Doctor of Medical Physics Program Handbook

Welcome
The Doctor of Medical Physics is a four-year professional degree program in therapeutic medical physics that provides a direct path to certification and gainful employment in clinical medical physics. The first two years of the program curriculum is very similar to UNLV’s accredited Master of Science in medical physics program during which students take didactic coursework emphasizing the fundamentals of therapeutic medical physics. During the last two years, students are placed in clinical rotations in local and regional radiation oncology centers and/or hospitals where they are exposed to the practical aspects of therapeutic medical physics. The DMP program is accredited by the Commission on Accreditation of Medical Physics Education Programs (CAMPEP).

Mission Statement
The mission of the Doctor of Medical Physics (DMP) Program is to provide a high-quality graduate education experience for students in therapeutic medical physics. The educational experience comprises rigorous classroom instruction aided by computer and multi-media instruction, practical laboratory experiences, and clinical instruction. Program graduates will be capable of critical thinking and problem solving, devoted to a lifetime of learning, committed to the ethical standards of their profession, and highly sought after by employers.

Program Outcomes
The educational objectives for the doctorate in medical physics program are to provide students with:

- A comprehensive understanding of the fundamental principles associated with the clinical use of both ionizing and non-ionizing radiations.
- An understanding of basic sectional anatomy and common pathologies in medical imaging modalities including CT, MRI, ultrasound, and PET.
- An in-depth knowledge of the operation of radiation producing and detecting devices commonly used in therapeutic applications.
- An understanding of the basic computational principles associated with therapeutic and diagnostic applications.
- The clinical experience required for a complete understanding of the wide ranging clinical duties of a therapeutic medical physicist.
- Research experiences in medical physics-related projects.
- A sound understanding of medical physics ethics and the ability to provide appropriate clinical care to patients in a professional manner.
- The capability of effectively communicating technical information in both oral and written form.
- The educational experience that will lead them to pursue a lifetime of self-directed learning and professional development.

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 emily.lin@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 Information**
Name of Degree: **Doctor of Medical Physics (DMP)**
Sub-Plans: Post-Bachelor’s Track, Post-Master’s Track

**Contact Information**
https://www.unlv.edu/degree/doctor-medical-physics

**Program Director**
Yu Kuang, PhD, yu.kuang@unlv.edu

**Department Chair**
Steen Madsen, PhD, steen.madsen@unlv.edu

**Graduate Coordinator**
Steen Madsen, PhD, steen.madsen@unlv.edu

**Department Main Office**
Bigelow Heath Sciences – 345
Phone: 702-895-4320
Fax: 702-895-4819

**Program Requirements**
Program requirements regarding admission, coursework and culminating experience are found in the graduate catalog. https://catalog.unlv.edu

**Degree Program Benchmarks**
In order to graduate from the program students must:
1. Maintain a cumulative GPA of 3.0/4.0 or above each semester enrolled.
2. Receive a grade of B (3.0) or above (or satisfactory, where applicable) in all courses. If less than a B (or unsatisfactory) is earned, the course may be repeated. The student must be in good standing to repeat a course, and any course may be repeated only once.
3. Complete a minimum of six semester hours in each calendar year.
4. Complete a minimum of 80 credit hours (60 credit hours for students admitted with a masters degree).

Students entering the program with a B.S. degree have the option of leaving the program with a masters degree after successful completion of all non-clinical coursework. These students are required to take additional credits of professional paper (HPS 796) or thesis (HPS 797) in order to satisfy the research component of the masters degree.

Students are required to complete a culminating experience (HPS 777) consisting of a clinical research project performed during their last two semesters in the program. Prior to the start of the project, students are required to present a project proposal to their project committee. At the conclusion of the project, students will present the results to the committee via oral presentation and a written report. The project committee will consist of the program director, associate director, graduate college representative, and a minimum of two clinical physicists including the clinical project mentor.
Oral exams are used to evaluate students in clinical courses. The final grade (satisfactory/fail/incomplete) for each clinical class is based on the student’s performance on the oral exam which covers material from all clinical rotations constituting the class. The oral exam is graded on a 5-point scale (5 = excellent; 4 = good; 3 = satisfactory; 2 = poor and 1 = fail). A minimum score of 3 (satisfactory) in each clinical rotation is required to pass the class. Failure to achieve a satisfactory will result in remedial action as determined by the examination committee. In cases where the deficiencies are relatively minor, the student will be given an opportunity to correct the deficiencies without having to repeat the entire class. Based on the nature of the deficiencies, the program director, in consultation with members of the examination committee, will develop a remediation plan and an “incomplete” will be given for the course. Once the student has successfully completed the remediation plan, the “incomplete” will be removed and a grade of “satisfactory” will be assigned for the class. In cases, where there are significant shortcomings (e.g. failing grades in multiple rotations within the class), the student will be required to repeat the entire class. Failure to pass a clinical class on the second attempt will result in separation from the Program.

Sample Program Timeline

Post-Bachelor’s Track (80 credits)

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<tr>
<th>Fall Semester #1</th>
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<td>HPS 611 – 1 cr.</td>
<td>HPS 792 – 1 cr.</td>
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<td>HPS 774 – 6 cr.</td>
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Post-Master’s Track (60 credits)

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Professional Code of Ethics/Discipline Guidelines
UNLV Graduate College policy regarding academic integrity can be found in the graduate catalog.
Non academic dismissal may be warranted for any just cause including, but not limited to, serious or repeated infractions of established policies or procedures, failure to adhere to appropriate patient care, failure to demonstrate ethical or professional standards, failure to perform required work duties.
properly, or any action threatening the health, welfare or safety of any patient, visitor, colleague or employee. In such instances, the program director will request a special meeting with the program’s steering committee which will make the final decision. The student will receive a letter from the program director outlining the grounds for dismissal.

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.

Probation
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. Students on probation may be dismissed/separated from their program for failing to successfully meet the conditions of their probation by the deadline provided. Please see the Probation and Separation section of the Graduate Catalog for more information.

University Resources
Professional Development Academy
The goal of the Professional Development Academy is to serve as a virtual resource providing support and many professional opportunities to UNLV graduate students. The Academy offers information about events and services such as graduate certificate programs, workshops, training sessions and career services. You can follow Academy activities via social media or look for regular updates on the website.

Academic Success Center
The goal of the Academic Success Center is to help students do well academically and complete their 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.

**The Intersection**
The Intersection is a one-stop resource for UNLV's highly diverse student body — a comprehensive multicultural center grounded in the academic life of our students. As an intersecting campus resource, the Intersection helps ensure students, particularly first-generation and students of color, successfully navigate their academic careers. Here, all members of campus can discuss their differences, discover their similarities, and build a shared sense of belonging.

**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.

**Military and Veteran Services Center**
The Military and Veteran Service Center 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
- 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
- Rebelmail Policy
- Student Conduct Code
- Student Computer Use Policy
- Title IX

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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