arrangements may include:

- Scheduling the date, time, and room for the oral defense. It is preferable for the oral defense to be held on the University campus but not necessary if there is a need to do otherwise.
- Arranging for all audiovisual equipment needs: if the defense will be held on La Verne campus, please contact Margaret Reyna at 909.448.4962. If the defense is to be held off campus, you should discuss your equipment needs with your Dissertation Chair. Equipment needed might include overhead projector, screen, whiteboard, chalkboard, slide projector, video monitor/and player, and/or computer equipment.
- 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 <a href="mailto:mreyna@laverne.edu">mreyna@laverne.edu</a>
Wilson Library Room 160	15	PC/Projector	Yes	<a href="http://laverne.libcal.com/booking/reserve-rooms">http://laverne.libcal.com/ booking/reserve- rooms</a>
Wilson Library Room 172	25	PC/Projector	Yes	<a href="http://laverne.libcal.com/booking/reserve-rooms">http://laverne.libcal.com/ booking/reserve- rooms</a>

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 1<sup>st</sup> of the year you plan to graduate.

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 **two weeks** prior to the date chosen for defense. The oral defense announcement and abstract must be e-mailed to your academic advisor and Mary Soto ([msoto@laverne.edu](mailto:msoto@laverne.edu)) at Graduate Academic Services respectively.

**If you plan to attend the spring commencement, April 1<sup>st</sup> is the last day for turning in Form 3 and all other accompanying documents to Graduate Academic Services.**

## 6. Oral Defense Status (Dissertation Form 4)

The College of Business will distribute the date and announcement of the oral defense among faculty members in the College. 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](mailto: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 Academic Advisor, after they have been processed at the oral defense. It is recommended that the Signature Page is also scanned and sent electronically to your academic advisor.

### **6.1 Steps to be Taken by the Candidate after the Oral Defense**

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.
- Once your committee has approved your revisions, type 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.

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](mailto: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 major 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.

## **7. Final Dissertation Approval**

Once all the steps have been completed, the signature page will be forwarded to the Dean for approval 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 1<sup>st</sup> 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 after the approval of study proposal. When a student meets the criteria established by the College of Business, the college 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 DBA 699C (Dissertation I) for their 7<sup>th</sup> and 8<sup>th</sup> semesters. Students who have not completed the dissertation requirements at the end of the 8<sup>th</sup> semester will be required to register for DBA 699D (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 DBA 699C and DBA 699D 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](mailto:gas@laverne.edu).

### **Leave of Absence from the DBA 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 has specific requirements that vary from APA. Those include: margins, font, CHAPTER HEADINGS, and inserting tables and figures into the text of the dissertation. The APA guidelines defer to university policies and procedures for dissertation formatting. Please review “Seventh Edition APA/ULV Guide” for detailed instruction.

## **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.
- The second component is the findings and conclusions. For example, “This study found...” Relate here the highlights of your descriptive and/or statistical findings.
- End the abstract with a brief statement of your 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 “Seventh Edition APA/ULV Guide”.



UNIVERSITY OF LA VERNE

ORAL DEFENSE OF DISSERTATION

of

Your name for the Degree of

DOCTOR OF BUSINESS ADMINISTRATION

Date

Time

University of La Verne

College of Business

Location

DISSERTATION COMMITTEE

Committee Chair, degree

Committee member, degree

Committee member, degree

UNIVERSITY OF LA VERNE

La Verne, California

TITLE OF YOUR DISSERTATION  
IN ALL CAPITAL LETTERS

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

Your Name

College of Business

Doctor of Business Administration Program

Month 20\*\*

**DISSERTATION COMMITTEE – DBA PROGRAM**  
**CHAIR REQUEST FORM**

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Last First

Student I.D. \_\_\_\_\_

ULV Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip

Please return this form directly to DBA program director, no later than **May 1<sup>st</sup> of your second year**. 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:



**DISSERTATION FORM 1 – DBA PROGRAM**  
**DISSERTATION COMMITTEE**

**Please return this form directly to Graduate Academic Services**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Last

First

Student I.D. \_\_\_\_\_

Phone: \_\_\_\_\_

ULV Email: \_\_\_\_\_

Address: \_\_\_\_\_

Street

City

State

Zip

I request approval of the following dissertation committee:

**Committee Chair** (Must be faculty who meet the two criteria. Exceptions must have prior approval of the program director and/or Dean):

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Signature)

**Committee Members\*:**

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Signature)

\*Please attach a resume, which indicates their educational background, for any members that have not previously served on a University of La Verne Dissertation Committee. Please include a statement about the new committee member's expertise and anticipated contributions of mentoring, experience, and/or methodology to the student's dissertation committee.

**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:

\_\_\_\_\_  
Program Director Signature

\_\_\_\_\_  
Dean Signature

**DISSERTATION FORM 2 – DBA PROGRAM  
APPROVAL OF STUDY PROPOSAL**

**Please return this form directly to Graduate Academic Services**

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Last First

Student I.D. \_\_\_\_\_

ULV Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip

The undersigned have reviewed and approved my formal study proposal (Chapters 1, 2, and 3):

\_\_\_\_\_  
(signature) **Committee Chair**

\_\_\_\_\_  
(signature) **Committee Member**

\_\_\_\_\_  
(signature) **Committee Member**

I have not started my research nor have I applied to IRB prior to this approval.

\_\_\_\_\_  
(Student Signature & Date)

\_\_\_\_\_  
(Dissertation Chair Signature & Date)

**NOTE TO CANDIDATE:** Please attach a copy of your approved proposal to receive Form 2 approval. Form 2 must be complete no later than November 30<sup>th</sup> if the candidate plans to submit Dissertation Form 3 and defend in April of the following year.

**NOTICE OF RECEIPT OF APPROVAL OF STUDY PROPOSAL**

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
(Program Director Signature)

## DISSERTATION FORM 3 – DBA PROGRAM APPROVAL FOR ORAL DEFENSE

Please return this form directly to Graduate Academic Services

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Last First

Student I.D. \_\_\_\_\_

ULV 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:

Date Time Location

--	--	--

\_\_\_\_\_  
(signature) **Committee Chair**

\_\_\_\_\_  
(signature) **Committee Member**

\_\_\_\_\_  
(signature) **Committee Member**

**NOTE TO CANDIDATE** – Please make sure to email the following documents to Mary Soto [msoto@laverne.edu](mailto:msoto@laverne.edu) at Graduate Academic Services at least two weeks prior to Oral Defense:

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)

The oral defense announcement and abstract must be e-mailed to your academic advisor and Mary Soto respectively. If you plan to participate in graduation in the Spring semester, you must submit form 3 and accompanying documents to Graduate Academic Services by April 1<sup>st</sup> of the year you plan to graduate.

### NOTICE OF RECEIPT OF APPROVAL FOR ORAL DEFENSE

Approved: \_\_\_\_\_  
(Program Director Signature)

Date: \_\_\_\_\_

**DISSERTATION FORM 4 – DBA PROGRAM  
ORAL DEFENSE STATUS**

Please return this form directly to Graduate Academic Services

Name: \_\_\_\_\_ Date of Defense: \_\_\_\_\_  
Last First

Student I.D. \_\_\_\_\_

ULV 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 (please provide details on back).
- ☐ Passed, with major revisions needed (please provide details on back)
- ☐ Not passed, defense to be continued (please provide details on back)
- ☐ Failed (please provide details on back)

Signatures:

\_\_\_\_\_  
Committee Chair

\_\_\_\_\_  
Committee Member

\_\_\_\_\_  
Committee Member

**NOTE TO CANDIDATE: You have one-year from the date of the Oral Defense** to complete the entire 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. Student must maintain continuous registration until they are done and must be within their eight-year time limit.

Final Approval: \_\_\_\_\_ Date: \_\_\_\_\_  
(Dean Signature)

TITLE OF YOUR DISSERTATION,  
CENTERED, IN ALL CAPITAL LETTERS AND  
DOUBLE SPACED NOT TO EXCEED THREE  
LINES BUT PREFERABLY ON TWO LINES

BY

YOUR NAME in CAPS

DISSERTATION COMMITTEE

\_\_\_\_\_  
Typed name, degree

Committee Chair

\_\_\_\_\_  
Typed name, degree

Committee Member

\_\_\_\_\_  
Typed Name, degree

Committee Member

ACCEPTED:

\_\_\_\_\_  
Typed name, degree  
Dean, College of Business

Date: \_\_\_\_\_