

Doctor of Philosophy in Public Affairs Program Handbook

Welcome

Welcome to the Doctor of Philosophy in Public Affairs program. The Doctor of Philosophy in Public Affairs is a research-oriented degree that prepares students for careers in advanced teaching, research and professional employment in the development and implementation of public policy and public affairs. This degree is meant to serve as the nexus between the academic community and the world of service and practice in the public, non-profit, and private sectors. Graduates of this program will be able to acquire professional employment in academic, governmental, consulting and private research organizations.

The Doctor of Philosophy in Public Affairs is designed to address the demand for conceptual and analytical skills in areas that pertain to public policy and public sector affairs. Students are trained to conduct research on and study contemporary issues that are vital to our society. These issues are explored within the context of stakeholders being affected by public policy implementation and public sector practitioners' decisions.

The Ph.D. program is interdisciplinary in its approach, as students are encouraged to study public policy issues together with appropriate departments throughout the Greenspun College of Urban Affairs. The program is designed to promote scholarship and innovation in public affairs through significant interactions between students and faculty in learning, research, and the application of expertise in public issues. In addition, the degree will prepare graduates with the knowledge, skills, and abilities to be successful scholars and experts in the field.

One core characteristic of our program is the emphasis on research and learning opportunities. Our commitment to building the skills and knowledge of students includes engaging students in research based public policy solutions that not only create unique learning experiences but also benefit the Southern Nevada Community and beyond. This includes actively engaging students in academic research as part of their program of study in the Ph.D.

Our goal for you as a student is to ensure you are ready to better serve your community and enhance your career.

The School of Public Policy and Leadership Faculty

Mission Statement

The mission of the Doctor of Philosophy in Public Affairs is to “train research-oriented scholars to advance the field of public affairs through research and knowledge development.” This will be accomplished by providing students with the necessary expertise, both substantive and methodological to enable them to assume leadership roles in academic and research-based workplace settings.

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.

Department 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

Information about specific degree requirements can be found in the [graduate catalog](#).

Contact Information

School of Public Policy and Leadership

Director of the School of Public Policy and Leadership

Dr. Christopher Stream, Office: Greenspun Hall Room 3107

Email: Chris.Stream@unlv.edu

Phone: 702-895-5120

Graduate Coordinator

Dr. Jessica Word, Office: Greenspun Hall Room 3162

Email: Jessica.Word@unlv.edu

Phone: 702-895-2684

Department Main Office

Greenspun Hall School of Public Policy and Leadership Main Office, Room 3108

Phone: 702-895-4440

Program Requirements

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

The Doctor of Philosophy in Public Affairs program is a 46-hour program that requires students to fulfill course work, a comprehensive exam, a prospectus exam, and a dissertation and dissertation defense. The core courses, which include the required analytical courses are required as the foundation of the program's studies and serve as the substance of the comprehensive exam.

A full listing of courses and program description are available on the Doctor of Philosophy in Public Affairs program page in the [Graduate Catalog](#).

Advisory Committee Guidelines

A formal advisory committee (dissertation committee) is required for the Ph.D. in Public Affairs degree. Please refer to the [Graduate Catalog](#) for specific requirements and information.

Once a full advisory committee is assembled, students are required to submit the Appointment of Advisory Committee Form to the Graduate Coordinator for approval. It is the student's responsibility to obtain all of the required signatures. The University does not recognize an advisory committee as being formalized without the signed Appointment of Advisory Committee Form.

Any changes to the committee should be done in consultation with the dissertation chair and the Graduate Coordinator. Students must submit a Change of Advisory Committee Form to the Graduate Coordinator, which is available at [Change of Advisory Committee Form](#). Advisory committee changes will not be recognized by the University without the signed Change of Advisory Committee Form.

Degree Program Benchmarks

In the first three semesters, and the intervening summer, students in the program enroll in courses as a cohort. With the exception for one semester where students take seven credits, all students must enroll in the designated six credits hours.

Within the fall of the second year in the program, doctoral students will be required to register for the one (1) credit hour course (PAF 704) that covers the academic and professional research profession of public affairs.

Prior to being admitted into candidacy, doctoral students are required to attend a series of *Professional Topics* colloquia each semester. These colloquia are designed to introduce students to topics that socialize and assist them in developing careers. Within informal settings, students and speakers make research presentations, lead discussions on progressive issues in the field, and give advice on academic norms and processes that lead to being successful in the profession. These seminars also provide information on how to develop research projects, choose a dissertation topic, how to write for publication, searching for the right job, how to engage in teaching, among other relevant issues not otherwise covered within traditional courses. Students are required to attend a minimum of five (5) events each semester. Additionally, all students, by their second year are expected to present at one of these colloquia or at an academic conference. Here, students gain the opportunity to gain feedback on research projects prior to presenting at a scholarly forum or sending their research out for publication. This is also a good opportunity for students to give practice job talks prior to presenting at a live/formal job talk. Students can also use this as a forum for feedback as they develop their dissertation topics. Students must notify the Graduate Coordinator at least one week prior to the semester ending regarding the date and type of the event attended. Attendance at these colloquia is required in order to receive full credit for PAF 704. Students must receive a satisfactory grade in this course in order to qualify for comprehensive exams. Specific guidelines pertaining to this requirement will be provided by the Graduate Coordinator.

Areas of Specialization

All students are required to choose a field of specialization. Courses within the student's selected area are decided upon consultation with the student's major professor (dissertation chair). Students are required to take 12 hours of specialization courses. The interdisciplinary nature of the Ph.D. program encourages students to work with other departments within the Greenspun College of Urban Affairs to study relevant public policy issues. While public policy is a general area of study, students are expected to focus their studies on a specific policy area that will develop their expertise and research focus around the given issue of interest. This does not mean that students will obtain a Ph.D. in these specialized areas, rather the emphasis here is that students will incorporate what they have learned within the core foundational courses of the program to frame a policy issue that falls within their specified area of interest. While students may study public policy within the context of a specialized area, the primary training and emphasis of our program is to develop students to become scholars and instructors within academic environments that place a general focus on public policy, public affairs and/or public administration.

Comprehensive Exam

Upon completion of the core requirements of the program students are required to take a comprehensive exam. This usually occurs during the Spring of the student's second year or the Fall of the student's third year.

Comprehensive exams are arranged with students by the Graduate Coordinator. The comprehensive exam is graded as pass/fail and any student not passing the entire exam maybe asked to retake all or part of the exam. Students may retake the comprehensive exam only once. The retake must be done within 12 months of the first attempt. Students who fail the exam on their first attempt will be recommended to the Graduate College to be placed on probation. Students who fail the exam on their second attempt will be dismissed from the program.

Comprehensive exams are blind graded by a committee of faculty within the School of Public Policy and Leadership. The grading process usually requires 3 to 4 weeks. Each reader will grade responses on a scale of 1 to 4, with "4" being equivalent to a "strong pass," and "3" equaling a "pass." Any score below 3 is equivalent to "failure." Committee members will report their evaluation to the Graduate Coordinator or a designated faculty member, who will tabulate the results. Students will receive an average score for each question, and an overall average score of 3.0 for the whole exam means pass. Performance will be reviewed by the Ph.D. committee, which will make the

independent determination of whether the student passed or failed the comprehensive exam.

Upon successful completion of the comprehensive exam, students must identify their advisor and begin assembling their dissertation committee within 3 months after being notified of passing the exam. Failure to fulfill this requirement could result in a formal notice from the department of not making sufficient progress. The student will be recommended to the Graduate College and placed on probation.

Dissertation Prospectus

Following successful completion of the comprehensive exam and all course work, and have successfully passed their dissertation prospectus, students are officially admitted to Candidacy for the Ph.D. degree. All that remains to be completed is the dissertation, the most challenging but rewarding phase of the doctoral study. During this period, the student is referred to as “ABD” (All but Dissertation).

All students are required to prepare a prospectus for their dissertation. The prospectus is a detailed proposal that begins by theoretically framing the issue and outlining the problem being addressed. It also includes a thorough review of the relevant literature, and an explanation of the proposed methodology and data collection procedures planned. The dissertation prospectus normally serves as the first three chapters of the full dissertation. Guidelines for the required content for the prospectus can be provided by the Graduate Coordinator. In short, the guidelines require:

- An introduction that proposes the problem or issue and outlines the research question
- A theoretical framework
- Research methodology

The student will present in person, the dissertation prospectus to the dissertation committee at a formal prospectus oral examination. Online or teleconference oral prospectus examinations are generally frowned upon and may only be allowed under rare circumstances. The dissertation committee will independently decide whether the student may proceed with the dissertation.

If a student's chooses to change topics, they should expect to prepare a new prospectus and oral defense. The new prospectus must be approved by their current advisory committee.

The student and dissertation chair shall be responsible for obtaining all required signatures for the Advancement to Candidacy form. This form should be signed only after the student has met both the oral and written requirements. It includes the candidate addressing any reasonable revisions requested by the graduate advisory committee/dissertation committee.

Dissertation

Ph.D. Candidates must complete a dissertation that makes an original contribution to knowledge. During the period that students are preparing their dissertation, they must enroll in a minimum of 6 dissertation hours in their first two terms and 3 semester hours thereafter. Dissertations are expected to be of publishable quality in accordance with the standard journals of the field. A minimum of 12 hours for dissertation research will be counted toward the total number of credit hours for the degree. Students must register for PAF 799 to obtain dissertation credit hours and must be enrolled in a minimum of 3 dissertation hours in the final semester. Students are not eligible for dissertation credits until they have successfully passed their prospectus defense and any written requirements.

Students must successfully pass their prospectus oral examination prior to registering for PAF 799. If the student fails the first attempt in passing the examination, a recommendation will be made to the Graduate College to place the student on probation.

Students within the Doctor of Philosophy in Public Affairs program are required to do a traditional chapter format dissertation, which will include the first three chapters that comprise the dissertation prospectus. Guidelines concerning dissertation formatting and the format approval process are available from the Graduate College: [Thesis and Dissertation Guidelines](#).

Time Limit

If progress towards the dissertation is not made within one (1) calendar year after passing the prospectus exam, a meeting or conference call with the student and the dissertation committee will be held to evaluate development towards completion of the dissertation. Based on the dissertation progress review meeting, the student will submit a detailed work plan and timetable for completion of the dissertation. At this point, the student may be recommended to the Graduate College to place the student on probation. This must be approved by the dissertation chair and the Graduate Coordinator.

If the dissertation is not completed within three (3) years after the student passes the comprehensive exam, he/she may be required to retake the exam.

Per Graduate College policy, students must fulfill all degree requirements within six (6) years of beginning the program.

Dissertation Defense

At the direction of the dissertation chair and in consultation with other committee members, the student shall schedule the dissertation oral examination (dissertation defense). The dissertation defense must be made in person by the student. Online or teleconference defenses are at the discretion of the committee but generally students should plan to attend in person. It is recommended that students defend no later than the eighth week in which they intend to graduate. Students must defend prior to the Graduate College's deadline for dissertation defenses. Consult with the Graduate College for more information on its dissertation defense and format approval timelines.

A preliminary draft of the dissertation must be submitted to each committee member at least four weeks before the date of the defense. At least two weeks prior to the defense, the student or dissertation chair must submit an announcement of the dissertation title, date, time and place of the defense to the Graduate College.

The dissertation committee will conduct the examination. The Director of the School of Public Policy and Leadership must be notified in advance. The Director's attendance at the defense is at the discretion of the Director. All members of the graduate faculty are invited to attend. The dissertation chair presides over the defense. Members of the dissertation committee and the School Director are the only people who can ask questions during the defense.

All committee members and the student must attend the entire defense in real time. Committee members can attend either in person or via distance technology. In the event of a medical emergency or other extenuating circumstances, a committee member cannot attend the defense, the dissertation defense must be rescheduled per Catalog. A minimum of four members with graduate faculty status must participate.

The dissertation committee will certify in writing the results of the defense. The results will either indicate pass, fail or to be reexamined. The report of the results of a reexamination must indicate either pass or fail. To receive a passing grade, the written dissertation must be in final form or require only minor revisions at the time of the defense. A grade of "Pass" requires the majority vote of the dissertation committee. If the student fails the first attempt, the student will be recommended to the Graduate College and placed on probation.

In the event that a student passes the defense, the full committee must sign the appropriate forms including the Culminating Experience form to be submitted to the Graduate College. These signatures will substantiate the successful passing of a dissertation defense and any requested revisions to the dissertation.

Program Timeline

The table below outlines the expected progression through the doctoral program. Based on class availability or individual student needs this timeline can be adjusted with approval from the Graduate Coordinator. Full-time students are expected to complete the program in 4-5 years.

The following table provides a guideline for student progression through the program.

Cohort	Fall	Spring	Summer	Total Credits
First Year	PAF 701 PAF 710	PAF 702 PAF 711	Analytical Studies Course(s) (3-6 credits)	15-18

Cohort	Fall	Spring	Summer	Total Credits
Second Year	PAF 703 PAF 704 Analytical Studies Course (3 credits)	Comprehensive Exams Analytical Studies (3-6 credits) or Specialization courses Selection of Dissertation Chair/Advisor	Specialization Course (3-6 credits) Appointment of advisory committee	15-19
Third Year	Specialization Courses and/or	Specialization Course and/or	PAF 799	12-16
	PAF 797 to develop prospectus	PAF 797 to finalize Prospectus or PAF 799 if prospectus defended		
Fourth Year	PAF 799 – Continue Work on Dissertation	PAF 799 – Continue Work on Dissertation		6-12

Professional Code of Ethics/Discipline Guidelines

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

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

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.

Grade Policies

At the instructor's discretion, a grade of incomplete (I) may be assigned to a student. A student receiving an incomplete grade will have one calendar year to complete all course requirements and remove the incomplete grade. Failure to complete the course requirements within one year will result in the "I" automatically becoming a record grade of "F." Within a given semester, a student may have no more than two incomplete grades in order to maintain good academic standing. Having more than two incompletes will result in the student being deemed as unsatisfactory and being placed on

academic probation.

Course Delivery and Communications

Classes within this program use the WEBCAMPUS/CANVAS course site platform, which enables online instruction and communication. In order to gain access to courses, course material and information, students must have a Rebelmail (with @unlv.nevada.edu) account to log in. To activate your Rebelmail account go to [Rebelmail Set Up](#).

Students must also obtain a student ID (RebelCard). Without your student ID, students will not be able to partake of certain campus resources, such as the University libraries. To obtain a RebelCard:

- Register for at least one credit hour at UNLV
- Wait 5 to 7 business days for the system to update
- Take a photo ID to the RebelCard Office located in the Student Union

Per *FERPA* (Family Educational Rights and Privacy Act) regulations, all email correspondences regarding student affairs, requests or any academic business must come from university email accounts.

Additional Program Information

The Graduate Coordinator is responsible for handling the oversight, management and direct handling of the doctoral program and its admission process. The coordinator is advised by the School of Public Policy and Leadership's Ph.D. Committee along with input from the School Director. The Committee consists of the Graduate Coordinator along with a minimum of two additional School tenured/tenure-track faculty members with graduate faculty status. The Committee makes decisions on admissions, comprehensive exams and student separations/dismissals.

Academic Advisor

Upon admission into the program, the Graduate Coordinator will be the student's primary advisor until she/he selects a major professor (dissertation chair). Within the first semester of the program, students are strongly encouraged to meet with the Graduate Coordinator to discuss their program goals, possible research interest and specialization area.

As soon as possible, but before comprehensive exams, students will select a major professor who will take on the primary role of academic advisor. A student's major professor will be selected from among faculty within the School of Public Policy and Leadership who have graduate faculty status. The major professor must have expertise in the area in which the student intends to specialize and write the dissertation. The current list of faculty with graduate faculty status is found here: [Graduate Faculty Status](#). To select a major professor, students should:

1. Contact the person whom you would like to work with to request that they serve as your major professor, and discuss your research interests and area of study
2. Upon the professor of interest's agreement that she/he will serve as your major professor, notify the Graduate Coordinator in writing regarding this arrangement

Discipline Resources

Writing Style Guide

In general, the School of Public Policy and Leadership uses writing styles as published in the *Publication Manual of the American Psychological Association* and the *Chicago Manual of Style* for references and citations. It is strongly recommended that students purchase the latest editions of both manuals. These style guides can be used in most of your courses to help format your papers and assignments. The instructor will specify which style is required for a given course.

Professional Associations and Conferences

Students are strongly encouraged to attend conferences and present their research in papers or poster sessions. Students should inquire about occasional funding opportunities within the department or university that could assist with travel cost. See the following list of associations to gain more information on conference calls for papers, conference dates and deadlines.

As students participate in conferences, produce research and explore the academic field, it is extremely important to join and become involved in professional associations. These associations

provide a good way for students to become connected in the field and develop networks as they explore their options within the job market. Some key professional associations are highlighted below.

- [American Political Science Association](#)
- [American Society for Public Administration](#)
- [Association for Research on Nonprofit Organizational Voluntary Action](#)
- [Academy of Management, Public & Nonprofit Division](#)
- [Association of Budgeting and Financial Management](#)
- [Association of Public Policy and Management](#)
- [International City/County Management Association](#)
- [Public Administration Theory Network](#)
- [Public Administration Teaching Conference](#)
- [National Forum for Black Public Administrators](#)
- [Urban Affairs Association](#)
- [Western Political Science Association](#)

Important Journals

Below is a list of a few important scholarly journals that we suggest doctoral students in the program become familiar with, as well as others not mentioned on this list.

- *Administration and Society*
- *Administrative Theory & Praxis*
- *American Review of Public Administration*
- *Governance*
- *International Journal of Public Administration*
- *Journal of Public Administration Research and Theory*
- *Journal of Public Affairs Education*
- *Nonprofit and Voluntary Sector Quarterly*
- *Nonprofit Management and Leadership*
- *Policy Studies Journal*
- *Public Administration Quarterly*
- *Public Budgeting & Finance*
- *Publius: The Journal of Federalism*
- *Review of Public Personnel Administration*
- *State & Local Government Review*

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 Scholars Services

International Students and Scholars (ISSS) 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 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 [online 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.

Handbook Information

This handbook was reviewed and approved by the program's Ph.D. Committee, as well as the School of Public Policy and Leadership's general faculty.

Last revised	Revised by	Change summary
March 30, 2023	J. Word	Language was added to clarify student expectations around attending dissertation defenses in person, when dissertation hours maybe taken and the timing of the Comprehensive exam. Additionally, language clarifying when students would be expected to resubmit a prospectus was added. Faculty voted to approve changes on 3/30/23 with a vote of 11-0.
April 1, 2021	J. Farmer	Faculty approved program language updates and corrections Faculty vote to approve handbook changes: 5/0/0 (June 18, 2020); These changes were originally approved back in 2018 (with a vote of 8/0/0)
April 18, 2018	J. Farmer	Faculty approved program updates