

**Department of Civil and Environmental
Engineering and Construction**

GRADUATE STUDENT HANDBOOK

July 2023

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1 Welcome and Purpose of Handbook

Welcome to the graduate study in the Department of Civil and Environmental Engineering and Construction (CEEC). The Department provides a well-rounded education combining theoretical learning with applied laboratory experience.

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. For additional information about the programs, please contact the CEEC Graduate Coordinator by emailing ceec.gradcoord@unlv.edu or calling (702) 895-1360.

Program Contact Information

Name of Department Chair: Dr. Pramen P. Shrestha (ceec.chair@unlv.edu)

Name of Graduate Coordinator: Dr. Mohamed S. Kaseko (ceec.gradcoord@unlv.edu)

1.1 Degree Title

Graduate degrees awarded by the CEEC Department. Please see Grad Catalog for official program requirements.

- [Doctor of Philosophy \(Ph.D.\) in Civil & Environmental Engineering](#)
- [Master of Science in Engineering \(MSE\) - Civil & Environmental Engineering](#)
- [Master of Science in Construction and Infrastructure Management \(MSCIM\)](#)

1.2 Civil Engineering Concentrations

CEEC Graduate students can choose from the following area of specialization under the MSE and PhD degrees:

- Construction
- Geotechnical
- Structural
- Transportation
- Water Resources/ Environmental

2 General Policies

This section provides general policies regarding CEEC graduate programs. For additional details, consult [Graduate College website](#):

- Student's Graduate Advisor or Advisory Committee Chair (ACC) for both MS and PhD must be from their area of expertise chosen for his/her degree. The list of the CEEC faculty, their area of expertise, and their email address is provided below.
- Change of ACC is permitted, although not encouraged. The change of ACC for a thesis- track MS or PhD student requires signature from the existing ACC (either

approve/disapprove). The final decision about the change of ACC will be made by the Graduate Coordinator and/or Department Chair after consultation with the Department Graduate Affairs Committee.

- Changing ACC is permitted, although not encouraged. A student who switches ACC may not be eligible for teaching assistantship due to available resources. This will be decided by the Graduate Coordinator and/or Department Chair after consultation with the Department Graduate Affairs Committee based on the students' past performance as a Teaching Assistant and the availability of teaching assistantships.
- Change of area of expertise is permitted, although not encouraged. If a committee has been formed for a thesis-track MS or PhD student, it requires written approvals from both the Graduate Coordinator/ and or Department Chair after consultation with the Department Graduate Affairs Committee to change the area of expertise.
- If the student has not formed the committee (in MS thesis track and PhD), or are in MS project track, change of area of expertise requires written approval from Graduate Coordinator and/or Department Chair.
- If PhD student has completed the Qualifying Exam, and decides to change the area of expertise, the student needs to retake the Qualifying Exam in the new area of expertise.
- A current listing of the graduate faculty can be found in the UNLV Graduate Catalog. Faculty must hold 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](#).

S. N.	Name	Area	Email
1	Dr. JinOuk Choi	Construction	Jinouk.choi@unlv.edu
2	Dr. Jeehee Lee	Construction	Jeehee.lee@unlv.edu
3	Professor Neil Opfer	Construction	Neil.opfer@unlv.edu
4	Dr. Jee Woong Park	Construction	Jee.park@unlv.edu
5	Dr. Pramen P. Shrestha	Construction	Pramen.shrestha@unlv.edu
6	Dr. Moses Karakouzian	Geo-technical	Moses.karakouzian@unlv.edu
7	Dr. Nader Ghafoori	Structural	Nader.ghafoori@unlv.edu
8	Dr. Saman Ladkany	Structural	Saman.ladkany@unlv.edu
9	Dr. Ying Tian	Structural	Ying.tian@unlv.edu
10	Dr. Mohamed Kaseko	Transportation	Mohamed.Kaseko@unlv.edu
11	Dr. Sashi Nambisan	Transportation	Shashi.nambisan@unlv.edu
12	Dr. Hualiang Teng	Transportation	Hualiang.teng@unlv.edu
13	Dr. Sajjad Ahmad	Water Re./Env.	Sajjad.ahmad@unlv.edu
14	Dr. Jaci Batista	Water Re./Env.	Jaci.batista@unlv.edu
15	Dr. David James	Water Re./Env.	Dave.james@unlv.edu
16	Dr. Eakalak Khan	Water Re./Env.	Eakalak.khan@unlv.edu
17	Dr. Erica Marti	Water Re./Env.	Erica.marti@unlv.edu
18	Dr. Haroon Stephen	Water Re./Env.	Haroon.stephen@unlv.edu
19	Dr. Marie-Odile Fortier	Water Re./Env.	Marie-odile.fortier@unlv.edu

2.1 Interruption of Study

When necessary, a student may request approval for a leave of absence (LOA) from a degree program. The LOA form is available in Grad Rebel Gateway portal and the student's LOA must be approved by his/her ACC before getting approval from Graduate Coordinator/ Department Chair and ultimately approved by the Graduate College. During the leave of absence, the student should remain in contact with the CEEC Department. Failure to complete degree program within suggested time limits as stated in the Graduate Catalog may result in removal from the degree program, unless the time extension is approved.

2.2 Probation and Separation

Students not making satisfactory progress will be recommended to be placed on probation to the Graduate College. A specific plan will be implemented to improve their progress. Probation may be removed upon a clear demonstration of progress within the time frame given in the specific plan. Failure to improve progress within the specified timeframe will result in a recommendation to the Graduate College for separation from the degree program. Please refer to the Graduate Catalog for specific probation and separation information.

2.3 Appeal Procedures

Students requesting reconsideration for decisions related to their degree program can follow the Graduate College's appeal process. The appeal form is available in students' Grad Rebel Gateway portal.

3 Responsibilities

All members of the UNLV community are dedicated to learning. In responding to this dedication, the university demands a high level of scholarly behavior and academic honesty on the part of students. Please see Graduate Catalog for more information.

3.1 Responsibilities of Graduate Students

The university, Graduate College, and CEEC Department expect a high level of scholarly integrity and academic honesty on the part of students. Quality academic work requires honesty. The UNLV faculty and administration regard any attempt by a student to present as his or her own work, which he or she has not solely produced, as a serious offense. The university student academic misconduct policy rule can be found in [this link](#)

3.2 Responsibilities of Graduate Assistants

Graduate assistant (GA) is an admitted advanced degree student who has been appointed to provide teaching, research or other academic support service to an academic unit while pursuing a graduate program of study. All GAs, whether state or extramurally funded, are under the jurisdiction and regulations of the Graduate College. Students may refer to the [Graduate College website](#) and [Graduate Assistantship Handbook](#) for more information

3.3 Responsibilities of Teaching Assistants

Teaching assistants (TAs) are required to assist in teaching activities of the Department's laboratory courses and/or grading of homework in undergraduate courses. Normally, TAs meet with the course instructor(s) at the beginning of the term to understand their responsibilities. TAs are expected to be knowledgeable in the subject matter of undergraduate courses. They are expected to be punctual in attendance for their duties and will be present for the full semester.

TAs should post regular office hours for students and be available during those times without any special appointment. The MS students receiving teaching assistantships are expected to complete their degree program in thesis track. TAs' thesis or dissertation research work is not considered as a part of their teaching assistantship responsibility.

TAs must ensure that they thoroughly understand the apparatus and principles of laboratory exercises. It is understood that this will, in many cases, require them to spend additional time for preparation outside of regularly-scheduled laboratory hours.

Grading should be performed in a thorough, consistent, punctual and professional manner. Reasons for mark deductions should be indicated in clear and unambiguous terms in ink. Grading should be done in the context of a scheme, which has been approved by the course instructor and is made available to the undergraduate students.

TAs may occasionally be asked to perform duties that do not fall within the previous categories, such as proctoring an exam or assisting the Department in its accreditation efforts and/or course evaluations.

3.4 Termination of Graduate/ Teaching Assistantship

Failure to perform assigned duties or poor performance will result in a recommendation to the Graduate College for immediate termination of the GA or TA contract. Refer to the Graduate College Graduate Assistant Handbook for additional information.

3.5 Formation of Advisory Committee

The students in MS thesis track and PhD degree must have an advisory committee. The advisory committee consists of ACC and other members. The advisory committee formation rule is provided in the Graduate Catalog. Refer [graduate catalog](#) for CEEC department.

3.5.1 Eligibility and Responsibilities of Thesis/Dissertation Advisory Committee Chair

To become ACC of MS thesis track and PhD students' committee and Graduate Advisor of MS project track, the faculty member must have tenured or tenure-track position in CEEC department. The ACC duties are defined by the Graduate College and are posted on the [Graduate Student Handbook](#).

3.5.2 Eligibility and Responsibilities of the Advisory Committee Members

A Doctoral Advisory Committee composed of at least five members of the UNLV graduate faculty is to be formed for the student. At least three of the committee members must be from tenured or tenure-track faculty of the CEEC Department and the fourth member from a related field. The fifth faculty member, the Graduate College Representative (GCR), is recommended by advisor/advisee. (See graduate catalog for GCR role). It is strongly recommended that the Doctoral Advisory Committee collective expertise reflects the dissertation topic. The committee chair must be a tenured or tenure-track faculty from the area of expertise chosen for dissertation topic. A Thesis Advisory Committee composed of at least four members of the UNLV graduate faculty is to be formed for the student. At least two of the committee members must be from tenured or tenure-track faculty of the CEEC Department and the third member from a related field. The fourth faculty member, the Graduate College Representative, is recommended by advisor/advisee. (See graduate catalog for GCR role). It is recommended that the Thesis Advisory Committee collective expertise reflects the thesis topic. The committee chair must be a tenured or tenure-track faculty from the area of expertise chosen for thesis topic. Please refer the graduate catalog for requirement to become the committee members of the advisory committee. In addition to this department rule, the eligibility and responsibilities of the advisory committee members are posted on the [Graduate Student Handbook](#).

4 Graduate Degree Milestones

4.1 MS Thesis Track's Degree Milestones (MSE, Integrated BS-MSE Thesis, and MSCIM)

- Upon admission acceptance, students will be assigned ACC within the first semester based on student's track selected during application process. Typically, CEEC faculty providing funding support will serve as the ACC. Students with other sources of financial support outside UNLV will be assigned the ACC based on the student's preference, someone in his or her area of interest chosen during application process.
- Student must meet with his/her ACC prior to registering for graduate classes. First semester students without the ACC should contact Graduate Coordinator for advising.
- MS thesis track students need to take at least two seminar courses during their course of study. In each semester, there will be 5 seminar presentations and the students need to attend 4 out of 5 presentations to

pass the course. The seminar courses need to be completed one semester before graduation.

MS thesis track students must adhere to the following sample timeline:

Requirements	Deadline
Submit <i>Appointment of Advisory Committee</i> form via Grad Rebel Gateway portal	End of 1st semester of study
Submit <i>Plan of Study</i> form along with Part 2 via Grad Rebel Gateway portal. Part 2 of the form can be found under “Documents and Downloads” for the corresponding track at this weblink for MSE or this weblink for MSCIM .	End of 2nd semester of study
Submit <i>Thesis Prospectus Approval</i> form via Grad Rebel Gateway portal	End of 2nd semester of study
Submit Graduation Application Form	Check Grad College website for deadlines
Submit final draft of thesis to ACC and committee Members	At least 2 weeks prior to oral defense
Put the advertisement of thesis oral defense in the board provided in TBE B building	At least 2 weeks prior to oral defense
Email Grad College as well as Graduate Coordinator the thesis oral defense date	At least 2 weeks prior to oral defense
Provide the Final Thesis Presentation Evaluation form (Refer Appendix) to all the committee members during thesis oral defense.	The chair, committee members, and graduate representative will fill out the form during thesis defense. The form submission process is provided in the form.
Provide a proof of two seminar courses completed	The proof of the completion of these seminar courses must be submitted by the faculty advisor to the Graduate Coordinator.
Submit the <i>Culminating Experience Results</i> form via Grad Rebel Gateway portal. Contact graduate college for thesis formatting and iThenticate approval process.	After the advisory committee approves the final thesis
Fill out the Graduate Exit Survey by visiting the link sent by Graduate Coordinator	This survey link will be sent by the Graduate Coordinator, once he/she gets the <i>Culminating Experience Results</i> form signed by all the committee members. Graduate Coordinator will not sign the <i>Culminating Experience Results</i> form, until this survey is completed by the student.

Submit all paperwork to Grad College	Grad College deadline
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- It is the student’s responsibility to ensure that all advisory committee members will be available for the oral defense. Student must check as to advisory committee members’ travel schedule, sabbatical schedule, or the members’ existence of prior commitment in advance of setting this oral defense date.
- For the class registration requirement during the graduation semester, refer [Graduate College rule](#)
- Completion of the MS degree requirements given in the Graduate Catalog.

4.2 MS Project Track Degree Milestones (MSE and MSCIM)

- Upon admission acceptance, students will be assigned a Graduate Advisor within the first semester based on student’s track selected during application process. Students will be assigned a Graduate Advisor based on the student’s preference, someone in his or her area of interest chosen during application process.
- Student must meet with their CEEC Graduate Advisor prior to registering for graduate classes. First semester students without a Graduate Advisor should contact Graduate Coordinator for advising.
- MS project track students must adhere to the following sample timeline:

Requirements	Deadline
Select the Graduate Advisor	Before end of 1st semester of study
Submit <i>Plan of Study</i> form along with Part 2 via Grad Rebel Gateway portal. Part 2 of the form can be found under “Documents and Downloads” for the corresponding track at this weblink for MSE or this weblink for MSCIM .	End of 2nd semester of study
Submit Graduation Application Form	Check Grad College website for deadlines
Submit the <i>Culminating Experience Results</i> form via Grad Rebel Gateway portal.	After the Graduate Advisor approves the final project work
Fill out the Graduate Exit Survey by visiting the link sent by Graduate Coordinator	This survey link will be sent by the Graduate Coordinator, once he/she gets the Culminating Experience Results form of the student. Graduate Coordinator will not sign the Culminating Experience Results form, until this survey is completed by the student.
Submit all paperwork to Grad College	Grad College deadline

- For the class registration requirement during the graduation semester, refer [Graduate College rule](#)
- Completion of the MSE degree requirements given in the catalog.

4.3 Doctoral Degree Milestones

- Upon admission acceptance, students will be assigned ACC within the first semester based on student’s track selected during application process. Typically, CEEC faculty providing funding support will serve as the ACC. Students with other sources of financial support outside UNLV will be assigned the ACC based on the student’s preference, someone in his or her area of interest chosen during application process.
- Student must meet with his/her ACC prior to registering for graduate classes. First semester students without the ACC should contact Graduate Coordinator for advising.
- PhD students need to take at least 4 seminar courses during their course of study. In each semester, there will be 5 seminar presentations and the students need to attend 4 out of 5 presentations to pass the course. The seminar courses need to be completed one semester before graduation.
- Ph.D. students must adhere to the following sample timeline:

Requirements	Deadline
Submit <i>Appointment of Advisory Committee</i> form via Grad Rebel Gateway portal	End of 2 nd semester of study
Take PhD Qualifying Exam. After the completion of the exam, the ACC will inform the result of the exam to the student. Then the student needs to fill out the “Departmental Milestone Results Tracking Form” available in Grad Rebel Gateway and route for the committee members’ signatures. If the student fails, the qualifying exam, it is recommended to take the exam in the following semester.	On 3rd semester for Post-Master Ph.D. track* On 4th semester for Post- Bachelor Ph.D. track*
Submit <i>Plan of Study</i> form along with Part 2 via Grad Rebel Gateway portal. Part 2 of the form can be found under “Document and Downloads” .	End of 3rd semester for Post-Master Ph.D. track* End of 4th semester for Post-Bachelor Ph.D. track*
Defend proposal	1 semester following qualifying Exam
Submit <i>Advancement to Doctoral Candidacy</i> form via Grad Rebel Gateway portal (This form includes Dissertation Prospectus form as well)	Immediately after successful proposal defense.
Submit Graduation Application Form	Check Grad College website for deadlines
Submit final draft of dissertation to ACC and committee members	At least 2 weeks prior to dissertation defense
Put the advertisement of dissertation defense in the board	At least 2 weeks prior to

Requirements	Deadline
provided in TBE B building	dissertation defense
Email Grad College and Graduate Coordinator the dissertation defense date	At least 2 weeks prior to dissertation defense
Provide the Final Dissertation Presentation Evaluation form to all the committee members during thesis oral defense. (Refer Appendix)	The chair and committee members will fill out the form during dissertation defense. The form submission process is provided in the form.
Provide a proof of four seminar courses completed	The proof of the completion of these seminar courses must be submitted by the faculty advisors to the Graduate Coordinator.
Submit the <i>Culminating Experience Results</i> form. Contact graduate college for dissertation formatting and iThenticate approval process.	After the advisory committee approves the final dissertation
Fill out the Graduate Exit Survey by visiting the link sent by Graduate Coordinator	This survey link will be sent by the Graduate Coordinator, once he/she gets the <i>Culminating Experience Results</i> form signed by all the committee members. Graduate Coordinator will not sign the <i>Culminating Experience Results</i> form, until this survey is completed by the student.
Submit all paperwork to Grad College	Grad College deadline

*Administered on 1st Friday of November in Fall and 1st Friday March in Spring semester.

- It is the student's responsibility to ensure that all advisory committee members will be available for the oral defense. Student must check as to advisory committee members' travel schedule, sabbatical schedule, or the members' existence of prior commitment in advance of setting this oral defense date.
- For the class registration requirement during the graduation semester, refer [Graduate College rule](#)
- Completion of the PhD degree requirements given in the Graduate Catalog.

5 Graduate Degree Requirements

5.1 Degree Requirements

The degree requirements for PhD, MSE, Integrated BS-MSE Thesis, and MSCIM are provided in [Graduate Catalog](#).

5.2 Scheduling the Qualifying Examination

Written Examination: Each committee member will prepare one or more questions covering a given area of competence and provide to ACC. These questions shall be given to the candidate by the Department Graduate

Coordinator during written examination, after ACC forwards the committee members' questions. The written examination is an 8-hour exam and will be given on the 1st Friday of March or November and is proctored by the Graduate Coordinator. Following the examination, the Graduate Coordinator will forward the students' responses to the respective ACC for grading. The ACC shall report their examination results to the Graduate Coordinator as well as to the students by filling out the form (This Examination results form can be located on the Grad Rebel Gateway under Milestone Results from).

Oral Examination: The oral examination, if required by the dissertation committee, shall be conducted within two weeks after the written examination is completed. A two-hour examination period is recommended. The oral examination is a continuation of the written examination and allows the candidate to amplify and clarify the written responses. However, questions will not necessarily be confined to the subject matter covered on the written examination.

Unsatisfactory Performance in the Qualifying Examination

A vote by all members of the doctoral committee will determine satisfactory performance in both the written and oral parts of the qualifying examination. Unsatisfactory performance will require:

- Additional coursework and/or re-examination, or
- Recommended to be placed on probation and possible separation in accordance with the Graduate Catalog.

In case of disagreement with the outcome of the exam, student may appeal in writing to the Department Chair, who, together with the Department Graduate Coordinator and the ACC shall make a decision regarding the candidate's continuation in the program. This decision will serve as a recommendation to the Graduate College about continuation in the program.

5.3 Preparation and Defense of the Dissertation Proposal

A formal research proposal detailing the proposed PhD research shall be developed independently by the candidate with guidance from ACC. The candidate will orally present and defend the proposal at a meeting of the dissertation committee. The written research proposal must be submitted to each member of the dissertation committee for their review at least two weeks prior to the meeting. The proposal will be judged by the committee on its technical merit.

After being accepted by the committee, a copy of the proposal, including any changes or additions requested by the committee, will become a permanent part of the candidate's record.

Approval of the proposal, by vote of the entire committee, will be recorded. After successful proposal defense, the students need to fill out the *Advancement to Doctoral Candidacy* form in the Grad Rebel Gateway portal.

5.4 *Defense of Doctoral Dissertation*

The final examination shall be an oral defense of the candidate's doctoral dissertation. The examination will be conducted by the candidate's doctoral committee in accordance with the Graduate College requirements. After the successful completion of final defense and completion of requested revisions by the doctoral committee, the student needs to fill out the *Final Culminating Experience* form by visiting the Grad Rebel Gateway portal.

5.5 *Additional Requirements – All Degree Programs*

Refer to the [Graduate Student Handbook](#) for:

- [Taking Credits from another Institution while at UNLV](#)
- [Limitation on Credit Load](#)
- [Grade Point Average \(GPA\)](#)
- [Continuous Enrollment for Maintaining Continuing Registration](#)
- [The iThenticate Requirement for Theses & Dissertations](#)

6 University Resources for Graduate Students

UNLV campus maintains a wide range of resources to facilitate and promote students educational experience. The following list is provided to acquaint those with the resources specifically relevant to graduate students. A brief description and website link are provided.

[The Graduate Academy: Innovative Leadership, Professional, and Career Development](#)

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

[Alumni Association](#)

With an alumni base 140,000 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.

Safety Training System: The office of [Risk Management and Safety](#) provides online safety training courses to educate graduate students about handling lab equipment and hazardous materials.

Student Computing Services: The office of [Information Technology](#) provides computing and printing facilities. It also provides free online tutorials (e.g., Lynda.com) and discounted software for students. Some additional resources related to student education, living, and wellness are as follows:

[Campus Maps:](#)

[Event Calendars.](#)

[Student Union \(SU\).](#)

[Student Recreation and Wellness Center \(RWC\)](#)

[Student Organizations.](#)

[Student Activities.](#)

[Museums and Galleries.](#)

Annual Mandatory Individual Development Plan and 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.

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 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.

6.1 Handbook Information

Last Revised	Revised by	Change summary
May 2019	Pramen P. Shrestha	Updated Program Information
April 2020	Pramen P. Shrestha	Name of CEEC faculty
April 2021	Pramen P. Shrestha	MSCM degree change to MSCIM, removal of MST degree, CEEC faculty name added, and making the handbook consistent with Graduate Catalog. Faculty approval, 16-0-0
March 2023	Mohamed S Kaseko	Change the names of the Dept Chair and Graduate Coordinator; Add the name of the new faculty member to the faculty list. Faculty approval: Date 2/28/2023, Vote 12/0/0/

Thesis Evaluation Form

Name of the Student Defending	
Degree Pursued	
Area of Concentration	
Title	
Evaluator	
Date of Defense/Evaluation	
Please rate the thesis work and presentation on the following categories:	Evaluator's Scale (circle one)
	1 - Worst 5 - Best
Technical quality of work Comments: <div style="background-color: #e0e0ff; height: 40px; margin-top: 5px;"></div>	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5
Written presentation skills Comments: <div style="background-color: #e0e0ff; height: 40px; margin-top: 5px;"></div>	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5
Oral presentation skills Comments: <div style="background-color: #e0e0ff; height: 40px; margin-top: 5px;"></div>	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5
Ability to answer questions Comments: <div style="background-color: #e0e0ff; height: 40px; margin-top: 5px;"></div>	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5
Overall Evaluation (Check the appropriate box)	<input type="radio"/> Pass <input type="radio"/> Fail

Evaluator Signature

Instruction to submit the form: Please email this form to CEEC Graduate Coordinator (ceec.gradcoord@unlv.edu) or hand over to Advisory Committee Chair, so that he/she can forward the form to CEEC Graduate Coordinator.