



PHD - Public Health Program Handbook

Welcome

Welcome to the School of Public Health at UNLV. Our mission is to improve quality of life and to eliminate health disparities by providing quality education, research, service, and leadership. The work of public health is to create conditions where people can be healthy. Because we focus on population health rather than on individual health, public health workers require unique education, skills, and research opportunities. Our degree programs provide a variety of study concentrations in the Ph.D. and Master of Public Health degrees that will prepare students for a public health career. I am very excited to help shape the core and future of the UNLV School of Public Health. Come join us and become part of the public health community working for a better world.

Shawn Gerstenberger, Ph.D.
Dean, UNLV School of Public Health

Mission Statement(s)

The School of Public Health (SPH), formerly known as the School of Community Health Sciences, was established in 2004 and is dedicated to improving the health and well-being of people worldwide. Our departments, programs, and research units work to provide a diverse education, practical training experience, and numerous community involvement opportunities to prepare students to become leaders and professionals in the field of Public Health.

Our vision is to be a vibrant center of excellence for public health teaching, research, and community action and to be a magnet for state, national, and international students.

The mission of the School of Public Health (SPH) is to advance the science of public health, improve the health and quality of life of people in our communities, and work to eliminate health disparities in Nevada, the nation, and the world by providing leadership in quality education, research, and service.

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.

Program Information

The Ph.D. - Public Health is designed to prepare students for careers in which advanced analytical and conceptual capabilities are required, such as university teaching, research, consulting, policy development, or other high-level positions. The curriculum provides a comprehensive and interdisciplinary examination of topics and experiences necessary to produce graduates who are ready to secure employment in the public health arena.

The Ph.D. - Public Health at UNLV offers four sub-plans. Requirements for each area include a set of core classes, additional area specific classes, elective options, and a dissertation. Please refer to the [Graduate Catalog](#) for additional information.

Global and Environmental Health (GEH) – Global and Environmental Health studies how the natural and the built environment impact our health. From the air we breathe, the water we drink, to chemicals, hazards, and pathogens, GEH professionals work to understand and promote health and safety where we live and work. Global and Environmental Health emphasizes the role of air, water, the home environment, the community environment, and the workplace as critical determinants of health. The GEH sub-plan specifically addresses the environmental factors affecting human health.

Epidemiology and Biostatistics (EAB) – Epidemiology is the study of the distribution and determinants of disease and injury. As the fundamental science in public health, it provides the tools we need to monitor and study health problems and design effective control measures. Epidemiology relies on the analytical methods of biostatistics to describe, analyze, and interpret health data. Biostatistics is the study of the methods and processes for statistical reasoning applied to public health studies including likelihood methods for inference, epidemiologic statistics, clinical trials, and survival analysis. Biostatistics is an indispensable tool in improving health and reducing illness.

Social and Behavioral Health (SBH) – Social and behavioral health brings the community to the forefront of public health through the development and evaluation of community-based programs that promote health and prevent disease. Health education, health behavior, health communication, health promotion, and study of the social determinants of health and health disparities are essential to improve public health. Social and behavioral health is the aggregate of several purposeful activities including, but not limited to program planning, evaluation, and administration designed to improve personal and public health through a combination of strategies, including the competent implementation of health education, risk factor detection, behavioral change strategies, health enhancement, and health maintenance.

Health Service Management and Policy (HSMP) – Health Service Management and Policy supports leadership, management, and administration of public health systems. Finance, marketing, information management, and health services management are essential aspects of building a strong public health infrastructure and shaping health policy. Students in the Department of Health Care Administration and Policy gain a broad view of the health care delivery system and develop an understanding of health and disease. They develop analytical skills through the curriculum to prepare them for leadership positions in the organization, financing, and delivery of health care services.

Program Requirements

Program requirements regarding [admission, coursework, and culminating experience are found in the graduate catalog](#). All Graduate College forms are found in the student's Grad Rebel Gateway and are completed and signed electronically.

PHD Graduate Advisory Committee

- In the first semester, students should become acquainted with the faculty, and before completing their core coursework, select a Committee Chair (Advisor) in their area of interest. The Committee Chair will then help the student select the remainder of the committee. It is *the student's responsibility* to assemble their committee. Students will not be able to complete the degree program requirements without an approved graduate advisory committee. During graduate studies, students may elect to change their Chair and/or members of their graduate advisory committee. This is allowable but depending on the timing or cause for a change the student may also have to make changes to their course of study. A change of Committee Chair or any member of the graduate advisory committee must be approved by the Graduate College. It is strongly recommended that students NOT make changes to their advisors in their last semester of the program.

SPH FORMS	None
GRADUATE COLLEGE FORMS	Appointment of Graduate Advisory Committee

Advisory Committee Requirements

Every SPH Ph.D. student will select a Graduate Advisory Committee Chairperson who will serve as their primary advisor and three additional faculty members who will comprise the Ph.D. Graduate Advisory Committee. The role of the Ph.D. Graduate Advisory Committee is to guide the student through the degree program and assist with the dissertation.

The Graduate Advisory Committee Chairperson (Advisor).

- The role of the Chair is to help you plan your program of study, progress through the various milestones, develop your research plan, and guide you through completion of an independent research project that will make a significant contribution to the field.
- The academic/temporary advisor assigned to you at the time of admission may or may not be the individual you select to serve as your Chair. It is the responsibility of the student to personally select an advisor to serve as chair of his or her Graduate Advisory Committee. This should be completed before completing the required core classes and prior to taking concentration area classes.
- The Graduate Advisory Committee Chair must be a full-time faculty member within the School of Public Health and from your sub-plan unless approved by your department; further, the Committee Chair must have Graduate Faculty status through the Graduate College. NOTE: At any time after admission, a student may request a change of advisor and, upon departmental recommendation and Graduate College approval, the advisor will be changed. It is strongly recommended that students NOT make changes to their advisors in their last semester of the program.

The Graduate Advisory Committee

- SPH Faculty Advisors. A minimum of two additional faculty members from within the

School of Public Health will serve as internal support faculty for your committee. These individuals do not need to be from your sub-plan; however, these individuals should bring expertise in key topic areas relevant to your research and/or have expertise in

related methodological/analytical skills. They must have Graduate Faculty status.

- Graduate College Representative. The Graduate College Representative is a neutral, outside faculty member with graduate faculty status who participates on the committee to ensure that all Graduate College policies are followed, to make sure that all milestones in the student’s progression are met appropriately, and to witness rigor, quality, and fairness throughout the student’s culminating experience and defense. The primary role of this individual is to monitor the process to ensure the committee process adheres to all Graduate College requirements. For doctoral committees, this individual should, ideally, contribute to the substance of the research and bring inter-disciplinary perspectives to the process.

Degree Program

Degree Program Course Requirements

The student and the Committee Chair will agree on a final program of study for completion of sub-plan (concentration) coursework that will prepare the student for dissertation research. The student will meet with their Committee Chair to present their proposed plan of study, an outline of their dissertation research, and a proposed timeline for completion of the degree program. Students who have an MPH will complete 54 credit hours. If students have not previously completed an MPH degree, 15 additional credits may be required. See the Graduate Catalog for requirements for each sub-plan.

SPH FORMS	None
GRADUATE COLLEGE FORMS	Plan of Study I and II

Written Comprehensive Exam

All students are required to pass a written Comprehensive Examination upon completion of the core courses of the program. The examination is designed to assess the student's ability to synthesize core knowledge in the field of public health, as demonstrated by the selection and integration of information from several doctoral courses, and is evaluated by written responses to examination questions. The Comprehensive Examination may only be repeated once and must be repeated within a year of the initial attempt. If a student fails the exam the in their first attempt, they will be recommended to the Graduate College to be placed on probation.

Students unable to pass the Comprehensive Examination after a second attempt may be separated from the program. See Graduate College policies on probation and separation. The exam is offered Fall and Spring semesters.

SPH FORMS	Comprehensive Exam Registration Form
GRADUATE COLLEGE FORMS	None Required

Oral Qualifying Examination

Upon passing the Written Comprehensive Exam, the student will be questioned orally by their Graduate Advisory Committee and an outside SPH faculty member appointed by the Graduate Coordinator. The student will present their proposed dissertation research topic and is expected to demonstrate knowledge of general and/or concentration specific areas related to their dissertation topic. These will be scheduled on an individual basis. The Oral Qualifying Examination may only be repeated once and must be repeated within a year of the initial attempt. If a student fails the exam the in their first attempt, they will be recommended to the Graduate College to be placed on probation. Students unable to pass

the Oral Qualifying Examination after a second attempt may be separated from the program. See Graduate College policies on probation and separation.

Prospectus

After the student and their advisor agree on a topic and methods for the dissertation research, the student will develop and formally present the proposed plan (prospectus) to the Graduate Advisory Committee orally and in writing. The written portion must be provided to the Graduate Advisory Committee no less than two weeks before the scheduled oral presentation. The oral part of the prospectus includes a succinct PowerPoint presentation of the written document. Once the Graduate Advisory Committee approves the student's prospectus, the student may advance to candidacy and begin their research.

Written Prospectus: The written part of the prospectus should include:

Cover page: Proposed title, student's name, Department, and Graduate Advisory Committee members.

Abstract: A one-page summary of the proposal.

Chapter 1: Introduction. This section should present a detailed discussion of the problem to be addressed by the research, the objective of the research, and its significance to the field.

Chapter 2: Background and significance. This chapter included a detailed review of the academic literature that provides background information and support for the proposed research. The purpose of this section is to demonstrate that the student understands what is currently known about the topic, gaps in knowledge, problems or issues requiring further study, and how the proposed study will address these gaps/problems.

Chapter 3: Methods. This section should provide a step-by-step description of the research question, hypotheses, theoretical framework, research design, data sources, protection of human subjects, analytical methods, research limitations, and expected results and significance.

References: Complete citations for all referenced works.

Oral Prospectus Presentation: The oral part of the prospectus is a public presentation of the research plan that reflects the content of the three primary chapters in the written document. Students, faculty, and other interested persons are invited to attend prospectus presentations.

A 30-minute oral presentation will be followed by a question and answer session. The Graduate Advisory Committee will then deliberate privately to determine whether the student is ready to proceed. There are three possible decisions the committee can render:

Pass – The student is able to begin their research. The Graduate Advisory Committee may have minor edits or suggestions.

Pass with Conditions – The Graduate Advisory Committee may ask the student to modify the written document, address additional issues, or respond to any committee questions or concerns. The student will submit the revised written prospectus to the committee. The student does not have to repeat the oral presentation.

Fail – If the student fails the prospectus they must arrange a meeting with their Advisor to discuss options for addressing the identified problems. Students may repeat the prospectus once. If the student fails any part of the prospectus (written/oral or both) a second time they will be separated from the program.

The prospectus presentation is a public presentation. Notice must be posted two (2) weeks in advance and scheduled with the Program Administrative Assistant. The Graduate College also requires the student to email the date, time, and location to GradRebel@unlv.edu at least 14 days before the public presentation.

SPH FORMS	None Required
GRADUATE COLLEGE FORMS	Advancement to Candidacy Form

Advancement to candidacy will only be approved when student has successfully completed:

- All required coursework
- Comprehensive Exam
- Oral Qualifying Exam
- Prospectus

Written Dissertation

The written dissertation is the culmination of the student’s research. The final manuscript should present the totality of the research plan, process, and results in a well-written, detailed manner. At a minimum, the final dissertation includes final versions of the first three chapters presented for the prospectus, a fourth chapter with a detailed presentation of the results/findings from the research and a fifth chapter providing a detailed discussion of the implications of the results for the student’s field of study and where appropriate, recommendations for future policy and practice. The SPH requires APA style. The Graduate College provides guidelines and information on formatting and submission of the written dissertation document (<http://www.unlv.edu/graduatecollege/thesis>). The SPH also allows student the option of a three-manuscript dissertation. Please see formatting requirements specific to this option provided by the Graduate College https://catalog.unlv.edu/content.php?catoid=25&navoid=5287#3_article_dissertation

SPH FORMS	None Required
GRADUATE COLLEGE FORMS	None Required

Final Oral Defense

Upon completion of the dissertation, the student must pass a final oral examination that involves the successful defense of their dissertation study. All Graduate Advisory Committee members must be present for this examination and may question the student following presentation of the study. The defense will be scheduled and conducted in accordance with the Graduate College policies for thesis and dissertation completion. Similar to the prospectus, the final oral defense involves a 30-45-minute PowerPoint presentation, followed by the student responding to questions from their Graduate Advisory Committee and the audience. The committee will then deliberate in private to make the final decision.

Additional revisions to the dissertation may be requested by the committee members and must be completed and approved by the Chair.

All dissertations must be submitted to iThenticate for a similarity check prior to submission of the final document to the Graduate College. A copy of the similarity report must be submitted to the student’s Graduate Advisory Committee at the time of the final defense, and it will be taken into account when determining the outcome of the defense.

The defense is a public presentation. Notice must be posted two (2) weeks in advance and scheduled with the Program Administrative Assistant.

SPH FORMS	None
GRADUATE COLLEGE FORMS	Culminating Experience Results Form

Graduation

Upon completion of all requirements and successful final oral defense of their dissertation, the student is eligible for graduation. Students should apply for graduation the semester before they plan to graduate. Students intending to graduate must:

- Submit their dissertation for review to the Graduate College. The instructions for format review and final submission may be found on the Graduate College website: http://www.unlv.edu/sites/default/files/page_files/3/Tab10_ThesisandDissSubmissionProcess.pdf
- Apply for graduation via Grad Rebel Gateway by the semester deadline posted on the Graduate College website

SPH FORMS	None
GRADUATE COLLEGE FORMS	Graduate Application Instructions,

Sample Program Timeline (see: <https://www.unlv.edu/graduatecollege/study-timeline>)

A student beginning a doctoral degree program and holding a master's degree in an appropriate field of study must complete all doctoral degree program requirements within six years.

Time	Steps	Graduate College Forms
First Year	<ul style="list-style-type: none"> • Attend new student orientation • Identify Committee Chair • Finalize Graduate Advisory Committee • Finalize / submit proposed Plan of Study • Complete core coursework 	<ul style="list-style-type: none"> • Appointment of Graduate Advisory Committee form • Plan of Study Part I and II
Second/third Year	<ul style="list-style-type: none"> • Complete concentration coursework 	
	<ul style="list-style-type: none"> • Written Comprehensive Exam • Oral Qualifying Exam 	
Final Year	<ul style="list-style-type: none"> • Prospectus • Advance to Candidacy • Apply for graduation 	<ul style="list-style-type: none"> • Advance to Candidacy Form
Final semester	<ul style="list-style-type: none"> • Complete written dissertation • Final Oral Defense • Submit Dissertation to Graduate College for review • Graduate 	<ul style="list-style-type: none"> • Culminating Experience Results • Dissertation Preparation Form • Dissertation Approval Form

Professional Code of Ethics/Discipline Guidelines

UNLV Graduate College policy regarding academic integrity can be found in the Graduate Catalog. Plagiarism at any time during the program as well as any collaboration (failure to complete independently) on the written comprehensive exam may result in program

removal. Please remember to address faculty verbally and in writing with the title of “Dr.”, and be sure to maintain respect and professionalism at all times with your classmates and professors.

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 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.

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.

The Ph.D. - Public Health Program adheres to the academic policies outlined in the Graduate Catalog at the time of admission. All students should be thoroughly familiar with these. Any remarks indicating unsatisfactory or questionable progress must be addressed.

Satisfactory or Unsatisfactory Progress of Graduate Students in the Ph.D. - Public Health Program.

SPH policy on evaluation of Ph.D. Student progress and the resulting actions are as follows:

1. The SPH Graduate Studies Committee will review each graduate student's progress at the end of each semester. All students and their Advisor will be notified individually regarding their satisfactory or unsatisfactory progress in the graduate program on an annual basis. Any remarks indicating unsatisfactory or questionable progress must be addressed.
2. Evaluation of a student's progress will be in the following areas: (A) contingencies noted at the time of matriculation; (B) filing of required forms with the Graduate College: appointment of Graduate Advisory Committee, degree program, thesis/dissertation prospectus; (C) course grades (a passing grade in SPH is a B or higher. B- or lower is considered failing); (D) comprehensive exam; (E) progress and quality of work on the thesis or dissertation; and, (F) if funded, performance as a Graduate Assistant.
3. If, using the criteria listed above, a student is making unsatisfactory progress the student may be separated from the program or put on academic probation. See the Probation and Separation section of the Graduate Catalog. The problems or requirements stated in the letter to the student must be corrected or fulfilled during the first semester of probation. If they are not, or if there is further unsatisfactory progress during any subsequent semester, the student may be placed on a second semester of probation during which time the student is not eligible for an assistantship or scholarship from the department or university. If, at the end of that second semester of probation, the SPH Graduate Studies Committee still considers progress to be unsatisfactory, the student may be recommended to the Graduate College to be separated from the program.

4. If a student regards the SPH Graduate Studies Committee's evaluation to be unjust, a request for reconsideration during a meeting of the SPH graduate faculty may be made of one's advisor, the chair of the SPH Graduate Studies Committee, or the graduate coordinator. The plaintiff will present the case in writing to the graduate faculty one week prior to the meeting and may choose to be present at the beginning of the meeting for discussion of the situation. The graduate faculty will deliberate the case without the student being present and, within one week, render its decision in writing. If a student remains unsatisfied with the faculty's findings, a grievance may be pursued through university channels. Please see the current Graduate Catalog about Appeals for details.

All students enrolled in the graduate program in the School of Public Health are expected to uphold high standards of academic rigor. Failure to do so may result in separation or probation. Policies regarding separation and probation are available in the Graduate Catalog.

Additional Program Information

Continuous Enrollment

Once admitted to the graduate program, the student is required to register for a minimum of six semester hours of credit each calendar year. Students who have not registered for academic work for a period of one calendar year will be separated from the Graduate College and will need to reapply should they wish to continue work on their degree.

Leave of absence

A student may request a leave of absence for up to one academic year. While on leave, students retain their admitted student status; however, they are not registered and therefore do not have the rights and privileges of registered students. Failure to return as scheduled or to secure an extension of a prior leave of absence will result in separation from the university. A leave of absence must be approved by the student's advisor, the department chair, the graduate coordinator, the academic dean, and the Graduate College.

Graduate Assistantships

Only students with full graduate standing are eligible for graduate assistantships. There are a limited number of assistantships available for student in the School of Public Health. Assistantships are awarded in the fall semester, usually for a one-year period.

Assistantships are highly competitive and are generally awarded based on academic merit to second year students. If you are interested in applying for an assistantship you must first complete and submit the application available through the Grad Rebel Gateway.

Public Health Student Association (PHSA)

Open to all students at the undergraduate and graduate level currently enrolled in the School of Public Health. Please email unlvpublichealth@gmail.com for information and to become a member.

Delta Theta Chapter of the Delta Omega, the Honorary Society in Public Health

The Delta Theta Chapter is a chapter of the Delta Omega established at UNLV in 2016. . Up to 10% of the graduating student body in the SPH, who must be in the upper 25% academically, may be nominated and inducted as new members each year.

Ethics and Behavior

The faculty, staff, and administrators of the School of Community Health Science are united in their support of the American Public Health Association's 12 Principles of the Ethical Practice of Public Health (https://apha.org/~media/files/pdf/membergroups/ethics_brochure.ashx). In addition, the members

of the school adhere to the UNLV Code of Ethics and Conduct (<https://www.unlv.edu/sites/default/files/assets/research/policies/Research-CodeEthicsConduct.pdf>) for all university employees. Finally, members of the School of Public Health embrace university's Student Code of Conduct. (<https://www.unlv.edu/studentconduct/student-conduct>).

Commendations and Complaints to Submit a Commendation

To submit a supportive statement about the public health program, its faculty and staff, or the advising center that is positive in nature, select a submission route from the options listed below:

- Supportive statements about an administrative assistant: send the documents directly to the Dean (<https://www.unlv.edu/people/shawn-gerstenberger>) and the respective Department Chair: the EOH Department Chair (<https://www.unlv.edu/people/francisco-sy>), the EAB department chair (<https://www.unlv.edu/people/sheniz-moonie>), the SBH department chair (<https://www.unlv.edu/people/manoj-sharma-mbbs-phd-mches>), or the HCAP Department Chair (<https://www.unlv.edu/people/chris-cochran>) or the Dean's Assistant (<https://www.unlv.edu/people/connie-correia>).
- Supportive statements about a faculty member: send the documents directly to the respective Department Chair: the EOH Department Chair (<https://www.unlv.edu/people/francisco-sy>) the EAB department chair (<https://www.unlv.edu/people/sheniz-moonie>), the SBH department chair (<https://www.unlv.edu/people/manoj-sharma-mbbs-phd-mches>), or the HCAP Department Chair (<https://www.unlv.edu/people/chris-cochran>)
- Supportive statements about a school's professional staff member or administrative faculty who is not an administrative assistant: send the documents directly to the Dean (<https://www.unlv.edu/people/shawn-gerstenberger>) and the respective Department Chair: the EOH Department Chair (<https://www.unlv.edu/people/francisco-sy>), the EAB department chair (<https://www.unlv.edu/people/sheniz-moonie>), the SBH department chair (<https://www.unlv.edu/people/manoj-sharma-mbbs-phd-mches>), or the HCAP Department Chair (<https://www.unlv.edu/people/chris-cochran>)
- Supportive statements about the school's Associate Dean(s): send the documents directly to the Dean (<https://www.unlv.edu/people/shawn-gerstenberger>)
- Supportive statements about the school's dean: send the documents directly to the Office of the Executive Vice President and Provost(<https://www.unlv.edu/people/chris-heavey>)
- Supportive statement about an event, program, or situation: send the documents directly to the Dean (<https://www.unlv.edu/people/shawn-gerstenberger>) and the respective Department Chair: the EOH Department Chair (<https://www.unlv.edu/people/francisco-sy>), the EAB department chair (<https://www.unlv.edu/people/sheniz-moonie>), the SBH department chair (<https://www.unlv.edu/people/manoj-sharma-mbbs-phd-mches>), or the HCAP Department Chair (<https://www.unlv.edu/people/chris-cochran>)

Awards

The School of Public Health also offers two additional formal avenues for recognition. The first is the "Rebel Spirit Award." Details of the reward and its process are here (Rebel Spirit Award.docx). The second is the "Rebels with a Cause Award." Details are here (RebelsWithACauseAward.docx).

To Submit an Academic Complaint – Student Generated.

Unfortunately, there may be a time when an academic situation is experienced by a student that is “unacceptable” to the student. While a complete list of alleged incidences is beyond the scope of this document, the following is provided to help guide your steps to a satisfactory resolution within the department/school. Simply put, to achieve a resolution to the situation within the school is, in this order:

1. Talk to the faculty or staff member first
 - Attempt to resolve the situation with a meeting with the faculty member. Bring all documents to the meeting that pertain to the situation. Once completed, compose a written summary of what was said – this is especially important if the situation was not resolved to your satisfaction.
2. Talk to the respective Department Chair
 - If the meeting with the faculty member is unsatisfactory, ask to meet with the faculty member’s department chair. Bring your summary of the meeting and any other pertinent documents (e.g. official summary forms provided by the Office of Student Conduct (<https://www.unlv.edu/studentconduct>) to this meeting.
3. Talk to the Dean of the SPH
 - If the meeting with the respective Department Chair is unsatisfactory, ask to meet with the School’s Dean. Bring summary documents about previous meetings (see step #1 and 2) and any other information applicable to the issue.
4. Follow the university posted guidelines provided by the Office of Student Conduct (<https://www.unlv.edu/studentconduct>).
 - If the meeting with the dean is unsatisfactory, the protocol detailed on the Office of Student Conduct website (<https://www.unlv.edu/studentconduct>) should be followed. Additional information about student conduct can be found here (<https://www.unlv.edu/studentconduct/students>).

The following preparation is recommended, not required for students who wish to submit an academic complaint:

- Write/keep a chronology of the events in a dedicated file.
- If the issue is course-related, address the standards that were set for the work in your narrative – avoid comparisons with other students.
- If the issue is directly about a person’s alleged behavior, be as precise as possible in your description.
- If any meetings / discussions take place, write a brief summary of the interaction as soon after the meeting as possible and save in your dedicated file.

If the issue is resolved internally, the student will be contacted via university email sent by the school / department. The email will verify the outcome of the meeting and summarize the procedure. The school / department will retain a copy of the email.

If the issue is unresolved, the student will have the opportunity to submit an appeals form via the Grad Rebel Gateway that details the disagreement. The final review and resolution of the issue will be conducted by the Graduate College. Please see the Graduate Catalog for details about the appeals process.

To Submit a Complaint about Faculty / Staff Behavior toward a Student / Group of Students –

Student(s) Generated

- Ask to meet with the Department Chair. Bring all pertinent information to the meeting. NOTE: The chair may ask to have the meeting with others present (e.g. the School of Public Health's Dean). The Department Chair may advise you to meet with the Director of Student Conduct (<https://www.unlv.edu/people/phil-burns>) and / or the Academic Director of the Office of Compliance (<https://www.unlv.edu/people/michelle-sposito>)
- If the meeting with the respective Department Chair is unsatisfactory, ask to meet with the SPH's Dean. Bring summary documents about previous meetings and any other information applicable to the issue.
- If the meeting with the dean is unsatisfactory, contact the Executive Director of the Office of the Vice Provost for Academic Affairs (<https://www.unlv.edu/people/elaine-anderson>) for an appointment.

Complaint – Faculty/Staff Generated

If a situation needs to be reported by a faculty or staff member in the SPH about a student, the faculty / staff member follows the guidelines as detailed on the Office of Student Conduct's website (<https://www.unlv.edu/studentconduct>) and here (<https://www.unlv.edu/studentconduct/facultystaff>).

Petitions and Grievances

There are two categories of actions that are resolved external to the School of Public Health. They are:

Petition/Appeals: These are issues (e.g. grade change, class withdrawal, etc.) that require forms from the list of options provided at (<https://www.unlv.edu/registrar/forms>). Assistance in filling these forms out correctly can be found through the Division of Health Sciences' Advising Center (<https://www.unlv.edu/publichealth/directory>)

Grievance: These are issues that can be personal in nature (e.g. sexual harassment (<https://www.unlv.edu/compliance/complaint-investigation-procedures>), discrimination (https://www.unlv.edu/sites/default/files/page_files/27/Compliance-ComplaintInvestigationProcedure.pdf), etc.). The appropriate initial step is to contact either the Director of Student Conduct (<https://www.unlv.edu/people/phil-burns>) and / or the Director of the Office of Compliance (<https://www.unlv.edu/people/michelle-sposito>) directly.

Appeals Process

- Refer to the Academic Policies section of the Graduate Catalog. Students can complete an appeal form through the Grad Rebel Gateway.

Discipline Resources

Recommended Writing Style.

The School of Public Health requires APA style for all theses, professional papers and dissertations. Please talk to individual instructors about requirements for class term papers.

Public Health Professional Organization

Nevada Public Health Association

American Public Health Association

Recommended Conferences

Nevada Public Health Association Conference
American Public Health Association Annual Meeting

School of Public Health Journals

Health Disparities Research and Practice
Journal of the Nevada Public Health Association

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.

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 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](#), 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

Last revised	Revised by	Changes summary
December 15, 2014	M. Chino	
July 15, 2015	M. Buttner	
September 21, 2015	S. Moonie	
June 29, 2016	S. Moonie	
10/5/2016	S. Moonie	Updated all outdated info, hyperlinks, increased font size
4/23/2018	M. Buttner	Editorial revisions; added links; modified Oral Exam section
3/20/2019	J. Pharr	Editorial revisions; updates to be consistent with current practice
3/5/2020	J. Pharr	Editorial revisions; updates to be consistent with current practice
3/25/2022	Lung-Wen Antony Chen	Editorial revisions; added information