GRADUATE STUDENT HANDBOOK

UNLV | GRADUATE COLLEGE

GRADUATE STUDENT HANDBOOK

August 2023

TABLE OF CONTENTS

GREETINGS FROM THE VICE PROVOST FOR GRADUATE EDUCATION AND DEAN OF THE GRADUATE COLLEGE 13

ABOUT THE GRADUATE CATALOG 15

Disclaimer 16

Supplemental Resources 16

Program Handbooks 16

UNLV Degrees Directory 16

Inquiries 17

ABOUT THE GRADUATE COLLEGE 18

Our Academic Context: UNLV and NSHE 18

History of the Graduate College 18

The Organizational Structure of the Graduate College 19

Our Vision and Mission 20

Our Guiding Principles and Core Values 21

Graduate College Location: 2nd Floor of the University Gateway Building 21

Graduate Education Contact Information 21

Appointments and Tours with Graduate College Team Members 24

Visit Us 24

Equal Opportunity 24

ACCREDITATION INFORMATION 26

Academic Program Accreditations 26

UNLV OFFICE OF POSTDOCTORAL SCHOLARS 28

What is a Postdoctoral Scholar? 28

THE DIVISION OF RESEARCH 29

STAY CONNECTED AND INFORMED 31

Other Ways to Stay Connected 32

Online Surveys, Annual Individual Development Plans, and Exit Survey 32

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) 33

FERPA Protections 33

CALENDARS 34

Academic Calendar Fall 2023-Summer 2024 34

Fall 2023 34

Spring 2024 37

Summer 2024 Session I 41

Summer 2024 Session II 41

Summer 2024 Session III 42

Office of the Registrar and Schedules 43

UNLV Calendars 43

Sports 44

Fine Arts Performances 44

Graduate College 44

The Grad Academy 44

Library 44

STUDENT GOVERNANCE 45

Graduate & Professional Student Association (GPSA) 45

GPSA Research and Travel Sponsorship 45

Graduate & Professional Student Research Forum 45

Other GPSA Funding Opportunities and Resources 46

The GPSA Council 46

Student Organizations 46

FACULTY GOVERNANCE 48

The Graduate Council 48

Graduate Council Committees 48

Graduate College Committees/Groups 49

THE GRADUATE FACULTY 50

The Role of Graduate Faculty 50

Graduate Faculty Rights and Responsibilities 50

Graduate Coordinator 50
Broad-Ranging Responsibilities to Graduate Students, Faculty, and Programs 51
Graduate Syllabi Policies 53
Graduate Faculty Status (GFS) 53
GFS Privileges Table 54
INFORMATION ABOUT THE GRADUATE CURRICULUM 56
Graduate School Experience 56
Curricular Terminology 56
Types Of Graduate Experiences - Academic Program Offerings 57
Academic Degree Program Types 57
Program Track Options 58
Accelerated Degree Programs 58
Traditional Master's and Executive Master's Programs 59
Bachelor's-to-Doctoral Programs 59
Post-Master's Doctoral Programs 59
Credential Types 60
Professional Master's Programs 60
Research Master's Programs 60
Professional Doctoral Programs 60
Research Doctoral Programs 60
Artist Diploma Programs 60
Educational Specialist (Ed.S.) Programs 60
Simultaneous Enrollment In Multiple Graduate Programs/Certificates 61
Dual Degree Programs 61
Concurrent Degrees 62
Graduate Certificates for Graduate Minors (Post-Bachelor's and Post-Master's) 62
Interdisciplinary Graduate Programs (IGPs) 63
Non-degree-seeking Status 63
Graduate Students In Undergraduate-Level Courses 64
ACADEMIC CERTIFICATE AND DEGREE PROGRAMS 65
Degree Programs 65
Academic Certificate Programs 65

Time-to-Degree: Timelines for Completing Degrees and Certificates 69

GRADUATE FINANCIAL SERVICES.....70

Financial Information 70

Tuition and Fees 70

Graduate Tuition and Fees 70

Policy and Fee Information 71

Student Fees and Charges 71

Student Health Fee and CAPS - Counseling and Psychological Services Fee..... 72

Grant-in-Aid 72

Delinquent Accounts 72

Deferred Payment Option 72

Refund of Fees..... 73

Room and Board Refund 73

Tuition and Fee Appeals 73

Tuition, Fees, And Financial Aid..... 74

Grad Student Health Insurance Information 74

Mandatory Graduate and Professional Student Health Insurance 74

FAFSA and Alternate Need Determination Form..... 75

Federal Loan Programs 75

Unsubsidized Loans 75

Graduate PLUS Loans..... 75

On-Campus Employment..... 75

Job Location and Development..... 76

Federal Work Study 76

Graduate Financial Services..... 76

Recruitment Awards 76

Emergency Retention Grants 76

Graduate Access Scholarships 77

Graduate Award Opportunities 77

The Grad Academy Professional Development Scholarships 78

Other Funding Opportunities 78

GRADUATE ASSISTANTSHIP (GA) PROGRAM.....79

SCHOLARSHIPS AND FELLOWSHIPS 80

ADMISSION AND MATRICULATION INFO 81

About Graduate Admissions 81

Statement of Commitment to the Recruitment of Diverse Students at UNLV 81

Title IX Statement 81

OVERVIEW OF THE ADMISSIONS PROCESS 83

GRADUATE NON-DEGREE-SEEKING INFORMATION 84

Graduate Non-Degree-Seeking Status 84

Graduate Non-Degree-Seeking Application Process 84

Graduate Non-Degree-Seeking Enrollment 84

GRADUATE DEGREE- AND CERTIFICATE-SEEKING APPLICATION INFORMATION 86

Graduate College Admissions Standards 86

Degree- and Certificate-Seeking Application Deadlines 86

Graduate Degree- and Certificate-Seeking Admissions Requirements 87

Submission of Admission Materials 90

Departmental Degree- and Certificate-Seeking Admissions Requirements 90

ADMISSIONS REQUIREMENTS AND PROCEDURES FOR INTERNATIONAL STUDENTS 91

New International Graduate Student Admissions Requirements 91

Enrollment Policy for International Students 91

ADMISSION STATUS AND CLASSIFICATION OF STUDENTS 94

Full Graduate Standing 94

Provisional Graduate Standing 94

Conditional Admission 94

ADMISSIONS POLICIES (LISTED ALPHABETICALLY) 96

Admission Acceptance 96

Application Fraud and Revocation of Admission 96

Change of Program, Plan, or Subplan 96

Deferrals 96

Enrollment in Terms of Admission 96

Immunization Records 97

Incomplete Applications 97
Nevada Residency for Tuition Purposes 97
Readmission to the Graduate College 98
Rebelmail 98
Rollover or Rollback of the Application 99
Transfer Credit Policy 99
Withdrawal of Application/Admission 101

REGISTRATION, ENROLLMENT AND CURRICULAR POLICIES (LISTED ALPHABETICALLY) ... 102
Adding or Dropping Classes 102
Cancellation of Registration 103
Combined/Cross-listed Sections 103
Cross-listed Sections 104
Same-as Courses 104
Combined 104
Cross Schedule 105
Course Credit Expiration 105
Course Repeat Policy 105
Credit by Examination 105
Credit Load Limitations 106
Enrollment Verification 106
Full- and Part-Time Enrollment 106
Grade Point Average 106
Graduate-Level Grades 107
Incomplete Grades or "I" 107
Graduate Students Taking Undergraduate-Level Courses 108
Graduate Credit 108
Office of the Registrar and Schedules 109
Pass/Fail Grades 109
Transcripts of Credit 110
Undergraduates Taking Graduate-Level Courses 110
Unit of Credit 110

THE GRADUATE STUDENT LIFECYCLE 111

Graduate Student Success Through the Graduate Lifecycle 111
Retention, Progression, & Completion (RPC) Team 111
The Grad Academy: Innovative Leadership, Professional, and Career Development 111
Graduate Badges 111
Graduate College Co-Curricular Certifications 112
Grad Rebel Programs 112

EARLY-CAREER STUDENTS 114
Initial Steps for New Graduate Students 114
Progression, Forms, and Milestones 114
Online Surveys and Mandatory Annual Individual Development Plans 114

MID-CAREER STUDENTS 116
Successful Student Progression 116
Forms and Milestones 116
Online Surveys and Mandatory Annual Individual Development Plans 116

LATE-CAREER STUDENTS 117
Successful Student Progression 117
Forms and Milestones 117
Online Surveys and Mandatory Annual Individual Development Plans 118
Applying for Graduation 118
Granting of Degrees 119
Commencement 119
Certificate Completion Procedures 120

GRADUATE STUDENT ADVISORY COMMITTEES 121
Advisor 121
What is a Graduate Advisory Committee (GAC)? 121
Graduate Advisory Committee Composition and Guidelines 121
Changes to the Graduate Advisory Committee (GAC) 124

PROGRESSION AND COMPLETION POLICIES (LISTED ALPHABETICALLY) 126
Academic Standing 126
Annual Mandatory Individual Development Plan and Procedures 126
Appeals and Procedures 126

Appeals Regarding Financial Issues 127
Continuous Enrollment 127
Credit Toward Degree 128
Enrollment and Milestones 128
Grade Changes 129
Leaves of Absence 129
Mandatory Student Health Insurance 130
Probation and Separation 130
Catalog Year for Program Requirements 132
Resident Credit Requirement 132
Time-to-Degree (TTD) Recommended Guidelines 133

STUDENT FORMS 134
Required Student Forms (in alphabetical order) 134
Additional Student Forms (in alphabetical order) 136
Departmental Forms 137
Forms Located Outside of the Grad Rebel Gateway 137

MAINTAINING GOOD ACADEMIC STANDING 139
Definition of Good Academic Standing 139
Academic Integrity 139
Nonacademic Advising 139
Student Issues and Appeals 140
Probation and Separation 141

MILESTONE EXAMINATIONS AND CULMINATING EXPERIENCE REQUIREMENTS 142
Milestone Exams 142
Culminating Experience Requirements 143
Exams 143
Professional or Scholarly Papers or Projects 143
Prospectus Approval and Advancement to Candidacy for Master's Thesis and Doctoral Students 144
Thesis Guidelines 144
Dissertation Guidelines 145
Traditional vs. Three-Article Dissertation 145

Minimum Requirements of the Three-Article Publication Status 146
Three-Article Dissertation Sections/Chapters 146
Co-Authorship 147

MASTER'S THESIS AND DOCTORAL DISSERTATION/ PROJECT ORAL DEFENSE REQUIREMENTS 148
Defense Announcements 148
Final Oral Defense Guidelines for Master's and Doctoral Programs 148
Thesis and Dissertation Defense Format 148
Enrollment Requirements during Thesis/Dissertation Progress 150
Master's Thesis, Doctoral Dissertation, and Doctoral Projects 150
Formatting and Style 151
iThenticate Requirements 152
ProQuest, Digital Scholarship, and Embargo Requirements 152

POLICIES 153
Student Policies 153
UNLV Student Conduct Code 153
Student Conduct Policy and Processes 153
Student Conduct Hearing Board 154
Policy Against Discrimination and Sexual Harassment and Complaint Procedures: 154
Office of Compliance and Title IX 154
Title IX Statement 155
UNLV Student Computer Use Policy 155
Dangerous Weapons Policy 156
Animal Policy 157
Alcoholic Beverages 157
Controlled Substance Response Policy 157
Use of Automobiles and Parking 158
Use of University Facilities 158
Scheduling University and Facilities and Related Policy Forums and Free Expression 158
Fundraising 158
Handbills and Posters 159
Smoking Policy 159

Housing and Residential Life 159
Family Educational Rights and Privacy Act of 1974 (FERPA) 159
Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (CLERY) 160
Campus Security Authority Role 160
Nevada System of Higher Education (NSHE) Code 161
Nevada System of Higher Education 161

SAFETY AND EMERGENCY INFORMATION 162
Student Use of Hazardous Materials 162
Policies and Procedures on the Protection of Research Subjects 162
Safety and Emergency on Campus 163
Helpful Links 164

GRADUATE STUDENT SUPPORT 166
Services for Graduate Students 166
Student Nonacademic Advising Services 166
Graduate Career Support 166
The Grad Academy 166
Pillars of Leadership, Professional, and Career Development 167
Graduate College Co-Curricular Certifications 167
Grad Rebel Programs 168
Workshops 168
Events 169
Signature Events 169
Fall 169
Spring 169
Graduate Spotlight Student Events 169
Professional Development Resources and Opportunities Across Campus 170

GRADUATE STUDENT WELLNESS: PHYSICAL, MENTAL, EMOTIONAL, AND FINANCIAL WELL-BEING 172
Graduate Student Wellness 172
UNLV Resources for Physical, Mental, and Emotional Well-being 172
Resources for Financial Well-being 174

CAMPUS RESOURCES AND CONTACTS FOR GRADUATE STUDENTS 176
Housing 185
Student Housing 185
Transportation and Parking Services 185

GREETINGS FROM THE VICE PROVOST FOR GRADUATE EDUCATION AND DEAN OF THE GRADUATE COLLEGE

Alyssa Crittenden, Ph.D.

Welcome to the Graduate College at the University of Nevada, Las Vegas! I invite you to explore our Graduate Catalog to familiarize yourself with the scope of graduate programs we offer and to review policies, practices, and program requirements. I also encourage you to peruse our website to better understand the breadth and depth of the services that we provide to prospective students, current students, postdocs, graduate faculty, alumni, and donors.

UNLV's more than 175 graduate programs offer outstanding quality and opportunity. At UNLV, graduate students are able to work closely with world-class graduate faculty who are conducting research and engaging in scholarly and creative activities to improve the well-being of our community and state and positively impact our nation and the world. We pride ourselves on cultivating a diverse campus culture that promotes graduate faculty excellence, graduate program quality, and stellar support for our graduate students. Central to the UNLV graduate educational experience is student involvement in cutting-edge research, innovative scholarly endeavors, and inspired creative activities, all of which are supported by wide-ranging opportunities for free research-informed professional and career development.

Graduate education is most exciting and impactful when academic and scholarly experiences are supplemented with leadership, professional, and career development opportunities and support systems that promote student wellness and success. The Grad Academy offers in-person and online workshops, training, writing boot camps, cohort-based programs, and professional development in the areas of: entrepreneurship and leadership, research, teaching, mentorship, financial and personal wellness, career readiness and transferable skills, and more. We encourage new and current students to take advantage of these opportunities to engage with students from other disciplines all across campus while enjoying a well-rounded experience that helps prepare you for academic and professional success.

UNLV has a diverse student population of more than 30,000 students, of whom more than 5,000 are graduate and professional student scholars, and more than 1,000 are funded as graduate assistants. Our community of scholars is supported by more than 3,300 faculty and staff, including approximately 1,300 graduate faculty members, whose research, creative and innovative activities, leadership, and teaching create a vibrant and exciting center of learning and scholarship. UNLV is classified by the U.S. Department of Education as a Minority, Hispanic-, and Asian American Native American Pacific Islander-Serving Institution. This triple designation is accompanied by the Carnegie Classification of Institutions of Higher Education "Very High Research Activity" or "R1" status, the highest rank among research universities in the U.S.

The Graduate College is committed to providing outstanding service and support so that our diverse population of graduate students enjoy a high-quality academic experience in an inclusive and collegial environment where personal growth, professional advancement, student

success, equity, and justice are our foundational principles. We invite you to read our weekly email newsletter to keep abreast of workshops, events, deadlines, and important campus news. Know that *you belong here*. We are thrilled to welcome you to our community of graduate scholars. Rebels make it happen.

All my best,

Alyssa Crittenden, Ph.D.

Vice Provost for Graduate Education and Dean of the Graduate College

ABOUT THE GRADUATE CATALOG

The Graduate Catalog is the official repository of graduate program admissions and degree requirements, graduate program handbooks, and major Graduate College student policies and procedures. The Graduate Catalog is updated annually and the new Graduate Catalog is published each summer for the following academic year.

This Graduate Catalog is divided into two broad sections: the Graduate Student Handbook (this publication), and the Academic Catalog. The policy, process, and information section of the annual Graduate Catalog is known as the *Graduate Student Handbook* and this provides clear, consistent information and guidance to prospective and current students, graduate faculty, graduate coordinators, and UNLV staff who work in graduate education. The remainder of the Catalog is the *Academic Catalog* which is divided up by college/school, department, and programs. These sections provide the official approved application, program, and completion requirements for all graduate programs and certificates.

The UNLV Graduate Catalog provides important information to the entire UNLV campus community pertaining to graduate level programs, students, policies, and procedures.

- Prospective graduate students are subject to the admissions requirements of the Catalog that is active during the admissions season.
- Admitted graduate students are subject to the program and degree requirements in the Catalog that is active during their first semester. Students, with approval of their department, may switch to the program and degree requirements in any Catalog in effect from admission until the term of graduation. Students must meet all degree requirements of a single Graduate Catalog.
- All students are subject to both the Student Handbook and Academic Requirements sections of this Catalog, as well as their Program Handbook (found on the UNLV Degrees Directory), UNLV Student Conduct Code, Nevada System of Higher Education (NSHE) Code, and all other established campus policies. Students are also expected to abide by all local, state, and federal laws, as well as professional standards and conduct codes of the student's discipline of study.
- It is expected that all of our graduate students (non-degree-seeking, degree-seeking, and certificate-seeking) refer to the Graduate Catalog as the source of information for program requirements.
- The UNLV Graduate College should be considered a resource for colleges, schools, and departments to ensure accurate mentorship and advisement of graduate students and to comply with all approved degree program requirements.

Nothing in the Graduate Catalog or this Graduate Student Handbook supersedes the Graduate College bylaws, UNLV bylaws, Student Conduct Code, or NSHE Handbook, or the rule of law. Departments/schools may create more stringent policies than the Graduate College. These should be driven by a best practice in the field and a conscious strategy to: ensure graduate student success, align graduate student experiences for post-graduate career success, and/or reflect professional standards and accreditation requirements.

If you have questions about a Graduate College policy, process, or procedure in this Graduate Student Handbook, or about a program requirement in this Graduate Catalog, please contact a dean in the Graduate College for clarification and verification. We are committed to providing clear, accurate, and up-to-date information, and transparency of expectations, policies, and processes in support of our mission to assist graduate students, faculty, and staff. Our goal is to provide support for students, faculty, and staff to excel as scholars, learners, educators, mentors, curriculum developers, program coordinators, researchers, and leaders on campus, in the community, and in your fields.

Disclaimer

The UNLV Graduate Student Handbook content is current as of August 2023 and contains currently anticipated programs, courses and requirements, but these are subject to modification at any time to accommodate changes in university resources or educational plans. The Handbook does not constitute a contractual commitment that the university will offer all the courses or programs described. The university reserves the right, for financial, curricular, programmatic, health, or other reasons as it deems necessary and appropriate in its discretion, to: (1) eliminate, cancel, reduce, modify, or phase out courses, programs and requirements; (2) change the mode of instruction; (3) limit enrollments in specific programs and courses; (4) change fees during the student's period of study; and/or (5) dismiss or require a student to withdraw from a course, program, or the institution for cause.

Supplemental Resources

Program Handbooks

Each graduate degree program has a handbook to help guide students through their respective programs. Handbooks are optional for certificate programs. The program handbook typically contains more detailed information regarding program guidelines at the department/school level. It also may provide sample plans of study. Requests for program handbook updates are conducted annually through the graduate coordinator and department chair.

Program handbooks are made available on the UNLV Degrees Directory. Students are responsible for understanding and following the policies and procedures delineated in program handbooks and the UNLV Graduate Catalog, as well as the NSHE Code, UNLV Bylaws, and the UNLV Student Conduct Code. Nothing in program handbooks supersedes requirements in this Graduate Catalog. Handbook questions should be directed to your graduate coordinator; questions about policies and the Graduate Catalog may be directed to the Graduate College. Departments should archive each year's Program Handbook for historical record.

UNLV Degrees Directory

The UNLV Degrees Directory is a resource for exploring individual degrees or programs and accessing learning objectives, program handbooks, graduate coordinator information, plan of study forms, and more. Additional information is provided by the departments/units regarding program descriptions, research areas, and services. It is important to note that all information

contained in the UNLV Degrees Directory is subject to change and students should refer to the Graduate Catalog as the primary source of information regarding program requirements.

Inquiries

Inquiries should be addressed to GradCollege@unlv.edu or 702-895-0446. Our address is: University of Nevada, Las Vegas Graduate College, 4700 S. Maryland Parkway, Suite 200, Las Vegas, NV 89119. For more information, please visit the UNLV website or Graduate College website.

ABOUT THE GRADUATE COLLEGE

Our Academic Context: UNLV and NSHE

UNLV wishes to acknowledge and honor the Indigenous communities of this region, and recognize that the university is situated on the traditional homelands of the Nuwuvi, Southern Paiute People.

UNLV is one of eight institutions of NSHE, which consists of two doctoral-granting universities (UNLV and the University of Nevada, Reno, a state college (Nevada State College), four comprehensive community colleges, and the Desert Research Institute (campuses in Las Vegas and Reno). UNLV promotes research, scholarship, and creative activities by students and faculty that respond to the needs of an urban community in a desert environment, as well as regional, national, and international issues.

UNLV is recognized as a regionally accredited university by the Northwest Commission of Colleges and Universities (NWCCU). UNLV attained Carnegie Very High Research Activity (R1) status in fall 2018 - the gold standard for university research and recognized as one of the top American research universities, as designated by the Carnegie Classification of Institutions of Higher Education. As of 2020, UNLV also holds the Carnegie Classification for Community Engagement, a distinction widely considered to be the highest standard of recognition for community engagement efforts at higher education institutions.

UNLV's mission is to stimulate economic development and diversification, foster a climate of innovation, promote health, and enrich the cultural vitality of the communities that we serve. Our core themes express this mission and include the following: (1) advance student achievement, (2) promote research, scholarship, and creative activity, (3) create an academic health center, and (4) foster community partnerships. The Graduate College is deeply involved with and committed to these core themes.

History of the Graduate College

The UNLV Graduate School was founded in 1965 and we graduated our first 11 master's students in 1967. Our first doctoral student, an Ed.D., graduated in 1977 and we granted our first Ph.D.s in 1991. It is fair to say that the first 55 years of graduate education at UNLV have been characterized by growth and maturation. We are building on this history of continual growth, improvement, and modernization, despite being a young college operating in a resource limited environment. Our modus operandi is to face challenges, fix problems, and innovate to enhance the quality and caliber of graduate education at UNLV. We are committed to maintaining Carnegie R1 graduate education in a socially just, inclusive, and equitable manner. Our path is unique and bold thanks to the strength we derive from our diversity, and the unique benefit of being a MSI with an inclusive community of scholars. Please visit our Graduate College website for a more comprehensive overview of our history.

The Organizational Structure of the Graduate College

The Graduate College reports to the Senior Vice Provost for Academic Affairs and is the central organizational unit that coordinates, advocates for, and supports graduate education at UNLV. The Graduate College is a service unit with both administrative and academic missions, serving a broad base of constituents including prospective and current students, graduate alumni, academic and administrative faculty and staff, postdoctoral scholars, and community partners. Interdisciplinary graduate programs and the Office of Postdoctoral Affairs are both housed in the Graduate College. We work closely and collaboratively across campus to fulfill our mission in support of program excellence, faculty and student success, innovation, and campus and community impact.

The Graduate College has several interconnected and closely collaborating units that together comprise a broad base of support for the UNLV graduate community. These areas are:

- Financial Services
    - Graduate assistant program
    - Scholarships
    - Fellowships
    - Business and budgets
- Communications & Marketing
- Development
- Academic Affairs
    - Graduate Council and committees
    - Academic support services: graduate curriculum (course and program review, innovation, management); graduate faculty status; Graduate Catalog and Graduate Student Handbook; graduate entries in the Degrees Directory
    - Interdisciplinary graduate programs
    - College awards
    - Assessment and accreditation
    - Support for graduate faculty and student research, scholarship and creative activities
- Retention, Progression, & Completion
    - Successful student progression
    - Nonacademic advising
    - Timely graduation
    - Degree conferral
- Student Services, which provides comprehensive student support services, including:
    - Student advocacy efforts
    - Coordination of the Graduate Commons
    - Graduate registered student organizations (GRSOs)
    - Thesis and dissertation support
    - Office of Postdoctoral Affairs
    - Student Support Spot

- The Grad Academy, which offers a wide array of free leadership, professional, and career development opportunities to promote student success and help students prepare for their career after graduation, including:
    - Co-curricular certifications
    - Programs
    - Badges
    - Workshops
    - Events
- The Graduate College organizational chart is available online.

Our Vision and Mission

To be nationally recognized for research excellence, diversity, customizable and interdisciplinary academic experiences, and our vanguard approach to professional and career development. We strive to be just, equitable, and inclusive, and we foster transformative educational experiences that result in graduates who are innovative scholars, experts, professionals, and leaders who help solve complex regional, national, and global challenges.

With an institutional mission of advancing graduate education at UNLV, the Graduate College supports more than 175 graduate certificate, master's, specialist, dual-degree, and doctoral programs. We work closely with departments and the graduate faculty to provide UNLV's more than 5,000 graduate students with high-quality academic experiences through coursework, research, scholarship, and creative activity, and innovative professional and career development opportunities. We aim to create an innovative and thriving scholarly community and provide consistently strong support for our diverse student body and top-notch graduate faculty, while offering outstanding graduate experiences and services that enhance student learning, provide customizable experiences, and facilitate graduate student success.

Specifically, the Graduate College fosters collaborative leadership to build a forward-thinking, data-driven, and diverse top tier, MSI graduate community that:

- advances UNLV’s R1 standing and Top Tier aspirations;
- delivers rigorous, leading edge graduate programs in which excellence, innovation, and opportunity flourish;
- strives to more closely mirror undergraduate diversity and expand our international graduate student community;
- is committed to increasing inclusion, equity, and social justice by embracing diversity and fostering an anti-racist, anti-sexist, socially just and inclusive MSI graduate community;
- partners to provide innovative personal, academic, leadership, career, and professional development opportunities to students;
- ensures consistent, transparent, and fair implementation of policies and processes;
- exemplifies a culture of inclusion, innovation, and seeks to make a positive impact;
- delivers outstanding service to all our constituent groups through a variety of in-person and virtual service modalities;

- recognizes and supports the graduate faculty and promotes their interests;
- seeks and secures a diverse base of funding to support students and provide robust financial resources and services that promote financial well-being;
- provides GA packages and benefits to the graduate community;
- and cultivates a dynamic, well-connected, and inclusive scholarly community in which the highest quality research, scholarship, creative, and professional activities thrive.

Our Guiding Principles and Core Values

The Graduate College is committed to a data-informed continual improvement model to advance the following guiding principles: excellence, equity, diversity, innovation, accountability, resilience, and positive impact.

To enact these principles, our mission is driven by core values that inspire us to act and interact with: empathy, kindness, respect, inclusivity, ethics and integrity, a collaborative spirit, and servant leadership.

Graduate College Location: 2nd Floor of the University Gateway Building

In fall, 2019, the Graduate College moved into their new space in the University Gateway Building (GTW) on the eastside of Maryland Parkway. Built to be a hub for the entire graduate community, the Graduate College Gateway space includes faculty/staff offices, a Graduate College Welcome Center, a Gateway Grad Commons study space and computer lab for graduate and professional student use, multiple shared-use conference rooms, hoteling space, and multiple shared-use spaces including conference rooms and large flexible meeting spaces.

Graduate Education Contact Information

Welcome Center

Graduate College

University of Nevada, Las Vegas

4700 S. Maryland Pkwy. Suite 200

Las Vegas, NV 89119

Email: gradcollege@unlv.edu

Phone: 702-895-3320

Fax: 702-895-4180

Recruitment

Future Students

Email: grad.recruitment@unlv.edu

Phone: 702-774-UNLV(8658)

Campus Location: Office of Admissions in SSC-B

Admissions

Graduate Certificates and Degree Programs

Application Deadlines

Information for Newly Admitted Students

Email: gradadmissions@unlv.edu

Phone: 702-774-UNLV(8658) for our main line. Our previous admissions and recruitment lines are forwarded there and calls will be distributed to our team members accordingly.

Campus Location: Office of Admissions in SSC-B

International Recruitment and Admissions

Prospective International Student Information

Email: internationalgrad@unlv.edu

Phone: 702-774-UNLV(8658)

Campus Location: Office of Admissions in SSC-B

Student Retention, Progression, & Completion

Information for Current Students

Email: grad.rpc@unlv.edu

Phone: 702-895-2702

Campus Location: GTW 224

Student Services

Email: gradrebel@unlv.edu

Phone: 702-895-5579

Campus Location: Gateway Graduate Commons

The Grad Academy

Email: gradacademy@unlv.edu

Phone: 702-895-5980

Campus Location: Gateway Graduate Commons

Office of Postdoctoral Affairs

Postdoctoral Affairs

Email: OPA@unlv.edu

Phone: 702-895-5579

Campus Location: GTW 211

Academic Affairs Support Services

Faculty and Staff Resources

Email: gradcurriculum@unlv.edu

Email: gradfacstatus@unlv.edu

Phone: 702-895-0446

Campus Location: GTW 200

Communications & Marketing

Questions and Comments

Email: vaneh.darakjian@unlv.edu

Phone: 702-895-1698

Campus Location: GTW 217

Systems & Data

Grad Rebel Gateway Student Portal

Email: grad.systems@unlv.edu

Phone: 702-895-1100

Financial Services, Business Operations and GA Office

Financial Services, Scholarships/Fellowships, and GAs

Email: gradfinancialsvc@unlv.edu

Phone: 702-895-4273

Campus Location: GTW 231

Advancement & Development

Email: katherine.freund@unlv.edu

Phone: 702-895-3429

Campus Location: GTW 209

Grad Alumni Information

Support the Graduate College

Leadership

About the Graduate College

Vice Provost for Graduate Education and Dean of the Graduate College - Dr. Alyssa Crittenden

Graduate.Dean@unlv.edu

Associate Dean - Dr. Emily Lin

GradAssociateDean@unlv.edu

Assistant Dean for Graduate Student Services - Dr. Valarie Burke

Valarie.Burke@unlv.edu

Visit the Contact page of the Graduate College website to view the most up-to-date version of the Graduate College Organizational Chart and current staff bios and contact information. Additional information may be found on the Graduate College website.

Appointments and Tours with Graduate College Team Members

Set up personal recruitment appointments and/or tours at gradrecruitment@unlv.edu. To meet with a Graduate College representative in an area beyond recruitment, please use the contact information provided above.

Visit Us

We accept walk-ins Monday-Friday from 8 a.m.-5 p.m. on the second floor of the University Gateway Building at: 4700 S. Maryland Pkwy. Las Vegas, NV 89119.

Equal Opportunity

UNLV is an equal opportunity institution. UNLV is an EEO/AA/Title VI/Title IX/Section 504 institution. All applicants to the Graduate College, and admitted students, will receive equal consideration, access to programs and activities, and equitable and just treatment without regard to race, color, national origin, religion, sex, pregnancy, marital status, sexual orientation, gender identity, age, disability, or covered US veteran status. Diversity is our strength; you are welcome here.

ACCREDITATION INFORMATION

Academic Program Accreditations

- UNLV is accredited by the Northwest Commission on Colleges and Universities.
- UNLV's international programs are approved by the Council on International Educational Exchange.
- For more information visit the UNLV Academic Program Accreditations webpage.

Please see below a list of graduate programs with additional accreditation:

College	Program	Accredited by
Lee Business School	Accounting, M.S.	AACSB
	Economics, M.A.	AACSB
	Executive Master of Business Administration, E.M.B.A.	AACSB
	Graduate Certificate in Business Administration	AACSB
	Graduate Certificate in Entrepreneurship and Innovation	AACSB
	Master of Business Administration, M.B.A.	AACSB
	Management Information Systems, M.S.	AACSB
School of Dental Medicine	Dental Medicine, D.M.D.	CODA
	Doctor of Dental Surgery, D.D.S.	CODA
	General Practice Residency, Certificate	CODA
	Orthodontics and Dentofacial Orthopedics, Certificate	CODA
	Pediatric Dentistry, Certificate	CODA
College of Education	Clinical Mental Health Counseling, M.S.	CACREP
	School Counseling, M.Ed.	CACREP
	School Psychology, Ed.S.	NASP
College of Fine Arts	Architecture, M.Arch.	NAAB
	Art, M.F.A., Studio Art	NASAD
	Music, D.M.A., Applied Music	NASM
	Music, M.M., Music Education, Performance, Conducting, or Composition	NASM

School of Integrated Health Sciences	Dietetic Internship (D.I.) in Nutrition Sciences	ACEND
	Doctor of Physical Therapy, D.P.T.	CAPTE
	Health Physics, M.S., Environmental Option	ABET
	Medical Physics, D.M.P.	CAMPEP
	Occupational Therapy Doctorate, O.T.D.	ACOTE
William S. Boyd School of Law	Juris Doctor, J.D.	ABA
College of Liberal Arts	Clinical Psychology, Ph.D.	APA
Kirk Kerkorian School of Medicine	Couple and Family Therapy, M.S.	COAMFT
	Doctor of Medicine, M.D.	LCME
School of Nursing	Master of Science Nursing, M.S.N.	CCNE
	Doctor of Nurse Practice, D.N.P.	CCNE
School of Public Health	Executive Master of Healthcare Administration, E.M.H.A.	CAMHE
	Master of Healthcare Administration, M.H.A.	CAMHE
	Master of Public Health, M.P.H. and Public Health, Ph.D.	CEPH
Greenspun College of Urban Affairs	Master of Public Administration, M.P.A.	NASPAA
	Master of Social Work, M.S.W.	CSWE

UNLV OFFICE OF POSTDOCTORAL SCHOLARS

The UNLV Graduate College houses the Office of Postdoctoral Affairs (OPA). OPA's mission is to enhance and support postdoctoral training and career development; serve as the central resource office for postdoctoral questions and issues for faculty, supervisors, mentors, and prospective and current postdocs; build a community for all UNLV postdocs and their faculty mentors; and provide professional development programs, research events, and networking events for postdocs. For additional information, please visit the OPA webpage.

What is a Postdoctoral Scholar?

A postdoctoral appointment is a temporary specialized education and training position in research, teaching, performance, or scholarship. It is established for the continued education and professional growth of the candidate. The appointment is under the direction of faculty sponsor(s) and it can be in any discipline or academic unit on campus. For information on UNLV postdoctoral scholars visit UNLV's Office of Postdoctoral Affairs Handbook.

THE DIVISION OF RESEARCH

The mission of the Division of Research is to support and promote a culture of excellence and integrity in research, scholarship, and creative activity that benefits the university, community, and state. The division supports UNLV research by:

- serving the needs of UNLV faculty, staff, and students as they pursue research, scholarly, and creative activities;
- developing opportunities, policies, funding, and infrastructure that support the performance of the highest quality research, scholarship, and creative activity;
- supporting the integration of research, scholarship, and creative activity into the educational experiences of students;
- supporting the design, conduct, and funding of research projects that comply with local, state, and federal guidelines;
- communicating the value of university research, scholarship, and creative activity to all constituencies; and
- promoting progress toward attainment of the goals for research, scholarly, and creative activities identified in the university's Top Tier strategic planning process.

UNLV is a doctoral-degree-granting institution with a commitment to the support of research and innovative scholarly pursuits. UNLV seeks to create a campus environment that promotes the performance of superior research and scholarly endeavors at all levels of study. UNLV faculty are eager to involve graduate students in their research, so there are many opportunities to participate.

- The Graduate Research Certification: The Graduate Research Certification (GRC) is a free, year-long professional development program that provides graduate and select undergraduate students with the skills and knowledge necessary to initiate, conduct, and successfully conclude research projects. Once accepted into the program, participants must be actively working on a research/creative/scholarly activity. Students must also complete approved campus workshops, attend all mandatory cohort meetings, present their research/creative/scholarly activity, and then complete their culminating experience, which is a research portfolio. There are three components to the research portfolio: 1) scholarly research statement; 2) self-reflection of the research/creative/scholarly activity during the program duration; and 3) Individual Development Plan (IDP). The GRC workshops are designed to foster intellectual discussion of ethical issues in conducting research, as well as to provide insight and training on best research practices. The GRC is a collaborative effort between the Office of Research Integrity, UNLV Libraries, UNLV Writing Center, the Office of Sponsored Programs, The Grad Academy Advisory Board, the Graduate Council, GPSA, and the Graduate College
- External Funding Resources: Funding from organizations outside UNLV is available to support graduate-level research and education in a wide variety of disciplines. Explore

the websites of organizations offering research funding by visiting the Funding Opportunities Database.

- Online Safety Training: The training system allows you to take online training courses, view your training history and view which courses you are required to complete. Supervisors are able to view their direct reports' training history and training status.

STAY CONNECTED AND INFORMED

Perhaps one of the most important secrets to graduate student success is staying in-the-know about important information, requirements, opportunities, deadlines, and news that can help graduate students not just survive, but thrive on campus. It is critically important for graduate students to stay informed and be engaged by recognizing and staying connected to all the ways we share information to support your success. We do not message students frivolously.

Graduate College messages are shared with graduate students via:

- Social media: Please link, like, and/or follow the Graduate College from your program, department, school, and/or college social media accounts so that we can like and repost your news and posts. We would appreciate it if, likewise, you would please repost our social media posts.
    - Facebook
    - Twitter
    - Instagram
    - LinkedIn
    - YouTube
- UNLV's RAVE (Rebel Announcements Via Email) is a weekly email sent to all enrolled students that provides important campus information, including deadlines, events, alerts, etc.
- Graduate College weekly student newsletter
    - Distributed Sundays during the fall and spring semesters
- Grad Rebel Gateway Portal
- Google Calendar
- Grad Rebel Gateway messages to your Rebelmail

  The Graduate College distributes strategic informational emails to students' personal (pre-admission) or Rebelmail accounts (post-admission). For some students, these emails begin when they submit the request for information form on the Graduate College's Future Students webpage, create an account in the Grad Rebel Gateway, and/or start an application. Pre-admission communications are sent to the email address the student used to create their Grad Rebel Gateway account. Rebelmail is used as soon as a student is admitted and throughout students' graduate careers.

  Regardless of when students begin receiving emails (pre-application or post-enrollment), all will receive emails from the Graduate College regularly while they are enrolled. Timely emails will be sent through the entire student lifecycle and cover everything from enrollment and policy reminders, to invitations to participate in the The Grad Academy programming, to invitations to complete annual surveys, and much more. Emails continue through graduation, focusing on things such as graduation deadlines and requirements and Commencement.

- Text message: beginning in its full comprehensive function soon

- Telephone: for urgent information and student messages

Other Ways to Stay Connected

- UNLV Today: Emails provide daily updates about UNLV people, activities, and news.
- Witness: Black Mountain Institute's literary publication Witness publishes original fiction, nonfiction, poetry, and photography that is innovative in its approach, broad-ranging in its concerns, and unapologetic in its perspective. The magazine blends the features of a literary and an issue-oriented magazine to highlight the role of the modern writer as a witness to their times.
- Interim: Poetry selections published through the English Department. Interim seeks writing that engages the perilous conditions of life in the 21st century as they pertain to issues of social justice and the earth, writing that demonstrates an ethos that considers the human condition in inclusive love and sympathy while offering the same in consideration of the planet. Because we believe that the truth is always experimental, we especially appreciate work with innovative approaches.
- Nevada System of Higher Education: Stay up-to-date with NSHE news. Subscribe and receive press releases related to the NSHE system, Board of Regents meeting agendas, and much more.

Online Surveys, Annual Individual Development Plans, and Exit Survey

- Each fall we distribute a Graduate Student Life and Climate Survey. This is an important annual assessment of graduate student experiences in their programs and on campus, especially but not exclusively as related to how we are doing at fostering a student-centered, supportive, ethical, inclusive, equitable, and just graduate community.
- Each winter we require graduate students to complete a mandatory annual Individual Development Plan (IDP), which is shared with the student's advisor (where applicable) and graduate coordinator so that they may provide input on the student's progress and specify a timeline for goals in the next calendar year. This is intended as a supportive mentoring process and student safety net to promote timely degree progression and student success.
- Students are also required to complete an Exit Survey as part of their graduation procedures in order for UNLV to assess student outcomes, hear from graduating students about their campus and degree program experiences, and use this information in a proactive manner to fuel a continuous improvement model whereby feedback leads to positive changes that improve future student experiences. We value our graduating students' input.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

FERPA Protections

Please note that students are protected by FERPA in all communications and contexts. As such, any email communications involving student information between students and any employee of NSHE or UNLV must be conducted through students' official Rebelmail email account. If a student phones the Graduate College or another UNLV office or faculty/staff member with questions that relate to protected student information, the student will need to be able to correctly answer personal identifying information in order to protect your educational privacy rights. FERPA requirements are designed to protect student privacy. You can review your FERPA preferences and privacy restrictions in MyUNLV. Directory information will not appear in any publication (such as the Graduation Program) if there is a restriction (noncommercial).

CALENDARS

Academic Calendar Fall 2023-Summer 2024

Fall 2023

Date	Calendar item
Friday, August 25, 2023	Last day to pay in person without late penalties.
Sunday, August 27, 2023	Last day to pay online without late penalties.
Sunday, August 27, 2023	Last day to register without late penalties.
Monday, August 28, 2023	Classes and late registration begin. Late registration fees and late payment fees apply.
Thursday, August 31, 2023	Last waitlist run.
Friday, September 1, 2023	Fall 2024 graduate applications for admission open.
Friday, September 1, 2023*	Last day to drop and receive a 100% refund. Last day to add classes online. Modular, mid-semester, and educational outreach classes have different registration dates. Check your MyUNLV Student Center for specific deadlines for each class.
Friday, September 1, 2023	Last day to pay in person and online with late fees prior to administrative drop for non-payment.
Monday, September 4, 2023	Labor Day recess. The campus will be closed for Labor Day recess and will reopen on Tuesday, September 5.
Wednesday, September 6, 2023	Administrative drop for non-payment.
Friday, September 15, 2023	Graduate College fall 2023 conditional admission requirement deadline.
Friday, September 15, 2023	Last day to add classes with department permission. Departments and colleges may have shorter time frames

Date	Calendar item
	for late registration in classes. Last day to add thesis/dissertation courses with department and Graduate College permission.
Sunday, October 1, 2023	Last day to apply for Fall 2023 graduation through MyUNLV. Late applicants, please check with your RPC Coordinator: grad.rpc@unlv.edu.
Sunday, October 1, 2023	Graduate College Scholarship and Fellowship application portal opens in the Grad Rebel Gateway.
Friday, October 6, 2023	Last day to completely withdraw from all classes and receive a 50% refund if your account is paid in full.
Friday, October 27, 2023	Nevada Day recess. The campus will be closed for Nevada Day recess and will reopen on Monday, October 30.
Wednesday, November 1, 2023	Recommended deadline to submit an application in the Grad Rebel Gateway for a spring 2024 graduate assistantship.
Friday, November 3, 2023	Last day to drop classes without a refund/change from credit to audit. No withdrawals or audits after this date. Modular, mid-semester, and educational outreach classes have different withdrawal dates. Check your MyUNLV student center for specific deadlines for each class.
Monday, November 6, 2023	Spring 2024 registration begins.
Friday, November 10, 2023	Veterans Day recess. The campus will be closed for the Veterans Day recess and will reopen on Monday, November 13.
Monday, November 13, 2023	Last day to defend your thesis, dissertation, or doctoral project.
Monday, November 20, 2023	Last day to submit the complete and formatted, committee-approved copy of your thesis or dissertation to

Date	Calendar item
	the Graduate College for format review. Please see the Thesis/Dissertation Format Review page for more details. Culminating experience results forms for students completing a thesis, dissertation, or doctoral project must be submitted to the Graduate College by this date. All other required forms should be submitted prior to the submission of the Culminating Experience Results Form.
Thursday, November 23, 2023	Thanksgiving Day recess. The campus will be closed for Thanksgiving Day recess and will reopen on Monday, November 27.
Friday, November 24, 2023	Thanksgiving Day recess. The campus will be closed for Thanksgiving Day recess and will reopen on Monday, November 27.
Friday, December 1, 2023	Graduate College Scholarship and Fellowship application deadline.
Friday, December 1, 2023	UNLV Outstanding Graduate Student Teaching Award and UNLV Graduate College Outstanding Thesis & Dissertation Awards nominations are due.
Friday, December 1, 2023	Graduate Student Life and Climate Survey Deadline
Monday, December 4, 2023	Study week begins. Classes are scheduled, but major written exams are not given (with exception of mid-semester classes).
Monday, December 4, 2023	All required forms must be submitted by this date. Last day to submit the Culminating Experience Results Form for students not completing a thesis, dissertation, or doctoral project. All other required forms should be submitted prior to the submission of the Culminating Experience Results Form.
Saturday, December 9, 2023	Instruction ends.

Date	Calendar item
Monday, December 11, 2023	Last day to submit thesis/dissertation format revisions to the Graduate College. All final, properly formatted theses, dissertations, and doctoral projects must be submitted to the Graduate College via email by the end of the day.
Monday, December 11, 2023	Final examinations begin. Final examinations are scheduled to be two hours long. For additional semester dates and deadlines, visit the Registrar's Office website.
Monday, December 11, 2023	Last day for electronic submission of final thesis/dissertation/doctoral project (with formatting pre-approved by the Graduate College) to ProQuest.
Saturday, December 16, 2023	Semester ends. Winter 2023 degree conferral date.
Tuesday, December 19, 2023	Grades due. Fall grades are due at the Office of the Registrar by 4 p.m.
Wednesday, December 20, 2023	Winter commencement ceremony at 4 p.m. All graduate certificate, master's, specialist, and doctoral degree candidates.

* Modular classes must be withdrawn the Friday before the class begins to receive 100% refund.

Spring 2024

Date	Calendar item
Friday, January 12, 2024	Last day to pay in person without late penalties.
Monday, January 15, 2024	Martin Luther King Jr. Day recess. The campus will be closed for the Martin Luther King Jr. Day recess and will reopen Tuesday, January 16.
Monday, January 15, 2024	Last day to pay online without late penalties.
Monday, January 15, 2024	Last day to register without late penalties.

Date	Calendar item
Tuesday, January 16, 2024	Classes and late registration begin. Late registration fees and late payment fees apply.
Friday, January 19, 2024	Last waitlist run.
Monday, January 22, 2024*	Last day to drop and receive a 100% refund. Last day to add classes online. Modular, mid-semester, and educational outreach classes have different registration dates. Check your MyUNLV Student Center for specific deadlines for each class.
Monday, January 22, 2024	Last day to pay in person and online with late fees prior to administrative drop for non-payment.
Wednesday, January 24, 2024	Administrative drop for non-payment.
Thursday, February 1, 2024	Spring 2025 graduate applications for admission open.
Friday, February 2, 2024	Last day to add classes with department permission. Departments and colleges may have shorter time frames for late registration in classes. Last day to add thesis/dissertation courses with department and Graduate College permission.
Thursday, February 15, 2024	Graduate College spring 2024 conditional admission requirement deadline.
Monday, February 19, 2024	President's Day recess. The campus will be closed for President's Day recess and will reopen on Tuesday, February 20.
Friday, February 23, 2024	Last day to completely withdraw from all classes and receive a 50% refund if your account is paid in full.
Friday, March 1, 2024	Last day to apply for Spring 2024 graduation through MyUNLV. Late applicants, please check with your RPC Coordinator: grad.rpc@unlv.edu.

Date	Calendar item
	Deadline for Individual Development Plan (IDP) submission.
Friday, March 1, 2024	Recommended deadline to submit an application in the Grad Rebel Gateway for a fall 2024 graduate assistantship.
Monday, March 11, 2024	Spring break recess. Classes will not be held for spring break and will resume on Monday, March 18.
Monday, March 11, 2023	Summer 2024 registration begins.
Friday, March 29, 2024	Last day to drop classes without a refund/change from credit to audit. No withdrawals or audits after this date. Modular, mid-semester, and educational outreach classes have different withdrawal dates. Check your myUNLV student center for specific deadlines for each class.
Monday, April 8, 2024	Fall 2024 registration begins.
Monday, April 10, 2024	Last day to defend your thesis, dissertation, or doctoral project.
Monday, April 15, 2024	Last day to submit the complete and formatted, committee-approved copy of your thesis or dissertation to the Graduate College for format review. Please see the Thesis/Dissertation Format Review page for more details. Culminating experience results forms for students completing a thesis, dissertation, or doctoral project must be submitted to the Graduate College by this date. All other required forms should be submitted prior to the submission of the Culminating Experience Results Form.
Monday, April 29, 2024	Study week begins. Classes are scheduled but major written exams are not given (with exception of mid-semester classes).

Date	Calendar item
Monday, April 29, 2024	Last day to submit thesis/dissertation format revisions to the Graduate College. All final, properly formatted theses, dissertations, and doctoral projects must be submitted to the Graduate College via email by the end of the day. Please see the Thesis/Dissertation Format Review page for more details.
Saturday, May 4, 2024	Instruction ends.
Monday, May 6, 2024	Final examinations begin. Final examinations are scheduled to be two hours long. For additional semester dates and deadlines visit the Registrar's Office website.
Monday, May 6, 2024	All required forms must be submitted by this date. Last day to submit the Culminating Experience Results Form for students not completing a thesis, dissertation, or doctoral project. All other required forms should be submitted prior to the submission of the Culminating Experience Results Form.
Monday, May 6, 2024	Last day for electronic submission of final thesis/dissertation/doctoral project (with formatting pre-approved by the Graduate College) to ProQuest.
Friday, May 10, 2024	Spring commencement ceremony at 4 p.m. All graduate certificate, master's, specialist, and doctoral degree candidates.
Saturday, May 11, 2024	Semester ends.
Saturday, May 11, 2024	Spring 2024 degree conferral date.
Tuesday, May 14, 2024	Grades due. Spring grades are due at the Office of the Registrar by 4:00 p.m.

* Modular classes must be withdrawn the Friday before the class begins to receive 100% refund.

Summer 2024 Session I

Please refer to the Summer Term Dates and Deadlines page for all summer registration and payment dates and deadlines.

Date	Calendar item
Monday, May 20, 2024	Summer term I instruction begins.
Monday, May 20, 2024	Last day to drop summer term I classes without a W grade.
Monday, May 27, 2024	Memorial Day recess. The UNLV campus will be closed for the Memorial Day holiday and will reopen Tuesday, May 28.
Thursday, May 30, 2024	Last day to drop summer term I classes with a W grade.
Saturday, June 1, 2024	Last day to apply for Summer 2024 graduation through MyUNLV. Students whose degrees are conferred in August may participate in the following December's commencement ceremony. Late applicants, please check with your RPC Coordinator: grad.rpc@unlv.edu.
Friday, June 7, 2024	Instruction ends for summer term I.
Tuesday, June 11, 2024	Grades due for summer term I classes.

Summer 2024 Session II

Date	Calendar item
Monday, June 10, 2024	Summer term II instruction begins.
Tuesday, June 11, 2024	Last day to drop summer term II classes without a W grade.
Friday, June 28, 2024	Last day to drop summer term II classes with a W grade.

Date	Calendar item
Monday, July 1, 2024	Summer 2024 graduate applications for admission open.
Thursday, July 4, 2024	Independence Day recess. The UNLV campus will be closed for the Independence Day holiday and will reopen Friday, July 5.
Friday, July 12, 2024	Instruction ends for summer term II.
Tuesday, July 16, 2024	Grades due for summer term II classes.

Summer 2024 Session III

Date	Calendar item
Monday, July 15, 2024	Summer term III instruction begins.
Monday, July 15, 2024	Graduate College summer 2024 conditional admission requirement deadline.
Monday, July 15, 2024	Last day to defend your thesis, dissertation, or doctoral project.
Tuesday, July 16, 2024	Last day to drop summer term III classes without a W grade.
Monday, July 22, 2024	Last day to submit the complete and formatted, committee-approved copy of your thesis or dissertation to the Graduate College for format review. Please see the Thesis/Dissertation Format Review page for more details. Culminating experience results forms for students completing a thesis, dissertation, or doctoral project must be submitted to the Graduate College by this date. All other required forms should be submitted prior to the submission of the Culminating Experience Results Form.
Friday, August 2, 2024	Last day to drop summer term III classes with a W grade.

Date	Calendar item
Monday, August 5, 2024	All required forms must be submitted by this date. Last day to submit the Culminating Experience Results Form for students not completing a thesis, dissertation, or doctoral project. All other required forms should be submitted prior to the submission of the Culminating Experience Results Form.
Monday, August 5, 2024	Last day to submit thesis/dissertation format revisions to the Graduate College. All final, properly formatted theses, dissertations, and doctoral projects must be submitted to the Graduate College via email by the end of the day.
Monday, August 12, 2024	Last day for electronic submission of final thesis/dissertation/doctoral project (with formatting pre-approved by the Graduate College) to ProQuest.
Friday, August 16, 2024	Instruction ends for summer term III.
Friday, August 16, 2024	Summer 2024 degree conferral date.
Tuesday, August 20, 2024	Grades due for summer term III classes.

Note: Observed Holidays were determined using the guidelines in NRS 236.015

Office of the Registrar and Schedules

The Office of the Registrar is the official repository of academic calendars, term calendars, and final exam schedules. Students can also find the Class Search and the Course Catalog on the MyUNLV registration system.

UNLV Calendars

Stay up-to-date on UNLV events by following these calendars:

Graduate College Google Calendar

Academic Calendars

Academic Calendar Deadlines: How to look up the drop deadlines for your classes.

UNLV Calendar of Events: The Calendar of Events is a central source for event information at UNLV. The site is managed by UNLV Web & Digital Strategy.

Sports

UNLV Sports Calendar: Stay updated on sports events happening with UNLV teams.

Fine Arts Performances

UNLV Performing Arts Calendar of Events: The Performing Arts Calendar includes events, dates, times and pricing.

Graduate College

Graduate College Events and Deadlines Calendar

University Calendars

The Graduate College student calendar for events and deadlines may be found here.

The Grad Academy

Graduate Student Calendar

Library

UNLV University Libraries Calendar

STUDENT GOVERNANCE

Graduate & Professional Student Association (GPSA)

The Graduate & Professional Student Association (GPSA) was formed in 1980 to provide additional opportunities for graduate students to interact, both socially and academically, and to provide a forum for dealing with problems specific to graduate student life. The GPSA's primary goals are to improve the quality of graduate education and the graduate student experience and to offer graduate student grants for research and other scholarly projects.

The GPSA serves all currently enrolled UNLV graduate and professional students. It promotes and represents the interests of graduate and professional students at UNLV while striving to engender a sense of community among students by furnishing financial support and fellowship. As membership in the GPSA is automatic, all graduate and professional students are encouraged to utilize the GPSA as a resource.

Each department on campus has a graduate student GPSA representative who attends GPSA meetings, participates on GPSA committees, and communicates all pertinent information concerning the GPSA to their constituents. The GPSA has graduate student representation on all standing Council committees of the Graduate College and participates in at least one community service project each semester.

The GPSA office provides a study area, a copy service, and a computer lab, all in the Lied Library. The office is open year-round, all day, and some evenings. Meetings are held on the first Monday of every month in the Student Union, and all graduate students are encouraged to attend and participate. For more information visit the GPSA website, or contact the GPSA office in the Graduate Student Commons in Lied Library, Room 2141, or call (702) 895-2261.

GPSA Research and Travel Sponsorship

One of the most important services the GPSA offers for UNLV graduate and professional students is the allocation of funds for graduate and professional research, conference/event travel, and other scholarly activities. This service is intended to provide support for projects that directly affect a student's degree program as well as make a contribution to the scholar's field. Applicants may apply for research and/or travel sponsorship awards.

Graduate & Professional Student Research Forum

The UNLV Graduate & Professional Student Association (GPSA) and the Graduate College typically host the Graduate & Professional Student Research Forum each spring, which showcases excellence in research conducted at the graduate and professional level from students representing all colleges across campus. A stipulation in receiving a GPSA sponsorship is that all recipients must present in the Annual Research Forum event.

Other GPSA Funding Opportunities and Resources

The GPSA offers a variety of financial and academic resources including:

- Cap and Gown Lending Program: The Cap and Gown Lending program supports students interested in participating in graduation activities.
- The Continuation Support Grant: GPSA provides financial assistance, up to $500, to graduate and professional students experiencing a financial or life crisis. The spirit of this grant is to enable the student to continue their degree program and remain on track for graduation. These funds are deemed for emergency use only, and need must be demonstrated in the application. Students may apply for a CSG from the GPSA twice in their graduate career at UNLV. The application will close once funds are exhausted.

The GPSA Council

The Graduate & Professional Student Association is governed by the GPSA Council. The GPSA Council consists of graduate and professional student representatives from each academic department and the elected executive board and supported by the GPSA business manager and two faculty advisors, with one being the Graduate College dean. The council is governed per the GPSA Constitution and GPSA Bylaws.

Prior to the beginning of each fall semester, each department with graduate and professional programs appoints or elects one representative to the GPSA. Department chairpersons, and/or other faculty shall be responsible for their representative's selection process. As the GPSA represents the interests of graduate and professional students, and to promote graduate student governance, it is critically important that every graduate department/school have a representative on the GPSA Council.

Student Organizations

UNLV has more than 400 Registered Student Organizations (RSOs) that encompass a variety of different interests, activities, and beliefs. RSOs range from social action organizations to socially based organizations, and from religious-based clubs to sports clubs. Whatever your interest, UNLV has the organization to match. Students can even form a new organization. Joining an organization offers students opportunities to meet new people, make memories, build resumes, and potentially leave a legacy at UNLV.

- The African Student Alliance's mission is to unite African students, non-African students, and members of the African Diaspora in Las Vegas together in celebration and appreciation of African and African Diaspora cultures, traditions, and history. Their goal is to serve international students by helping them navigate the transition from home to the school environment as well as promote African culture on campus through various insightful events.
- The Asian Pacific Islander Alliance's (APIA) mission is to create a supportive and welcoming community for all Asian and Pacific Islander graduate students at UNLV. Its

aim is to spread awareness and build stronger representation of the diverse cultures in the group. Its focus is to empower students to share their stories and experiences to combat racial discrimination, invisibility, and biases perpetuated among the Asian and Pacific Islander community. APIA aims to foster a service learning model by providing mentorship and support for the wellness of all students.

- The Black Graduate Student Association (BGSA) is dedicated to enhancing the graduate experience at UNLV. BGSA is a recognized student organization whose mission is to support graduate and professional students of African descent at UNLV by offering a safe space for dialogue, networking, and providing opportunities to develop both professionally and academically.
- The International Student Organization (ISO) is dedicated to providing international students with community and support. Its goal is to create a welcoming and inclusive environment where students from all over the world can connect, share and learn from one another. In addition, it organizes various events, activities, and programs that promote culture exchange and understanding. Through its efforts, it aims to help international students thrive academically and socially while they pursue their studies at UNLV.
- The Latinx Graduate Student Association (LGSA)'s mission is to provide the Latinx/a/o and Afrolatinx/a/o graduate students with a comunidad. LGSA aims to provide a support system to Latinx/a/o and Afrolatinx/a/o graduate students by providing mentorship and connections, and assisting with the needs of our community. LGSA strives to make available resources for personal, professional, and academic success to the Latinx/a/o and Afrolatinx/a/o graduate student body at the University of Nevada, Las Vegas.
- For graduate students who are interested in starting a graduate registered student organization (GRSO), information is available on the Graduate College website.

FACULTY GOVERNANCE

The Graduate Council

The Graduate Council collaborates with the Graduate College to oversee all matters related to graduate education at UNLV. The Council is the faculty leadership of the Graduate College. It meets a minimum of four times each year. The Council is supported by five standing committees. Graduate College Ad Hoc and Top Tier Committees and working groups are also instantiated each year to support timely graduate goals and initiatives. The Graduate College bylaws may be found here. The Graduate Council includes one delegate from each academic department that sponsors a graduate degree or certificate program, plus representatives from the Graduate & Professional Student Association (GPSA) and a representative from the Faculty Senate --- either the chair or their designee. Please visit the Graduate Council & Committees webpage for the Graduate Council and Graduate College meeting dates and times, minutes, and other helpful information.

Graduate Council Committees

A variety of committees and groups fall under the umbrella of the Graduate Council and Graduate College. They work in concert with the Graduate College dean to establish and implement faculty and student-centered policies and procedures to enhance and support graduate education and the graduate community at UNLV. There are a number of standing committees that play a critical role in forming procedures and policies that affect the Graduate College, its faculty members, and its students, which are listed below. Every Council committee has one graduate or GPSA student representative. For additional information on the role of the Graduate Council and work of the Graduate College Committees visit the Graduate Council & Committees webpage. Graduate Committees include the following:

Graduate College Executive Committee (GCEC): Consists of chairs of all Graduate Committees, the Graduate Council Chair, the GPSA president, and Faculty Senate Chair, or their designee. The Graduate College dean, associate dean, assistant deans, and Top Tier working group chairs participate in ex-officio roles. The Executive Committee advises the Graduate College dean, leads policy and program discussions, and aids in strategic planning for the Graduate College.

Graduate Course Review Committee (GCRC): Reviews and recommends approval of new graduate courses and course revisions at the 500 - 800+ level.

Graduate Programs Committee (GPC): Reviews and recommends approval of new graduate degree programs and certificates as well as changes to existing programs and certificates.

Graduate Program Review Committee (GPRC): Works in conjunction with the Faculty Senate to review existing graduate programs and then provides follow-up support to ensure continual improvement of graduate programs and overall excellence.

Graduate Appeals & Legal Issues Committee (GALIC): Reviews and makes recommendations to the Graduate College dean on graduate student appeals.

Graduate College Committees/Groups

Graduate Awards Committee (GAWC): Develops guidelines for awards and graduate student funding for fellowships and scholarships; reviews award, fellowship, and scholarship application materials; recommends award, fellowship, and scholarship recipients; and provides ad hoc review and ranking of nominees for special awards and recognitions.

The Grad Academy Advisory Board: Cultivates opportunities for professional and career development activities and skills for graduate and professional students.

Office of Postdoctoral Affairs Advisory Board (OPAAB): Develops, reviews, and makes recommendations to sustain and grow the Office of Postdoctoral Scholars to support postdoctoral scholars and the postdoc community at UNLV.

Diversity, Equity, Inclusion, & Justice Advisory Board (DEIJAB): Examines, develops, advises, and makes suggestions and recommendations that further the mission of diversity, equity, inclusivity, and justice to support the graduate community at UNLV.

Grad Student Advisory Board (GSAB): Establishes, develops, and makes recommendations to advance the goals and objectives that foster support and growth for a thriving community of graduate students at UNLV.

Ad hoc Top Tier Working Groups: Each year there are a number of ad hoc Top Tier working groups that support strategic graduate initiatives and university goals.

THE GRADUATE FACULTY

The Role of Graduate Faculty

Graduate faculty members play an integral role in the development of graduate students, the design and delivery of graduate programs, and are in charge of the graduate curriculum. Graduate faculty prepare students for various professional and academic careers through coursework and one-on-one mentorship to cultivate students' research, scholarship, and creative skills. By encouraging creativity, critical thinking, strong communication skills, leadership, ethical practice, scientific reasoning, strong methodological skills, and scholarly independence, graduate faculty prepare students to be experts in their areas of specialization and successful on their desired career paths.

Graduate Faculty Rights and Responsibilities

The graduate faculty consists of all UNLV faculty members who are approved to hold Graduate Faculty Status (GFS). Graduate faculty members are housed in academic colleges and professional schools but are granted specific rights and responsibilities within the Graduate College, including but not limited to: participation in graduate education, engagement in graduate student instruction and mentorship, serving on students' Graduate Advisory Committees (GACs), and involvement in the work of the Graduate College, primarily through the Graduate Council and Graduate College committees. Please note that GFS is not related to professorial ranking, and qualified individuals on and off campus may hold varying levels of GFS.

Graduate Coordinator

The graduate coordinator serves a vital role in graduate education. Graduate coordinators are members of the graduate faculty who are the primary point of contact in academic units for graduate students and who are responsible for coordinating strategic R2PC efforts (recruitment, retention, progression, completion) and delivering high-quality graduate programs that prepare students for career success within a department or school. Graduate coordinators serve as the official liaisons between the academic unit and the Graduate College on all matters related to the oversight and management of departmental graduate programs, prospective and current students, and compliance with policies governing graduate education.

Every department offering graduate or professional certificates and/or degrees will identify at least one graduate coordinator. Departments and schools offering multiple large or complex programs and/or certificates may elect to have multiple graduate coordinators, each with responsibility for leading, managing, and coordinating one or more plans (a plan is a degree program or certificate); the Graduate College does not recognize or manage other departmental level support staff, administrative support or graduate program leaders at the subplan level (concentrations or tracks).

Additionally, every department/program should also have: (1) at least one Graduate Plan Support Staff, (2) additional graduate program leaders (from the graduate faculty within the department) to work with the graduate coordinator(s) on recruitment, admissions, funding, mentorship, etc. and (3) may choose to have a plan administrator. Please refer to the GC Graduate Program Roles and Definitions document for details on the rights and responsibilities associated with each of these key graduate program roles.

Broad-Ranging Responsibilities to Graduate Students, Faculty, and Programs

In general, the graduate coordinator is responsible for fulfilling all requirements in the Graduate College Bylaws and Catalog/Graduate Student Handbook, as well as department/school/college bylaws and expectations. Though the exact responsibilities of graduate coordinators vary between departments and graduate programs, graduate coordinators are responsible for the management and oversight of both the day-to-day operations of graduate programs and graduate students in their academic unit. This typically includes, but is not limited to, the following:

- Coordinating and facilitating graduate student recruitment into department programs.
- Providing oversight, coordination, or direct handling of graduate admissions, including coordination and oversight of the holistic, equitable, and fair evaluation of admissions applications according to best practices, Graduate College policies and procedures, and specific program guidelines and requirements.
- Providing onboarding and orientation for new graduate students and ongoing opportunities for professional and career development.
- Managing communications between the department and graduate students, both new and continuing.
- Providing graduate student mentorship and appropriate, timely matriculation, progression, and graduation.
- Appropriately handling and documenting program milestones.
- Coordinating, reviewing, and signing annual departmental evaluations of graduate students.
- Timely and accurate submission of required forms with careful review to ensure they are signed with integrity.
- Timely reviewing and appropriately handling all graduate student forms including graduate appeals.
- Ensuring departmental FERPA protections and appropriately handling of student documents, records, and information.
- Working with the academic dean, department chair, and Graduate College on the appointment, assignment, and supervision of graduate assistants.
- Applying ownership of and responsibility for the generic UNLVMail email accounts for their graduate program(s).
- Providing oversight of student graduation requirements and proper procedures related to culminating experiences.

- Recommending student probation and separation, when appropriate, through the appropriate unit and Graduate College channels, and then on to the Graduate College.
- Educating students and colleagues about Graduate College policies, and enforcing the same.
- Ensuring the accuracy of the graduate portion of the department website, the department's segment of the Graduate Catalog, the unit's handbook, and related informational materials and communications.
- Working with the department chair and academic dean to establish, review, and revoke as necessary, GFS.
- Managing communications between the department and graduate students including new, continuing, and graduated.
- Working with the department chair and academic dean to review and improve new and existing graduate courses and programs in Curriculog (our system of engagement for curricular approvals) using the generic emails.
- Collaborating with the department chair/director and academic dean, as appropriate, to facilitate graduate student policies, assignment of lab and/or office space, and mediate graduate faculty and graduate student issues as necessary.
- Serving as a conduit of information between the Graduate College and the Graduate Council to the academic unit faculty, staff, and graduate students.
- Collaborating with the chair/director and faculty colleagues to ensure rigor, quality, and maintenance of high standards of scholarship and graduate instruction within the unit's graduate programs, and the appropriate development of, and modification to, curriculum and programs.
- Serving as an active participant and fulfilling duties on at least one appointed position on the Graduate College committees and in Graduate Council meetings. Council and Committee meeting attendance, or designation of an appropriate proxy, is mandatory for members of the Graduate Council.
- Participating in Graduate College signature events is encouraged.
- Conveying Graduate College news, information, events, and opportunities for graduate student professional and career development to graduate students and faculty colleagues in a timely manner.
- Timely and accurately completing the Annual Graduate Coordinator Report each spring.

Graduate Coordinators are required to know and follow the relevant State of Nevada and federal laws, the NSHE Code, the UNLV Bylaws, the Graduate College Bylaws and the Graduate College Handbook. No policies or procedures employed in an academic unit or graduate program may supersede or contradict standing law or policy. Coordinators are fully responsible and accountable for all described duties, roles, and expectations outlined in the Catalog, the Graduate College Bylaws and the Graduate College Handbook, even if coordinators delegate their responsibilities in whole or parts to others.

Please see the Graduate Faculty Handbook for additional information on the Roles and Responsibilities of Graduate Coordinators.

Graduate Syllabi Policies

All instructors are required to follow the Minimum Criteria for Syllabi established by the Faculty Senate and the Office of the Executive Vice President and Provost (see the Policies & Forms webpage and search 'syllabi' in the box at the top of the page). Graduate instructors must hold the appropriate GFS in order to be eligible to teach 500-800+ level courses.

Graduate Faculty Status (GFS)

GFS is a prestigious position reserved for those with terminal degrees who are highly engaged in creative, academic, and research activity as assessed by their department/school, college dean, and Graduate College dean. It affords qualified individuals the privilege to teach, mentor, and/or advise graduate students as a member of the UNLV graduate faculty. You must obtain appropriate GFS to be eligible to teach graduate courses, mentor/advise students and serve as graduate coordinators and/or on Graduate Advisory Committees (GACs).

Note the following important points to understand GFS:

- Faculty hold GFS in specific departments, schools, or colleges. Faculty may opt to apply for GFS in multiple academic units if they have research credentials and publications that cross disciplines.
- Faculty who hold GFS in a unit (department, school, or college) may serve in the role of Graduate College Representative (GCR) for any students in the said unit only if the faculty's primary GFS affiliation is outside of that unit. GCR is additive privilege and not automatically granted. If faculty hold GFS in multiple academic units, the faculty may only serve in the role of GCR for students in units where they do not hold their primary affiliation. For example, if the student is in Academic Department X, the faculty may hold both GCR and GFS in Academic Department X only if the faculty's primary GFS affiliation is not in Academic Department X. That is, the GCR has primary affiliation in Academic Department Y and secondary affiliation in Department X (approved GFS in Academic Department X). Only in these instances may the faculty hold GCR and GFS in the student's home department.
- Only graduate faculty in academic units that have active graduate programs may be eligible to serve as GCRs for those students matriculating in academic units in which the faculty does not hold GFS.
- Professors-in-residence (PIR) or faculty-in-residence (FIR) are generally not eligible to hold GCR because of the nature of their teaching positions and heavy teaching load. However, if a PIR or FIR holds a terminal degree, is demonstrably research active, and is supported by their department and academic dean, the Graduate College may grant them GCR.
- No one may teach graduate-level courses unless they hold appropriate levels of GFS.
- GFS comes with cascading levels of privileges as outlined below. The privileges associated with a person's GFS shall reflect: 1) highest degree earned; 2) an assessment of qualifications by department peers, chair, and deans (academic and graduate)

especially with respect to the individual's research, scholarship, and/or creative activities; and 3) their role(s) in graduate education (See GFS Privileges Table below).

- Members of students' Graduate Advisory Committees (GACs) must hold the appropriate GFS privileges to serve in each position. For additional information, review the GAC guidelines and requirements.
- Minimal GAC composition includes a chair, 2 graduate faculty committee members with GFS in their department/school, and a GCR with appropriate GFS privileges outside the student's department/school as reflected on the GFS list posted on the Graduate College website.
- Note that after a student seats a full GAC, they may add anyone they like to the committee as a participating member (with advisor approval and must hold GFS at UNLV). Additional members joining a full GAC will be a voting member if they have been granted the following GFS privileges (See GFS Privileges Table below) in the students' home department:
    i. for master's committees, the additional member hold at least the "GAC Member Master's Only" (Level 4 or above)
    ii. for doctoral committees, the additional member hold at least "GAC Member All Levels" (Level 2 or above)

  The additional member is a non-voting member if they solely hold the "Extra GAC Member-only" designation (Level 7).

- Full GFS guidelines may be found here. Questions regarding GFS should be directed to GradFacStatus@unlv.edu.

GFS Privileges Table

Graduate Faculty Status (GFS) is organized as follows:

Level	Privileges	Doctoral GAC Chair	Doctoral GAC Member	Master's GAC Chair	Master's GAC Member	Graduate College Rep	Teach all levels	Teach Master's only	Extra GAC Member ONLY
1	Doctoral GAC Chair* All Levels	X	X	X	X	X	X		
2	GAC Member All Levels		X	X	X	X	X		
3	GAC Chair Master's Only			X	X	X		X	
4	GAC Member Master's Only				X	X		X	

Level	Privileges	Doctoral GAC Chair	Doctoral GAC Member	Master's GAC Chair	Master's GAC Member	Graduate College Rep	Teach all levels	Teach Master's only	Extra GAC Member ONLY
5	Graduate Instructor 1						X		X
6	Graduate Instructor 2							X	X
7	Extra GAC Member only (non-voting member)								X

GFS is closely related to UNLV guidelines regarding who can serve in which roles on students' GACs. Tenured and tenure-track faculty and approved FIRs/PIRs in departments with graduate programs may qualify to serve as GCRs as an additive privilege to the Graduate Faculty Statuses above. UNLV faculty/lecturers/instructors with short-term contracts, employed in non-graduate degree-granting departments, and those who are not research active and recently published, as well as non-UNLV community members, and faculty at other universities may not serve in the role of as GCRs on students' GACs, though they may serve as an Extra Member on a student's GAC. Please see the GAC guidelines.

*Co-Chairs: Must have GFS somewhere at UNLV (either all privileges or committee member designation). Please note that faculty may retain their sole chair role for one year after departing UNLV. They may be co-chairs or members after the one-year period. Faculty must have appropriately approved GFS at UNLV and may be able to co-chair unless they only have instructor or extra member status. The co-chair shares advising responsibilities with the other co-chair. Additionally, GCR privileges require that the faculty member have a terminal degree in their field, be employed full-time in a tenured/tenure-track faculty position or a multi-year contract at UNLV, be knowledgeable about all policies and procedures, and hold GFS in a graduate degree-granting department/school at UNLV.

INFORMATION ABOUT THE GRADUATE CURRICULUM

Graduate School Experience

The reasons for enrolling in graduate school are as varied as the people who make up the graduate student population. The decision to seek an advanced degree means that you share with other UNLV graduate students a spirit of adventure that comes with discovery — the discovery of new information, new skills — and discovery of the depths of your intellectual abilities. You will also share a capacity for hard work, because graduate study, whatever the subject matter, is difficult. But at the end of the rigorous and oftentimes exhilarating graduate coursework and research in your chosen field, you will have the satisfaction of having mastered a body of knowledge that places you in an elite group. Earning your graduate degree will be an achievement that marks the beginning of a professional career, more than an end of your academic studies. Your graduate degree will prepare you to engage with other experts in your field and to move forward to make notable contributions in your area of study and beyond.

Curricular Terminology

Academic Program: A graduate academic program is a term used in MyUNLV to define the area that houses an academic plan. This is typically aligned with the academic department or school that owns the academic plan.

Academic Plan: A graduate academic plan is a defined course of study recognized at UNLV and approved by NSHE that leads to a degree or certificate. An academic plan at the graduate level may include master's degree programs, Education Specialist and Artist Diploma degree programs, doctoral degree programs, and certificate programs.

Academic Subplans: A subplan is a term used within MyUNLV. Each academic plan may have zero, one, or multiple subplans and these are designated for each plan in the Graduate Catalog. At the graduate level, there are two types of subplans utilized in MyUNLV: concentrations and tracks.

- Concentrations: Concentrations may be created within an academic degree program plan. A concentration generally consists of at least nine credits and is a grouped set of courses from one or more subject matter areas that are related to the academic program plans' discipline. Concentrations may appear on transcripts.
    - Sample of the top of a graduated student's transcript where a concentration subplan appears:

Degree:	Master of Education
Confer Date:	12/14/2019
Plan:	Special Education
Sub-Plan:	Autism

- Tracks: Degree tracks may also be created as a type of academic degree program plan. Academic degree program plans may be labeled by tracks which are culminating

experiences and/or program types which include post-bachelor's, post-master's, dual or accelerated. Tracks never appear on transcripts.

- Emphasis: An academic plan may also include smaller groupings of courses known as emphases. Emphases are smaller groups of courses than concentrations, and they simply allow a slightly more focused plan of study for students within the academic plan. Emphases are only recognized by departments and schools. It is important to note that emphases are not tracked, students do not apply to them, they do not appear in MyUNLV, and they do not show up anywhere on UNLV student transcripts.

Types Of Graduate Experiences - Academic Program Offerings

The graduate curriculum is designed to educate, train, and mentor graduate students to ensure success in their graduate programs and diverse careers. The Graduate College publishes an annual Graduate Catalog containing the official graduate curriculum and strives to ensure that no other websites or resources contain course lists or program requirements so that there's no duplication or discrepancies.

Prospective graduate students are subject to the admissions requirements of the Catalog that is active during the admissions season. Admitted graduate students are subject to the program and degree requirements in the Catalog that is active during their first semester. Students, with approval of their department, may switch to the program and degree requirements in any Catalog in effect from admission until the term graduation.

Additionally, the graduate faculty is responsible for and owns the graduate curriculum. Graduate faculty initiate and approve new courses and programs, as well as changes to the graduate curriculum. The Graduate College promotes graduate programs and curricular excellence by collaboratively working with faculty on the development of impactful new courses, certificates, and programs, as well as thoughtful changes to improve the existing curriculum. The Graduate College's role is to support faculty who design, build, implement, and own the graduate curriculum.

Academic Degree Program Types

At UNLV, we offer graduate degrees at the master's, specialist/artist diploma, and doctoral levels. The following program types are offered:

Program Track Options

- Accelerated undergraduate to graduate programs (Undergraduate to Graduate, High School to Graduate)
- Traditional and executive master's programs
- Bachelor's to doctorate programs
- Post-master's doctoral programs

Credential Types

- Master's programs (professional and research-based)

- Doctoral programs (professional and research-based)
- Artist diploma programs
- Educational specialist programs

Simultaneous Enrollment In Multiple Graduate Programs/Certificates

- Dual graduate degree programs in which some program credits are shared
- Concurrent degrees in which a student matriculates simultaneously through two programs without sharing any credits
- Graduate certificates (post-bachelor's and post-master's tracks: either enroll as a stand-alone experience or add to a program for a graduate minor)

Interdisciplinary graduate programs

- Graduate interdisciplinary certificates and degrees are housed in the Graduate College and typically run by a group of faculty from two or more schools or colleges.

Program Track Options

Accelerated Degree Programs

Accelerated degrees, sometimes referred to as integrated bachelor's to graduate programs or undergraduate bridge programs, provide an accelerated path to earning both a baccalaureate and a graduate degree. All requirements for both the baccalaureate and graduate degrees must be met, but depending on the program there will be six to 12 credits of shared coursework, thereby reducing the time it takes for students to earn both degrees. For this reason, these are sometimes called 3/2 or 4/1 programs because it is often possible to earn both a bachelor's degree and a master's degree in a total of five years. Such programs help recruit high-achieving undergraduate students into UNLV graduate programs and provide them with challenging academic experiences and expanded opportunities.

Accelerated programs are approved through the standard university and Graduate College curriculum and program approval processes and are not available for individual student design. A list of approved accelerated programs is below.

- Master of Arts - Economics
- Master of Arts - English
- Master of Arts - Political Science
- Master of Science in Aerospace Engineering
- Master of Science - Biomedical Engineering
- Master of Science in Computer Science
- Master of Science in Engineering - Civil and Environmental Engineering
- Master of Science in Engineering - Electrical Engineering
- Master of Science - Management Information Systems
- Master of Science - Materials and Nuclear Engineering
- Master of Science in Engineering - Mechanical Engineering
- Master of Social Work

- Doctor of Philosophy - Computer Science
- Doctor of Philosophy - Electrical Engineering
- Doctor of Philosophy - Mechanical Engineering
- Dual Degree: Master of Science in Engineering - Electrical Engineering and Master of Science - Mathematical Sciences
- Dual Degree: Doctor of Philosophy - Electrical Engineering and Master of Science - Mathematical Sciences

Traditional Master's and Executive Master's Programs

UNLV offers master's degrees in a wide variety of disciplines. Two common types are the Master of Arts and Master of Science. Specialized master's degrees may also be offered which include Master of Business Administration (MBA), Master of Fine Arts, etc. Many master's programs consist of 30-40 credits within an area of study; but specialized master's programs, such as the MBA, M.Arch, MFA, and the like, may have more credit requirements and some are considered terminal degrees in their field.

In addition to varying types of master's degrees, there may be different ways or formats in which degrees are offered. Executive master's degrees are generally designed for mid-career professionals who are employed full-time. As such, they may have the same or similar requirements to the traditional master's programs, but courses are designed in convenient offerings to better match working professionals' schedules.

Bachelor's-to-Doctoral Programs

Bachelor's-to-doctoral degree programs admit students possessing a four-year baccalaureate degree from a regionally accredited institution directly into a doctoral program, without requiring completion of a master's degree first. Some programs are designed in a way that allows for the award of an embedded master's degree while in the process of completing doctoral degree requirements. These types of degree programs allow for the specialization of a particular area of study with candidates being awarded a doctoral degree after meeting all degree requirements, including a successful dissertation or doctoral project defense. Students enrolled in an embedded degree may still be awarded the master's degree as long as the embedded master's course credits were taken prior to the completion of the doctoral degree.

Post-Master's Doctoral Programs

These types of degree programs admit students who already have earned a master's degree into a doctoral program. There are generally fewer course requirements in these doctoral programs compared to bachelor's-to-doctoral programs because students have already completed a master's degree. Students are awarded a doctoral degree after fulfilling all degree requirements, including a successful dissertation or doctoral project defense.

Credential Types

Professional Master's Programs

Professional master's degree programs are often connected to workforce needs and typically focus on skills and knowledge to prepare candidates for career-oriented professional positions in their chosen field, and may involve licensure. Generally, professional master's students' culminating experiences are projects, internships, field experiences, exams, capstone classes, or the like.

Research Master's Programs

Research master's degree programs are typically oriented towards research and scholarship in preparation for a research career, leadership position, or a stepping stone for entry into a doctoral program in a chosen field.

Professional Doctoral Programs

Professional doctoral degree programs focus on research related to professional expertise and practice more than basic research. These programs prepare candidates to be experts in a professional field and highly skilled leaders who have mastered a knowledge base that will inform practice in their chosen discipline. Students complete a dissertation or doctoral project. These are terminal degrees in their field.

Research Doctoral Programs

Research doctoral degree programs are oriented toward original research and scholarship. Graduates of these types of programs are prepared to conduct original research and make contributions to their field by contributing discoveries or new knowledge. Students complete a dissertation. The degree awarded is the terminal or highest degree in the field.

Artist Diploma Programs

This type of degree is typically focused on arts-based coursework with students being admitted into the program only after achieving at least one major degree such as a bachelor's and/or master's degree. This program is often reserved for musicians and artisans who display the highest caliber of musical or artistic accomplishments.

Educational Specialist (Ed.S.) Programs

These professional degrees are unique to the field of education and offer advanced studies for educators (teachers, administrators, etc) to gain specialized knowledge in a field of study (e.g., educational technology, principal leadership, early childhood, etc.). The degree is generally considered more advanced than a master's degree and typically requires fewer credit requirements and less research than a Ph.D. or Ed.D.

Simultaneous Enrollment In Multiple Graduate Programs/Certificates

Dual Degree Programs

Dual degrees are formal programs and approved through the graduate curricular processes, where students are simultaneously enrolled in both that result in the awarding of two degrees. The primary benefit of dual degrees is that the total number of credits required to earn them is reduced or shared in particular cases. UNLV offers dual degrees between two graduate programs and between a graduate program and a professional program. Dual degrees consisting of either a graduate and a professional program or two graduate programs may be built in one of two ways: 1. There is a reasonable reduction in the total number of graduate degree credits aligned to accreditation requirements and best practices in the specific disciplines among peer or aspirational peer institutions or 2. There is no reduction in the total number of graduate degree or professional/graduate degree credits, but one degree may typically transfer six to 12 credits to the other depending on and aligned to accreditation standards and best practices in the specific disciplines among peer or aspirational peer institutions.

For dual graduate programs, students must be admitted to both degrees and both degrees will be conferred simultaneously in the same semester even if all requirements for one are completed before the other.

For dual programs between a graduate degree and a professional degree in the Boyd School of Law, Medical School, or School of Dental Medicine, students must be simultaneously enrolled for the majority of both programs.

On the recommendation and approval of both the graduate program and professional school, the professional degree may be conferred slightly prior to the graduate degree. However, in these special situations, the graduate degree must be conferred within one year (three semesters, including summer) of the professional degree, or the student will be required to complete all the requirements of the standalone graduate degree for that degree to be conferred.

Below is a list of currently approved dual degree programs.

- Dual Degree: Master of Arts - Economics and Master of Science - Mathematical Sciences
- Dual Degree: Master of Business Administration and Doctor of Dental Medicine
- Dual Degree: Master of Business Administration & Doctor of Medicine
- Dual Degree: Master of Business Administration and Juris Doctor
- Dual Degree: Master of Business Administration & Master of Healthcare Administration
- Dual Degree: Master of Business Administration & Master of Science - Computer Science
- Dual Degree: Master of Business Administration & Master of Science in Engineering - Civil & Environmental Engineering

- Dual Degree: Master of Business Administration and Master of Science - Hotel Administration
- Dual Degree: Master of Business Administration and Master of Science - Management Information Systems
- Dual Degree: Master of Business Administration and Master of Science - Quantitative Finance
- Dual Degree: Master of Public Health and Doctor of Medicine
- Dual Degree: Master of Science - Cybersecurity & Master of Science - Management Information Systems
- Dual Degree: Master of Science in Engineering - Electrical Engineering and Master of Science - Mathematical Sciences
- Dual Degree: Master of Science - Hotel Administration and Master of Science - Management Information Systems
- Dual Degree: Master of Social Work and Juris Doctor
- Dual Degree: Doctor of Philosophy - Educational Psychology and Juris Doctor
- Dual Degree: Doctor of Philosophy - Electrical Engineering and Master of Science - Mathematical Sciences
- Dual Degree: Doctor of Philosophy - Higher Education and Juris Doctor
- Dual Degree: Doctor of Philosophy - Special Education and Juris Doctor

Concurrent Degrees

Graduate students may pursue a concurrent or double degree. Concurrent or double degrees may be earned when a student enrolls in two programs simultaneously. Students who are concurrently enrolled in more than one graduate degree must be admitted, enrolled, and complete all of the requirements for both degrees; there can be no "sharing" or double counting of degree requirements or course credits. Graduate students must complete the full application process for each degree and receive permission from both academic departments and the Graduate College dean by submitting a Concurrent Degree Enrollment Approval form (see also: student forms)

Please note that concurrent degrees differ from "dual degrees." See dual degrees for more information.

Graduate Certificates for Graduate Minors (Post-Bachelor's and Post-Master's)

Graduate certificates are formal academic credentials which students apply for admission to, matriculate through, and complete in the same manner as graduate degrees. However, graduate certificate programs are generally faster to complete. They are generally 12-18 graduate credits, similar to minors, that allow students to gain specialized skills and expertise. They help build skills, develop focused areas of expertise, and enhance resumes and vitae.

Students may enroll in certificate programs either as a stand-alone educational experience to earn the credential or as an additional credential (like a graduate minor) earned while also working on a graduate degree. Certificate course credits earned before your graduate or professional degree, or simultaneously, may be approved to be used toward your graduate

degree program. Students enrolled in a graduate or professional degree may still be awarded certificates as long as the certificate course credits were taken prior to the completion of the graduate or professional degree. Students who are admitted and enrolled solely in certificate programs may not be eligible for federal financial aid or Graduate College scholarships or fellowships (Please see UNLV's Financial Aid & Scholarships). For more information about graduate certificates, please visit our graduate certificates webpage.

Interdisciplinary Graduate Programs (IGPs)

IGPs are a growing part of graduate education at the master's and doctoral level at UNLV, and a thriving part of graduate communities on most Top Tier campuses. IGPs are graduate programs that typically cross departments, schools, and/or colleges, with participating faculty from multiple disciplines. Each IGP has its own affiliated faculty, a program director, and an executive committee who together manage the graduate program. All IGPs are structurally housed in the Graduate College and are run by faculty from two or more schools or colleges.

Developed to address regional, national, and global issues and complex questions that are best answered by multiple perspectives and transdisciplinary expertise, IGPs generate transformative knowledge and often fill a gap in specialized workforce needs. Interdisciplinary graduate programs provide the student with educational and career opportunities across numerous disciplines, unlike what is delivered within the boundaries of a single department curriculum. The combination of faculty expertise across departments and schools/colleges provides the student with a broad perspective of the content area. See the UNLV Degrees Directory for the current list of IGPs.

Non-degree-seeking Status

Non-degree-seeking status is designed for individuals with a bachelor's degree who wish to enroll in selected graduate-level courses without being admitted to a graduate degree/certificate program. For information about a non-degree seeking application, admission, and enrollment policies, please see Graduate Non-Degree-Seeking Information and also the Graduate College website.

Graduate non-degree-seeking students may enroll in up to 15 credits during the fall and spring semesters and up to 12 credits during the summer (no more than six credits in a single five-week term). Graduate non-degree-seeking students are not eligible for federal financial aid or Graduate College scholarships or fellowships.

A graduate non-degree-seeking student wishing to seek a degree must separately apply for admission to the Graduate College and pay an application processing fee. A maximum of 15 credits of graduate-level coursework taken with grades of B or better as a graduate non-degree-seeking student may count toward the degree program at the discretion and approval of the graduate coordinator, and/or department chair, and Graduate College dean.

To remain active and eligible to enroll, graduate non-degree-seeking students must maintain at least one credit of enrollment in each rolling six semesters. Graduate non-degree-seeking

students who do not meet this requirement will have their status deactivated and need to reapply in order to enroll in future courses.

Graduate Students In Undergraduate-Level Courses

For information about the policies about graduate students enrolling in undergraduate-level courses, please see registration, enrollment and curricular policies.

If a graduate student enrolls in undergraduate-level courses in their graduate career (under a graduate non-degree-seeking or graduate degree- or certificate-seeking program), the undergraduate course enrollment will be marked as “cross-career” on the student’s official transcript and those courses will not contribute to earned credits or graduate GPA.

- If graduate students need undergraduate-level courses to show as earned credit on their transcript for employment or educational reasons, they must submit and pay for an undergraduate non-degree seeking application through the Office of Undergraduate Admissions and register for those courses in an undergraduate career.
- If a graduate student takes undergraduate courses in their graduate career and needs them changed to reflect earned credit at a later date, they will be required to submit and pay for an undergraduate non-degree seeking application through the Office of Undergraduate Admissions in order for the coursework to be moved.

ACADEMIC CERTIFICATE AND DEGREE PROGRAMS

Degree Programs

Please access here our complete list of Degree Programs.

Academic Certificate Programs

Department/school	Certificate name
School of Architecture	Graduate Certificate in Hospitality Design
Counselor Education, School Psychology, and Human Services	Advanced Graduate Certificate in Addiction Studies
Counselor Education, School Psychology, and Human Services	Advanced Graduate Certificate in Mental Health Counseling
Criminal Justice	Graduate Certificate in Emergency Crisis Management Cybersecurity
School of Dental Medicine	Certificate in General Practice Residency
School of Dental Medicine	Advanced Graduate Certificate in Dental Public Health
Early Childhood, Multilingual, and Special Education	Graduate Certificate in Early Childhood Special Education - Infancy
Early Childhood, Multilingual, and Special Education	Graduate Certificate In Early Childhood Special Education-Preschool
Early Childhood, Multilingual, and Special Education	Graduate Certificate in English Language Acquisition & Development (ELAD)
Early Childhood, Multilingual, and Special Education	Graduate Certificate in Leadership in English Language Acquisition & Development (LELAD)

Department/school	Certificate name
Early Childhood, Multilingual, and Special Education	Graduate Certificate in Special Education
Educational Psychology and Higher Education	Graduate Certificate in Chief Diversity Officer in Higher Education
Educational Psychology and Higher Education	Graduate Certificate in College Sport Leadership
Educational Psychology and Higher Education	Graduate Certificate in Higher Education
Educational Psychology and Higher Education	Graduate Certificate in Program Evaluation and Assessment
Educational Psychology and Higher Education	Advanced Graduate Certificate in Mixed Methods Research
Educational Psychology and Higher Education	Advanced Graduate Certificate In Qualitative Research
Environmental and Occupational Health	Graduate Certificate in Infection Prevention
Environmental and Occupational Health	Graduate Certificate in Public Health
Film	Graduate Certificate in Writing for Dramatic Media
Finance	Graduate Certificate in Finance (ON HOLD)
Hank Greenspun School of Journalism and Media Studies	Graduate Certificate in Strategic Digital & Social Media
Health Physics and Diagnostic Sciences	Advanced Graduate Certificate in Medical Physics
William F. Harrah College of Hospitality	Graduate Certificate in Gaming Management

Department/school	Certificate name
Interdisciplinary Programs	Graduate Certificate in Cybersecurity
College of Liberal Arts	Graduate Certificate in Social Science Methods
Management Entrepreneurship and Technology	Graduate Certificate in Data Analytics (ON HOLD)
Management Entrepreneurship and Technology	Graduate Certificate in Management (ON HOLD)
Management Entrepreneurship and Technology	Graduate Certificate in Management Information Systems
Management Entrepreneurship and Technology	Graduate Certificate in Entrepreneurship and Innovation
Mathematical Sciences	Graduate Certificate in Post-Secondary Mathematics Education
Business Administration Programs	Graduate Certificate in Business Administration
Mechanical Engineering	Graduate Certificate in Nuclear Criticality Safety
Mechanical Engineering	Graduate Certificate in Nuclear Safeguards and Security
School of Music	Graduate Certificate in Teacher Licensure K-12 Music
School of Nursing	Advanced Graduate Certificate in Biobehavioral Nursing (Postdoctoral)
School of Nursing	Advanced Graduate Certificate in Emergency Nurse Practitioner

Department/school	Certificate name
School of Nursing	Advanced Graduate Certificate in Nursing Education (Post Master's)
School of Nursing	Advanced Graduate Certificate in Psychiatric Mental Health Nurse Practitioner
School of Nursing	Advanced Graduate Certificate in Psychiatric Mental Health Nurse Practitioner for the FNP
Psychology	Graduate Certificate in Quantitative Psychology
School of Public Policy and Leadership	Graduate Certificate in Nonprofit Management
School of Public Policy and Leadership	Graduate Certificate in Public Management
Howard R. Hughes College of Engineering	Graduate Certificate in Solar and Renewable Energy
Teaching and Learning	Graduate Certificate in Career and Technical Education
Teaching and Learning	Conditional Licensure Certificate For Elementary Teaching
Teaching and Learning	Graduate Certificate In Global Teaching
Teaching and Learning	Graduate Certificate In Global Teaching Research
Teaching and Learning	Graduate Certificate in K-8 Integrated STEM Education
Teaching and Learning	Graduate Certificate in Leadership for Teachers and Professionals
Teaching and Learning	Graduate Certificate in Multicultural Education

Department/school	Certificate name
Teaching and Learning	Graduate Certificate in Online Teaching and Training
Teaching and Learning	Graduate Certificate in Social Justice Studies
Teaching and Learning	Conditional Licensure Certificate For Secondary Teaching
World Languages and Cultures	Graduate Certificate in Spanish Translation

Time-to-Degree: Timelines for Completing Degrees and Certificates

For information about Time to Degree Recommended Guidelines please see here, and also the progression and completion policies.

GRADUATE FINANCIAL SERVICES

UNLV provides a wide variety of assistance to finance higher education expenses. Grants, scholarships, part-time employment, and educational loans are available to help students with educational costs while attending UNLV. Students are encouraged to explore all possible resources. For further information, contact UNLV's Financial Aid & Scholarships Office, located in the Student Services Complex, at (702) 895-3424. The Graduate Student Financial Services office cannot assist with financial aid but is able to assist with information regarding graduate assistantships, scholarships, fellowships, emergency retention grants and awards. The Graduate Student Financial Services office is located in the Graduate College on the 2nd floor of the Gateway building and can be reached via email at GradFinancialSVC@unlv.edu.

Financial Information

UNLV's tuition and fees are established by the NSHE Board of Regents. After you have registered for classes, you will receive an account statement with an estimated amount for your tuition and fees. Student account statements are emailed to students' Rebelmail every month once registration begins. These are a point in time snapshot of your account activity. For up-to-date account information, review your student account under the account inquiry section of your MyUNLV account.

Tuition and Fees

Fees: All fees assessed by the university are subject to change by the Board of Regents. Every effort is made to keep fees low as possible while still providing the necessary and desired level of service. Students who successfully get Nevada residency pay significantly reduced tuition. Out-of-state students or those who have not applied for Nevada residency are classified as nonresident students; nonresident tuition fees are higher as they are calculated to cover the majority of the direct cost of instruction.

Graduate Tuition and Fees

UNLV Tuition and Fees Information

Boyd School of Law Tuition and Fees

School of Dental Medicine Tuition and Fees

UNLV School of Medicine Tuition and Fees

Policy and Fee Information

Student Fees and Charges

- An application fee of $60.00 is charged to any person applying for admission. The application fee for international applicants is $95.00. All application fees are nonrefundable and not applicable to any other applications.
- It is the policy of the Board of Regents that the registration fee be the only fee assessed for taking a course except as otherwise outlined in this section. Any other charges required appropriate approval. The reasons for these exceptions are extraordinary instruction costs due to:
    - Individual instruction such as private music lessons
    - Class supplies, course-specific software, and specialized equipment such as welding equipment and materials
    - Third party charges for use of a facility
    - Special transportation requirements
    - Extraordinary instructional costs such as intensive supervision, support, or additional technical expertise required for the delivery of the course
    - Some combination of these reasons
- Differential program fees in select graduate programs may be assessed.
- The following fees are either assessed or identified at registration:
    - A late registration fee of $50.00 per course may be assessed to students who don't meet the course registration deadline. Summer term students are assessed a late registration fee of $50.00. In case the time designated for registration is not adequate, the registrar may defer the assessment of this fee for one day.
    - Returned Check Fee. Personal checks are accepted in payment of fees owed to the university, although no counter checks or checks altered in any way are accepted. A collection fee of $25.00 is assessed for any check returned unpaid by a bank. If a personal check is returned from the bank, the university reserves the right to place the student on a cash basis only and withdrawal procedures may be initiated at the option of the university. A stop payment placed on a check does not constitute withdrawal from courses. Official withdrawal must be processed as returned checks and are subject to the same fees and collection cost.
    - A graduation and program completion fee will be billed to the student's account after the application for graduation is completed through MyUNLV. Students who apply after the application deadline must reach out to grad.rpc@unlv.edu with their request and will be assessed a $20.00 late fee. A graduation application is good for two consecutive semesters. If a student still has not graduated after the two semesters have concluded then the student will need to submit a new application along with another fee.

Student Health Fee and CAPS - Counseling and Psychological Services Fee

The Student Health program fees for fall, spring, and summer semester classes are not to be confused with the mandatory UNLV Graduate and Professional Student Health Insurance plan. Student Health Program fees are applicable to all students regardless of health insurance status, and they are used to support various services offered by the Student Wellness Center.

The Student Health program facilitates on-campus educational experiences and leadership opportunities for all UNLV students; is responsible for public health protection of the UNLV community; provides access to health care and provisions; coordinates health needs for students; provides student counseling and psychological services; and includes the Jean Nidetch CARE Center, which caters to all students.

Grant-in-Aid

Each student is expected to pay all assessed fees by the time payment is due unless a grant-in-aid is secured prior to registration day and processed before payment is due. Students are responsible for paying their tuition and fees on time. Late fees and/or withdrawal may be initiated for unpaid tuition and fees and/or reported to a credit bureau. Legal proceedings may be initiated for any default accounts receivable. If tuition is paid before grant-in-aid is processed, a refund will be issued for the portion covered by the grant-in-aid.

Delinquent Accounts

A student or former student having a delinquent accounts receivable of $100 or more, or an overdue loan of any amount with any member institution of the NSHE shall not be permitted to register at any institution. For the purposes of this Section, “delinquent accounts receivable” is defined to include tuition and registration fees, student fees, special courses fees and residence life charges billed to a student’s account in the student information system. An NSHE institution may include other fee categories as they deem appropriate in determination of a delinquent account.

A student or former student having a delinquent account receivable or an overdue loan of any amount with any member institution of the NSHE shall not be permitted to receive a transcript of academic record, a diploma, a certificate or report of semester grades. The student or former student may, however, inspect the records under the provisions of the federal Family Educational Rights and Privacy Act (FERPA) 20 U.S.C. § 1232(g), 34 CFR Part 99

In addition, institutions may refer delinquent accounts receivable of $100 or more and overdue loans of any amount to a collection agency following written notification to the student or former student. Please see the university’s collection policies to view the collections timeline.

Deferred Payment Option

Payment Plans are available in MyUNLV self-service to students who are registered for one or more credits. There is a $45 nonrefundable fee for all payment plans. The $45 fee and the first installment are due by the published due dates in MyUNLV. Contracts for a deferred payment plan are available online to students during fall and spring semesters. Please log in to MyUNLV

and proceed to your Student Center page. It is the student's responsibility to ensure that they follow their payment plan schedule. Any unpaid balance on a deferred payment plan becomes a student's account receivable on the final due date and is treated as an official fee hold for future registrations and transcript privileges. A penalty fee of 10 percent (minimum $10) will be charged per installment not paid by the due date. Failure to pay may constitute withdrawal from the university. The tuition will still be owed, but the student will not receive credit for the courses. Any delinquent accounts may be reported to a credit bureau. All delinquent accounts not paid as required will be sent to a collection agency. The student is responsible for all collection costs, attorney fees, etc. All students must pay their tuition and fees in full by the published payment deadlines or be on an approved payment plan to be considered enrolled for the semester. The university reserves the right to deny deferred payment to any student who does not pay tuition and fees as scheduled, including late fees.

For summer terms, visit the Summer Term website for more information on payment plans.

Refund of Fees

Students must drop all courses on the MyUNLV Registration website to receive a credit or refund. Students who withdraw from the university receive a refund of fees according to the posted schedule which is subject to change by the Board of Regents.

Please note: Refunds for courses dropped or total withdrawals for the current semester made before the deadlines posted on the Cashiering & Student Accounts Student Refunds page will be disbursed via mail or direct deposit. Students will not receive a refund for total withdrawals unless a total withdrawal form is filed with the Registrar's Office. Courses dropped during the approved refund periods are processed as a credit to the student's account. A refund will be processed if the student's account results in a negative balance. Per our credit card merchant agreement, if you paid tuition and fees with a credit or debit card, the card will be refunded first.

Financial aid recipients must refer to the financial aid withdrawal policy to understand how a complete withdrawal may affect their financial aid status and possibly result in an amount owed to the university.

Under special circumstances, students dropping courses or making total withdrawals after the posted deadlines may apply for a refund using the Fee Appeal Form. Please visit the Student Refunds page for additional important information about the refund policy.

Room and Board Refund

Refunds of residence hall and food service charges are outlined in the Residence and Dining Hall contract. Students must contact Housing and Residential Life to obtain information regarding refunds and a release from contract obligations.

Tuition and Fee Appeals

Appeals regarding financial issues (e.g., tuition refund, tuition waiver, student fees, late fees, etc.) must be submitted separately to the UNLV Cashiering and Student Accounts Office using their Fee Appeal Form available here. If an appeal involves both an academic and financial

issue, the student should submit an academic appeal first to the Graduate College and wait for a decision before commencing with the financial appeal to the Student Accounts Office. For further information concerning the financial appeal process please visit the cashiering and student accounts appeal site.

Tuition, Fees, And Financial Aid

The tuition estimator will provide an estimate of the tuition and fees students can expect to pay for the upcoming semester. When choosing a college, the cost is often a deciding factor. How much you need to save, and how much aid you'll need are instrumental in budgeting for college costs. The information here, reflecting a nine-credit semester for graduate students, will help to determine your tuition and fees. Additional assistance on financial planning can be found at Grad Sense.

UNLV's priority financial aid consideration deadline is Nov. 15 of each year. Students may still apply for financial aid after Nov. 15; however, there may be limited funding. You need to submit a new FAFSA or Alternate Need Form before each academic year that you want to receive financial aid and scholarships. You can file as early as Oct. 1 for the following academic year.

Grad Student Health Insurance Information

Mandatory Graduate and Professional Student Health Insurance

Students who are admitted into a graduate or professional program and are enrolled in nine credits (regardless of the course level) in a semester, and all international students and graduate assistants*, will have the student health insurance fee automatically added to their MyUNLV account. U.S. students who already have health insurance must complete the UNLV online health insurance waiver form available here to waive out of the UNLV student health insurance. Once approved, a health insurance waiver is good for one academic year. This mandatory health insurance information webpage is for domestic graduate students.

*All graduate assistants will receive a subsidy covering the full amount of the health insurance as part of the GA benefit package, effective fall 2021.

All international graduate students are required to carry student health insurance, at the same rates as posted below, and the cost will be automatically added to their student account. International students who wish to waive out of the UNLV student health insurance must contact the Office of International Students and Scholars (OISS) for further information. Also, any international graduate students with insurance questions must contact OISS directly. OISS is located in the Office of the Registrar (SSC-C); their phone number is 702-774-6477 and their email is oiss@unlv.edu.

For more information on Graduate Student Health Insurance fees, please refer to the Mandatory Graduate and Professional Student Health Insurance page of the Graduate College website.

Students who are admitted into a graduate or professional program and are enrolled in nine credits (regardless of the course level) in a semester, and all graduate assistants, will be

automatically billed for student health insurance. It is then incumbent upon those students who already have health insurance to complete the UNLV online waiver form to waive out of the UNLV student health insurance. Once approved, a health insurance waiver is good for one academic year.

The cost for the UNLV Graduate and Professional Student Health Insurance for the current academic year can be found on the Mandatory Graduate Student Health Insurance page.

Please note that all graduate and professional students who do not waive out of the UNLV Student Health Insurance for the spring semester will be enrolled in the spring/summer insurance plan; these are combined and there is not an option to be enrolled in spring only.

FAFSA and Alternate Need Determination Form

Applying for financial aid is the first step in becoming eligible for student loans, scholarships, and fellowships. Complete the Free Application for Federal Student Aid (FAFSA) online. UNLV's school code to complete your FAFSA is 002569. Complete and sign your FAFSA with your PIN as soon as possible by Nov. 1 of each year, even if you don't expect to be eligible for financial aid or you do not want student loans. Submitting your FAFSA may qualify you for certain scholarships or fellowships. FAFSA-ineligible students will be considered for institutional funds by submitting the Alternate Need Determination Form. This form can be submitted through the Self-Service Help Center, in person at the UNLV Financial Aid & Scholarships Office, or by fax at (702)-895-1353. UNLV's priority financial aid consideration deadline is Nov. 1 of each year. You may still apply for financial aid after Nov. 1; however, there may be limited funding from other aid programs.

Federal Loan Programs

Unsubsidized Loans

An unsubsidized loan is available to students regardless of financial need. You must be enrolled at least half time to be considered for this loan. You will be charged interest from the time the loan is disbursed until it is paid in full.

Graduate PLUS Loans

A Graduate PLUS Loan allows graduate students to borrow up to the financial aid cost of attendance less any other financial aid received. Please visit UNLV Financial Aid - Graduate PLUS Loans for more details.

On-Campus Employment

Several campus departments and offices employ students in a variety of positions. These jobs can be viewed on the Career Services website, or on UNLV's Financial Aid & Scholarships website. On-campus employment listings are available to graduate students enrolled in at least five credits at UNLV. Financial need is not a criterion for on-campus employment.

Job Location and Development

On- and off-campus employment opportunities are advertised on UNLV Handshake. These jobs can be viewed on the Career Services website.

Federal Work Study

The Federal Work Study Program is a federally funded financial aid program awarded as part of the financial aid package. This program enables students to earn a portion of their college expenses through employment with a UNLV department or office or off campus with contracted nonprofit agencies. Please refer to the Federal Work Study page on the Financial Aid website for more information.

Graduate Financial Services

Recruitment Awards

Recruitment awards are distributed to academic departments each December to be used for graduate student recruitment efforts for the following summer and fall terms. Recruitment awards are to be used for the recruitment of the program's best prospective students in support of retention, progression, and completion planning efforts and to support diversification of the study body, and can only be awarded to newly admitted students enrolling in the upcoming summer or fall semester. Recruitment awards will be included on the admission offer letter, if awarded.

Emergency Retention Grants

This Graduate College program provides emergency financial assistance on a one-time basis to graduate students in need to help them progress to graduation. Our goal is student success and degree completion. Retention funds for graduate students should be perceived as funds of last resort when all other financial avenues have been exhausted and when a student needs a one-time financial boost to surpass an unexpected hurdle. If a student requests retention funds to minimize subsidized, unsubsidized and Perkins loan indebtedness, this alone is not a sufficient reason to approve the request. A student who does not want to work or borrow a federal student loan is not considered a special circumstance. Retention funds should not be perceived as an alternative "reward" system for students with high GPAs, graduate assistants, or students who did not receive another scholarship/grant. Retention funds must be utilized with retention in mind. The recommending department and dean must be able to show that the nominated student:

- Has exhausted other avenues for financial support;
- Has met all guidelines specified herein;
- Is a student in good standing who is progressing successfully and appropriately in their program (up-to-date with all required forms, meeting degree milestones on scheduled, good GPA, etc.); and
- Has a strong likelihood of successfully completing their graduate program with the assistance of this one-time award.

Please see the website for more information about the Emergency Graduate Retention Award.

Graduate Access Scholarships

In order to improve the access of all students and to encourage participation in higher education a portion of registration fees are earmarked for student financial aid in the form of access scholarships and awards. UNLV Graduate Access Awards are auto-packaged through the Financial Aid & Scholarships Office each year. This award provides funding in fall and spring semesters to graduate degree-seeking students who demonstrate financial need, have a high GPA, and fall into other target financial aid categories. Students are considered for the auto-packaged graduate access award by filling out the FAFSA or the Alternate Need Determination Form by the priority deadline (Nov 1.) to determine need, and by meeting the GPA threshold. International students, and those who cannot fill out the FAFSA, are evaluated on GPA and the Alternate Need Determination Form. Beyond the auto-packaged access awards, the Graduate College distributes access funding to students in the form of scholarships, fellowships, emergency funding, recruitment scholarships, and for program participation.

Graduate Award Opportunities

UNLV Outstanding Graduate Student Teaching Award recognizes graduate students who have demonstrated strong pedagogical skills and successfully taught at least two complete classes as the instructor of record in the last three years at UNLV. The award is only for students who teach at UNLV.

UNLV Graduate College Outstanding Thesis & Dissertation Awards are given to students who successfully defended between August 1 of the previous and current year. Each college may nominate one outstanding thesis and one outstanding dissertation. Nominations are due to the Graduate College Dec. 1.

Western Association of Graduate Schools (WAGS)/ProQuest Awards accepts nominations for outstanding graduate students from participating institutions for recognition. Each member institution may submit one nomination for each award. WAGS accepts nominations in four award categories. They are:

- The WAGS/ProQuest Innovation in Technology Award
- The WAGS/ProQuest Distinguished Master's Thesis Award STEM
- The WAGS/ProQuest Distinguished Master's Thesis Award Non-STEM
- The WAGS/ProQuest Distinguished Master's Thesis and/or Final Master's Capstone Project Award in the Creative, Visual and Performing Arts

Each college may nominate one outstanding nominee for each of the award categories. WAGS pays for the winners to attend the conference awards luncheon at the WAGS annual meeting and conduct a short presentation. Nominations are due to the Graduate College Aug. 1.

The Office of the Executive Vice Provost and President is responsible for the Sam Lieberman Regents' Award for Student Scholarship – Graduate Student Award. Please visit the Awards and Recognition page for additional information including application materials and deadline. See Awards information.

The Grad Academy Professional Development Scholarships

Students can earn scholarships by participating in various professional development opportunities from The Grad Academy including: Ambassador Program, Grad Rebel Advantage, Grad Rebel Writing Boot Camp, Rebel Grad Slam: 3-Minute Thesis Competition, President's Innovation Challenge, Inspiration, Innovation, Impact & Research Forum. Information can be found on The Grad Academy website.

Other Funding Opportunities

Other sources of funding and support are available outside of the Graduate College include:

- UNLV's Financial Aid & Scholarships
    - The Financial Aid & Scholarships Office supports higher-education access and persistence by providing financial aid to eligible students
- Supporting Our Students (S.O.S) Emergency Relief Fund
    - Thanks to generous funding provided by Charles Schwab Bank, the College of Education developed the Supporting Our Students (S.O.S.) Emergency Student Relief Fund to provide both one-time (per academic year) funding when assistance is needed with unexpected emergency situations as well as sustained financial coaching to develop budgetary literacy skills.
- GPSA Funding Opportunities
    - GPSA provides funding to support graduate and professional scholarly activities, such as conference travel, research materials, competitions, as well as other funding opportunities. Information about available funding, the application process, and deadlines can be found on the GPSA Funding Opportunities & Resources page.

GRADUATE ASSISTANTSHIP (GA) PROGRAM

Graduate assistants play an indispensable role on campus, serving as research team members and instructors and augmenting classroom and laboratory learning. UNLV currently provides graduate assistantships in a wide variety of disciplines and nonacademic units. Students apply for GAs through their own Grad Rebel Gateway portals. Units post GA position openings in UNLV Handshake and unfunded students should watch these listings and then apply via the Grad Rebel Gateway. Faculty who need assistance with research or course instruction may request GA positions through their department and academic dean.

Please reference the Graduate College GA Handbook to find all relevant information, policies, requirements, and guidelines related to the GA program, how to apply for a GA, GA expectations, how to appoint a GA, and more.

SCHOLARSHIPS AND FELLOWSHIPS

Graduate Scholarships and Fellowship Information and Guidelines

- Visit our website for annual Graduate Scholarships and Fellowship information.
- You must remain in good standing in your degree program and enroll in a minimum of six graduate credits in each semester of the scholarship/fellowship year (unless specified) in order to be eligible for an award. Credit hours must be taken in residence to maintain funding eligibility.
- All applicants must apply through the Grad Rebel Gateway.
- All applications must be submitted via the Grad Rebel Gateway and each applicant must upload: a C.V., a statement of purpose (maximum 2-3 typed pages), an unofficial UNLV transcript, and full contact information for at least one recommendation provider. Please note that some scholarships/fellowships have additional requirements, so please read and follow the directions for each scholarship/fellowship carefully.
- The application deadline is Dec. 1. Note that all letters of recommendation must have been submitted to the Grad Rebel Gateway by the close of business on Dec. 15.
- Failure to submit all required information and materials by the posted deadline will render you ineligible for scholarship/fellowship consideration.
- Please only apply for awards that you are eligible to receive, per the guidelines below.
- All awards are subject to funding; award amounts change annually. Final award packages/amounts will be noted on award letters to recipients.

ADMISSION AND MATRICULATION INFO

About Graduate Admissions

The UNLV Graduate College welcomes applications from all interested students. Our more than 175 graduate certificates and degree programs provide an outstanding opportunity for advanced study. Admission to the Graduate College at UNLV is competitive. The criteria established by the Board of Regents, university, Graduate College, and individual graduate programs determine admissibility. Applicants must meet necessary minimum admissions requirements outlined in this catalog as established by the Graduate College as well as all graduate program requirements as specified by academic colleges/departments. Admission decisions are based on applicants meeting the minimum Graduate College requirements and a more extensive and holistic departmental review, which considers a combination of factors, including indicators of success based upon academic degrees and records, the statement of purpose, letters of recommendation, test scores, relevant work experience, and additional factors required by academic programs.

An individual who wishes to enroll as a graduate student must first apply and be admitted to the university as either a graduate non-degree-seeking student (those eligible to enroll in graduate courses but not formally admitted to a degree program) or as a certificate- or degree-seeking student formally admitted to a graduate program.

Statement of Commitment to the Recruitment of Diverse Students at UNLV

UNLV, along with other research-intensive public universities in the United States, recognizes that a student body that is diverse with respect to race, ethnicity, socioeconomic class background, and geography, among other dimensions of cultural difference, benefits and enriches the educational experiences of all students, faculty, and staff. Accordingly, UNLV strives to recruit students who will further enrich this diversity and to support their academic and personal success while they are a part of our campus community. The presence and achievement of racial and ethnic minority students at UNLV not only benefits these students individually, it enhances the educational and interpersonal experiences of everyone in our campus community. UNLV actively encourages applicants whose racial and ethnic backgrounds are underrepresented in higher education in Nevada, who are first-generation college students, international students, and those with demonstrated financial need. The UNLV Graduate College also proudly participates in the McNair Scholars Program, which helps to identify and prepare underrepresented and minority students for graduate school.

Title IX Statement

UNLV does not discriminate in its employment practices or in its educational programs or activities, including admissions, on the basis of sex/gender pursuant to Title IX, or on the basis of any other legally protected category as is set forth in NSHE Handbook Title 4, Chapter 8, Section 13. Reports of discriminatory misconduct, questions regarding Title IX, and/or concerns

about noncompliance with Title IX or any other anti-discrimination laws or policies should be directed to UNLV's Title IX Coordinator Michelle Sposito. The Title IX Coordinator can be reached through the online reporting form, by email at titleixcoordinator@unlv.edu, by phone at 702-895-4055, by mail at 4505 S. Maryland Parkway, Box 451062, Las Vegas, NV, 89154-1062, or in person at Frank and Estella Beam Hall (BEH), Room 555.

OVERVIEW OF THE ADMISSIONS PROCESS

Early submission of all application materials is recommended, as this generally facilitates a more expeditious review process through the Graduate College and academic department.

- Applicants must apply online, pay the application processing fee, and submit all required admissions materials by the application deadline of their program of interest.
    - Applicants are strongly encouraged to submit unofficial transcripts with the application to decrease processing time.
    - Applicants are responsible for making sure the Graduate College and department receive the appropriate credentials by the required deadlines and are responsible for routinely reviewing their Admissions Portal and Checklist in the Grad Rebel Gateway to determine if materials are missing from their application.
    - All application materials, including transcripts, become the property of the university and may not be released to the applicant or any individual.
- The graduate admissions team creates an electronic application file upon receipt of the application and fee.
- Once all transcripts and proof of English proficiency (if applicable) are received, a graduate admissions team member evaluates those materials to ensure that the applicant meets minimum Graduate College admissions standards. The status of the application file is updated to indicate to the graduate program that the file is ready for their review.
- The graduate program reviews the file for sufficient qualifications and competitiveness compared to other applicants. The program will recommend admission or denial of the application to the Graduate College for a final decision.
- The graduate admissions staff process the final admissions decision. Applicants will be notified of their admission status by email and a decision letter is posted on the Admissions tab in their Grad Rebel Gateway account.
- Those accepted to pursue a UNLV graduate degree or certificate will receive an electronic decision letter and certificate of admission from the Graduate College. This is an important document that the student should read carefully and retain as it will contain the terms and conditions of admission.
- The student must then follow the directions on their Certificate of Admission to accept admission via their Grad Rebel Gateway account. Students who do not accept admission will not be able to enroll in courses.
- The admission process is completed upon enrollment and matriculation in graduate-level courses for the specified term and degree program indicated on the Certificate of Admission.

GRADUATE NON-DEGREE-SEEKING INFORMATION

Graduate Non-Degree-Seeking Status

Students who have received a baccalaureate degree from a regionally accredited institution (or international equivalent) are eligible to enroll in some graduate classes as a graduate non-degree-seeking student without being formally admitted into a graduate program.

Graduate Non-Degree-Seeking Application Process

Graduate non-degree-seeking applicants must submit the following:

- a graduate non-degree-seeking application through the Grad Rebel Gateway application portal;
- a $30 non-refundable application processing fee - payable to the UNLV Board of Regents by check, money order, or online by credit card;
- proof of a bachelor's degree from a regionally accredited institution (or international equivalent) in the form of a copy of a transcript or diploma. It is recommended that applicants upload proof of degree directly into the application; however, email and mail submissions are also accepted.

Graduate Non-Degree-Seeking Enrollment

Graduate program faculty in each department determine whether graduate non-degree-seeking students may enroll in their graduate courses and are responsible for determining the adequacy of preparation of graduate non-degree-seeking students before allowing them to take any upper-division or graduate courses. The student should check with the academic department about graduate courses accessible to graduate non-degree-seeking students. It is the student's responsibility to provide proof of adequate preparation if requested.

Graduate non-degree-seeking students may enroll in up to 15 credits during the fall and spring semesters and up to 12 credits during the summer (no more than six credits in a single five-week term). Graduate non-degree-seeking students are not eligible for federal financial aid or Graduate College scholarships or fellowships.

A graduate non-degree-seeking student wishing to seek a degree must separately apply for admission to the Graduate College and pay an application processing fee. A maximum of 15-credits of graduate-level coursework taken with grades of B or better as a graduate non-degree-seeking student may count toward the degree program at the discretion and approval of the graduate coordinator, and/or department chair, and Graduate College dean.

In order to remain active and eligible to enroll, graduate non-degree seeking students must complete at least one credit of enrollment in the current or previous five semesters. Graduate non-degree-seeking students who do not meet this enrollment requirement will have their status deactivated and need to contact gradadmissions@unlv.edu to enroll in future courses.

GRADUATE DEGREE- AND CERTIFICATE-SEEKING APPLICATION INFORMATION

Graduate College Admissions Standards

The Graduate College maintains minimum standards for graduate admission. All graduate degree- and certificate-seeking applicants must meet these eligibility requirements to be considered for admission. Through the standard university and Graduate College curricular process, department faculty determine program admissions requirements beyond the Graduate College minimum requirements. Graduate program admission requirements are located on each program's respective entry in this Graduate Catalog. Please note that applicants must submit all required admissions materials via the Graduate College online application system, the Grad Rebel Gateway.

Applicants to graduate programs must meet the following minimum standards for Graduate College admission:

- Hold a four-year baccalaureate degree from a regionally accredited institution in the United States or an approved international equivalent. Regional accrediting associations are listed below and recognized by the Council of Higher Education Accreditation (CHEA).
    - Accrediting Commission for Community and Junior Colleges (ACCJC) Western Association of Schools and Colleges
    - Higher Learning Commission (HLC)
    - Middle States Commission on Higher Education (MSCHE)
    - New England Commission of Higher Education (NECHE)
    - Northwest Commission on Colleges and Universities (NWCCU)
    - Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)
    - WASC Senior College and University Commission (WSCUC)
- Have a minimum overall undergraduate grade point average of 2.75 (4.00=A), or a minimum 3.00 GPA (4.00=A) for the last two years (60 semester credits) of study.
- International applicants must provide sufficient proof of English proficiency.

Degree- and Certificate-Seeking Application Deadlines

Application deadlines vary by graduate program. Applications are closed at 11:59 p.m. PST on the deadlines posted on the Graduate College website and in the Grad Rebel Gateway application portal. All applications and supporting documents must be submitted by the posted deadlines in order to be considered for admission.

Graduate Degree- and Certificate-Seeking Admissions Requirements

Applicants must submit the following, by the posted application deadline for their intended program:

- **Application for Admission:** A graduate degree- or certificate-seeking application through the Grad Rebel Gateway application portal;
- **Application Fee:** A nonrefundable application processing fee (domestic: $60, international: $95) - payable to the UNLV Board of Regents by check, money order, or online by credit card.
    - Applications and materials will not be processed until the application fee is received.
    - Applicants to multiple UNLV graduate programs must pay the admission application evaluation fee for each application filed.
    - Denied applicants, who later seek admission to the same or other UNLV degree program, are required to pay a new application processing fee.
- **Transcripts:** One transcript from every post-secondary institution the applicant has attended (regardless of whether a degree or credential was earned), showing all coursework, extension and correspondence work, any degrees earned, and the dates that those degrees were awarded. Unofficial transcripts will be accepted as part of the application process. However, if an applicant is admitted, official transcripts will be required by the date specified on the Certificate of Admission. Transfer credits posted on another institution's transcript will not be accepted in lieu of the transcript itself. Only transcripts sent directly from the institution are considered official. Failure to disclose all coursework and/or degrees awarded will result in rescission of admission.
    - UNLV provides in-house credential evaluations of academic coursework. However, UNLV will accept a course-by-course evaluation from any NACES member agency in replacement of or in lieu of our in-house evaluation.
    - Transcripts must be provided in a PDF format and must include the institutional/grading key page.
    - Credentials not in English must be accompanied by a word-for-word English translation certified as true by a university official, an official representative of a United States embassy or consulate, the United States Information Service, the United States Education Foundation, or an approved professional translating service. Translations must bear the signature of the translator and be accompanied by original language documents.
    - The applicant will also be required to provide the grading scale of the foreign institution they attended. In the event the student cannot provide a grading scale, they must contact internationalgrad@unlv.edu.
        - **Credentials from China:** Students who have completed a degree in China must provide copies of the original language transcripts and a copy of their **Degree Certificate and Graduation Certificate**. Documents verified by the Center for Student Services and Development (CSSD) or the China

Academic Degree and Graduate information Center (CDGDC) are also accepted.
        - **Credentials from India:** Consolidated marks sheets are acceptable if yearly mark sheets are not available. Mark sheets must also be issued by the degree-granting institution. Mark sheets from affiliated colleges are not acceptable or considered official. Students who have completed a degree in India must also provide a copy of their **Provisional Certificate.**
    - **Proof of English Proficiency:** International applicants must submit proof of English proficiency.
    - Applicants are exempt from this requirement if they are from countries where English is the native language. Applicants who have received a post-secondary degree from an institution where English is the primary language of instruction may also be exempt. These applicants must provide proof of the language of instruction in order to be exempt. This proof can be noted on the transcript itself, provided in a letter by an institution official like the registrar, or posted on the official website of the institution attesting to the fact that English is the primary language of instruction. The final determination is made by the Graduate College.
    - Applicants may submit either official or unofficial copies of English proficiency scores for initial application evaluation. Applicants may send official scores to the Graduate College through the testing agency, upload unofficial score reports into their application Grad Rebel Gateway, or email unofficial score reports to internationalgrad@unlv.edu. Students admitted with unofficial scores will be conditionally admitted and must submit official exam scores by the deadline specified on the Certificate of Admission.
    - Minimum acceptable scores that evidence sufficient English proficiency for each test are as follows. Test scores may be no more than two (2) years old at the time of application. Please note graduate programs may require a higher minimum score for admission.
        - Test of English as a Foreign Language (TOEFL)
            - Paper-based: Total minimum score 74
            - Computer-based: Total minimum score 213
            - Internet-based: Total minimum score 80
        - Pearson Test of English (PTE)
            - Minimum score: 65
        - International English Language Testing System (IELTS)
            - Minimum score: 6.5
        - Duolingo English Test (DET)
            - Minimum score: 105
        - English Language Centers (ELS)
            - Minimum score: 112
        - Common European Framework for Reference (CEFR)
            - Minimum score: B2

        - English Speaking Countries Exempt from Testing: Antigua, Australia, Bahamas, Barbados, Barbuda, Belize, British Guyana, British Virgin Islands, Canada (except for Quebec), Dominica, Irish Republic, Jamaica, New Zealand, St. Kitts and Nevis, St. Vincent and Grenadines, Trinidad and Tobago, United Kingdom, U.S. Virgin Islands
    - With the support of the academic department, the Graduate College may accept the following scores for applicants with a cumulative GPA of 3.75 or higher (4.0 scale). In addition to the GPA requirement, the academic department must provide evidence of academic excellence as rationale in these special cases. Any such requests must be submitted to the Graduate College with support from the academic department/unit chair and graduate coordinator, and a statement explaining evidence of the applicant's academic excellence. Scores lower than those listed below will not be approved. Any students admitted on these scores will be required to visit the UNLV English Language Center (ELC) for an assessment upon arriving on campus and take any courses prescribed by the ELC to remedy any English language deficiencies. Failure to complete prescribed courses within the time frame stipulated by the ELC will result in separation from the university. Scores lower than the following will NOT be considered:
        - Test of English as a Foreign Language (TOEFL)
            - Paper-based minimum score: 68
            - Computer-based minimum score: 210
            - Internet-based: 77
        - Pearson Test of English (PTE)
            - Minimum score: 55
        - English Proficiency for Graduate Assistants
            - All new international students who are first-time graduate assistants at UNLV without sufficient proof of English proficiency (PEP) will be required to take the DET. This includes all GAs who will be advising or teaching students as an instructor, teaching assistant, tutor, or lab supervisors; research assistants; and graduate assistants with other professional duties. The DET must be taken before the start of the semester the GA intends to work at UNLV. Specifically, the last day to take the DET will be the Friday before classes start. International GAs who cannot provide sufficient PEP or pass the DET cannot serve in a teaching capacity during their first semester as a GA. GAs who are assigned to work with undergraduates and do not meet the requirements of PEP/DET will be reassigned to non-teaching duties for their first semester and until they can earn a sufficient score on the PEP or Duolingo test. Please see the Graduate Assistant Handbook for more information about English Proficiency requirements for international GAs.

Submission of Admission Materials

Send Graduate College admission materials to:

Office of Admissions

University of Nevada, Las Vegas

Mail Stop: 1021

4505 S. Maryland Pkwy.

Las Vegas, NV 89154

Official electronic transcripts should be sent to gradadmissions@unlv.edu.

Departmental Degree- and Certificate-Seeking Admissions Requirements

Factors that may also be considered by the graduate program to which you are applying include test scores (like the Graduate Record Examination [GRE] or Graduate Management Admission Test [GMAT]), the type of coursework completed during undergraduate studies, letters of recommendation, writing samples or portfolios, and any other supporting documents your department/program may ask you to submit to complete your online application. Many graduate programs require some or all of the following documentation to be uploaded into students' Grad Rebel Gateway application:

- Letters of recommendation: Letters of recommendation sent by former instructors, employers, or other professionals who can evaluate the applicant's potential to complete graduate study are often required. Applicants must list the names and information of recommendation providers in the Grad Rebel Gateway. Applicants are asked whether they wish to waive their right to view the letter of recommendation. Waiving their right to view the letter means that once the recommendation provider submits the letter of recommendation, the applicant has no right to view it, and requests by the applicant to view the letter will not be granted.
- Standardized test scores: In addition, some departments require satisfactory composite scores on the GRE, GMAT, or other standardized tests. Some examinations are given only four or five times a year and require that registration be completed a minimum of six weeks prior to the test date. Students may take the required tests online or at other colleges or universities if taking them at UNLV is inconvenient for the applicant.
- A resume or curriculum vitae.
- Writing sample, statement of interest or application letter, portfolio, etc.: Programs often require additional materials (e.g., resume, portfolio, statement of purpose, writing samples, and the like) to help provide a holistic understanding of each applicant's abilities, experiences, skills, and likelihood for success in the program. These are uploaded directly into the application checklist in the Grad Rebel Gateway.

ADMISSIONS REQUIREMENTS AND PROCEDURES FOR INTERNATIONAL STUDENTS

New International Graduate Student Admissions Requirements

The university is authorized by the U.S. Department of Homeland Security to admit international students on F-1 student visas. International newly admitted students must complete and submit a Confidential Financial Certification form and appropriate proof of funding to International Graduate Admissions. Before an I-20 can be issued, students must satisfy the financial eligibility requirements and receive their Letter of Admission from the Graduate College. While the Graduate College will make every attempt to accommodate newly admitted international students, in many cases it is not possible for I-20s to be issued after July 1 if admitted for fall semester and Dec. 1 if admitted for spring semester. The Graduate College will assess requests for issuance of new I-20s after these deadlines on a case-by-case basis. Transfer students located in the United States and UNLV students who are changing their level of degree are exempt from these deadlines. Prior to arrival in the United States, the International Graduate Admissions staff should be contacted with any questions.

Once students have been successfully admitted, OISS is available to assist students with any issues students have while enrolling; assist and advise regarding employment eligibility and authorization related to international students and scholars; provide proactive guidance and support regarding visa, allowable travel, and some immigration issues; and facilitate their transition to the campus and the U.S. and be their primary contact for student visa rights and responsibilities during their time at UNLV. Current workshops pertaining to international students can be found on the OISS website as well.

Enrollment Policy for International Students

International students in F-1 or J-1 status should consult with the Office of International Students and Scholars (OISS) to discuss enrollment requirements specific to their legal status in the U.S.

Below are the standard enrollment requirements at the time of publication of this Student Handbook. Please note that the U.S. government may issue new guidance that results in updated requirements for international students. When this occurs, OISS will contact impacted students, generally through your Rebelmail account. Any new guidance provided takes precedence over the requirements outlined herein.

Each fall and spring semester, international students must be registered as full-time students. Graduate students must be enrolled into courses that apply toward their degree. Dropped, audited, and withdrawn classes do not count. International students are allowed to take web-based classes, however, only a certain amount of credits can be web-based. It is incredibly important for international students to work closely, and stay in contact, with OISS to ensure compliance with all enrollment requirements, U.S. laws, and visa regulations.

Note about summer semester: If an international student begins their first semester of enrollment in the summer term, they still must be registered as a full-time student. International students admitted in the summer term should be aware that it may be difficult to register full time depending on course availability and should consult with their graduate coordinator for academic advisement.

Full-Time Status: International students must be enrolled in nine credits to be considered full-time. If the student is a GA, they only need to enroll in six credits to be considered full-time. Allowable Web-based Credits: The amount of allowable web-based credits changes based on how many total credits the student is enrolled in.

- If an international student is enrolled in nine credits, three of them may be web based
- If an international student is enrolled in 12 credits, six of them may be web based
- If an international student with a GA is enrolled in six credits, three of them may be web based
- If an international student with a GA is enrolled in nine credits, six of them may be web based

Type of International Student	Minimum Required Credits for Full-time Enrollment	If enrolled in this number of credits:	International Students may take a maximum of this many online credits
Graduate Student		9	3
	9	12	6
		15	9
Graduate Assistant	6	6	3
		9	6

In limited circumstances, international students may be eligible to enroll in fewer credits than described above. Requests under any of the following circumstances must be submitted to OISS before the start of the academic term and are subject to OISS approval.

- Students with documented medical illness or other concerns should contact OISS to discuss options for a reduced course load.
- Graduate students who have completed all coursework except their culminating experience may be eligible to enroll in only three credits during the semester in which they intend to graduate and may submit an International Student Reduced Enrollment Request Form, via their Grad Rebel Gateway account on the Forms tab under Additional Forms, to request approval from the Graduate College and their academic program.
- Doctoral students who have advanced to candidacy may be eligible for enrollment in only three credits per semester while still maintaining F-1 or J-1 status. They may submit

an International Student Reduced Enrollment Request Form, via their Grad Rebel Gateway account on the Forms tab under Additional Forms, to request approval from the Graduate College and their academic program.

- Please note that all students holding a graduate assistantship must enroll in a minimum of six credits each semester without exception.

Refer to the Enrollment and Milestones section for more information on enrollment requirements.

ADMISSION STATUS AND CLASSIFICATION OF STUDENTS

Full Graduate Standing

Students accepted to pursue a graduate program with no conditions/provisions are classified as having full graduate standing. The full graduate standing classification allows students to matriculate in a graduate program with no outstanding admissions requirements needing to be satisfied.

Provisional Graduate Standing

Students whose previous academic records are not strong enough to merit full graduate standing may be granted probationary admission and provisional graduate standing. The Graduate College and the student's department determine placement in this classification.

A provisional student must complete nine credit hours of graduate-level coursework selected by the department and listed on the Certificate of Admission. The student must complete this coursework within one year of admission, with grades of B or higher (B- grades are unacceptable). Failure to complete the required coursework in the specified period or earning a grade less than B (3.00) will automatically revoke the student's admission. Departments may elect to not allow students with provisional graduate standing to enroll in additional courses prior to completing the terms of the provisional admission.

When the Graduate College receives confirmation of the appropriate grades being earned in the required coursework, the student will be granted full graduate standing status, unless the student was also admitted conditionally, in which case, the student will also need to satisfy those requirements before they can be granted full graduate standing.

Conditional Admission

Conditions do not reflect an applicant's ability to conduct graduate-level work. They indicate that the applicant must complete course deficiencies as part of the program or meet some additional requirements before finalizing admission, e.g., provide a final transcript of coursework that was in progress while applying for admission, a missing letter of recommendation, or standardized test score, etc. The Certificate of Admission will specify which requirements must be met by a given deadline in order to maintain admission in the program. Conditional admissions are split into two categories: Graduate College conditions and departmental/program conditions.

Graduate College conditions are applied when a student must submit official transcripts, official and final confirmation of degree, official proof of English proficiency, official foreign credential evaluation, or must obtain approval for concurrent enrollment.

Graduate College conditional requirements must be met by the following deadlines:

- Fall: Sept. 15

- Spring: Feb. 15
- Summer: July 15

Failure to meet the Graduate College condition(s) will automatically cancel the student's admission and result in separation from the student's graduate program.

Departmental/program conditions are applied at the discretion of the academic department/program where a student must provide materials required for admission by the department, such as a letter of recommendation, official test scores, a resume/CV, statement of purpose, writing sample, etc. or the student must complete course deficiencies within a time frame specified on the Certificate of Admission. Conditional admission based on course deficiencies require the student to complete courses by the deadline specified on the Certificate of Admission (generally early in the graduate program). A student may also be required to register for internship credits, or related graduate coursework, to remedy a deficiency related to lack of work experience or field experience prior to admission. Undergraduate courses taken to remedy deficiencies identified at admission will not be applied toward the advanced degree. Departments are responsible for monitoring students granted department/program conditional admission, and if necessary, initiating separation requests for students who do not meet the condition(s) admission.

ADMISSIONS POLICIES (LISTED ALPHABETICALLY)

Admission Acceptance

Admitted students cannot register until they have accepted admission. Students must accept their admissions offer in the Grad Rebel Gateway for the term in which they have been admitted at least two full business days prior to the last day to enroll for classes. Failure to do so will void the Offer of Admission.

Application Fraud and Revocation of Admission

It is the assumption of the Graduate College that the information provided on the application for admission is complete and accurate. Subsequent evidence to the contrary may result in the admission being revoked and the loss of any credit or degree stemming from the admission.

Change of Program, Plan, or Subplan

Students are admitted to pursue a graduate degree or certificate in a specific department or program. To change to another department (or program) or degree/certificate (called a 'plan'), students must submit a new application for admission, the required application fee, and all necessary admission credentials to the Graduate College. In order to change a concentration or track (called a 'subplan') within a degree/certificate, graduate coordinator or department chair approval is needed. Newly admitted students must email gradadmission@unlv.edu and current students must email grad.rpc@unlv.edu to request a subplan change.

Deferrals

The Graduate College allows for one deferral of admission per application within one year. A deferral request must be made by the student and approved by the academic department to the Graduate College via email (gradadmissions@unlv.edu). Deferral requests should be made before the start of the semester that the applicant is initially admitted. Late deferral requests will only be accommodated up to the late registration deadline in a given semester. After the late registration deadline for a given term has passed, students will need to reapply for admission consideration in a future term.

Enrollment in Terms of Admission

Students must enroll in at least three credits of graduate-level classes in the semester in which they are admitted. Failure to accept admission and enroll or subsequent withdrawal from all coursework during the semester of admission will void the admission and result in the student's separation from their graduate program. If an applicant does not complete the admission process, the student must reapply and submit another application processing fee to be considered for admission in a future semester.

Materials from the previous application, such as official transcripts, may be used if they are still on file with the Graduate College and acceptable by the graduate program. All application materials are kept within the graduate admissions office in accordance with the NSHE Records Retention Schedule.

Immunization Records

Nevada Administrative Code (441A.755) requires that all students who attend courses on campus must provide documentation of having received the following immunizations unless excused by religious belief or medical condition and with an approved waiver on file with the Office of the Registrar:

- Two doses of the measles, mumps, and rubella (MMR). The first dose must be on or after your first birthday.
- One dose for tetanus/diphtheria (TD), taken in the last 10 years.

Copies of immunization records must be sent to the Office of the Registrar, either: via fax at: 702-895-1118 or hand delivered (Student Services Complex – SSC-C, near the Tropicana Garage). If students feel comfortable sending these documents via email, they may also email a copy to registrar@unlv.edu.

Students without appropriate documentation will need to reestablish immunizations before they can attend classes. Immunizations may be obtained from a physician, the UNLV Student Health Center, or a local county health district.

Incomplete Applications

The Graduate College will cancel all incomplete application files after the late registration deadline for each semester. Applicants whose applications are canceled for being incomplete must reapply for any future semester in which they seek admission. Transcripts will be saved in accordance with NSHE Records Retention requirements.

Nevada Residency for Tuition Purposes

The Office of the Registrar determines the Nevada residency of graduate students according to the Board of Regents regulations and the laws of the State of Nevada. The regulations pertaining to Nevada residency for tuition purposes are established by the Board of Regents. Each applicant claiming legal residency in Nevada must submit a residency application and the supporting documentation along with their admission application. The residency application forms can be obtained from the university website.

For admitted graduate degree- or certificate-seeking students, residency status is determined at the time of admission to a degree-seeking program and is indicated in the official Certificate of Admission from the Graduate College. Please note that new graduate students who live in Nevada, and/or those who have held Nevada residency in the past, may still be classified as out-of-state students upon graduate admission. These students will need to follow the directions on

their Certificate of Admission and apply for residency in order to be reclassified as a Nevada resident.

Graduate non-degree-seeking students will generally be classified as out-of-state until and unless Nevada residency is determined via the residency application process. If the residency status is not "Nevada," out-of-state tuition will be assessed.

Readmission to the Graduate College

Students may not be admitted to a graduate degree or certificate that they have already earned at UNLV. However, students may apply or reapply to any other UNLV graduate certificate or degree programs if it results in earning a different degree or certificate from the one(s) they have already earned. In these cases, students must submit a new application for admission, the required admission processing fee, and all supporting credentials required by the Graduate College and the new department or program. UNLV will not issue more than one of the same graduate degree or certificate to a student regardless of the track or concentration.

If a student is admitted to a graduate program but fails to complete that program, this may impact future graduate program admissions decisions. Such assessments are made at the department or school level upon consideration of a prospective student's application materials.

Rebelmail

Pre-admission communications are sent to the email address the student used to create their Grad Rebel Gateway account (please note that login information will not change throughout your time). Once admitted and enrolled, students must use their Rebelmail accounts to communicate with UNLV faculty and staff members. Official Rebelmail email accounts are created for all admitted students. The addresses are all in the form of [ACE ID USERNAME]@unlv.nevada.edu. These accounts must be activated by the students online. Graduate students who are GAs or otherwise employed by UNLV will also be given a [ACE ID USERNAME]@unlv.edu employee account.

If a student wishes to redirect their UNLV official email to another email address, they may do so at their own risk. The university is not responsible for the handling of email by outside vendors or departmental/unit servers, none of which are considered official student email accounts. Having an email redirected does not absolve a student from the responsibilities associated with official communication sent to their [ACE ID]@unlv.nevada.edu account.

All official emails from UNLV to students are sent to UNLV email accounts. Students are expected to check their Rebelmail frequently in order to stay current with UNLV communications from the university, the student's program, faculty/staff, the Graduate College, financial aid, etc. and to recognize that some communications will be time-sensitive. Students must ensure that there is sufficient space in their accounts to allow for delivery of official email communications and that UNLV emails do not go to their spam/junk mail folder.

All students will receive emails from the Graduate College regularly while they are enrolled. Timely emails will be sent through the entire student lifecycle and cover everything from enrollment and policy reminders, to invitations to participate in The Grad Academy programming, to invitations to complete annual surveys, information about scholarships and funding opportunities, important deadlines, and much more. Emails continue through graduation, focusing on things such as graduation deadlines and requirements, our Doctoral Recognition Ceremony, and Commencement.

For more information, please see the UNLV email policy.

Rollover or Rollback of the Application

- A rollover is a request to push an application for admission to the next admissions cycle. The Graduate College allows for one rollover per application for up to one academic year. Students must make written rollover requests to the Graduate College via email (gradadmissions@unlv.edu) as early in the admissions process as possible.
- Rollbacks (for admission to a semester before the semester that the applicant applied for admission) are not allowed if the department application is closed for the new admit semester. In other words: a student may not apply to a future semester and be admitted for an earlier semester if the department application for the earlier semester is closed unless the department provides approval.

Transfer Credit Policy

Transfer credit approval is not guaranteed. The age of the transfer work under consideration may also be a factor in the decision as to whether or not the coursework is transferable. Students must submit a Transfer Credit Request Form, available on the Additional Forms tab in the Grad Rebel Gateway, in order to request the transfer of coursework from other institutions. UNLV transfer credits taken prior to admission should be listed on the Plan of Study Part II form, but must still adhere to all of the transfer credit rules listed below. Transfer credits are subject to the approval of the academic department and the Vice Provost for Graduate Education and Dean of the Graduate College. On approval, a Graduate College Retention, Progression, & Completion (RPC) team member will post the transfer credits to the student's record in MyUNLV.

Courses taken prior to admission to the current graduate program at UNLV or elsewhere, and/or post-admission from another institution, are subject to the following transfer credit rules:

- The student is responsible for providing evidence and documentation as required.
- No more than one-third of the minimum number of credits required for the degree or certificate (not including credits for thesis, dissertation, and professional/scholarly papers), to a maximum of 15 credits, may be transferred into a graduate program.
- Coursework must have been taken at a regionally accredited institution in the U.S. or international equivalent.
- It may be possible passing qualifying exam results and coursework from a regionally accredited institution in the U.S. or international equivalent are accepted if appealed and

approved by the admitting program and department faculty, academic dean, and vice provost for graduate education and dean of the Graduate College. However, the student must undergo a prospectus defense with a UNLV graduate advisory committee.

- Experiential (life and work experiences), correspondence, and audited courses may not be transferred.
- Coursework must be clearly designated and certifiably "graduate-level."
- Coursework must have been completed with a grade of B or higher (B- is not acceptable) on a 4.0 grading scale (B = 3.00, A = 4.00).
- During the COVID-19 pandemic, the university allowed graduate students to opt for Satisfactory/Unsatisfactory (S/U) grading for the following semesters: spring 2020, summer 2020, fall 2020, spring 2021, summer 2021, and fall 2021. From classes held in spring 2020 through fall 2021, the university considered letter grades of "B-" or higher as equivalent to "S", and grades of "C+" or lower as equivalent to "U". Graduate students in most programs (excluding students in some graduate programs due to licensure requirements) will be permitted to count up to six credits of "Satisfactory" graded coursework from summer 2020 through fall 2021 toward master's or doctoral degree requirements.

  Beyond the COVID-19 exception described above, UNLV allows a maximum of three (3) graduate coursework satisfactory/unsatisfactory (S/U) units to apply towards a master's degree, and up to six (6) credits of S/U or S/F coursework may be used toward doctoral degrees, excluding the S/U or S/F units allowed for the comprehensive examination, professional paper and thesis/dissertation units, but including transfer units. No pass/fail, satisfactory/unsatisfactory (S/U), satisfactory/fail (S/F), credits may be transferred in unless they were earned in the spring/summer/fall 2020 or 2021 semesters/trimesters/quarters during the COVID-19 pandemic. For graduate courses, a grade of "S" indicates achievement equivalent to a "B" or above. The grade of "U" represents performance equivalent to a "B-" or below.

- Non-semester credits will be converted to semester credits for transfer.
- Coursework must not have been used to earn any prior degree, at UNLV or elsewhere.
- Coursework must not be a workshop, correspondence course, or career-related continuing education course.
- Coursework must be posted to the student's permanent academic record.
- With program approval, students may occasionally be allowed to transfer in courses; in these cases, the coursework must be comparable in content, substance, and rigor to the coursework it is replacing in the student's UNLV graduate Plan of Study.
- Official transcripts covering the work must be sent directly from the issuing institution to the Graduate College.
- For coursework taken outside the U.S., in addition to official transcripts, a course-by-course foreign credential evaluation from a NACES-approved agency must be submitted to the UNLV Graduate College as soon as possible after work has been completed.
- Coursework must adhere to the Course Credit Expiration policy.

- Those applicants who have taken classes at a college or university during high school or any time before their application to UNLV must submit a separate official transcript from each institution attended regardless of whether credit was earned or not. All students using VA Education benefits are required to send military transcripts for transfer credit evaluation (38 CFR 21.4253, 21.4254, 21.4263).

Withdrawal of Application/Admission

Prior to an admission decision, applicants may submit application withdrawal requests to the Graduate College via email (gradadmissions@unlv.edu). Once an offer of admission is sent, students may decline admission in the Grad Rebel Gateway or submit a declination in writing to the Graduate College via email. The Graduate College does not offer application refunds, even when an application is withdrawn.

REGISTRATION, ENROLLMENT AND CURRICULAR POLICIES (LISTED ALPHABETICALLY)

The university outlines specific registration procedures on the Registrar's Calendars and Schedules page, which is updated prior to each semester by the Registrar's Office. Students must register for classes using the procedures outlined in the class schedule including enrolling by the dates and times specified for each semester or special session. Students are expected to complete registration activity online through MyUNLV. MyUNLV also includes registration instructions and the class schedule. Each student must complete registration during the registration period, as specified on the academic calendar. Registration is not considered complete until all tuition and fees have been paid. Students paying tuition and/or fees after the date and time specified in the schedule may be charged a late fee. The registration or enrollment of a student ineligible to attend the university is subject to immediate cancellation.

Adding or Dropping Classes

The add/drop period is the period of time after the semester begins when students can add and drop their classes with no academic or financial penalties. For the fall and spring semesters the add/drop period is the first five days of classes. Summer add/drop dates can be found on the Summer Term website. Students may add or drop a course up to the close of the late registration period. After this date, and with approval, students may make changes only when the circumstance is sufficiently extraordinary to warrant an exception. Please note that the last day to add thesis/dissertation/culminating courses coincides with the last day to add classes with department and Graduate College permission according to the UNLV Office of the Registrar Calendars.

- **Administrative Drops and Classroom Conduct**
  - Failure to attend a course or to submit required work will result in a grade of F. The student who neglects a course is solely responsible for dropping the course or withdrawing from the university.
  - An administrative drop may be initiated at the discretion of the instructor, who will record the circumstances. The approvals of the academic unit chair/director, and the dean of the college/school offering the course, are required.
  - Students have a responsibility to conduct themselves in classes, libraries, and in other campus locations in ways that do not interfere with the right of other students to learn or the right of instructors to teach. Use of electronic devices such as cellular phones or recording devices or other potentially disruptive activities are subject to both university and instructors' policies. If a student does not comply with requirements or obstructs the smooth functioning of the class, the instructor may opt for an administrative drop or initiate a student conduct complaint.
  - Serious cases of misconduct, as defined by the UNLV Student Conduct Code, will be referred to the appropriate administrative officer for action.

- **Administrative Drop for Nonpayment**
  - Nonpayment of tuition and/or fees by the Administrative Drop for Nonpayment date listed in the term calendar may result in an administrative withdrawal/drop from classes.
- **Cancellation of Courses and Programs**
  - The university reserves the right to cancel any registration in which the enrollment is insufficient to warrant offering the course and/or to eliminate, cancel, phase out, or reduce in size courses and/or programs for financial, curricular or programmatic reasons.
  - When programs are closed or eliminated, enrolled students will be given a fixed amount of time to complete their degree requirements or they will be given a free application to transfer to a different graduate program.
- **Dropping/Withdrawing from Classes**
  - A student who has officially dropped or withdrawn from a course is ineligible for further attendance in that course.
    - Dropping Courses: A student has the opportunity to drop a course up through the fifth business day of the semester (excluding modular/mid-semester courses) without penalty.
    - Withdrawing Courses: A student has the opportunity to withdraw up to the date identified on the academic calendar (which is 60% into the course). No withdrawal will be allowed after the last day to withdraw. Students who withdraw will be assigned a withdrawal grade (W), which will appear on the transcript but will not be calculated in the GPA, and be responsible for the tuition and fees associated with the withdrawn course. A student can qualify for a refund by withdrawing from all courses by the 50% refund date identified on the academic calendar. A grade of F will be recorded and will appear on the transcripts for students who stop attending class and fail to officially withdraw.
  - Refer to the Office of the Registrar Calendars page for term-specific drop/withdraw deadlines.

Cancellation of Registration

The university reserves the right to cancel any registration in specific courses for which the student is ineligible. The registration of any student who is ineligible to attend the university is subject to immediate cancellation. The university also reserves the right to cancel the registration of an individual whose attendance, in the opinion of the appropriate administrative officials, would not be mutually beneficial to that person and to the institution.

Combined/Cross-listed Sections

Undergraduate/graduate (300/500, 400/500, and 400/600) level courses that share the same meeting time and days in the same classroom with the same instructor are considered to be cross-listed. In order for courses to be combined/cross-listed, they must undergo curricular

approval via Graduate College process. Please see the definitions below. Please note that graduate courses that are cross-listed with undergraduate courses require the graduate student to complete additional, more advanced work in the course, and they may be required to meet for some limited, additional hours to fulfill course requirements as indicated on the course syllabus.

Cross-listed Sections

- **Shared Definition:** The term "cross-listing" is a general term that denotes jointly connecting at least two courses. All cross-listed courses must undergo standard curricular approval process either via the Faculty Senate (undergraduate) or the Graduate Course Review Committee (graduate). Cross-listed courses contain the same or similar content and may be in different programs (eg., WMST 621 & SOC 621) or different careers (e.g., BIOL 467 & BIOL 667 or PSC 722 & PHIL 728).
    - They may or may not be scheduled as combined courses in class schedules.
    - A cross-listed course is one that carries credit in more than one department or program. Students may not enroll in more than one of the cross-listed courses and may receive credit in one department only.
    - If graduate courses are cross-listed with undergraduate courses, graduate students are required to complete additional, more advanced work in the course, and they may be required to meet for some limited, additional hours to fulfill course requirements as indicated on the course syllabus. These courses may or may not be combined in the schedule.
    - 300- or 400-level courses may be cross-listed with 500-level courses; 400-level courses may also be cross-listed to 600-level courses. Courses that are at the 700 level and above may not be cross-listed with undergraduate courses.

Same-as Courses

- **Shared Definition:** A specific type of cross-listed courses used in curriculum identifying a sequence within the same career type (e.g., WMST 621 & SOC 621 or PSC 722 & PHIL 728)
    - Undergraduate courses: Per NSHE CCN, although the prefix and number can differ, undergraduate same-as courses must have the same title, credits, course descriptions, and content. The parent/original course information must be retained in the UNLV catalog. Cross-listed courses are intra-institutional only. If another institution wishes to implement the cross-listed course, the parent course must be implemented first then additional cross-listed courses can be added. Parent courses will not be able to be deleted unless the same-as is removed prior to the deletion.
    - Graduate courses may or may not share the same number, title, and/or course descriptions.

Combined

- **Shared Definition:** Combined courses refers to offering courses assigned to the same scheduling resources such as classrooms, times, dates, days, and/or instructors. In

order to be combined, a class must be curricularly approved. A curricularly approved cross-listing sequence does not mean that the courses will be combined automatically in the schedule. Departments will need to request to combine the courses every term and will be denied the combination if the courses have not undergone the appropriate curricular approvals.

Cross Schedule

- On rare occasions, there is a need for courses with distinct instructors, content, and title to share a specialty space such as a: studio, tennis court, performance hall, green space, or other similar spaces. In these cases, the sections can be combined for purposes of sharing space only. Cross scheduling is not permitted for web, department-arranged, or remote classes. Cross scheduling is not permitted for the same instructor.

Course Credit Expiration

Courses completed more than 10 years prior to the student's intended graduation term cannot be used towards a graduate program without an approved Time Limit Extension Form available in the Grad Rebel Gateway on the Forms tab under Additional Forms.

Course Repeat Policy

A failed course cannot be challenged by examination and it does not have to be repeated unless the course is a specific college or department requirement. A student receiving a final grade of 'F' in a course can obtain credit by registering for the course, repeating the class work, and receiving a passing grade. Any course may be repeated, regardless of the grade received. The fact that UNLV has granted a degree to a student shall not preclude the student's right to repeat a course for the purpose of improving a grade. Credit will be allowed only once for successful completion of the course, except for courses designated in the catalog as allowable repeats; these courses may be repeated only up to the maximum number allowed in the catalog and MyUNLV system. A student may repeat any UNLV course once at UNLV and not have the original grade included in the computation of the grade point average. The repeat grade must be on the same grading option as the original grade. The original grade will remain on the student's academic record with a notation.

When a course is repeated more than once, only the original grade is omitted in computing the GPA and all subsequent course attempts will be included in calculation of the GPA. For courses repeated prior to February 1971, both the original grade and the repeat grade are included in the GPA.

Credit by Examination

UNLV does not offer credit by examination for any graduate degree-, certificate-, or non-degree-seeking students.

Credit Load Limitations

Graduate students normally may not take more than 15 credits during the fall and spring terms, unless they are in a professional program that specifically requires additional credits. Graduate students may take no more than six credits in a single five-week summer term and earn no more than a total of 15 credits during the summer term (pre, post, and regular five-week sessions combined). Students who want to exceed the standard maximum credit load, must submit an Authorization for Overload form available through the Grad Rebel Gateway. Overload requests will be processed by the Graduate College in MyUNLV on approval of the form.

Enrollment Verification

Immediate online official enrollment verification certificates for current students are available through the National Student Clearinghouse. Please note that enrollment information cannot be verified until the last day to add/drop for a semester. This is so that the verification is an accurate indication of your semester enrollment. The National Student Clearinghouse Free Self-Service Site is available 24 hours a day, seven days a week. For more information visit the Office of the Registrar's Enrollment Verification page.

Full- and Part-Time Enrollment

For university purposes, graduate students enrolled in nine or more credits in a semester are considered full-time; GAs need only enroll in six graduate credits per semester to count as full-time. Graduate students who are not GAs and enrolled in fewer than nine credits in a semester are considered part-time students. Please note the exceptions below:

- For federal financial aid purposes, any graduate student who is enrolled in fewer than nine graduate credits in a semester will be considered a part-time student even if they are a graduate assistant.
- For graduate students who are United States veterans who are using veteran education benefits, enrollment in five to eight credits is considered half-time; fewer than five enrolled credits is considered less than half-time.
- International students must refer to the Enrollment Policy for International Students section for more information on enrollment requirements.

Grade Point Average

A candidate for a graduate degree or certificate must have a minimum Graduate Program GPA of 3.00 to be eligible to graduate or receive a certificate. The Graduate Program GPA, computed by the Graduate College, includes all completed graduate coursework accepted at admission and all subsequently approved coursework that is being applied toward a degree or certificate via the Plan of Study form Parts I and II. This Graduate Program GPA is different from the cumulative graduate GPA listed on the student's transcript. The cumulative graduate GPA reflects all of the graduate-level courses taken while a graduate student (graduate degree and/or non-degree) in any certificate or program at UNLV.

Graduate-Level Grades

At UNLV the following symbols are used in reporting and recording graduate student grades:

Symbol	Meaning
A	Superior (4.0)
B	Passing (3.0)
C	Below Average (2.0)
D	Deficient (1.0)
F	Fail
AD	Audit (not graded, no credit toward GPA)
I	Incomplete (see guidelines below)
S	Satisfactory
U	Unsatisfactory
X	Hold: Grade is used only for thesis or dissertation courses. Grade is changed upon successful completion of thesis or dissertation by the Graduate College on receipt of a passing Culminating Experience Results form

Faculty members have the option of using plus (+) and minus (-) for grades of A, B, C, and D. Exception: A+ grades are not given. At the graduate level, grades below a B are generally considered unacceptable. Graduate students must have a 3.0 GPA in order to qualify for graduation.

Note: At the graduate level, grades below a B or B- (depending on the program) are often considered unacceptable and some program handbooks prohibit students from using course grades below a specific cut-off on their degree program. *All graduate students must have a graduate program GPA of 3.0 or higher in order to qualify for graduation. A course in which the student earns a grade lower than C may never be used to fulfill graduate degree or certificate requirements.*

Incomplete Grades or "I"

The grade of 'I' — incomplete — can be granted when a student has satisfactorily completed at least three-fourths of the semester but, for reason(s) beyond the student's control that are acceptable to the instructor, the student cannot complete the course, and the instructor believes that the student can finish the coursework without repeating the entire course again. In this case, the following rules apply:

- The 'I' grade is used for content/lecture type courses (not thesis, dissertation, or select professional paper credits) designed to be completed within one year in instances where the student has completed the majority of the semester coursework, but is unable to complete all of the requirements with good cause. The professor is responsible for determining if the reason for non-completion is satisfactory, if an Incomplete grade is appropriate, and the terms of the Incomplete including what the student needs to do to successfully complete the course requirements as stated in the course syllabus to earn a final grade.
- An 'I' may only be given when the majority of the coursework has been completed with a cumulative average of 'B' or better.
- Graduate students receiving an 'I' grade have one calendar year to complete all course requirements and remove the 'I' grade. Students who are fulfilling an incomplete do not register for the course but make individual arrangements with the instructor who assigned the 'I' grade. If course requirements are not completed within one year, the Registrar's Office will automatically record a grade of 'F'. Undergraduate students enrolled in graduate-level courses must complete the coursework within one semester or the "I" will default to an "F."
- Please see the Leaves of Absence section for information on incomplete grade completion for students with approved leaves of absence.

Graduate Students Taking Undergraduate-Level Courses

If a graduate student enrolls in undergraduate-level courses in their graduate career (under a graduate non-degree-seeking or graduate degree- or certificate-seeking program), the undergraduate course enrollment will be marked as "cross-career" on the student's official transcript and those courses will not contribute to earned credits or graduate GPA.

- If graduate students need undergraduate-level courses to show as earned credit on their transcript for employment or educational reasons, they must submit and pay for an undergraduate non-degree seeking application through the Office of Undergraduate Admissions and register for those courses in an undergraduate career.
- If a graduate student takes undergraduate courses in their graduate career and needs them changed to reflect earned credit at a later date, they will be required to submit and pay for an undergraduate non-degree seeking application through the Office of Undergraduate Admissions in order for the coursework to be moved.

Graduate Credit

All courses numbered 500-999 or above are considered graduate-level. Undergraduate-level courses are numbered 100-499. Some graduate level courses are not usable for graduate credits. One example of this are courses with an RPDP prefix; these are non-graduate credit granting courses and are indicated as such on the UNLV transcript.

- 500-level classes are generally seen as remedial graduate courses, and they may also be used for non-degree, non-credit bearing courses; these may be cross-listed with 300 or 400 level undergraduate courses, with appropriate curricular review and approval.
- 600-level classes are generally seen as foundational graduate coursework, and/or masters level coursework; these courses may be cross-listed with 400-level undergraduate courses, with appropriate curricular review and approval. When cross-listed with an undergraduate course, graduate student course requirements will be different from, and more rigorous than, those of undergraduates. As much as possible, 600-level graduate classes should not be cross-listed with undergraduate courses unless there are specific disciplinary, accreditation, and/or programmatic reasons to do so.
- 700+-level classes are generally seen as advanced graduate coursework and/or doctoral level coursework; they may not be cross-listed with undergraduate courses.

Office of the Registrar and Schedules

The Office of the Registrar is the official repository of academic calendars, term calendars, and final exam schedules. Students can also find the Class Search and the Course Catalog in the MyUNLV registration system.

Pass/Fail Grades

The Satisfactory (S) or Failing (F), or Satisfactory (S) or Unsatisfactory (U) marks are used upon completion of the thesis, dissertation, professional paper, or for non-credit or satisfactory/fail courses. Grade-point values are not assigned for S or U grades. F grades are calculated as a zero on transcripts and in the graduate GPA.

During the COVID-19 pandemic, the university allowed graduate students to opt for Satisfactory/Unsatisfactory (S/U) grading for the following semesters: spring 2020, summer 2020, fall 2020, spring 2021, summer 2021, and fall 2021. From classes held in spring 2020 through fall 2021, the university considered letter grades of “B-” or higher as equivalent to “S”, and grades of “C+” or lower as equivalent to “U”. Graduate students in most programs (excluding students in some graduate programs due to licensure requirements) will be permitted to count up to six credits of “Satisfactory” graded coursework from summer 2020 through fall 2021 toward master’s or doctoral degree requirements.

Beyond the COVID-19 exception described above, UNLV allows a maximum of three (3) graduate coursework satisfactory/unsatisfactory (S/U) units to apply towards a master’s degree, and up to six (6) credits of S/U or S/F coursework may be used toward doctoral degrees, excluding the S/U or S/F units allowed for the comprehensive examination, professional paper and thesis/dissertation units, but including transfer units. No pass/fail, satisfactory/unsatisfactory (S/U), satisfactory/fail (S/F), credits may be transferred in unless they were earned in the spring/summer/fall 2020 or 2021 semesters/trimesters/quarters during the COVID-19 pandemic. For graduate courses, a grade of “S” indicates achievement equivalent to a “B” or above. The grade of “U” represents performance equivalent to a “B-” or below.

Transcripts of Credit

Official transcripts bear the university seal, the registrar's signature, and reflect all academic work attempted at UNLV. Current students may access their unofficial transcript in their MyUNLV Student Center. Official transcripts are copies of student academic records of all work attempted at UNLV and bear the seal of the university and the registrar's signature. Official transcripts may be requested via the Office of the Registrar. Transcripts of work from other institutions or any nontraditional credit transcripts will not be issued.

Undergraduates Taking Graduate-Level Courses

Undergraduate students who have completed a minimum of 90 semester credits and have a 3.00 or higher grade point average may enroll in graduate courses. Students in the Honors Program must have a minimum of 45 semester credits and a 3.00 or higher grade point average. The Approval for an Undergraduate to Enroll in Graduate-Level Coursework form, available on the Forms page of the Graduate College website must be completed and approved by the academic department and the Graduate College in order for permission to enroll to be granted. Students may enroll in up to six graduate-level credits during one semester.

- Reserving Courses for Graduate Credit - Upon approval, and pursuant to the policy above, UNLV undergraduates may enroll in graduate-level coursework and reserve the credits earned for possible future use in an advanced degree program. Students must indicate that they are reserving the credit on the Approval for an Undergraduate to Enroll in Graduate-Level Coursework form. After approval of the form, the Graduate College notifies the Office of the Registrar, and that office adds a notation to the student's transcript in MyUNLV indicating the courses have been reserved. Coursework reserved for graduate credit may not be used to satisfy baccalaureate degree requirements.
- Graduate Courses for Undergraduate Credit - Upon approval, UNLV undergraduates may enroll in graduate-level coursework for use in an undergraduate degree program. Students must indicate that they are not reserving the credit on the Approval for an Undergraduate to Enroll in Graduate-Level Coursework form. Courses used in an undergraduate program may not be applied toward an advanced degree at a later date.

Unit of Credit

- The unit of credit, or semester hour, is generally defined as one 50-minute lecture per week for a semester. Two or three laboratory hours per week, depending on the amount of outside preparation required, usually carries the same credit as one lecture hour. UNLV follows the NWCCU guidelines and requirements for hours per credit.

THE GRADUATE STUDENT LIFECYCLE

The Graduate College employs a student lifecycle model for all degree-seeking graduate students. The lifecycle model is used in our Grad Rebel Gateway portal and student messaging; in our nonacademic advisement to support progression through required forms and milestones; and in all of our workshops, events, and professional/career development opportunities. We organize students into one of six categories: early-, mid-, late-career master's and specialist/Artist Diploma students, and early-, mid-, late-career doctoral students. Based on the stage of the lifecycle that a student occupies they will get targeted and personal messaging and information to help them successfully progress to a timely graduation. Graduate certificate-seeking students should refer to the Certificate section within the Late-career students section of this Graduate Student Handbook for more details.

Graduate Student Success Through the Graduate Lifecycle

Retention, Progression, & Completion (RPC) Team

The RPC team is an organizational unit within the Graduate College that facilitates the degree progression and completion of each student. The RPC team helps graduate students through the graduate lifecycle to: progress toward degree and/or certificate completion; understand program requirements; navigate policy, procedural and form requirements; proceed through the thesis and dissertation submission process; understand and complete all certificate and degree requirements. The RPC team also verifies and confers students' degrees and certificates. Students should contact the RPC team at grad.rpc@unlv.edu throughout their student lifecycle for assistance with forms, degree requirements, and graduation processes.

The Grad Academy: Innovative Leadership, Professional, and Career Development

The Grad Academy offers a wide array of free leadership, professional, and career development opportunities to promote student success and help students prepare for their career after graduation. We offer a variety of workshops, signature events, and career support each year in addition to offering co-curricular certifications and programs. All of these are free professional and career development opportunities for graduate and professional students.

While all students are able to attend any workshop, our goal is to help students prioritize their experiences and provide resources that will be most useful to them as they need particular skills in the course of their degree program. We accomplish this by providing an organizing framework that clearly shows students the topics of workshops, programs, activities, the learning objectives, the format of delivery, the time commitment required, and what level of student is poised to most benefit from the experience. To accomplish this, we have broken down professional and career development across the master's and doctoral student lifecycles.

Graduate Badges

Graduate badges are digital micro-credentials that showcase you have a certain accomplishment, expertise, or level of proficiency in a topic area. Graduate badges are earned

through the completion of readings, watching videos, attending workshops, and assignments. Because a digital badge is simply an image, its value comes from the data stored inside the image, the metadata. The metadata explains what the badge represents, how and when it was earned, what reputable institution issued it, and if/when it expires. Graduate badges are valuable because they allow you to translate your experiences and soft skills not captured in official academic documents. We recommend that you display your digital badges where they will be seen often, such as your email signature or LinkedIn account. If you have a personal webpage, you can embed your badges directly into the webpage. UNLV currently offers three badges in the areas of Financial Literacy & Wellness:

- Financial Wellness Today Badge
- Investing in Your Future Badge
- Building an Investment Portfolio and Financial Security Badge

Graduate College Co-Curricular Certifications

These non-credit bearing certifications are free, year-long programs. Students are accepted as a cohort, complete a number of program requirements, and submit a culminating experience in order to fulfill requirements and earn the certification. The free application cycle for each certification opens at the start of the spring semester for the following academic year. We currently offer the following certification programs:

- Graduate Teaching Certification
- Graduate Research Methods Certification
- Graduate Mentorship Practices Certification

Upon completion, Graduate College certifications are posted on the students' transcripts.

Grad Rebel Programs

All of these programs help graduate students build and refine transferable skills that can be used in a variety of career pathways. Students are accepted as a cohort and need to complete a number of program requirements. The free application cycle for each certification opens at the start of the spring semester for the following academic year. We currently offer the following certification programs:

- Grad Rebel Ambassadors Program: Ambassadors are among the best and brightest graduate students on campus and they act as the face of the College at our campus and community events, in meetings with prospective and current donors, and they participate in advocacy work with local, regional, and national engagement. Grad Rebel Ambassadors are highly visible members of the Graduate College team who help cultivate a strong graduate community and strengthen ties between the Graduate College, alumni, and community members. These students receive scholarships for their participation in this prestigious program as well as training in multiple skills and areas to prepare them for their ambassador roles..

- Grad Rebel Advantage Program: Provides cohorts of UNLV undergraduate students with mentorship, workshops, professional development opportunities, and scholarships to help prepare them for graduate studies, whether at UNLV or elsewhere. Graduate students have the opportunity to serve as mentors to a small sub-group of program participants.
- Grad Rebel Writing Boot Camp: A biannual, weeklong program that assists students working on major writing pieces, including theses, dissertations, and publications. A free intensive writing experience with optional writing groups that continue year-round.
- Weekend Grad Rebel Writing Boot Camp: A two-day program that helps students in their graduating semester cross their writing project finish line.
- Grant Writing 101: A biannual program that introduces students to the grant writing process, including the steps to find, evaluate, and obtain grant funding. After completing this program, students will be ready to apply for the Get That Grant! Program.
- Graduate College Medallion Program: Honors exceptionally involved and high-achieving students with medallions to be worn at commencement to mark their accomplishments.
- Grad Alumni Ambassadors: UNLV graduate degree holders who work with the Graduate College to help represent the graduate alumni body. Goals include building a strong graduate alumni community; working with the Graduate College to extend mentorship, professional, and career development opportunities to current students; and strengthening ties between Graduate College alumni, and our broader community members.
- Graduate career development resources to help students prepare for life during and after their graduate studies; and
- Graduate College events to highlight, celebrate, and build a strong and thriving community of graduate faculty and student scholars and collaborators.

Navigating Graduate Student Campus Business: Guides and Tutorials

- Academic Calendar Deadlines: How to look up the registration add/drop deadlines for your classes.
- Adding Addresses: Instructions for students who want to add, edit, or remove addresses from MyUNLV.
- Adding Names: Adding/editing preferred, degree, or application names on your student account.
- Auditing a Class: Step-by-step guide to auditing a class.
- Enrollment Appointment Guide: Locating your Enrollment Appointment in the Rebel Student Homepage.
- My Planner Guide: Adding classes to MyPlanner in your Student Center.
- Ordering Official Transcripts: Step-by-step guide for ordering official transcripts.
- Registration Guide: Tips and tricks for enrolling in classes.
- Unofficial Transcripts: Step-by-step guide for downloading your unofficial transcripts.
- Waitlist Guide: Adding, swapping, and dropping waitlists.

EARLY-CAREER STUDENTS

Early-career students are defined as students who are working on completing the first third of the coursework required for their degree.

Initial Steps for New Graduate Students

- Students should identify their initial advisor or contact their graduate coordinator listed in their Grad Rebel Gateway portal or on the Degrees Directory which also houses the program handbook.
- Students must complete the mandatory new graduate student orientation online modules provided by the Graduate College so they can get information on important policies, access to campus resources, and more.
- New graduate students must also complete any orientation/meeting for their specific programs as an opportunity to get to know fellow incoming students, meet faculty, and access information they will need as they are starting their program.
- New GAs must attend the GA orientation to learn more about their role and responsibilities.
- Students are encouraged to engage with the Graduate College and the GPSA to become involved with the larger graduate community and take advantage of the many free resources available to students.

Progression, Forms, and Milestones

- Early-career students must satisfy any admissions conditions or provisions as specified on their admissions offer letter (see Admission status and classification of students).
- Students needing to declare a subplan (concentration or track) or change a plan or subplan, should do so during the early-career stage by contacting their Graduate College RPC coordinator who will work with the student and their department.
- Students who need a Graduate Advisory Committee (GAC) should identify a faculty mentor and begin working on establishing their full GAC. Students needing a GAC will see the Appointment of Advisory Committee form in the Required Forms page in their Grad Rebel Gateway account. All students completing a thesis, dissertation, or doctoral project are required to have a GAC. Students who need a Graduate Faculty Advisor should work with their department to identify that individual. Students needing a Graduate Faculty Advisor will see that form on their Required Forms page in the Grad Rebel Gateway.

Online Surveys and Mandatory Annual Individual Development Plans

- Each fall, an optional Graduate Student Life and Climate Survey is distributed for students to complete which allows the university to compare graduate student experiences, satisfaction, and needs, over the years.

- Each winter, graduate students are required to complete a mandatory annual evaluation called an Individual Development Plan (IDP), which is reviewed and approved by the student's advisor (where applicable) and graduate coordinator.

MID-CAREER STUDENTS

Mid-career master's students are defined as those who have completed between one-third of the coursework required for the degree up to approximately 75% of their required course credits. For doctoral students, mid-career is the phase between having completed about one-third of their required course credits up until they successfully advance to doctoral candidacy.

Successful Student Progression

Mid-career students should maintain continuous enrollment and successfully complete required courses. The majority of student forms should be submitted during the mid-career phase. See the Student Forms section for information on which forms are required, form locations, routing, approval processes, etc.

Forms and Milestones

- Submit the Graduate Advisory Committee Appointment form (if applicable); submit the Committee Change form, if needed.
- Submit the Appointment of Faculty Advisor form (if applicable - certificate and master's only).
- Submit Plan of Study Parts I and II - if the program requires the appointment of a faculty advisor or an advisory committee, the student must have that respective form approved in order for the Plan of Study Parts I and II to be initiated or submitted.
- Submit a Prospectus form (if applicable - master's only) - the student must have a Plan of Study Parts I and II approved in order to initiate or submit this form.
- Submit Advancement to Doctoral Candidacy form (doctoral only) - the student must have a Plan of Study Parts I and II approved in order to initiate or submit this form.

Online Surveys and Mandatory Annual Individual Development Plans

- Each fall, an optional Graduate Student Life and Climate Survey is distributed for students to complete which allows the university to compare graduate student experiences, satisfaction, and needs, over the years.
- Each winter, graduate students are required to complete a mandatory annual evaluation called an Individual Development Plan (IDP), which is reviewed and approved by the student's advisor (where applicable) and graduate coordinator.

LATE-CAREER STUDENTS

Master's students are considered in the late-career stage once they have completed 75% of the coursework required for the degree. For doctoral students, a student is in the late-career stage after they have an approved Advancement to Doctoral Candidacy Form on file with the Graduate College.

Successful Student Progression

- Late-career students should maintain continuous enrollment and be mentored to successfully complete their degree requirements and culminating experiences. The majority of student forms should have been submitted during the mid-career phase.
- Students should be sure to apply for graduation a minimum of one full semester prior to their intended graduation (not in the semester of graduation!) through their MyUNLV account. This will trigger the Graduate College RPC team to conduct a preliminary degree check and advise the student on which requirements are left to be completed prior to degree conferral.
- Master's thesis and doctoral students must review Thesis and Dissertation Formatting Information and Guides, should attend a T/D formatting drop-in session, and ensure that their final documents are properly formatted to UNLV requirements, conform with their discipline-specific style guide (APA, Chicago, etc. -- required and checked by student's Graduate Advisory Committee), and are free from all types of plagiarism and academic dishonesty. To ensure the latter, all master's thesis and doctoral students are required to run their final draft of their thesis or dissertation document through iThenticate. Students must submit their final iThenticate report to their GAC at least one week prior to their defense, as well as submit the first page of their Summary Report into their Culminating Experience Results form in the Grad Rebel Gateway.

Forms and Milestones

- Verify that all forms that were required in early- and mid- stages were submitted and approved via the Grad Rebel Gateway.
- All coursework, including classes with incomplete grades from prior semesters, must be complete by the end of the term for which the student has applied for graduation.
- Students must apply for graduation by the Graduation Deadlines for their intended term of graduation. Late application requests should be sent to grad.rpc@unlv.edu. If approved, the student will also be responsible for paying an additional late fee of $20.
- Announce date/time/location of defense if completing a thesis, dissertation, or doctoral project.
- Successfully defend the final document, if applicable.
- Submit the Culminating Experience Results Form (see Student Forms)
- Submit thesis/dissertation/doctoral document for format check, if applicable.
    - Be sure it has been run through iThenticate and the report is submitted with the final document.

- Once the final document is approved by the Graduate College, master's thesis and doctoral students receive information about the mandatory upload into ProQuest.
- As part of the graduation requirements for students completing theses, dissertations, or doctoral projects, students must submit their final approved document electronically to ProQuest and Digital Scholarship@UNLV; both are digital repositories of scholarly work.
- Some students may have a compelling reason to embargo their thesis or dissertation for a period of time to protect intellectual property rights or due to other publication restrictions (see Student Forms). Common reasons for embargoes include: publishing conflicts; patent applications; potential to publish in the next few years; monograph publication timeline; funding contracts; etc.
- In order to embargo their thesis or dissertation, students must complete the Embargo Request Form, which can be found in the Grad Rebel Gateway (click Forms, then Additional Forms). Since the author owns the copyright to the document, embargoes can only be filed by the document's author (see also: Student Forms).
- Graduate and participate in Commencement. Graduate certificate students may participate in commencement.
- Refer to the Graduate College Completing Your Academic Program page for more information and deadlines related to graduation.

Online Surveys and Mandatory Annual Individual Development Plans

- Each fall, an optional Graduate Student Life and Climate Survey is distributed for students to complete which allows the university to compare graduate student experiences, satisfaction, and needs, over the years.
- Each winter, graduate students are required to complete a mandatory annual evaluation called an Individual Development Plan (IDP), which is reviewed and approved by the student's advisor (where applicable) and graduate coordinator. Graduating students are required to complete their IDP in their graduating semester.
- Students are also required to complete an Exit Survey as part of their graduation process.

Applying for Graduation

Students should apply for graduation a minimum of one semester prior to their intended graduation through their MyUNLV account. Submitting an application for graduation will trigger the Graduate College RPC team to conduct a preliminary degree check and advise the student which requirements are left to be completed prior to degree conferral.

Students must apply for graduation/certificate completion in MyUNLV by the appropriate Graduation Deadlines for their intended term of completion. The graduation application fee is $125. Late application requests should be sent to grad.rpc@unlv.edu. If approved, the student will also be responsible for paying an additional late fee of $20.

If students do not complete the degree requirements in the term anticipated, it is expected that they will do so in the next term. One free rollover of the graduation application is allowed to the

next term, including summer. If the student does not graduate in the next term, a new application for graduation must be filed, and an additional graduation application fee will apply.

For information on culminating experience, thesis and dissertation requirements, please refer to the Milestone Examinations and Culminating Experience Requirements and Master's Thesis and Doctoral Project Oral Defense Requirements sections for more information.

Granting of Degrees

Degrees are awarded three times a year in May, December, and August. When students apply for graduation, the Graduate College RPC coordinator reviews the degree program and all degree requirements to ensure every Catalog requirement for the student's program has been successfully met and completed. The Graduate College dean certifies that students have met degree requirements, and a recommendation is forwarded to the Board of Regents. If any requirement has not been met, the degree will not be awarded. The degree will be revoked if it is awarded in error, or if it is later discovered that the degree requirements were not met, or if fraudulent claims, unethical student behavior, or other breaches of protocol are later discovered. Diplomas are mailed approximately eight to 10 weeks after the end of the semester. Students will receive email confirmation once their degree has been officially conferred. Students needing official proof of degree can request official transcripts through the Office of the Registrar after receiving the confirmation email that their degree has been awarded.

Commencement

Commencement is a wonderful celebration of student accomplishments and a lovely ceremony recognizing your transition from student to alumni, from mentee to colleague. Commencement is typically held twice a year in May and December; August graduates participate in the December commencement. Students must complete all degree requirements by the posted semester deadline in order to be allowed to participate in university Commencement. Students' names will appear in the Commencement Program issued for the semester of degree completion. Summer graduates participate in December commencement ceremonies and their names appear in that commencement program. To ensure their name appears in the program, students must release their information through MyUNLV.

Please note that while we strongly encourage all graduates to participate in the commencement ceremony, doing so is not required to earn your degree.

In addition to the information above, here are some helpful links on graduation-related items.

- Graduation Deadlines
- Thesis and Dissertation Guidelines
- Information on Embargoing a Thesis or Dissertation
- Completing your Academic Program
- Information on Commencement

Certificate Completion Procedures

- Students should identify their program advisor or contact their graduate coordinator listed in their Grad Rebel Gateway portal or on the Degrees Directory which also houses the program handbook.
- Students must complete the mandatory New Graduate Student Orientation online modules hosted by the Graduate College, so they can get information on important policies, access to campus resources, and 'meet' Graduate College staff.
- New certificate students must also attend any orientation/meeting for their specific programs as an opportunity to get to know fellow incoming students, meet faculty, and access information they will need as they are starting the program.
- Students are encouraged to engage with the Graduate College and the GPSA to become involved with the larger campus resources and take advantage of the many free resources available to students.
- Certificate students must satisfy any admissions conditions or provisions as specified on their admissions offer letter.
- Students must submit Plan of Study Parts I and II - if the program requires the appointment of a faculty advisor, the student must have that respective form approved in order for the Plan of Study Parts I and II to be initiated or submitted.
- All coursework, including classes with incomplete grades from prior semesters, must be complete by the end of the term for which the student has applied for certificate completion.
- Students must apply for certificate completion in MyUNLV by the appropriate Graduation Deadlines for their intended term of completion. The graduation application fee is$125. Late application requests should be sent to grad.rpc@unlv.edu. If approved, the student will also be responsible for paying an additional late fee of $20.
- Certificates are conferred after the student has fulfilled all certificate requirements and all required forms have been approved. Certificates are mailed approximately eight to 10 weeks after the end of the semester.
- Refer to the Graduate College Completing Your Academic Program page for more information and deadlines related to certificate completion.

GRADUATE STUDENT ADVISORY COMMITTEES

Advisor

Students are assigned a pro tem advisor by their graduate program at the time of admission into the Graduate College. The advisor is typically the graduate coordinator or another graduate faculty member selected by the department.

Some degree programs (all thesis and dissertation tracks, and some others) require students to convene a GAC. Once admitted into the program, it is the responsibility of the student to personally select an advisor to serve as chair of their GAC and to find appropriate faculty members to fulfill the other required roles on the GAC.

What is a Graduate Advisory Committee (GAC)?

GACs are mandatory for master's theses, professional doctoral projects, and doctoral dissertations. Programs with other culminating experiences may opt to require a GAC, and if so, this information must be in the Graduate Catalog and program handbook to inform students of this requirement.

The GAC is responsible for guiding the student through the graduate program; assisting the student with their professional paper, projects, thesis, or dissertation; and administering the final examination or culminating experience.

The primary purpose of the GAC is to train, support, socialize, and educate graduate students via the mentorship model; to promote excellence in research/scholarship/creative activity; ensure full compliance with the norms of the discipline and ethical conduct of research/scholarship and creative activity; elevate students to the successful completion of their culminating experience in a timely manner; and to prepare them for career success.

Not all graduate degree programs require the appointment of an advisory committee. Students should consult with their advisor to determine whether or not an advisory committee is necessary. All departmental members of the committee should have expertise in the student's research area. Master's and doctoral students must submit the Appointment of Advisory Committee form to the Graduate College before establishing the degree program and before submitting their Prospectus Approval or Advancement to Doctoral Candidacy forms.

The Graduate College must approve the GCR, and all advisory committee members on the Appointment of Advisory Committee form, before students proceed to work with their advisory committee, sit for exams, defend a prospectus, or otherwise participate in any milestone event involving their advisory committee.

Graduate Advisory Committee Composition and Guidelines

The following guidelines explain GAC requirements and ensure graduate program rigor and ongoing regional accreditation.

- The GAC is always composed of a minimum of four graduate faculty filling specific committee roles and responsibilities. These mandatory GAC positions are one chair, two department/school members, and one GCR as described below.
    - Chair: Chairs must have GFS with appropriately approved chair privileges in the student's home department/school. This person is the primary advisor and mentor for the student and guarantor of quality and excellence in the final document and defense. This includes but is not limited to:
        - maintaining high standards of disciplinary excellence;
        - providing strategic advisement and mentorship to students to help them progress in a timely and successful manner through their graduate programs;
        - overseeing high-quality, original, rigorous and ethical research;
        - making sure that the student is aware of, prepared for, and meets all required program milestones and university requirements over their student lifecycle;
        - advising students on critical professional development skills and opportunities that align with their career goals and pathways;
        - serving as the Principal Investigator in IRB applications for thesis/dissertation studies per UNLV policies; also see information Policies and Procedures on the Protection of Research Subjects in Safety and Emergency Information;
        - and preparing students to successfully defend a well-written and appropriately formatted final document.
    - Two department/school committee members: Department/school committee members must have GFS with committee rights in the student's home department/school. GAC members are also responsible for:
        - maintaining high standards of disciplinary excellence;
        - supporting the GAC chair to provide strategic advisement and mentorship to students to help them progress in a timely and successful manner through their graduate programs;
        - overseeing high-quality, original, rigorous and ethical research;
        - coordinating with the GAC chair to make sure that the student is aware of, prepared for, and meets all required program milestones and university requirements over their student lifecycle;
        - advising students on critical professional development skills and opportunities that align with their career goals and pathways;
        - and helping to prepare students to successfully defend a well-written and appropriately formatted final document.
    - GCR: Must have GFS with approved GCR rights at UNLV. Faculty holding GFS in the student's home department/school may also serve as GCR ONLY IF the faculty's primary GFS affiliation is outside of the students' home department. See **GFS Privileges Table and Graduate College Representative section** for additional guidelines regarding the role of the GCR. The Graduate College must

approve the GCR, and all advisory committee members on the Appointment of Advisory Committee form before students proceed to work with their advisory committee, sit for exams, defend a prospectus, or otherwise participate in any milestone event involving their advisory committee.

- In addition to the above, students may opt to add extra members to their GAC:
    - Co-Chair: Must have GFS at UNLV (with chair privileges designation- GFS Privileges Table). This person shares advising responsibilities with the other co-chair (see The Graduate Faculty).
    - Additional Committee Member to a Full GAC: Must hold GFS at UNLV. An additional committee member added to a full GAC may be a faculty/staff/postdoc, lecturer, part-time instructor (PTI), FIR, or PIR in any graduate/professional program at UNLV; may be an academic faculty member at another university; or may be a highly esteemed and accomplished community member with documented expertise in the student's area of study. Additional members solely holding "Extra GAC Member-only" designation (Level 7 in GFS Privileges Table) are non-voting members on the GAC (see The Graduate Faculty).
- Faculty must hold a terminal degree from the same or a very closely related discipline in which they chair or serve as a department/school committee member for master's or doctoral students.
    - Case-by-case exceptions may be permitted depending on context (e.g. a DDS chairing an oral biology master's degree, law professor serving on a Criminal Justice Ph.D. committee, etc.).
    - Graduate faculty with non-research-based terminal degrees may not solo chair committees for students earning research degrees; they must co-chair with a faculty member holding a Ph.D. or Ed.D.
- The GAC chair and department/school committee members must be active researchers/scholars/performers and have some experience or demonstrated capacity to successfully advise graduate students.
- Graduate faculty who have never chaired a GAC before should have a faculty mentor in their department who consults with them to ensure full and successful execution of GAC chair duties and strong student mentorship.
- GAC chairs and department/school committee members are responsible for ensuring that the student is well-advised, progresses at an appropriate pace, and completes their degree after successful defense of a rigorous, original, high-quality thesis, project, or dissertation. The GAC must ensure student compliance with university requirements and appropriate, ethical, disciplinary standards, and practices. Final documents must be formatted correctly and consistently using the conventional format common to the student's field of study and should conform to the discipline's standard publishing format (e.g., APA, ASA, MLA, Chicago style, etc.), and also must reflect Graduate College thesis/dissertation formatting requirements.
- GCRs on the GAC must have GCR privileges in order to serve in this capacity.

    - GCR privileges require that the faculty member have a terminal degree in their field, be employed full-time in a tenured/tenure-track faculty position at UNLV or a multi-year contract at UNLV, knowledgeable about all policies and procedures, and hold GFS in a graduate degree-granting department/school at UNLV.
    - The role of the GCR is to be a representative of the Graduate College on the committee, and fully up-to-date on all the policies, procedures, and best practices of student mentorship. The GCR represents the university on committees, and as such must:
        - mediate as necessary to ensure appropriate, fair, and equitable treatment of students and graduate faculty on the GAC;
        - ensure appropriate standards of scholarly conduct and research ethics are upheld;
        - Attest, to the best of their ability, that the final document is:
            - original;
            - academically rigorous;
            - publication-quality, particularly if serving on a doctoral GAC;
            - well-written;
            - and appropriately formatted (per both the applicable style guide, e.g. APA or other conventions per student's area of study and UNLV thesis/dissertation formatting requirements).
    - GCRs may have substantive expertise related to some or all of the student's projects, but this is not required because their role on the GAC is to ensure general rigor, quality of writing, propriety, fairness, and compliance with all university policies and processes.
- Any concerns witnessed by anyone on a GAC should be reported to the Graduate College dean or associate dean, and if necessary, also simultaneously to the appropriate office on campus (e.g. Compliance, IRB, Student Conduct, Risk Management, Disability Resources, etc.).

Changes to the Graduate Advisory Committee (GAC)

It is not uncommon for GAC membership to change for a variety of reasons, including faculty leaving UNLV. If a student needs to replace any members of a GAC, this can be done easily with the Change of Advisory Committee Form in the Grad Rebel Gateway. Please see more information here. (see also: Student Forms)

Students who have an approved Appointment of Advisory Committee Form on file with a need to change the composition of the committee must complete and submit the Change of Advisory Committee Form. Change requests must still adhere to all GAC requirements.

Students have a right to change their committees as they see fit, however, all ethical and professional rules and guidelines governing research data, creative activities, funded projects, must be considered and followed. Also, please note that when a student requests a change of advisory committee immediately after a failed exam or defense, and prior to the retaking of said

exam or defense, the department and/or academic dean and Graduate College dean may not allow the committee change until the current milestone exam or defense is completed, or the student may need to start the process over with their new committee. By virtue of admitting students with full graduate standing into the degree program, it is understood that faculty in the program are committed to serving as possible GAC members for the admitted student.

PROGRESSION AND COMPLETION POLICIES (LISTED ALPHABETICALLY)

Academic Standing

Students are expected to remain in good academic standing as they matriculate through their graduate program. Refer to the Maintaining Good Academic Standing section for more information.

Annual Mandatory Individual Development Plan and Procedures

Each winter break and early spring term, graduate students are required to complete a Graduate Student Individual Development Plan report or IDP. The review covers the prior calendar year and assesses student progress, and it establishes reasonable goals for the year ahead. Reported student data is shared with students' graduate coordinators and faculty advisors to foster opportunities for discussion about students' strengths and weaknesses, accomplishments and next requirements, and mentoring plans so that students know what they need to do in order to progress successfully through their programs in a timely manner. Students who are graduating are also required to complete the form in order to record their achievements since the data is also used to track metrics related to the annual productivity of all students.

After reviewing each student's IDP, the faculty advisor and/or graduate coordinator may opt to provide feedback and outline expectations for the subsequent year using an electronic DocuSign document.

Appeals and Procedures

Graduate academic appeals are used to guarantee due process rights for students. The appeal process involves program faculty review, college/school review, and Graduate College dean review and respondents are encouraged to attach supporting documentation at each level of appeal review. This process allows graduate students to request reconsideration or a remedy from alleged unfair or inappropriate academic practice, or relief or waiver from a UNLV and/or Graduate College policy or requirement. Appeals must be filed via the DocuSign Appeal form in students' Grad Rebel Gateway portal within 60 calendar days from the last day of the term/semester in which the issue being appealed arose. Students needing to appeal who last enrolled prior to 2017 but have not applied to admission to a different graduate program since then should email GradRebel@unlv.edu.

Each appeal is reviewed individually and a decision will be based on the merits of the request as substantiated in the documentation provided. The Graduate College dean may elect to request review of any appeal by the Graduate Appeals and Legal Issues Committee (GALIC) (which does not convene in summer) for their review and recommendation. The Graduate College dean will render the final decision and move to inform the student in a timely manner. Generally, graduate

academic appeals take from two weeks to several months to resolve, depending on the nature and complexity of the appeal.

When submitting an academic appeal, it is the student's responsibility to provide a clear and concisely written statement explaining the reason for the appeal and the remedy being requested. The student must also provide all relevant documentation that they wish to be reviewed and considered in the appeal decision. Academic appeals must include:

- A written statement of explanation of the nature of the appeal.
- Relevant documentation and support. For example, documents may include medical records, work verification, police reports, death certificates, airline receipts, letters from professors on university letterhead, transcripts, etc.

Appeals Regarding Financial Issues

Appeals regarding financial issues (e.g., tuition refund, tuition waiver, student fees, late fees, etc.) must be submitted separately to the UNLV Cashiering and Student Accounts Office, using their Tuition and Fee Appeal Form. If an appeal involves both academic and financial issues, the student should submit an academic appeal first to the Graduate College and wait for a decision before commencing with the financial appeal to the Cashiering and Student Accounts Office. For further information concerning the financial appeal process please refer to Cashiering and Student Accounts.

Continuous Enrollment

After admission to a graduate program, students must register for and complete a minimum total of six graduate credits over the current and two previous semesters (summer enrollment counts toward this minimum enrollment requirement). Students who have not registered for academic work within the three rolling semesters will be separated from their program and must reapply for admission should they wish to continue. All students must be enrolled in a minimum of one credit in the semester that students defend their prospectus and when they are taking a qualifying, comprehensive or preliminary exam. Students must also register for at least three graduate credits in the final semester of their program. Please see enrollment waiver policy for students in their final semester. Additionally, if students have fulfilled their program thesis or dissertation credit requirements but have not yet completed and been given final approval for their thesis or dissertation, they must adhere to the enrollment and registration guidelines outlined in their respective program handbooks. Programs may establish more stringent registration credit requirements during this stage of thesis or dissertation completion but the guidelines may not reduce the credit enrollment requirements outlined above per Graduate College policies. Please refer to the Graduate Non-Degree-Seeking Information section for more information on continuous enrollment requirements for non-degree-seeking students. Please note that this policy is separate and different from the Full- and Part-Time Enrollment policy.

Credit Toward Degree

- Courses used to fulfill requirements for one degree at UNLV or elsewhere may not be used toward another degree or certificate.
- No more than three credits of a student's degree program may consist of UNLV workshop, institute, and conference credits that have been approved through the standard curricular review and approval process, and the student must have received a grade for these credits.
- A course in which the student earns a grade of less than C may not be used to fulfill degree requirements. Departments may impose a higher grade standard, and it is common for degree programs to not accept courses with grades below a 'B'.
- Experiential (life and work experiences), correspondence, and audited courses may not be applied toward graduate degrees or certificates. In addition, courses numbered in the 100-499 series cannot be used for graduate credit. Only graduate, credit-bearing classes with the appropriate grading basis may be used toward a degree or certificate.
- A minimum of 50 percent of the credits a student uses toward a graduate degree program, excluding thesis, dissertation, or professional/scholarly paper, must be 700-level or higher courses.
    - Individual departments may require more than the Graduate College minimum.
    - The following select programs are exempted from this requirement: Music M.M., Curriculum and Instruction M.Ed., Higher Education M.Ed., Educational Psychology M.S. and Ed.S., Executive Master of Hospitality Administration.
- Thesis courses, dissertation courses, professional project courses, and other courses designated for culminating experience credit cannot be used toward satisfying other degree/certificate requirements or be used to substitute for other courses.
- The Satisfactory (S) or Failing (F) grading scheme is used upon completion of the thesis, dissertation, professional paper, or for non-credit or satisfactory/fail courses. Grade-point values are not assigned for S. Many graduate and professional schools may not accept satisfactory/fail credits, or accept them only if accompanied by written evaluations of the work accomplished in such courses that bear upon the field of specialization. UNLV does not accept graduate courses graded satisfactory/fail for use in a degree program except for thesis, dissertation, or professional paper credits.

Enrollment and Milestones

Any student using the services of the academic staff or university facilities must be registered for classes in the semester in which the services are rendered or the facilities are used.

- **Milestone/Program Examinations:** Students must be enrolled in at least one graduate-level credit during any semester in which they take a milestone examination (e.g. preliminary, comprehensive, and/or qualifying exam).
- **Prospectus Defense:** Students must be enrolled in at least one graduate-level credit in the semester they defend their prospectus.

- **Defense of Thesis/Dissertation:** Students must be enrolled in a minimum of three graduate-level credits during the term in which they intend to graduate.
  Graduation/Completion Term: Students must be enrolled in a minimum of three graduate-level credits during the term in which they intend to graduate. This enrollment requirement applies to all degree- and certificate-seeking students. Completing courses from prior semesters with 'X' or 'I' grades does not fulfill this enrollment requirement.

International students must refer to the Enrollment Policy for International Students section for more information on enrollment requirements.

Grade Changes

For incorrect grades, the Registrar's Office must receive notification to change a grade due to clerical error within six months from the last day of the term/semester. The Grade Change Form is available on the Office of the Registrar forms page. For faculty submitting the Change of Grade Authorization within six months of the last day of the semester/term in which the course was taken, the form should be submitted to registrar@unlv.edu. After this period, the form must be emailed to GradRebel@unlv.edu. For grade changes after this deadline, please submit a complete and signed Graduate College Appeal for Graduate-Level Grade Change Form available via the Grad Rebel Gateway Forms tab under Additional Forms.

When a student requests a grade change on the basis of an instructor's error, the student should first attempt to resolve grading issues with the course instructor. If the issue is not resolved between the student and course instructor, a written summary should first be directed to the graduate coordinator of the department in question and the student should request a conversation about this matter at the department level and possibly in the office of the academic dean. If the problem remains unresolved to the student's satisfaction, the student may submit a complete and signed Graduate College Appeal for Graduate-Level Grade Change Form via the Grad Rebel Gateway Forms tab under Additional Forms.

Leaves of Absence

If a graduate student is unable to meet the continuous enrollment policy, the student may request approval for a leave of absence (LOA) from a degree program.

- During the leave of absence, the student should remain in contact with the department about their return plans.
- One year is the standard leave period; two years is the maximum allowable leave. Military leave is the exception, and military orders must be attached to the form at the time of submission.
- If a student does not return by the end of their approved LOA, they must apply for an additional LOA, by submitting another Leave of Absence Form via the Grad Rebel Gateway, or they will be separated from their graduate program.
- Approved leaves of absence stop the clock for students regarding time-to-degree, incomplete grade reconciliation, and generally, probation requirements.

- Graduate students receiving an 'I' grade have one calendar year to complete all course requirements and remove the 'I' grade. Students who are fulfilling an incomplete do not register for the course but make individual arrangements with the instructor who assigned the 'I' grade. The amount of time a student has left to reconcile an incomplete grade at the time they begin their leave of absence will be the amount of time they will have once they return from leave. However, the 'I' grade will automatically default to an 'F' after one calendar year regardless of LOA approval. In this circumstance, the Graduate College dean's office will request the change to a grade on notification from the course instructor or graduate coordinator. Approved student LOA forms will state any special circumstances or requirements that may apply. Details can be found in the Graduate Catalog. Please refer to the Incomplete Grades section for more information.
- Medical Leaves and Voluntary Health Withdrawal: Students may apply for a Voluntary Health Withdrawal (VHW) if they experience medical or psychological conditions that impair their ability to function successfully and safely in their role as a student. The Graduate College does not adjudicate requests for medical leave. Students should refer to information available on the VHW website for information regarding medical-related leave requests.

Mandatory Student Health Insurance

All admitted graduate students enrolled in nine or more credits are required to have health insurance. More information and guidelines can be found on the Mandatory Graduate Student Health Insurance page.

Probation and Separation

Academic probation at the graduate level is a non-punitive mechanism used to ensure graduate students who are not successfully progressing in their graduate programs are provided with clear information and requirements to guide them to appropriate progression and successful program completion.

Students who are in any way struggling, failing to progress, or otherwise at-risk should be placed on probation. Probation neither goes on a student's permanent record or transcript, nor does it necessarily result in the loss of a GAship. Academic probation is not to be used as punishment. Instead, graduate probation is a proactive and supportive step that advises students of concerns their faculty have about their performance and/or degree progression, clearly outlines steps to take to remedy the issue(s) and get back on track, provides information about resources that may help the student succeed, and sets a reasonable and appropriate timeline in which students must do so. If a student on probation fails to take the appropriate actions to improve their performance and meet all the requirements established in their probation letter from the Graduate College within the time provided, the department/school may submit a request to the Graduate College to separate a student.

For the purposes of evaluating student progression, UNLV considers student performance in individual graduate classes; timely and successful completion of required milestones;

appropriate engagement with and completion of scholarly, research, professional, and creative requirements of their program; adherence to expectations and timelines established by their advisor or graduate coordinator; graduate program GPA; as well as other indicators of academic success and timely program completion. So, unsuccessful degree program progression includes, but is not limited to, a failure to:

- maintain a minimum degree GPA of 3.0;
- earn satisfactory grades, including no more than two incompletes; grades below a B or B- (depending on the program's handbook); and no repeated withdrawals from courses required for the degree program;
- maintain continuous enrollment by completing six (6) graduate credits each rolling three semesters (including summer) toward their program requirements;
- be enrolled for at least one graduate-level credit during the semester in which a qualifying, comprehensive/preliminary, prospectus, or final examination is taken;
- consult with their advisor within a reasonable amount of time when requested;
- establish a GAC, when required;
- consult with a GAC when requested;
- develop and submit an official, approved degree program in a timely manner;
- establish the groundwork for an acceptable thesis or dissertation and successfully defend the prospectus in a timely manner;
- complete required comprehensive and/or qualifying examinations on schedule;
- meet a department milestone or pass the culminating experience in an appropriate time frame;
- successfully defend a thesis or dissertation in a timely manner;
- and/or meet approved requirements in their department's graduate handbook.

If a student fails to successfully progress in their degree program, their department/school will recommend that the student be placed on probation by the Graduate College. Departments, schools, and academic programs may not place students on academic probation on their own; they must recommend the probation to the Graduate College who will send the official notice of probation to students. Students on probation may be dismissed/separated from their program for failing to successfully meet the conditions of their probation by the deadline(s) provided.

Students may be dismissed/separated based on the Student Program Dismissal Procedures which include:

- violations of ethical, professional, and/or student conduct in the field of study and/or as reflected in the UNLV Student Conduct Code and adjudicated by the UNLV Student Conduct board review process;
- failing to follow appropriate degree program handbook requirements that are more stringent than Graduate College requirements;
- and failure to successfully progress in one's degree program and failure to meet academic probation requirements within the prescribed time frame.

Please note that graduate students will be separated for failure to meet admissions conditions or provisions or failure to comply with the continuous enrollment policy.

A UNLV graduate student who has been put on probation or separated for academic reasons has up to 30 days from the date of academic probation/separation to appeal the decision. The appeal for separation must be submitted to the Graduate College to be considered for academic reinstatement; and if approved, the student may be required to (re)apply to their desired degree program and complete the standard application process.

Students who are applying for admission or reentry into programs beyond the 30 day appeal period, may submit an application but are strongly encouraged to discuss their plans with the Department/program prior to application submission.

Please note that all probation and separation recommendations must be submitted to the Graduate College and only the Graduate College may officially place students on probation or separate students. Programs may not place students on "department" probation, nor separate students. These actions must be done in coordination with the Graduate College. All students are guaranteed due process rights and protections so students are always given the right to submit academic appeals.

Catalog Year for Program Requirements

The requirement term refers to the Catalog year that a student uses to establish their certificate or degree program requirements for the purpose of graduation. Typically, a student's term of admission is the requirement term they will adhere to so they will follow the certificate or degree requirements outlined in that Graduate Catalog. However, with departmental and Graduate College approval, a student may use the Catalog that is in effect at the time of their graduation, or a Catalog between their admission and their term of graduation. Please note that program requirements must be met as outlined in one Catalog year only. Blending of program requirements from more than one Catalog is not permitted. For example, for embedded degrees, students are required to meet the requirements for both the embedded degree and the Ph.D. degree in one given Catalog year. All students seeking a graduate degree or certificate under a given catalog year must adhere to all of the regulations and requirements outlined in that Catalog. Unless a student specifies otherwise, and has the support of their advisor and graduate coordinator, the term of admission will be the requirement term and that Catalog's degree requirements will apply.

Resident Credit Requirement

A minimum of two-thirds of total credits required to complete a graduate degree or certificate program – not including thesis, dissertation, or professional paper credits – must be earned at UNLV after admission to a graduate degree program. Students may enroll in certificate programs either as a stand-alone educational experience to earn the credential or as an additional credential (like a graduate minor) earned while also working on a graduate degree. Certificate course credits earned before your graduate or professional degree, or simultaneously, may be approved to be used toward your graduate degree program. Students

enrolled in a graduate or professional degree may still be awarded certificates as long as the certificate course credits were taken prior to the completion of the graduate or professional degree. Students who are admitted and enrolled solely in certificate programs may not be eligible for federal financial aid or Graduate College scholarships or fellowships (Please see UNLV's Financial Aid & Scholarships). For more information about graduate certificates, please visit our graduate certificates webpage.

Time-to-Degree (TTD) Recommended Guidelines

Below describes Graduate College recommended guidelines. Within reason, departments/schools and academic colleges may impose shorter or longer timelines for program completion specific to their field of study.

Degree type	Intended length	Graduate College recommendations on maximum time to degree
Certificate	1-2 years	4 years; 6 years if simultaneously enrolled in another graduate degree program
Master's	1-3 years	6 years
Specialist or Artist Diploma	3-6 years	6 years if admitted post-masters; 8 years if admitted post-bachelor's degree
Doctoral	3-6 years	6 years if admitted post-masters; 8 years if admitted post-bachelor's degree

- Each graduate program should establish a maximum time to degree for their students, contingent upon the approval of the Graduate College dean and inclusion in the respective program handbook.
- Students with courses in violation of the Course Credit Expiration policy must complete the Time Limit Extension Form to request use of those courses toward their graduate program (see Registration, Enrollment and Curricular Policies and Student Forms).

STUDENT FORMS

Generally, all Graduate College student forms are located in the Grad Rebel Gateway on the student's Forms tab. Forms render dynamically based on the specific graduate program enrollment of the student. If forms are required by the Graduate College for a student's program, they will appear under the Required Student Forms link in the Grad Rebel Gateway, and after submitting a form, students can monitor the approval progress of that form on this tab. These forms are sequential, in that they must be completed and approved in the order that they are listed in the Grad Rebel Gateway. They are mandatory and the Graduate College will not be able to confer a student's degree or certificate until all forms on the Required Student Forms page have been approved. Other forms will appear under Additional Student Forms and Departmental Forms tabs and are only required in situations outlined in the descriptions of those respective forms below.

Information regarding form routing and samples of forms are available on the Graduate College Forms page.

Required Student Forms (in alphabetical order)

- **Appointment of Graduate Advisory Committee (GAC)**
  - Not all graduate programs require a GAC, but many do (see Graduate Student Advisory Committees). All students in master's thesis tracks or doctoral degree-seeking students require a GAC. To determine whether you need a GAC, review your program requirements in the Graduate Catalog and procedures in your program handbook. If an Appointment of Advisory Committee Form is required of the student, this form will appear under Required Student Forms in their Grad Rebel Gateway account.
  - Refer to the GAC section for committee composition, requirements, roles and responsibilities.
  - To change the membership of the GAC, students must submit a Change of Advisory Committee Form.
- **Appointment of Faculty Advisor**
  - Instead of a full GAC, some certificate, non-thesis master's programs, and specialist programs require students to appoint a faculty advisor. If an Appointment of Faculty Advisor Form is required of the student, this form will appear under Required Student Forms in their Grad Rebel Gateway account. Faculty advisors must have graduate faculty status in the student's academic department.
  - To change a faculty advisor, students submit a new Appointment of Faculty Advisor Form.
- **Plan of Study Parts I and II**
  - The Plan of Study Form lists all courses the student has and will complete for the degree or certificate program. The courses listed must fulfill all degree or

certificate requirements specified in the Graduate Catalog according to the student's requirement term.
    - The Plan of Study Form has two parts: Part I is an electronic signature page available in the student's Grad Rebel Gateway portal, and Part II is available in the Degrees Directory for the student's graduate degree or certificate program under the Program Information section. Part II of the form is where the student will list all of the courses they have and will be completing to satisfy the requirements of the program. Look for the announcement for a new repository that will house Part II for all degree and certificate programs soon.
    - On departmental approval, the Graduate College will accept up to two course substitutions listed on Part II. Not counting any already approved transfer credits, more than two substitutions will require an approved appeal before the Plan of Study Parts I and II may be approved. If the student completed courses required for the current degree or certificate as part of a previously earned degree, and are therefore required to replace those credits, those replacements will not count toward the maximum allowable two substitutions and should be noted by the student's advisor or graduate coordinator when they approve the form.
    - Students will also need to submit a Time Limit Extension form for approval to use courses they successfully completed more than 10 years ago per the Course Credit Expiration policy (see Registration, Enrollment and Curricular Policies).
- **Prospectus Approval**
    - Students must submit the Prospectus Approval Form (for master's and specialist students) to indicate that the prospectus has been defended and approved by the GAC. Only after approval of this form may students proceed to work on their final document.
    - Refer to the section on Milestone Examinations & Culminating Experience Requirements for prospectus requirements, policies, and procedures.
    - Registering for thesis credits before approval of this form is prohibited.
- **Advancement to Doctoral Candidacy**
    - Doctoral students must submit the Advancement to Doctoral Candidacy Form to indicate that the dissertation or doctoral project/dissertation proposal has been defended and approved by the GAC; all coursework required for the program has been completed; all prior required forms have been approved; and any/all qualifying, preliminary, and/or comprehensive exams have been passed. Only after approval of this form may students proceed to work on their final document.
    - Refer to the section on Milestone Examinations & Culminating Experience Requirements for Advancement to Doctoral Candidacy requirements, policies, and procedures.
    - Registering for dissertation credits before approval of this form is prohibited.
- **Culminating Experience Results**
    - Students completing a thesis, taking final exams, completing professional papers, or doing other approved culminating experiences must submit the results

of their oral defense, final exam, or project defense immediately after completion and by the deadline posted on the Graduation Deadlines webpage for the student's respective graduation term.
    - For students completing a thesis, dissertation, or doctoral project, the first page of the iThenticate text only summary report must be uploaded into the Culminating Experience Results Form in the Grad Rebel Gateway before submission to the Graduate College.

Additional Student Forms (in alphabetical order)

- **Appeal**
    - Used by students to request reconsideration or a remedy from alleged unfair or inappropriate academic practice, or relief or waiver from a UNLV and/or Graduate College policy or requirement per the Progression and Completion Policies
- **Appeal for Graduate-Level Course Grade Change**
    - Used by students for grade change appeals.
- **Authorization for Overload**
    - Used by students requesting an exception to the Credit Load Limitations Policy (see Registration, Enrollment and Curricular Policies).
- **Change of Advisory Committee**
    - Students who have an approved Appointment of Advisory Committee Form on file with a need to change the composition of the committee must complete and submit the Change of Advisory Committee Form. Change requests must still adhere to all Graduate Advisory Committee requirements (see Graduate Student Advisory Committees).
- **GA Request for Additional Employment**
    - Used by GAs to request approval to be employed for up to 10 additional hours outside of their GAship.
- **GA Termination Appeal**
    - Used by students to appeal the termination of their GAship.
- **Graduate Access Emergency Retention Grant Application**
    - Used by students to apply for an emergency retention grant.
- **International Student Reduced Enrollment Request Form**
    - Used by international students on F-1 visas who are not on a GAship but requesting to enroll in fewer than 9 credits total.
- **Leave of Absence**
    - Used by students to apply for a LOA. See the Leave of Absence Policy for more information in Progression and Completion Policies.
- **Thesis and Dissertation Embargo Request**
    - Used by students who wish to request an embargo of their final document from ProQuest and or the UNLV digital repository. Form cannot be submitted until Appointment of Advisory Committee Form is approved.
- **Time Limit Extension Request**

    - Used by students to request use of courses outside the Course Credit Expiration policy (see Registration, Enrollment and Curricular Policies).
- **Transfer Credit Request**
    - Used by students to request transfer of credits from another institution per the Transfer Credit Policy (see Admissions Policies).

Departmental Forms

- **Departmental Milestone Results Tracking**
    - If required by an academic unit, this form is used to track student milestone completion. Students must check with their graduate coordinators to determine if this form is required. The Graduate College does not require or use this form.

Forms Located Outside of the Grad Rebel Gateway

While the majority of Graduate College forms are located in the Grad Rebel Gateway portal, the following forms are located elsewhere either because they are not processed by the Graduate College or because they are used by individuals who may not have Grad Rebel Gateway access.

- **Concurrent Degree Enrollment Approval Form**
    - This form is required for students to enroll in concurrent degree programs (see Information about the Graduate Curriculum); approval must be granted from the academic departments and the Graduate College. Here, concurrent degree enrollment refers to a scenario in which a student enrolls in two or more distinct graduate programs simultaneously. Students who are concurrently enrolled in more than one graduate degree must complete all of the requirements for each degree independently without sharing or double counting any credits. Graduate students must complete the full application and admissions process for each degree. This form is not necessary for students enrolled in approved Dual Degree programs that are listed in the UNLV Graduate Catalog.
- **Personal Identification Change Form**
    - Updates to name, SSN, DOB, or gender may be submitted via this form with appropriate documentation. Please follow the instructions on the Change of Personal Identification Data Form. The form must be submitted to the Office of the Registrar.
- **Residency Application**
    - Students who have been classified as a nonresident for tuition purposes but have taken the proper steps to give up previous domicile and gain Nevada residency may apply for reclassification. The residency page contains further information as well as a link to the application.
- **Undergraduate Approval to take a Graduate Level Course**
    - UNLV undergraduate students wanting to take graduate-level courses must complete this form. See the Undergraduates Taking Graduate-Level Courses policy in Registration, Enrollment and Curricular Policies for more information.

MAINTAINING GOOD ACADEMIC STANDING

Definition of Good Academic Standing

To be in good academic standing, graduate students must have a 3.0 or higher graduate program GPA in their current certificate/program(s), have met any provisional and conditional admissions requirements, comply with the continuous enrollment policy, not be on academic probation, and not be involved in any type of active conduct investigation on campus. Please note that students return to good academic standing once they successfully remedy the issue that impacted their standing.

Academic Integrity

The university and the Graduate College expect scholarly integrity and academic honesty on the part of students, faculty, staff, and administrators. All academic work must be done in an ethical manner. The UNLV faculty and administration regard any attempt by a student to present as their own work that which they did not solely produce as a very serious offense. Students are considered to have cheated, for example, if they copy the work of another; use unauthorized notes or other aids during an examination; turn in a paper or an assignment written, in whole or in part, by someone else as their own. Students are guilty of plagiarism, intentional or not, if they copy material from books, magazines, or other sources without identifying and acknowledging the sources, or if they paraphrase ideas from such sources without acknowledging them—even if doing so was unintentional. Students guilty of, or assisting others in, either cheating or plagiarism on an assignment, quiz, examination, or other scholarly endeavor may receive a grade of 'F' for the course involved and may be suspended or separated from the program.

Additionally, UNLV has established policies regarding research misconduct among students, faculty, and staff. Research misconduct pertains to the commission of any of the following acts: falsification of data, improper assignment of authorship, claiming another person's work as one's own, unprofessional manipulation of experiments or of research procedures, or misappropriation of research funds. Likewise, most academic disciplines have codes of conduct that faculty and students must abide by specific to your field of study.

Nonacademic Advising

The Graduate College Assistant Dean of Student Services' team is available to help provide guidance and nonacademic advisement to students who have questions or concerns about policies, processes, or student due process rights. This office collaborates with all campus partners, faculty, staff, and administration to stay up-to-date on resources that best serve the graduate population. Questions and advice regarding nonacademic advising issues, graduate level academic appeals, course overloads, LOAs, thesis and dissertation formatting, undergrads seeking to take graduate level courses, as well as information about professional development and career readiness and other administrative matters are addressed by this team. Graduate

students must consult with their faculty advisor, GAC, graduate coordinator, department chair, and/or college for academic advising.

Student Issues and Appeals

All conduct code violations are handled by the Office of Student Conduct; academic appeals and requests for waivers of Graduate College policies are handled through the Graduate College. All graduate students have a due process right to appeal an academic policy, procedure, or issue and to request specific relief or remedy.

With respect to academic appeals, graduate students are expected to comport themselves professionally and conform to the ethics, guidelines, policies, and standards of their discipline. It is the responsibility of students to know and observe all regulations and procedures related to their graduate program, the Graduate College, NSHE, and UNLV. Questions regarding graduate-level study, graduate student policies, rights, responsibilities, and/or regulations and their interpretation should be addressed with the assistant dean for Student Services in the Graduate College. While the Graduate College will assist with nonacademic advising, graduate students should first seek input and guidance from their faculty advisor, GAC, graduate coordinator, department chair, and/or college dean as many issues can be resolved at these levels without need for input from the Graduate College for academic advising.

To submit an academic appeal, graduate students initiate an appeal form in their Grad Rebel Gateway. The form must be filled out completely and supporting documents should be attached, if available. The appeal will route through the student's department, academic dean, and then to the assistant dean for Student Services and the Graduate College dean. The appeal will be reviewed and recommendations logged at each level. The Graduate College dean's decision on academic appeals is final. In particularly complex or difficult cases, the Graduate College dean may request that the assistant dean of Student Services hold an appeal meeting with the Graduate Appeals and Legal Issues Committee (GALIC) and invite the student to present their case, as well as faculty or administrators in the student's department, school, and/or college to do the same. The committee serves in an advisory capacity and the dean will carefully consider their recommendation and the facts of the case before rendering the final university decision on the matter.

Conduct complaints and appeals are handled by the Office of Student Conduct. If a faculty member suspects that a graduate student may have committed academic dishonesty, or that the student is otherwise in violation of the UNLV Student Conduct Code, the faculty member or administrator must contact the Office of Student Conduct to discuss the possibility of disciplinary review under procedures described in the NSHE document Rules and Disciplinary Procedures for Members of the University Community.

Academic penalties for academic dishonesty include, but are not limited to: assigning the graduate student a failing grade for the corresponding segment of the course or for the entire course; requiring the student to rewrite the corresponding sections of a research paper, professional paper, thesis or dissertation, or the document in full; failing the student on the exam in question; or recommending that the student is separated from their graduate program.

Further disciplinary sanction options described in the UNLV Student Conduct Code include warning, probation, suspension, and expulsion or revocation of a degree if a degree has been previously awarded.

The Office of Student Conduct's final decision will be relayed to the student, their department, and the Graduate College. Please visit the Progression and Completion Policies section for further information about Graduate College academic appeal guidelines and procedures.

If a graduate student fails to maintain the standards of academic or professional integrity expected as defined in writing by their discipline or program, the student's admission status in their graduate program will be terminated. If any member of the university community is deemed guilty of academic dishonesty, action may be brought under Title 2, Chapter 6 of the Board of Regents Handbook. In addition, students who violate these standards will be subject to conduct sanctions, in accordance with the UNLV Student Conduct Code and Policies, in order to promote their own personal development, to protect the university community, and to maintain order and stability on campus.

Probation and Separation

Academic probation at the graduate level is a non-punitive mechanism used to ensure that graduate students who are not successfully progressing in their graduate programs are provided with clear information and requirements to guide them to appropriate progression and timely program completion. Separation from a program can result from a variety of reasons including failure to meet probation requirements, failure to comply with continuous enrollment requirements, failure to meet admissions conditions or provisions, failure to meet degree program requirements in program handbooks or the Graduate Catalog, student conduct issues (handled through the UNLV Office of Student Conduct), etc. For additional information, please review the Progression and Completion Policies.

MILESTONE EXAMINATIONS AND CULMINATING EXPERIENCE REQUIREMENTS

Milestone Exams

Many graduate degree programs require students to successfully complete one or more qualifying, preliminary, comprehensive, and/or final examinations. For master's students, the comprehensive or final examination is generally conducted during the last semester or term of enrollment in which a student intends to graduate. For doctoral students, exam requirements are during or immediately after completion of coursework. Doctoral students do not take final exams, as their dissertation or doctoral project and oral defense constitute the culminating experience.

For doctoral students, qualifying exams are sometimes required early in the student's academic career before continuing in the program. The comprehensive, or preliminary, examinations are generally taken after all course work, other than dissertation credits, has been completed and always before defending a prospectus and advancing to candidacy. The examination is intended to test the student's knowledge of one or more areas of specialization and may be written, oral, or both at the discretion of the department, as specified in the program handbook. Qualifying, preliminary, and comprehensive exams are department requirements (as specified in the Graduate Catalog and detailed in the program handbook) and do not require a form to be submitted to the Graduate College, although your department may require submission of a form to document this milestone. Written department guidelines determine who prepares the exam(s), who reviews and scores the exam(s), the timetable on which the exams are given, and the consequences for failing to pass one or more qualifying exams.

The Graduate College recommends that: 1) the student is assigned a faculty mentor or committee at least one semester in advance of testing to provide guidance on preparing for the exam; 2) there are at least three committee members who evaluate the exam, and 3) timely feedback is provided to students who fail the exam regarding what is needed to pass.

In most cases, the advisory committee must unanimously pass the student on required exams, prospectus defense, dissertation proposal defense, etc., but students should check their program handbook for guidance on this point. If a student fails a required milestone exam, defense, the student, in consultation with their advisor, may request the exam committee to administer a second examination/defense, depending on departmental policies and guidelines. Students should be placed on probation if they do not pass the exam/defense the first time (See Probation and Separation). Depending on department rules in their program handbook which may specify additional details, two failures of required exams/defense shall lead to separation of the student from the program for failure to make adequate progress toward a degree.

Particularly in traditional, on-campus programs, the Graduate College encourages in-person milestone exam defenses, when required, with the defending student, committee chair, and other committee members present in-person. This defense format enables discussion of a student's culminating experience and serves as an important landmark in a student's

professional development by presenting to a group of scholars and perhaps a wider community. However, advances in digital technology and variation in program delivery (e.g., online programs) warrant flexibility in how in-person vs. remote thesis and dissertation defenses occur. Student defense presentations must be public, although a private defense discussion between the student and committee members must also occur. All members of the graduate advisory committee including the Graduate College representative must be in attendance during the exam/defense. Otherwise, the defense needs to be rescheduled.

Culminating Experience Requirements

The most important component of graduate education is the student's culminating experience. All graduate programs require a culminating experience of some type. This generally takes the form of a master's thesis, a doctoral dissertation, a final scholarly research project, a professional paper, a capstone course, a performance, an exam, and/or an oral defense. The culminating experience demonstrates the student's mastery of their research, scholarship, professional expertise, or creative abilities in their field of study, as well as their written and oral communication skills.

When the culminating experience is a professional paper, thesis, or dissertation (research, professional, or creative) the final document is intended to reflect the student's research, scholarship, or creative activities, contribute in meaningful ways to the ongoing development of the academic discipline or profession they are in and have broader significance or impact. Other forms of culminating experiences generally assess the student's specific knowledge, expertise, and/or professional skills and abilities.

Exams

For master's students required to take final exams, the results should be submitted by completing the Culminating Experience Results Form (see Student Forms)

Professional or Scholarly Papers or Projects

Master's students not pursuing a thesis option may be required to complete a professional/scholarly paper or project as part of the degree program. Students are encouraged to use The Guide to Preparing and Submitting a Thesis or Dissertation available on the Graduate College website when preparing a professional paper. Professional/scholarly papers or projects are not, however, reviewed, retained, or approved by the Graduate College. Some graduate programs require students doing a professional paper to have a graduate committee and to defend their work; other departments incorporate final papers into culminating experience/capstone courses or have other requirements. Please check with your department and review the program information and requirements herein for detailed guidelines regarding your own program requirements.

Prospectus Approval and Advancement to Candidacy for Master's Thesis and Doctoral Students

Students required to complete and defend a dissertation or doctoral document must write and successfully defend (in an oral defense setting) a prospectus describing the nature of their proposed research, scholarship, or creative activity, their methods, and other relevant details prescribed by the student's disciplinary practices. Once the prospectus is written, successfully defended, and approved by the student's entire GAC, students must submit the Advancement to Candidacy Form via Grad Rebel Gateway. Students must attach a written statement describing their proposed dissertation topic, methodology, and approach to their form. The successful defense in front of the student's GAC and submission of the Prospectus Approval Form with the proposal attached must be done prior to beginning work on their dissertation (for research doctoral programs) or doctoral project (for professional doctoral programs). Regardless of defense mode, the entire GAC, including the GCR, must be in attendance and participate in the entire defense. The GCR must be able to participate and observe all interactions that occur during the defense. If technical or other problems arise and interfere with the ability to successfully conduct the presentation, discussion, or deliberation, the defense meeting must be rescheduled.

Please note the Graduate College designates the Advancement to Candidacy status to doctoral students, only. Doctoral students are advanced to candidacy upon successful completion of all coursework; passing all required qualifying, preliminary, and/or comprehensive exams; completing and successfully defending the dissertation prospectus; and submitting the Appointment of Advisory Committee, Plan of Study Parts I and II, and the Advancement to Doctoral Candidacy Forms to the Graduate College. Once a doctoral student has advanced to candidacy these students are recognized to be "ABD," or "all but dissertation."

After the prospectus is defended and accepted by the GAC and the student has submitted their Advancement to Candidacy Form (doctoral), students may then proceed to enroll in dissertation credits and work on their final document. If the nature of the research deviates from the written description submitted to the Graduate College, then a new prospectus defense must be held and a new Advancement to Candidacy Form must be submitted along with a brief written statement describing the new research. Students may not enroll in dissertation credits until they have completed all required coursework and exams, and their submitted Advancement to Candidacy Form is approved in Grad Rebel Gateway.

Thesis Guidelines

Research master's students are generally required to complete a master's thesis in which they conduct original research or engage in innovative scholarship. Theses are formal documents that must be professionally presented, well-written and edited, and reflect appropriate ethical and academic standards of the discipline.

Prospectus Approval Students required to complete and defend a thesis must write and successfully defend (in an oral defense setting) a prospectus describing the nature of their

proposed research, scholarship, or creative activity, their methods, and other relevant details prescribed by the student's disciplinary practices. Once the prospectus is written, successfully defended, and approved by the student's entire GAC, students must submit the Prospectus Approval Form via Grad Rebel Gateway. Students must attach a written statement describing their proposed thesis topic, methodology, and approach to their form. The successful defense in front of the student's GAC and submission of the Prospectus Approval Form with the proposal attached must be done prior to beginning work on their master's thesis. Regardless of defense mode, the entire GAC, including the GCR, must be in attendance and participate in the entire defense. The GCR must be able to participate and observe all interactions that occur during the defense. If technical or other problems arise and interfere with the ability to successfully conduct the presentation, discussion, or deliberation, the defense meeting must be rescheduled.

After the prospectus is defended and accepted by the GAC and the student has submitted their Prospectus Approval Form, students may then proceed to enroll in thesis credits and work on their final document. If the nature of the research deviates from the written description submitted to the Graduate College, then a new prospectus defense must be held and a new Prospectus Approval Form must be submitted along with a brief written statement describing the new research. Students may not enroll in thesis credits until they have completed all required coursework and exams, and their submitted Prospectus Approval Form is approved in Grad Rebel Gateway.

Theses must also meet Graduate College standards according to The Guide to Preparing and Submitting a Thesis or Dissertation. The Graduate College and advisory committees expect students to give careful attention to the style and format of the final scholarly or creative documents.

Dissertation Guidelines

Doctoral dissertations and documents reflect the highest level of expertise and scholarship in a field of study. Final doctoral dissertations and documents must be academically rigorous; be original work; reflect the standards, ethics, and best practices of the discipline; and be well written and professionally presented. Students' GACs must unanimously support the rigor and quality of the document and the adequacy of the final defense before they may recommend a student for conferral of the doctoral degree.

Traditional vs. Three-Article Dissertation

Traditional dissertations have certain characteristics in common. They have a sole author; consist of a series of sequential chapters, each of which presents the student's literature review, methodology, theoretical framework, research findings, or discussion of the findings, and advances the student's thesis; reflect original ideas and new contributions to the field; and constitute a single, generally linear narrative on the topic at hand. In contrast, the three-article dissertation consists of a minimum of three articles (submitted and under-review, in-press, or published, depending on the field and GAC requirements) on related but not necessarily identical topics, with introductory and concluding chapters to link the papers and contextualize them in the existing literature and discuss the implications of their findings. The latter format

must be approved by the department or school offering the degree and by the student's GAC; details follow below.

Minimum Requirements of the Three-Article Publication Status

The three-article dissertation must include a minimum of three under-review, in-press, or published articles reporting on research or scholarship undertaken as a doctoral student at UNLV (prior research, scholarship, creative activity, articles or publications may not be used in a UNLV dissertation). In addition to the articles, this format requires an introductory chapter, a concluding chapter, and bridge sections introducing and linking each of the articles to form a cohesive document.

The three-article dissertation is not an option for all programs. The degree-granting department must indicate in their program handbook whether the three article dissertation format is an approved option for that program of study. Program handbooks are available online through the UNLV Degrees Directory. The department may impose more stringent requirements than those delineated in this document, but additional requirements must be described in the program handbook. If this format is an option provided by the department, the student and their committee may then decide whether or not to use a three-article dissertation format and indicate the intended dissertation type at the time of the dissertation proposal. In this model, an under-review, in-press, or published manuscript serves as a chapter within the larger dissertation. If the committee and department accept this dissertation format, the dissertation must adhere to Graduate College guidelines pertaining to this type of dissertation.

Three-Article Dissertation Sections/Chapters

The three-article dissertation must have a general introductory chapter that provides an introduction to the student's topic, research agenda, and a review of the relevant literature and presentation of research questions. Each article chapter must include a contextual explanation of the significance of the article chapter ahead as a "bridge" at the beginning of the chapter to link it to the broader study of which the chapter is a part. This format must also include a concluding chapter that puts the multiple papers in a broader context and explains their significance to the field, as well as offering suggestions for future research. These introductory and concluding chapters ensure that the multiple papers have a general coherence and constitute a singular whole that is greater than the sum of its parts.

For three-article dissertation chapters that are published or in press, the student must secure the appropriate copyright from the publisher to include the chapter contents in the dissertation. These must be included in an appropriate Appendix per Graduate College formatting guidelines.

All dissertations must adhere to Graduate College formatting and stylistic guidelines (e.g., acceptable font, use of headings, margins, spacing, tables, appendices, page numbers, etc.), regardless of whether they are presented in a traditional format or a multiple (three or more) article format. The three-article dissertation must have a general abstract; whether abstracts are included for respective chapters are at the discretion of the committee and department. References may be presented at the end of individual chapters or in a single reference section at the end of the dissertation. Acknowledgements should not be given at the end of each

chapter, but in one place for the dissertation as a whole; proper placement is outlined in the Graduate College formatting guidelines. Appendices should be given near the end of the entire dissertation, as outlined in the Graduate College formatting guidelines, rather than at the conclusion of individual chapters. Article chapters must be included in the appropriate Graduate College format, consistent with the Introduction and Conclusion chapters. Students may not simply “add-in” a journal article reprint to serve as a dissertation chapter.

Co-Authorship

For co-authored articles or chapters used in three-article dissertations and approved by the GAC for inclusion, the student must obtain written permission from co-authors, including a statement on each author’s roles and contributions. Co-author approvals should be noted in the dissertation, either in the general Introduction or in introductions to respective co-authored chapters, and written permission should be included in a separate Appendix.

For co-authored articles or chapters in three-article dissertations, the student must have made a substantial, original, and documented contribution to all stages of the collaborative work in order to include it in the dissertation. In practice, this should be acknowledged by the student being the lead author on a manuscript. If not the first author on an article, the student should have made substantial contributions to the research design, execution of the study, analyses, and/or write-up and these must be documented, as well as reviewed and approved by the student’s committee. Quantifying the requirements of “substantial” can be challenging, with best practices in leading peer-reviewed journals (such as PLoS ONE, Nature) offering guidelines for determining sufficient contribution for journal publication authorship, and in turn for inclusion in a dissertation. A student’s contribution to co-authored chapters should be noted and clearly explained either in the general Introduction or in introductions to respective co-authored chapters. A three-article dissertation may not include more than one co-authored article/chapter in which the doctoral student is not the first author unless it is included as a fourth or subsequent additional chapter.

MASTER'S THESIS AND DOCTORAL DISSERTATION/ PROJECT ORAL DEFENSE REQUIREMENTS

Defense Announcements

Master's thesis and doctoral defenses are partially public events and must be announced to the campus via the UNLV Master Calendar a minimum of two weeks prior to the scheduled event. To do so, the date, time, and location need to be emailed to GradRebel@unlv.edu. Advertisement of the defense must specify how, when, and where the defense will take place so that members of the public may attend/participate, whether the defense is face-to-face (must be on campus), a hybrid format (an on-campus location plus a digital/online component for remote participation), or an entirely online/digital meeting space. Also, students are generally required to publicize their defense in their department and encouraged to do so in other relevant campus and community groups.

Please note that the first part of the defense is open and public; after the student's presentation and questions (conducted in a manner that is typical and appropriate to the program/discipline), everyone other than the student and their GAC should be asked to leave. At that point, the private part of the defense with the student and their GAC may commence (see also: Graduate Student Advisory Committees).

Final Oral Defense Guidelines for Master's and Doctoral Programs

Graduate students completing a thesis, dissertation, or doctoral project are required to demonstrate their ability to select a specific problem or topic, master the literature on it, gather/create and analyze/present relevant data/scholarship/creative products, engage in original research, scholarship, or creative activity, and prepare a well-written final document that is successfully defended publicly and to their entire GAC. Best practices indicate that no later than eight weeks prior to the last day of instruction in the term the student will graduate, a draft of the work should be submitted to the advisory committee. At the very least, students should submit their draft of the thesis or dissertation at least 10 working days to their committee for review before their scheduled defense date. The oral defense must be held at least three weeks before the last day of instruction in the term in which the student plans to complete the degree requirements. Students must be enrolled in three graduate credits during the term the oral defense is conducted and the student intends to graduate.

Thesis and Dissertation Defense Format

Particularly in traditional, on-campus programs, the Graduate College encourages in-person milestone exams, thesis, and dissertation defenses with the defending student, committee chair, and other committee members present in-person. This defense format enables discussion of a student's culminating experience and serves as an important landmark in a student's professional development by presenting to a group of scholars and perhaps a wider community. However, advances in digital technology and variation in program delivery (e.g., online programs) warrant flexibility in how in-person vs. remote thesis and dissertation

defenses occur. Student defense presentations must be public, although a private defense discussion between the student and committee members must also occur.

Advertisement of the defense must specify how, when, and where the defense will take place so that members of the public may attend/participate, whether the defense is face-to-face (must be on campus), a hybrid format (an on-campus location plus a digital/online component for remote participation), or an entirely online/digital meeting space. For hybrid defenses, the location must have the necessary technical capacity to allow for reliable remote participation with audio and visual capacity for the student and committee members. Students must inform the Graduate College of their defense date, time, place, format, and complete login information (if hybrid or online) to facilitate public attendance at least two weeks in advance of the defense so that it may be advertised on the website.

Regardless of defense mode, the entire GAC, including the GCR, must be in attendance and participate in the entire defense. The GCR must be able to participate and observe all interactions that occur during the defense. If technical or other problems arise and interfere with the ability to successfully conduct the presentation and discussion, the defense meeting must be rescheduled.

Satisfactory performance on a final defense will consist of a presentation and public defense of the student's original thesis or dissertation research. At a minimum, the defense consists of an oral presentation open to university graduate faculty, staff, students, and the community, followed immediately by a closed deliberation and vote by the advisory committee. More specifically, the oral presentation will be open to UNLV graduate faculty, graduate students, relevant administrators, and invited guests.

The oral presentation may be followed by general questions of clarification from attendees (other than the advisory committee members). The advisory committee and chair may choose to include a session of more in-depth questioning open only to the advisory committee and the UNLV graduate faculty. An additional phase of questioning with only the advisory committee and candidate may also be included. The final phase of closed deliberation, and the vote to pass or fail the student, will only be open to the student's appointed advisory committee, after which the student will be immediately informed of the committee's decision. During the oral defense, the student must be able to demonstrate a comprehensive understanding of a broad field of study and a detailed understanding of a more limited field. All voting members of the advisory committee must unanimously pass the student. If the committee votes unanimously to pass or fail the student, that vote is final. Oftentimes, the advisory committee unanimously votes to provisionally pass the student for the oral defense component of the program but requires revisions to the thesis/dissertation before the document may be submitted to the Graduate College in its final form. Immediately following the defense, the GAC chair should email the student the committee's decision, any revisions requested of the GAC, and a deadline for when the revisions should be submitted to the GAC chair/members for review and decision. Students must complete the committee's required revisions to their satisfaction/standards of the field before the Culminating Experience Results Form can be submitted to the Graduate College.

If the voting members of the advisory committee are not unanimous on a pass or fail, the student, in consultation with their advisor, may request the committee to administer a second examination. Students should be placed on probation if they do not pass the exam the first time (See Probation and Separation in Progression and Completion Policies). The student must wait at least three months before taking the second examination, during which time the department may require additional coursework; substantial reworking of the thesis, dissertation, or professional/scholarly paper or project; or whatever is believed necessary to prepare the student for a successful second examination. The Graduate College will not approve third examination requests.

Students must submit the results of their oral defense to the Graduate College immediately after they receive them or it is recommended no more than two weeks prior to the last day of instruction.

Enrollment Requirements during Thesis/Dissertation Progress

Students must maintain continuous enrollment (a minimum of six graduate-level credits in the current and prior two consecutive semesters, including summer) while working on their degree and final document. Master's and doctoral candidates must be enrolled in enough thesis/dissertation/doctoral culminating experience credits to maintain continuous enrollment unless they are on an approved LOA (see LOA in Progression and Completion Policies). Since we cannot graduate and confer a degree upon a student who is not active and enrolled, students must be enrolled in a minimum of three graduate-level credits in the semester in which they graduate, even if they have already completed all the required degree credits. If students have fulfilled their program thesis or dissertation credit requirements but have not yet completed and been given final approval for their thesis or dissertation, they must adhere to the enrollment and registration guidelines outlined in their respective program handbooks. Programs may establish registration credit requirements during this stage of thesis or dissertation completion but the guidelines should not conflict with Graduate College policies. Please note that students must be enrolled in a minimum of one graduate credit in any semester when they are proposing, defending, or testing (preliminary, qualifying, comprehensive, prospectus, or final exams/activity). Please see enrollment waiver policy for students in their final semester.

Master's Thesis, Doctoral Dissertation, and Doctoral Projects

Some master's programs require a thesis, or offer the option of a thesis, for the master's degree. All research doctoral programs (Ph.D.s) require a dissertation. Professional doctoral programs require a dissertation or doctoral project, depending on the field of study. The thesis, dissertation, or doctoral project should demonstrate the student's ability to select a specific problem or topic, assemble pertinent and necessary data, conduct original research, organize ideas and data in a compelling manner, and prepare a clear, well-written document detailing their work.

The minimum number of thesis credits required for a master's degree program is six. For the doctoral degree program, the minimum number of dissertation credits required is 12. A grade is not reported for thesis or dissertation credits. Semesters in which the document is still in

progress and neither completed nor defended, X grade is issued. When the final copy of the thesis/dissertation is submitted electronically to the Graduate College and approved by the Graduate College dean, the title of the thesis/dissertation is posted on the student's transcript with the number of credits earned. See Progression and Completion Policies about Enrollment Requirements during Thesis/Dissertation Progress.

Best practices indicate that no later than eight weeks prior to the last day of instruction in the term the student will graduate, a draft of the work should be submitted to the advisory committee. The committee will review the thesis or dissertation for any corrections and changes, which must be incorporated before the final examination (oral defense) and submission of the final document to the Graduate College. The completed work must be resubmitted to the committee at least two weeks before the final scheduled examination/defense date.

At the defense, the advisory committee may require appropriate additions, retractions, changes, edits, or other modifications to the document before signing the final paperwork to indicate a successful defense and a passing final thesis or dissertation. The final document (incorporating all changes and formatted appropriately) must be submitted to the Graduate College. The GAC determines the appropriate style guide and must sign-off to indicate that the document conforms to all stylistic requirements, is well-edited, and clearly written. There are also some basic formatting requirements required by the Graduate College. Instructions on how to submit your document for a format check to confirm that it complies to UNLV requirements (not to approve compliance with the style guide used in the student's discipline; that is managed by the GAC) can be found on the Graduate College's Guide to Preparing and Submitting a Thesis or Dissertation page.

Formatting and Style

Matters of format and style with respect to capitalization, abbreviation, quotations, footnotes, citations, bibliography, etc., should conform to the discipline's standard publishing format (APA, ASA, MLA, Chicago style, etc.). Departments will advise the student on which style manual is appropriate, and members of the GAC are responsible for ensuring full compliance with the chosen style guidelines in all final documents. Beyond, and in addition to, the style guidelines used in the student's field, final documents must conform to UNLV formatting and style requirements. The Guide to Preparing and Submitting a Thesis or Dissertation is available on the Graduate College website and these resources, along with workshops provided by the Graduate College each semester, should make it easy for students to conform to UNLV guidelines. These mandatory formatting requirements to the final document must be met before final submission and before a student's degree can be conferred. Students with questions about their thesis or dissertation can take advantage of the Graduate College's thesis and dissertation office hours every Tuesday and Thursday from 12-2 p.m. Email grad.td@unlv.edu at least 48 hours in advance to schedule a virtual appointment (via Google Meets or Skype).

iThenticate Requirements

Students are required to run their final thesis or dissertation through the online iThenticate similarity check software prior to their final defense. All doctoral students have free access upon admission acceptance, and all master's students with 15 credits toward their degree, to this software through the Graduate College for any professional use, including the final thesis or dissertation check. Students who do not have access should contact Graduate Systems at grad.systems@unlv.edu to request an account (see iThenticate information).

Graduate advisory committee members should be sent a PDF of the iThenticate similarity report via email a minimum of seven days before the scheduled defense. At the time of the defense, the student's committee will attest that they have received copies of the report and approve the percentage as acceptable for the student's discipline on the student's Culminating Experience Form. The first page of the student's iThenticate summary report that lists the overall similarity percentage for the final document should be attached to the approved Culminating Experience Results Form before it is turned into the Graduate College via Grad Rebel Gateway.

ProQuest, Digital Scholarship, and Embargo Requirements

As part of the requirements for completion for all theses, dissertations, and doctoral projects, once final documents are accepted by the Graduate College as complete, approved, and properly formatted, students must then submit their final approved document electronically to ProQuest and Digital Scholarship@UNLV by the posted date each semester. Failure to do so will result in a delay of your degree conferral. Please note that documents posted in ProQuest and Digital Scholarship@UNLV will be available online for viewing and download.

Students who have a documented rationale for needing to delay the release of their document to ProQuest and Digital Scholarship@UNLV are invited to submit an Embargo Form to the Graduate College. Embargoes may be approved for periods of one, three, five, or seven years and under special circumstances may be renewed with a new, approved Embargo application. Even with the implementation of an embargo, students still must upload their final document to ProQuest to graduate. Please note that students graduating from the Department of English should contact the Graduate College about the submission of the document to ProQuest and Digital Scholarship@UNLV.

POLICIES

Student Policies

All graduate students at UNLV must adhere to the rules and regulations set forth by the NSHE Board of Regents Handbook, UNLV Student Conduct Code, UNLV Graduate Catalog, and program handbook. Students found in violation of any of the rules and regulations discussed above as well as the laws governing the State of Nevada and the United States of America are subject to disciplinary action.

Please visit and review UNLV Statements and Compliance policies outlined here.

UNLV Student Conduct Code

The Office of Student Conduct assists students, faculty, and staff with the conduct code and policy enforcement; serves as a resource to the campus community surrounding student conflict resolution; and also provides an extensive outreach program that includes presentations such as academic integrity and preventing academic misconduct, conflict resolution, and managing disruptive behavior. Our goal is to foster an environment where students have an opportunity to be accountable for their behavior and continue their education in a supportive atmosphere.

Student Conduct Policy and Processes

- The UNLV Student Conduct Code ("Code"): It is designed to promote a safe environment and sets forth standards of conduct expected of students/student organizations who choose to join the university community. When students choose to accept admission to the university, they accept the rights and responsibilities of membership in the university's academic and social community. Students/student organizations that are found to violate these standards will be subject to conduct sanctions in order to promote their own personal development, to protect the university community, and to maintain order and stability on campus. To view the student code of conduct standards, click here. The Student Conduct FlowChart is the logic sequence used when dealing with a code of conduct incident.
- Student Academic Misconduct Policy: Integrity is a concern for every member of the campus community; all share in upholding the fundamental values of honesty, trust, respect, fairness, responsibility, and professionalism. By choosing to join the UNLV community, students accept the Student Academic Misconduct Policy and are expected to always engage in ethical decision-making. Students enrolling in UNLV assume the obligation to conduct themselves in a manner compatible with UNLV's function as an educational institution. The Student Academic Misconduct Flowchart displays the logic sequence when dealing with academic conduct incidents.
- Alcohol Response Policy: UNLV has a commitment to its students, the campus community, as well as the local community to be proactive in its educational responsibilities which include responsible standards of behavior relative to alcoholic

beverages. As part of this commitment, UNLV includes educating the campus community regarding the responsible consumption and/or distribution of alcoholic beverages, as well as responses for misuse and/or abuse, as one of its responsibilities.

- Controlled Substance Response Policy: The Controlled Substance Response Policy & Guidelines (CSRP & G) have been developed to provide guidance for UNLV's students, staff, and faculty regarding possible outcomes/sanctions that may be used relative to students' consumption, distribution, possession, and/or sale of controlled substances. It is noted that this policy is a companion to the UNLV Alcohol Response Policy, and is designed to address all controlled substance incidents not involving alcohol.
- UNLV's drug and alcohol abuse prevention program for students is governed by the Student Conduct Code, the Alcohol Response Policy and Guidelines, and the Controlled Substance Response Policy. All three policies are available on the Office of Student Conduct website.

Student Conduct Hearing Board

- The UNLV Student Conduct Code is designed to promote this environment and sets forth standards of conduct expected of students who choose to join the university community. Students who violate these standards will be subject to conduct sanctions in order to promote their own personal development, to protect the university community, and to maintain order and stability on campus. If you are interested in serving on this board, visit the Office of Student Conduct: Involvement Opportunities website.

Policy Against Discrimination and Sexual Harassment and Complaint Procedures:

This policy is divided into three parts. Section A states the NSHE policy against discrimination. Section B states the NSHE policy against sexual harassment. Section C contains the complaint and investigation procedure for discrimination and sexual harassment complaints. These procedures are in addition to disciplinary complaints brought against professional employees or students under Title 2, Chapter 6 of the NSHE Code (or if applicable, institution student codes of conduct), or against classified employees under the Nevada Administrative Code. However, information gathered as part of the complaint process under this section may be used in connection with disciplinary proceedings. For full policy and complaint procedure information visit unlv.edu/hr/policies/harassment.

Office of Compliance and Title IX

The Patsy T. Mink Equal Opportunity in Education Act, generally known as Title IX of the Education Amendments of 1972, is an all-encompassing federal mandate prohibiting discrimination based on the gender of students and employees of educational institutions receiving federal financial assistance. Sex discrimination includes sexual harassment and sexual violence. Educational institutions that receive federal financial assistance are covered by Title IX. If only one of the institution's programs or activities receives federal funding, all of the programs within the institution must comply with Title IX regulations. In compliance with Title

IX, UNLV prohibits discrimination in employment as well as in all programs and activities on the basis of sex.

When sexual harassment exists on the university campus, both the integrity and the learning environment are threatened. Students, community members, and employees should feel safe and comfortable here. The university environment is a place for learning and growing—sexual harassment interferes with that process.

UNLV strives to create and maintain a safe environment where everyone can enjoy freedom from sexual harassment and intimidation.

As a matter of course, the Board of Regents of NSHE and UNLV have established policies regarding sexual harassment/discrimination and consensual relations within the NSHE Sexual Harassment Policy and Complaint procedure. It is available on the Human Resources webpage.

The consensual relations policy and other valuable information about the federal laws and policies governing sexual harassment are available on the Office of Equal Employment and Title IX webpage.

UNLV's Office of Equal Employment and Title IX has a plethora of resources:

- Title IX Compliance at UNLV
- UNLV Athletics Gender Equity Plan
- Myths About Title IX
- Complaint and Investigation Procedures
- Title IX Complaint Form
- Policies and Official Statements
- Title IX Resources
- EEO/AA

Title IX Statement

UNLV does not discriminate in its employment practices or in its educational programs or activities, including admissions, on the basis of sex/gender pursuant to Title IX, or on the basis of any other legally protected category as is set forth in NSHE Handbook Title 4, Chapter 8, Section 13. Reports of discriminatory misconduct, questions regarding Title IX, and/or concerns about noncompliance with Title IX or any other anti-discrimination laws or policies should be directed to UNLV's Title IX Coordinator Michelle Sposito. The Title IX Coordinator can be reached through the online reporting form, by email at titleixcoordinator@unlv.edu, by phone at 702-895-4055, by mail at 4505 S. Maryland Parkway, Box 451062, Las Vegas, NV, 89154-1062, or in person at Frank and Estella Beam Hall (BEH), Room 555.

UNLV Student Computer Use Policy

The Office of Information and Technology (OIT) maintains 50 computer labs with some 1,500 computers available for academic use. The labs provide access to technology required by faculty and students in pursuit of teaching, learning, and research.

Open computer laboratories and WiFi internet access are provided as a service to students. Use is a privilege, not a right. Users should be good citizens; they must refrain from doing anything that annoys others or disrupts the educational experiences of their peers. Failure to comply with the regulations below may result in suspension under the NSHE Code, or civil or criminal action under the Nevada Revised Statutes, or federal law. It is a violation of UNLV policy to:

- Copy any copyrighted software provided by UNLV. It is a criminal offense to copy any software protected by copyright, and UNLV will treat it as such.
- Use licensed software in a manner inconsistent with the licensing arrangement. Information on licenses is available at the tutor stations or through NSHE Computing Services.
- Copy, rename, alter, examine, or delete the files or programs of another person or UNLV without permission.
- Use a computer to annoy others, including, but not limited to, sending offensive messages or knowingly causing a system to malfunction.
- Create, disseminate or run a self-replicating program ("virus"), whether destructive in nature or not.
- Use a computer for non-university work, such as for a private business or non-UNLV sanctioned club.
- Tamper with switch settings or do anything that could damage terminals, computers, printers, or other equipment.
- Collect, read, or destroy output other than your own work without the permission of the owner.
- Use the computer account of another with or without permission unless it is designated group work.
- Access or attempt to access a host computer, either at UNLV or through a network, without the owner's permission, and/or through use of log-in information belonging to another person.

Computing Policies: For a full list of IT policies and procedures, click here.

Dangerous Weapons Policy

It is the policy of UNLV that dangerous weapons will not be permitted on campus without the express written approval of the president of UNLV or their designee. Currently, the director of Police Services serves as the president's designee. This policy shall apply to all persons on the campus of the UNLV except law-enforcement officers in the performance of their duties.

Dangerous weapons include, but are not limited to, all weapons named in Nevada Revised Statutes (NRS) 202.265. For purposes of this policy, facsimile weapons are also banned.

Any person found carrying such weapons upon their person may be prosecuted for carrying concealed weapons. If the weapons are found on the campus, they shall be seized by the University Police. If the weapon, by its nature, is not illegal, it shall be returned to its owner when the owner has made arrangements for its removal from campus.

Animal Policy

The Nevada Revised Statutes empower the university to establish regulations for the health, safety, and welfare of all. In this interest, the university will restrict the presence of animals on campus by enforcing the following two guidelines:

Any animal permitted on campus must be controlled by the owner or responsible person on a walking leash at all times except for service animals.

If the animal creates solid waste, it is the responsibility of the owner or person responsible to gather and properly dispose of it. Failure to comply with these guidelines subjects the responsible party to a fine, or to the university withdrawing permission for access through the campus.

*Exception: Animals used for scientific purposes, in designated museums, service animals, or animals indigenous to an arboretum.

Alcoholic Beverages

Neither the storage, possession, nor use of alcoholic beverages is allowed on the university campus or other university property unless prior approval has been obtained in writing from the university president. The only exception is in the case of a student over the age of 21 in his or her own residence hall room. Student-sponsored events at which alcoholic beverages will be served may be held in the Student Union, on the Student Union courtyard, or on the north field by those recognized student organizations that accept the responsibilities outlined in the UNLV Alcohol Events Policy. Copies of the UNLV Alcohol Use Policy may be obtained from the Office of the Vice President for Student Affairs, FDH-516. Please view UNLV's Alcohol Response Policy and Guidelines for UNLV Students.

UNLV has implemented a new post-accident drug and alcohol testing procedure for employees involved in accidents while operating a university vehicle. The procedure was developed in accordance with the State of Nevada Alcohol and Drug Program and aligns with the Nevada System of Higher Education's Alcohol/Drug Free Workplace Policy.

The drug and alcohol testing requirement applies to employees while operating a university vehicle on and off UNLV campuses who were at fault and:

- Are involved in an accident that results in bodily injury
- Are involved in an accident that results in more than $500 of property damage
- Are involved in two accidents within a one-year period

Visit the Risk Management and Safety webpage to see the complete procedure.

Controlled Substance Response Policy

The Controlled Substance Response Policy and Guidelines have been developed to provide guidance for UNLV students, staff, and faculty regarding possible outcomes/sanctions that may be used relative to students' consumption, distribution, possession, and/or sale of controlled substances. Please view UNLV's Controlled Substance Response Policy and Guidelines.

Use of Automobiles and Parking

University parking and traffic regulations, administered by university parking enforcement and by a student-faculty committee, govern all vehicles operated on the campus, and violators are subject to a fine. The regulations, adopted by the Board of Regents and filed with the secretary of state under the provisions of Nevada Revised Statute 396.435, are enforceable in the civil courts as well as through the internal processes of the university. Each student must complete an automobile registration card and obtain a parking permit during registration. Students should obtain a copy of the regulations booklet at that time. Stickers and information also can be obtained from the Department of Parking Enforcement office at times other than the registration period.

Use of University Facilities

University facilities, including campus grounds, are provided primarily for the support of the regular educational functions of the university and the activities necessary for the support of these functions. The university's functions take precedence over any other activities in the use of university facilities.

Scheduling University and Facilities and Related Policy Forums and Free Expression

The purpose of these policies and regulations is to ensure the effective use and enjoyment of the facilities of the UNLV campus, hereinafter referred to as the university, as an educational institution. In line with this policy, the university and its facilities are deemed to be a "non-public forum," unless otherwise expressly stated herein, for purposes of expressive conduct under the First Amendment to the United States Constitution. Policies are applicable to all users and potential users of university facilities. For a list of guidelines or scheduling university facilities: unlv.edu/campuslife/scheduling-guidelines.

Freedom to speak and to hear will be maintained for students, faculty, and staff, and university policies and procedures will be used to provide a full and frank exchange of ideas. An effort will be made to allow a balanced program of speakers and ideas. An invitation to speak at the university does not imply that the university endorses the philosophy or ideas presented by the speaker.

Fundraising

No individual or organization may sell, solicit, or peddle on university property without permission nor may funds be solicited from alumni of the university without initial permission of the vice president for University and Community Relations and final approval of the president.

Any fundraising efforts by student organizations off campus must be approved by the vice president for Student Life.

University facilities may not be used for the purpose of raising monies to aid projects not related to some authorized activity of the university or of university groups, and no efforts at conversion and solicitation by uninvited non-campus groups or individuals will be permitted on campus.

Handbills and Posters

The university campus is maintained for the orderly operation of the school. Other uses are permitted only when they will not interfere with the normal functions of the university. The campus is governed by a university sign policy regarding distribution and posting of handbills and other printed materials. The Student Union has separate signage policies involving its spaces and functions.

Smoking Policy

The Nevada Revised Statutes place certain restrictions on the smoking of tobacco in state and public buildings. In the interest of human health and safety, the university prohibits the smoking of tobacco in university buildings. Failure to comply with these guidelines subjects the responsible party to administrative action. Please see the policy and the UNLV Smoke-Free webpage for more information.

Housing and Residential Life

The Office of Housing and Residential Life, in collaboration with the students living in the residence halls, is responsible for the development of a comprehensive housing and food service program. The residence halls are staffed by full-time professionals trained in counseling and college student development and by student peer advisors who undergo extensive training. Residence hall staff and students work together to create an environment that supports student academic achievement, healthy lifestyle choices, responsible behavior, and personal development.

The Office of Housing and Residential Life is located in Tonopah North. Students wishing to live in the residence halls must request a residence and dining hall contract directly from this office or can download the contract by accessing the Internet at housing.unlv.edu. Housing is available on a first come first-served basis to any full-time, regularly enrolled student. Freshman students graduating from high schools outside of Clark County, Nevada, are required to live in the on-campus residence halls unless excused by the Housing and Residential Life Office. For specific information on the freshman on-campus housing regulation, contact the Housing and Residential Life Office in Tonopah North or by telephone at 702-895-3489.

Family Educational Rights and Privacy Act of 1974 (FERPA)

UNLV is subject to the Family Educational Rights and Privacy Act of 1974 (FERPA). This federal act affords persons who are currently, or who were formerly, in attendance at the university as registered students a right of access to their "educational records," which contain information directly related to such persons and the right to challenge the accuracy of their records. The act also restricts the persons to whom the university may disclose a student's educational records without the student's written permission. The university's policy is to comply fully with all provisions of the act. Any person who feels the university has failed to comply with FERPA may file a complaint with the Registrar's Office (registrar@unlv.edu) or with the U.S. Department of Education Family Policy Compliance Office via email at:

- FERPA.Complaints@ed.gov or physical mail at 400 Maryland Ave. SW Washington, DC 20202-8520.
    - For more information:
    - studentprivacy.ed.gov
    - unlv.edu/registrar/ferpa

Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (CLERY)

The Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act) was enacted in the belief that crime awareness can prevent campus victimization. The Clery Act requires colleges and universities receiving federal funding to prepare, publish, and distribute, by October 1 of each year, campus security policies and crime statistics.

All System office staff members are encouraged to contact UNR or UNLV Police Services when they have been the victim of or have witnessed criminal actions. However, under the Clery Act, certain individuals designated as Campus Security Authorities (CSAs) are required to promptly report alleged crimes that occur within the geographic areas for which the campus police are responsible. Pursuant to Title IX of the Education Amendments of 1972 (Title IX), CSAs are also required by federal law to promptly notify the Title IX Coordinator of all reported incidents of sexual misconduct including but not limited to sexual assault, dating violence, domestic violence, and stalking involving members of the NSHE community.

If a student, faculty, or staff member tells a CSA about an alleged criminal incident that has not been reported to the campus police, the CSA is required to report the information under federal law. Both UNR and UNLV Police Departments provide forms for CSAs to complete in order to report alleged crimes. The name of the reporting party, victim, or other individuals should not be included in the report if the person making the report requests confidentiality. However, there are some exceptions where disclosure of names may be required:

- If disclosure is required by law (e.g. abuse or neglect of a minor);
- If there is an imminent threat of harm to persons or property; or
- The CSA is given permission to do so.

CSAs should not investigate the alleged crime or attempt to determine if a crime did occur. Campus police personnel may later contact the reporting CSA or others to gather additional information.

Campus Security Authority Role

While all universities strive to ensure the safety of their communities, the reality is that crime occurs everywhere. Many faculty and staff serve as CSAs — people who can take anonymous crime reports from victims and refer them to a variety of support services available to them.

CSAs are required to take crime reports whenever they believe that a reported crime is not simply rumor or hearsay. The Jeanne Clery Act requires all campuses to then collect such crime reports from CSAs; accurate statistics based in part on such reports must be included in the Annual Security Report and Daily Crime Log in order to maintain compliance.

If you have any questions or concerns regarding CSAs or any Clery-related matters please click here.

Nevada System of Higher Education (NSHE) Code

Nevada System of Higher Education

NSHE, composed of two doctoral-granting universities, a state college, four comprehensive community colleges, and one environmental research institute, serves the educational and job training needs of Nevada.

NSHE provides educational opportunities to more than 107,600 students and is governed by the Nevada Board of Regents.

- The Board of Regents' mission includes to: advance student learning to the highest level; foster the expansion of knowledge through teaching and research; encourage community service; and enrich the lives of our students, our communities, our state, and the nation. The Board of Regents handbooks, policies, and procedures can be found on the Board of Regents website.

SAFETY AND EMERGENCY INFORMATION

Student Use of Hazardous Materials

Certain courses may require students to work with potentially hazardous materials in the lab, darkroom, or workshop. Instructors will provide instructions regarding the safe handling of all materials. Questions should be directed to the specific academic department or instructor, and all such activities must comply with national, state, local, UNLV, and Office of Risk Management and Safety guidelines and requirements.

Policies and Procedures on the Protection of Research Subjects

Human Subjects: Graduate students conducting research must adhere to UNLV policies and procedures regarding the use of human subjects. All research projects in which human subjects are involved must be reviewed and approved under the authority of the UNLV Institutional Review Board (IRB), which consists of two committees - Biomedical Sciences Committee and Social and Behavioral Sciences Committee. The IRB is responsible for the development and monitoring of university policy and procedures involving the use of human subjects in research.

The provision for the protection of human subjects in research applies to all studies in all locations, whether funded or unfunded, and whether conducted by faculty, students, or staff. It also applies to persons unaffiliated with UNLV, who wish to investigate subjects under the protection of the university. Students should contact the ORI to obtain appropriate forms and further information.

Animal Subjects: It is university policy that: 1) the proper care and management of laboratory animals are essential to the welfare of the animals, to the validity of research data, and the health and safety of those caring for or using animals; and 2) the university will comply with federal and state regulations regarding animal welfare.

All animal protocols involving vertebrate animals (including farm animals and wild animals) conducted at, funded through, or sponsored by UNLV must be submitted for prior Institutional Animal Care and Use Committee (IACUC) review and periodic review after approval per university policies and procedures that are required by federal law.

The provision for the protection of animal subjects in research applies to all studies in all locations, whether funded or unfunded, and whether conducted by faculty, students, or staff. It also applies to all studies in all locations, whether funded or unfunded, and whether conducted by faculty, students, or staff. It also applies to persons unaffiliated with UNLV, who wish to investigate subjects under the protection of the university. Students should contact the ORIto obtain appropriate forms and further information.

Safety and Emergency on Campus

Like any community, we are not immune to natural and man-made disasters. Faculty, staff, students and families must collaborate to plan and prepare for these types of emergencies. There are 4 steps we can take to #BeRebelSAFE.

Step 1: Be Informed

UNLV has several tools to provide the campus community with important information during an emergency.

- Download the RebelSAFE App from iTunes or the Google Play Store. Keeping you informed via push notifications, the app provides a variety of safety features directly from your smartphone.
- Sign up for RebelSAFE Alerts. Receive emergency alerts by text message or email. The emergency notification system is used for incidents that present an imminent threat to life, health, or safety of campus community members.
- Locate RebelSAFE Emergency Phones. Outdoors throughout campus, phones broadcast emergency messaging and are available to the public to request help.
- Follow on social media. Receive realtime updates on UNLV Police Services' Facebook or Twitter feed.
- Download the Southern Nevada Community Preparedness App. Designed to help the community prepare and respond to emergencies. Available on the App Store or Google Play.
- Stay in touch by watching television and listening to radio broadcasts.

The RebelSAFE App: UNLV's free safety app, available for Apple and Android devices. Among the many features helping keep the campus community safe, users can:

- Call for a late-night security escort.
- Report a tip. This non-emergency feature allows users to submit a crime tip for further review by police investigations.
- Text-chat with dispatch.
- Enable Friend Walk. Users can send their GPS location to a friend through the app and have their movements tracked in real time if they're walking alone.
- Call 9-1-1. Call directly from the app with the push of a button. Connecting in this way can save time in an emergency.
- Submit iService Requests. UNLV campus repair work orders are integrated into the Report A Tip function.

Step 2: Develop an Emergency Plan

Planning in advance and knowing what you will do in different emergencies is key to your safety.

- Develop a communications plan. In the event of an emergency, know who to call. Gather emergency phone numbers for local hospitals, family doctors, pharmacies, neighbors, utility companies, poison control centers, etc.

- Compile contact information. Determine the family, relatives, and friends to call, text, or email in the event of an emergency.
- Establish escape routes. Determine several possible exits from your residence and workplace.
- Designate a safe family meet-up location in the neighborhood, city, and out of state if evacuation is necessary.

Step 3: Build an Emergency Supply Kit

Consider having a kit for your home, cart, and/or residence hall, which contains basic survival supplies for the least 72 hour time. Supplies could include:

- Water, one gallon of water per person per day
- Food, a supply of non-perishable items
- Battery-powered cell phone charger
- Battery-powered radio
- Flashlight and extra batteries
- First aid kit
- Medical insurance cards
- Moist towelettes and garbage bags
- Contact card with family member and out-of-state contact phone numbers
- Whistle to signal help
- Local maps
- Games, puzzles, books
- Supplies for your pets or service animal, including vaccination records, extra food and water, leash, collar, pet carrier, photo of your pet, and a list of pet-friendly shelters and/or pet hospitals

Step 4: Get Involved

There are several ways that you can be an emergency response leader on campus and at home in a time of crisis.

- CPR/First Aid Training: Obtain training from UNLV Risk Management and Safety.
- Girls on Guard: Take a defense course.
- Safety Training: Be prepared for an incident on campus, learn how to safely respond, and how police are trained to respond. Watch “Surviving An Active Shooter” and review these helpful tips.
- Community Emergency Response Team (CERT): Volunteer for training in disaster preparedness, basic first aid, fire safety, and light search and rescue operations.

Helpful Links

Emergency Contacts

Campus Safety Report

UNLV Support Team

Police Services

Crime Prevention Tips

Risk Management

GRADUATE STUDENT SUPPORT

Services for Graduate Students

The Graduate College offers extensive services to support graduate students in many different areas. In cooperation with various offices at UNLV, Graduate Student Services seeks to provide information and programs that meet the unique needs of graduate students and support their academic and professional success.

Student Nonacademic Advising Services

The Graduate College nonacademic advising services provide informal and student-centered issue-resolution services and general nonacademic advising to graduate students and prospective graduate students. The office offers guidance, information, and assistance when regular channels have failed to provide graduate students with the information that they need to solve problems or make informed decisions.

Nonacademic advising services include answering questions and offering advice on graduate-level appeals, course overloads, leave of absence, thesis and dissertation formatting, undergrads seeking to take graduate-level courses, as well as information about professional development and career readiness and other administrative matters. Graduate students must consult with their faculty advisor, GAC, graduate coordinator, department chair, and/or college for academic advising.

Graduate Career Support

It is never too early to start planning for the future. The Graduate Career Support website contains information that will help students prepare for life during and after their graduate studies. You can find helpful tips on the website regarding the following topics:

- UNLV Career Resources
- Academic and Nonacademic Job Market
- Application Materials
- Preparing for the Interview
- Search Fellowships, Graduate Assistantships, Jobs, Internships, Summer Programs, and Postdoc Positions

Helpful tips and resources for writing academic papers, professional presentations, and conducting job search may be found here.

The Grad Academy

The Grad Academy offers a wide array of free leadership, professional, and career development opportunities to promote student success and help students prepare for their career after graduation. The Grad Academy offers a variety of workshops, signature events, and career support each year in addition to offering co-curricular certifications and programs. All of these are free opportunities that are available to graduate and professional students.

While all students are able to attend any workshop, the goal is to help students prioritize their experiences and provide resources that will be most useful to them as they need particular skills in the course of their degree program. The Grad Academy accomplishes this by providing an organizing framework that clearly shows students the topics of workshops, programs, and activities, as well as the learning objectives, the mode of delivery, the time commitment required, and at what level the student is poised to most benefit from the experience. To accomplish this, The Grad Academy has broken down professional and career development opportunities so that students may participate across the master's and doctoral student lifecycles.

Pillars of Leadership, Professional, and Career Development

The Grad Academy is built around six Pillars of Personal, Professional & Career Development. They are:

- Research
- Teaching
- Communication
- Leadership
- Career Prep
- Wellness (financial, mental, and physical)

These pillars, informed from literature on key skills graduate students need to be successful in their personal and professional lives, are designed to ensure that all workshops, events, and professional/career development opportunities are user-friendly, relevant, and intentional. Each opportunity falls under at least one of these pillars. Students wanting to refine or brush up on a particular skill set have an easy way to know which opportunities will be most relevant and useful to them. By taking the Professional and Career Skills Assessment (forthcoming), students will be able to assess their own strengths and weaknesses in each of the pillars and design their own path of engagement to address their weaknesses and enhance their strengths.

Graduate College Co-Curricular Certifications

Graduate and professional students have the opportunity to participate in free, year-long professional development programs in the areas of research, teaching, mentorship, and communication. Each non-credit bearing certification helps students develop and hone skills through a series of workshops, cohort meetings, and the completion of a culminating experience. Students are accepted as a cohort and need to complete a number of certification requirements. The free application cycle for each certification opens at the start of the spring semester for the following academic year. On successful completion of all requirements for the certification, a notation is made on the student transcript to indicate completion. The Graduate College currently offers the following certification programs:

- Graduate Research Methods Certification: Provides graduate, professional, and select undergraduate students with skills and knowledge necessary to initiate, conduct, and successfully conclude research projects. The program is designed to foster intellectual

discussion of ethical issues in conducting research, as well as, to provide insight and training on best research practices.

- Graduate Teaching Certification: Provides students with the skills and knowledge necessary to teach successfully in a post-secondary classroom. The program is designed to foster intellectual discussion of effective teaching strategies, as well as, to provide insight and training on best teaching practices.
- Graduate Mentorship Practices Certification: Provides students with the skills and knowledge necessary to effectively be mentored and serve as a mentor in higher education settings. The certification workshops are designed to foster intellectual discussion of ethical issues in mentoring, as well as, to provide insight and training on best mentoring practices.

Grad Rebel Programs

All of these programs help graduate students build and refine transferable skills that can be used in a variety of career pathways. Students are accepted as a cohort and need to complete a number of program requirements. The free application cycle for each program opens at the start of the spring semester for the following academic year. We currently offer the following programs:

- Grad Rebel Ambassadors Program: Ambassadors are among the best and brightest graduate students on campus, and they act as the face of the college at our campus and community events, in meetings with prospective and current donors, and they participate in advocacy work with local, regional, and national engagement. Grad Rebel Ambassadors are highly visible members of the Graduate College team who help cultivate a strong graduate community and strengthen ties between the Graduate College, alumni, and community members. These students receive scholarships for their participation in this prestigious program as well as training in multiple skills and areas to prepare them for their ambassador roles.
- Grad Rebel Advantage Program: Provides cohorts of UNLV undergraduate students with mentorship, workshops, professional development opportunities, and scholarships to help prepare them for graduate studies, whether at UNLV or elsewhere. Graduate students have the opportunity to serve as mentors to a small sub-group of program participants.
- Grad Rebel Writing Boot Camp: A biannual, week-long program that assists students working on major writing pieces, including theses, dissertations, and publications. A free intensive writing experience with optional writing groups that continue year-round.
- Weekend Grad Rebel Writing Boot Camp: A two-day program that helps students in their graduating semester cross their writing project finish line.
- Graduate College Medallion Program: Honors exceptionally involved and high-achieving students with medallions to be worn at commencement to mark their accomplishments.

Workshops

The Graduate College offers more than 60 workshops annually. In collaboration with campus partners, alumni, and the community, students hone valuable skills to help them progress

through their graduate program and into their career. Workshops cover a wide range of topics including academic, professional, and interpersonal skills that can help graduate and professional students gain valuable skills for success in their graduate studies and future careers. Workshops can be found on the student calendar.

Events

The Graduate College hosts major, signature events each year and you can learn more about them on the Signature Events page. These are free and generally involve receptions; the goal is to highlight the impressive work of graduate students and build a community around graduate education. These events also serve as opportunities for community members and donors to see graduate students in action and better understand the importance of research, scholarship, and creative activities and the value of graduate education. The Graduate College also hosts a number of major student events each year that offer information, training, and resources.

Signature Events

Fall

Rebel Grad Slam: 3-Minute Thesis Competition

The Rebel Grad Slam: 3-Minute Thesis Competition is an opportunity for graduate students to showcase their research and scholarship in an engaging way. This is a fast-paced research rumble to highlight the innovative and impactful work being done by UNLV graduate students. Come out to cheer on friends, students, and colleagues! Click here for more information.

Spring

Graduate & Professional Student Research Forum

The UNLV GPSA and the Graduate College host the Graduate & Professional Student Research Forum each spring, which showcases excellence in research conducted at the graduate and professional level. For more information, click here.

Inspiration, Innovation, Impact: A Celebration of Graduate Student Accomplishments

This event showcases the best in UNLV graduate student research. We invite you to join us to see a select group of outstanding graduate students from a variety of colleges giving short, five minute, TED-style talks or performances. Please see the program website for additional details.

Graduate Spotlight Student Events

New Graduate Student Orientation - Welcome Mixer

The Graduate College hosts a New Student Orientation in fall and spring semesters. Whether you are new to campus or an alumnus, you will learn important information unique to graduate studies at UNLV. You will also have a wonderful opportunity to meet other graduate students and get even more insider tips on how to survive and thrive in your graduate studies! Please check here for current orientation dates. Each department and/or program offering a graduate degree provides additional orientation and advising for new students.

President's Innovation Challenge

This event is a team competition to encourage social and business entrepreneurship that helps solve major problems of our day here in Southern Nevada. When Rebel undergraduate and graduate students sign up for this challenge, they soon learn that this is not just a technology challenge for techies — it is an idea challenge for all of us. Students form teams to invent a solution. Maybe teams identify a significant social issue to solve; or launch the development of a new business or nonprofit that can take root and thrive; or invent an app that fosters a sustainable improvement in the socio-economic factors that drive or hinder this city; or maybe they come up with a brilliant idea for an expansion of the arts to achieve a greater benefit for everyone, residents and visitors alike. The challenge is what we offer. The idea is up to our students – one that could win them a significant cash prize, including a $25,000 grand prize, and even a life-changing path for their future. Please see the program website for additional information.

Professional Development Resources and Opportunities Across Campus

Various offices across campus offer a variety of workshops and trainings, these include:

- Office of Sponsored Programs (OSP): OSP serves as the principal point of contact for individuals seeking and/or managing external funding for research, scholarship, and creative activities. It acknowledges and supports the efforts of faculty in seeking and utilizing external funding on behalf of their own professional interests and on behalf of the university's mission. Visit the Training page for more information.
- The Office of Research Integrity: The mission of the Office of Research Integrity (ORI) is to create and support an environment that promotes the ethical and responsible conduct of research while assisting researchers to comply with federal, state, NSHE, and local regulations with regard to research. Through key committees, related programs, and administrative activities, the ORI oversees UNLV policies related to research integrity, including the coordination of policy development and policy implementation. The ORI also provides support for the responsible conduct of research.
- UNLV Libraries Offers Instruction: Information sessions are provided for instructors that are designed to help students develop their abilities to identify, access, evaluate, and make effective use of information in its various formats.
- UNLV Libraries Workshops: A wide variety of library workshops are offered to UNLV graduate and professional students. All sessions are free. For a complete listing of available workshops and registration please visit the Graduate College Student Calendar.
- Writing Center: The Writing Center can help you with any writing assignment at any stage of the writing process. They can help in person, or you can send your paper using the simple form on their Online Writing Lab (OWL) page. Please note: GAs and adjunct instructors can request the UNLV Writing Center send a consultant to your class to talk about the services the Writing Center can offer your students. Call 702-895-3908 to schedule a presentation.

- Career Services: The mission of UNLV's Career Services is to educate, prepare, and assist students as they pursue the career development and job search process in a global and dynamic world of work.
- Interfolio: Interfolio is a system to collect, manage, and showcase academic and professional credentials for post-graduate education, teaching positions in higher education, and other opportunities. Interfolio offers individuals one central place to store their most important documents, while also providing the means to distribute these materials to thousands of institutions across the country. Interfolio's services offer a revolutionary way for people to market themselves professionally.
- Faculty Center: The Faculty Center hosts workshops and events, many of which are offered to graduate and professional students. See their calendar of events here.
- LinkedIn Learning: LinkedIn Learning offers thousands of on-demand courses on business, creative, and technology skills - available for free to UNLV students, faculty, and staff.
- Military and Veteran Services Centers: UNLV is honored to have the opportunity to educate and serve our nation's heroes. We strive to provide responsive academic, social, and administrative support to student veterans, as well as active duty military members. Please note the following policy as it relates to veterans and VA funds:
- PL 115-407 Section 103 and 104 Compliance: Title 38 USC 3679 (e): A policy that does not impose any penalty, including assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds while awaiting payment of VA funds under chapter 31 and 33. Individuals must submit a COE before the first day of class, a written request to use such entitlement, provide additional information necessary to certify enrollment, and may impose a fee for the amount that is different between the VA payment.
- Prevention, Education, and Outreach: CARE Presentations: Their mission is to grant access to knowledge, increase sensitivity, and change individual attitudes about interpersonal violence through presentations, discussions, and workshops around campus activism and violence prevention. To accomplish their mission, they facilitate educational workshops and presentations and staff outreach tables at campus events.
- OIT Canvas Training Workshops: Students have access to training workshops through Canvas. View a full training schedule here.
- OIT Trainings/Workshops: Training courses are offered to faculty and staff at UNLV, and student employees when space allows. Students are invited to contact the IT Help Desk where technicians can provide assistance with a wide range of computing needs.
- Safe Zone Training: Peer Educators are dedicated to leading presentations, training sessions, and workshops related to social justice and diversity.

GRADUATE STUDENT WELLNESS: PHYSICAL, MENTAL, EMOTIONAL, AND FINANCIAL WELL-BEING

Graduate Student Wellness

Graduate student health and well-being have garnered increasing attention and UNLV is dedicated to supporting the whole graduate student. This means a commitment to provide services and support that encourage physical, emotional, mental, and financial well-being.

UNLV Resources for Physical, Mental, and Emotional Well-being

UNLV offers various campus resources including new programming and has tapped into the latest trends in health and wellness to help students address their overall wellness. Resources include:

- CAPS (Counseling and Psychological Services): Students who self-identify in crisis can be seen the same day at UNLV CAPS. A wait of about two weeks applies to non-crisis situations. Clinicians are trained to help students work through problems commonly experienced by college students of all ages and backgrounds.
- Effective July 16, 2022, Nevada has a mental health crisis line, as part of a national campaign. Call or text '988' for free confidential mental health support.
- Community Garden: Grow your own vegetables at the UNLV Campus Community Garden: The garden has 41 plots, each of which has a raised 3' x 8' bed. Show your green thumb and reap the benefits. Each plot requires an annual $50 payment.
- Conflict Resolution Support: The Office of Student Conduct can help you resolve conflicts through peer mediation. This is a voluntary, self-empowering process in which an impartial or neutral third party helps participants discuss, negotiate, and reach a mutually acceptable settlement to their disagreement.
- Dental Clinic: The dental practice located within the Student Recreation and Wellness Center on the UNLV Maryland Parkway campus, room 1395, provides oral health care to students, staff, faculty, their families, and the public. Available services include x-rays, cleanings, fillings, crowns, extractions, dentures, and root canals. UNLV health insurance plans, and many others, are accepted.
- Faculty and Staff Treatment Center (FAST): Healthcare services to faculty, staff, and their dependents (ages five and older).
- Food Pantry: The UNLV Cares Food Pantry is open year-round to provide groceries for UNLV students and employees who are experiencing economic hardship. The use of the pantry is completely anonymous.
- The Care Center: Provides free and confidential support services to members of the UNLV community who have been impacted by sexual assault, relationship abuse family violence and/or stalking. The Center also hosts The CARELine, which is a confidential, 24-hour hotline connecting a student with a trained peer advocate: 702-895-0602.

- Student Health Center: There are multiple aspects of wellness to consider, including physical, emotional, spiritual, social, occupational, environmental, and intellectual health. When one area is out of balance, it usually affects the other aspects of your life. The Student Health Center also offers vaccinations and treatment for minor illness and injuries. *Available to students who have paid the Student Health Fee*
- Student Recreation and Wellness Center (SRWC): Helps promote healthy lifestyles through diverse opportunities and experiences that stimulates personal growth and a connection to UNLV. Programs and services offered at the SRWC are listed on their website. The services are available to SRWC members and UNLV students who are registered for at least 4 or more credits during the current semester.
- The Center for Individual, Couple & Family Counseling: Provides quality, low-cost therapy to residents of the Las Vegas community.
- Student Support Spot: Offers free nonperishable food packages, toiletry items, and in-person guidance to students facing basic needs challenges such as housing, food, and transportation insecurity, and needs related to mental health, child care, and digital access.
- The Healthy Rebels: Are peer educators and student leaders who are creating a healthier, welcoming campus community through evidence-based events, programs, and workshops. The Healthy Rebels are fellow students who are nationally certified in peer education and can provide resource referrals.
- The Pharmacy: Fill your prescriptions with the added convenience of staying on campus.
- The PRACTICE: Provides affordable counseling services. They are committed to providing affordable, evidence-based mental health care to our clients and the highest quality training to students.
- The Rebel Wellness Zone: Offers engaging, student-centered wellness education and support resources to the UNLV community. Programs and services include:
    - Peer-facilitated presentations on health, relationships, stress management, alcohol and substance abuse, financial literacy, and more.
    - Health and wellness education programs, services, and information.
    - State-of-the-art Relaxation Room with massage chairs.
    - Fitness assessments.
    - Personal trainers for hire.
    - Nutrition and lifestyle consultations with our registered dietitian.
- UNLV Support Team: Works to connect students experiencing housing, food, or financial insecurity with resources they may find helpful. UNLV is committed to the health and safety of all members of UNLV's community. To safeguard our community, the UNLV Support Team has developed a comprehensive reporting system to share appropriate information so students can receive or stay connected to the academic support and student wellness services they need. This reporting system is one element of a safe and supportive campus community. This referral form is for the use of all members of the UNLV community, including students, faculty, and staff. We encourage the friends and family members of students in distress to utilize this form as well, to share any pertinent information in support of our students. If you have any questions related to completing a

UNLV Support Team Referral, please call (702) 895-1404. To submit a support request, click here. For immediate concerns (e.g., suicide), call the police at 911 or campus police at 702-895-3669 in addition to referring students to the National Suicide Prevention Hotline (800-273-8255) or Trevor LifeLine (1-866-488-7386)..

- The Office of Student Conduct: Can help you resolve conflicts through peer mediation. This is a voluntary, self-empowering process in which an impartial or neutral third party helps participants discuss, negotiate, and reach a mutually acceptable settlement to their disagreement.
- UNLV Crisis/Emergency Services: For immediate concerns (e.g., suicide), call the police at 911. They also offer students in need of services for crisis counseling, stalking, sexual assault and rape, domestic violence, health services, and voluntary health withdrawal. The Crisis Text Line is the free, 24/7, confidential, text message service for people in crisis. Text HOME to 741741 for crisis support in the United States.
- Wellness Promotion: Offers students leadership and advocacy opportunities to empower students as change agents in mental health. Get involved with the UNLV Thrives Student Advisory Committee, relax in free massage chairs, and connect at events, workshops, and more.
- Wellness Workshops: The Grad Academy provides relevant workshops (e.g., work/life balance, imposter syndrome). Mind and body wellness is one of the core pillars of The Grad Academy.
- YOU@UNLV: Find tips and tools for everything from your mental and physical health, to friendships and finding balance. It's all here and 100% free and confidential.

Resources for Financial Well-being

Understanding your financial situation and preparing for the future is essential for success. UNLV and its partners offer several resources to help students with their financial well-being including providing information on debt, borrowing and spending, and money management.

- Council of Graduate Schools: They have compiled helpful resources and tools for managing personal finances and making informed decisions about saving, spending, and borrowing.
- GradSense: The Council of Graduate Schools developed GradSense to help graduate students better understand a variety of issues related to borrowing and spending, potential future earnings, and money management.
- Graduate College Financial Services: Offers several funding opportunities including GAships, scholarships, fellowships, and awards.
- Employee Assistance Program: WorkLifeMatters – Your Confidential Employee Assistance Program, Helping find a balance between work and home life. Toll free number: 1-800-386-7055. As a UNLV Resident/Fellow, you are entitled to:
    - Unlimited free telephonic consultations with an EAP counselor available 24/7
    - Referrals to local counselors
    - Three free counseling sessions free of charge

    - A state-of-the-art website featuring over 3,400 articles on topics like wellness, training courses, and a legal and financial center
- UNLV's Office of Academic Affairs: Offers financial well-being workshops throughout the year.
- UNLV's Financial Aid & Scholarships Office: Supports higher-education access and persistence by providing financial aid to eligible students.
- UNLV Financial Aid Emergency Loans: The purpose of a UNLV emergency loan is to provide enrolled students limited, short-term financial assistance. Emergency loan proceeds must be used for educational-related expenses such as housing, utilities, day care, books, tuition, and transportation costs necessary to attend UNLV.
- Volunteer Income Tax Assistance (VITA): Preparing your taxes can be an overwhelming and confusing task, but the virtual VITA program will change that for qualifying UNLV community members and their families. VITA is certified by the IRS and offers free tax preparation services.

CAMPUS RESOURCES AND CONTACTS FOR GRADUATE STUDENTS

Alternative Breaks: Alternative Breaks are service and learning trips led by a small team of students and staff to give participants a chance to travel, learn, and serve meaningfully in their academic breaks. Nonprofit partners provide great opportunities to learn and serve in the local community, and our groups spend time as a team each night during reflection exploring social change and civic engagement.

Website: unlv.edu/sll/service/alternative-breaks

Black Fire Innovation: Black Fire Innovation is a hub aiming to facilitate strategic partnerships and drive innovation in hospitality and gaming. Along with a floor dedicated to showcasing new technologies, Black Fire Innovation also houses RebelForge (free and confidential business advising), the UNLV Office of Economic Development, CoOperate (a co-working space), and a Makerspace.

Phone: 702-895-5200

Website: unlv.edu/econdev/black-fire-innovation

Bookstore: The UNLV Bookstore, located south of the Student Union, sells textbooks, apparel, supplies, and more.

Phone: 702-736-3955

Website: unlv.bncollege.com/shop/unlv/home

Campus Dining: Hungry? There is a wide variety of places on campus to eat! To name a few: Starbucks, Subway (two locations: Sidewalk Café, Pod Market and in the Student Union), Panda Express, Einstein Bagels (three locations: SEB, SRWC, and in RLL), The Coffee Bean & Tea Leaf, and the Commons. Load money onto your RebelCard and use it at these sites. By using your RebelCard, you don't pay tax!

- Download the app "Tapingo" and order ahead for campus dining locations of Starbucks, Subway, Taco Bell (Student Union), The Coffee Bean & Tea Leaf.
- For cost savings, meal plans are offered through the Dining Commons.

Website: unlv.campusdish.com/

Campus Convenience Stores: Need to grab some quick items, like aspirin or snacks? There are P.O.D.s (Provisions on Demand) located in the Dining Commons and the Student Union.

Campus Maps: This comprehensive interactive map, optimized for desktop and mobile devices, allows you to find information about buildings, campus resources, and parking. To search by category, visit UNLV's main campus website.

Website: unlv.edu/maps

Canvas: Canvas is the course management system used by UNLV to provide online teaching and learning opportunities, both in distance education and blended course delivery.

Website: it.unlv.edu/webcampus

Career Services: Career Services offer resources and support to students throughout all stages of their career development.

Phone: 702-895-3495

Location: SSC-A 201

Website: unlv.edu/careerservices

Computer Facilities: OIT maintains 50 computer labs with some 1,500 computers available for academic use. The labs provide access to technology required by faculty and students in pursuit of teaching, learning, and research.

Website: it.unlv.edu/computer-labs

Division of Educational Outreach: The division serves southern Nevada with a wide range of classes offered year-round to those who wish to continue their education, add professional skills, or simply enrich their lives. Non-credit programs include classes, workshops, seminars, field trips, and extended travel-study programs.

Website: edoutreach.unlv.edu/

Disability Resource Center: The Disability Resource Center is committed to supporting students with disabilities through the appropriate use of advocacy, accommodations, and supportive services to ensure access to campus courses, services, and activities.

Phone: 702-895-0866.

Location: SCC-A 143

Website: unlv.edu/drc

English Language Center (ELC): Supports non-native speakers of English with reading, writing, listening, speaking, and vocabulary courses to develop inquiry, critical thinking, and communication skills to succeed in their chosen major at UNLV.

Website: unlv.edu/elc

Entrepreneurship and Innovation: Operates as an administrative unit within the UNLV Lee Business School. Their primary purpose is to provide educational opportunities for students, faculty, and the community to learn about entrepreneurship and related activities. Key activities include overseeing academic curriculum in entrepreneurship; conducting research in entrepreneurship; providing learning opportunities such as certificate programs, speakers, and events to expose students, faculty, and community members to entrepreneurship and to generate awareness of UNLV entrepreneurship programs. The Troesh Center for Entrepreneurship and Innovation partners with students, entrepreneurs, and leaders in the

business community to foster entrepreneurship and support business activity, especially in the greater Las Vegas area.

Website: entrepreneurship.unlv.edu/

Financial Aid & Scholarships: UNLV's Financial Aid & Scholarships Office supports higher education access and persistence by providing financial aid to eligible students.

Phone: 883-318-1228

Location: SSC-A 232

Website: unlv.edu/finaid

Get Involved: Join one of our 350+ student organizations.

Phone: 702-895-5631

Location SU 316

Website: unlv.edu/sia/student-orgs/involvement-center

Graduate & Professional Student Association (GPSA): Promotes and represents the interests of graduate and professional students. Get involved and attend monthly meetings, socials, events, and more.

Phone: 702-895-2261

Location: LLB 2141 and SU 306 and GTW 200

Website: unlv.edu/gpsa

Graduate Catalog: Familiarize yourself with policies and procedures of the Graduate Catalog as well as your degree program.

Website: unlv.edu/graduatecollege/graduatecatalog

Graduate Commons: The Graduate Commons is an exclusive study space for UNLV graduate and professional students. There are two locations: One (Lied Grad Commons) is located in the Lied Library - Room 2141 (second floor) and the other (Gateway Grad Commons) is in the University Gateway Building (second floor). The Graduate Commons features a variety of services including a computer lab equipped with whiteboards, a small kitchen area, a collaborative workspace, and more.

The Grad Academy: Visit this virtual center to learn about events, certification programs, professional development opportunities, workshops, and career services.

Website: unlv.edu/graduatecollege/academy

Student Organizations: UNLV has over 250 registered student organizations that students can join. Examples include:

- Black Graduate Student Association (BGSA)

- Latinx Graduate Student Association (LGSA)
- Law School Student Association
- Dental School Student Organization
- DAC
- Native American Student Association
- American Indian Alliance
- African Student Alliance

Website: unlv.edu/sia/student-orgs

Human Resources: Human Resources strives to create a successful work environment through the recruitment, retention, and development of a diverse workforce. Phone: 702-895-3504. Location: CSB 237

Website: unlv.edu/hr

Hydration Stations: Support your community and plant. This map shows you where to refill reusable water bottles around campus.

Website: unlv.edu/maps/hydration-stations

Integrated Graphics Services (IGS): This administrative unit is responsible for coordinating and printing a wide variety of university publications and maintaining university graphic standards in print. IGS provides offset printing, black and white and color copying, and an assortment of bindery services. It also operates Rebel Copy and Send, a one-stop retail shop providing printing and shipping services to students, alumni, faculty, and staff. The shop specializes in copying theses and dissertations to Graduate College specifications.

Website: unlv.edu/units/integrated-graphics-services

Intramural Sports: The UNLV Intramural Sports Program provides UNLV students, faculty, and staff the opportunity to participate in a variety of organized, competitive activities throughout each academic year. Activities are organized on both a team and individual basis with opportunities to compete against likeminded teams/participants within specialty conferences (Ex. Men's Residence Hall or Women's Greek Conferences).

Website: unlv.edu/campusrec/intramurals

IT Help Desk: The IT Help Desk provides technology support for UNLV faculty, staff, and enrolled students. Contact Help Desk when you need assistance with password resets, new accounts, wireless, email, WebCampus, or other computing problems. Phone: 702-895-0777. Locations: SU 231 or CBC-B 113

Website: it.unlv.edu/it-help-desk

The Care Center: The Care Center is committed to creating a supportive and inclusive environment for all genders through programming, services, and advocacy.

Phone: 702-895-4475

Location: SSC-A 255

Website: unlv.edu/carecenter

Lactation Services: Lactation rooms, mother's nursing spaces provided by the Jean Nidetch CARE Center, are located throughout campus.

Website: unlv.edu/news/unlvtoday/unlv-lactation-rooms-available

Library: In support of the university's mission and shared values, the libraries contribute to and support learners as they discover, access, and use information effectively for academic success, research, and life-long learning. University Libraries is equipped with subject librarians for your program to assist you in searching, acquiring, and organizing your research.

Website: library.unlv.edu

Library To-do List For Graduate Students

- Learn the name of your liaison librarian: Liaison librarians have subject-specific expertise and can assist you with locating resources related to your research area. If you are teaching, a liaison librarian can work to provide library instructions for your students.
- Make an appointment with your liaison librarian: Liaison librarians are available for one-on-one research consultations.
- Activate your library account: Access electronic resources off-campus, borrow books we do not own and renew books online.
- Get an account with RefWorks, a web-based bibliographic management tool: Start organizing your research right away.
- Install RefWorks Write-N-Cite on your personal computer: Access RefWorks references and easily cite and format them within Microsoft Word. It does the work for you.
- Sign up for an ILLiad account: Request items we do not own from other libraries. You can get scanned articles emailed to you within three days and books within seven days.
- Take advantage of Link+: Order books the library does not own or are checked out.
- Sign up for a library workshop: Workshops are on a broad array of research-related topics ranging from locating grants and fellowships to strategies for developing an effective literature review.
- Locate your discipline's subject or ask your liaison librarian to create one: They contain information about all the key resources in your subject area and how to access them.

Makerspace: The Makerspace is a multidisciplinary space dedicated to exploration supported by both emerging technology and traditional equipment. The Makerspace will continue to grow and evolve as relevant new technologies are identified. Services available:

- 3D printing
- Laser Cutting and etching
- Vinyl cutting
- Sewing
- Prototyping

Website: library.unlv.edu/spaces/makerspace

Marjorie Barrick Museum of Art: The museum provides exhibitions, lectures, and programming that engage visitors' aesthetic and intellectual sensibilities. The museum is the temporary home of the Las Vegas Art Museum collection, which is featured regularly in the exhibition hall. Additionally, the museum maintains a superb collection of pre-Columbian and ethnographic art. Special arrangements can be made for school groups and tours.

Website: unlv.edu/barrickmuseum

Military and Veterans Services Website: The Military and Veteran Services help UNLV's student veterans and active-duty military members successfully navigate the academic and administrative pathways of a college education. The staff assist more than 1,000 veterans, dependents, active duty service members, National Guard members, and reservists.

Website: unlv.edu/units/veteran-services

National Supercomputing Institute (NSI): Established in 1990, the institute is a full-service supercomputing facility with on-site and off-site user training, national network accessibility, and a mission for excellence in education and research in supercomputing and its applications. The NSI provides supercomputer training and services to academic and research institutions, government and private industry for research and development related to energy, the environment, medical informatics, and health care delivery.

Website: unlv.edu/units/national-supercomputing-institute

Parking and Transportation Services: Parking and Transportation Services strives to make parking your vehicle as efficient and convenient as possible.

Phone: 702-895-1300. Location: PSB

Website: unlv.edu/parking/lots

Payroll: Payroll provides faculty, staff, and students accurate and timely compensation for services provided. Phone: 702-895-3825. Location: CSB 244

Website: unlv.edu/payroll

Police Services: Committed to protecting and serving the campus community 24 hours a day, Police Services maintains the UNLV RebelSAFE Alert System and offers a variety of services to the campus community.

Phone: Non-emergency: 311 (campus landline) or 702-895-3668 (cell phone). Emergency: 911 (campus landline) or 702-895-3669 (cell phone). Location: PSB

Website: unlv.edu/police/rebelsafe

RebelCard: You can deposit money to your RebelCard and use it for campus dining, vending machines, and for purchases at many restaurants and shops both on and off campus.

Phone: 702-895-2351. Location: SU 118

Website: unlv.edu/rebelcard

Rebelmail: Your UNLV email account is one of the primary ways you will receive official university communications.

Website: it.unlv.edu/rebelmail

Recycling Services: The "Drive-Up, Drop Off" recycling program will accept items for recycling. There are also donation boxes available.

Website: unlv.edu/facilities/drop-off

Risk Management and Safety: Risk Management and Safety protects staff, students, and visitors to UNLV from injury, while also protecting the institution from financial loss.

Phone: 702-895-4226. Location: CSB 119

Website: unlv.edu/rms

Student Conduct: Student Conduct serves as a resource to the campus community for student conflict resolution, and also provides an extensive outreach program that includes presentations on academic integrity, preventing academic misconduct, conflict resolution, and managing disruptive behavior. Phone: 702-895-2308. Location: CDC-01 Rm 118

Website: unlv.edu/studentconduct/contact

Student Counseling and Psychological Services (CAPS): CAPS staff is dedicated to helping students balance multiple aspects of wellness and health.

Phone: 702-895-3627. Location: RWC 1500

Website: unlv.edu/studentwellness/health-center

Student Diversity & Social Justice (SDSJ): SDSJ advocates with a diverse student population to amplify and affirm students' identities through an intersectional framework to promote student success. SDSJ is a student-centered office committed to educating, empowering, and developing UNLV students as leaders to recognize and address societal injustices.

Student Health Center: The Student Health Center, Lab, and Pharmacy are open to enrolled students. Phone: 702-895-3370. Location: RWC 1500.

The Intersection: The Intersection is a safe, healthy, physical space for students, faculty, and staff to gather, exchange ideas and information, and develop a shared sense of community at UNLV. The Intersection: Academic Multicultural Resource Center is a comprehensive and sustainable resource center for students - particularly first-generation and students of color - faculty, staff, and our community at large. The Intersection provides access and linkages to research, people, information, and services.

Website: unlv.edu/intersection

Student Health Insurance: The student health insurance provides coverage for necessary medical and mental health services beyond those available through Student Wellness.

Phone: 702-895-3370.

Website: unlv.edu/studentwellness/health-center/health-insurance

Student Recreation and Wellness Center (SRWC): The SRWC provides personal training, group exercises, intramural sports, swim lessons, open recreation, relaxation rooms, and fitness and nutrition consultations.

Phone: 702-774-710. Location: RWC

Website: unlv.edu/srwc

Student Union: The Student Union offers conveniences and amenities for everyone, whether you need to grab a snack, hold a meeting, or just have some fun. Phone: 702-895-4449. Location: SU

Website: unlv.edu/studentunion

Summer Term: Summer Term is a self-supporting program that empowers students to get ahead and graduate sooner. By offering additional opportunities to earn college credit, students reap the benefits of attaining up to an additional 18 credits for undergraduate students, and 12 credits for graduate students, ultimately fast-tracking their degree.

Website: summerterm.unlv.edu/

Student Support Spot: The Student Support Spot offers nonperishable food packages, toiletry items, and in-person guidance to students facing basic needs challenges such as housing, food, and transportation insecurity, and needs related to mental health, child care, and digital access. Hosted jointly by the UNLV Graduate College and Career Services (in cooperation with the Office of Service Learning & Leadership), the first Student Support Spot is located at the University Gateway Building (4700 S. Maryland Pkwy.) on the second floor in the Welcome Center. The space is open weekdays from 8 a.m. to 5 p.m. For more information, contact the Gateway Student Support Spot at gradrebel@unlv.edu.

Website: unlv.edu/graduatecollege/student-support-spot

Transcripts Requests:

Phone: 702-895-3443. Location: SSC-C

Website: apps.ess.unlv.edu/transcriptrequest/

Tuition and Fees: The Cashiering and Student Accounts Office educates students and parents on the financial responsibilities of enrolling at UNLV and processes transactions involving tuition accounts. Phone: 7012-895-3683 (Cashiering); 702-895-3577 (Student Accounts). Location: SSC-A 131-134 and 136

Website: unlv.edu/apply/college-costs

UNLV Writing Center: The UNLV Writing Center offers free help from enrolled UNLV students for any writing project, from papers to creative writing to resumes.

Phone: 702-895-3908. Location: CDC-3

Website: writingcenter.unlv.edu/

UNLVtickets: UNLVtickets sells tickets for some of the most popular entertainment and sporting events in Las Vegas. Phone: 702-739-3267

Website: unlvtickets.com/

UNLV/CSUN Preschool: The preschool is a division of the Department of Early Childhood, Multilingual, and Special Education and is housed in the Lynn Bennett Early Childhood Education Center on the UNLV Maryland Parkway campus. The mission of the UNLV/CSUN Preschool is to provide a model inclusive early childhood program that serves children (six weeks to five years of age) of students, faculty, staff, and the general public; teacher training for future educators; and to promote research studies on issues and practices relevant to child development and early learning. Through the Graduate College, find out if you are eligible for a UNLV Graduate Access Child Care Scholarship.

Website: unlv.edu/preschool

University of Nevada Press: The University of Nevada Press is a publisher of scholarly books. Established by the Board of Regents in 1961 and reporting through UNR, the press is contributing to the state of Nevada and the scholarly community by publishing books in the areas of history, government, natural resources, ethnic groups, and contemporary affairs.

Website: unpress.nevada.edu/

Western Regional Graduate Program (WRGP): WRGP aids residents in obtaining graduate and professional level education in fields of study not available within the state. Currently, Nevada is active in the WICHE Professional Student Exchange Program, the Western Regional Graduate Program, and the Western Undergraduate Exchange Program.

Website: ir.unlv.edu/IAP/Reports/Content/ExternalOrganizationsAndStudies.aspx

Women's Research Institute of Nevada: A member of the National Council for Research on Women (NCRW), this network is a learning house for research on women and girls.

Website: unlv.edu/wrin

YOU at UNLV: The online utility pools support resources in one user-friendly interface with the goal of supporting students throughout their time at UNLV. The portal assesses student wellness, allows students to set goals, and links them to resources to help them achieve those benchmarks.

Website: you.unlv.edu

Housing

Student Housing

- Campus Housing Policies: UNLV is proud to offer multiple options for living on campus that maximizes your graduate school experience. Live with students of similar interests, be close to campus resources, and learn in a safe and supportive environment.
- HELP of Southern Nevada: Emergency Resource Services (ERS) is the essential link between people needing services and those providing human services in our community. Services offered include case management housing assistance, other supportive services, and mainstream programs. ERS is key to HELP's ability to wrap services around clients so that self-sufficiency is obtained. Hundreds of households every year are prevented from becoming homeless through this program.
- Southern Nevada Regional Housing Authority: This is a federal program for assisting low and very low-income families, the elderly, and the disabled to afford decent, safe, and sanitary housing (that they choose) in the private market. Since housing assistance is provided on behalf of the family or individual, participants can find their housing, including single-family homes, townhouses, or apartments. The participant is free to choose any housing that meets the requirements of the program. The program also allows its participants to use the voucher after the first year of admissions (if the applicant was not a current resident of Clark County when they applied) anywhere in the nation. This segment of the program is entitled Portability. The term Section 8 is used to describe the various Housing Choice Voucher Programs.
- Nevada Partnership for Homeless Youth: Homelessness among youth is a growing crisis in the Las Vegas Valley. For over 18 years, the Nevada Partnership for Homeless Youth (NPHY) has provided Southern Nevada's homeless youth with help, hope, and the support needed to rebuild their lives.

Transportation and Parking Services

- Club Ride: A free program to help Las Vegas commuters find cheaper and easier ways to get to work or school.
- Motorist Assistance Program: Need a jump start? Got a flat tire? You can call the Motorist Assistance Program at 702-895-1300 Monday-Thursday, 7 a.m.-7 p.m. and Friday, 7 a.m.-5 p.m. If you need assistance after 5 p.m., contact University Police at 702-895-3668.
- Safe Escort at Night: Studying late or have a night class? Call the Department of Police Services at 702-895-3668, ext. 2 and a student security officer will escort you safely to your vehicle.
- New Transit Center: A new transit center is located on the southwest corner of the campus which includes bus service directly to campus among other amenities.
- Parking at UNLV: Lot S, located on the NW side of campus off of Harmon Ave., does not require a parking permit. This lot fills up quickly, thus you will need to arrive early to secure a spot. Parking on campus requires a student parking permit. Students may only

park in student lots with a student permit. Students may park in staff parking during specific times and locations.

- No one at any time may park in reserved parking without a reserved parking permit.
- Parking is enforced 7 a.m.-7 p.m. Monday-Thursday and 7 a.m.-1 p.m. on Friday during the traditional school year. During the summer months, parking enforcement hours are from 7 a.m.-5 p.m. Monday-Thursday and 7 a.m.-1 p.m. on Friday.