

Education Specialist (Ed.S.) 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 *Ed.S. - 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 educational consultants, curriculums specialists and administrators. Areas of research emphasis include: Career and Technical and Postsecondary Education; Cultural Studies, International Education, and Multicultural Education; Interaction and Media Sciences; Literacy Education; Mathematics Education; Science Education; or Teacher Education. There are no subplans in the Ed.S. program. Completion of this degree program will particularly enable individuals to become skilled educational practitioners as members of college and university faculties as well as school-related organizations.

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 catalog 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

Ed.S. in Curriculum and Instruction

Contact Information **Teaching and Learning**

Department Chair

Dr. Benita Brooks

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Ed.S. Graduate Coordinator

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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)

Advisory Committee

It is the responsibility of the student to form a graduate program committee and select a faculty advisor as committee chair. The chair should be a faculty member in the student's area of study for the Ed.S. degree.

Annual Review

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

Culminating Experience

Upon completion all program requirements (except for CIG 698), the student will enroll in CIG 698 Curriculum and Instruction Professional Paper/Project. This culminating activity requires the student to identify an educational issue applicable to a professional setting and conduct an in-depth study or action research project concerning the issue. The focus and scope of this project will be proposed by the student and approved by the committee prior to the student enrolling in CIG 698. The student's committee chair will be the instructor of record for CIG 698 but the culminating experience project must be evaluated and approved by the entire committee.

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 (AARSI). 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.

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 [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 policy.

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 Ed.S Handbook.

Last revised	Revised by	Changes summary
03.15.2019	Randall Boone	Eliminated incorrect and superfluous content.
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; Updated Probation & Separation policies (vote 4/19/2023; 7-0-0)