

Anthropology Graduate Program Handbook

Welcome to the UNLV Department of Anthropology

This handbook is for students entering the Master of Arts and the Doctor of Philosophy programs in Anthropology. To help guide you along the path towards your graduate degree, we have created this handbook. We hope that this information helps propel you towards success in graduate school and beyond. This handbook:

- Provides timelines to help you chart your expected progress towards your degree
- Provides information regarding course requirements, administrative requirements, and includes forms that must be submitted to the Department or to the Graduate College
- Provides information about becoming a Graduate Assistant (GA)
- Provides information about organizing your committee

Mission Statement

Anthropology is the only academic discipline that studies the complete human experience; past, present, and future. Success in the 21st century requires an understanding of cultural diversity and evolutionary foundations of human behavior and biology within an increasingly interconnected and interdependent world. Anthropology is especially well-suited to provide this perspective through its holistic approach to understanding humanity across time and space.

The UNLV Department of Anthropology is committed to academic research and scholarship, the public interest, and graduate and undergraduate education in pursuit of this goal. With a comprehensive and well-integrated curriculum, we are committed to teaching and training students in a way that balances methodological and theoretical approaches in anthropology. Our department also significantly contributes to the mission of the university by offering courses and research programs that are relevant both locally and globally, and by providing an understanding of our shared humanity while acknowledging the remarkable diversity of human cultures around the world.

Please visit our website for more information [here](#).

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: gradassociatedean@unlv.edu.

Disclaimer

The information contained in this handbook is meant to be used for guideline purposes only. The handbook is updated annually, but policy changes can and sometimes do abruptly occur. Thus, this guide may not reflect current University, Graduate College, or Department policy. Please verify all details with your adviser and/or the Graduate Program Coordinator before making important decisions.

Department Graduate Faculty

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

Program Information

Department Chair

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Advisory Committee Guidelines

Upon admission to the Program and Graduate College, students are assigned an advisor by the anthropology faculty. The incoming student has typically been in communication with one or more specific faculty members before matriculation; it is typically one of these faculty members who will act as the main advisor. A student may or may not maintain the same main advisor throughout the duration of the program. They may petition for a change of advisor at any time. To do so, they may speak either with their current advisor or with the Graduate Coordinator. If the Graduate Coordinator is your advisor, then you may choose to speak with the Department Chair or another faculty member. While you have the option to petition for a change of advisor, these requests cannot always be accommodated. However, per Graduate Catalog, by virtue of admitting students with full graduate standing into the degree program, it is understood that faculty in the program are committed to serving as possible Grad Advisory Committee members for the admitted student.

Four graduate faculty members comprise the advisory committee. These include three from the Anthropology Department and one from another department to serve as the Graduate College Representative. If approved by the advisory committee members, a fifth UNLV graduate faculty member may be on the committee. The committee chair and the outside Graduate College Representative must both have appropriately approved graduate faculty status privileges per Graduate College policies.

Graduate Assistantships

The department offers a limited number of teaching and research assistantships to MA and PhD Students. Teaching assistant duties vary widely and may involve assisting a faculty member in an undergraduate course, grading or lecturing in an introductory undergraduate course.

Renewal of a graduate assistantship is dependent upon the student remaining in good standing, maintaining satisfactory progress towards their degree, and demonstrating professionalism in the department (see section below). Renewal of funding is not automatic, and all students are re-evaluated each year, after which funding is distributed on a competitive basis. Meaning, students who are performing well in classes, making satisfactory or better progress towards their degree, actively engaged in scholarship, and are meeting or exceeding their responsibilities as GAs will be more likely to obtain funding.

Note: academic performance (e.g., publications, conference presentations, professional membership and service) is heavily weighted. Furthermore, all PhD students are encouraged to apply for external research funding outside of UNLV; external grants are more heavily weighted in your annual evaluation than internal grants.

All students must complete an annual progress report early in the spring semester of each year (see Annual Evaluations below). This information is used by the graduate committee to award funding and to evaluate student progress. The annual self-reporting forms are sent to students via Rebelmail and are also submitted to the Graduate College.

All Graduate Assistants are responsible for reading the UNLV Graduate Assistantship Handbook, available [here](#).

Maximum Time Limits for Graduate Assistantships

The maximum time limits for Grad College-funded State GAs are as follows:

- MA-level state GAs may hold their position for 2 years with the possibility of a 1 semester extension if degree completion is pending.
- Post-BA, PhD-level state GAs may hold their position for 2 years and then be renewed for an additional 3 years by their department for a total of 5 years of funding. Up to a 1-year extension may be possible for pending degree completion.
- Post-MA, PhD-level state GAs may hold their position for 4 years, with a possibility of up to a 1-year extension for pending degree completion.

Registration and Enrollment

All graduate courses need “Department Approval” to enroll. Students will need to confer with their main academic advisor and/or the graduate coordinator to ensure they are taking the proper courses. Once decided, the student will send an email to the Administrative Assistant III with their name, NSHE number, and courses requested to take. The Administrative Assistant III will provide the proper permissions and email the student back. If there is a hold or other issue with the student’s MyUNLV account, it is the student’s responsibility to contact the registrar’s office.

Annual Evaluations

Each spring term, graduate students are **required** to complete the Graduate Student Individual Development Plan (IDP) form. The Graduate College will send this online form to the student’s Rebelmail account. The mandatory review covers the prior calendar year, assesses student progress, and sets goals for the year ahead.

Before this evaluation, students must submit the annual self-reporting form to the Department by **February 1** of each year so the faculty can use it to complete their evaluations. Note: this deadline is earlier than the Graduate College deadline. The evaluation is maintained in the student’s departmental file. The evaluation is based on the student’s overall performance in progress towards degree completion, coursework, research productivity, and as a teaching or research assistant (where applicable).

The IDP provides feedback on the student’s progress and specifies a timeline for goals in the next academic year. Students who receive “unsatisfactory” will also receive feedback on how to

get back on track in the program. They will also be placed on academic probation via the Graduate College process.

Reported student data are 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 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.

Probation

If a student fails to progress successfully in their degree program, the department will recommend that the Graduate College place the student on probation. Students on probation may be dismissed/separated from their program for failing to meet the conditions of their probation by the deadline provided. Please see the Probation and Separation Section of the Graduate Catalog for more information.

Classes in which a student receives a C+ or lower will not count towards their degree. Any student receiving a C+ or lower will be placed on academic probation. Failure to meet the requirements for removal of probation status will result in separation from the graduate program.

Professional Development

You should take advantage of as many extracurricular professional development opportunities as possible. Be sure to keep your advisor in the loop, however. In particular, students should not submit research for presentation or publication without their advisor's approval and support. Professional development opportunities may include:

- **Conference Attendance.** You should attend as many conferences as possible. These include regional conferences such as: Great Basin Anthropological Conference, Southwestern Anthropological Association, Three Corners Conference, Southwestern Association of Biological Anthropologists. National conferences may include: American Anthropological Association, American Association of Biological Anthropologists, Society for American Archaeology, Society for Cross-Cultural Research.

At these conferences, you will encounter cutting-edge ideas in theory and empirical research—ideas that may not yet have appeared in print. Exposure to these viewpoints and data will help shape your research. Perhaps even more importantly, you will have opportunities to network with graduate students, professors, and other professionals who share your interests. These networking opportunities can yield important collaborations. They also begin making you a known commodity, an important factor when you subsequently look for a job.

- **Paper and/or Poster Presentations.** You should also (with your advisor's support and permission) present professional papers and/or posters at conferences, either in collaboration with your main advisor or on your own. It is important to share the knowledge that you are gaining through your research.
- **Grant Writing.** Grant writing is important not only because it can fund your research, but also because it is a skill that you will need to succeed as a professional. Common sources of funding are internal (UNLV) and external (National Science Foundation, National Institutes of Health, the Wenner-Gren Foundation, the Social Science Research Council; see the departmental website for additional suggestions).

Communicate with your advisor about what grants you will be competitive for and when, during your degree timeline, you should be submitting applications. All students will be required to write a grant proposal as part of the required coursework in ANTH 790 Grants, Ethics, and Professional Development, which should be taken in your second year.

- **Publishing.** Publishing is important if you wish to continue on an academic trajectory by enrolling in a Ph.D. program or if you wish to obtain a research position. Collaborating with your advisor(s) can be an excellent way to co-author papers.

Publishing your work takes time and effort, but demonstrates to granting institutions and potential employers that you are producing scholarship. And as with grants, there are no small publications; all of them count towards your training and intellectual development. Talk with your advisor and other faculty members about their scholarship and publishing accomplishments, and the strategies that they practice.

- **Become a member of the anthropological community.** There are many opportunities to become involved in the life of the anthropological community. There are local opportunities, such as your own UNLV Anthropology Society. These associations with your graduate colleagues can be incredibly satisfying and a critical part of your professional development. You can also find many opportunities to become involved in service at the regional and national levels; professional associations offer various board seats to graduate students. Taking advantage of service positions while a graduate student is an important part of training and a unique opportunity to network with a wide range of faculty. Talk with more advanced graduate students who have successfully worked to integrate themselves into anthropology with their research, scholarship, instruction, and service activities.

Student-Faculty Interactions

In our department, the faculty serve as direct mentors to graduate students, which requires developing very close working relationships. Open and respectful communication is consequently essential for developing and maintaining positive, productive mentor-mentee relationships. Professional conduct is required in this regard, and it is expected that faculty and students alike treat each other with courtesy and respect both on campus and in other, outside settings. This includes how one represents themselves and discusses their program, colleagues, and cohort with people both within and outside the program and the university, whether in person, over the phone, online, or in the press.

Your behavior and bearing reflect not only on you, but also on your cohort, the department, and the university. Though you are enrolled as a student, this is first and foremost a place of work, study, research, and serious intellectual inquiry; your behavior and the respect you show others should reflect this.

At the beginning of the year, all students will be provided with a rubric that describes in detail the expectations as it pertains to academic progress and GA performance.

The UNLV Office of Student Right and Responsibilities has many resources available to you. Their office assists students, faculty, and staff with the conduct code and policy enforcement. They also serve as a resource to the campus community surrounding student conflict resolution. Their website can be found here <https://www.unlv.edu/osrr>.

- The UNLV Student Code of Conduct and the Academic Misconduct Policy can be found [here](#).
- The UNLV Consensual Relationships Policy can be found [here](#).
- The UNLV Policy Against Discrimination and Sexual Harassment can be found [here](#).

Programs

Sample Program Descriptions and Timelines

Please refer to the Catalog for the official plans of study. A Subplan will be decided through consultation with the committee chair. A student may not declare their subplan without prior approval from their committee chair. Once a subplan is determined, the student must email the Graduate Coordinator or the Graduate College and inform them of the intended subplan. Once the subplan has been declared, the appropriate Advisory Committee form will then be made available to the student on their Grad Rebel Gateway portal. Note: the plan of study form will not be made available until the Advisory Committee form has been submitted.

Master of Arts - Anthropology

Sub-Plan 1 = MA Thesis

Sub-Plan 2 = MA Non-Thesis (publishable paper)

Sub-Plan 3 = MA in Cultural Heritage Management (professional training)

For Degree Requirements, see the current UNLV Graduate Catalog [here](#).

Sample Program Timeline (Sub-Plans 1 or 2, for full-time students and part-time students*)

- Years 1-2: Begin coursework for MA degree; Identify a subject for the MA project; form the MA committee; defend research prospectus. For “sub-plan 1”, students must enroll in Thesis Credits; for “sub-plan 2”, students must enroll in “Culminating Experience” credits.

- Years 2-3: Complete all coursework for the MA degree; collect data for MA project; write and defend thesis/publishable paper.

Sub-Plan 3 (for full-time students and part-time students*) has the following required courses that must be completed:

- ANTH 703 - Core Concepts in Anthropology – 3 credits
- ANTH 700 A & B - Proseminar I and II – 2 credits
- ANTH 790 – Research Design, Professional Ethics and Grant Writing for Anthropologists – 3 credits
- ANTH 771 – Computer Applications for Anthropologists – 3 credits
- ANTH 655 - Archaeological Theory – 3 credits (or equivalent undergraduate course)
- ANTH 755 – Seminar in Archaeological and Historic Preservation – 3 credits
- 1 Methods class - Anth 649A (Ceramic Analysis), 649B (Lithic Artifact Analysis), 649D (Zooarchaeology), or 649E (GIS) (3 credits)
- 1 Regional Class – (ANTH 640B, 640C, 640E, 640F, 641B, 754, 757) 3 credits
- 1 Elective – 3 credits
- **MA Prospectus:** All students must identify a project and write a prospectus for their proposed research to be approved by their committee. The style of the proposal should be determined in consultation with the chair of the advisory committee. Minimum requirements for the departmental proposal include: general aims, hypotheses or research questions, methods, and significance. This proposal must be successfully defended to the committee through an oral presentation. The student must obtain committee approval of their prospectus and complete the Prospectus Approval form, available on Grad Rebel Gateway.
- **MA Thesis/Publishable Paper Defense:** To graduate in a particular semester, the thesis must be orally defended according to Graduate College guidelines (including the graduate application deadline). These defenses are open to the public and must be advertised on campus at least 2 weeks before the defense.

Students are required to make a flier containing the following information: Name, Title of Thesis/Presentation, Date and Time, Location, and Abstract. This flier must be approved by the committee advisor and once approved, sent to the department's Administrative Assistant at least 2 weeks before the scheduled defense.

Oral defenses must last at least an hour and will include a 20–30-minute presentation of the student's research, followed by an opportunity for the audience to ask questions. This, in turn, will be followed by a non-public part of the defense in which the committee members will pose additional questions. Upon successful oral defense, students should complete the Culminating Experience Results form, which can be found on Grad Rebel Gateway.

- Subplan 2 (Non-thesis) requires the student to write a publishable paper in lieu of a traditional MA thesis. The publishable paper must be formatted according to the guidelines and style guide of the journal *Current Anthropology*, available [here](#).
NOTE: Subplan 2 requires students to complete ANTH 795 – Culminating Experience credit hours, rather than ANTH 797 – Thesis credit hours.
- Subplan 3 (Cultural Heritage Management) requires the student to write a report/write-up of some aspect of an archaeological report as their final written requirement.

NOTE: This program requires an internship with either a CRM firm or as part of another project (3 credits).

- Independent Research/Directed Readings: Student can take up to 3 credits for Independent Research and 3 credits for Directed Readings as part of the elective credits starting in their second year and in consultation with the academic advisor and the Graduate Coordinator (for all subplans).
- **Professional Code of Ethics/Discipline Guidelines:** UNLV Graduate College policy regarding academic integrity can be found in the Graduate Catalog. Additionally, students *must* obtain any required permits or approvals before embarking on their research. Such permits can include, but are not limited to, approval from the UNLV Institutional Review Board (IRB) before conducting research involving human subjects, or archaeological permits from land-managing agencies before conducting archaeological excavations. Finally, students agree to adhere to disciplinary-specific codes of ethics.

Additional Program Information

- **Enrollment requirements:** Please see the Catalog for graduate enrollment requirements. Per Departmental requirements, full-time students are expected to complete 12-18 credits in the first year, and students with graduate assistantships (GAs) are required to complete 9 credit hours per semester unless otherwise approved by their committee chair. Departmental graduate assistantships (GAs) prioritize PhD funding but can also fund MA students, depending on availability.

NOTE: ANTH 790 class (Research Design, Professional Ethics, and Grant Writing for Anthropologists) is not required to be taken in the first year. Students are encouraged to take it in their second year, in consultation with their advisor.

- **Defense of the Master's Thesis/Publishable Paper:** Students generally must be registered for at least 3 credit hours in the semester that they defend. The only exception is when a student meets the requirements of the grace period exception, which allows a student not enrolled to defend, provided that (a) they defend in the first two weeks of a semester, and (b) they were enrolled for at least 3 credit hours the previous semester.
- ***Part-time students** are included in the sub-plans and should follow, to the best of their capacity, the established timeframe towards completion. Changes and modifications should be consulted directly with the student's main advisor and the graduate coordinator.

Doctor of Philosophy – Anthropology

Please refer to the Catalog for the official plans of study.

Sub-plan 1 = Post MA**Sub-plan 2 = Post BA Thesis****Sub-plan 3 = Post BA Non-Thesis (Publishable Paper)**

For Degree Requirements, see the current UNLV Graduate Catalog [here](#).

Sample Program Timeline Sub-plan 1 (for full-time students and part-time students*):

- Year 1: Begin coursework for the PhD degree; identify a research topic; form PhD committee.
- Year 2-3: Take and pass the comprehensive exam; defend dissertation proposal, submit grants to fund dissertation research.
- Year 3-4: Complete coursework for the PhD degree; collect data for PhD project.
- Year 4-6: Complete and defend dissertation.

Sample Program Timeline Sub-plan 2 (for full-time students and part-time students*):

- Year 1: Begin coursework for MA degree; identify a subject for the MA project; form the MA committee; select “thesis” sub-plan; defend research prospectus.
- Year 2-3: Complete all coursework for the MA degree; collect data for MA project; write and defend thesis.
- Year 3: Begin coursework for the PhD degree; identify a research topic; form PhD committee.
- Year 4: Take and pass the comprehensive exam; defend dissertation proposal, submit grants to fund dissertation research.
- Year 5: Complete coursework for the PhD degree; collect data for PhD project.
- Year 5-7: Complete and defend dissertation.

Sample Program Timeline Sub-plan 3 (for full-time students and part-time students*):

- Year 1: Begin coursework for MA degree; identify a subject for the MA project; form the MA committee; select “thesis” sub-plan; defend research prospectus.
- Year 2-3: Complete all coursework for the MA degree; collect data for MA project; write and defend thesis.
- Year 3: Begin coursework for the PhD degree; identify a research topic; form PhD committee.
- Year 4: Take and pass the comprehensive exam; defend dissertation proposal, submit grants to fund dissertation research.
- Year 5: Complete coursework for the PhD degree; collect data for PhD project.
- Year 5-7: Complete and defend dissertation.
- **Core Concepts in Anthropology (ANTH 703)**: This course is one of the required courses for all the sub-plans for both the MA and the PhD programs. The objective of the course is to establish a strong foundation in anthropological theory that will allow students to move forward in their respective research projects. For these reasons, full and part-time students

are required to take ANTH 703 during their first year. Only in extreme and urgent circumstances can students take ANTH 703 in their second year, and only with the approval of the Graduate Coordinator and Departmental Chair. Failure to successfully pass ANTH 703 during the first year will automatically count as non-satisfactory progress for full and part-time students.

- **Independent Research/Directed Readings:** Student can take up to 3 credits for Independent Research and 3 credits for Directed Readings as part of the elective credits starting in their second year and in consultation with the academic advisor and the Graduate Coordinator (for all subplans).
- **MA/PhD Prospectus:** All students must identify a project and write a prospectus of their proposed research to be approved by their committee. The style of the proposal should be determined in consultation with the chair of the advisory committee. Minimum requirements for the departmental proposal include: general aims, hypotheses or research questions, methods, and significance. This proposal must be successfully defended to the committee and must be defended orally. The student must obtain committee approval of their prospectus and complete the Prospectus Approval form that can be found on Grad Rebel Gateway.
- **MA/PhD Thesis/Dissertation Defense:** In order to graduate in a particular semester, the thesis/dissertation must be orally defended according to Graduate College guidelines and by the Graduate College graduation application deadline. These defenses are open to the public and must be advertised on campus two weeks prior to the defense.

Students are required to make a flier containing the following information: Name, Title of Thesis/Presentation, Date and Time, Location, and Abstract. This flier must be approved by the committee advisor, and once approved, it must be sent to the department's Administrative Assistant a minimum of two weeks before the scheduled defense.

- Oral defenses must last at least an hour, and will include a 20-30 minute presentation of the research by the student, followed by an opportunity for the audience to pose questions. This, in turn, will be followed by a non-public part of the defense in which the committee members will pose additional questions. Upon the successful oral defense, students should complete the Culminating Experience Results form, which can be found on Grad Rebel Gateway.
- **Professional Code of Ethics/Discipline Guidelines:** UNLV Graduate College policy regarding academic integrity can be found in the Graduate Catalog. Additionally, students *must* obtain any required permits or approvals prior to embarking upon their research. Such permits can include, but are not limited to, approval from the UNLV Institutional Review Board (IRB) prior to conducting research involving human subjects, or archaeological permits from land-managing agencies prior to conducting archaeological excavations. Finally, students agree to adhere to disciplinary-specific codes of ethics.
- **Comprehensive Exams:** The student must pass a comprehensive examination with a grade of B– or better. This exam will cover three topics, selected to relate to the student's dissertation research area. The topics will typically relate to an area of (a) theory, (b)

methodological or topical specialty, and (c) culture area. Students who fail in any portion of the exam may retake that portion any time prior to the end of the semester following that during which the exam was taken. One failure will result in the student being placed on probation via the Graduate College. A second failure results in separation from the doctoral program. Please consult the Departmental Comprehensive Exams guidelines.

Dissertation Prospectus: After passing the doctoral comprehensive examination, the student must submit to the department a written dissertation proposal approved by the dissertation committee prior to the commencement of fieldwork or research. The student also must present a defense of this proposal to the academic community. After successfully completing these tasks, the student is advanced to candidacy and must submit the appropriate forms via Grad Rebel Gateway.

The timeline for the comprehensive exams and the dissertation prospectus must be planned in communication with the student's main academic advisor in accordance with the student's sub-plan.

Please refer to the Catalog for the official plans of study.

● **Dissertation:** In addition to traditionally formatted dissertations (see requirements in the Current UNLV Graduate Catalog), doctoral students in Anthropology may, with approval of their advisory committee, choose to format their dissertation as a *multiple-article dissertation* (i.e., “staple dissertation”). Please see the UNLV Graduate College requirements for *multiple article dissertations* by clicking [here](#).

***Part-time students** are included in the sub-plans and should follow, to the best of their capacity, the established timeframe towards completion. Changes and modifications should be consulted directly with the student's main advisor and the graduate coordinator.

Additional Program Information

- **Enrollment requirements:** Please see the Catalog for graduate enrollment requirements. Per Departmental requirements, full-time students are expected to complete 12-18 credits in the first year, and students with graduate assistantships (GAs) are required to complete 9 credit hours per semester unless otherwise approved by their committee chair. Departmental graduate assistantship (GA) prioritizes PhD funding but can also fund MA students depending on availability.

NOTE: ANTH 790 class (Research Design, Professional Ethics, and Grant Writing for Anthropologists) should not be taken in the first year. Students are encouraged to take it in their second year, in consultation with their advisor.

- **Defense of the MA Thesis/PhD Dissertation:** Students must be registered for at least 3 credit hours in the semester that they defend.
- **Scholarships:** The Department of Anthropology offers scholarships to graduate students twice per academic year, once each semester. Awards include:

Angela Peterson Memorial Scholarship

Edwards and Olswang Grant

Patricia A. Rocchio Memorial Scholarship

Friends of World Anthropology Grant

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](#).

Institutional Engagement and Experience

The vision of the [Institutional Engagement and Experience](#) is to advocate, promote, and support the advancement of equity, inclusiveness, and empowerment of a continuously changing collegiate and global community. The mission is to provide leadership and support for UNLV's engagement mission: *to nurture equity, diversity, and inclusiveness that promotes respect, support, and empowerment*. This Office is housed under the Division of Human Resources and 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.

Graduate Appeals and Issue Resolution

The Office of Graduate Student Services at the Graduate College assists graduate and professional students with addressing concerns and overcoming personal, academic, or financial challenges that might hinder their ability to be successful in their program. The office also provides information and student-centered issue-resolution services and offers guidance, information, and assistance when regular channels have failed to provide graduate students with the information they need to solve problems. Please see website for more information:

<https://www.unlv.edu/graduatecollege/appeals-issue-resolution>

UNLV Global and the Office of International Student and Scholar Compliance

International Student and Scholar (ISSC) 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, 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
May 2016	Peter Gray	Small language edits along with a handful of modest changes to guidelines for prospectus, thesis and publishable paper defenses.
April 2018	Peter Gray	Edits to ANTH 790 and small edits to ensure links and contacts are current.
March 2020	Alyssa Crittenden Heather Nepa	Complete overhaul of degree timelines, number of electives within ANTH. Added information on non-thesis (publishable paper) tracks at both the MA and PhD level. Added information on annual evaluations, GA selection criteria, and student-faculty interaction (including codes of conduct and consensual relationship policy). Removed information on external grants and discipline specific websites in order to reduce length of document, as these resources are publicly available elsewhere. All changes ratified by faculty on March 25, 2020.
January 2023	Brian Villmoare Heather Nepa	Changed time-to-completion expectations, reflecting departmental vote at Aug. 2022 retreat.
August 2023	Matthew Montalto	Changed contact information for new Chair and Administrative Assistant. Updated Grad Coordinator Email.
March 2025	Iván Sandoval-Cervantes	Changed contact information for Graduate Coordinator, made minor changes in text.
April 2026	Iván Sandoval-Cervantes Jennifer Byrnes	Updated policies regarding course requirements and progress toward degree. Included language for part-time students, changed time to completion.