

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

In addition, students should consult the [UNLV Graduate College's Student Handbook](#) and, if applicable, [Graduate Assistant Handbook](#). In concert with this handbook, they contain many important policies that govern this program.

MPH in Public Health Program Handbook

Welcome

Welcome to the School of Public Health at UNLV. We strive to improve quality of life and to eliminate health disparities by providing quality education, research, service and leadership. The work of public health is to create conditions where people can be healthy. Because we focus on population health rather than on individual health, public health professionals require unique education, skills, and research opportunities. Our Master of Public Health (MPH) and Ph.D. degree programs provide a variety of study concentrations that will prepare students for a public health career. I am very excited to help shape the core and future of the UNLV School of Public Health. Come join us and become part of the public health community working for a better world.

Shawn Gerstenberger, Ph.D., Dean

UNLV School of Public Health

Vision and Mission

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

The mission of the School of Public Health (SPH) is to advance the science of public health, improve the health and quality of life of people in our communities, and work to eliminate health disparities in Nevada, the nation, and the world by providing leadership in quality education, research, policy, and service.

About the School of Public Health

The School of Public Health, formerly known as the School of Community Health Sciences, was established in 2004 and is dedicated to improving the health and well-being of people worldwide. Our departments, programs, and research units work to provide a diverse education, practical training experience and numerous community involvement opportunities to prepare students to become leaders and professionals in the field of public health.

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

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

Purpose

The purpose of this handbook is to provide program specific information that is not found in the UNLV Graduate Catalog. Students are responsible for understanding and following the policies and procedures delineated in this document and the UNLV Graduate Catalog, as well as the NSHE Code, UNLV Bylaws, and the UNLV Student Conduct Code. They are also responsible for understanding and following the policies and procedures in the [UNLV Graduate College's Student Handbook](#) and, if applicable, [Graduate Assistant Handbook](#).

Questions about UNLV Graduate College policies should be directed to the Graduate College:
GradAssociateDean@unlv.edu

Program Information

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

The focal area of each MPH sub-plan, or track, is described below:

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

Epidemiology and Biostatistics - Epidemiology is the study of the distribution and determinants of disease and injury. As the fundamental science in public health, it provides the tools we need to monitor and study health problems and design effective control measures. Epidemiology relies on the analytical methods of biostatistics to describe, analyze, and interpret health data. Biostatistics is the study of the methods and processes for statistical reasoning applied to public health studies, including likelihood methods for inference, epidemiologic statistics, clinical trials, and survival analysis. Epidemiology and Biostatistics are indispensable tools in conducting population health studies to improve health and reduce illness.

Social and Behavioral Health - Social and behavioral health brings the community to the forefront of public health through the development and evaluation of community-based programs that promote health and prevent disease. Health education, health communication, and study of the social determinants of health and health disparities are essential to improve social and behavioral health. Social and behavioral health is the aggregate of several purposeful activities including, but not limited to, program planning, evaluation, and administration designed to improve personal and public health through a combination of strategies, including the competent implementation of health education, risk factor detection, behavioral change strategies, health enhancement, and health maintenance.

Healthcare Administration and Policy - Healthcare Administration and Policy supports leadership, management, and administration of public health systems. Finance, marketing, information management, and health services management are essential aspects of building a strong public health infrastructure and shaping health policy. Students in Healthcare Administration and Policy gain a broad view of the healthcare delivery system and develop an understanding of health and disease. They develop analytical skills through the curriculum and internships to prepare them for leadership positions in the organization, financing, and delivery of healthcare services.

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

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

Program Requirements

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

Orientation

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

Individual Development Plan and Exit Surveys

Annual Mandatory Individual Development Plan: Each winter break and early spring term, graduate students are required to complete the Graduate Student Individual Development Plan (IDP) form. The review covers the prior calendar year and assesses student progress, and it establishes reasonable goals for the student for the year ahead. Faculty Advisors/Graduate Coordinators have the option to provide feedback to each students' submitted IDP and provide acknowledgements that they have reviewed the IDP. Reported student data is shared with students' graduate coordinators and advisors to foster opportunities for discussion about students' strengths and weaknesses, accomplishments and next requirements, and mentoring plans so that students know what they need to do in order to progress successfully through their program 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.

Exit Surveys: Additionally, students are required to complete a UNLV School of Public Health Exit Survey during their last semester in their program. These data assist in gathering information for future program improvements and post-graduate placements. This occurs during the culminating capstone experience, when students will be required to submit an Exit Survey evaluating their experience in the MPH program. This information is vital to the program to improve the quality of the courses, to provide valuable feedback to faculty, and to determine the students' perception of the program overall and their competency attainment. Students must also complete a UNLV Exit Survey administered at the time of graduation.

MPH Academic Advising

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

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

MPH Graduate Advisory Committee

The role of the MPH Graduate Advisory Committee is to guide the student through the degree program and to assist with and oversee the student's culminating experience – thesis or professional paper (see more information below).

In the first two semesters (or upon completing approximately 15 credits), students should become familiar with the SPH faculty members and their areas of research. They are encouraged to reach out to SPH faculty members whose research interests align with their own and identify a faculty member willing to serve as their Graduate Advisory Committee Chair (Advisor) .

The Graduate Advisory Committee Chair (Primary Advisor)

- The role of the Chair is to help you plan your program of study, progress through the various milestones, develop your research plan, and guide you through completion of a culminating experience that will make a significant contribution to the field.
- The advisor assigned to you at the time of admission may or may not be the individual you select to serve as your Committee Chair. It is the responsibility of the student to personally select an advisor to serve as Chair before completing the required core courses and prior to taking concentration area classes.
- The Committee Chair must be a full-time faculty member within the School of Public Health. For all sub-plans except the Generalist sub-plan, the Committee Chair must also be from your sub-plan's department unless you receive departmental approval.
- The Committee Chair must have Graduate Faculty Status through the Graduate College (this list is available through the Graduate College Website).
- The student and the Advisory Committee Chair will agree on a final program of study for completion of sub-plan coursework that will prepare the student for their culminating experience. The student will meet with their Chair to develop a proposed timeline for completion of the degree program.

[Degree Program](#)

[Degree Program Course Requirements](#)

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

The Graduate Advisory Committee (Remaining Members)

- Once a Chair is confirmed, the student, with the Chair's guidance, will assemble the remainder of their Graduate Advisory Committee.
- In addition to the Committee Chair, the Committee must include at least two more faculty members from the School of Public Health who hold UNLV Graduate Faculty Status with appropriate privileges. They serve as internal support faculty and do not need to be from your sub-plan area. They should bring expertise in key topic areas relevant to your culminating experience and/or have expertise in related methodological/analytical skills.
- The Committee must also include a Graduate College Representative from **outside** of the School of Public Health. The Graduate College Representative is a neutral, outside faculty member with UNLV Graduate Faculty Status who participates on the Committee to ensure that all Graduate College policies are followed, to make sure that all milestones in the student's progression are met appropriately, and to witness rigor, quality, and fairness throughout the student's culminating experience and defense. The primary role of this individual is to monitor the process to ensure the committee process adheres to all Graduate College requirements. Like other Committee members, the Graduate College Representative

must have the appropriately approved level of Graduate Faculty Status through the Graduate College.

It is *the student's responsibility* to establish and maintain their Committee; an approved Committee is required to complete the degree program requirements. Students must complete an Appointment of Advisory Committee Form in Grad Rebel Gateway when their Committee is assembled.

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

Changing Graduate Advisory Committee Membership

Students may elect to change their Graduate Advisory Committee Chair and/or Committee Members during their graduate studies, but depending on the timing and reason, this may necessitate adjustments to their course of study. Upon departmental recommendation and Graduate College approval, the Advisor will be changed. It is strongly recommended that there are no changes during the final semester of the program. Students must complete a new Appointment of Advisory Committee Form in Grad Rebel Gateway if changing the makeup of the Committee.

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

MPH Internship

The School of Public Health Internship Program provides students with valuable experiential learning opportunities that connect academic competencies with real-world public health practice. Through community-based internship projects, students gain practical experience while contributing to meaningful public health initiatives.

All Master of Public Health (MPH) students, including those in the EGH, EAB, HED, HCA, and Generalist tracks, are required to complete the internship course, EGH 793. This is a 3-credit academic course that requires the completion of 200 supervised internship hours at an approved community partner site.

EGH 793 is a formal course, similar to other UNLV courses, in which students complete assignments, meet course requirements, and earn a final grade based on the course syllabus. Students must be officially enrolled in EGH 793 during the semester in which they complete their internship hours. Internship hours completed outside of an approved and enrolled term will not count toward degree requirements.

Course Requirements and Prerequisites

- The internship is typically completed in the semester prior to the culminating experience (thesis or professional paper). The internship may be completed in the final semester if needed and approved.
- Students should have a minimum of 23 completed credits prior to beginning the internship.
- Students must meet with the Internship Coordinator to review eligibility, prerequisites, and appropriate internship opportunities prior to applying.
- Consent of the Internship Coordinator is required to enroll in EGH 793. Enrollment permission will be provided after approval of the Internship Project Proposal and completion of required onboarding steps.

Internship Hours and Credits:

- Successful completion of 200 internship hours is required for 3 academic credits. (EGH 793)

Internship Project Proposal:

- Students must submit and receive approval of an Internship Project Proposal from the Internship Coordinator, prior to beginning the internship.
- Approval is contingent upon meeting all academic requirements and onboarding compliance.

Onboarding Compliance:

- Students must complete all required onboarding components (for example, health requirements, background check, and drug screening, as applicable) prior to beginning their internship.
- Requirements vary by site and are coordinated through the Internship Coordinator.

International Students (F-1 Visa):

- Curricular Practical Training (CPT) approval is required prior to beginning any internship experience.
- International students should work with both the Internship Coordinator and the International Student and Scholar Compliance (ISSC) office to determine eligibility and complete required steps.

Academic and Accreditation Requirements:

The internship experience is designed to support competency development aligned with accreditation standards. Students will complete course assignments and maintain documentation of their internship activities throughout the semester.

Project deliverables and course assignments are evaluated to demonstrate achievement of public health competencies. These materials may be used for accreditation reporting and program evaluation purposes.

Accreditation standards and requirements may be updated periodically. As such, course expectations, assignments, and internship requirements may change to remain compliant with accrediting bodies. The most current requirements will always be reflected in the course syllabus and the School of Public Health Internship Handbook.

Additional Information: For detailed information regarding internship placement, approval processes, onboarding requirements, and timelines, please refer to the School of Public Health Internship Handbook: <https://www.unlv.edu/publichealth/internships>

Culminating Experience

There are two options for the MPH culminating experience, a Professional Paper (3 credits) **or** a Thesis (6 credits). Students should consult their Advisory Committee Chair early in their program to determine whether the professional paper or the thesis is the best option for their academic and career goals.

Regardless of whether a student completes a professional paper or thesis, the student must complete all of the following: 1) a written prospectus, 2) an oral presentation of the prospectus, 3) a written final document, and 4) an oral presentation of the full, final document.

Similarly, whether a student completes a professional paper or thesis, the student must complete a Culminating Project Competency Identification Form. This requires the student to demonstrate the attainment of five academic learning competencies through the culminating experience project. These competencies should be a mix of MPH foundational competencies and MPH track-specific competencies. The form can be obtained from the SPH and must be signed by the Advisory Committee Chair, who also evaluates the student's attainment of the selected competencies.

- **SPH Forms:** Culminating Project Competency Identification Form

Option 1: Professional Paper (3 credits)

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

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

Students may not enroll in professional paper credits until they have completed all course requirements (except the professional paper) and passed their professional paper prospectus defense.

Students who choose the professional paper option must complete an additional elective course compared to those students who are completing a thesis.

Option 2: Written Thesis (6 credits)

The written thesis is a research-focused project that generates new knowledge in the field of public health. Unlike the professional paper, which applies existing knowledge to practical problems, the thesis involves conducting original research, analyzing data, and drawing conclusions that contribute to the academic body of knowledge. Students can access sample MPH theses through the [UNLV Library](#) via ProQuest.

Students may not enroll in thesis credits until they have completed all course requirements (except the thesis) and passed their thesis prospectus defense.

The thesis option requires six credit hours. Students selecting the thesis option will take one fewer elective course than those completing a professional paper.

A student completing a thesis must conform with all Graduate College requirements, policies, and procedures related to theses. This includes Graduate College deadlines and formatting requirements. These can be located through the Graduate College's website.

Prospectus

After the student and their Academic Advisor agree on a topic and methods for the thesis or professional paper, the student will develop and formally present the proposed plan (prospectus) to the Graduate Advisory Committee orally and in writing.

Once the Graduate Advisory Committee approves the student's prospectus, the student may begin their research.

Written Prospectus: The written part of the prospectus should include:

- Cover page: Proposed title, student's name, Department, and Graduate Advisory Committee members.
- Abstract: A brief summary of the proposal (usually between 250-500 words).
- Chapter 1: Introduction. This section should present a detailed discussion of the problem to be addressed by the research or project, the objective of the project, and its significance to the field.
- Chapter 2: Background and significance. This section includes a detailed review of the academic literature that provides background information and support for the proposed project. The purpose of this section is to demonstrate that the student understands what is currently known about the topic, gaps in knowledge, problems or issues requiring further study or analysis, and how the proposed project will address these gaps/problems.
- Chapter 3: Methods. This section should provide, at a minimum, a step-by-step description of the

proposed project. This may include: a research question, hypotheses, theoretical framework, research design, data sources, protection of human subjects, analytical methods, research limitations, and expected results and significance.

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

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

Oral Prospectus Presentation: The oral defense of the prospectus is a public presentation of the project plan that reflects the content of the first three chapters in the written document. Students, faculty, and other interested persons are invited to attend prospectus presentations.

The format consists of a 30-minute oral presentation of the written document, usually using slides, and is open to the public, followed by a question-and-answer session. The Graduate Advisory Committee will then deliberate privately to determine whether the student is ready to proceed. There are three possible decisions the committee can render:

- *Pass* – The student is able to begin their research. The Graduate Advisory Committee may have minor edits or suggestions.
- *Pass with Conditions* – The Committee may ask the student to modify the written document, address additional issues, or respond to any Committee questions or concerns. The student will submit the revised written prospectus to the Committee. The student does not have to repeat the oral presentation.
- *Fail* – A student who fails the prospectus must arrange a meeting with their Committee Chair to discuss options for addressing the identified problems. If the student fails the first attempt, they will be placed on probation via the Graduate College process. Students may repeat the prospectus once. If the student fails any part of the prospectus (written/oral or both) a second time, they will be separated from the program after being placed on probation.

The prospectus presentation is a public presentation. Notice must be posted two weeks in advance and scheduled with the SPH Administrative Assistants. The Graduate College also requires the student to email the date, time, and location of the presentation to GradRebel@unlv.edu at least 14 days before the public presentation.

- SPH Forms: None Required
- GRADUATE COLLEGE FORMS: Prospectus Approval Form

Final Defense

Written Thesis or Professional Paper: The final document must comprehensively present the project plan, process, and findings in a well-organized and detailed manner. At a minimum, this includes:

- The abstract, Chapters 1 through 3 from the prospectus;
- Chapter 4: Results – presenting the project findings in detail; and
- Chapter 5: Discussion – including the implications of the project for the field, along with recommendations for future policy and practice, where applicable.
- References: Complete citations in APA format for all referenced works.

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

To reiterate, a student completing a thesis should conform with all Graduate College requirements, policies, and procedures related to theses. This includes Graduate College thesis deadlines and formatting requirements.

All thesis must be submitted to iThenticate for a similarity check prior to submission of the final document to the Graduate College. A copy of the similarity report must be submitted to the student's Graduate Advisory Committee at the time of the final defense, and it will be taken into account when determining the outcome of the defense. If the student passes their defense, the report shall be attached to the Culminating Experience Results form before submission to the Graduate College.

Oral Thesis or Professional Paper Defense:

After submitting the professional paper or thesis document to the Advisory Committee, the student must pass a final oral examination that involves the successful defense of their project. All Graduate Advisory Committee members must be present for the defense and may question the student following the presentation of the project. The defense will be scheduled and conducted in accordance with the Graduate College/School's policies for thesis/professional paper completion.

Similar to the prospectus, the final oral defense involves a 30-45-minute presentation with slides, followed by the student responding to questions from the Graduate Advisory Committee and the public audience. The Committee will then deliberate in private to make the final decision. Additional revisions to the thesis or professional paper may be requested by the Committee and must be completed and approved by the Advisory Committee Chair.

The defense is a public presentation. Notice must be posted two weeks in advance and scheduled with the School of Public Health Administrative Assistants. The Graduate College also requires the student to email the date, time, and location of the presentation to GradRebel@unlv.edu at least 14 days before the presentation. While SPH Administrative Assistants can assist in the email to GradRebel@unlv.edu, it is the student's responsibility to ensure the Graduate College is notified.

A student who fails the first attempt, will be placed on probation via the Graduate College process. A student who fails the second attempt may be separated from the program after being placed on probation.

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

Graduation

Upon completion of all requirements and successful final oral defense of their thesis or professional paper, the student is eligible for graduation. Students should apply for graduation the semester before they plan to graduate.

Students intending to graduate must:

- Submit their thesis for review to the Graduate College. The instructions for format review and final submission may be found on the [Graduate College website](#)
 - Note: professional papers are not submitted to the Graduate College for review. However, students must provide a copy of their final professional paper to SPH by emailing it to your Advisory Committee chair AND admin.sph@unlv.edu. The paper will be kept on file at the School.
 - Apply for graduation via MyUNLV by the semester deadline posted on the Graduate College website
- SPH Forms: SPH Exit Survey
 - Graduate College Forms: Graduation application, Graduate College Exit Survey.

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

Suggested Timeline for Key Action Steps

Semester	Steps	Forms
First Semester	- Attend orientation - Meet with academic advisor	Appointment of Advisor Form
Second Semester	Select an Advisory Committee Chair and establish an Advisory Committee (or near completion of ~15 credits)	Appointment of Advisory Committee Form
Third Semester	- Submit the Proposed Plan of Study Form (or near completion of the majority of course credits, prior to prospectus defense) - Complete written and defend (oral) Prospectus and submit Prospectus Approval Form. - Complete Internship Experience Requirement (or near completion of at least 23 credits)	- Plan of Study Form Part I (through Grad Rebel Gateway) & Part II (attachment) - Prospectus Approval Form - Culminating project Competency Identification Form
Fourth Semester	- Apply for graduation early in the semester (check dates) - Complete written and defend (oral) thesis/professional paper and submit completed Culminating Experience form to Graduate College - Submit final copy of thesis to Graduate College by established deadline - Submit final copy of Professional Paper to Advisory Committee Chair and SPH Administrative Assistants	- Culminating Experience Results Form - Graduation Application - Graduate College Exit Survey - SPH Exit Survey

Professional Code of Ethics/Discipline Guidelines

UNLV Graduate College policy regarding academic integrity can be found in the graduate catalog.

Annual Review Procedures

Each winter break and early spring term, graduate students are **required** to complete the Graduate Student Individual Development Plan (IDP) form. See above.

Probation and Separation

If a student fails to successfully progress in their degree program, their department/school will recommend that the student be placed on probation by the Graduate College. Students on probation may be dismissed/separated from their program for failing to successfully meet the conditions of their probation by the deadline provided and/or for committing another probationary action while on probation. Any remarks indicating unsatisfactory or questionable progress must be addressed.

Please see the [Probation and Separation](#) section of the Graduate Catalog for more information.

The MPH in Public Health Program adheres to the academic policies outlined in the Graduate Catalog at the time of admission. All students should be thoroughly familiar with these.

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

1. The School of Public Health Graduate Studies Committee will review each graduate student's progress at the end of each semester. All students and their Advisor will be notified individually regarding their unsatisfactory progress in the graduate program on an annual basis. Any remarks indicating unsatisfactory or questionable progress must be addressed in full.
2. Evaluation of a student's progress will be in the following areas: (a) contingencies noted at the time of matriculation; (b) filing of required forms with the Graduate College; (c) course grades (a

passing grade in School of Public Health is a B or higher. B- or lower is considered failing); (d) progress and quality of work on the thesis or professional paper; (e) if funded, performance as a Graduate Assistant; and (f) upholding high standards of academic rigor.

3. If, using the criteria listed above, a student is making unsatisfactory progress the student may be separated from the program or put on academic probation. See the Graduate Catalog Probation and Separation section for more information. For a student on probation, the problems or requirements stated in the letter to the student must be corrected or fulfilled by the established deadline. If they are not, or if there is further unsatisfactory progress during any subsequent semester, the student may be separated from the program. Students are not eligible for School of Public Health scholarships while on probation.
4. If a student regards the School of Public Health Graduate Studies Committee's evaluation to be unjust, a request for reconsideration during a meeting of the School of Public Health graduate faculty may be made of one's advisor, the Chair of the School of Public Health Graduate Studies Committee, or the Graduate Coordinator. The student will present the case in writing one week prior to the meeting to discuss the case and may choose to be present at the beginning of the meeting for discussion of the situation. The graduate faculty will deliberate the case without the student being present and, within one week, render its decision in writing. If a student remains unsatisfied with the faculty's findings, an appeal may be pursued through university channels. Please see the current Graduate Catalog for details submitting appeals. Students have the option to reach out to the Graduate College at any point to discuss their concerns/questions.

Policies regarding separation and probation are available in the Graduate Catalog in the Academic Policies section.

Additional Program Information

Continuous Enrollment

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

Leave of absence

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

Graduate Assistantships

Only students with full graduate standing are eligible for graduate assistantships. There are a limited number of assistantships available for students in the School of Public Health. Assistantships are highly competitive and are generally awarded based on academic merit to second year students.

If you are interested in applying for an assistantship, you must first complete and submit the application in the Graduate Rebel Gateway.

Please also be sure to consult the [Graduate Assistant Handbook](#). It will answer many of your questions.

Public Health Student Association (PHSA)

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

Delta Omega Honorary Society in Public Health

The Delta Theta Chapter of the Delta Omega Honorary Society in Public Health was approved by the Executive Committee of Delta Omega on July 15, 2016. Up to 10% of the graduating student body in the School of Public Health, who must be in the upper 25% academically, may be nominated and inducted as new members each year.

Ethics and Behavior

UNLV policies regarding [Academic Integrity](#) apply to all SPH students. The Graduate College policy regarding academic integrity can be found in the Graduate Catalog and also applies to MPH students.

The faculty, staff, and administrators of the School of Public Health are united in their support of the American Public Health Association's [12 Principles of the Ethical Practice of Public Health](#) and encourage students to [utilize these practices in their program work, research, and all other aspects of public health work](#). In addition, the members of the school adhere to the UNLV Code of Ethics and Conduct for all university employees. Finally, members of the School of Public Health embrace the university's Student Code of Conduct. This includes uphold high standards of academic honesty and rigor.

Commendations

To submit a supportive statement about the public health program, its faculty and staff, or the advising center that is positive in nature, select a submission route from the options listed below:

- Supportive statements about an administrative assistant: send the documents directly to the Dean (Shawn Gerstenberger), the respective Department Chairs or the Business Manager (Connie Correia).
- Supportive statements about a faculty member: send the documents directly to their respective Department Chair.
- Supportive statements about a school's professional staff member or administrative faculty who is not an administrative assistant: send the documents directly to the Dean (Shawn Gerstenberger) and the respective Department Chair. Supportive statements about the school's Associate Dean(s): send the documents directly to the Dean. (Shawn Gerstenberger)
- Supportive statements about the school's Dean: send the documents directly to the Office of the Executive Vice President and Provost.
- Supportive statement about an event, program, or situation: send the documents directly to the Dean (Shawn Gerstenberger) and the respective Department Chairs

Academic Complaints – Student Generated.

Unfortunately, there may be instances where a student encounters an academic situation that they believe is unacceptable. While it is not possible to provide an exhaustive list of such circumstances, the following guidelines outline the steps students should take to seek a resolution within the department or school. To address concerns effectively, students should follow these steps in the order provided:

1. Talk to the faculty or staff member first – Attempt to resolve the situation with a meeting with the faculty member. Bring all documents to the meeting that pertain to the situation. Once completed, compose a written summary of what was said – this is especially important if the situation was not resolved to your satisfaction.
2. Meet with the Department Chair – If the meeting with the faculty member is unsatisfactory, ask to meet with the faculty member's department chair. Bring your summary of the meeting and any other pertinent documents.
3. Meet with the Dean of the School of Public Health – If the meeting with the Department Chair is unsatisfactory, ask to meet with the School's Dean. Bring summary documents about previous meetings and any other information applicable to the issue.
4. Submit a Graduate Appeal Form via Graduate Rebel Gateway. – If the meeting with the dean is unsatisfactory, please contact the Graduate College.

The following preparation is recommended, but not required, for students who wish to submit an academic complaint:

- Write/keep a chronology of the events in a dedicated file.
- If the issue is course-related, address the standards that were set for the work in your narrative—avoid comparisons with other students.
- If the issue is directly about a person's alleged behavior, be as precise as possible in your description.

- If any meetings / discussions take place, write a brief summary of the interaction as soon after the meeting as possible and save it in your dedicated file.

If the issue is resolved internally, the student will be contacted via university email sent by the school / department. The email will verify the outcome of the meeting and summarize the procedure. The school / department will retain a copy of the email.

If the issue is unresolved, the student will have the opportunity to submit an appeal form via the Grad Rebel Gateway that details the disagreement. The final review and resolution of the issue will be conducted by the Graduate College. Please see the Graduate Catalog for details about the appeals process.

Complaint about Faculty / Staff Behavior toward a Student / Group of Students – Student(s) Generated

- Ask to meet with the Department Chair. Bring all pertinent information to the meeting. NOTE: The chair may ask to have the meeting with others present (e.g. the SPH Dean). The Department Chair may advise you to meet with the Director of Student Rights and Responsibilities and/or the Academic Director of the Office of Compliance.
- If the meeting with the Chair is unsatisfactory, ask to meet with the SPH Dean. Bring summary documents about previous meetings and any other information applicable to the issue.
- If the meeting with the SPH Dean is unsatisfactory, contact the Executive Director of the Office of the Vice Provost for Academic Affairs (facultyaffairs@unlv.edu) for an appointment.

Complaints – Faculty/Staff Generated

If a situation needs to be reported by a faculty or staff member in the School of Public Health about a student, the faculty / staff member follows the guidelines as detailed on the Office of Student Rights and Responsibilities website ([Student](#) Rights and Responsibilities).

Complaints – Resolved outside of SPH

There are two categories of actions that are resolved external to the School of Public Health. They are:

Appeals: These are issues (e.g. grade change, class withdrawal, etc.) that require forms from the list of options provided at [Forms](#).

Refer to the Academic Policies section of the Graduate Catalog. Students can complete an appeal form through the Grad Rebel Gateway and may contact the Graduate College at grad.rpc@unlv.edu.

Grievances: These are issues that can be personal in nature (e.g. sexual harassment ([Help with Complaints](#)), discrimination ([Discrimination Complaint and Investigation Procedure](#))). The appropriate initial step is directly to contact the Director of Students Rights and Responsibilities and/or the Director of the Office of Compliance.

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

Last revised	Revised by	Changes summary
4/1/2025	Courtney Coughenour	Updated information about forms, clarified policies and procedures, updated suggested time
4/8/2026	Max Gakh	Updated information

MPH HANDBOOK ACKNOWLEDGEMENT FORM

I, _____ have received and read the MPH Handbook.

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

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

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

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

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

Signature of Student

Date

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