Welcome

Welcome to the School of Community Health Sciences at UNLV. Our mission is to improve quality of life and to eliminate health disparities by providing quality education, research, service and leadership. The work of public health is to create conditions where people can be healthy. Because we focus on population health rather than on individual health, public health workers require unique education, skills and research opportunities. Our degree programs provide a variety of study concentrations in the Ph.D. and Master of Public Health degrees as well as the Master of Education in Health Promotion degree that will prepare students for a public health career. I am very excited to help shape the core and future of the UNLV School of Community Health Sciences. Come join us and become part of the public health community working for a better world.

Shawn Gerstenberger, Ph.D
Dean, UNLV School of Community Health Sciences

Mission Statement(s)
The School of Community Health Sciences (SCHS), formerly known as the School of Public Health, was established in 2004 and is dedicated to improving the health and well being of people worldwide. Our departments, programs, and research units work to provide a diverse education, practical training experience, and numerous community involvement opportunities to prepare students to become leaders and professionals in the field of Public Health.

Our vision is to be a vibrant center of excellence for public health teaching, research, and community action and to be a magnet for state, national, and international students.

The mission of the School of Community Health Sciences (SCHS) is to advance the science of public health, improve the health and quality of life of people in our communities, and work to eliminate health disparities in Nevada, the nation, and the world by providing leadership in quality education, research, and service.

Purpose
The purpose of this handbook is to provide program specific information that is not found in the UNLV Graduate Catalog. Students are responsible for understanding and following the policies and procedures delineated in this document and the UNLV Graduate Catalog, as well as the NSHE Code, UNLV Bylaws, and the UNLV Student Conduct Code. Questions about policies should be directed to the Graduate College: valarie.burke@unlv.edu or kendall.hartley@unlv.edu.

Department Graduate Faculty
A current listing of the graduate faculty can be found in the UNLV Graduate Catalog. Faculty must hold either associate or full graduate faculty status to be involved in graduate education at UNLV. For up to date information regarding graduate faculty status in your department, visit the Graduate Faculty status web page.
Program Handbook

Program Information

The Schools of Community Health Sciences (SCHS) at UNLV and UNR are pleased to offer a collaborative doctoral program (Ph.D.) in Public Health. The collaboration between the two schools represents a unique, statewide approach to public health training and research, drawing on complementary expertise and opportunities at both universities to create a high-quality academic program that maximizes resources and flexibility. The Ph.D. in Public Health is designed to prepare students for careers in which advanced analytical and conceptual capabilities are required, such as university teaching, research, consulting, policy development or other high-level positions.

The curriculum was developed jointly by faculty from the Schools of Public Health at the University of Nevada, Reno, and the University of Nevada, Las Vegas, with input from representatives of academia and the public health community. The curriculum provides a comprehensive and interdisciplinary examination of topics and experiences necessary to produce graduates who are ready to secure employment in the public health arena. Students in the program are admitted to either UNLV or UNR and follow the course requirements from their home institution. Courses may be taken at either institution. A Chair from the admitting institution supervises the dissertation but the doctoral committee may include members from either or both institutions.

The Ph.D. in Public Health at UNLV offers four sub-Plans. Requirements for each area include a set of core classes, additional area required classes, elective options, and a capstone experience.

Environmental and Occupational Health - Environmental and occupational health studies how the natural and the built environment impact our health. From the air we breathe, the water we drink, to chemicals, hazards, and pathogens, environmental and occupational health professionals work to understand and promote health and safety where we live and work. Environmental and Occupational Health emphasizes the role of air, water, the home environment, the community environment, and the workplace as critical determinants of health. The EOH subplan specifically addresses the environmental factors affecting human health.

Epidemiology and Biostatistics - Epidemiology is the study of the distribution and determinants of disease and injury. As the fundamental science in public health it provides the tools we need to monitor and study health problems and design effective control measures. Epidemiology relies on the analytical methods of biostatistics to describe, analyze and interpret health data. Biostatistics is the study of the methods and processes for statistical reasoning applied to public health studies including likelihood methods for inference, epidemiologic statistics, clinical trials, and survival analysis. Biostatistics is an indispensable tool in improving health and reducing illness.

Social and Behavioral Health - Social and behavioral health brings the community to the forefront of public health through the development and evaluation of community based programs that promote health and prevent disease. Health education, health communication, and study of the social determinants of health and health disparities are essential to social and behavioral health. Social and behavioral health is the aggregate of several purposeful activities including, but not limited to program planning, evaluation, and administration designed to improve personal and public health through a combination of strategies, including the competent implementation of health education, risk factor detection, behavioral change strategies, health enhancement, and health maintenance.

Health Care Administration and Policy - Health care Administration and Policy supports leadership, management, and administration of public health systems. Finance, marketing, information management and health services management are essential aspects of building a strong public health infrastructure and shaping health policy. Students in the Department of Health Care Administration and Policy gain a broad view of the health care delivery system and develop an understanding of health and disease. They develop analytical skills through the curriculum and internships to prepare them for leadership positions in the organization, financing, and delivery of health care services.
Program Handbook

Contact Information
http://www.unlv.edu/publichealth

Department Chair
Dr. Michelle Chino, BHS 526, Michelle.chino@unlv.edu

Graduate Coordinator
Dr. Jennifer Pharr, BHS 517A, Jennifer.pharr@unlv.edu

Department Main Office
BHS 507, liz.gil@unlv.edu, 702-895-4030, 702-895-3979

Program Requirements
Program requirements regarding admission, coursework and culminating experience are found in the graduate catalog.

PHD Advisory Committee
In your first semester students should become acquainted with the faculty and before completing their core coursework, select Committee Chair (Advisor) in their area of interest. The Committee Chair will then help the student select the remainder of the committee. It is the student’s responsibility to put together a committee. Students will not be able to complete the degree program requirements without an approved graduate committee. During graduate study, students may elect to change their Chair and/or their committee. This is allowable but depending on the timing or cause for a change the student may also have to make changes to their course of study. A change of Committee Chair or any member of the committee must be approved by the Graduate College. No changes may occur during the final semester of the program.

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<th>SCHS FORMS</th>
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<tr>
<td>GRADUATE COLLEGE FORMS</td>
<td>Appointment of Advisory Committee</td>
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Advisory Committee Requirements
Every SCHS PHD student will select an Advisory Committee Chairperson who will serve as their primary advisor and three additional faculty members who will comprise the PHD Committee. The role of the PHD Committee is to guide the student through the degree program and assisting with the dissertation.

The Advisory Committee Chairperson (Advisor).
- The role of the Chair is to help you plan your program of study, progress through the various milestones, develop your research plan, and guide you through completion of an independent research project that will make a significant contribution to the field.
- The advisor assigned to you at the time of admission may or may not be the individual you select to serve as your Chair. It is the responsibility of the student to personally select an advisor to serve as chair of his or her advisory committee. This should be completed before completing the required core classes and prior to taking concentration area classes.
- The Committee Chair must be a full-time faculty member within the School of Community Health Sciences and be in your concentration area; further, the Committee Chair must have Full Graduate Faculty status through the Graduate College. NOTE: At any time after admission, a student may request a change of advisor and, upon departmental recommendation and Graduate College approval, the advisor will be changed.

The Advisory Committee.
- **SCHS Faculty Advisors.** A minimum of two additional faculty members from within the School of Community Health Sciences will serve as internal support faculty for your committee. These individuals do not need to be from your subplan, however, these individuals should bring
expertise in key topic areas relevant to your research and/or have expertise in related methodological/analytical skills.

- **Graduate College Representative.** The Graduate College Representative is a neutral, outside faculty member with full graduate faculty status who participates on the committee to ensure that all graduate college policies are followed, to make sure that all milestones in the student’s progression are met appropriately, and to witness rigor, quality, and fairness throughout the student’s culminating experience and defense. The primary role of this individual is to monitor the process to ensure the committee process adheres to all Graduate College requirements. For Doctoral committees this individual should, ideally, contribute to the substance of the research and bring inter-disciplinary perspectives to the process.

**Degree Program**

**Degree Program Course Requirements**

The student and the Committee Chair will agree on a final program of study for completion of subplan (concentration) coursework that will prepare the student for dissertation research. The student will meet with their Committee Chair to present their proposed plan of study, an outline of their dissertation research, and a proposed timeline for completion of the degree program.

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<tr>
<th>SCHS FORMS</th>
<th>Proposed Doctoral Degree Program Part II</th>
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<tr>
<td>GRADUATE COLLEGE FORMS</td>
<td>Proposed Doctoral Degree Program Part I</td>
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**Comprehensive Exam**

All students are required to complete a written Comprehensive Examination upon completion of the core courses of the program. The examination is designed to assess the student’s ability to synthesize core knowledge in the field of public health, as demonstrated by the selection and integration of information from several doctoral courses and is evaluated by written discussion in response to examination questions. The Comprehensive Examination may only be repeated once and must be repeated within a year of the initial attempt. Students unable to pass the Comprehensive Examination after a second attempt will be separated from the program. The exam is offered every semester.

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<tr>
<th>SCHS FORMS</th>
<th>Comprehensive Exam Registration Form</th>
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<tr>
<td>GRADUATE COLLEGE FORMS</td>
<td>None Required</td>
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**Pre-Prospectus**

Upon passing the Comprehensive Exam, the student begins developing the dissertation prospectus. The prospectus is a detailed plan for an independent research project. It serves as an agreed-upon plan for a doctoral-level project.

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<tr>
<th>SCHS FORMS</th>
<th>Qualifying Exam Registration Form OR Enrollment in EOH 797</th>
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<tr>
<td>GRADUATE COLLEGE FORMS</td>
<td>None Required</td>
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**Prospectus**

After the student and their advisor agree on a topic and methods for the dissertation research, the student will develop and formally present the proposed plan (prospectus) to the Advisory Committee orally and in writing. The written portion must be provided to the Advisory Committee no less than two weeks before the scheduled oral presentation. The oral part of the prospectus includes a succinct
Power point presentation of the written document. Once the Advisory Committee approves the student’s prospectus, the student may advance to candidacy and begin their research.

**Written Prospectus:** The written part of the prospectus is the equivalent of the first three chapters of the dissertation (about 50 pages) as follows:

- **Cover page:** Proposed title, student’s name, Department, and Advisory Committee members.
- **Abstract:** A one-page summary of the proposal.
- **Table of Contents:** List each chapter and major subtopics

**Chapter 1: Introduction.** This section should present a detailed discussion of the problem to be addressed by the research and its significance to the field.

**Chapter 2: Background and significance.** This chapter included a detailed review of the academic literature that provides background information and support for the proposed research. The purpose of this section is to demonstrate that the student understands what is currently known about the topic and gaps in knowledge; problems or issues requiring further study; and how the proposed study will address these gaps/problems.

**Chapter 3: Methods.** This section should provide, at a minimum, a step-by-step description of the research question, hypotheses, theoretical framework, research design, data sources, protection of human subjects, analytical methods, and research limitations.

**References:** Complete citations for all referenced works.

**Oral Prospectus Presentation:** The oral part of the prospectus is a public Power point presentation of the research plan that reflects the content of the three primary chapters in the written document. Students, faculty, and other interested persons are invited to attend prospectus presentations.

The 20 – 30 minute oral presentation will be followed by a question and answer session. The Advisory Committee will then deliberate privately to determine whether the student is ready to proceed. There are three possible decisions the committee can render:

- **Pass** – The student is able to begin their research. The Committee may only have minor edits or suggestions.

- **Pass with Conditions** – The committee may ask the student to modify the written document, address additional issues, or respond to any committee questions or concerns. The student will submit the revised written prospectus to the committee. The student does not have to repeat the oral presentation.

- **Fail** – If the student fails the prospectus, they must arrange a meeting with their Advisor to discuss options for addressing the identified problems. Students may repeat the prospectus once. If the student fails any part of the prospectus (written/oral or both) a second time, they will be separated from the program.

The prospectus presentation is a public presentation. Notice must be posted two (2) weeks in advance and scheduled with the Program Administrative Assistant.

**Advancement to Candidacy**

Upon approval of the prospectus, the student applies to the Graduate College to advance to candidacy and can then register for dissertation credits and begin their independent research.

Advancement to candidacy will only be approved when the student has successfully completed:
All required coursework
Comprehensive Exam
Prospectus

SCHS FORMS | None Required
---|---
GRADUATE COLLEGE FORMS | Advancement to Candidacy

### Written Dissertation

The written dissertation is the culmination of the student’s research. The final manuscript should present the totality of the research plan, process, and results in a well-written, detailed manner. At a minimum, the final dissertation included final versions of the first three chapters presented for the prospectus, a fourth chapter with a detailed presentation of the results/findings from the research and a fifth chapter providing a detailed discussion of the implications of the results for the student’s field of study and where appropriate, recommendations for future policy and practice.

SCHS FORMS | None Required
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GRADUATE COLLEGE FORMS | None Required

### Final Oral Defense

Upon completion of the dissertation, the student must pass a final oral examination that involves the successful defense of their dissertation study. All advisory committee members must be present for this examination and may question the student following presentation of the study. The defense will be scheduled and conducted in accordance with the Graduate College/School's policies for thesis and dissertation completion. Similar to the prospectus, the final oral defense involved a 30-45 minute Power point presentation, followed by the student responding to questions from the committee and the audience. The committee will then deliberate in private to make the final decision.

The defense is a public presentation. Notice must be posted two (2) weeks in advance and scheduled with the Program Administrative Assistant.

SCHS FORMS | Student Exit Survey
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GRADUATE COLLEGE FORMS | Final Oral Defense

### Graduation

Upon completion of all requirements and successful final oral defense of their dissertation, the student is eligible for graduation. Students should apply for graduation the semester before they plan to graduate. Review the Graduate College requirements for preparation and submission of your dissertation.

SCHS FORMS | ---
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GRADUATE COLLEGE FORMS | Must apply for graduation by semester deadline

### Program Timeline

A student beginning a doctoral degree program and holding a master’s degree in an appropriate field of study must complete all doctoral degree program requirements within six years.
### First Year
- Attend new student orientation
- Identify Committee Chair
- Finalize committee
- Finalize / submit proposed Plan of Study
- Complete core coursework
- Appointment of Advisory Committee form
- Proposed Masters Degree Program Parts I & II

### Second/third Year
- Comprehensive exam
- Complete concentration coursework
- Appointment of Advisory Committee form
- Proposed Masters Degree Program Parts I & II

### Final Year
- Prospectus
- Advance to Candidacy
- Apply for graduation
- Prospectus Approval Form
- Advance to Candidacy Form

### Final semester
- Complete written dissertation
- Final Oral Defense
- Submit Dissertation to Graduate College for review
- Graduate
- Culminating Experience Results
- Dissertation Preparation Form
- Dissertation Approval Form

### Professional Code of Ethics/Discipline Guidelines
UNLV Graduate College policy regarding academic integrity can be found in the graduate catalog.

### Annual Review Procedures
Each spring term, graduate students are required to complete the Graduate Student Annual Review survey. This survey will be sent by the Graduate College to the student’s Rebelmail account. The review covers the prior calendar year and assesses student progress while setting goals for the year ahead.

The Ph.D. in Public Health Program adheres to the academic policies outlined in the Graduate Catalog at the time of admission. All students should be thoroughly familiar with these. Any remarks indicating unsatisfactory or questionable progress must be addressed.

### Satisfactory or Unsatisfactory Progress of Graduate Students in the PHD in Public Health Program (PHD).
SCHS policy on evaluation of PHD Student progress and the resulting actions are as follows:

1. The SCHS PHD Committee will review each graduate student's progress at the end of each semester. All students and their Advisor will be notified individually regarding their satisfactory or unsatisfactory progress in the graduate program on an annual basis. Any remarks indicating unsatisfactory or questionable progress must be addressed.

2. Evaluation of a student's progress will be in the following areas: (A) contingencies noted at the time of matriculation; (B) filing of required forms with the Graduate College: appointment of examination committee, degree program, thesis/dissertation prospectus; (C) course grades; (D) Comprehensive exam; (E) progress and quality of work on the thesis or dissertation; and, (F) if funded, performance as a Graduate Assistant.

3. If, using the criteria listed above, a student is making unsatisfactory progress the student may be put on academic probation. The problems or requirements stated in the letter to the student must be corrected or fulfilled during the first semester of probation. If they are not, or if there is further unsatisfactory progress during any subsequent semester, the student will be placed on a second semester of probation during which time the student is not eligible for an assistantship or scholarship from the department or university. If, at the end of that second semester of probation, the SCHS PHD Committee still considers progress to be unsatisfactory, the student will be separated from the program.
4. If a student regards the SCHS PHD Committee's evaluation to be unjust, a request for reconsideration during a meeting of the SCHS graduate faculty may be made of one's advisor, the chair of the SCHS PHD Committee, or the graduate coordinator. The plaintiff will present the case in writing to the graduate faculty one week prior to the meeting and may choose to be present at the beginning of the meeting for discussion of the situation. The graduate faculty will deliberate the case without the student being present and, within one week, render its decision in writing. If a student remains unsatisfied with the faculty's findings, a grievance may be pursued through university channels. Please see the current graduate catalog for details.

All students enrolled in the Graduate Program in the School of Community Health Sciences are expected to uphold high standards of academic rigor. Failure to do so will result in separation or probation. Policies regarding separation and probation are set out below.

**Academic Probation**

Students are expected to maintain a minimum 3.0 GPA. Any grade below a “B” will not qualify for graduate credit. A student who receives a B- or lower will be placed on academic probation. The SCHS PHD Committee will determine the criteria by which the student will be removed from academic probation on a case-by-case basis. Failure to fulfill the prescribed requirements will result in separation from the program. A student will be placed on academic probation if any of the following conditions apply:

A) Any student who earns a cumulative GPA below 3.0 will be placed on academic probation. The student will have one semester to raise this average above 3.0 or be separated from the program.

B) A student who receives one grade below a "B" (B- or lower) will be placed on probation. The SCHS PHD Committee will determine the criteria by which the student will be removed from academic probation on a case-by-case basis. Failure to fulfill the prescribed requirements will result in separation from the program.

C) Failure to make adequate progress towards degree requirements will also result in probation. This includes failure to complete 6 credits per academic year, failure to file appropriate forms with the Graduate College in a timely manner, failure to meet with their advisor upon request, or unsatisfactory grades including withdrawal or incomplete.

**Separation**

A student may be separated from the program for any of the following reasons:

A) The student who receives two or more grades below a "B-" (C- or lower) during their degree program will be separated from the program.

B) The student receives a grade of "B-" or lower when repeating any core course. Core courses may only be repeated once.

C) Any student receiving two non-consecutive semester GPAs below 3.0 will be separated from the program.

D) Any student who fails the comprehensive examination, prospectus, or final dissertation defense on the second try will be separated from the program.

E) Plagiarism on any assignment, paper, prospectus, or dissertation will not be tolerated and will result in the immediate separation of the student from the program. On cases involving plagiarism, the SCHS PHD committee will be convened to evaluate the work in question and vote on whether the student should be separated from the PHD program.
NOTE: A student who has been dismissed for academic reasons is not eligible for admission or re-entry. A student must petition the Graduate College for academic reinstatement. (Graduate College Catalog – Academic Policies).

**Continuous Enrollment**

Once admitted to the Graduate Program, the student is required to register for a minimum of six semester hours each rolling three semesters (including summer). Students who have not registered for the minimum hours will be separated from the Graduate College and will need to reapply should they wish to continue work on their degree.

**Leave of absence**

A student may request a leave of absence for up to one academic year. While on leave, students retain their admitted student status; however, they are not registered and therefore do not have the rights and privileges of registered students. Failure to return as scheduled or to secure an extension of a prior leave of absence will result in separation from the university. A leave of absence must be approved by the student’s advisor, the Department Chair, the Graduate Coordinator, the Academic Dean and the Graduate College.

**Appeals/grievances**

A student wishing to file an appeal or a grievance pertaining to his/her graduate education must follow the following procedures:

*Admissions* – If the student is not admitted to the graduate program and wishes to appeal a denial of admission, he/she should first direct the appeal in written form to the department or academic unit where the admission was denied. If the issue remains unresolved the appeal should then be directed to the dean of the academic college and finally to the Graduate Dean.

*Other Academic Issues* - The student with an academic grievance unrelated to admission (for example, course grades) should first direct the grievance in written form to his/her faculty advisor and the graduate coordinator. If the problem remains unresolved, the student should then direct the grievance to the academic dean. If the issue remains unresolved, the student may direct the written grievance to the Graduate College Director of Student Services.

**Graduate Assistantships**

Only students with full graduate standing are eligible for graduate assistantships. There are a limited number of assistantships available for students in the School of Community Health Sciences. Assistantships are awarded in the fall semester, usually for a one-year period. Assistantships are highly competitive and are generally awarded based on academic merit to second-year students. If you are interested in applying for an assistantship you must first complete and submit the application available on the graduate college website.

**Discipline Resources**

*Recommended Writing Style.*
The School of Community Health Sciences requires APA style for all theses, professional papers and dissertations. Please talk to individual instructors about requirements for class term papers.

*Public Health Professional Organization*
Nevada Public Health Association
American Public Health Association

*Recommended Conferences*
Nevada Public Health Association Conference
American Public Health Association Annual Meeting
School of Community Health Sciences Journals
Health Disparities Research and Practice
Journal of the Nevada Public Health Association

University Resources

Academic Success Center
The goal of the Academic Success Center is to help students do well academically and complete they studies on time. They offer or will refer you to such programs and resources as tutoring, advising, skills testing, career exploration and more. They guide students every step of the way to the many established resources created to ensure they complete their educational goals. Learn more about the programs and services the center currently offers.

Alumni Association
With an alumni base 90,000 strong, the UNLV Alumni Association offers a variety of services and opportunities in support of alumni and their families. UNLV alumni are encouraged to support the values of higher learning through advocacy, involvement, and giving.

Commencement Office
Located in the UNLV Registrar’s Office, the commencement office is the last step in the graduation process. Please check with the commencement office for information on the commencement ceremony and your diploma; for all other information about graduate student degree completion and graduation, including thesis/dissertation requirements and doctoral hooding, please contact the Graduate College.

Office of Diversity Initiatives
The vision of the Office of Diversity Initiatives is to advocate, promote, and support the advancement of equity, inclusiveness, and empowerment of a continuously changing collegiate and global community. The mission of the Office of Diversity Initiatives is to provide leadership and support for UNLV’s diversity mission: to nurture equity, diversity, and inclusiveness that promotes respect, support, and empowerment. This Office also handles UNLV Title IX questions, inquiries, and reporting.

Disability Resource Center (DRC)
The DRC is committed to supporting students with disabilities at UNLV through the appropriate use of advocacy, accommodations, and supportive services to ensure access to campus courses, services, and activities. The DRC is the university-designated office that determines and facilitates reasonable accommodations in compliance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973. Graduate students with disabilities must disclose to the DRC in order to receive appropriate accommodations.

Office of International Student and Scholars
International Students and Scholars (ISS) ensures compliance with both SEVIS (Student and Exchange Visitor Information System) and federal law, so that the university can continue to be authorized by the U.S. federal government to enroll international students; host and hire international scholars; assist and advise employment eligibility and authorization relating to international students and scholars, and visa, travel, and immigration issues; provide critical and specialized services to the international students and scholars of the UNLV community; and facilitate their transition to the campus and the U.S.

Jean Nidetch Women's Center
The Jean Nidetch Women's Center is committed to creating a supportive and inclusive environment for all genders through programming, services, and advocacy for the UNLV community. The Women's Center has informational resources, brochures, and flyers for a variety of on and off campus organizations to help empower and protect yourself, and learn about your options. They also provide free tampons, pads, and condoms.

UNLV Libraries
UNLV Libraries has always been more than books; they are about encouraging students and creating quality programs that elevate growth and learning. Please visit their website for important information about the services they offer to graduate students.

**Graduate & Professional Student Association (GPSA)**
The Graduate & Professional Student Association serves all currently enrolled University of Nevada, Las Vegas graduate and professional students. The GPSA maintains the Graduate Student Commons located in the Lied Library room 2141. The facility a working office equipped with a copier, fax, flatbed scanners, color laser printer, office supplies, and computers with printers and a small kitchen area. The GPSA is the graduate student governance body at UNLV; the GPSA Council consists of one graduate student representative from each graduate department, and they meet monthly. The GPSA also provides volunteer opportunities, sponsors social events, and supports graduate student research through the graduate research and travel grants program.

**Office of Student Conduct**
The Office of Student Conduct is a student-centered, service-oriented office located within the Division of Student Affairs. The Office of Student Conduct collaborates with the UNLV community to provide an inclusive system through enforcement of the *UNLV Student Code of Conduct* by:

- Promoting awareness of student rights and responsibilities;
- Establishing accountability for student choices;
- Creating opportunities for involvement in the process; and
- Striving to uphold the values and ethics that advance the common good.

**Office of Veteran Services**
The UNLV Office of Veteran Services is staffed with veterans and GI Bill-experienced staff to assist more than 1,000 veterans, dependents, active duty service members, National Guard members, and reservists. Their mission is to develop a welcoming, veteran-friendly campus environment that fosters academic and personal success.

**The Financial Aid & Scholarships Office**
The Financial Aid & Scholarships Office supports higher-education access and persistence by providing financial aid to eligible students. The office partners with student organizations, the UNLV Foundation, the Graduate College, and other external constituents to provide financial aid learning opportunities and scholarship support for graduate students.

**Writing Center**
This is a free service to UNLV students to help you with any writing project, from papers to creative writing, to resumes, and we can work with you at any stage of the writing process. The center can help you brainstorm, make an outline, work on your drafts, or just be a soundboard for your ideas. The center staff can assist you in person, or via the Online Writing Lab (OWL) page.

**University Policies and Procedures**
Graduate students are responsible for knowing and acting in accordance with UNLV Policies and Procedures. To view the most commonly referenced campus policies and procedures, you can refer to the following websites:

- Academic Integrity
- Activation for Military Service
- Change of Address
- FERPA/Privacy Rights
- Health Insurance - Mandatory
- Jeanne Clery Campus Safety and Security Report
- Proof of Immunization
- Policies and Procedures on the Protection of Research Subjects
To ensure compliance with Graduate College policies and procedures, please review the relevant sections of the Graduate Catalog:

- Academic Calendar
- Academic Policies
- Admission and Registration Information
- Degree Progression Policies & Procedures

In addition, the Graduate College website contains additional information regarding policies and procedures.

*Nothing in this handbook supersedes any NSHE, UNLV, or Graduate College policy.*

**Handbook Information**

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<th>Last revised</th>
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<th>Changes summary</th>
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<tbody>
<tr>
<td>December 15, 2014</td>
<td>M. Chino</td>
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