



Masters of Science - Biochemistry Program Handbook

Welcome

Welcome to the Department of Chemistry and Biochemistry at UNLV. Our graduate programs offer exceptional research opportunities for advanced training in a wide variety of chemistry related disciplines including Organic, Physical, Analytical, Computational, Materials, Biochemistry, and Chemical Education. The graduate student to faculty ratio in the department is nearly one-to-one. Consequently, our diverse student body receives a high level of individualized interaction with excellent faculty through customized research projects, specialized course work, professional development, and graduate seminars. In addition, many of our research programs offer exciting interdisciplinary collaborations with local scientists, as well as with scientists nationally and internationally.

College Mission Statement

The mission of the College of Sciences is to serve the students of UNLV, the citizens of Nevada and the United States, and society worldwide through research and discovery that expands knowledge in the natural, physical, and mathematical sciences. We communicate this knowledge to students in a rewarding learning environment, and to communities beyond the university through active engagement of diverse constituencies.

The College of Sciences endeavors to develop and nurture a community of scientists and scholars who are among the world leaders in their disciplinary areas, and who generate knowledge at the forefront of science. Research and discovery, in symbiosis with education, are our hallmarks. Addressing fundamental questions related to earth sciences, biological systems, physical and chemical systems, mathematics, and the universe will continue to be core focus areas. In conjunction with colleagues within and outside of the university, faculty and students participate in the application and exploitation of our scientific discoveries and expertise to the benefit of the university, the citizens of Nevada, and society at large.

The College of Sciences creates innovative and engaging learning environments in which students are educated to the full extent of their abilities. Our programs produce highly skilled and knowledgeable scientists educated in a premier research environment. In addition, we provide the education needed by diverse student populations, ranging from formal grounding in the sciences for technical disciplines, to a general appreciation and understanding of the sciences for non-specialists. We strive to develop comprehensive educational initiatives and services, and engage our alumni and friends in mutually beneficial relationships in support of teaching, research, and community service activities.

“The eternal mystery of the world is its comprehensibility.”

— Albert Einstein

Purpose

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

Department Graduate Faculty

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

Program Information

[Masters of Science - Biochemistry](#)

Contact Information

UNLV Chemistry

Department Chair

Spencer Steinberg

CHE 210

702 895-3599

spencer.steinberg@unlv.edu

Graduate Coordinator

Dong-Chan Lee

CHE 221

702 895-1486

Dong-Chan.Lee@unlv.edu

Department Main Office

Bianca Rideout & Jazmyne Taitano

Simmons CHE 109

702 895-3510

chemistry@unlv.edu

Program Requirements

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

Advisory Committee Guidelines

In consultation with their advisor, a student will organize a thesis committee of at least three department members. In addition, a fourth member from outside the department, known as the Graduate College Representative, must be appointed. An additional committee member may be added at the student and department's discretion.

Degree Program Benchmarks

1. Each student is required to present a departmental seminar on the student's research prior to graduation. This requirement is in addition to the two credits of Graduate Seminar. Students are expected to attend weekly departmental seminars.

2. Each student is required to meet at least once per semester with the student's examination committee. At the meeting in the semester prior to the expected term of graduation, the student will be asked to make a detailed presentation on research progress. The committee will then make recommendations
3. to be addressed by the student during the remainder of the student's research program, in writing the thesis, and in the final examination. The committee may request another meeting prior to the final exam if deemed necessary.
4. The student must submit all required forms to the Graduate College and then apply for graduation up to two semesters prior to completing his/her degree requirements.
5. The student must submit and successfully defend his/her thesis by the posted deadline. The defense must be advertised and is open to the public.

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.

Students are required to make adequate yearly progress towards degree completion.

All chemistry graduate students must meet with their advisory committee on a yearly basis, and all students must complete the departmental annual evaluation form.

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.

Additional Program Information

It is expected that each student be a teaching assistant for a minimum of two courses prior to graduation. It is also expected that each student publishes at least one research-based manuscript in a peer-reviewed journal.

University Resources

Leadership and Professional Development Academy

The goal of the Professional Development Academy is to serve as a virtual resource providing support and many professional opportunities to UNLV graduate students. The Academy offers information about events and services such as graduate certificate programs, workshops, training sessions and career services. You can follow Academy activities via social media or look for regular updates on the website.

Academic Success Center

The goal of the Academic Success Center is to help students do well academically and complete their studies on time. They offer or will refer you to such programs and resources as tutoring, advising, skills testing, career exploration and more. They guide students every step of the way to the many established resources created to ensure they complete their educational goals. Learn more about the programs and services the center currently offers.

Alumni Association

With an alumni base 120,000 strong, the UNLV Alumni Association offers a variety of services and opportunities in support of alumni and their families. UNLV alumni are encouraged to support the values of higher learning through advocacy, involvement, and giving.

Commencement Office

Located in the UNLV Office of the Registrar, the commencement office is the last step in the graduation process. Please check with the commencement office for information on the commencement ceremony and your diploma; for all other information about graduate student degree completion and graduation, including thesis/dissertation requirements and doctoral hooding, please contact the Graduate College. It is the students' responsibility to ensure they apply for **graduation on time** and submit all required forms to the Graduate College. Questions regarding thesis/dissertation should be directed to the Graduate College **Student Services Team** and questions regarding required forms should be directed to the Graduate College **RPC Team**

Office of Diversity Initiatives

The vision of the Office of Diversity Initiatives is to advocate, promote, and support the advancement of equity, inclusiveness, and empowerment of a continuously changing collegiate and global community. The mission of the Office of Diversity Initiatives is to provide leadership and support for UNLV's diversity mission: *to nurture equity, diversity, and inclusiveness that promotes respect, support, and empowerment*. This Office also handles UNLV Title IX questions, inquiries, and reporting.

Disability Resource Center (DRC)

The DRC is committed to supporting students with disabilities at UNLV through the appropriate use of advocacy, accommodations, and supportive services to ensure access to campus courses, services, and activities. The DRC is the university-designated office that determines and facilitates reasonable accommodations in compliance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973. Graduate students with disabilities must disclose to the DRC in order to receive appropriate accommodations.

Office of International Student and Scholars

International Students and Scholars (ISS) ensures compliance with both SEVIS (Student and Exchange Visitor Information System) and federal law, so that the university can continue to be authorized by the U.S. federal government to enroll international students; host and hire international scholars; assist and advise employment eligibility and authorization relating to international students and scholars, and visa, travel, and immigration issues; provide critical and specialized services to the international students and scholars of the UNLV community; and facilitate their transition to the campus and the U.S.

Jean Nidetch Women's Center

The Jean Nidetch Women's Center is committed to creating a supportive and inclusive environment for all genders through programming, services, and advocacy for the UNLV community. The Women's Center has informational resources, brochures, and flyers for a variety of on and off campus organizations to help empower and protect yourself, and learn about your options. They also provide free tampons, pads, and condoms.

The Intersection

The Intersection is a one-stop resource for UNLV's highly diverse student body — a comprehensive multicultural center grounded in the academic life of our students. As an intersecting campus resource, the Intersection helps ensure students, particularly first-generation and students of color, successfully navigate their academic careers. Here, all members of campus can discuss their differences, discover their similarities, and build a shared sense of belonging.

UNLV Libraries

UNLV Libraries has always been more than books; they are about encouraging students and creating quality programs that elevate growth and learning. Please visit their website for important information about the services they offer to graduate students.

Graduate & Professional Student Association (GPSA)

The Graduate & Professional Student Association serves all currently enrolled University of Nevada, Las Vegas graduate and professional students. The GPSA maintains the Graduate Student Commons located in the Lied Library room 2141 and Gateway Building PDAC Room. The facility a working office equipped with a copier, fax, flatbed scanners, color laser printer, office supplies, and computers with printers and a small kitchen area. The GPSA is the graduate student governance body at UNLV; the GPSA Council consists of one graduate student representative from each graduate department, and they meet monthly. The GPSA also provides volunteer opportunities, sponsors social events, and supports graduate student research through the graduate research and travel grants program.

Office of Student Conduct

The Office of Student Conduct is a student-centered, service-oriented office located within the Division of Student Affairs. The Office of Student Conduct collaborates with the UNLV community to provide an inclusive system through enforcement of the *UNLV Student Code of Conduct* by:

- Promoting awareness of student rights and responsibilities;
- Establishing accountability for student choices;
- Creating opportunities for involvement in the process; and
- Striving to uphold the values and ethics that advance the common good.

Military and Veteran Services Center

The Military and Veteran Service Center is staffed with veterans and GI Bill-experienced staff to assist more than 1,000 veterans, dependents, active duty service members, National Guard members, and reservists. Their mission is to develop a welcoming, veteran-friendly campus environment that fosters academic and personal success.

The Financial Aid & Scholarships Office

The Financial Aid & Scholarships Office supports higher-education access and persistence by providing financial aid to eligible students. The office partners with student organizations, the UNLV Foundation, the Graduate College, and other external constituents to provide financial aid learning opportunities and scholarship support for graduate students.

Writing Center

This is a free service to UNLV students to help you with any writing project, from papers to creative writing, to resumes, and we can work with you at any stage of the writing process. The center can help you brainstorm, make an outline, work on your drafts, or just be a soundboard for your ideas. The center staff can assist you in person, or via the Online Writing Lab (OWL) page.

University Policies and Procedures

Graduate students are responsible for knowing and acting in accordance with UNLV Policies and Procedures. To view the most commonly referenced campus policies and procedures, you can refer to the [Graduate Student Handbook](#), and following websites:

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

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

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

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

- [Academic Calendar](#)
- [Academic Policies](#)
- [Admission and Registration Information](#)
- [Degree Progression Policies & Procedures](#)

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

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

Handbook Information

Last revised	Revised by	Changes summary
March 2020	Dong-Chang Lee	Updated contact information and policies.