

**Disclaimer:** The information contained in this handbook is subject to change. Since requirements and procedures may change over time, students must consult with their advisor regarding any questions or clarification. Further, students should regularly check the School of Public Health website for the current version of the handbook.

# **MPH in 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 professionals require unique education, skills, and research opportunities. Our Master of Public Health (MPH) and Ph.D. degree programs provide a variety of study concentrations 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

## **Vision and Mission**

Our vision is to be a vibrant center of excellence for public health training, in research, policy, practice, and community action 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, policy, and service.

## **About the School of Public Health**

The School of Public Health, 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.

The School of Public Health students and faculty come from diverse backgrounds and represent a broad spectrum of interdisciplinary academic and research interests. We foster a collegial and supportive environment in which students work closely with faculty, staff, practitioners and other students. The quality of our educational programs reflects our deep commitment to our students.

The School of Public Health is committed to preparing students to meet the critical need for public health professionals in Nevada, the nation, and the world. We provide excellent academic programs with a variety of areas for concentration and the opportunity for applied research.

## **Purpose**

The purpose of this handbook is to provide program specific information that is not found in the [UNLV Graduate Catalog](#). Students are responsible for understanding and following the policies and procedures delineated in this document and [the UNLV Graduate Catalog](#), as well as the NSHE Code, UNLV Bylaws, and the UNLV Student Conduct Code. Questions about policies should be directed to the Graduate College: [valarie.burke@unlv.edu](mailto:valarie.burke@unlv.edu) or [GradAssociateDean@unlv.edu](mailto:GradAssociateDean@unlv.edu)

## Program Information

The School of Public Health offers two undergraduate and four graduate degrees in various disciplines of public health. The graduate degrees offered are Master of Public Health (MPH), the Master of Healthcare Administration (MHA), the Executive Master of Healthcare Administration (EMHA), and the Ph.D. in Public Health. The MPH degree offers five sub-plans: Epidemiology and Biostatistics; Environmental and Global health; Healthcare Administration and Policy; Social and Behavioral Health, and an online Generalist track. The School of Public Health and the School of Dental Medicine offer a joint Doctorate of Dental Medicine-MPH program and the School of Public Health and the UNLV Kirk Kerkorian School of Medicine offer a joint Doctor of Medicine-MPH program. Requirements for each sub-plan include a set of core classes, additional sub-plan required classes, elective options, and a capstone experience. Refer to the [Graduate Catalog](#) for additional information.

**Environmental and Global Health** - Environmental and Global Health is committed to promoting the well-being of individuals both in the United States and worldwide. This commitment is achieved through research, education, and training that focuses on preventing and mitigating the impacts of environmental factors in shaping health and well-being in the U.S. and abroad. Students will learn how a variety of factors simultaneously and cumulatively influence health, such as air, water, food, land, land-use, built environments, and social environments. Additionally, students will develop an understanding of how chronic and communicable conditions are impacted by these systems. The department is home to the Global Health (GH) program, the mission of which is to drive positive change by advancing health equity and fostering impactful research initiatives that transcend borders. By addressing not only the physical aspects, but also the social determinants of health, the department strives to empower future public health leaders who seek to comprehensively understand and mitigate factors influencing well-being on a global scale.

**Epidemiology and Biostatistics** - 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. Epidemiology and Biostatistics are indispensable tools in conducting population health studies to improve health and reduce illness.

**Social and Behavioral Health** - 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 communication, and study of the social determinants of health and health disparities are essential to improve social and behavioral 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.

**Healthcare Administration and Policy** - Healthcare Administration 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 Healthcare Administration and Policy gain a broad view of the healthcare delivery system and develop an understanding of health and disease. They develop analytical skills through the curriculum and internships to prepare them for leadership positions in the organization, financing, and delivery of healthcare services.

**Generalist** - The Generalist track is a fully online program and offers students and professionals a flexible

opportunity to explore the field of public health. This program is the intersection of the core public health disciplines: Environmental and Global Health, Epidemiology and Biostatistics, Healthcare Administration and Policy, and Social and Behavioral Health. The Generalist track applies concepts relevant to public health as a whole and includes foundational courses, general practice courses, an internship, and a culminating project. Students are prepared for careers in public health conducting research, evaluating programs and policies, working in community health, or providing health education.

**Dental-MPH Program** - The Doctorate of Dental Medicine-Masters of Public Health program is designed for those who seek a deeper understanding of disease prevention, medical delivery, and health promotion at both an individual and population level within the field of dentistry. The program enables students who graduate with both the Masters of Public Health and the Doctorate of Dental Medicine to become leaders in oral health research, education, and community dental health promotion. Please see the School of Dental Medicine website for specific requirements and deadlines. Students in the dental-MPH program must select the Generalist sub-plan due to scheduling and course availability.

**MD-MPH Program** - The Doctor of Medicine-Masters of Public Health program is designed for medical students who seek a deeper understanding of disease prevention, health promotion, healthcare administration, and health policy with a focus on population or community health. The program enables students who graduate with both the Masters of Public Health and the Doctor of Medicine. The program provides students with the needed skills, knowledge, and tools to become visionary and creative doctors with strong competency in public health. Please see the School of Medicine website for specific requirements and deadlines. Students in the MD-MPH program may choose from five sub-plans: MD-MPH in Environmental and Global Health; MD-MPH in Epidemiology and Biostatistics; MD-MPH in Social and Behavioral Health; MD-MPH in Healthcare Administration; and MD-MPH Generalist.

## **Contact Information**

UNLV Public Health

## **Program Requirements**

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

## **Orientation**

Every semester a student orientation session is held to introduce students to the program and to meet the faculty. Students are required to attend this important event in their first semester. If unable to attend, students are required to obtain the information covered in the orientation from the Graduate Coordinator.

## **Individual Development Plan and Exit Surveys**

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. 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. Additionally, students are required to complete a UNLV exit survey during their last semester in their program. These data assist in gathering information for future program improvements and post-graduate placements.

School of Public Health Exit Survey: During the culminating capstone experience, students will be required to submit an Exit Survey evaluating their experience in the MPH program. This information is vital to the program to improve the quality of the courses, to provide valuable feedback to faculty, and to determine the students' perception of the program overall and their competency attainment. Additionally, students will be required to complete an UNLV Exit Survey administered at the time of graduation.

### **MPH Academic Advising**

Each student will be assigned an academic advisor (separate from their Graduate Advisory Committee). The academic advisor will assist with course planning, including course sequencing and selection, degree requirements, and guidance on available campus resources. Students are required to attend an advising meeting with the academic advisor before starting their first semester and should continue meeting with their academic advisor at least once per semester. Failure to complete advising during the first semester may result in delays in student registration for subsequent semesters or delays in graduating. Advising plans can be changed, but students should meet with their advisor if they cannot meet their initial plan of study schedule to plan their remaining courses. Students must complete an Appointment of Advisor form in Grad Rebel Gateway during their first semester (regardless of the number of completed credits).

- **SPH Forms:** None Required
- Graduate College Forms: Appointment of Advisor

## **MPH Graduate Advisory Committee**

In the first two semesters (or upon completing approximately 15 credits), students should become familiar with the faculty members and their areas of research. They are encouraged to reach out to faculty members whose research interests align with their own and identify a faculty member willing to serve as their Graduate Advisory Committee Chair (Advisor) for their culminating experience. Once a Chair is confirmed, the student, with their Chair's guidance, will assemble the remainder of their Graduate Advisory Committee. The committee must include the Committee Chair, two faculty members from the School of Public Health, and a Graduate College Representative from outside of the School of Public Health (explained below). It is *the student's responsibility* to establish and maintain their committee as an approved committee is required to complete the degree program requirements. Students may elect to change their Graduate Advisory Committee Chair and/or their committee members during their graduate studies, but depending on the timing and reason, this may necessitate adjustments to their course of study. Any committee changes must be approved by the Graduate College, and it is strongly recommended that there are no changes during the final semester of the program. Students must complete an Appointment of Advisory Committee Form in Grad Rebel Gateway.

## **Graduate Advisory Committee Requirements**

Every School of Public Health MPH student will select a Graduate Advisory Committee Chairperson who will serve as their primary advisor and three additional faculty members who will comprise the MPH Graduate Advisory Committee. The role of the MPH Graduate Advisory Committee is to guide the student through the degree program and assist with the thesis or professional paper.

### **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 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 their graduate advisory committee. This should be completed before completing the required core classes and prior to taking concentration area classes.
- The Committee Chair must be a full-time faculty member within the School of Public Health; 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 academic advisor and, upon departmental recommendation and Graduate College approval, the advisor will be changed.

### **The Graduate Advisory Committee**

- School of Public Health 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. Advisory Faculty members need to 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.

## **[Degree Program](#)**

## Degree Program Course Requirements

The student and the Advisory Committee Chair will agree on a final program of study for completion of sub-plan (concentration) coursework that will prepare the student for thesis research. The student will meet with their Advisory Committee Chair to develop a proposed timeline for completion of the degree program.

- **SPH Forms:** None Required
- Graduate College Forms: Appointment of Graduate Advisory Committee

### **MPH Internship**

The purpose of the internship is to provide the student with practical public health experience in a real-world environment, working alongside community health professionals to address a current public health problem. Students will have the opportunity to enhance skills learned in the classroom and develop additional applied, practical skills in a professional setting. The internship experience (EOH 793 for EAB, EOH and SBH concentration students or HCA 793 for HCAP concentration students) requires the student to develop a project proposal, complete the required contact hours, write a final report and present a poster at the annual Internship Poster Day. Each internship is unique, and it is up to the student to identify the agency (with assistance from the internship coordinator) and develop a project (with their preceptor) that will benefit the student, the agency, and the community. Specific internship requirements and course requirements (for EOH 793 or HCA 793) are available from the respective internship coordinators. Students must complete at least 24 credits before enrolling in the internship course. However, they should contact the internship coordinator the semester before their planned enrollment to ensure all pre-enrollment requirements are met on time.

### **Capstone/culminating experience**

There are two options for the MPH capstone experience, a Professional Paper (3 credits) or a Written Thesis (6 credits). Both the thesis option and professional paper option include: 1) a written prospectus, 2) an oral presentation of the prospectus, 3) a written final document and 4) an oral presentation of the full final document

### **Prospectus**

After the student and their academic advisor agree on a topic and methods for the thesis research or professional paper, 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 defense 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 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 brief summary of the proposal (usually between 250-500 words).

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 section includes 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, at a minimum, 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 in APA format for all referenced works.

**Oral Prospectus Presentation:** The oral defense 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 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 the first attempt, they will be placed on probation via the Graduate College process. If the student fails the second attempt, they may be separated from the program after being placed on probation. If the student fails any part of the prospectus (written/oral or both) a second time they will be separated from the program after being placed on probation.

- 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](mailto:GradRebel@unlv.edu) at least 14 days before the public presentation. SPH Forms: None Required
- GRADUATE COLLEGE FORMS: Prospectus Approval Form

### **Professional Paper**

The professional paper is a practice-oriented project that applies existing public health knowledge to address real-world issues. Unlike a thesis, which is research-focused and generates new knowledge, the professional paper emphasizes the application of concepts, theories, and methods to solve practical public health problems.

Students will develop their professional paper in consultation with their advisory committee, following the established guidelines. The project may take the form of a systematic literature review or another applied public health project aligned with the student's academic and professional background.

The written portion must be provided to the Graduate Advisory Committee no less than two weeks before the scheduled oral presentation.

Students who choose the professional paper option must complete an additional elective course compared to those pursuing a thesis. Students should consult their advisory committee chair early in their program to determine whether the professional paper is the right option for their academic and career goals.

### **Written Thesis**

The written thesis is a research-focused project that generates new knowledge in the field of public health. Unlike the professional paper, which applies existing knowledge to practical problems, the thesis involves conducting original research, analyzing data, and drawing conclusions that contribute to the academic body of knowledge. Students may not enroll in thesis credits until they have completed all course requirements.

(except thesis) and passed their thesis proposal defense.

The final manuscript must comprehensively present the research plan, process, and findings in a well-organized and detailed manner. At a minimum, it includes the aforementioned abstract, Chapters 1 through 3 from the prospectus, Chapter 4: Results – presenting the research findings in detail, and Chapter 5: Discussion – including the implications of the findings for the field, along with recommendations for future policy and practice where applicable.

The written portion must be provided to the Graduate Advisory Committee no less than two weeks before the scheduled oral presentation.

The thesis option requires six credit hours. Students selecting the thesis option will take one fewer elective course than those completing a professional paper. Additionally, students must adhere to the Graduate College's guidelines on formatting and submission.

References: Complete citations in APA format for all referenced works.

- SPH Forms: None Required
- Graduate College Forms: None Required

### **Final Oral Thesis Defense**

Upon completion of the professional paper or thesis, the student must pass a final oral examination that involves the successful defense of their research. All graduate advisory committee members must be present for the defense and may question the student following the presentation of the study. The defense will be scheduled and conducted in accordance with the Graduate College/School's policies for thesis/professional paper completion. Similar to the prospectus, the final oral defense involves a 30-45-minute PowerPoint presentation, followed by the student responding to questions from the graduate advisory committee and the public audience. The graduate advisory committee will then deliberate in private to make the final decision. Additional revisions to the thesis or professional paper may be requested by the graduate advisory committee members and must be completed and approved by the Advisory Committee Chair. If the student fails the first attempt, they will be placed on probation via the Graduate College process. If the student fails the second attempt, they may be separated from the program after being placed on probation.

All theses 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. If the student passes their defense, the report shall be attached to the Culminating Experience Results form before submission to the Graduate College.

The defense is a public presentation. Notice must be posted two (2) weeks in advance and scheduled with the School of Public Health Administrative Assistants. 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. While the Administrative Assistants can assist in the email to GradRebel@unlv.edu, it is the student's responsibility to ensure the Graduate College is notified.

- SPH Forms: None Required
- Graduate College Forms: Culminating Experience Results Form

### **Graduation**

Upon completion of all requirements and successful final oral defense of their thesis or professional paper, 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 thesis for review to the Graduate College. The instructions for format review and final submission may be found on the [Graduate College website](#)
  - Note: professional papers are not submitted to the Graduate College for review.
  - Apply for graduation via MyUNLV by the semester deadline posted on the Graduate College website
- SPH Forms: SPH Exit Survey
  - Graduate College Forms: Graduation application, Graduate College Exit Survey.

Program Timeline (see: [Graduate College Study Timeline](#))

Suggested Timeline for Key Action Steps

Semester	Steps	Forms
First Semester	<ul style="list-style-type: none"> <li>• Attend orientation</li> <li>• Meet with academic advisor</li> </ul>	<ul style="list-style-type: none"> <li>• Appointment of Advisor Form</li> </ul>
Second Semester	<ul style="list-style-type: none"> <li>• Select an Advisory Committee Chair and establish an Advisory Committee (or near completion of ~15 credits)</li> </ul>	<ul style="list-style-type: none"> <li>• Appointment of Advisory Committee Form</li> </ul>
Third Semester	<ul style="list-style-type: none"> <li>• Submit the Proposed Plan of Study Form (or near completion of the majority of course credits, prior to prospectus defense)</li> <li>• Complete written and defend (oral) Prospectus and submit Prospectus Approval Form. Complete Internship Experience Requirement (or near completion of at least 28 credits)</li> </ul>	<ul style="list-style-type: none"> <li>• Plan of Study Form Part I (through Grad Rebel Gateway) &amp; Part II (attachment)</li> <li>• Prospectus Approval Form</li> </ul>
Fourth Semester	<ul style="list-style-type: none"> <li>• Apply for graduation early in the semester (check dates)</li> <li>• Complete written and defend (oral) thesis/professional paper and submit completed Culminating Experience form to Graduate College</li> <li>• Submit final copy of thesis to Graduate College by established deadline</li> <li>• Submit final copy of Professional Paper to Advisory Committee Chair and SPH Administrative Assistants</li> </ul>	<ul style="list-style-type: none"> <li>• Culminating Experience Results Form</li> <li>• Graduation Application</li> <li>• Graduate College Exit Survey</li> <li>• SPH Exit Survey</li> </ul>

## Professional Code of Ethics/Discipline Guidelines

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

## 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 and/or for committing another probationary offense while on probation. Please see the [Probation and Separation](#) section of the [Graduate Catalog](#) for more information.

The MPH in 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.

School of Public Health policy on evaluation of MPH Student progress and the resulting actions are as follows:

1. The School of Public Health 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; (c) course grades (a passing grade in School of Public Health is a B or higher. B- or lower is considered failing); (d) progress and quality of work on the thesis or professional paper and; (e) 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 [Graduate Catalog](#) Probation and Separation section for more information. The problems or requirements stated in the letter to the student must be corrected or fulfilled by the established deadline. If they are not, or if there is further unsatisfactory progress during any subsequent semester, the student may be separated from the program.
4. Students not eligible for School of Public Health scholarships while on probation. If a student regards the School of Public Health Graduate Studies Committee's evaluation to be unjust, a request for reconsideration during a meeting of the School of Public Health graduate faculty may be made of one's advisor, the chair of the School of Public Health 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, an appeal may be pursued through university channels. Please see the current [Graduate Catalog](#) for details submitting appeals.

All students enrolled in a graduate program in the School of Public Health are expected to uphold high standards of academic rigor. Failure to do so will result in separation or probation. Policies regarding separation and probation are available in the [Graduate Catalog](#) in the Academic Policies section.

## **Additional Program Information**

### **Continuous Enrollment**

See the [Graduate Catalog Academic Policies section](#).

### **Leave of absence**

See the [Graduate Catalog Academic Policies section](#).

### **Graduate Assistantships**

Only students with full graduate standing are eligible for graduate assistantships. There are a limited number of assistantships available for students in the School of Public Health 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 in the Graduate Rebel Gateway.

### **Public Health Student Association (PHSA)**

PHSA is open to all students at the undergraduate and graduate level currently enrolled in the School of Public Health. Please email [unlvpublichealth@gmail.com](mailto:unlvpublichealth@gmail.com) for information and to become a member.

### **Delta Omega Honorary Society in Public Health**

The Delta Theta Chapter of the Delta Omega Honorary Society in Public Health was approved by the Executive Committee of Delta Omega on July 15, 2016. Up to 10% of the graduating student body in the School of Public Health, 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 Public Health are united in their support of the American Public Health Association's [12 Principles of the Ethical Practice of Public Health](#). In addition, the members of the school adhere to the UNLV Code of Ethics and Conduct for all university employees. Finally, members of the School of Public Health embrace the university's Student Code of 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 (Shawn Gerstenberger) and the respective Department Chair: the EOH Department Chair (Francisco Sy) or the HCAP Department Chair (Chris Cochran) or the Dean's Assistant. (Connie Correia).
- Supportive statements about a faculty member: send the documents directly to the respective Department Chair: the EOH Department Chair (Francisco Sy) or the HCAP Department Chair (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 (Shawn Gerstenberger) and the respective Department Chair.: the EOH Department Chair (Francisco Sy) or the HCAP Department Chair (Chris Cochran)
- Supportive statements about the school's Associate Dean(s): send the documents directly to the Dean. (Shawn Gerstenberger)
- Supportive statements about the school's Dean: send the documents directly to the Office of the Executive Vice President and Provost (Chris Heavey)
- Supportive statement about an event, program, or situation: send the documents directly to the Dean (Shawn Gerstenberger) and the respective Department Chair: the EOH Department Chair (Francisco Sy) or the HCAP Department Chair (Chris Cochran)

## 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](#), and following websites:

- [Academic Integrity](#)

- [Activation for Military Service](#)
- [Change of Address](#)
- [FERPA/Privacy Rights](#)
- [Health Insurance - Mandatory](#)
- [Jean Clery Campus Safety and Security Report](#)
- [Proof of Immunization](#)
- [Policies and Procedures on the Protection of Research Subjects](#)
- [Rebelmail Policy](#)
- [Student Conduct Code](#)
- [Student Computer Use Policy](#)
- [Title IX](#)

UNLV does not discriminate in its employment practices or in its educational programs or activities, including admissions, on the basis of sex/gender pursuant to Title IX, or on the basis of any other legally protected category as is set forth in NSHE Handbook Title 4, Chapter 8, Section 13. Reports of discriminatory misconduct, questions regarding Title IX, and/or concerns about noncompliance with Title IX or any other anti-discrimination laws or policies should be directed to UNLV's Title IX Coordinator Michelle Sposito.

The Title IX Coordinator can be reached through the online reporting form at [Title IX Reporting Form](#), by email at [titleixcoordinator@unlv.edu](mailto:titleixcoordinator@unlv.edu), by phone at (702) 895-4055, by mail at 4505 S. Maryland Parkway, Box 451062, Las Vegas, NV, 89154-1062, or in person at Frank and Estella Beam Hall (BEH), Room 555.

To ensure compliance with Graduate College policies and procedures, please review the relevant sections of the [Graduate Student Handbook](#):

- [Academic Calendar](#)
- [Academic Policies](#)
- [Admission and Registration Information](#)
- [Progression and Completion Policies \(listed alphabetically\)](#)

In addition, the [Graduate College website](#) contains additional information regarding policies and procedures.

*Nothing in this handbook supersedes any NSHE, UNLV, or Graduate College policy.*

## Handbook Information

Last revised	Revised by	Changes summary
9/02/2015	Sheniz Moonie	Removed outdated forms for MPH, updated old info
10/04/2016	Sheniz Moonie	Updated all outdated info, increased font size and added current hyperlinks for websites, pro versus thesis addition
4/23/2018	Mark Buttner	Editorial revisions; added links; clarified capstone options
8/7/2019	Jennifer Pharr	Updated information
3/5/2020	Jennifer Pharr	Updated information
4/1/2025	Courtney Coughenour	Updated information about forms, clarified policies and procedures, updated suggested time



## MPH HANDBOOK ACKNOWLEDGEMENT FORM

I, \_\_\_\_\_ have received and read the MPH Handbook.

I understand that I am responsible for completion of my degree program.

\_\_\_\_ I understand that I am responsible for identifying an advisor and a committee early in my program.

\_\_\_\_ I understand that I am responsible for identifying and completing all required forms and paperwork.

\_\_\_\_ I understand that I am responsible for being aware of program policies and deadlines

\_\_\_\_ I understand that the information contained in this guidebook and on the School of Public Health website are as accurate as possible but that changes may occur.

Signature of Student

Date

PLEASE SIGN, DATE, AND RETURN THIS PAGE TO THE MPH GRADUATE COORDINATOR OR FACULTY ADVISOR.