



MPH in Public Health Program Handbook

Welcome

Welcome to the School of Public Health 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 Ph.D. 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 Public Health. Come join us and become part of the public health community working for a better world.

Shawn Gerstenberger, Ph.D.
Dean
UNLV School of Public Health

Mission Statement(s)

The School of Public Health (SPH), formerly known as the School of Community Health Sciences, 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 Public Health (SPH) 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: valarie.burke@unlv.edu or GradAssociateDean@unlv.edu

Program Information

The SPH 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 SPH 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 and policy. 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 Catalog](#) for additional information.

Environmental and Occupational Health - Environmental and occupational health studies how the natural and the built environment impacts 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 healthcare administration.

Contact Information

<http://www.unlv.edu/publichealth>

Program Requirements

Program requirements regarding [admission, coursework, and culminating experience](#) are found in the graduate catalog. All Graduate College forms are available through the student’s Grad Rebel Gateway.

MPH Graduate Advisory Committee

In the first semester students should become acquainted with the faculty, and before completing their core coursework, select a Graduate Advisory Committee Chair (Advisor) in their area of interest. The Committee Chair will then help the student select the remainder of the committee. The graduate advisory committee will be composed of the Committee Chair, two faculty within the School of Public Health, 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 advisory committee. During graduate study, students may elect to change their Graduate Advisory Committee 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 Graduate Advisory Committee Chair or any member of the committee must be approved by the Graduate College. It is strongly recommended that there are NO changes during the final semester of the program.

SPH FORMS	None Required
GRADUATE COLLEGE FORMS	Appointment of Graduate Advisory Committee

Graduate Advisory Committee Requirements

Every SPH MPH student will select a Graduate Advisory Committee Chairperson who will serve as their primary advisor and three additional faculty members who will comprise the MPH Graduate Advisory Committee. The role of the MPH Graduate Advisory Committee is to guide the student through the degree program and assist with the thesis or professional paper.

The Graduate 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 graduate 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 Public Health; further, the Committee Chair must have 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 Graduate Advisory Committee

- SPH Faculty Advisors. A minimum of two additional faculty members from within the School of Public Health 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 Graduate Faculty Status.
- Graduate College Representative. The Graduate College Representative is a neutral, outside faculty member with 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.

SPH FORMS	None Required
GRADUATE COLLEGE FORMS	Plan of Study Parts I & II

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 or professional paper, the student will develop and formally present the proposed plan (prospectus) to the Graduate Advisory Committee orally and in writing. The written portion must be provided to the Graduate 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 Graduate 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 Graduate 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 Graduate 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 Graduate Advisory 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.

SPH FORMS	None Required
<u>GRADUATE COLLEGE FORMS</u>	Prospectus Approval Form (with Abstract)

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 SPH 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>).

SPH FORMS	None Required
<u>GRADUATE COLLEGE FORMS</u>	None Required

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 graduate advisory committee members must be present for the defense 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/professional paper 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 graduate advisory committee and the audience. The graduate advisory committee will then deliberate in private to make the final decision. Additional revisions to the thesis or professional paper may be requested by the graduate advisory committee members and must be completed and approved by the graduate advisory committee chair.

All theses 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 graduate 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. Professional papers do not require iThenticate check.

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

SPH FORMS	Student Exit Survey
<u>GRADUATE COLLEGE FORMS</u>	Culminating Experience Results Form

Graduation

Upon completion of all requirements and successful final oral defense of their thesis or professional paper, 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/graduatecollege/thesis>. Note: professional papers are not submitted to the Graduate College for review.
- Apply for graduation via MyUNLV by the semester deadline posted on the Graduate College website

SPH FORMS	None Required
<u>GRADUATE COLLEGE FORMS</u>	Graduate Application Instructions; Graduate College Exit Survey

Program Timeline (see: <https://www.unlv.edu/graduatecollege/study-timeline>)

Suggested Timeline for Key Action Steps

Semester	Steps	Forms
First Semester	<ul style="list-style-type: none"> • Attend Orientation • Select Advisor and Graduate Advisory 	Appointment of Graduate Advisory Committee Form

	Committee	
Second Semester	<ul style="list-style-type: none"> Establish and submit proposed Plan of Study to Graduate College – before completion of 16 credit hours 	Plan of Study Part I & II
Third Semester	<ul style="list-style-type: none"> Present prospectus and submit prospectus approval form to Graduate College Complete Internship Experience Requirement 	Prospectus Approval Form
Fourth Semester	<ul style="list-style-type: none"> Apply for graduation early in the semester (check dates) Complete and Defend thesis/professional paper and submit completed defense form to Graduate College Submit final copy of thesis to Graduate College BE AWARE OF DEADLINES 	<p>Culminating Experience Results Form</p> <p>Graduation Application (see Graduate College website)</p>

Professional Code of Ethics/Discipline Guidelines

UNLV Graduate College policy regarding academic integrity can be found in the graduate catalog.

Annual Review Procedures

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

The MPH 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 MPH Program in Public Health

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

1. The SPH Graduate Studies 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.

3. 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 graduate advisory committee, degree program, thesis/professional paper prospectus; (c) course grades (a passing grade in SPH is a B or higher. B- or lower is considered failing); (d) progress and quality of work on the thesis or professional paper and; (e) if funded, performance as a Graduate Assistant.

4. 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. See the Graduate Catalog Probation and Separation section for more information. 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 SPH Graduate Studies Committee still considers progress to be unsatisfactory, the student will be separated from the program.

3. If a student regards the SPH Graduate Studies Committee's evaluation to be unjust, a request for reconsideration during a meeting of the SPH graduate faculty may be made of one's advisor, the chair of the SPH Graduate Studies 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, an appeal may be pursued through university channels. Please see the current Graduate Catalog for details submitting appeals.

All students enrolled in the graduate program in the School of Public Health 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 available in the Graduate Catalog in the Academic Policies section.

Continuous Enrollment

See the [Graduate Catalog Academic Policies section](#).

Leave of absence

See the [Graduate Catalog Academic Policies section](#).

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 Public Health. 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 in the Graduate Rebel Gateway.

Public Health Student Association (PHSA)

PHSA is open to all students at the undergraduate and graduate level currently enrolled in the School of Public Health. 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 SPH, 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 Public Health 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/membergroups/ethics_brochure.ashx). In addition, the members of the school adhere to the UNLV Code of Ethics and Conduct for all university employees. Finally, members of the School of Public Health embrace the university's Student Code of 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>).

University Resources

Leadership and 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 120,000 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 Office of the Registrar, 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. It is the students' responsibility to ensure they apply for [graduation on time](#) and submit all required forms to the Graduate College. Questions regarding

thesis/dissertation should be directed to the Graduate College [Student Services Team](#) and questions regarding required forms should be directed to the Graduate College [RPC Team](#)

[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 and Gateway Building PDAC Room. 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 [Graduate Student Handbook](#), and 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](#)

UNLV does not discriminate in its employment practices or in its educational programs or activities, including admissions, on the basis of sex/gender pursuant to Title IX, or on the basis of any other legally protected category as is set forth in NSHE Handbook Title 4, Chapter 8, Section 13. Reports of discriminatory misconduct, questions regarding Title IX, and/or concerns about noncompliance with Title IX or any other anti-discrimination laws or policies should be directed to UNLV's Title IX Coordinator Michelle Sposito.

The Title IX Coordinator can be reached through the online reporting form at [Title IX Reporting Form](#), by email at titleixcoordinator@unlv.edu, by phone at (702) 895-4055, by mail at 4505 S. Maryland Parkway, Box 451062, Las Vegas, NV, 89154-1062, or in person at Frank and Estella Beam Hall (BEH), Room 555.

To ensure compliance with Graduate College policies and procedures, please review the relevant sections of the [Graduate Student Handbook](#) :

- [Academic Calendar](#)
- [Academic Policies](#)
- [Admission and Registration Information](#)
- [Progression and Completion Policies \(listed alphabetically\)](#)

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

Last revised	Revised by	Changes summary
9/02/2015	Sheniz Moonie	Removed outdated forms for MPH, updated old info
10/04/2016	Sheniz Moonie	Updated all outdated info, increased font size and added current hyperlinks for websites, pro versus thesis addition
4/23/2018	Mark Buttner	Editorial revisions; added links; clarified capstone options
8/7/2019	Jennifer Pharr	Updated information
3/5/2020	Jennifer Pharr	Updated information

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 SPH 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.