



## Graduate Certificate in Quantitative Psychology Handbook

### Welcome

The Department of Psychology is dedicated to students' successful completion of the Certificate in Quantitative Psychology. This handbook is an important reference for all new and current students as they navigate through the certificate.

### Mission Statement

The Certificate in Quantitative Psychology provides graduate students with advanced training in statistical, psychometric, methodological, and computational procedures. The certificate equips students to improve the quality of their substantive research and helps students obtain favorable positions in academia, industry, and the private sector upon graduation.

All admitted UNLV graduate students are eligible to pursue the Quantitative Psychology certificate. The only exception is students who are pursuing a Psychology doctoral degree with an emphasis in Quantitative/Experimental Psychology; these students are not eligible for this certificate.

### 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](mailto:valarie.burke@unlv.edu) or [gradassociatedean@unlv.edu](mailto:gradassociatedean@unlv.edu).

### Certificate Graduate Faculty

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

### Program Information

[Certificate in Quantitative Psychology](#)

### Contact Information

<http://www.unlv.edu/psychology/graduateprograms/quantpsych-certificate>

#### *Department Chair*

Christopher Kearney, CBC-B437, [chris.kearney@unlv.edu](mailto:chris.kearney@unlv.edu)

#### *Program Coordinator*

Kim Barchard, CBC-B346, [kim.barchard@unlv.edu](mailto:kim.barchard@unlv.edu)

#### *Department Main Office*

CBC-B430, [psyunlv@unlv.nevada.edu](mailto:psyunlv@unlv.nevada.edu), 702-895-3305, 702-895-0195 (fax)

## Program Requirements

Program requirements regarding [admission, coursework, and completion of the Certificate](#) are found in the [graduate catalog](#).

### Program Benchmarks

The Certificate in Quantitative Psychology is open to admitted UNLV graduate students only. It is designed to be completed at the same time as the student completes their primary graduate program (i.e., their Master's or Doctoral degree). To determine if the courses that are applied to the Certificate can also be applied to the student's primary graduate program, the student should check with their primary graduate program. It is important to note that in accordance with the Graduate College policy, students must complete all the requirements for the Master's degree in six years and the Doctoral degree within eight years or face separation from that program.

Students in the Certificate in Quantitative Psychology are required to complete 12 credit hours, at least six of which are from the Department of Psychology.

When selecting their courses, students and their advisors should consider the following points:

1. Students should select courses that complement their goals for their Master's or Doctoral degrees.
2. The [Certificate Program website](#) has a list of courses that may be relevant to the student's quantitative training needs. This list is not intended to be exhaustive: Students may apply to have courses count toward the Certificate even if they are not listed on this website. Conversely, inclusion on this website does not guarantee that a course will be approved for credit toward the Certificate. To obtain approval to count a course toward the Quantitative Psychology certificate, the student should submit the syllabus to the Program Coordinator.
3. Admission to the Certificate does not guarantee that the student will be granted permission to enroll in a specific course. Enrollment in courses outside of a student's home department will likely require the permission of the instructor. The student may be asked to demonstrate competency prior to admission.
4. Not all quantitative courses are offered each year. Students should inquire how often courses are offered when planning their coursework.
5. PSY 766 Independent Study and PSY 768 Independent Research can count toward the Certificate. These courses provide students with the opportunity to customize their learning to their specific needs. These courses may also assist students in completing their Certificate in a timely fashion, if other relevant UNLV courses will not be offered before the student completes their primary degree program (i.e., their Master's or Doctoral degree). See the [Graduate Catalog](#) for information about the types of learning experiences that could count toward the Certificate.

### Methods Training from Outside UNLV

There are several highly reputable programs outside UNLV that provide advanced quantitative training. These programs offer high quality statistics and research methods courses in the summer, over winter break, and during spring break. These programs include:

- [Advanced Training Institutes](#) offered by the American Psychological Association
- [StatsCamp](#) in Brea, CA and Atlanta, GA
- [Summer Statistics Institute](#) at the University of Texas at Austin
- [Summer Program in Quantitative Methods of Social Research](#) at the University of Michigan, in Ann Arbor

Students who wish to use these courses to fulfill course requirements for the Certificate Program should arrange to complete PSY 766 Independent Study and PSY 768 Independent Research with a UNLV faculty member. The faculty member will evaluate the student's work for the external program and assign credit UNLV credit. To apply this course to the Certificate, the student should use the regular certificate procedures for PSY 766 Independent Study and PSY 768 Independent Research. These procedures are given in the [Graduate Catalog](#).

### Program Timeline

Students typically complete their program requirements in four to six semesters. Students could finish the program in four semesters by taking one course each fall and spring semester for two years.

However, because students may want to take specific courses and those courses may not be offered every year, some students may take six or more semesters to complete the program.

### 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 survey will be sent by the Graduate College to the student's Rebelmail account. The review covers the prior calendar year and assesses student progress while setting goals for the year ahead.

### Probation

If a student fails to successfully progress in their degree program, their department/school will recommend that the student be placed on probation by the Graduate College. Students on probation may be dismissed/separated from their program for failing to successfully meet the conditions of their probation by the deadline provided. Please see the [Probation and Separation](#) section of the Graduate Catalog for more information.

### Professional Code of Ethics/Discipline Guidelines

UNLV Graduate College policy regarding academic integrity can be found in the [Graduate Catalog](#).

UNLV also requires all members of the university community to be familiar with the honor code and to follow copyright and fair use requirements. Students are individually and solely responsible for violations of copyright and fair use laws. UNLV will neither protect nor defend students nor assume any responsibility for violations of fair use laws. To familiarize yourself with copyright and fair use policies, visit the UNLV copyright Web page. <https://www.unlv.edu/provost/copyright>

The Department of Psychology endorses the American Psychological Association Ethical Principles of Psychologists and Code of Conduct. It is expected that all students adhere to these ethical standards in their roles as graduate students and graduate assistants.

### Conflict Resolution Policy

Examples of conflicts include, but are not limited to, the following: having a program policy applied inappropriately, being improperly terminated from a program, and being required to meet unreasonable requirements for a program. Conflicts are usually most effectively resolved at the lowest level; students are therefore encouraged to work out conflicts directly with the persons involved. If a student is unable to resolve a conflict in this manner, or feels that he or she is being treated unfairly, he or she is encouraged to discuss the concerns with any member of the faculty, the Program Coordinator, or the Department Chair. (If the Program Coordinator and/or the Department Chair are involved in the conflict, the student can discuss his or her concerns directly with the Associate Dean of the College of Liberal Arts.) If the conflict is not resolved in this manner, the student may file a formal appeal with the Dean of the College of Liberal Arts and then the Graduate College Dean.

### Discipline Resources

[Publication Manual of the American Psychological Association, Sixth Edition American Psychological Association](#)  
[Association for Psychological Science](#)

## University Resources

### [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 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 130,000 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 Spisito.

The Title IX Coordinator can be reached through the online reporting form at [Title IX Reporting Form](#), by email at [titleixcoordinator@unlv.edu](mailto: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
December 16, 2016	Kim Barchard	Created handbook for new certificate program.
August 31, 2018	Kim Barchard	Updated links
January 2022	Graduate College	Updated formatting to be accessible