

Doctor of Philosophy

Curriculum and Instruction Program Handbook

Welcome

Congratulations and welcome to the Department of Teaching and Learning. We are delighted that you have chosen to study with us and honored that our team of faculty will be engaged in your journey of exploration, enrichment, and transformation. The Department of Teaching and Learning offers doctoral degree programs noted for its rigorous coursework lead by dedicated faculty who are well-recognized for their research and talents nationally and internationally. Our esteemed faculty will guide and prepare you in the breadth and depth of learning that will enable you to participate in high quality work that can impact theory, practice and policy in your various fields and career paths. We hope that you find this handbook beneficial in providing guidelines to ensure your journey is a successful and fruitful one.

All the best in your educational endeavors, Benita Brooks, PhD - *Chair, Department of Teaching and Learning*

Mission Statement(s)

The *College of Education* is committed to creating an intellectual environment that promotes quality instruction, significant research, and professional service. Particular attention is focused on preparing professionals for diverse educational settings and on contributing to educational and pedagogical knowledge through scholarly endeavors. The college provides leadership in both the art and science of educational practice. Furthermore, the college is committed to creating an inclusive learning environment that values and promotes diversity. Collaboration among students, faculty, other professionals, and community members is essential to the college in achieving its goals. Integral to the mission is a dedication to being a premier college of education that serves our dynamic and expanding community, the state, the region, and the nation.

The *Department of Teaching & Learning* holds as its central mission educational research and the preparation of educators at all levels. The department ensures that its professional education programs are based on essential knowledge, established and current research findings, and sound professional practice.

The *PhD in Curriculum and Instruction* is for professional educators who desire to advance knowledge in the theory and practice of education generally and in specific emphasis areas as college and university faculty. Areas of scholarly emphasis include, and are represented as subplans within the degree as: Career and Technical and Postsecondary Education (CTPE), Cultural Studies, International Education, and Multicultural Education (CSIEME); Interaction and Media Sciences (IMS); Literacy Education; Mathematics Education; and Science Education. Completion of this degree program will particularly enable individuals to become skilled educational researchers and practitioners as members of college and university faculties.

Purpose

The purpose of this handbook is to provide information that is not found in the [UNLV Graduate Catalog](#) as well as cross reference the catalogue and other guiding documents. 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, the Teaching and Learning Doctoral Website, and the UNLV Student Conduct Code. Questions about policies should be directed to the Graduate College: valarie.burke@unlv.edu or emily.lin@unlv.edu.

Department Graduate Faculty

A current listing of the graduate faculty can be found in the [UNLV Graduate Catalog](#). Faculty must hold graduate faculty status to be involved in graduate education at UNLV. For up-to-date information regarding graduate faculty status in your department, visit the [Graduate Faculty status web page](#).

Program Information

Ph.D. in Curriculum and Instruction

Contact Information

Teaching and Learning

Department Chair

Dr. Benita Brooks

Carlson Educational Building (CEB) 349

tl.chair@unlv.edu

Doctoral Graduate Coordinator

Dr. Merryn Cole

Carlson Educational Building (CEB) 339A

tl.doc.gradcoord@unlv.edu

Doctoral Studies Office Administrative Assistant

Carlson Education Building (CEB) 354

tl.doc@unlv.edu

702-895-3597 (phone) 702-895-4898 (fax)

Program Requirements

Program requirements regarding [admission, coursework and culminating experience](#) are found in the [graduate catalog](#).

General academic and other policies relevant the Doctoral Students can be found on the [graduate catalog](#).

Specific policies of the Department of Teaching and Learning above and beyond the general academic and other policies can be found in this document.

Department of Teaching and Learning Policies (Alphabetical Order)

Advisor / Chair

Department of Teaching and Learning doctoral programs require students to have an approved advisor in the student's program or subplan area who serves as Chair of the Doctoral Advisory Committee. At the beginning of each academic year the Doctoral Coordinator will send out the current list of programs and subplan area advisors as determined by program and subplan area program leaders.

NOTES:

- Advisors may be from any published list that corresponds to years in the respective program.
- Approved advisor listings are maintained in the Department Teaching and Learning Doctoral Office. Official lists of faculty and their approved privileges are found on the Graduate College website: <https://www.unlv.edu/graduatecollege/graduate-faculty-status>
- Faculty who have left the university may not serve as chairs. They may remain on the committee as a co-chair or member, provided that they coordinate with the Graduate College to maintain graduate faculty status within the Department of Teaching and Learning, and with the approval of the current dissertation chair.

Annual Review

Annual Mandatory Individual Development Plan: Each winter break and early spring term, graduate students are **required** to complete the Graduate Student Individual Development Plan (IDP) form [Formerly known as the Student Annual Review]. The review covers the prior calendar year and assesses student progress, and it establishes reasonable goals for the year ahead. Faculty Advisors/Graduate Coordinators have the option to provide feedback to each students submitted IDP and provide acknowledgement that they have reviewed the IDP. 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 UNLV metrics related to the annual productivity of all students. Failing to comply with the annual review requirement will initiate a warning letter to be sent to the student and the student's advisor. Students must comply in sending the annual review within 30 days of the warning and in all subsequent years. Failure to comply will initiate the Department of

Teaching and Learning recommending probation to the Graduate College. Not completing the terms of that probation will result in recommendation to the Graduate College by the Department of Teaching and Learning for separation from the program.

Appeals

In addition to the appeals process noted in the [graduate catalog](#), note that in the Department of Teaching and Learning, all appeals are first heard by the Doctoral Committee; recommendations are forwarded to the Doctoral Coordinator and then to the Department Chair before completing the process up through the Dean of the Graduate College. When submitting an academic appeal, it is the student's responsibility to provide a clear and concisely written statement explaining the reason for the appeal and the remedy being requested. The student must also provide all relevant documentation to be reviewed and considered in the appeal decision.

Changing Committee Composition

Any change of committee composition must be reflected by a Change of Advisory committee form in [Grad Rebel Gateway](#). This form will require the approval of any members being removed as well as any members being added.

Changing of Doctoral Program from Outside of Teaching and Learning

Students wishing to change from a UNLV doctoral program outside of the Department of Teaching and Learning to a doctoral program within the Department of Teaching and Learning will need to follow the Admission Policy and Guidelines per Graduate College. Students should verify the yearly application deadline with the Department of Teaching and Learning Doctoral Studies applications.

NOTES:

- Students are required to complete all Department of Teaching and Learning milestones (exam, proposal, and dissertation) in the program and/or subplan area where the degree is completed, reflective of the knowledge and expertise associated with the area of study; previously passed milestones will not carry over to the new program.
- Coursework substitutions and transfers are limited by both the Department of Teaching and Learning and Graduate College Transfer policy and Substitution policy.

Changing of Doctoral Program from Within Teaching and Learning

Students wishing to change degree programs within the Department of Teaching and Learning must:

1. Meet all of the requirements for admission for the Department of Teaching and Learning doctoral degrees.
2. Submit an appeal through [Grad Rebel Gateway](#) portal and provide written notification to the current advisor and written support from the proposed advisor for the new program. Students should also reach out to their Grad College RPC Coordinator @ grad.rpc@unlv.edu.
3. If approved by the Graduate College, students are required to complete all paperwork and processes outlined by the Graduate College which may include, though not limited to, a new application, and application fee to process the change.

NOTES:

- Students are required to complete all Department of Teaching and Learning milestones (exam, proposal, and dissertation) in the program and/or subplan area where the degree is completed, reflective of the knowledge and expertise associated with the area of study; previously passed milestones will not carry over to the new program.
- Coursework substitutions and transfers are limited by both the Department of Teaching and Learning and Graduate College Transfer policy and Substitution policy.
- If approved, any forms required in [Grad Rebel Gateway](#) will need to be updated and reflective of the new degree program.

Changing of Subplan Within Teaching and Learning Doctoral Degree

Students wishing to change subplan areas within a degree in Department of Teaching and Learning must:

1. Meet all current requirements for admission for Department of Teaching and Learning doctoral degrees
2. Provide written notification to the current advisor and obtain written support from the proposed advisor for the new program.
3. Provide the written documentation referenced in item #2 above to the Department of Teaching and Learning Doctoral Studies Office.
4. Upon receipt of the materials the Doctoral Studies office will process the change; if approved by the

Department of Teaching and Learning the Graduate College will be notified to initiate a change of subplan.

NOTES:

- Students are required to complete all Department of Teaching and Learning milestones (exam, proposal, and dissertation) in the subplan area where the degree is completed, reflective of the knowledge and expertise associated with the area of study; previously passed milestones will not carry over to a new subplan area.
- Coursework substitutions and transfers are limited by both the Department of Teaching and Learning Transfer policy and Substitution policy.
- If approved, any forms required in [Grad Rebel Gateway](#) will need to be updated and reflective of the new degree program.

Committee Composition

Prior to the qualifying examination, students must complete an Appointment of Advisory Committee form in [Graduate Rebel Gateway](#). To complete that form a student must have an Advisory Committee of at least four members. The committee must include:

- Chair/s from the student's program or subplan area. Chairs and Co-chairs must possess Graduate Faculty Status (GFS) with the appropriately approved privileges in the Department of Teaching and Learning.
- Additional member/s: at least one additional member if co-chaired and at least two additional members if chaired. Additional members must possess GFS and approved committee roles in the Department of Teaching Learning. Additional members should be determined in consultation with the Advisory Committee Chair/Co-Chairs, and in line with program or sub-plan area guidelines.
- Graduate College Representative: at least one member from an outside department with GFS and approved Graduate College Representative (GRC) rights to serve as the Graduate College Representative. The GRC may not have GFS in the Department of Teaching and Learning
- Faculty recommended from outside UNLV must be approved by the Graduate College to have committee rights in the Department of Teaching and Learning, following the Graduate College's [Graduate Faculty Status](#) guidelines.

Coursework Requirements for All Teaching and Learning Students. Please note that official requirements are displayed in the [Graduate Catalog](#))

All doctoral programs in the Department of Teaching and Learning have six credits of Departmental Core Required Coursework (CIG 761 & CIG 790) as well as two Research Required Courses (EPY 718 & EPY 721). Official degree requirements are found in the [Graduate Catalog](#).

- Courses required of all students in the Department of Teaching and Learning are not eligible for substitution (see the exception in the Substitutions policy).
- Beyond the requirements of all students in the Department of Teaching and Learning, each program or subplan area defines its own program or sub-plan area required, elective, and/or internship courses.
- All students must complete the 12 required CIG 799 dissertation hours, taken over at least two semesters; students must be enrolled in at least three credits the semester they graduate. . Dissertation credit enrollment is only permissible after students have advanced to candidacy.

NOTE: See the relevant program or subplan area for guidance.

Defenses

Three milestones in a Department of Teaching and Learning doctoral program require a formal defense: qualifying exam, proposal, and dissertation. Defenses cannot be scheduled without the explicit approval of a student's committee chair. Once the committee chair approval is secured in writing, all committee members must also provide written agreement to the defense date; written agreement can be furnished on paper or by email to the Department of Teaching and Learning Doctoral Studies Office, which must be notified at least three weeks prior to the defense. Any paperwork required by the Graduate College prior to a milestone (e.g., Plan of Study) must be completed and approved prior to the defense date. Students must have a unanimous vote of pass on these milestone defenses.

Qualifying Exam

Regardless of the outcome, the Departmental Milestone Form must be signed by the full committee within one working day of the defense. The Departmental Milestone Form is initiated by the student in the [Grad Rebel Gateway](#).

Proposal

- After successfully passing of the proposal defense the Advancement to Candidacy form must be submitted in [Grad Rebel Gateway](#). Only after the student has advanced to candidacy may the student enroll in dissertation credits.
- Students must pass their proposal defense prior to seeking IRB approval; this does not preclude the preparation of the IRB materials prior to the defense, nor does it preclude pilot study IRB approvals prior to the proposal defense.
- The approved IRB must reflect the study approved at the proposal in order to begin collecting data for the dissertation study.
- Students must comply with the Graduate College policy regarding when dissertation hours may be taken.

Dissertation

- Students must submit their written dissertation to iThenticate, receive a report, and submit to the committee at the defense. This form will also be required in the culminating experience form.
- The committee chair must complete required information on the culminating experience form.
- After passing the final dissertation defense a culminating experience form must be completed in the [Grad Rebel Gateway](#).

Dissertation

The dissertation picks up where the dissertation proposal leaves off. The written document, guided by the program or subplan area procedures, must minimally:

- 1) address an articulated statement of the problem and related research question/s;
- 2) provide a related review of literature pertaining to the research problem and question/s;
- 3) include relevant data, analysis of that data, and findings/results from the study;
- 4) engage with discussion and/or implications; and
- 5) accurately reference and list cited material drawing upon the program or sub-plan area requirements for citation and in line with Graduate College policy.

- Students must notify the Department of Teaching and Learning Doctoral Office at least three weeks prior to the defense via an email to tldoc@unlv.edu.
- Notification shall include the student name, NSHE number, date, time, and location of the defense as well as title and committee membership.
- To comply with the public defense requirement a room location, meeting link, or webinar link must be provided and that will be advertised.
- Webinar links must be coordinated with Mr. Young Bok Kim at least four weeks to the proposed date, to comply with the three-week notification requirements.
- The department will coordinate notifying the Graduate College of the defense.
- The committee must be provided the dissertation document a minimum of two weeks prior to a defense, and have agreed to the scheduled defense date.

NOTES:

- The specific processes and formats for a dissertation are at the discretion of the program or subplan area as outlined in the program or subplan handbooks, and must be consistent with Graduate College, UNLV, and NSHE policies.
- Students must receive a unanimous pass for all milestone defenses.
- Students not receiving a unanimous pass at the dissertation defense may repeat the defense after a minimum of 30 days and after addressing feedback provided by the Doctoral Advisory Committee.
- If a student fails to receive a unanimous pass the first attempt, the student will be recommended to the Graduation for probation. If a student fails to receive a unanimous pass on the second attempt the student will be recommended to the Graduate College by the Department of Teaching and Learning for separation from the program.

Exam (Qualifying Exam)

The qualifying examination is designed to assess a student's understanding of core concepts and preparedness to pursue advanced study related to a dissertation topic.

The exam requires the student to:

- 1) demonstrate a significant level of knowledge in a selected field of study, in writing; and
- defend that written work at an oral defense.

- Qualifying exams may be taken upon completion of minimum Department of Teaching and Learning requirements which include: Department of Teaching and Learning required courses and research required courses.
- An exam may not be taken until the Plan of Study I, Plan of Study II, and Appointment of Advisory Committee forms are initiated and approved in the [Grad Rebel Gateway](#).
- Once minimum program requirements are met, the determination of exam eligibility is at the discretion of the Advisory Committee Chair or Co-Chairs in consultation with the advisory committee.
- Exams must be submitted to the committee at least three weeks prior to the exam oral defense.
- Students must notify the Department of Teaching and Learning Doctoral Office at least three weeks prior to the defense.
- The Departmental Milestone Form must be submitted in the [Grad Rebel Gateway](#) within one business day of the exam.

NOTES:

- Students must pass the oral defense by a unanimous vote of the Advisory Committee.
- A student who fails the exam on the first attempt will be recommended to the Graduate College by the Department of Teaching and Learning for probation. The student must comply with the terms of the probation (e.g., take additional coursework, rewrite part or all of the exam) and may retake the exam once more.
- If a student fails the exam a second time the student will be recommended to the Graduate College by the Department of Teaching and Learning for separation from the program.
- Each program/subplan area may outline more specific exam procedures.

GPA and Course Grades

The Department of Teaching and Learning requires a minimum GPA of 3.0 for all graduate coursework taken while matriculated in a Department of Teaching and Learning doctoral degree. Students may not have any grades lower than a B- while in the program. Any grade lower than a B-, while matriculated in a Department of Teaching and Learning degree will initiate a recommendation of probation (see the probation policy). Any additional grades lower than a B- in graduate coursework while matriculated in a Department of Teaching and Learning degree and while on probation will be recommended to the Graduate College by the Department of Teaching and Learning for separation from the program.

IRB

Approval from UNLV's Institutional Review Board (IRB) is required prior to undertaking a study with human subjects/participants. Working with the dissertation chair and [Office of Research Integrity](#) IRB staff, students must complete, through the IRB system the IRB form, and secure IRB approval for their proposed study, including any required training. The proposed study and IRB must both be approved before the study can begin. In addition to UNLV's IRB process, students who wish to conduct research in the Clark County School District (CCSD) will also need to secure IRB approval from the CCSD Assessment, Accountability, Research, and School Improvement Division (AARSID). An appropriate district representative must sponsor studies in CCSD.

Leave of Absence

In addition to the Graduate College Policy on Leave of Absence, students should remain in contact with the department about return plans by contacting the Department of Teaching and Learning Doctoral Studies Office by email (tl doc@unlv.edu). If a student does not return by the end of the LOA or does not request for additional time (if eligible), the student will be recommended to the Graduate College by the Department of Teaching and Learning for separation from the program.

Academic Wellness Check and Academic Notice (Probation)

For the purposes of evaluating student progression, the Department of Teaching and Learning considers student persistence in individual graduate courses, completion of required milestones, course grades and degree GPA, among other indicators of student academic wellness. Student progression and academic wellness will be evaluated by the Doctoral Coordinator or Department Chair at the end of Fall and Spring semesters after grades have been posted.

If a student does not make adequate and timely progress in their degree program, a recommendation for academic mediation will be initiated by the Doctoral Coordinator or the Department Chair at the earliest available time during the following semester. This will result in the student being placed on **academic probation via the Graduate College process**.

After the probation letter is issued by the Graduate College, the terms of academic mediation initiated by the Doctoral Coordinator or Department Chair for inadequate and/or untimely progression will be shared with the student's lead initial advisor/co-initial advisor or committee chair/co-chair, but not shared with the student until the student meets in person with their advisor(s)/chair(s), the Department Chair, and the Doctoral Coordinator to discuss the terms of a pending recommendation for academic mediation. The purpose of this meeting is to:

1. convey to the student that their academic wellness is important to the department;
2. determine what unmet needs the student has that are interfering with their academic wellness/have created the conditions leading to the recommendation for academic mediation;
3. work with the student to collaboratively develop a plan of action to address the student's needs, resolve the mediation, and enable the student to reclaim their academic wellness; and,
4. inform the student of their option to appeal the recommendation for academic mediation what, if anything, to expect while the appeal is being considered and after it is concluded if the mediation moves forward.

The student and their advisor(s)/chair(s) will work together to operationalize the plan of action to enable the student to reclaim their academic wellness.

The student may submit appeals to the probation based on the Graduate College process.

In the Department of Teaching and Learning, recommendation for academic probation can be made for:

- a GPA below 3.0 across all graduate coursework taken while matriculated in a departmental doctoral degree program;
- more than two active incompletes in any courses taken as a part of a departmental degree programs;
- any course grade below a B-;
- more than two withdrawals from required courses in a departmental degree program;
- non-continuous enrollment:
 - continuous enrollment for students who are not receiving federal financial aid and are not on a Graduate Assistantship is at least six (6) graduate credits across every three semesters (including summer); and,
 - inadequate and/or untimely progression toward meeting each and all degree requirements outlined in the departmental and program area Doctoral Handbooks that correspond to the student's degree and emphasis area.

Note: A student's advisor(s)/chair(s) may also submit a recommendation for academic probation to the Doctoral Coordinator. Please also see the Graduate Catalog for placement of students on academic probation.

Program Exit (Separation)

A student will be recommended to the Graduate College by the Department of Teaching and Learning for program separation for the following:

- unethical, unprofessional, and/or other inappropriate conduct during their program/in their field of study;
- non-adherence with the UNLV Student Conduct code (as administered by the UNLV Student Conduct board review process);
- inadequate and/or untimely progression toward degree completion;
- inadequate and/or untimely resolution of an academic mediation (i.e., inadequate and/or untimely operationalization of a plan of action to reclaim academic wellness);
- recommendation for a subsequent academic mediation before an existing academic mediation has been resolved; and,
- inadequate and/or untimely resolution of a provisional or conditional admission to a departmental doctoral degree program.

Note: The Department of Teaching and Learning will make reasonable effort to adapt the activities required in the program to the special needs of the student. Issues of student impairment that fall under the purview of the Americans with Disabilities Act (ADA) are managed by the University's Disability Resource Center (DRC). Students with an identified or suspected impairment should contact the DRC to document the impairment and access the appropriate accommodations. We expect all students to participate to the full extent of their capabilities. Please see [Graduate Catalog](#) for more information.

Proposal

The dissertation proposal is designed to articulate why a specific study is needed, the state of literature

related to the study, how the study will be carried out, and what significance the results may have (anticipated) for the particular field of study. The proposal document must minimally:

- 1) provide a statement of the problem;
- 2) provide a review of literature pertaining to the research problem;
- 3) provide an explanation of the methodological approach and specific methods planned to address the question/s; and
- 4) accurately and consistently reference and list cited material use the current edition of the style manual appropriate to your field.

- Students should work, under supervision of the advisor, on the preparation of the proposal.
- Once the advisor is satisfied that the proposal can move forward to a defense the student should submit the proposal to the full advisory committee including the advisor.
- The proposal must be defended orally.
- A committee must be provided the proposal a minimum of three weeks prior to a defense and have agreed to the scheduled defense date.
- Students must notify the Department of Teaching and Learning Doctoral Office at least two weeks prior to the defense.

NOTES:

- Students are required to have a unanimous pass in order to advance to Candidacy, and must follow policy as well as program or subplan area procedures.
- While there is no limit to the amount of times a proposal defense may occur as a means of policy, an advisor or advisory committee may make a recommendation to the Doctoral Coordinator of probation for failure to progress based on multiple failed proposal defenses.
- Program or sub-plan areas handbook may articulate more specific proposal procedures.

Substitutions

No more than six hours of coursework substitution is allowed for a Department of Teaching and Learning doctoral degree. The two required departmental core courses and the required research courses are not eligible for substitution, with the following exceptions:

- If one or more of the departmental cores or required research courses were completed as part of a previously conferred degree a substitution will be allowed and will not count against the substitution limit.
- In the event that one or both departmental core courses were taken, the course/s would need replacing with a 700-level class in the Department of Teaching and Learning.
- In the event that one or both required research courses were taken, a more advanced 700 level research course in that/those methodological area/s must be substituted.
- The substitutions outlined here will be indicated as resulting from the required coursework having been previously completed and will be permitted substitutions that will not count against the six-credit limit, and only relate to the specific required courses having been previously completed.

Summer Months and Other Off-Contract Times

Qualifying examinations, proposals, dissertations, and related oral defenses must generally be scheduled during the regular academic year (fall and spring).

- Summer or other contract dates for defenses cannot be guaranteed.
- For any qualifying examinations, proposals, or dissertation defense outside of the regular academic year the student should obtain written agreement for participation from the Advisory Committee Chair and all Advisory Committee Members.
- Agreement documentation should be sent to the Department of Teaching and Learning Doctoral Studies Office via email (tldoc@unlv.edu) at least two weeks prior to the activity.

Time in Program

Doctoral degree programs in the Department of Teaching and Learning may take no more than eight years to complete as follows:

- Doctoral students in the Department of Teaching and Learning beginning doctoral degree programs and holding a master degree must complete all doctoral degree program requirements, and graduate, within six years.
- Doctoral students in the Department of Teaching and beginning a doctoral degree program without a master degree must complete all requirements for the degree, and graduate, within eight years.

The department follows any policy applications with respect to both part-time and full-time students as outlined, or not, by the Graduate College.

NOTES:

- Students violating the maximum time to degree policy may request an extension of time once, via an appeal (see [Grad Rebel Gateway](#)).
- The Department of Teaching and Learning Doctoral Committee will generally consider a request up to three additional semesters (including summer).
- Appeals will be first heard by the Department of Teaching and Learning Doctoral Committee.
- The Appeal must address why the extra time is needed and provide a clear action plan to complete the degree requirements and graduate by the end of the requested extension.
- Students not meeting the time to degree policy and/or whose appeal has been denied will be recommended to the Graduate College by the Department of Teaching and Learning for separation from the program.
- Any approved appeals for extra time will require a Six-Year/Eight-Year Course Limit Extension Request form in the [Grad Rebel Gateway](#) if any of the coursework would be older than six years at the time of graduation (see Coursework Revalidation policy).
- Any approved appeal for time will result in a recommendation for probation to run concurrent with the appealed for time extension; a condition of the probation is successful graduation by the end of the probationary period.
- Any students granted a one-time extension through appeal and Graduate probation who fails to complete the degree requirements and graduate within the three-semester timeframe will be recommended to the Graduate College by the Department of Teaching and Learning for separation from the program. . Students must be first placed on probation prior to separation from the program.
- Students violating the maximum time to degree policy for whom an appeal is approved are not automatically eligible to complete their program using the degree requirements in place at the time of admission. This decision is left to the discretion of the Department of Teaching and Learning in consultation with the student's advisor, the College of Education, and Graduate Dean.

Transfer Hours

Students are limited to transferring a maximum of 15 hours to a Department of Teaching and Learning doctoral degree. Once admitted students must obtain prior written consent from the Department of Teaching and Learning and the Graduate Dean, by way of a [Transfer Credit Request Form](#), to take coursework elsewhere and use it in a Department of Teaching and Learning doctoral degree.

To be considered for use:

1. Course/s must have been taken at a regionally accredited institution in the U.S. or equivalent;
2. The course/s must be graded (e.g., it may not be pass/fail or S/U or S/F);
3. The course/s must have been completed with a grade of B- or higher
4. The course/s must be documented by official transcripts sent directly from the issuing institution to the Graduate College;
5. The course/s must be posted to the student's permanent academic record;
6. The course/s must be comparable in content, substance, and rigor to the course work it is replacing in the student's degree program;
7. The course/s may not be used to replace a Department of Teaching and Learning core required course or required research courses (see exceptions in the substitution policy)
8. Course/s fulfilling requirements for one degree may not be transferred to a new degree.

Transfer credit is approved only when evidence exists that the work is certifiably graduate-level. The age of the transfer work under consideration may also be a factor in the decision as to whether or not the course work is admissible. The student is responsible for providing evidence and documentation as required. If approved, non- semester credits will be converted to semester credits for transfer. Transferred hours that would be greater than six years old at the time of graduation will require additional approval through Six-Year/Eight-Year Course Limit Extension Request found in the [Graduate Rebel Gateway](#).

University Resources

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

The goal of the Graduate 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.

[Alumni Engagement](#)

With an alumni base 150,000+ strong, the UNLV Alumni Engagement 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 Scholar Compliance

[International Students and Scholar \(ISSC\)](#) 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.

The Care Center

The [Care 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 Rights and Responsibilities

The [Office of Student Rights & Responsibilities](#) is a student-centered, service-oriented office located within the Division of Student Affairs. The Office of Student Rights & Responsibilities 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 veteran education benefits-experienced staff to

assist more than 1,800 veterans, dependents, active duty service members, National Guard members, and reservists attending UNLV. 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](#), in this document, and the processes outlined by each program area or subplan area on the [Teaching and Learning Doctoral Studies page](#), students may 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](#)

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 policies.

Handbook Information

The doctoral studies committee, in consultation with department faculty, shall be responsible for making and approving revisions to the Department of Teaching and Learning Doctoral Handbooks.

Last revised	Revised by	Changes summary
03.15.2019	Randall Boone	Administrative changes updated. Program name changes already approved at all levels. Clarification of ambiguous or unclear narrative. Missing content from previous version included. Grammar and style changes. Elimination of incorrect information.
04.30.2020	Kenneth Varner	Updates for accuracy and program re-alignment - votes 5/24 7-0-0
4.30.2025	Merryn Cole	Updates for Graduate Coordinator and Chair; Updaeted Probation & Separation policies (vote 4/19/2025; 7-0-0)