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 professionals require unique education, skills and research opportunities. Our Master of Public Health (MPH) and PhD degree programs provide a variety of study concentrations 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 engagement opportunities to prepare students to become successful professionals in the field of Public Health.

Our vision is to be a vibrant center of excellence for public health training, in research, policy, practice and community action 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, policy, 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: GradAssociateDean@unlv.edu
Program Information

The SCHS offers undergraduate and three graduate degrees in various disciplines of public health. The graduate degrees offered are Master of Public Health (MPH), the Master of Health Care Administration (MHA) and the Ph.D. in Public Health. The MPH degree offers four sub-plans: epidemiology and biostatistics; environmental and occupational health; health care administration and policy; and, social and behavioral health. The SCHS and the School of Dental Medicine also offer a joint Doctorate of Dental Medicine-MPH program with four sub-plans: dental-MPH in environmental and occupational health; dental-MPH in epidemiology and biostatistics; dental-MPH in social and behavioral health; and dental-MPH in health care administration. Requirements for each sub-plan include a set of core classes, additional area required classes, elective options, and a capstone experience. Refer to the Graduate College Catalog for additional information (https://www.unlv.edu/academics/catalogs).

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 (EOH) emphasizes the role of air, water, the home environment, the community environment, and the workplace as critical determinants of health. The EOH sub-plan 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. Epidemiology and Biostatistics are indispensable tools in conducting population health studies to improve health and reduce 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 improve 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.

**Dental-MPH Program** - The Doctorate of Dental Medicine-Masters of Public Health program is designed for those who seek a deeper understanding of disease prevention, medical delivery, and health promotion at both an individual and population level within the field of dentistry. The program enables students who graduate with both the Masters of Public Health and the Doctorate of Dental Medicine to become leaders in oral health research, education, and community dental health promotion. Please see the School of Dental Medicine website for specific requirements and deadlines. Students in the dental-MPH program may choose from four sub-plans: dental-MPH in environmental and occupational health; dental-MPH in epidemiology and biostatistics; dental-MPH in social and behavioral health; and dental-MPH in health care administration.

**Contact Information**

http://www.unlv.edu/publichealth

**Program Requirements**

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

**MPH Advisory Committee**

In the first semester students should become acquainted with the faculty, and before completing their core coursework, select an Advisory Committee Chair (Advisor) in their area of interest. It is preferable that the advisory chair chosen is from the same concentration as the student (EOH, EAB, etc.). The Committee Chair will then help the student select the remainder of the committee. The advisory committee will be composed of the Committee Chair, two faculty within the School of Community Health Sciences, and a graduate college representative (explained below). It is the student’s responsibility to assemble their 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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<td>GRADUATE COLLEGE FORMS</td>
<td>Appointment of Advisory Committee</td>
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**Advisory Committee Requirements**

Every SCHS MPH student will select an Advisory Committee Chairperson who will serve as their primary advisor and three additional faculty members who will comprise the MPH Committee. The role of the MPH Committee is to guide the student through the degree program and assist with the thesis.
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 academic 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 academic 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 sub-plan; however, these individuals should bring expertise in key topic areas relevant to your research and/or have expertise in related methodological/analytical skills. Advisory Faculty members need to have at least Associate Graduate Faculty Status.

- **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.

**Degree Program**

**Degree Program Course Requirements**

The student and the Committee Chair will agree on a final program of study for completion of sub-plan (concentration) coursework that will prepare the student for thesis research. The student will meet with their Committee Chair to develop a proposed timeline for completion of the degree program.

**SCHS FORMS**

None Required

**GRADUATE COLLEGE FORMS**

Degree Audit Companion Form

**MPH Internship**

The purpose of the internship is to provide the student with practical public health experience in a real-world environment, working alongside community health professionals to address a current public health problem. Students will have the opportunity to enhance skills learned in the classroom and develop additional applied,
practical skills in a professional setting. The internship experience (EOH 793 for EAB, EOH and SBH concentration students or HCA 793 for HCAP concentration students) requires the student to develop a project proposal, complete the required contact hours, write a final report and present a poster at the annual Internship Poster Day. Each internship is unique, and it is up to the student to identify the agency (with assistance from the internship coordinator) and develop a project (with their preceptor) that will benefit the student, the agency and the community. Specific internship requirements and course requirements (for EOH 793 or HCA 793) are available from the respective internship coordinators.

Prospectus

After the student and their academic advisor agree on a topic and methods for the thesis 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 PowerPoint presentation of the written document. Once the Advisory Committee approves the student's prospectus, the student may begin their research.

Written Prospectus: The written part of the prospectus should include:

Cover page: Proposed title, student’s name, Department, and Advisory Committee members. Abstract: A one-page summary of the proposal.

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

Chapter 2: Background and significance. This section includes 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, 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, research limitations, and expected results and significance.

References: Complete citations for all referenced works.

Oral Prospectus Presentation: The oral part of the prospectus is a public 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.

A 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 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. The Graduate College also requires the student to email the date, time, and location to GradRebel@unlv.edu at least 14 days before the public presentation.

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<td>GRADUATE COLLEGE FORMS</td>
<td>Prospectus Approval Form (with Abstract)</td>
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There are two options for the MPH capstone experience, a Professional Paper (3 credits) or a Written Thesis (6 credits).

Professional Paper

The professional paper is a project relevant to the student's professional and academic background and will utilize specific guidelines determined by the student and the advisory committee. The Professional Paper may be a systematic literature review or other project related to the field of public health. Those opting to complete a Professional Paper will be required to take one extra course elective compared with those students completing a Written Thesis. The professional paper is designed to demonstrate program evaluation skills that students have acquired during their graduate education. Students should consult their advisory committee chair to determine if the professional paper is an appropriate option.

Written Thesis

The written thesis 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 thesis includes 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. The SCHS requires APA style. The Graduate College provides guidelines and information on formatting and submission of the written thesis document (http://www.unlv.edu/graduatecollege/thesis).

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Final Oral Thesis Defense

Upon completion of the professional paper or thesis, the student must pass a final oral examination that involves the successful defense of their research. 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 completion. Similar to the prospectus, the final oral defense involves a 30-45 minute PowerPoint 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. Additional revisions to the thesis may be requested by the committee members and must be completed and approved by the Chair.

All theses and dissertations defended after January 15, 2016 must be submitted to iThenticate for a similarity check prior to submission of the final document to the Graduate College. A copy of the similarity report must be submitted to the student’s advisory committee at the time of the final defense, and it will be taken into account when determining the outcome of the defense. If the student passes their defense, the report shall be attached to the Culminating Experience Results form before submission to the Graduate College.

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

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<th>SCHS FORMS</th>
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<td>GRADUATE COLLEGE FORMS</td>
<td>Culminating Experience Results Form</td>
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Graduation

Upon completion of all requirements and successful final oral defense of their thesis, the student is eligible for graduation. Students should apply for graduation the semester before they plan to graduate. Students intending to graduate must:

- Submit their thesis for review to the Graduate College. The instructions for format review and final submission may be found on the Graduate College website: [http://www.unlv.edu/sites/default/files/page_files/3/Tab10_ThesisandDissSubmissionProcess.pdf](http://www.unlv.edu/sites/default/files/page_files/3/Tab10_ThesisandDissSubmissionProcess.pdf)
- Apply for graduation via MyUNLV by the semester deadline posted on the Graduate College website

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<td>GRADUATE COLLEGE FORMS</td>
<td>Graduate Application Instructions</td>
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Program Timeline (see: [https://www.unlv.edu/graduatecollege/study-timeline](https://www.unlv.edu/graduatecollege/study-timeline))

### Suggested Timeline for Key Action Steps

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<tr>
<th>Semester</th>
<th>Steps</th>
<th>Forms</th>
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<td>First Semester</td>
<td>• Attend Orientation</td>
<td>Appointment of Advisory Committee Form</td>
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<td></td>
<td>• Select Advisor and Committee</td>
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<td>Second Semester</td>
<td>• Establish and submit proposed Plan of Study to Graduate College</td>
<td>Degree Audit Companion Form</td>
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<td>before completion of 16 credit hours</td>
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<td>Third Semester</td>
<td>• Present prospectus and submit prospectus approval form to Graduate</td>
<td>Prospectus Approval Form</td>
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<td>College</td>
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<td>• Complete Internship Experience Requirement</td>
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<td>Fourth Semester</td>
<td>• Apply for graduation early in the semester (check dates)</td>
<td>Culminating Experience Results Form</td>
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<td>• Complete and Defend capstone and submit completed defense form to</td>
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<td></td>
<td>Graduate College</td>
<td>Graduation Application (see Graduate College website)</td>
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<td>• Submit final copy of thesis to Graduate College</td>
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<td>• BE AWARE OF DEADLINES</td>
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### 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 MPH in Community Health Sciences 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 MPH Program in Community Health Sciences

SCHS policy on evaluation of MPH Student progress and the resulting actions are as follows:

1. The SCHS MPH 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/professional paper prospectus; (c) course grades; (d) progress and quality of work on the thesis or professional paper and; (e) if funded, performance as a Graduate Assistant.

3. If, using the criteria listed above, a student is making unsatisfactory progress the student may be separated from the program or 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 MPH Committee still considers progress to be unsatisfactory, the student will be separated from the program.

4. If a student regards the SCHS MPH 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 MPH 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 MPH Committee will determine the criteria by which the student will be removed from academic probation on a case-by-case. 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 MPH 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 thesis defense on the second try will be separated from the program.

E. Plagiarism or falsification of data on any assignment, paper, prospectus, or thesis will not be tolerated and will result in the immediate separation of the student from the program. For cases involving plagiarism or falsification of data, the SCHS MPH committee will be convened to evaluate the work in question and vote on whether the student should be separated from the MPH 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 Handbook).

**Additional Program Information**

**Continuous Enrollment**

Once admitted to the Graduate Program, the student is required to register for a minimum of six semester hours of credit each calendar year. Students who have not registered for academic work for a period of one calendar year will be separated from the Graduate College and will need to reapply should they wish to continue in pursuing 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 academic advisor, the Graduate Coordinator, the Department Chair, and the Academic Dean and finally the Graduate College.
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.

Public Health Student Association (PHSA)
Open to all students at the undergraduate and graduate level currently enrolled in the School of Community Health Sciences. Please email unlvpublichealth@gmail.com for information and to become a member.

Delta Theta Chapter of the Delta Omega, the Honorary Society in Public Health
The Delta Theta Chapter is a new chapter of the Delta Omega at UNLV. The formation of the new chapter at UNLV was approved by the Executive Committee of Delta Omega on July 15, 2016. Up to 10% of the graduating student body in the SCHS, who must be in the upper 25% academically, may be nominated and inducted as new members each year.

Ethics and Behavior

The faculty, staff, and administrators of the School of Community Health Science are united in their support of the American Public Health Association’s 12 Principles of the Ethical Practice of Public Health (https://apha.org/~media/files/pdf/membersgroups/ethics_brochure.ashx). In addition, the members of the school adhere to the UNLV Code of Ethics and Conduct (https://www.unlv.edu/sites/default/files/assets/research/policies/Research-CodeEthicsConduct.pdf) for all university employees. Finally, members of the School of Community Health Sciences embrace the university’s Student Code of Conduct (https://www.unlv.edu/studentconduct/student-conduct).

Commendations and Complaints

To submit a Commendation

To submit a supportive statement about the public health program, its faculty and staff, or the advising center that is positive in nature, select a submission route from the options listed below:

- Supportive statements about an administrative assistant: send the documents directly to the Dean (https://www.unlv.edu/people/shawn-gerstenberger) and the respective Department Chair: the EOH Department Chair (https://www.unlv.edu/people/francisco-sy), or the HCAP Department Chair (https://www.unlv.edu/people/chris-cochran) or the Dean’s Assistant (https://www.unlv.edu/people/connie-correia).

- Supportive statements about a faculty member: send the documents directly to the respective Department Chair: the EOH Department Chair (https://www.unlv.edu/people/francisco-sy) or the HCAP Department Chair (https://www.unlv.edu/people/chris-cochran).

- Supportive statements about a school’s professional staff member or administrative faculty who is not an administrative assistant: send the documents directly to the Dean (https://www.unlv.edu/people/shawn-gerstenberger) and the respective Department Chair: the EOH Department Chair (https://www.unlv.edu/people/francisco-sy) or the HCAP Department Chair (https://www.unlv.edu/people/chris-cochran).

- Supportive statements about the school’s Associate Dean(s): send the documents directly to the Dean (https://www.unlv.edu/people/shawn-gerstenberger).
• Supportive statements about the school’s dean: send the documents directly to the Office of the Executive Vice President and Provost (https://www.unlv.edu/people/diane-chase)

• Supportive statement about an event, program, or situation: send the documents directly to the Dean (https://www.unlv.edu/people/shawn-gerstenberger) and the respective Department Chair: the EOH Department Chair (https://www.unlv.edu/people/francisco-sy) or the HCAP Department Chair (https://www.unlv.edu/people/chris-cochran)

Awards

The School of Community Health Sciences also offers two additional formal avenues for recognition. The first is the “Rebel Spirit Award”. Details of the reward and its process are here (Rebel Spirit Award.docx). The second is the “Rebels with a Cause Award”. Details are here (RebelsWithACauseAward.docx).

To Submit an Academic Complaint – Student Generated.

Unfortunately, there may be a time when an academic situation is experienced by a student that is “unacceptable” to the student. While a complete list of alleged incidences is beyond the scope of this document, the following is provided to help guide your steps to a satisfactory resolution within the department/school. Simply put, to achieve a resolution to the situation within the school is, in this order:

1. Talk to the faculty or staff member first
   • Attempt to resolve the situation with a meeting with the faculty member. Bring all documents to the meeting that pertain to the situation. Once completed, compose a written summary of what was said – this is especially important if the situation was not resolved to your satisfaction.

2. Talk to the respective Department Chair
   • If the meeting with the faculty member is unsatisfactory, ask to meet with the faculty member’s department chair. Bring your summary of the meeting and any other pertinent documents (e.g. official summary forms provided by the Office of Student Conduct (https://www.unlv.edu/studentconduct) to this meeting.

3. Talk to the Dean of the SCHS
   • If the meeting with the respective Department Chair is unsatisfactory, ask to meet with the School’s Dean. Bring summary documents about previous meetings (see step #1 and 2) and any other information applicable to the issue.

4. Follow the university posted guidelines provided by the Office of Student Conduct (https://www.unlv.edu/studentconduct).
   • If the meeting with the dean is unsatisfactory, the protocol detailed on the Office of Student Conduct website (https://www.unlv.edu/studentconduct) should be followed. Additional information about student conduct can be found here (https://www.unlv.edu/studentconduct/students).

The following preparation is recommended, not required for students who wish to submit an academic complaint:

• Write / keep a chronology of the events in a dedicated file.
• If the issue is course-related, address the standards that were set for the work in your narrative – avoid comparisons with other students.
• If the issue is directly about a person’s alleged behavior, be as precise as possible in your description.
• If any meetings / discussions take place, write a brief summary of the interaction as soon after the meeting as possible and save in your dedicated file.
If the issue is resolved internally, the student will be contacted via university email sent by the school / department. The email will verify the outcome of the meeting and summarize the procedure. The school / department will retain a copy of the email.

If the issue is unresolved, the student will have the opportunity to submit a university approved form (https://www.unlv.edu/registrar/forms) that details the disagreement. The student will then submit the correct form to the appropriate office (https://faculty senate.unlv.edu/committees). The final review and resolution of the issue will be conducted by a university committee and the student will be notified of the outcome within 30 days of submission.

To Submit a Complaint about Faculty / Staff Behavior Toward a Student / Group of Students – Student(s) Generated

- Ask to meet with the Department Chair. Bring all pertinent information to the meeting. NOTE: The chair may ask to have the meeting with others present (e.g. the School of Community Health Sciences’ Dean). The Department Chair may advise you to meet with the Director of Student Conduct (https://www.unlv.edu/people/phil-burns) and / or the Academic Director of the Office of Compliance (https://www.unlv.edu/people/barrett-morris)

- If the meeting with the respective Department Chair is unsatisfactory, ask to meet with the SCHS’s Dean. Bring summary documents about previous meetings and any other information applicable to the issue.

If the meeting with the dean is unsatisfactory, contact the Executive Director of the Office of the Vice Provost for Academic Affairs (https://www.unlv.edu/people/kristene-fisher) for an appointment.

Complaint – Faculty/Staff Generated

If a situation needs to be reported by a faculty or staff member in the SCHR about a student, the faculty / staff member follows the guidelines as detailed on the Office of Student Conduct’s website (https://www.unlv.edu/studentconduct) and here (https://www.unlv.edu/studentconduct/facultystaff).

Petitions and Grievances

There are two categories of actions that are resolved external to the School of Community Health Sciences. They are:

- Petition: These are issues (e.g. grade change, class withdrawal, etc.) that require forms from the list of options provided at (https://www.unlv.edu/registrar/forms). Assistance in filling these forms out correctly can be found through the Division of Health Sciences’ Advising Center (https://www.unlv.edu/publichealth/directory)

- Grievance: These are issues that can be personal in nature (e.g. sexual harassment (https://www.unlv.edu/compliance/complaint-investigation-procedures), discrimination (https://www.unlv.edu/sites/default/files/page_files/27/Compliance-ComplaintInvestigationProcedure.pdf), etc.). The appropriate initial step is to contact either the Director of Student Conduct (https://www.unlv.edu/people/phil-burns) and / or the Director of the Office of Compliance (https://www.unlv.edu/people/barrett-morris) directly.

Appeals Process

- Secure the correct Faculty Senate appeals form from the campus website (https://www.unlv.edu/registrar/forms)

- Complete all areas (supportive documentation may be requested).

Notification to the student of the committee’s decision regarding the appeal is usually 30 days. https://www.unlv.edu/graduatecollege/advising
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
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 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/professional paper requirements 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
- Jean 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

<table>
<thead>
<tr>
<th>Last revised</th>
<th>Revised by</th>
<th>Changes summary</th>
</tr>
</thead>
<tbody>
<tr>
<td>9/02/2015</td>
<td>Sheniz Moonie</td>
<td>Removed outdated forms for MPH, updated old info</td>
</tr>
<tr>
<td>10/04/2016</td>
<td>Sheniz Moonie</td>
<td>Updated all outdated info, increased font size and added current hyperlinks for websites, pro versus thesis addition</td>
</tr>
<tr>
<td>4/23/2018</td>
<td>Mark Buttner</td>
<td>Editorial revisions; added links; clarified capstone options</td>
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</table>
MPH HANDBOOK ACKNOWLEDGEMENT FORM

I, __________________________________________ have received and read the MPH Handbook.

__ I understand that I am responsible for completion of my degree program.

__ I understand that I am responsible for identifying an advisor and a committee early in my program.

__ I understand that I am responsible for identifying and completing all required forms and paperwork.

__ I understand that I am responsible for being aware of program policies and deadlines

__ I understand that the information contained in this guidebook and on the SCHS website are as accurate as possible but that changes may occur.

________________________________________
Signature of Student

_________________________
Date

PLEASE SIGN, DATE, AND RETURN THIS PAGE TO THE MPH GRADUATE COORDINATOR OR FACULTY ADVISOR.