



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.

Ph.D. 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 workers require unique education, skills, and research opportunities. Our degree programs provide a variety of study concentrations in the Ph.D. and Master of Public Health degrees 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 teaching, research, and community action and to be a magnet 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, and service.

About the School of Public Health

The School of Public Health (SPH), 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 Public Health Ph.D. program is designed to prepare students for careers in which advanced analytical and conceptual capabilities are required, such as university teaching, research, consulting, policy development, or other high-level positions. The curriculum provides a comprehensive and interdisciplinary examination of topics and experiences necessary to produce graduates who are ready to secure employment in the public health arena.

The Public Health Ph.D. at UNLV offers four sub-plans. Requirements for each area include a set of core classes, additional sub-plan specific classes, elective options, a written and oral comprehensive exam, and a dissertation. Please refer to the [Graduate Catalog](#) for additional information.

The focal area of each PhD sub-plan is described below:

Environmental and Global Health (EGH) - 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 (EAB) - 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. Biostatistics is an indispensable tool in improving health and reducing illness.

Social and Behavioral Health (SBH) - 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 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.

Health Service Management and Policy (HSMP) - Health Service Management 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 the Department of Healthcare Administration gain a broad view of the health care delivery system and develop an understanding of health and disease. They develop analytical skills through the curriculum to prepare them for leadership positions in the organization, financing, and delivery of healthcare services.

Program Requirements

Program requirements regarding [admission, coursework, and culminating experience are found in the graduate catalog](#). All Graduate College forms are available in the student's Grad Rebel Gateway and are completed and signed electronically. 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 to 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 student's 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 at the end of the dissertation work, when students will be required to submit an Exit Survey evaluating their experience in the Ph.D. 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.

Advising

Each student will be assigned a temporary academic advisor (separate from their Ph.D. 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 obtain advising by the end of their first semester in the program. Additional advising sessions may be required each 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 original 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

Ph.D. Graduate Advisory Committee

The role of the Ph.D. Graduate Advisory Committee is to guide the student through the degree program and to assist with and oversee the student's dissertation work.

In the first semester, students should become acquainted with the SPH faculty, and before completing their core coursework, select a Graduate Advisory Committee Chair (Advisor) in their area of interest who is willing to serve in this role.

The Graduate Advisory Committee Chair (Advisor)

School of Public Health Ph.D. students will select a Graduate Advisory Committee Chair who will serve as their primary advisor. However, faculty members have the discretion to accept or decline this role based on their availability, expertise, and other professional considerations.

- 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 your independent research project (dissertation) 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 Chair. It is the responsibility of the student to select an Advisor to serve as Chair of their Graduate Advisory Committee. This should be completed before completing the required core classes and prior to taking concentration area classes.
- The Chair must be a full-time faculty member within the School of Public Health; further, the Committee Chair must have appropriately approved Graduate Faculty status through the Graduate College. (A list is available through the Graduate College: Graduate Faculty Status website.)
 - **SPH Forms:** None Required
 - [Graduate College Forms:](#) Appointment of Graduate Advisor

Ph.D. Graduate Advisory Committee (Remaining Members)

- Once a Chair is confirmed, the student, with their 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. 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 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 their 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. Any Committee changes must be approved by the Graduate College. 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

Degree Program

Course Requirements

The student and the Advisory Committee Chair will agree on a final program of study for completion of sub-plan (concentration) coursework that will prepare the student for dissertation research. The student will meet with their Advisory Committee Chair to present their proposed plan of study, an outline of their dissertation research, and a proposed timeline for completion of the degree program.

Students who have an MPH will complete 54 credit hours. Students with a master's degree in a related field must also complete 54 credits and up to an additional 15 credits of deficiency.

- SPH Forms: None Required
- Graduate College Forms: Plan of Study parts 1 and 2

Comprehensive and Qualifying Exams

The Written Comprehensive and Oral Qualifying exams vary based on departmental sub-plan. Differences may include how the exams are administered (e.g., in-person vs. take-home), which courses must be completed prior to the exam, and the timing of when exams can be taken throughout the year. These variations reflect the expected proficiencies of Ph.D. students within each department. Department Chairs will provide Ph.D. students with specific information regarding the administration and requirements of the Comprehensive and Oral exams.

Written Comprehensive Exam

All students are required to pass a written Comprehensive Examination. The examination is designed to assess the student's ability to synthesize core knowledge in the field of public health, as demonstrated by the selection and integration of information from several doctoral courses, and is evaluated by written responses to examination questions.

The Comprehensive Examination may only be repeated once and must be repeated within a year of the initial attempt.

Students unable to pass the Comprehensive Examination after a second attempt may be separated from the program. See Graduate College policies on probation and separation.

Oral Qualifying Examination

Upon passing the Written Comprehensive Exam, the student will complete an Oral Exam conducted by the student's Graduate Advisory Committee. All members must be present during the oral exam. If the outside Graduate College Representative is unable to attend, the exam will be postponed.

The student will present their proposed dissertation research topic and is expected to demonstrate knowledge of general and/or concentration specific areas related to their dissertation topic. Oral Exams are scheduled on an individual basis.

The Oral Qualifying Examination may only be repeated once and must be retaken within a year of the initial attempt. Students who fail the first attempt will be placed on academic probation via the Graduate College process. Students unable to pass the Oral Qualifying Examination after a second attempt may be separated from the program. Please refer to Graduate College policies on probation and separation.

- SPH Forms: Departmental Milestone Results Form
- Graduate College Forms: None

Prospectus

Ph.D. students may enroll in 3 dissertation prospectus credits. These credits can be taken concurrently with other coursework.

To maintain steady progress toward degree completion, students should work closely with their Graduate Advisory Committee Chair to plan their prospectus defense timeline. Proper sequencing will ensure that they have sufficient coursework or prospectus credits remaining to stay on track for continuous enrollment and timely completion of their program.

After the student and their Chair agree on a topic and methods for the dissertation research, the student will develop and formally present the proposed plan (prospectus) to the entire Graduate Advisory Committee, both orally and in writing. The written portion must be provided to the Graduate Advisory Committee no less than two weeks before the scheduled oral presentation.

Once the Graduate Advisory Committee approves the student's prospectus, the student may advance to candidacy and begin their research. Students are not permitted to register for dissertation credits until they have completed all required coursework and successfully defended their prospectus (and have a completed Advancement to Candidacy form on file).

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 one-page 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, the objective of the research, and its significance to the field.
- Chapter 2: Background and significance. This chapter included a detailed review of the academic literature that provides background information and support for the proposed research. 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, and how the proposed study will address these gaps/problems.
- Chapter 3: Methods. This section should provide a step-by-step description of the 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.

Oral Prospectus Presentation: The oral defense of the prospectus is a public presentation of the research plan that reflects the content of the three primary chapters in the written prospectus document. It involves a 30-minute presentation of the written document, usually with slides, followed by a question-and-answer session. Students, faculty, and other interested persons are invited to attend prospectus presentations.

Notice must be posted two weeks in advance and scheduled with the School of Public Health's 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 .

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 Graduate Advisory 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* – If the student fails the prospectus, they must arrange a meeting with their Advisor to discuss options for addressing the identified problems. After the first failed attempt, the student will be placed on academic 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 academic probation.

Required

- SPH Forms: None
- Graduate College Forms: Advancement to Candidacy Form

Note: Advancement to candidacy will be approved **only** after the student has successfully completed:

- All required coursework
- Written Comprehensive Exam
- Oral Qualifying Exam
- Prospectus

Written Dissertation

The written dissertation is the culmination of the student's research. The final document should present the totality of the research plan, process, and results in a well-written, detailed manner. At a minimum, it includes:

- the abstract, Chapters 1 through 3 from the prospectus;
- Chapter 4: Results – presenting the research findings in detail; and
- Chapter 5: Discussion – including the implications of the findings for the field, along with recommendations for future policy and practice where applicable.

The School of Public Health requires the use of APA style. The written portion of the Dissertation must be provided to the Graduate Advisory Committee no less than two weeks before the scheduled oral presentation.

Students can access sample PhD dissertations through the [UNLV Library](#) via ProQuest.

The [Graduate College](#) provides requirements and information on formatting and submission of the written dissertation document. The School of Public Health also allows students the option of a three-manuscript dissertation. Please see [formatting requirements specific to this option provided by the Graduate College](#).

*As noted above - students are not permitted to register for dissertation credits until they have completed

all required coursework and successfully defended their prospectus (and have a completed Advancement to Candidacy form on file).

Final Oral Defense

After submitting the written dissertation document to the Advisory Committee, the student must pass a final oral examination that involves the successful defense of their dissertation research. All Graduate Advisory Committee members must be present for this examination and may question the student following the presentation of the study. The defense will be scheduled and conducted in accordance with the Graduate College policies for dissertation 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 their Graduate Advisory Committee and the public audience. The Committee will then deliberate in private to make the final decision. Additional revisions to the dissertation may be requested by the Committee members 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's 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. While the Administrative Assistants can assist in the email to GradRebel@unlv.edu, it is the student's responsibility to ensure the Graduate College is notified.

If the student fails the first attempt, they will be placed on probation via the Graduate College process. If the student fails the second attempt, they may be separated from the program after being placed on probation. All dissertations 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.

- SPH Forms: None Required
- [Graduate College Forms](#): Culminating Experience Results Form

Graduation

Upon completion of all requirements and successful final oral defense of their dissertation, 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 dissertation for review to the Graduate College. The instructions for format review and final submission may be found on the [Graduate College website](#).
- Apply for graduation via Grad Rebel Gateway by the semester deadline posted on the Graduate College website
 - SPH Forms: SPH Exit Survey
 - Graduate College Forms: Graduation application, Graduate College Exit Survey
- Sample Program Timeline (see: [Graduate College Study Timeline](#))

A student beginning a doctoral degree program and holding a master's degree in an appropriate field of study must complete all doctoral degree program requirements within six years.

Time	Steps	Graduate College Forms
First Semester	• Attend orientation • Meet with temporary advisor	• Appointment of Advisor Form
Second Semester	• Identify Advisory Committee Chair • Finalize Graduate Advisory Committee • Complete core coursework	• Appointment of Graduate Advisory Committee Form
Third Semester	• Concentration coursework	
Fourth Semester	• Complete concentration coursework • Written Comprehensive Exam • Oral Qualifying Exam • Submit the Proposed Plan of Study Form (or near completion of the majority of course credits, prior to prospectus defense)	• Plan of Study Form Part I (through Grad Rebel Gateway) & Part II (attachment) • Departmental Milestone Results Form after passing comprehensive exams
Fifth Semester	• Complete elective coursework • Complete written and defend (oral) Prospectus and submit Advance to Candidacy form • Apply for graduation	• Advancement to Candidacy Form
Final Semester	• Complete written dissertation • Defend (oral) dissertation • Submit final copy of dissertation to Graduate College by established deadline • Graduate	• Culminating Experience Results Form • Graduate College Exit Survey • SPH Exit Survey

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 offense while on probation.

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

The Ph.D. 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 Ph.D. 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) quality of work on the comprehensive exams; (E) progress and quality of work on the dissertation; (F) if funded, performance as a Graduate Assistant; and (G) 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 Probation and Separation Section of the Graduate Catalog 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, a grievance may be pursued through university channels. Please see the current Graduate Catalog about Appeals for details.

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

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 available through the Grad Rebel Gateway.

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

Public Health Student Association (PHSA)

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 PhD students. In addition, plagiarism at any time during the program as well as any collaboration (failure to complete independently) on the written comprehensive exam may result in program removal.

Please remember to be sure to maintain respect and professionalism at all times with your classmates and professors.

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](#).

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:

- 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.
- 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.
- 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.
- 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, 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 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
December 15, 2014	M. Chino	
July 15, 2015	M. Buttner	
September 21, 2015	S. Moonie	
June 29, 2016	S. Moonie	
10/5/2016	S. Moonie	Updated all outdated info, hyperlinks, increased font size
4/23/2018	M. Buttner	Editorial revisions; added links; modified Oral Exam section
3/20/2019	J. Pharr	Editorial revisions; updates to be consistent with current practice
3/5/2020	J. Pharr	Editorial revisions; updates to be consistent with current practice
4/1/2025	C. Coughenour	Updated information about forms, clarified policies and procedures, modified the suggested student timeline
4/8/26	M. Gakh	Updated information to reflect practice, editorial revisions