

Executive MBA (EMBA) Program Handbook

Lee Business School Mission Statement

Cultivating Leaders who Transform Business.

Welcome

We are thrilled to welcome you to campus and the Executive MBA program. You are about to embark on an experience unique to any other that you've participated in. The EMBA program will challenge you personally, professionally, and academically and, as a result, you will grow and develop your professional acumen, leadership skills, and the ability to analyze problems on an entirely different level.

To ensure that you begin your journey successfully, this handbook addresses many of the common questions EMBA students have during their time in the program. Each student is required to review the following materials to ensure a successful transition into academic life.

Below are some key points for your consideration prior to beginning class: ● **Where to park:** Each EMBA student will receive a UNLV Student Parking Permit in the mail the week before classes begin. Please place this permit on the bottom right-hand corner of your windshield. These permits are valid in student spaces only. Students displaying a valid student permit may park in faculty/staff spaces after 7 pm, with the exception of Lots I and G. To view a campus parking map visit: [UNLV Parking Lots](#)

It is recommended that EMBA students park in Lot F or H. Covered parking is available to students off Maryland Parkway and Cottage Grove Avenue in Parking Structure A, or in the parking area adjacent to the Thomas and Mack.

Please note that parking is not enforced on Saturdays, and students are free to park in any space labeled as —Student|| or —Staff.|| Students are not permitted to park in any spots marked as —Reserved.||

● **Where to go:** All EMBA classes are held on the third floor of Wright Hall (WRI). Rooms C301 and C303 are utilized for instruction on class days, and C302 and C304 are a part of the Executive MBA Suite located on the third floor of Wright Hall (WRI), C-304. To view a campus map visit: [UNLV Main Map](#)

● **Breakfast:** Breakfast is served each class day from 7:30 a.m. – 8:30 a.m.

● **Lunch:** Lunch is served each class day from 12:30 p.m. – 1:30 p.m.

● **Class times:** Morning class sessions are from 8:30 a.m. – 12:30 p.m. Afternoon class sessions are from 1:30 p.m. – 5:30 p.m.

● **Laptops/software:** Laptops are required for the EMBA program. It is strongly suggested that students have the most recent Microsoft Office Suite. Excel, Word, and PowerPoint are used frequently in classes. If you do not have the Microsoft software, let the EMBA office know, and we will help you acquire a student version.

● **Distribution of materials:** Typically, class materials are delivered to students, in class, two weeks prior to new classes beginning. Please be sure to look over each new course syllabus in order to ensure you complete any necessary readings and/or assignments prior to the new course start date.

- **What to bring:** Each student is different. Some prefer to take all notes on their laptops, while others feel most comfortable keeping notes in a traditional notebook. Bring those items that will make it most conducive for you to take notes and participate in class discussions such as paper, pens, pencils, and highlighters. Limited supplies such as scissors, stapler, 3-hole punch, sticky notes, etc. are available in the EMBA suite.
- **What to wear:** The classroom environment is intended to be comfortable and approachable. As such, students typically elect to wear casual clothes. Jeans are acceptable.
- **Refreshments:** Beverages and snacks are provided in the suite throughout the day. A variety of items are available; however, if you have a specific dietary requirement, please indicate your needs on the onboarding survey upon admission or alert an EMBA administrator.

We look forward to working closely with you over the next 18 months and ensuring that your academic experience is very successful. Please let EMBA Administration know if there is anything we can do to assist you in the program.

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 at 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

[Executive Masters in Business Administration](#)

Contact Information

Executive MBA Program

Program Director

Nadine Bentis, BEH 542B, nadine.bentis@unlv.edu

EMBA Administrative Offices BEH 544, BEH 542A, BEH 542B

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Program Requirements

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

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Culminating Experience

All students will complete EMBA720 – International Seminar. During this course, includes current environment and challenges of international business, which require integrative analysis of existing problems. Under faculty supervision, students visit selected international enterprises operating outside the United States and produce a written analysis including specific recommendations. May be repeated to a maximum of three credits.

Degree Program Benchmarks

The academic performance of students is reviewed on a regular basis. If it is determined that a student is not making satisfactory progress toward meeting degree requirements, or if the student's overall GPA falls below 3.00, the student will be placed on academic probation. Conditions and deadlines for the removal of probation will be specified. Failure to meet the conditions will result in separation from the EMBA program. Graduation requires a minimum overall GPA of 3.00 and completion of all course work, including the International Seminar.

Program Timeline

The EMBA program begins in June each year. Students complete all course work within an 18-month time frame and graduate from the program by December of the following year.

Professional Code of Ethics/Discipline Guidelines

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

International Seminar Policies

The International Seminar is a required course for EMBA program completion. There are many business visits and outings planned as a part of our travel itinerary. As a student in this class, you are expected to attend these visits and outings just like you are expected to attend class throughout the program. Depending on the circumstances, missing an outing or business visit during the International Seminar can impact your overall course grade.

Due to the robust nature of the International Seminar, there is a full itinerary, which is carefully planned well in advance. On occasion, it may be necessary to adjust the schedule based on unforeseen circumstances. Although every effort will be made to adhere to the schedule, the administration reserves the right to adjust the itinerary, as needed. Your professor, as well as the administration, has developed the itinerary based on providing an educational, enriching, and memorable experience for all participants. We discourage requests for changes in the schedule from students, but will accept recommendations and may consider reasonable requests if we determine the modification will benefit the overall educational experience. Please contact the program director with these requests.

Be mindful that students travel on the International Seminar as representatives of the EMBA program, UNLV, and the United States. Students are expected to conduct themselves in a professional manner at all times. We encourage you to enjoy the experience abroad and immerse yourself in the culture of the countries we visit. There is a zero-tolerance policy of harassment or prejudice of any kind. Any student displaying unethical, offensive, or illegal behavior will be asked to return to the United States at his/her expense and will not pass the course.

Airfare and hotels are booked far in advance of the actual travel dates. Students will be notified as to when these booking dates are final. If, for whatever reason, a student must change part of their travel itinerary after this date, costs associated with the change are the student's responsibility.

If feasible, an extension will be offered to students at the conclusion of the International Seminar. Typically, extensions are three days/two nights and are provided as a recreational experience. Destinations vary based on the area of the world we visit. For example, previous cohorts went on safari after the seminar in South Africa, or Phuket, a resort island, visited by students after the seminar to Vietnam and Thailand. Extensions are optional and at the student's expense. Details about any optional extension will be made available to students as soon as they are available.

The EMBA program arranges for students to travel safely from Las Vegas to the International Seminar destination(s) and then return from the seminar back to Las Vegas. The EMBA program also arranges travel for participants to the extension destination and back to Las Vegas. If a student elects to deviate from these

travel arrangements, it is the student's responsibility to coordinate these arrangements, as well as pay for any associated costs.

Spouses/significant others are not permitted to attend the International Seminar.

Program Attendance Policy

The Executive MBA Program is an intense program that requires active student participation both in and out of the classroom. For this reason, students are expected to attend each class session and be prepared to participate in discussions, group activities, and exercises. When a student is not present, it not only affects the learning of that individual, but it also undermines the quality of learning for the entire cohort.

It is understandable that circumstances may occur where a student needs to legitimately miss a class including illness, medical emergency, or family emergency. If a student is unable to attend a class session for any reason, it is the student's responsibility to contact the faculty member and EMBA administration prior to the start of class. Students may not miss more than three (3) class days over the entire 18-month program. Should a student miss more than the allowable days, disciplinary action may be taken including written warning, academic probation and, if necessary, separation from the EMBA program.

Additionally, students are expected to be on time for both the morning and afternoon sessions, as well as be in class for the duration of the session. Excessive tardiness or leaving early may also result in disciplinary actions.

The policy outlined above is UNLV EMBA Program policy; however, each professor may have his or her own classroom attendance policy for missed classes, which may include extra work or an effect on final grades based on attendance and class participation.

Course Completion Letters

At students' request, a course completion letter can be provided for submission to their employers. This letter will include the name of the course completed, the amount of credit earned, final course grade, and the cost for the completed course. If you have specific needs for employer reimbursements, we would be happy to provide those to you as well.

Course Evaluations

Suggestions and comments are vital for the continued development and improvement of the EMBA program. At the completion of each course, students will be required to answer a short, five-question survey and provide feedback on the class. These evaluations will be emailed as a link for completion online. Responses will be shared with the professor and his/her supervisor, but respondents' names will be kept confidential. Please ensure that your comments are constructive and limited to the evaluation of the course and teaching style of the professor, not a review of the professor's personality. These course evaluations must be completed within 10 days.

Annual Mandatory Individual Development Plan (IDP)

Each winter break and early spring term, graduate students are **required** to complete the Graduate Student Individual Development Plan (IDP) form [Formerly known as the Student Annual Review]. The review covers the prior calendar year and assesses student progress, and it establishes reasonable goals for the year ahead.

Faculty Advisors/Graduate Coordinators have the option to provide feedback to each students' submitted IDP and provide acknowledgement that they have reviewed the IDP.

Reported student data 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 in order to progress successfully through their programs in a timely manner.

Students who are graduating are also required to complete the form in order to record their achievements since the data is also used to track UNLV metrics related to the annual productivity of all students.

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.

Discipline Resources

The UNLV EMBA program is a member of the EMBAC Council. To learn more visit [Executive MBA Council](#)

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 Compliance (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 is 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	Department Vote Tally: Yes/No/Abs. (date of vote)	Changes summary
March 2023	Mary Ann MacDonald		Updated locations, director, and removed irrelevant/outdated information
4/6/2023	Nadine Bentis		Spacing issues and formatting