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## Neuroscience Ph.D. Program Handbook

### Welcome

The Neuroscience Ph.D. program is dedicated to helping graduate students form a pathway towards becoming neuroscientists pursuing their own independent line of research. The program faculty come from several different departments and schools on campus and work together to provide the best research training and coursework possible for students. This handbook provides important information about the program to current and future students to help them understand how to complete the program's requirements.

### Mission Statement(s)

The mission of the Neuroscience Ph.D. program is to train graduate students to become independent neuroscientists who possess a broad, interdisciplinary foundation of knowledge in one or more specific areas of neuroscience.

### 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 [emily.lin@unlv.edu](mailto:emily.lin@unlv.edu).

### Program Graduate Faculty

A current listing of the graduate faculty can be found in the [UNLV Graduate Catalog](#). Faculty must hold graduate faculty status to be involved in graduate education at UNLV. For up-to-date information regarding graduate faculty status in this program, visit the [Graduate Faculty Status webpage](#).

### Program Information

#### [Neuroscience Ph.D. Program](#)

[Sub-Plans: Post-baccalaureate track & Post-masters track](#)

### Contact Information

Neuroscience Ph.D.

*Program Director and Graduate Coordinator*

Rochelle Hines, Ph.D., [neuroscience.director@unlv.edu](mailto:neuroscience.director@unlv.edu)

## Program Requirements

Program requirements regarding admission, coursework and culminating experience are found in the [graduate catalog](#). The Neuroscience Ph.D. Program is designed as a five- to six-year program. See Sample Program Timeline below. It is important to note that in accordance with the Graduate College policy, students must complete all the requirements for the doctoral degree within eight years or face separation from the program.

**Sample Program Description which is subject to change. Refer to the [Graduate Catalog](#) for official requirements.**

**Total Credits Required (post-baccalaureate track): 62**

**Required Courses – Credits: 14**

PSY 719 - Behavioral Neuroscience (3 credits)

PSY 720 - Systems and Cognitive Neuroscience (3 credits) BIOL 701

- Ethics in Scientific Research (2 credits)

Complete the following course each semester during the first two years of study for a total of 6 credits: NEUS 711 -

Proseminar in Neuroscience (6 credits)

Statistics – Credits: 3

Complete one of the following courses or other advisor approved courses:

PSY 708 - Statistics for Psychologists I

PSY 709 - Statistics for Psychologists II

BIOL 628 - Biometry

BIOL 636 - Biometry

KIN 751 - Selected Application of Statistical Techniques I

KIN 752 - Selected Application of Statistical Techniques II

**Elective Courses – Credits: 21**

Complete 6 credits of 700-level courses, approved by the advisor, including but not limited to NEUS 721 - Seminar in Neuroscience and NEUS 750 – Social Determinants of Neurologic Health. 600-level courses require advisor approval and concurrence by the Program Director. Complete a total of at least 12 credits of NEUS 799 - Independent Study in Neuroscience, in Years 1-3.

**Qualifying Activity – Credits: 6**

NEUS 780 - Qualifying Activity

**Dissertation – Credits: 18 NEUS**

781 – Dissertation

**Total Credits Required (post-masters track): 42 Required Courses – Credits: 6**

Complete the following course each semester during the first two years of study for a total of 6 credits: NEUS 711 -

Proseminar in Neuroscience (6 credits)

**Elective Courses – Credits: 12**

Complete 3 credits of 700-level courses, approved by the advisor, including but not limited to NEUS 721 - Seminar in Neuroscience. 600-level courses require advisor approval and concurrence by the Program Director. Complete a total of at least 6 credits of NEUS 799 - Independent Study in Neuroscience, in Years 1-2.

#### **Qualifying Activity – Credits: 6**

NEUS 780 - Qualifying Activity

#### **Dissertation – Credits: 18**

NEUS 781 – Dissertation

#### **Mentor Model**

The Neuroscience Ph.D. Program operates on a mentor model. The mentor serves as a guide and academic advisor to the student's graduate study, as a research supervisor, as a supervisor of the student's professional development, and as a professional role model. Students are expected to participate in their mentor's research group and may participate in other faculty research groups when they have overlapping interests. The mentor should be the first person contacted to answer questions about the program and professional issues. Students may switch mentors with the consent of the new mentor and the Program Director. If another faculty member agrees to mentor the student, the student must submit a [Change of Advisor form via the Graduate Rebel Gateway](#).

#### **Advisory Committee Guidelines**

##### **Selection of Qualifying Activity Committee**

The student selects a four-person committee in consultation with the mentor. The committee consists of the mentor, two additional graduate faculty members who are approved to serve on neuroscience committees as additional members, and one outside representative, the Graduate College Representative. Completion of the [Advisory Committee Approval form](#) (via the Graduate Rebel Gateway) occurs when all committee members are selected.

##### **Selection of Dissertation Committee**

The student selects a four-person committee in consultation with the mentor. The committee consists of the mentor and three additional graduate faculty members, two of whom are approved to serve on neuroscience committees will serve as additional members, and one who is not will serve as the Graduate College Representative. Completion of the [Advisory Committee Approval form](#) occurs when all committee members are selected.

#### **Annual Committee Meetings**

Each student should meet at least once per year with the mentor and at least two other faculty (e.g., members of their qualifying or dissertation committee) in order to seek feedback on their progress in the program, including but not limited to their formal program milestones, research, coursework, grant writing, and career development activities. Prior to the meeting, each student is encouraged to submit a curriculum vitae and any relevant documents to the faculty who will be attending the meeting. If the student has not yet formed a qualifying or dissertation committee, the student can consult with the mentor and/or the director of the program about what faculty besides the mentor would be appropriate to invite to the meeting.

#### **Degree Program Benchmarks**

##### **Research Presentations**

Each Neuroscience Ph.D. student must make a research presentation each year. In the first two years, these presentations will be made in the proseminal (NEUS 711). In subsequent years of the program, students will present during an annual research forum, to which all student and faculty members of the program will be invited. Students should remind their mentor and other members of their qualifying or dissertation committees to attend

their research presentations.

### **Funding Application**

Each Neuroscience Ph.D. student must submit at least one extramural fellowship application or substantially assist a faculty member with a grant application that—if awarded—would fund the student's full stipend, tuition, and fringe benefits for at least one academic year. Students are especially encouraged to apply for fellowships from the National Science Foundation, the National Institutes of Health, the Defense Department, or other federal agencies that have fellowship programs for doctoral students. Such fellowship programs are typically for students who are just beginning their doctoral studies or for students working on their dissertation project. Students should therefore consult with their mentors early in their graduate studies about the fellowship program(s) to which they should apply, and also about whether and how they will be asked to help with grant applications.

Upon submission of each extramural fellowship or grant application that meets the above requirements, students should save a copy of the submission confirmation letter and a copy of the proposal to provide to the Program Director at the time of the student's next annual review by the program faculty. If the student substantially helped a faculty member with a grant application, the student should also draft a statement for the faculty member to edit and sign detailing 1) the student's level of contribution to the grant proposal, and 2) the level of funding and number of years the grant would support the student, if the grant is awarded. The faculty member or the student should forward an electronic copy of the statement to the Program Director, along with the submission confirmation and the copy of the proposal at the time of the student's annual review.

In addition to extramural funding, students are encouraged to apply for funding opportunities available from the [Graduate College](#), the [Graduate and Professional Student Association](#), and other [on-campus entities](#).

### **Qualifying Activity**

Students must complete a qualifying activity before advancing to doctoral candidacy and prior to proposing the dissertation. The purpose of the activity is for the student to acquire not only expertise in a given area, but also the ability to explain, discuss, and debate questions within that and related areas. Students should begin to develop their reading list and determine which option they want to pursue while gaining mentored research experience in their first year or two of the program. Students must enroll in NEUS 780: Qualifying Activity for a minimum of 6 credits. It is recommended that the student enroll in these 6 credits during the semester the student will defend the Qualifying Activity in order to avoid having to take an Incomplete grade. Students must adhere to the enrollment policies outlined in the [Graduate Catalog](#).

#### **Option 1. Qualifying Paper(s)**

In option one, the student will write a) one long paper; or b) three shorter papers that review and integrate relevant knowledge and research related to the student's area of specialization. Although there are no page requirements for the paper, successful papers typically range between 30 and 50 pages for option a or between 10 and 20 pages each for option b. Papers should include qualitative reviews and/or quantitative reviews (i.e., meta-analyses) of the literature. These literature reviews can be stand-alone papers that might be submitted to journals or can be the Introduction sections of empirical papers or grant applications that the student might submit to a journal or a funding agency, respectively.

The student will identify the topic and specific material to be covered in the paper(s). Prior to beginning the paper(s), the student will circulate a proposed outline and/or abstract for the paper(s) and a reading list to committee members and obtain their approval using the [Qualifying Activity Topic Approval form](#). A typical reading list contains approximately 100 references for the one long paper or across the three shorter papers. An initial meeting with the committee is not required. When the committee approves the qualifying paper topic and reading list, students have six months to complete and defend the paper(s). Failure to complete the qualifying paper within nine months after the proposal approval date will result in the student being placed on probation and may result in separation from the program.

Once the final draft of the qualifying activity paper(s) is completed and approved by the entire committee, the student will schedule a meeting with the committee. The committee and student will agree upon the format of the defense at the beginning of the meeting. Typically, the student gives a brief presentation that is followed by a question and answer period, or the student may allow committee members to ask questions during the presentation. The defense of the qualifying paper will serve as an opportunity for the student to demonstrate

his or her expertise. Committee deliberations will follow the presentation, for which the student is not present, and committee members will complete the [Qualifying Activity Defense form](#).

### **Option 2. Comprehensive Exam**

In option two, the student will complete a qualifying examination that requires the student to integrate relevant knowledge and research related to the area of specialization. The exam can be written or oral. Typically, the written exam will consist of three consecutive days of in-person testing. On each day of the exam period, students will be given four questions from one committee member; students will be required to answer three of those questions within a five-hour period. For the oral exam, students should schedule a meeting for a five-hour time slot. Committee members will ask questions assessing the student's breadth and depth of knowledge in their topic area.

Prior to beginning the activity, the student will circulate a proposed outline and/or abstract for the exam and a reading list to committee members and obtain their approval for the topics using the [Qualifying Activity Topic Approval form](#). A typical reading list contains approximately 100 references. Once the committee approves the procedures for the qualifying exam, students have six months to prepare for and complete the exam. Failure to complete the qualifying exam within nine months after the proposal approval date will result in the student being placed on probation and may result in separation from the program.

For the written exam, committee members may read and comment on all responses. Each committee member, however, will evaluate responses to the questions he or she submitted. Committee members are expected to evaluate responses within a week of the exam. For the oral exam, committee deliberations will follow the question and answer portion of the meeting. Following either exam, committee members will complete the [Qualifying Activity Defense form](#).

### **Failure to pass qualifying activities**

If a student fails to pass the qualifying activity, the committee will determine the specific remedial requirements (e.g., further exam questions, paper revisions, a second oral exam etc.). Students are expected to pass the qualifying activity on their first attempt, but may be given up to three attempts to pass before dismissal from the program. Students who are not successfully in the first attempt will be placed on probation via the Graduate College process. The student is expected to work independently on these remedial requirements.

## **Doctoral Dissertation**

The purpose of the dissertation project is to involve students in all phases of the design, execution, analysis, interpretation, and communication of research. The student should have an active and leading role in conceptualizing the research problem and developing and applying the methods to study the problem. Students are only permitted to enroll in dissertation credits AFTER they have Advanced to Candidacy (passed the approved dissertation proposal, passed qualifying exam, completed all program requirements except dissertation credits, and appropriated filed forms with the Graduate College).

### **Proposal Development**

The topic is developed with the mentor and in consultation with committee members and other faculty (as needed), proposal drafts are written and revised, and pilot data are collected (as necessary). The final proposal draft should be submitted to committee members at least two weeks prior to the scheduled dissertation proposal meeting.

An alternative to fulfilling the dissertation requirement is the [multiple article dissertation](#). If choosing this option, the student should have a minimum of three under-review, in-press, or published articles at the time of defense. These articles must report empirical research or quantitative reviews or meta-analyses undertaken as a doctoral student at UNLV; purely qualitative literature review articles are not acceptable. For students who entered the program with a master's degree, articles reporting data from that degree are not acceptable for this option unless the article includes additional data (e.g., data collected after the original thesis, such as a second study) or a substantial re-analysis of the thesis data. The articles to be included for the multiple article dissertation should be submitted to committee members at least two weeks prior to the scheduled dissertation proposal meeting along with documentation of the student's contribution to the research. Please see the [Graduate Catalog](#) for a full list of requirements if considering this option.

### **Dissertation Proposal Meeting**

During the dissertation proposal meeting, committee members ask questions and give feedback regarding the design of the dissertation project. Normally, the student provides a brief overview of the introduction section

and more detailed presentations of the hypotheses and research design. The student should be able to answer questions and clarify design issues. For the multiple article dissertation option, the student should also present how the research is related across the publications and her/his contribution to the empirical research, so the committee can determine whether it was substantial enough to include it in the dissertation.

Following questions, the student is asked to leave the room and the committee decides whether the student passes or fails the proposal meeting. Following committee deliberations, the student is then invited back to the meeting and informed of the committee's decisions. Note that the committee can request additional information or changes to the proposal for the traditional dissertation or multiple article dissertation. In the case of failure, the student is required to schedule a second proposal meeting after addressing the issues that resulted in failure. If students fail this requirement, they will be placed on probation via the Graduate College process.

When the student passes, the student should obtain the appropriate signatures for the [Advancement to Doctoral Candidacy Application](#). The number of dissertation credits required for this degree program is 18. Upon approval of the dissertation proposal, students should register for a minimum of three dissertation credits each semester (summer included) until the dissertation is completed (unless approved for a leave of absence). Students intending to complete, defend, and submit a dissertation to the Graduate College and/or graduate during the summer term must be registered for a minimum of three credits.

#### **Dissertation Defense Meeting**

A student's committee is expected to have approved the final draft of the dissertation prior to the meeting being scheduled. For the [multiple article dissertation](#), the student should include an introductory chapter, a concluding chapter, and bridge sections introducing and linking each of the articles to form a cohesive document. Two weeks prior to the defense meeting, the student should notify the Director of the Neuroscience Ph.D. Program of the date and time of the defense and provide a copy of the final draft of the dissertation that is available for review.

The defense meeting is a formal presentation of the major research questions, results, and interpretations of the dissertation. The oral presentation is open to UNLV Graduate Faculty, graduate students, relevant administrators, and invited guests. The advisory committee chair must approve invited guests prior to the defense. The oral presentation may be followed by general questions of clarification from attendees other than the advisory committee members. The advisory committee and chair may choose to include a session of more in-depth questioning open only to the advisory committee and the UNLV Graduate Faculty. An additional phase of questioning with only the advisory committee and candidate may also be included. The final phase of deliberation, and the vote to pass or fail the student, will only be open to the advisory committee.

During the oral defense, the student must be able to demonstrate a comprehensive understanding of a broad field of study and a detailed understanding of a more limited field. The advisory committee must unanimously pass the student. If the student passes, all committee members should sign the [Dissertation Approval Form](#). If the committee does not unanimously pass the student, the student may request the committee to administer a second examination. After this failed first attempt, the student will be placed on probation via the Graduate College process. If the committee agrees to another examination, the student must wait at least three months before taking the second examination. The program may require additional course work, substantial reworking of the dissertation or project or whatever is believed necessary to prepare the student for the second examination. The Graduate College will not approve third examination requests.

#### **Sample Program Timeline**

<b><i>Post-baccalaureate track: Milestone</i></b>	<b><i>Recommended Deadlines</i></b>	<b><i>Probation Dates</i></b>
<i>Submit Fellowship/Grant</i>	Year 1 or Year 2	<i>End of Summer Year 5</i>
<i>Propose Qualifying Activity</i>	End of Spring Year 2	<i>End of Spring Year 3</i>
<i>Complete Qualifying Activity</i>	End of Spring Year 3	<i>End of Spring Year 4</i>
<i>Propose Dissertation</i>	End of Fall Year 4	<i>End of Spring Year 5</i>
<i>Defend Dissertation</i>	End of Spring Year 5	<i>End of Spring Year 6</i>
<b><i>Post-masters track: Milestone</i></b>	<b><i>Recommended Deadlines</i></b>	<b><i>Probation Dates</i></b>
<i>Submit Fellowship/Grant</i>	Year 1 or Year 2	<i>End of Summer Year 4</i>
<i>Propose Qualifying Activity</i>	End of Spring Year 1	<i>End of Spring Year 2</i>
<i>Complete Qualifying Activity</i>	End of Spring Year 2	<i>End of Spring Year 3</i>

<i>Propose Dissertation</i>	End of Fall Year 3	<i>End of Spring Year 4</i>
<i>Defend Dissertation</i>	<i>End of Spring Year 4</i>	<i>End of Spring Year 5</i>

Note that the recommended deadlines are when students should ideally complete the milestone. If a student fails to complete a milestone by the probation date, the Neuroscience Program Director may recommend to the Graduate College that the student be placed on probation. Terms to end probation will be determined in consultation with the mentor and Neuroscience Program faculty. If the student fails to meet those terms, the Neuroscience Program Director will recommend to the Graduate College that the student be separated from the program.

Students can petition the Neuroscience Ph.D. Program for an extension of the deadlines in the event of extenuating circumstances (e.g., illness, disability, or publication productivity). The Neuroscience Ph.D. Program faculty conducts an annual evaluation of students and provides feedback on their progress through the milestones via a letter from the Program Director, which will include reminders of upcoming deadlines.

### **Professional Code of Ethics/Discipline Guidelines**

UNLV Graduate College policy regarding academic integrity can be found in the [Graduate Catalog](#). Students must also conform to ethical standards as outlined in the [Belmont Report: Ethical Principles and Guidelines for the Protection of Human Subjects of Research](#), and the [Public Health Service Policy on Humane Care and Use of Laboratory Animals](#).

### **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.

### **Academic Performance**

Students must obtain a grade of B- or better in each course taken for that course to count toward the degree. All students must maintain an overall GPA of at least 3.0. One grade below a B- (i.e., C+ or lower) will result in academic probation. Once on probation for receiving a grade below a B-, a second grade below a B- (in the same or a different class) will result in immediate separation from the program. If a student re-takes a course in which s/he received a grade lower than a B- (i.e., C+ or lower) and earns a B- or better, s/he will be removed from probation. A student may be on academic probation only twice during their graduate career in Neuroscience; a third probation will result in separation from the program. No student shall be allowed more than two simultaneous grades of Incomplete, except in the case of a documented and approved medical leave.

### **Scholarly and Research Performance**

Scholarly and research activities include participation in faculty research projects, as well as the pre-dissertation research, the doctoral dissertation, and other individual research projects. Failure to make adequate progress will result in separation from the program.

## **Additional Program Information**

### **Transfer/waiver of Credits**

Note that as per the [Graduate College policy](#), no credits used to earn any other degree at UNLV or elsewhere can be applied toward fulfilling the required credit requirements for UNLV's Neuroscience Ph.D. Program. Required courses for the Ph.D. can be substituted with other courses, if approved, but the student must complete those credits via a different course, and obtain approval from using the [Transfer Credit Request form](#).

All transfer of credits are contingent upon approval of the Neuroscience Executive Committee after consulting with relevant faculty, if applicable. To request transfer credits, the student must complete the [Transfer Credit Request form](#) and submit relevant supporting materials (e.g., syllabi) to the Program Director. Students who received a Master's degree and completed a Master's thesis pursuant to the completion of that degree prior to entry in the Neuroscience Ph.D. program may elect to pursue the post-masters track of the Neuroscience Program. Requests for transfer credits must be made in the first two years of graduate study.

The process for requesting transfer credit or waiver of program requirements is outlined in the following scenarios:

**Scenario 1** applies to students who have a Master's degree with a thesis, and the Neuroscience Executive Committee has accepted the thesis. For incoming students, if the M.A. or M.S. is accepted, the student should follow the subplan requirements for post-master's students as noted in the [graduate catalog](#).

**Scenario 2** applies when a student has a Master's degree with no completed thesis, or a Master's degree with a completed thesis that the Neuroscience Executive Committee has not accepted. For these incoming students, a maximum of 17 credits may be substituted. The student should follow the subplan requirements for post-baccalaureate students as noted in the [graduate catalog](#), except for course requirements that have been substituted and approved. Please see Graduate College policies.

**Scenario 3** applies when students have taken graduate classes previously at another institution, but have not received a graduate degree from that institution. For these incoming students, a maximum of 11 credits may be transferred toward the Ph.D. degree from UNLV, if approved. The student should follow the subplan requirements for post-baccalaureate students as noted in the [graduate catalog](#), except for course requirements that have been substituted. Please see Graduate College policies

**Scenario 4** applies when a student has taken graduate level coursework at UNLV, prior to matriculating into the Neuroscience Ph.D. Program. Up to 15 credits can be transferred toward fulfillment of the Ph.D. degree requirements, if approved. The student should follow the subplan requirements for post-baccalaureate students as noted in the [graduate catalog](#), except for course requirements that have been substituted

### **Graduate Assistantships**

Depending on availability of funds, most students accepted into the Neuroscience Ph.D. Program will be offered Graduate Assistantships, which are intended to help support students in their graduate work and provide relevant work experiences. Graduate Assistantships are provided to the program and approved by the Graduate College. These positions are available on a competitive basis and typically include a nine-month stipend plus tuition, fee waivers, and optional student health insurance. Graduate assistants must enroll in and maintain a minimum of 6 semester hours of graduate credit and are expected to spend on average 20 hours per week on research and/or teaching. Please see the [Graduate Assistant Handbook on the Graduate College website](#).

### **Outside Employment**

Domestic students who are not graduate assistants may establish and maintain outside employment as long as they are still making adequate progress in the program. Those students who are receiving graduate assistant support from the University in any fashion (e.g., assistantship, grant) will be able to obtain outside employment only with the permission of the Program Director and Graduate College. In any case, for those students with graduate assistantships, employment must not exceed 10 hours per week. Prior to beginning any outside employment, the student must have [approval](#) from the student's advisor, the Program Director, and the Graduate Dean. Please see the Graduate Assistant Handbook on the Graduate College website.

### **Conflict Resolution Policy**

Examples of conflicts include, but are not limited to, the following: having a policy applied inappropriately, being required to complete inappropriate tasks as part of an assistantship, being improperly terminated from a program, and being required to meet unreasonable requirements for a degree. Conflicts are usually most effectively resolved at the lowest level; students are therefore encouraged to work out conflicts directly with the persons involved. If a student is unable to resolve a conflict in this manner, or feels that he or she is being treated unfairly, he or she is encouraged to discuss the concerns with any member of the faculty or the Program Director. If the conflict is not resolved in this manner, the student may file a [formal appeal](#) with the Graduate College Dean.

### **Discipline Resources**

[Society for Neuroscience](#)

## **University Resources**

### The Graduate Academy: Innovative Leadership, Professional, and Career Development

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

### **Alumni Engagement**

With an alumni base 150,000+ strong, the UNLV Alumni Engagement offers a variety of services and opportunities in support of alumni and their families. UNLV alumni are encouraged to support the values of higher learning through advocacy, involvement, and giving.

### **Commencement Office**

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

### **Office of Diversity Initiatives**

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

### **Disability Resource Center (DRC)**

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

### **Office of International Student and Scholars Services**

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

### **The Care Center**

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

### **The Intersection**

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

### **UNLV Libraries**

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

### **Graduate & Professional Student Association (GPSA)**

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

### **Office of Student Rights and Responsibilities**

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

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

### **Military and Veteran Services Center**

The [Military and Veteran Service Center](#) is staffed with veterans and veteran education benefits-experienced staff to assist more than 1,800 veterans, dependents, active duty service members, National Guard members, and reservists attending UNLV. Their mission is to develop a welcoming, veteran-friendly campus environment that fosters academic and personal success.

### **The Financial Aid & Scholarships Office**

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

### **Writing Center**

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

## **University Policies and Procedures**

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

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

- [Student Computer Use Policy](#)
- [Title IX](#)

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

The Title IX Coordinator can be reached through the [online reporting form](#), 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 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
Nov. 7, 2019	Joel Snyder	Original draft
Dec. 14, 2020	Joel Snyder	Changes approved by Executive Committee on 11/6/20 and 12/14/20
4-1-2024	Brach Poston	Change of adding the elective class approved by EC vote 9-24-2023
4-1-2025	Brach Poston	Changes approved by EC vote 6-0 on 4-1-2025

