GRADUATE FACULTY HANDBOOK

UNLV | GRADUATE COLLEGE

GRADUATE FACULTY HANDBOOK

August 2026

TABLE OF CONTENTS

TABLE OF CONTENTS **2**

LIST OF COMMON TERMS & ACRONYMS **11**

GREETINGS FROM THE VICE PROVOST FOR GRADUATE EDUCATION AND DEAN OF THE GRADUATE COLLEGE **13**

Disclaimer 14

THE UNIVERSITY CONTEXT **15**

ABOUT THE GRADUATE COLLEGE **16**

Graduate College Location: 2nd Floor of the University Gateway Building 16

Graduate Education at UNLV and The Top Tier Mission 16

Equal Opportunity 17

TITLE IX Statement 17

The Office of the Senior Vice Provost for Academic Affairs 17

Organizational Structure of the Graduate College 18

Graduate College Organizational Chart 20

Graduate College Contacts 20

Unit Contact Information 20

Appointments and Tours with Recruitment Team Members 24

Visit Us 24

UNLV Tracking of FTE, Headcount Enrollment, and Weighted Student Credit Hours 24

GRADUATE E-SYSTEMS & DATA RESOURCES **24**

Grad Rebel Gateway 24

MyUNLV 25

Kira 25

RebelDocs/Softdocs 25

COMMUNICATIONS AND INFORMATION RESOURCES **26**

Graduate Catalog 26

Program Handbooks 27

Degrees Directory 28

Forms 28

Graduate College Website 28

Graduate Program Websites in Schools/Colleges/Departments 28

Academic Program Accreditations 30

Social Media 30

Calendars 30

Academic Calendar Fall 2026-Summer 2027 30

Spring 2027** 36
Summer 2027 Session I 40
Summer 2027 Session II 41
Summer 2027 Session III 42
Office of the Registrar and Schedules 43
UNLV Calendars 43
Sports 44
Fine Arts Performances 44
Graduate College 44
The Grad Academy 44
Library 44
Graduate College Communications to Students 44
Online Surveys, Annual Individual Development Plan, and Exit Surveys 45
Family Educational Rights and Privacy Act (FERPA) 46
THE GRADUATE FACULTY 46
The Role of Graduate Faculty 46
Graduate Faculty Rights and Responsibilities 46
Graduate Faculty Status (GFS) 46
GFS Privileges Table 49
The GFS Application 50
Faculty Leaving UNLV 51
Annual Review of Graduate Faculty 52
Graduate Faculty Opportunities and Awards 52
UNLV Graduate College Award Programs 52
Graduate Faculty Fellows Program 52
Outstanding Graduate Faculty Leadership Award 53
Outstanding Graduate Faculty Mentorship Award 53
Faculty Top Tier Doctoral Graduate Research Assistantship Grant Program 54
GRADUATE FACULTY GOVERNANCE 54
The Graduate Council 54
Graduate Council Meetings 54
Graduate Council Attendance and Voting 55
Graduate Committees 55
Graduate Council Committees 56
Graduate College Committees/Groups 56
GRADUATE COORDINATOR RESPONSIBILITIES 58
Selection of Graduate Coordinators 58
Terms and Conditions 59
Graduate Coordinator Incentives 60
Participation on the Graduate Council 60

Broad-Ranging Responsibilities to Graduate Students, Faculty, and Programs 60
Responsibility to Understand, Fairly Apply and Systematically Enforce Standards 63
Responsibility to Coordinate and Collaborate With the Graduate College 63
Responsibility to Communicate With and Promptly Respond to Students 63
DocuSign Forms and Generic Emails 64
FORMS 64
Forms for Departmental Use 65
FEDERAL, STATE, NSHE, AND CAMPUS POLICIES 65
GRADUATE CURRICULUM 66
Curriculog 67
Academic Degree Program Types 68
Exclusively Fully Online Modality Traces in Programs 69
Program Track Options 69
Accelerated Degree Programs 69
Traditional Master's and Executive Master's Programs 69
Bachelor's-to-Doctoral Programs 70
Post-Master's Doctoral Programs 70
Credential Types 70
Professional Master's Programs 70
Research Master's Programs 70
Research Doctoral Programs 71
Artist Diploma Programs 71
Educational Specialist (Ed.S.) Programs 71
Simultaneous Enrollment In Multiple Graduate Programs/Certificates 71
Dual Degree Programs 71
Graduate Certificates for Graduate Minors (Post-Bachelor's and Post-Master's) 72
Credit-bearing Microcredentials 73
Interdisciplinary Graduate Programs (IGPs) 73
Non-degree-seeking Status 77
Graduate Students In Undergraduate-Level Courses 78
Curricular Terminology 78
New Programs 79
Program Changes 80
Holds and Eliminations 80
Graduate Course Numbering 80
New Courses 81
Course Changes 81
Course Eliminations 82
Graduate Syllabi Policies 82
Interdisciplinary Graduate Programs (IGP) Curricula Development 82

STRATEGIC GRADUATE ENROLLMENT MANAGEMENT **82**
The Admissions Funnel 83
Related Terms 83
RPC 83
Strategic Recruitment of Graduate Students 83
Tips for Strategic Recruitment and Admissions Practices 84
Graduate Application and Admissions Processes 86
About Graduate Admissions 86
Statement of Commitment to the Recruitment of Diverse Students at UNLV 86
Overview of the Admissions Process 87
Graduate Non-Degree-Seeking Information 88
Graduate Non-Degree-Seeking Status 88
Graduate Non-Degree-Seeking Application Process 88
Graduate Non-Degree-Seeking Enrollment 88
Graduate Degree- and Certificate-Seeking Application Information and Requirements 89
Graduate College Admissions Standards 89
Degree- and Certificate- and Credit-bearing Microcredential Seeking Application Deadlines 90
Graduate Degree- and Certificate-Seeking and Microcredential-Seeking Admissions Requirements 90
Submission of Admission Materials 95
Departmental Degree- Certificate-Seeking and Microcredential-Seeking Admissions Requirements 95
Admissions Requirements and Procedures for International Students 96
New International Graduate Student Admissions Requirements 96
Admission Status and Classification of Students 99
Full Graduate Standing 99
Provisional Graduate Standing 99
Conditional Admission 99
Admissions Policies (Listed Alphabetically) 100
Admission Acceptance 100
Application Fraud and Revocation of Admission 100
Change of Program, Plan, or Subplan 100
Deferrals 101
Enrollment in Terms of Admission 101
Immunization Records 101
Incomplete Applications 102
Nevada Residency for Tuition Purposes 102
Readmission to the Graduate College 102
Rebelmail 102
Transfer Credit Policy (Please see Early-Career Students section in the Catalog). 103
Registration, Enrollment, and Curricular Policies (Listed Alphabetically) 103
Adding or Dropping Classes 104

Cancellation of Registration 105
Combined/Cross-listed Sections 105
Core Course Credit Requirements in Programs 106
Course Credit Expiration 106
Course Credit Sharing 107
Course Repeat Policy 107
Credit by Examination 108
Credit Load Limitations 108
Enrollment and Milestones 108
Enrollment Verification 109
Full- and Part-Time Enrollment 109
Grade Changes 109
Graduate Credit 110
Graduate-Level Grades 111
Incomplete Grades or "I" 111
Office of the Registrar and Schedules 112
Satisfactory or Failing Grades 113
Transcripts of Credit 113
Undergraduates Taking Graduate-Level Courses 113
Unit of Credit 114
Registration, Enrollment and Curricular Policies 114
GRADUATE STUDENT FUNDING 115
Student Fees and Charges 115
Tuition, Fees, And Financial Aid 116
Graduate Student Health Insurance Information 116
Mandatory Graduate and Professional Student Health Insurance 116
Student Health Fee and CAPS - Counseling and Psychological Services Fee 117
Grant-in-Aid 117
Delinquent Accounts 118
Deferred Payment Option 118
Refund of Fees 118
Room and Board Refund 119
FAFSA and Institutional Aid Application 119
Federal Loan Programs 120
Unsubsidized Loans 120
On-Campus Employment 120
Job Location and Development 120
Federal Work Study 120
Recruitment Awards 120
Emergency Retention Grants 120

Graduate Access Scholarships 121
Graduate Award Opportunities 121
The Grad Academy Professional Development Scholarships 122
Graduate Assistantship Program 122
Graduate Assistantships 123
Types of Graduate Assistantships 123
State Funded Through Graduate College 123
Funded Through Other Campus Units 124
Supported Through External Funds: Grants, Contracts & Donors 124
GA Recruitment 126
Minimum GA Packages 126
Stipends 126
Mandatory GA Health Insurance 126
Resources and Related Links 126
Scholarships and Fellowships 127
STUDENT SUCCESS THROUGH THE GRADUATE LIFECYCLE: SUPPORT FOR TIMELY PROGRESSION AND COMPLETION 128
Just-in-time Information and Opportunities: The Graduate Student Lifecycle 128
Graduate Student Success Through the Graduate Lifecycle 129
Retention, Progression, & Completion (RPC) Team 129
The Grad Academy: Innovative Leadership, Professional, and Career Development 129
Online Surveys and Mandatory Annual Individual Development Plans 129
Navigating Graduate Student Campus Business: Guides and Tutorials 130
Early-Career Students 130
Initial Steps for New Graduate Students 130
Progression, Forms, and Milestones 131
Online Surveys and Mandatory Annual Individual Development Plans 131
Mid-Career Students 131
Successful Student Progression 132
Forms and Milestones 132
Online Surveys and Mandatory Annual Individual Development Plans 132
Late-Career Students 132
Successful Student Progression 133
Forms and Milestones 133
Online Surveys and Mandatory Annual Individual Development Plans 134
Applying for Graduation 134
Granting of Degrees 135
Commencement 136
Certificate Completion Procedures 136
Microcredential Completion Procedures 138
Graduate Student Advisory Committees 138

Advisor 138
What is a Graduate Advisory Committee (GAC)? 138
Graduate Advisory Committee Composition and Guidelines 139
Changes to the Graduate Advisory Committee (GAC) 143
INFORMED FACULTY MENTORSHIP: STUDENT ACADEMIC POLICIES AND PROCEDURES 144
Annual Mandatory Individual Development Plan and Procedures 144
Good Academic Standing 145
Academic Integrity 145
Appeals and Procedures 145
Appeals Regarding Financial Issues 146
Appeals Regarding Other Conflicts 146
Continuous Enrollment 147
Credit Load Limitations 148
Credit Requirements 148
Resident Credit Requirement 148
Credit Toward Degree 149
Transfer Credits 150
Full- and Half-time Enrollment 150
Grade Point Average 150
Time-to-Degree (TTD) Recommended Guidelines 150
Leaves of Absence 151
Mandatory Student Health Insurance 152
Probation and Separation 152
Requirement Term and Catalog Year 155
Milestone Examinations and Culminating Experience Requirements 155
Milestone Exams 155
Culminating Experience Requirements 156
Exams 157
Professional or Scholarly Papers or Projects 157
Prospectus Approval and Master's Thesis Guidelines 157
Thesis Guidelines 157
Advancement to Candidacy for Doctoral Students 158
Dissertation Guidelines for Doctoral Students 159
Traditional vs. Three-Article Dissertation 159
Minimum Requirements of the Three-Article Publication Status 160
Three-Article Dissertation Sections/Chapters 160
Three-Article Dissertation Co-Authorship 161
Master's Thesis and Doctoral Dissertation & Project Oral Defense Requirements 161
Defense Announcements 161
Final Oral Defense Guidelines for Master's and Doctoral Programs 162

Thesis and Dissertation Defense Format 162
Enrollment Requirements during Thesis/Dissertation Progress 164
Master's Thesis, Doctoral Dissertation, and Doctoral Projects 164
Formatting and Style 165
iThenticate Requirements 166
ProQuest, Digital Scholarship, and Embargo Requirements 166
Student Forms 167
Required Student Forms (in alphabetical order) 167
Additional Student Forms (in alphabetical order) 170
Departmental Forms 171
Forms Located Outside of the Grad Rebel Gateway 171
GRADUATE STUDENT SUCCESS THROUGH THE LIFECYCLE: PROFESSIONAL AND CAREER DEVELOPMENT RESOURCES 172
The Grad Academy 172
The Pillars of Professional & Career Development 173
Graduate Co-Curricular Microcredentials 174
Grad Rebel Programs 174
Graduate College Workshops 175
Graduate College Events 175
Signature Events 176
FALL 176
SPRING 176
Graduate Student Events 176
New Graduate Student Orientation 176
Nonacademic Advising 176
STUDENT WELLNESS: PHYSICAL, MENTAL, AND EMOTIONAL WELL-BEING 177
Signs of Mental Distress 177
Resources 178
UNLV Resources for Physical, Mental, and Emotional Well-being 178
CAMPUS RESOURCES AND CONTACTS 181
Alternative Breaks 181
Black Fire Innovation 181
Bookstore 181
Campus Dining 181
Campus Convenience Stores 182
Campus Maps 182
Canvas 182
Career Services 182
Computer Facilities 182
Division of Educational Outreach 182
Disability Resource Center 183

English Language Center (ELC) 183
Entrepreneurship and Innovation 183
Financial Aid & Scholarships 183
Get Involved 184
Student Organizations 184
Graduate & Professional Student Association (GPSA) 185
Graduate Catalog 185
Graduate Commons 185
Graduate College's The Grad Academy 185
Hydration Stations 185
Integrated Graphics Services (IGS) 186
Intramural Sports 186
IT Help Desk 186
The CARE Center 186
Lactation Services 186
Library 187
Military and Veterans Services Website 187
National Supercomputing Institute (NSI) 187
Police Services 188
RebelCard 188
Rebelmail 188
Recycling Services 189
Student Conduct 189
Student Counseling and Psychological Services (CAPS) 189
Student Diversity & Social Justice (SDSJ) 189
Student Health Center 190
The Intersection 190
Student Health Insurance 190
Student Recreation and Wellness Center 190
Student Support Spot 191
Student Union 191
Summer Term 191
Transcripts Requests 191
Tuition and Fees 191
University Libraries (Lied Library) 192
UNLV Writing Center 192
UNLVtickets 192
UNLV/CSUN Preschool 192
Western Regional Graduate Program (WRGP) 193
Women's Research Institute of Nevada 193

Housing 193
Transportation and Parking Services 194
Volunteer Income Tax Assistance (VITA) 194
YOU at UNLV 195
OFFICE OF POSTDOCTORAL AFFAIRS 195
What is a Postdoc? Postdoctoral Appointments at UNLV 195
Advancement, Development & Community Engagement 195
THE GRADUATE & PROFESSIONAL STUDENT ASSOCIATION 197
The GPSA Council 197
GPSA Research & Travel Sponsorships 197
Graduate & Professional Student Research Forum 197
Other GPSA Funding Opportunities and Resources 197
Graduate Student Organizations 198
Helpful Campus Links 198

LIST OF COMMON TERMS & ACRONYMS

ACADEMIC PROGRAM: A graduate academic program is a term used in MyUNLV to define the area that houses an academic plan. This is typically aligned with the academic department or school that owns the academic plan.

ACADEMIC PLAN: A graduate academic plan is a defined course of study recognized at UNLV and approved by NSHE that leads to a degree or certificate. An academic plan at the graduate level may include master's degree programs, Educational Specialist and Artist Diploma degree programs, doctoral degree programs, and certificate programs.

ACADEMIC SUBPLAN: A subplan is a term used within MyUNLV. Each academic plan may have zero, one, or multiple subplans and these are designated for each Plan in the Graduate Catalog. At the graduate level, there are two types of subplans utilized in MyUNLV: concentrations and tracks.

FACULTY FELLOW: Graduate faculty fellows are selected and appointed annually to work with the Graduate College to advance Top Tier and R1 goals. Typically the Graduate faculty fellow is the acting Chair of the Graduate Council. Graduate faculty fellows spend about 10 hours per week, on average, working with the Graduate College team on select programs and projects.

GA: Graduate assistant -- may be state funded, department funded, philanthropically funded, or grant/contract funded; may also be GTA (graduate teaching assistant); GRA (graduate research assistant); IGA (instructional graduate assistant); PDGRA (professional development graduate research assistant); TTDGRA (Top Tier doctoral graduate research assistant); CGRA (community graduate research assistant); or CIGA (community internship graduate assistant).

GAC: Graduate Advisory Committee

GC: Graduate College

GFS: Graduate Faculty Status

GPSA: Graduate & Professional Student Association

GRG: Grad Rebel Gateway, our Salesforce system of engagement over the graduate student lifecycle

GRADUATE: The use of the word graduate is avoided in this document to limit redundancy. When referring to a graduate student in this document, the word student will be used.

GRADUATE CURRICULUM: When referring to the graduate curriculum, the word curriculum will suffice. It includes graduate courses and programs.

GTW: The University Gateway Building, where the Graduate College is located on the 2nd floor, Suite 200, 4700 S. Maryland Parkway, Las Vegas, NV, 89119.

MYUNLV: The PeopleSoft student information system used by UNLV.

NSHE: Nevada System of Higher Education

R2PC: Recruitment, retention, progression, completion. R2PC is also known outside of UNLV as graduate enrollment management (GEM).

RPC: Retention, progression, completion. RPC coordinators are housed within the Graduate College to support programs.

GREETINGS FROM THE VICE PROVOST FOR GRADUATE EDUCATION AND DEAN OF THE GRADUATE COLLEGE

Alyssa Crittenden, Ph.D.

Thank you for taking the time to read the Graduate Faculty Handbook! I invite you to review this handbook to familiarize yourself with the policies and processes that govern graduate education at UNLV and the scope of resources and opportunities available to graduate students and faculty.

This is one of a set of regularly updated handbooks to support the graduate community. The others are our Graduate Student Handbook, Graduate Assistant Handbook, Postdoctoral Scholar Handbook, and Interdisciplinary Graduate Programs Handbook. I also encourage you to peruse our website to better understand the breadth and depth of the services that we provide to graduate faculty, prospective students, current students, postdoctoral scholars, alumni, and donors.

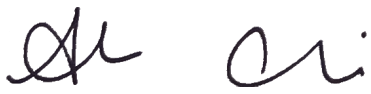
UNLV's more than 190 graduate programs offer outstanding quality and opportunity. A key part of the graduate educational experience is our students' involvement in cutting-edge research, innovative scholarly endeavors, and inspired creative activities. At UNLV, more than 5,000 graduate and professional students are able to work closely with you, our world-class graduate faculty who are conducting research and engaging in scholarly and creative activities to improve the well-being of our community and state and positively impact our nation and the world.

We pride ourselves on cultivating a diverse campus culture that promotes graduate faculty excellence, graduate program quality, and graduate student support. As you know, UNLV is classified by the U.S. Department of Education as a Minority, Hispanic-, and Asian American Native American Pacific Islander-Serving Institution. UNLV has also earned the Carnegie Foundation R1, or "Very High Research" designation and the Carnegie classification for Community Engagement. These designations are made possible through the commitment and efforts of you, our approximately 1,300 graduate faculty members, whose research, creative and innovative activities, leadership, and teaching create a vibrant and exciting center of learning and scholarship.

The Graduate College is committed to providing outstanding service and support so that our diverse population of graduate students enjoy a high-quality academic experience in an inclusive and collegial environment where personal growth, professional advancement, student success, equity, and justice are our foundational principles. We invite you to engage with us through the Graduate Council and Committees and to be an engaged member of our UNLV graduate faculty community. Please email me at alyssa.crittenden@unlv.edu with thoughts, concerns, ideas, and anything else that you feel will enhance graduate education at UNLV.

All of us at the Graduate College are grateful for all that you do to support our community. Your collaboration is integral to our mission, and we are here to partner with you to promote graduate faculty, program, and student success. Rebels make it happen!

With thanks,



Alyssa Crittenden, Ph.D.

Vice Provost for Graduate Education and Dean of the Graduate College

Disclaimer

The UNLV Graduate Faculty Handbook content is current as of August 2026, but the content herein is subject to modification at any time to accommodate changes in university resources, graduate programs, systems, and processes. The Handbook does not constitute a contractual commitment that the university will offer all the courses or programs described. The university reserves the right, for financial, curricular, programmatic, health, or other reasons as it deems necessary and appropriate in its discretion, to: (1) eliminate, cancel, reduce, modify, or phase out courses, programs and requirements; (2) change the mode of instruction; (3) limit enrollments in specific programs and courses; (4) change fees during the student's period of study; and/or (5) dismiss or require a student to withdraw from a course, program, or the institution for cause.

All activities at the university must conform to existing policies and procedures. Nothing in this handbook should supersede the Graduate College bylaws, Graduate Catalog, UNLV bylaws, or Nevada System of Higher Education (NSHE) Handbook.

Departments/schools may create more stringent policies than the Graduate College; these should reflect a best practice in the field or a conscious strategy to improve graduate student success, advance enrollment management, and/or support the university, Graduate College, and/ or unit missions and strategic plans.

If you have questions about a Graduate College policy, process, or procedure in this handbook, or one that you have heard about that is not in this document, please contact the Graduate College Associate Dean for clarification and verification. With this handbook, we strive to provide clear, accurate, and up-to-date information, and transparency of expectations, policies, and processes, all in support of the graduate faculty mission to excel as scholars, educators, mentors, curriculum developers, program managers, and leaders on campus, in the community, and in their fields.

THE UNIVERSITY CONTEXT

Our Academic Context: UNLV and NSHE

The University of Nevada, Las Vegas wishes to acknowledge and honor the Indigenous communities of this region, and recognize that the university is situated on the traditional homelands of the Nuwuvi, Southern Paiute People.

UNLV is one of eight institutions of the Nevada System of Higher Education (NSHE), which consists of two doctoral-granting universities (UNLV and UNR [University of Nevada, Reno]), a state university(Nevada State University), four comprehensive community colleges, and the Desert Research Institute (campuses in Las Vegas and Reno). UNLV promotes research, scholarship, and creative activities by students and faculty that respond to the needs of an urban community in a desert environment, as well as regional, national, and international issues.

UNLV is recognized as a regionally accredited university by the Northwest Commission of Colleges and Universities (NWCCU). UNLV attained Carnegie Very High Research Activity (R1) status in fall 2018 - the gold standard for university research and recognized as one of the top American research universities, as designated by the Carnegie Classification of Institutions of Higher Education. As of 2020, UNLV also holds the Carnegie Classification for Community Engagement, a distinction widely considered to be the highest standard of recognition for community engagement efforts at higher education institutions.

UNLV's vision is *improving the lives of our diverse students and transforming our communities through education and engagement. Our Mission as a minority-serving institution rich with diversity and committed to equity is to*

- *provide access to world class educational experiences that are responsive to the needs of our students and stakeholders;*
- *engage in groundbreaking research, scholarship, professional, and creative activities that have impact and cross boundaries; and*
- *offer high value, cutting-edge interdisciplinary physical and mental health care to support our community.*

We create value for the individuals and communities we serve by fostering a climate of innovation, stimulating economic diversification and workforce development, promoting social justice and inclusion of all voices, and enriching cultural vitality.

The Graduate College is deeply involved with, and committed to these core themes.

ABOUT THE GRADUATE COLLEGE

Please see our Graduate College website: https://www.unlv.edu/graduatecollege/history

Graduate College Location: 2nd Floor of the University Gateway Building

In fall 2019, the Graduate College moved into their new space in the University Gateway Building (GTW) on the east side of Maryland Parkway. Built to be a hub for the entire graduate community, the Graduate College Gateway space includes a Graduate College Welcome Center, a Gateway Graduate Commons for graduate and professional student use and multiple shared-use spaces including conference rooms and large flex meeting spaces. The Graduate College welcomes other units that work with the Graduate College to reserve these spaces. To inquire about doing so, please email gradrebel@unlv.edu.

Graduate Education at UNLV and The Top Tier Mission

Graduate education plays a central role in the drive to achieve and retain UNLV's status as a Top Tier 2.0 and Carnegie Research 1 (R1) university. UNLV's Top Tier mission, goals, and progress may be reviewed on the UNLV website here. Our Mission and Goals:

The Graduate College supports graduate and professional students and graduate faculty to advance research and discovery and transform our communities through education, impact, and engagement. We are guided by a responsibility to support graduate programs and their students holistically - investing in their educational, economic, cultural, professional, and overall well being. As an integral part of UNLV's mission as a research intensive public access institution, the Graduate College is dedicated to empowering future generations of leaders, scholars, and innovators to address complex global challenges and create positive change in the world.

The Graduate College goals are dynamic and subject to regular review and revision to ensure continued progress toward fostering a diverse, equitable, and inclusive graduate education environment.

- Increase access and education attainment.
- Promote retention, progression, persistence, and completion.
- Foster inclusive environments for learning, research, and creative activity.
- Cultivate a culture of equity and inclusion.
- Evaluate and report progress.

Equal Opportunity

UNLV is an equal opportunity institution. UNLV is an EEO/AA/Title VI/Title IX/Section 504 institution. All applicants to the Graduate College, and admitted students, will receive equal consideration, access to programs and activities, and equitable and just treatment without regard to race, color, national origin, religion, sex, pregnancy, marital status, sexual orientation, gender identity, age, disability, or covered US veteran status. Diversity is our strength; you are welcome here.

TITLE IX Statement

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.

The Office of the Senior Vice Provost for Academic Affairs

Established July 1, 2022, the Office of the Senior Vice Provost for Academic Affairs and its units support the core educational mission of UNLV of delivering high-quality academic programs to all students.

UNLV is a doctoral-degree-granting institution with a commitment to the support of research and innovative scholarly pursuits. UNLV seeks to create a campus environment that promotes the performance of superior research and scholarly endeavors at all levels of study. UNLV faculty are eager to involve graduate students in their research, so there are many opportunities to participate.

- The Graduate Research Microcredential: The Graduate Research Microcredential (GRM) is a free, yearlong professional development program that provides graduate and select undergraduate students with the skills and knowledge necessary to initiate, conduct, and successfully conclude research projects. Once accepted into the program, participants actively work on research/creative/scholarly activities and develop skills and knowledge to support these endeavors through campus workshops, cohort meetings, presenting their research/creative/scholarly activity at Rebel Grad Slam or a professional conference, and completing a culminating experience, a research statement.

  The GRM workshops are designed to foster intellectual discussion of ethical issues in conducting research, as well as to provide insight and training on research approaches and strategies. Students receive expert feedback from faculty on their research statement for future practical application, and the program is listed on their official transcripts upon completion.

- External Funding Resources: Funding from organizations outside UNLV is available to support graduate-level research and education in a wide variety of disciplines. Explore the websites of organizations offering research funding for students by visiting the Funding Opportunities Database.

- Online Safety Training: The training system allows students to take online training courses, view training history, and view which course they are required to complete. Supervisors are able to view their direct reports, training history, and training status.

Organizational Structure of the Graduate College

The Graduate College reports to the Executive Vice-President and Provost-and is the central organizational unit that coordinates, advocates for, and supports graduate education at UNLV. The Graduate College is a service unit with both administrative and academic missions, serving a broad base of constituents, including prospective and current students, graduate alumni, academic and administrative faculty and staff, postdoctoral scholars, and community partners. Interdisciplinary graduate programs, support of fellowship recipients, and the Office of Postdoctoral Affairs (OPA) are housed in the Graduate College. We work closely and collaboratively across campus to fulfill our mission in support of program excellence, faculty and student success, innovation, and campus and community impact.

The Graduate College has several interconnected and closely collaborating units and works with the Office of the Senior Vice Provost for Academic Affairs that together comprise a broad base of support for the UNLV graduate community. These areas are:

- Finance & Business Operations
    - Graduate Assistant Program
    - Scholarships
    - Fellowships
    - Business and budgets
- Communications & Marketing
- Development
    - Alumni engagement
    - Community partnerships
    - Academic AffairsFaculty Mentorship program
    - The Graduate Council & Committees, as well as Top Tier working groups

    - Academic Support Services: graduate curriculum (course and program review, innovation, management); graduate faculty status; the Graduate Catalog & Student Handbook; graduate entries in the Degree Directory; and program handbooks.
    - Interdisciplinary Graduate Programs (IGPs)
    - College awards
    - Assessment and accreditation
    - Support for graduate faculty and student research, scholarship and creative activities.
- Retention, Progression and Completion (RPC)
    - Successful student progression
        - Nonacademic advising
        - Timely graduation
        - Degree conferral
    - Building Resilient and Inclusive Discoveries to Graduate Education (BRIDGE)
- Student Services, which provides comprehensive student support services, including:
    - Academic appeals
    - Student advocacy efforts
    - Graduate Registered Student Organizations
    - Thesis and Dissertation
    - Coordination of the Gateway Graduate Commons
    - The Office of Postdoctoral Affairs
    - Student Support Spot
    - Peer Mentoring
    - Workshops & events
- The Grad Academy, which offers a wide array of free leadership, professional, and career development opportunities to promote student success and help students prepare for their career after graduation, including:
    - Co-Curricular Microcredentials

- Programs
- Workshops
- Events

Graduate College Organizational Chart

An updated organizational chart may be found at unlv.edu/graduatecollege/contact.

Graduate College Contacts

As the central organizational and support system for graduate students, the Graduate College has, over the years, played an important role in recruiting top students, supporting research, and cultivating a national reputation for UNLV.

Unit Contact Information

Areas housed in the UNLV Office of the Senior Vice Provost for Academic Affairs include:

Recruitment

Future Students

Email: gradrecruitment@unlv.edu

Phone: 702-774-8658

Campus Location: SSC-B

Admissions

Graduate Certificates and Degree Programs

Application Deadlines

Information for Newly Admitted Students

Email: gradadmissions@unlv.edu

Phone: 702-774-8658

Campus Location: SSC-B

International Recruitment and Admissions

Prospective International Student Information

Email: internationalgrad@unlv.edu

Phone: 702-774-8658

Campus Location: SSC-B

Systems & Data

Grad Rebel Gateway Student Portal

Email: grad.systems@unlv.edu

Phone: 702-895-1100

Financial Services, Business Operations and GA Office

Financial Services, Scholarships/Fellowships, and GAs

Email: gradfinancialsvc@unlv.edu

Phone: 702-895-4273

Campus Location: GTW 231

Areas housed in the Graduate College include:

Welcome Center (General Questions)

Graduate College

University of Nevada, Las Vegas

4700 S. Maryland Pkwy. Suite 200

Las Vegas, NV 89119

Email: gradcollege@unlv.edu

Phone: 702-895-3320

Fax: 702-895-4180

Student Retention, Progression, & Completion

Information for Current Students

Navigate Your Graduate Journey with RPC

Email: grad.rpc@unlv.edu

Phone: 702-895-2702

Campus Location: GTW 223

Student Services

Nonacademic advising, Appeals, Probation/Separation, Student Wellness

Email: gradrebel@unlv.edu

Phone: 702-895-5579

The Grad Academy: Innovative Leadership, Professional, and Career Development

Email: gradacademy@unlv.edu

Phone:702-895-5980

Campus Location: GTW 224

Office of Postdoctoral Affairs

Postdoctoral Affairs

Email: OPA@unlv.edu

Phone: 702-895-5773

Campus Location: GTW 211

Academic Affairs Support Services for Faculty

Faculty and Staff Resources

Graduate Curriculum:

Email: gradcurriculum@unlv.edu

Graduate Faculty Status:

Email: gradfacstatus@unlv.edu

Phone: 702-895-1200

Communications & Marketing

Questions and Comments

Email: daenne.dolce@unlv.edu

Phone: 702-895-1698

Campus Location: GTW 217

Advancement & Development

Grad Alumni Information

Support the Graduate College

Email: gcdeansoffice@unlv.edu

Phone: 702-895-3429

Campus Location: GTW 209

Leadership

About the Graduate College

Vice Provost for Graduate Education and Dean of the Graduate College - Dr. Alyssa Crittenden

Graduate.Dean@unlv.edu

Associate Dean - Dr. Emily Lin

GradAssociateDean@unlv.edu

Assistant Dean for Graduate Student Services - Dr. Christopher Potts

Christopher.potts@unlv.edu

Visit the Contact page of the Graduate College website to view the most up-to-date version of the Graduate College Organizational Chart and current staff bios and contact information. Additional information may be found on the Graduate College website.

Appointments and Tours with Recruitment Team Members

Set up personal recruitment appointments and/or tours at gradrecruitment@unlv.edu. To meet with a Graduate College representative in an area beyond Recruitment, please use the contact information provided above.

Visit Us

Normal business hours: we accept walk-ins Monday-Friday from 8 a.m. to 5 p.m. on the second floor of the University Gateway Building at: 4700 S. Maryland Pkwy. Las Vegas, NV 89119.

We strive to deliver support services in-person and remotely via email, phone, and virtual online consultations and meetings, as needed.

UNLV Tracking of FTE, Headcount Enrollment, and Weighted Student Credit Hours

The number of graduate students and graduate degrees and certificates continues to increase each year. These trends support our Top Tier initiatives and NSHE's formula funding model. While FTE (Full Time Equivalent) and enrollment headcount remain extremely important metrics and impact state funding, NSHE also uses a Weighted Student Credit Hour (WSCH) formula to determine Performance Pool funding of institutions. Credit hours are weighted more heavily as the level of instruction increases, and it varies by College and School. The highest weights are assigned to courses taken by doctoral students. You can see the details of this formula on the NSHE website.

GRADUATE E-SYSTEMS & DATA RESOURCES

Faculty and staff can get information about, and log in to Graduate College web- and cloud-based systems from the faculty resources webpage. The Graduate College has built a paperless operating environment through the implementation of several online systems in order to create efficiencies for faculty, staff, and students; support graduate enrollment management; enhance communications; and collect meaningful data for campus use and reporting.

Grad Rebel Gateway

The Graduate College has built a Customer Relationship Management (CRM) system of engagement for graduate students. This system is built in Salesforce, and it is called the Grad Rebel Gateway (GRG). The GRG allows applicants and students to submit applications for admission, graduate assistantships (GAs), and scholarships/fellowships. Additionally, current students are able to submit and track all Graduate College forms through the GRG. These electronic forms

automatically route to the appropriate signatories. All applicants and current students have their own personalized GRG portal containing customized information, check-lists, etc.

Departmental users (administrators, coordinators, faculty, staff) will need to log in to the back-end of the GRG using their Salesforce login. The Graduate College pays for every graduate coordinator to have an account plus two additional licenses per department, and one per college. If additional licenses are required they can be purchased at cost. To request a Salesforce account, submit the Grad Rebel Gateway User Account Request Form. Videos to help navigate the GRG are available on the Graduate College YouTube page, and Graduate College trainings are offered each semester by the Admissions and Grad Financial Services teams.

MyUNLV

The MyUNLV student information system is the official system of record for all students. Graduate students register for classes, manage their financial aid and billing, and monitor their enrollment status in MyUNLV. Grades are submitted through MyUNLV. If you would like a custom report built using MyUNLV, you can request that through the Enrollment and Student Services Help Request Form. You will need to have administrative access within MyUNLV to run these reports/queries. To request access to run queries, complete a MyUNLV Security Access form.

Curriculog (Please see Graduate Curriculum section for more information).

Kira

UNLV has partnered with Native Video to provide a holistic admissions tool where you can assess applicants across competencies and skills that are important to your degree. We encourage programs to utilize this free service. To set up your online admissions interview as part of your holistic admissions review, contact Elizabeth Jost at elizabeth.jost@unlv.edu or 702-895-5412. Graduate Admissions will build your interview integration into your students' application in Salesforce for seamless and easy use by applicants and by your faculty admissions committee.

RebelDocs/Softdocs

RebelDocs/Softdocs is an electronic filing and document management system used to store student records and documents. These web-based systems allow for the retrieval of students' records, submitted applications, students' official transcripts from other institutions, student forms, letters, memos, and more.

iThenticate (Please see **Master's Thesis and Doctoral Dissertation & Project Oral Defense Requirements** section for more information)

COMMUNICATIONS AND INFORMATION RESOURCES

Graduate Catalog

The Graduate Catalog is the official repository of graduate program admissions and degree requirements, graduate program handbooks, and major Graduate College student policies and procedures. The Graduate Catalog is updated annually and the new Graduate Catalog is published each summer for the following academic year.

The Graduate Catalog is divided into two broad sections: the Graduate Student Handbook and the Academic Catalog. The policy, process, and information section of the annual Graduate Catalog is known as the ***Graduate Student Handbook*** and this provides clear, consistent information and guidance to prospective and current students, graduate faculty, graduate coordinators, and UNLV staff who work in graduate education. The remainder of the Catalog is the ***Academic Catalog*** which is divided by college/school, department, and programs. These sections provide the officially approved application, program, and graduation requirements for all graduate programs and certificates.

The UNLV Graduate Catalog provides important information to the entire UNLV campus community pertaining to graduate-level programs, students, policies, and procedures.

- Prospective graduate students are subject to the admissions requirements of the Catalog that is active during the admission season.
- Admitted graduate students are subject to the program and degree requirements in the Catalog that is active during their first semester. Students, with approval of their department, may switch (within the same admitted program) to the program and degree requirements in any Catalog in effect from admission until the term of graduation. Students must meet all degree requirements of a single Graduate Catalog.
- All students are subject to both the Student Handbook and Academic Requirements sections of this Catalog, as well as their program handbook (found on the UNLV Degrees Directory), UNLV Student Conduct Code, NSHE Code, and all other established campus policies. Students are also expected to abide by all local, state, and federal laws, as well as professional standards and conduct codes of the student's discipline of study.
- It is expected that all of our graduate students (non-degree-seeking, degree-seeking, and certificate-seeking) refer to the Graduate Catalog as the source of information for program requirements.
- The UNLV Graduate College should be considered a resource for colleges, schools, and departments to ensure accurate mentorship and advisement of graduate students and to comply with all approved degree program requirements.

Nothing in the Graduate Catalog supersedes the Graduate College bylaws, UNLV bylaws, Student Conduct Code, NSHE Handbook, or the rule of law. Departments/schools may create more stringent

policies than the Graduate College. These should be driven by a best practice in the field and a conscious strategy to: ensure graduate student success; improve enrollment management; align graduate student experiences for postgraduate career success; and/or reflect professional standards and accreditation requirements.

If you have questions about a Graduate College policy, process, or procedure in the Graduate Student Handbook or about a program requirement in the Graduate Catalog, please contact a dean/associate dean in the Graduate College for clarification and verification. We are committed to providing clear, accurate, and up-to-date information and transparency of expectations, policies, and processes in support of our mission to assist graduate students, faculty, and staff. Our goal is to provide support for students, faculty, and staff to excel as scholars, learners, educators, mentors, curriculum developers, program coordinators, researchers, and leaders on campus, in the community, and in your fields.

Program Handbooks

Each graduate degree program has a handbook to help guide students through their respective programs. Handbooks are optional for certificate programs. The program handbook typically contains more detailed information regarding program guidelines at the department/school level. Program handbooks cover departmental program information, policies, and procedures; they may not include any admissions, program, or graduation requirements as these are governed by graduate faculty curricular review processes and appear only in the Graduate Catalog. Program handbooks also may provide sample plans of study. Requests for program handbook updates are conducted annually through the graduate coordinator and department chair. Departments and programs are responsible for updating and communicating any changes in their respective handbooks to all new and matriculated students. Programs must clearly indicate how the changes to policies, procedures, and processes impact new and enrolled students in their respective program handbooks.

Like the Graduate Catalog, handbooks will be updated once each academic year in spring for summer e-printing and online posting on the UNLV Degrees Directory page: https://www.unlv.edu/academics/degrees. If a program makes changes, all handbook edits must be submitted to gradcurriculum@unlv.edu as an MS Word file (.doc or .docx) with track changes by April 1 each year. Faculty should use the program handbook template and program guidelines document for the development of new handbooks and updates to existing handbooks. Handbooks are reviewed by the Graduate College associate dean to ensure that they conform to all relevant policies and guidelines. Departments should archive each year's program handbook for historical record and future reference, as needed. Program handbooks are made available on the UNLV Degrees Directory for each degree program and linked in the Graduate Catalog.

Students are subject to the program handbook that is in place each year unless specified otherwise. Students are responsible for understanding and following the policies and procedures delineated in program handbooks and the UNLV Graduate Catalog, as well as the NSHE Code, UNLV Bylaws, and the UNLV Student Conduct Code. Nothing in program handbooks supersedes requirements in this Graduate Catalog. Nothing in the program handbook can duplicate or deviate from requirements in

the Graduate Catalog but departments may change their own internal policies and practices annually and students are obliged to follow them.

Degrees Directory

The online UNLV Degrees Directory (DD) is a resource and lists all degrees or programs, brief descriptions, degree learning objectives, career possibilities, degree worksheets containing all courses for the degree (which are Part 2 of the Plan of Study form), some representative syllabi, contact information of graduate coordinators/departments, and the program handbooks. Section A of the Degrees Directory is provided by the departments/units regarding program descriptions, research areas, and services. Any changes to Section A are initiated by the department via a Qualtrics survey found at the bottom of the DD webpage. Section B of the Degrees Directory house information linked directly to the Graduate Catalog. Any changes to Section B initiated by the department require a program change via Curriculog. Section C lists program contact information, Program Handbooks, and Plan of Study forms. Any changes to Section C are initiated by the Graduate College. Questions about Section C should be directed to gradcurriculum@unlv.edu. It is important to note that all information contained in the UNLV Degrees Directory is subject to change and students should refer to the Graduate Catalog as the primary source of information regarding program requirements.

Forms

Information about the forms that are available in various electronic systems can be found in the Forms spreadsheet. This spreadsheet provides a description of each form, its location, required signatures, and hyperlinks to PDF samples of the forms. The spreadsheet can also be found on the Graduate College website.

Graduate College Website

GC website: unlv.edu/graduatecollege

The university maintains high standards regarding clear, accurate, and consistent messaging in its communication with its various audiences. University Communications is responsible for centralized and high priority communications projects. The office handles a sizable portion of the University's marketing, web development, publications, electronic communication, and advertising. The Graduate College, led by the Graduate College director of communications & marketing, provides targeted public relations/communication materials for the graduate community and maintains content on the Graduate College website. Suggestions for website updates, additions, or changes should be directed to the Graduate College director of communications & marketing (daenne.dolce@UNLV.edu).

Graduate Program Websites in Schools/Colleges/Departments

Information that must be on graduate program websites at either the College/School or the Department level:

- A link to the program in the Graduate Catalog for admissions requirements
- A link to the program in the Graduate Catalog for degree requirements
- A link to the program in the Graduate Catalog for a list of courses
- A link to your Program Handbook (housed in the Degrees Directory)
- A link to the Degrees Directory for learning objectives
- The name(s) and contact information of your graduate coordinator(s) and other graduate program leaders or administrators
- A link to the Graduate College Financial Resources webpage for GA, scholarship, and fellowship opportunities
- A link to accreditation program information
- The Admissions request for information (RFI) form for your program(s) applicants.
- Visit & Apply" buttons that go to the same place that" Visit & Apply" go to on the Admissions homepage
- A link to the Graduate College website (or specific links to the Future Students page, Current Students page, and The Graduate Academy page)

Suggested information for graduate program websites to strategically recruit, admit, and support students:

- A brief description of your graduate program: How is it unique? Distinguished? Special? Supportive of graduate students? Successful? Why should a student enroll in your program?
- Career outcomes/examples from your alumni
- Testimonials/quotes from current graduate students and program alumni
- Awards, rankings, other successes/accomplishments (MUST be kept up-to-date)
- A list of, or link to a page with, graduate faculty with titles, areas of expertise, bios, and contact information
- Additional related links/resources (professional organizations, etc.)
- Examples of graduate student awards, accomplishments, publications, etc.
- Examples of graduate faculty awards, accomplishments, publications, etc.

- A link to donate to support graduate students
- A link to the login page of the Grad Rebel Gateway

Information that may not appear on graduate program websites to ensure consistency and accuracy to support student success:

- Specific admissions, program, or degree requirements. The only source of this information is the Graduate Catalog. Please provide the link to the Catalog page instead.
- Your Program Handbook stand-alone document. You must link to the PDF in the Degrees Directory.
- Miscellaneous information that would duplicate official information in other places (e.g. the Graduate College website or Degrees Directory) and therefore risk being out-of-date and inaccurate. Please link to these other sources/pages instead.

Academic Program Accreditations

- UNLV is accredited by the Northwest Commission on Colleges and Universities.
- UNLV's international programs are approved by the Council on International Educational Exchange.
- For more information visit the UNLV Academic Program Accreditations webpage.

Social Media

The Graduate College utilizes social media platforms to share important information, funding opportunities, upcoming deadlines, news, and invitations to upcoming events to promote graduate education generally, as well as specific accomplishments of graduate faculty and students.

To share information via Graduate College social media (Facebook, Twitter, LinkedIn, Instagram, and YouTube), link, like, or follow us, send us a direct message, or email the director of communications in the Graduate College (Daenne.Dolce@UNLV.edu).

Please link, like, and/or follow the Graduate College from your program, department, school, and/or college social media accounts so that we can like and repost your news and posts. We would appreciate it if, likewise, you would please repost our social media posts.

Calendars

Academic Calendar Fall 2026-Summer 2027

Date	Calendar item
Sunday, August 23, 2026	Last day to register without late penalties.
Monday, August 24, 2026	Classes and late registration begin. Late registration fees and late payment fees apply.
Thursday, August 27, 2026	Last waitlist run.
Friday, August 28, 2026 *	Last day to drop and receive a 100% refund. Last day to add classes online. Modular, mid-semester, and educational outreach classes have different registration dates. Check your MyUNLV Student Center for specific deadlines for each class.
Friday, August 28, 2026	Last day to pay in person without late penalties.
Sunday, August 30, 2026	Last day to pay online without late penalties.
Tuesday, September 1, 2026	Fall 2027 graduate applications for admission open.
Monday, September 7, 2026	Labor Day recess. The campus will be closed for Labor Day recess and will reopen on Tuesday, September 8.
Tuesday, September 8, 2026	Last day to pay in person and online with late fees prior to administrative drop for non-payment.
Wednesday, September 9, 2026	Administrative drop for non-payment.

Date	Calendar item
Friday, September 11, 2026	Last day to add classes with department permission. Departments and colleges may have shorter time frames for late registration in classes. Last day to add thesis/dissertation courses with department and Graduate College permission.
Tuesday, September 15, 2026	Graduate College Fall 2026 conditional admission requirement deadline.
Thursday, October 1, 2026	Last day to apply for Fall 2026 graduation through MyUNLV. Late applicants, please check with your RPC Coordinator: grad.rpc@unlv.edu to determine if you're eligible. Eligibility is based on an approved Plan of Study for certificates/masters/specialists and an approved Advancement to Candidacy (for doctoral students). Graduate College Scholarship and Fellowship application portal opens in the Grad Rebel Gateway.
Friday, October 2, 2026	Last day to completely withdraw from all classes and receive a 50% refund if your account is paid in full.
Friday, October 30, 2026	Nevada Day recess. The campus will be closed for Nevada Day recess and will reopen on Monday, November 2.
Friday, October 30, 2026	Recommended deadline to submit an application in the Grad Rebel Gateway for a spring 2027 graduate assistantship.

Date	Calendar item
Friday, October 30, 2026	Last day to drop classes without a refund/change from credit to audit. No withdrawals or audits after this date. Modular, mid-semester, and educational outreach classes have different withdrawal dates. Check your MyUNLV student center for specific deadlines for each class.
Sunday, November 1, 2026	Last day to request a late graduation application via email to grad.rpc@unlv.edu and be included in the Commencement Program booklet. Eligibility is based on an approved Plan of Study for certificate/masters/specialist students and an approved Advancement to Candidacy (for doctoral students).
Monday, November 2, 2026	Spring 2027 registration begins.
Monday, November 9, 2026	Last day to defend your thesis, dissertation, or doctoral project. Students can announce their defense by emailing GradRebel@unlv.edu.
Wednesday, November 11, 2026	Veterans Day recess. The campus will be closed for the Veterans Day recess and will reopen on Thursday, November 12.

Date	Calendar item
Monday, November 16, 2026	Last day to submit the complete, accessible, and formatted, committee-approved copy of your thesis or dissertation to the Graduate College for format review. Please see the Thesis/Dissertation Format Review page for more details. Culminating experience results forms for students completing a thesis, dissertation, or doctoral project must be submitted to the Graduate College by this date. All other required forms should be approved prior to the submission of the Culminating Experience Results Form.
Thursday, November 26, 2026	Thanksgiving Day recess. The campus will be closed for Thanksgiving Day recess and will reopen on Monday, November 30.
Friday, November 27, 2026	Thanksgiving Day recess. The campus will be closed for Thanksgiving Day recess and will reopen on Monday, November 30.
Monday, November 30, 2026	Study week begins. Classes are scheduled, but major written exams are not given (with exception of mid-semester classes).
Monday, November 30, 2026	Last day to submit thesis/dissertation format revisions to the Graduate College. The document must also meet UNLV accessibility standards. All final, properly formatted theses, dissertations, and doctoral projects must be submitted to the Graduate College via email by the end of the day.

Date	Calendar item
Tuesday, December 1, 2026	Graduate College Scholarship and Fellowship application deadline.
Tuesday, December 1, 2026	UNLV Outstanding Graduate Student Teaching Award and UNLV Graduate College Outstanding Thesis & Dissertation Awards nominations are due.
Tuesday, December 1, 2026	Graduate Student Life and Climate Survey Deadline.
Saturday, December 5, 2026	Instruction ends.
Monday, December 7, 2026	All required forms must be submitted by this date. For students who are required to submit a Culminating Experience Results form, please note that all other required forms must be approved prior to the Culminating Experience Results Form being available for submission in the Grad Rebel Gateway.
Monday, December 7, 2026	Last day for electronic submission of final thesis/dissertation/doctoral project (with formatting pre-approved by the Graduate College) to ProQuest.
Monday, December 7, 2026	Final examinations begin. Final examinations are scheduled to be two hours long. For additional semester dates and deadlines, visit the Office of the Registrar website.
Saturday, December 12, 2026	Semester ends. Winter 2026 degree conferral date.

Date	Calendar item
Tuesday, December 15, 2026	Grades due. Fall grades are due at the Office of the Registrar. by 4 p.m.
Tuesday, December 15, 2026	Winter commencement ceremony at 4 p.m. All graduate certificate, master's, specialist, and doctoral degree candidates.

* Modular classes must be withdrawn the Friday before the class begins to receive 100% refund.

Spring 2027**

Date	Calendar item
Monday, January 18, 2027	Martin Luther King Jr. Day recess. The campus will be closed for the Martin Luther King Jr. Day recess and will reopen Tuesday, January 19.
Monday, January 18, 2027	Last day to register without late penalties.
Tuesday, January 19, 2027	Classes and late registration begin. Late registration fees and late payment fees apply.
Friday, January 22, 2027	Last waitlist run.
Monday, January 25, 2027	Last day to pay in person without late penalties.
Monday, January 25, 2027	Last day to pay online without late penalties.
Monday, January 25, 2027 *	Last day to drop and receive a 100% refund. Last day to add classes online. Modular, mid-semester, and educational outreach classes have different registration dates.

Date	Calendar item
Tuesday, February 2, 2027	Last day to pay in person and online with late fees prior to administrative drop for non-payment.
Wednesday, February 3, 2027	Deadline for administrative drop for non-payment. Spring 2028 graduate applications for admission open.
Friday, February 5, 2027	Last day to add classes with department permission. Departments and colleges may have shorter time frames for late registration in classes. Last day to add thesis/dissertation courses with department and Graduate College permission.
Thursday, February 11, 2026	Graduate College spring 2027 conditional admission requirement deadline.
Monday, February 15, 2027	President's Day recess. The campus will be closed for President's Day recess and will reopen on Tuesday, February 16 .
Friday, February 26, 2027	Last day to completely withdraw from all classes and receive a 50% refund if your account is paid in full.
Monday, March 1, 2027	Last day to apply for Spring 2027 graduation through MyUNLV. Late applicants, please check with your RPC Coordinator: grad.rpc@unlv.edu. Deadline for Individual Development Plan (IDP) submission.
Monday, March 1, 2027	Recommended deadline to submit an application in the Grad Rebel Gateway for a Fall 2027 graduate assistantship.

Date	Calendar item
Monday, March 1, 2027	Summer 2027 registration begins.
Monday, March 15, 2027	Spring break recess. Classes will not be held for spring break and will resume on Monday, March 22.
Thursday, April 1, 2027	Last day to request a late graduation application via email to grad.rpc@unlv.edu. Eligibility is based on an approved Plan of Study for certificate/masters/specialist students and an approved Advancement to Candidacy (for doctoral students). Students approved for a late graduation after March 1 will be assessed a $20 late fee.
Friday, April 2, 2027	Last day to drop classes without a refund/change from credit to audit. No withdrawals or audits after this date. Modular, mid-semester, and educational outreach classes have different withdrawal dates. Check your myUNLV student center for specific deadlines for each class.
Monday, April 5, 2027	Last day to defend your thesis, dissertation, or doctoral project.
Monday, April 12, 2027	Fall 2027 registration begins.

Date	Calendar item
Monday, April 12, 2027	Last day to submit the complete, accessible,and formatted, committee-approved copy of your thesis or dissertation to the Graduate College for format review. Please see the Thesis/Dissertation Format Review page for more details. Culminating experience results forms for students completing a thesis, dissertation, or doctoral project must be submitted to the Graduate College by this date. All other required forms should be submitted prior to the submission of the Culminating Experience Results Form.
Monday, April 26, 2027	Last day to submit thesis/dissertation format revisions to the Graduate College. All final, properly formatted and accessible theses, dissertations, and doctoral projects must be submitted to the Graduate College via email by the end of the day. The document must also meet UNLV accessibility standards. Please see the Thesis/Dissertation Format Review page for more details.
Monday, May 3, 2027	Study week begins. Classes are scheduled but major written exams are not given (with exception of mid-semester classes).
Saturday, May 8, 2027	Instruction ends.
Monday, May 10, 2027	Final examinations begin. Final examinations are scheduled to be two hours long. For additional semester dates and deadlines visit the Office of the Registrar's website.

Date	Calendar item
Monday, May 10, 2027	All required forms must be submitted by this date. Last day to submit the Culminating Experience Results Form for students not completing a thesis, dissertation, or doctoral project. All other required forms should be approved prior to the submission of the Culminating Experience Results Form.
Monday, May 10, 2027	Last day for electronic submission of final thesis/dissertation/doctoral project (with formatting pre-approved by the Graduate College) to ProQuest.
Friday, May 14, 2027	Spring commencement ceremony at 4 p.m. All graduate certificate, master's, specialist, and doctoral degree candidates.
Saturday, May 15, 2027	Semester ends.
Saturday, May 15, 2027	Spring 2027 degree conferral date.
Tuesday, May 18, 2027	Grades due. Spring grades are due at the Office of the Registrar by 4:00 p.m.

* Modular classes must be withdrawn the Friday before the class begins to receive 100% refund.

Summer 2027 Session I

Please refer to the Summer Term Dates and Deadlines page for all summer registration and payment dates and deadlines.

Date	Calendar item
Monday, May 17, 2027	Summer term I instruction begins.
Monday, May 17, 2027	Last day to drop summer term I classes without a W grade.
Thursday, May 27, 2027	Last day to drop summer term I classes with a W grade.
Monday, May 31, 2027	Memorial Day recess. The UNLV campus will be closed for the Memorial Day holiday and will reopen Tuesday, June 1.
Monday, June 1, 2027	Last day to apply for Summer 2027 graduation through MyUNLV. Students whose degrees are conferred in August may participate in the following December's commencement ceremony. Late applicants, please check with your RPC Coordinator: grad.rpc@unlv.edu.
Friday, June 4, 2027	Instruction ends for summer term I.
Tuesday, June 8, 2027	Grades due for summer term I classes.

Summer 2027 Session II

Date	Calendar item
Monday, June 7, 2027	Summer term II instruction begins.
Tuesday, June 8, 2027	Last day to drop summer term II classes without a W grade.
Friday, June 18, 2027	Juneteenth recess. The UNLV campus will be closed for the Juneteenth holiday and will reopen Monday, June 21.
Friday, June 25, 2027	Last day to drop summer term II classes with a W grade.

Date	Calendar item
Thursday, July 1, 2027	Summer 2028 graduate applications for admission open.
Thursday, July 1, 2027	Last day to request a late graduation application via email to grad.rpc@unlv.edu. Eligibility is based on an approved Plan of Study for certificate/masters/specialist students and an approved Advancement to Candidacy (for doctoral students).
Monday, July 5, 2027	Independence Day recess. The UNLV campus will be closed for the Independence Day holiday and will reopen Tuesday, July 6.
Friday, July 9, 2027	Instruction ends for summer term II.
Tuesday, July 13, 2027	Grades due for summer term II classes.

Summer 2027 Session III

Date	Calendar item
Monday, July 12, 2027	Summer term III instruction begins.
Monday, July 12, 2027	Last day to defend your thesis, dissertation, or doctoral project.
Tuesday, July 13, 2027	Last day to drop summer term III classes without a W grade.
Tuesday, July 13, 2027	Graduate College summer 2027 conditional admission requirement deadline.
Monday, July 19, 2027	Last day to submit the complete, accessible and formatted, committee-approved copy of your thesis or dissertation to the Graduate College for format review. Please see the Thesis/Dissertation Format Review page for more details. Culminating experience results forms for students completing a thesis, dissertation, or doctoral project must be submitted to the Graduate College by this date. All other required forms should be approved prior to the submission of the Culminating Experience Results Form.

Date	Calendar item
Friday, July 30, 2027	Last day to drop summer term III classes with a W grade.
Monday, August 2, 2027	All required forms must be submitted by this date. Last day to submit the Culminating Experience Results Form for students not completing a thesis, dissertation, or doctoral project. All other required forms should be approved prior to the submission of the Culminating Experience Results Form.
Monday, August 2, 2027	Last day to submit thesis/dissertation format revisions to the Graduate College. The document must also meet UNLV accessibility standards. All final, properly formatted theses, dissertations, and doctoral projects must be submitted to the Graduate College via email by the end of the day.
Monday, August 9, 2027	Last day for electronic submission of final thesis/dissertation/doctoral project (with formatting pre-approved by the Graduate College) to ProQuest.
Friday, August 13, 2027	Instruction ends for summer term III.
Friday, August 13, 2027	Summer 2027 degree conferral date.
Tuesday, August 17, 2027	Grades due for summer term III classes.

Note: Observed Holidays were determined using the guidelines in NRS 236.015

Office of the Registrar and Schedules

The Office of the Registrar is the official repository of academic calendars, term calendars, and final exam schedules. Students can also find the Class Search and the Course Catalog on the MyUNLV registration system.

UNLV Calendars

Stay up-to-date on UNLV events by following these calendars:

Academic Calendars

Nursing Calendar

Academic Calendar Deadlines: How to look up the drop deadlines for your classes.

UNLV Calendar of Events: The Calendar of Events is a central source for event information at UNLV. The site is managed by UNLV Web & Digital Strategy.

Sports

UNLV Sports Calendar: Stay updated on sports events happening with UNLV teams.

Fine Arts Performances

UNLV Performing Arts Calendar of Events: The Performing Arts Calendar includes events, dates, times and pricing.

Graduate College

Graduate College Events and Deadlines Calendar

The Grad Academy

Graduate Student Calendar

Library

UNLV University Libraries Calendar

Graduate College Communications to Students

Graduate College messages are shared with graduate students via:

- Social media: Please link, like, and/or follow the Graduate College from your program, department, school, and/or college social media accounts so that we can like and repost your news and posts. We would appreciate it if, likewise, you would please repost our social media posts.
    - Facebook
    - X
    - Instagram
    - LinkedIn
    - YouTube
- UNLV's RAVE (Rebel Announcements Via Email) is a weekly email sent to all enrolled students that provides important campus information, including deadlines, events, alerts, etc.
- Graduate College weekly student newsletter
    - Distributed Mondays during the fall and spring semesters
- Grad Rebel Gateway Portal

-

The Graduate College distributes strategic informational emails to students' personal (pre-admission) or Rebelmail accounts (post-admission). For some students, these emails begin when they submit the request for information form on Admissions Future Students webpage, create an account in the Grad Rebel Gateway, and/or start an application. Pre-admission communications are sent to the email address the student used to create their Grad Rebel Gateway account. Rebelmail is used as soon as a student is admitted and throughout students' graduate careers.

Regardless of when students begin receiving emails (pre-application or post-enrollment), all will receive emails from the Graduate College regularly while they are enrolled. Timely emails will be sent through the entire student lifecycle and cover everything from enrollment and policy reminders, to invitations to participate in The Grad Academy programming, to invitations to complete annual surveys, mandatory annual student IDP form, exit surveys, and much more. Emails continue through graduation, focusing on things such as graduation deadlines and requirements, our Doctoral Recognition Ceremony, and Commencement.

Online Surveys, Annual Individual Development Plan, and Exit Surveys

- On a regular basis, the Graduate College will distribute a voluntary Graduate Student Life and Climate Survey. This is an important annual assessment of graduate student experiences in their programs and on campus, especially but not exclusively as they relate to how we are doing at fostering a student-centered, supportive, ethical, inclusive, equitable, and just graduate community.

- Each winter we require graduate students to complete a mandatory annual student evaluation (Annual Individual Development Plan Form). Results are sent to the student's advisor (where applicable) and graduate coordinator so that they may provide input on the student's progress and specify a timeline for accomplishing goals in the next calendar year. This is intended as a supportive mentoring process and student safety net to promote timely degree progression and student success. Students who are graduating are also required to complete the form in order to record their achievements since the data is also used to track metrics related to the annual productivity of all students.

- Students are also required to complete an Exit Survey as part of their graduation procedures in order for UNLV to assess student outcomes, ascertain from graduating students about their campus and degree program experiences, and use this information in a proactive manner to fuel a continuous improvement model whereby feedback leads to positive changes that improve future student experiences. We value our graduating students' input. Doctoral students will be required to complete the Survey of Earned Doctorates (SED) [doctoral students only] and the National Association of Colleges and Employers First-Destination Survey (which is part of the exit survey).

- Each spring, we distribute a mandatory Annual Graduate Coordinator Program Report to coordinators. We ask coordinators to share key information and metrics from the past year

and provide next year's goals. The information assists with institutional planning and projected growth of programs as well as distribution of available resources.

Family Educational Rights and Privacy Act (FERPA)

FERPA Protections: Please note that students are protected by FERPA in all communications and contexts. As such, any email communications involving student information between students and any employee of NSHE or UNLV must be conducted through students' official Rebelmail email account. If a student phones the Graduate College or another UNLV office or faculty/staff member with questions that relate to protected student information, the student will need to be able to correctly answer personal identifying information in order to protect their educational privacy rights. FERPA requirements are designed to protect student privacy.

THE GRADUATE FACULTY

The Role of Graduate Faculty

Graduate faculty members play an integral role in the development of graduate students; faculty design and deliver graduate programs, and play a critical part in graduate curriculum design and implementation. Graduate faculty prepare students for various professional and academic careers through coursework and one-on-one mentorship to cultivate students' research, scholarship, and creative skills. By encouraging creativity, critical thinking, strong communication skills, leadership, ethical practice, scientific reasoning, strong methodological skills, and scholarly independence, graduate faculty prepare students to be experts in their areas of specialization and successful on their desired career paths.

Graduate Faculty Rights and Responsibilities

The graduate faculty consists of all UNLV faculty members who are approved to hold Graduate Faculty Status (GFS). Graduate faculty members are housed in academic colleges and professional schools but are granted specific rights and responsibilities within the Graduate College, including but not limited to: participation in graduate education, engagement in graduate student instruction and mentorship, providing and guiding students in critical professional development opportunities that align with students' career goals, and pathways, maintaining high standards of disciplinary excellence, serving on students' Graduate Advisory Committees (GACs) and involvement in the work of the Graduate College, primarily through the Graduate Council and Graduate College committees. Please note that GFS is not related to professorial ranking, and qualified individuals on- and off-campus may hold varying levels of GFS.

Graduate Faculty Status (GFS)

GFS is a prestigious position reserved for those with terminal degrees who are highly engaged in creative, academic, and research activity as assessed by their department/school, college dean, and Graduate College dean. It affords qualified individuals the privilege to teach, mentor, and/or

advise graduate students as a member of the UNLV graduate faculty. Faculty must obtain appropriate GFS to be eligible to teach graduate courses, mentor/advise students and serve as graduate coordinators and/or on GACs.

Note the following important points to understand GFS:

- Faculty hold GFS in specific departments, schools, or colleges. Faculty may opt to apply for GFS in multiple academic units if they have research credentials and publications that cross disciplines. The faculty's home department is typically designed as their primary affiliation. In instances in which faculty hold GFS in two or more departments, the department that is not the faculty's primary home will be considered their secondary affiliation.

- Faculty who hold GFS in a unit (department, school, or college) may serve in the role of Graduate College Representative (GCR) for any students in the said unit only if the faculty's primary GFS affiliation is outside of that unit. GCR is additive privilege and not automatically granted. If faculty hold GFS in multiple academic units, the faculty may only serve in the role of GCR for students in units where they do not hold their primary affiliation. For example, if the student is in Academic Department X, the faculty may hold both GCR and GFS in Academic Department X only if the faculty's primary GFS affiliation is not in Academic Department X. That is, the GCR has primary affiliation in Academic Department Y and secondary affiliation in Department X (approved GFS in Academic Department X). Only in these instances may the faculty hold GCR and GFS in the student's home department.
- Only qualified academic faculty holding tenured privileges in administrative roles and whose primary GFS affiliation is within an academic unit housing Graduate College-governed programs may be eligible to serve as GAC chair or GCR. These qualifications and criteria will be assessed by the Graduate College
- Professors-in-residence (PIR) or faculty-in-residence (FIR) or Teaching Professors (TP) are generally not eligible to serve as the sole chair of doctoral/terminal degree committees or hold GCR because of the nature of their teaching positions and heavy teaching load. However, if a PIR or FIR holds a terminal degree, is demonstrably research active, and is supported by their department and academic dean, the Graduate College may grant them sole chair and GCR privileges. In these very limited and exceptional cases, a faculty member with the appropriate credentials holding a FIR position may chair committees. Exceptions are granted to individuals who demonstrate sustained, nationally and/or internationally recognized expertise directly aligned with the thesis/dissertation topic as well as active research/creative activities. Such exceptions require program-level and unit recommendation, graduate college approval, and inclusion of at least one doctoral-degree-holding committee member with appropriate methodological expertise. This also assumes that there is adherence to all other conditions for grad faculty status approval. Exceptional approval for Committee chair privileges requests, the requester must 1. Provide support letters from your Chair and Dean outlining the reasons for the exception; 2. Provide your letter that outlines the reasons for the exception and how their expertise/preparation/qualifications/research/creative activities align with the students'

topic/focus; 3.Attach the letters and your CV in one pdf form with their resubmission of the GFS application form, which can be found on our website: https://www.unlv.edu/graduatecollege/graduate-faculty-status

-
- GCR privileges require that the faculty member have a terminal degree in their field, be employed full-time in a tenured/tenure-track faculty position or a multi-year contract at UNLV, be knowledgeable about all policies and procedures, and hold GFS in a graduate degree-granting department/school at UNLV.

- No one may teach graduate-level courses unless they hold appropriate level(s) of GFS. See Graduate Teaching requirements.

- GFS comes with cascading levels of privileges as outlined below. The privileges associated with a person's GFS shall reflect: 1) highest degree earned; 2) an assessment of qualifications by department peers, chair, and deans (academic and graduate) especially with respect to the individual's research, scholarship, and/or creative activities; and 3) their role(s) in graduate education (See GFS Privileges Table below).

- Members of students' GACs must hold the appropriate GFS privileges to serve in each position.For additional information, review the GAC guidelines and requirements.

- Minimal GAC composition includes a chair, 2 graduate faculty committee members with GFS in their department/school, and a GCR with appropriate GFS privileges outside the student's department/school as reflected on the GFS list posted on the Graduate College website. Please note that at least the chair and one graduate committee member with GFS on the GAC must be employed full-time, hold appropriately approved GFS, and with their primary affiliation in the student's home department at UNLV. The GCR must also be employed full-time at UNLV and NOT hold primary affiliation in the student's home department.

- Note that after a student seats a full GAC, they may add anyone they like to the committee as a participating member (with advisor approval and must hold GFS at UNLV). Additional members joining a full GAC will be a voting member if they have been granted the following GFS privileges (See GFS Privileges Table below) in the students' home department:

    - for master's committees, the additional member holds at least the "GAC Member Master's Only" (Level 4 or above)

    - for doctoral committees, the additional member hold at least "GAC Member All Levels" (Level 2 or above)

The additional member is a non-voting member if they solely hold the "Extra GAC Member-only" designation (Level 7).

- Exceptional approvals for specific GFS privileges: Exceptional privilege requests are only available and may be granted to full-time academic faculty. Full-time academic faculty may request exceptional privileges by submitting a GFS application with the following required documents:
    - Support letters from the unit Chair and Dean outlining the reasons for the exception
    - A letter from the applicant that outlines the reasons for the exception and how their expertise/preparation/qualifications align with the students' topic/focus.
    - Attach the letters and CV with the resubmission of the GFS application form.
- Full GFS guidelines may be found here. Questions regarding GFS should be directed to GradFacStatus@unlv.edu.

GFS Privileges Table

Graduate Faculty Status (GFS) is organized as follows:

Level	Privileges	Doctoral GAC Chair	Doctoral GAC Member	Master's GAC Chair	Master's GAC Member	Graduate College Rep	Teach all levels	Teach Master's only	Extra GAC Member ONLY
1	Doctoral GAC Chair* All Levels	X	X	X	X	X	X		
2	GAC Member All Levels		X	X	X	X	X		
3	GAC Chair Master's Only			X	X	X		X	
4	GAC Member Master's Only				X	X		X	
5	Graduate Instructor 1						X		X

6	Graduate Instructor 2							X	X
7	Extra GAC Member only (non-voting member)								X

GFS is closely related to UNLV guidelines regarding who can serve in which roles on students' GACs. Tenured and tenure-track faculty and approved FIRs/PIRs/TP in departments with graduate programs may qualify to serve as GCRs as an additive privilege to the Graduate Faculty Statuses above. The GAC chair and department/school committee members must be active researchers/scholars/performers and have some experience or demonstrated capacity to successfully advise graduate students. UNLV faculty including those in administrative roles/lecturers/instructors with short-term contracts, employed in non-graduate degree-granting departments, and those who are not research active and recently published, as well as non-UNLV community members, and faculty at other universities, may not serve in the role of as GCRs on students' GACs, though they may serve as an Extra Member on a student's GAC. Only qualified administrative faculty holding tenured privileges and whose primary GFS affiliation is within an academic unit housing Graduate College-governed programs may be eligible to serve as GAC chair or GCR. These qualifications and criteria will be assessed by the Graduate College Please see the GAC guidelines.

*Co-Chairs (maximum of 2 appropriately approved faculty): Must have GFS somewhere at UNLV (either all privileges or committee member designation). Please note that faculty may retain their sole chair role for one year after departing UNLV. Faculty departed from UNLV may be co-chairs or members after the one-year period. Faculty must have appropriately approved GFS at UNLV and may be able to co-chair unless they only have instructor or extra member status. The co-chair shares advising responsibilities with the other co-chair. Additionally, GCR privileges require that the faculty member have a terminal degree in their field, be employed full-time in a tenured/tenure-track faculty position or a multi-year contract at UNLV, be knowledgeable about all policies and procedures, and hold GFS in a graduate degree-granting department/school at UNLV.

The GFS Application

- Submit an online GFS application (forms found on the Graduate College Graduate Faculty Status webpage) with your curriculum vitae for review, approved, and routed electronically via Docusign to the academic department chair and then your college/school dean.

- Applicants not employed by NSHE and who do not have an NSHE ID and wish to have an UNLV ACE account must complete the UNLV Volunteer packet with their department and forward it to the Graduate College in order to be assigned an NSHE ID. ACE accounts are not mandatory and not required for holding Graduate Faculty Status. However, all applicants external to UNLV and approved with GFS must complete any mandatory training. To be granted GFS. applicants must complete the UNLV FERPA training. If you choose to fill a volunteer form, please note:
    - Volunteer Agreement Form: Section II: Disregard account information, it is not necessary for Graduate Faculty Status accounts. All other parts of Section II must be completed.
    - Personal Data Form: Employee Type: select 'Volunteer/Adjunct.'
- If a non-NSHE GFS applicant is not interested in having an ACE account, no further action needs to be taken except for the completion of the application form (forms found on the Graduate College Graduate Faculty Status webpage). However, to be granted GFS. applicants must complete the UNLV FERPA training.
- After department and college approval, the application and curriculum vitae are routed electronically to the Graduate College for final review, approval, and implementation.
- We post updated GFS lists on our website every month for easy reference (bottom of Graduate College Graduate Faculty Status webpage).

Faculty Leaving UNLV

Upon leaving the university, all graduate faculty members are required to complete a Leaving Form. This form allows graduate faculty to retain some graduate faculty responsibilities after their departure from UNLV if their request to do so is supported by their department/school, college/school dean, and Graduate College dean. This process also helps ensure that all current GAC, research, and mentoring commitments are fulfilled or appropriate replacements are assigned. Faculty must inform graduate students they are advising of their departure and of alternate mentorship options and plans. Please note that faculty may retain their sole chair role for one year after departing UNLV. They may be co-chairs or members after the one year period. Faculty must have appropriately approved GFS at UNLV and may be able to co-chair unless they only have instructor or extra member status. The co-chair shares advising responsibilities with the other co-chair. GCR privileges require that the faculty member have a terminal degree in their field, be employed full-time in a tenured/tenure-track faculty position or a multi-year contract at UNLV, knowledgeable about all policies and procedures, and hold GFS in a graduate degree-granting department/school at UNLV.

For faculty who are on leaves and/or temporary leaves, signatures on forms will not be skipped. Rather, the Department Chair will sign on behalf of faculty on leave. Upon return to UNLV, faculty

may opt to rescind decisions and may not be bound to the decision(s) made during their absence. Please see GC Bylaws for more information.

Annual Review of Graduate Faculty

Each winter, academic units are expected to review and update their own GFS list as part of their faculty annual review process. Procedures for the Annual Review of GFS vary a bit in each unit. Please review the GFS guidelines on the GFS website, and please note:

- The Graduate College will send a list of all members of the graduate faculty in your departments/school, and their levels of responsibilities for the graduate coordinator/department chair to review during evaluation season.
- Any faculty members who should have GFS but are not listed must complete an online GFS application. You can find the easy DocuSign application form here. An initial application is required for all faculty members.
- Graduate faculty who have left UNLV or are no longer able to serve as graduate faculty in your programs should complete a graduate faculty leaving form here. If they are unable to do so due to death, illness, or otherwise being unreachable, please have the Graduate Coordinator or Department Chair contact GradFacStatus@unlv.edu.
- To change or update the status/privileges of any current graduate faculty member, the department chair/graduate coordinator must initiate and complete a Change in GFS application (same form as the GFS application). Alternatively, the graduate faculty members themselves may submit a new GFS application form.
- Forms for changes in GFS are available on the Graduate College Graduate Faculty Status webpage.
- Please see here for GFS Guidelines and Revocation process.

Graduate Faculty Opportunities and Awards

UNLV Graduate College Award Programs

Graduate Faculty Fellows Program

Our program goal is two-fold: first, to bring graduate faculty expertise and insight into the Graduate College to work on particular projects each academic year; and second, to build and sustain close relationships between the Graduate College and the departments and programs we serve by building bridges and collaborations with graduate faculty. The Graduate Faculty Fellow is typically the Chair of the Graduate Council.

Outstanding Graduate Faculty Leadership Award

The Outstanding Graduate Faculty Leadership Award recognizes graduate faculty who demonstrate the highest level of quality of leadership in their department, college, and UNLV community. Some of the qualities of an exceptional graduate faculty leadership include (but are not limited to):

- Serving on committees and attending events in department, college, Graduate College and UNLV community in support of graduate education.
- Mentoring graduate students to successful achievements (in addition to degree completion).
- Providing outstanding service leadership in collaboration with, or in the service of, the Graduate College.
- Engaging in, leading, or significantly advancing efforts that help move the university toward innovative and impactful graduate education, research, scholarship or creative activity to help meet our shared Top Tier goals.

The recipient of this Award will receive $1,500 and a plaque, and be recognized at the Annual Academic Achievement Awards Ceremony.

Outstanding Graduate Faculty Mentorship Award

The Outstanding Graduate Faculty Mentorship Award recognizes tenured or tenure-track members of the Graduate Faculty who provide outstanding mentorship in support of their graduate students' success. The graduate faculty member:

- Provides sound counsel and advocacy on academic and non-academic issues.
- Guides mentee with retention, progress, and completion via frequent communication and discussion of deadlines and timelines.
- Well-structured relationships with students that lead to successful completion of degrees. These relationships include service on committees, mentoring, funding, intellectual and creative support, advocacy, and respect for students.
- Committed efforts to assist the mentee with networking, job placement and professional development.
- Serves as a role model for teaching, research, and outreach.
- Elevates the productivity and success of the mentee.

The recipient of this Award will receive $1,500 and a plaque, and be recognized at the Annual Academic Achievement Awards Ceremony.

Faculty Top Tier Doctoral Graduate Research Assistantship Grant Program

The Top Tier Doctoral Graduate Research Assistantship (TTDGRA) program typically supports doctoral graduate research assistantships. This competitive program funds selected proposals for research and creative activity that involve the use of one state funded doctoral research assistant for one academic year, and renewable for up to two additional (3 years of total support). These TTDGRAs receive the minimum stipend (varies by graduate program) and standard Graduate College GA benefits (tuition, health insurance, etc.). Faculty who are awarded TTDGRAs are encouraged to supplement the stipend and/or student tuition/fees with external funds (sometimes referred to as extramurally funds), if available, but this is not required.

GRADUATE FACULTY GOVERNANCE

The Graduate Council

The Graduate Council is the faculty governance branch of the Graduate College. The Graduate Council collaborates with the Graduate College to oversee all matters related to graduate education at UNLV. The Council is the faculty leadership of the Graduate College.Through their appointment to the Graduate Council, graduate coordinators also serve as members of at least one and not more than two Graduate College Committees each year and assist with the formation and implementation of key Graduate College policies and programs. As needed, graduate coordinators may be invited to provide advice and counsel to the Vice Provost for Graduate Education and Dean of the Graduate College on a variety of issues. Membership on the Council of the Graduate College consists of graduate faculty representatives from their respective academic program units, GPSA representatives, Faculty Senate representatives, Graduate Committee Chairs and Graduate College Fellows, and the Vice Provost for Graduate Education and Dean of the Graduate College and associate and assistant deans. As the faculty governance branch of the Graduate College, all members of the Council and Graduate College committees must hold GFS.

The council meets a minimum of four times each year. The Council is supported by five standing committees. Graduate College ad hoc and Top Tier Committees and working groups are also instantiated each year to support timely graduate goals and initiatives. The Graduate College bylaws may be found here. The Graduate Council includes one delegate from each academic department that sponsors a graduate degree or certificate program, plus representatives from the GPSA and a representative from the Faculty Senate --- either the chair or their designee. Please visit the Graduate Council & Committees webpage for the Graduate Council and Graduate College meeting dates and times and other helpful information.

Graduate Council Meetings

The elected Graduate Council Chairperson shall chair all meetings of the Graduate Council and shall call meetings of the Council, as required, to include at least two regular meetings each semester. One week advance notice must be provided, via the Graduate College website, announcing that a

Council meeting shall be convened. Regular meetings shall not be scheduled during the summer recess or on university holidays (Please see Graduate College bylaws for more information).

Council Agenda items for regular meetings shall be submitted by Graduate Council representatives and the Vice Provost for Graduate Education and Dean of the Graduate College, or designee, to the Graduate Council Chairperson at least one week prior to any such meeting and the agenda shall be distributed to the Graduate Council faculty no later than the Friday prior to the meeting date. Meetings schedules may be found here.

Minutes of all Council meetings shall be prepared by the Council Chair, or designee, and presented to the Vice Provost for Graduate Education and Dean of the Graduate College or designee no more than one week after each Council meeting. The minutes are available to Council members after the meetings upon request.

Graduate Council Attendance and Voting

Council meeting attendance, or designation of an appropriate graduate faculty proxy, is mandatory for Members of the Graduate Council. A simple majority of the voting members of the Council present shall constitute a quorum. Proxies shall be counted in determining a quorum. Proxies shall be governed by the following guidelines:

- A representative of the Graduate Council who is unable to attend a meeting must designate a graduate faculty member from their academic unit as a proxy for that meeting.
- All proxies must present a written authorization (Grad Committee Proxy form) by the designating member to the Graduate Council Chairperson at the outset of the Council meeting or up to 24 hours prior.
- A proxy must hold GFS and should be from the same academic department, program, or unit as the designating member in Council meetings. In Council committee meetings, proxies must hold GFS and they may be a member of the same committee. If there are co-coordinators, only one vote can be counted.
- Members of the Graduate Council shall hold no more than two proxies per meeting.
- Proxy forms (Grad Committee Proxy form) should be submitted at least one day prior to the meeting.

Graduate Committees

A variety of committees and groups fall under the umbrella of the Graduate Council and Graduate College. They work in concert with the Vice Provost for Graduate Education and Dean of the Graduate College to establish and implement faculty and student-centered policies and procedures to enhance and support graduate education and the graduate community at UNLV. There are a number of standing committees that play a critical role in forming procedures and policies that affect the Graduate College, its faculty members, and its students, which are listed below. One

graduate or GPSA student representative and a faculty senate representative are invited to serve as a voting member on Council committees.. For additional information on the role of the Graduate Council and work of the Graduate College Committees visit the Graduate Council & Committees webpage.

Please note that any member of the graduate faculty may volunteer to serve on a Graduate Council Committee. In schools and colleges with fewer graduate coordinators than Council Committees, we especially encourage other graduate faculty members to serve so that every school and college has at least one graduate faculty member representing them on every committee. This ensures representative faculty governance. In collaboration with graduate coordinators, the associate dean of the Graduate College appoints committees each summer for the subsequent academic year. Graduate faculty who want to volunteer should reach out to the associate dean of the Graduate College at gradassociatedean@unlv.edu.

Graduate Council Committees

Graduate College Executive Committee (GCEC): Consists of chairs of all Graduate College Committees, the Graduate Council Chair, the GPSA president, and Faculty Senate chair, or their designee. The Vice Provost for Graduate Education and Dean of the Graduate College, associate dean, assistant deans, faculty fellows, and Top Tier working group chairs participate in ex officio roles. The Executive Committee advises the Vice Provost for Graduate Education and Dean of the Graduate College, leads policy and program discussions, and aids in strategic planning for the Graduate College.

Graduate Course Review Committee (GCRC): Generally, reviews and approves new graduate courses and course revisions at the 500 - 800+ level.

Graduate Programs Committee (GPC): Generally, reviews and recommends approval of new graduate degree programs, certificates, and microcredentials as well as changes to existing programs, certificates, and microcredentials.

Graduate Program Review Committee (GPRC): Works in conjunction with the Faculty Senate and the Office of Academic Effectiveness to review existing graduate programs and then provide follow-up support to ensure continual improvement of graduate programs and overall excellence.

Graduate Appeals & Legal Issues Committee (GALIC): Reviews and makes recommendations to the Graduate College dean on graduate student appeals.

Graduate College Committees/Groups

The Vice Provost for Graduate Education and Dean of the Graduate College, in consultation with the Council Chair and GCEC, may constitute Graduate College committees to provide guidance or recommendations to areas that are related to the business of the Graduate College as a unit with authority and responsibility. Current Graduate College committees/groups include the following

Graduate Awards Committee (GAWC): Develops guidelines for awards and graduate student funding for fellowships and scholarships; reviews award, fellowship, and scholarship application materials; recommends award, fellowship, and scholarship recipients; and provides ad hoc review and ranking of nominees for special awards and recognitions.

The Grad Academy Advisory Board: Cultivates opportunities for professional and career development activities and skills for graduate and professional students.

The Postdoctoral Advisory Board: Develops, reviews, and makes recommendations to sustain and grow the Office of Postdoctoral Scholars to support postdoctoral scholars and the postdoc community at UNLV.

Graduate Research & Student Success (GRSS): Focuses on new initiatives to support graduate faculty and students, to promote excellence, and to help advance the Graduate College to tier one status Includes socially just curriculum and experiences and advancing DEIJ**.**

Interdisciplinary Graduate Programs Working Group (**IGPWP**)**:** Consists of IGP Directors as well as representatives from the Graduate College and other campus units to consider, propose, design, implement and guide innovative interdisciplinary graduate programs.

Graduate Associate Deans Council: Consists of invited Associate Deans from academic units and representatives from the Graduate College to ensure smooth graduate processes and intentional coordination, open lines of communication, particularly around issues that impact GEM, and tackle annual GEM/RPC planning and training.

Ad hoc Working Groups: Each year there are a number of ad hoc Top Tier working groups that support strategic graduate initiatives and university goals.

GRADUATE COORDINATOR RESPONSIBILITIES

The graduate coordinator serves a vital role in graduate education. Graduate coordinators are members of the graduate faculty who are the primary point of contact in academic units for graduate students and who are responsible for coordinating strategic RPC efforts and delivering high-quality graduate programs that prepare students for career success within a department or school. Graduate coordinators serve as the official liaisons between the academic unit and the Graduate College on all matters related to the oversight and management of departmental graduate programs, prospective and current students, and compliance with policies governing graduate education. Graduate coordinators are responsible for fulfilling all requirements in the Graduate College Bylaws.

Every department offering graduate or professional certificates, microcredential, and/or degrees will identify at least one graduate coordinator. Departments and schools offering multiple large or complex programs and/or certificates may elect to have multiple graduate coordinators, each with responsibility for leading, managing, and coordinating one or more plans (a plan is a degree program or certificate); the Graduate College does not recognize or manage other departmental level support staff, administrative support or graduate program leaders at the subplan level (concentrations or tracks).

Additionally, every department/program should also have: (1) at least one Graduate Plan Support Staff, (2) additional graduate program leaders (from the graduate faculty within the department) to work with the graduate coordinator(s) on recruitment, admissions, funding, mentorship, etc. and (3) may choose to have a plan administrator. Please refer to the GC Graduate Program Roles and Definitions document for details on the rights and responsibilities associated with each of these key graduate program roles.

Selection of Graduate Coordinators

Candidates for graduate coordinator must hold GFS and be tenured faculty within the unit, unless staffing circumstances or the particular characteristics of an academic unit require a short-term exception. In case of the latter, the chair/director, academic dean, and Vice Provost for Graduate Education and Dean of the Graduate College must approve the appointment. Candidates for graduate coordinator shall be self-nominated or nominated by a faculty colleague, chair/director, or academic dean.

Graduate coordinators shall be elected by a majority of the academic unit's voting graduate faculty in a blind vote. Graduate coordinators may be elected or appointed in one of two ways, as delineated below.

- Department or college bylaws: In cases where an academic unit, or the college in which a unit resides, have faculty bylaws delineating how graduate coordinators are selected, and their term of office, these rules and processes shall apply and take precedence.

- Graduate College Bylaws: If an academic unit's, or college's, bylaws do not specify either how graduate coordinators are selected or their term of office, or provide related guidelines, then the Graduate College guidelines as specified herein shall take effect.

Terms and Conditions

Once seated, graduate coordinators are subject to terms within their college or unit bylaws. If academic college or unit bylaws do not specify otherwise, Graduate College guidelines should be followed. The Graduate College guidelines specify that graduate coordinators shall (1) serve three-year terms of service, (2) uphold the highest standards in the execution of their service, (3) faithfully and effectively serve their graduate faculty colleagues, department, program and graduate students, and (4) fulfill the expectations outlined herein. Graduate coordinators shall be recognized for their contributions and leadership and receive appropriate compensation for their time and service by way of workload adjustments; salary supplement if available; and student, administrative, or professional support staff assistance where appropriate and viable.

Graduate coordinators shall be reviewed on their performance in this role during their annual evaluation and recognized for the merits of their service. Graduate coordinators who receive an unsatisfactory evaluation; who fail to effectively fulfill the requirements of the position; or commit an unethical act in violation of campus and community standards of research ethics, professional ethics, and NSHE Code; or who for some other reason are deemed unfit to continue serving to the end of their term may be removed in one of the following ways:

- By a simple majority vote of the academic unit's graduate faculty
- By written notice from the chair/director, signed by the academic dean, but only in the case of an unsatisfactory review, when there has been a documented ethical breach or a similar extreme situation that is documented and that would prohibit the graduate coordinator from faithfully fulfilling his/her responsibilities
- By written notice from the Vice Provost for Graduate Education and Dean of the Graduate College and Academic Dean, but only in the rare case when there has been a documented ethical breach or a similar extreme situation that is documented and that would prohibit the graduate coordinator from faithfully fulfilling his/her responsibilities
- By written notice from the department chair, Vice Provost for Graduate Education and Dean of the Graduate College, and academic dean, when the graduate coordinator has grievously neglected or mismanaged the responsibilities of their role. This can only happen after the chair and deans have issued a preliminary written warning to the graduate coordinator.

If a graduate coordinator's term of service is shortened by means of (ii) or (iii) above, s/he has the right to appeal through proper administrative channels to her/his chair/director, academic dean, and then to the Vice Provost for Graduate Education and Dean of the Graduate College who will review

the appeal and attached documents and consult with the Graduate College Executive Committee for their review, input, and recommendation before rendering a final decision.

Graduate Coordinator Incentives

To recognize the key leadership role of graduate coordinators and their nearly year-round efforts on behalf of their graduate microcredentials, certificates, programs, and students, coordinators shall be recognized for their contributions and receive appropriate compensation for their time and service by way of workload adjustments (generally a one-course reduction in teaching load to be negotiated with chair/director and school/college dean) and student, administrative, or professional support staff assistance, where appropriate and viable.

Graduate coordinators shall also be eligible to receive compensation for fulfilling the responsibilities outlined in the annual graduate coordinator agreement here. In order for graduate coordinators to receive their annual allocation, they must fulfill the expectations listed in the responsibilities, review and provide any updates to the program's handbook, fulfill appointed Graduate College Committee duties, and complete the Annual Graduate Coordinator report in a timely and accurate manner. If there are co-graduate coordinators overseeing programs concurrently, the co-graduate coordinators each must participate and serve on a Graduate College committee and collaborate to complete one combined annual program report from their academic unit. Additionally, if graduate coordinators' appointments are only for one semester, they can expect a one-semester graduate coordinator allocation at the end of their service, assuming that they have fulfilled the aforementioned expectations. The graduate coordinator allocation will be disbursed in January for fall service only and in June for yearlong and spring semester only service. These funds may not be used by the Chair/Director or other faculty, and should be spent within one fiscal year. Appropriate uses for these state funds include faculty travel, graduate student travel, equipment/supply/computer/book purchases, conference registration, support for a student worker, summer support for GAs, etc. Please note that refusal of the graduate coordinator allocation does not abdicate responsibility to fulfill the graduate coordinator expectations outlined above.

Participation on the Graduate Council

Through their appointment to the Graduate Council, graduate coordinators serve as members of at least one Graduate College Committee each year and assist with the formation and implementation of key Graduate College policies and programs. As needed, graduate coordinators may be invited to provide advice and counsel to the Vice Provost for Graduate Education and Dean of the Graduate College on a variety of issues.

Broad-Ranging Responsibilities to Graduate Students, Faculty, and Programs

In general, the graduate coordinator is responsible for fulfilling all requirements in the Graduate College Bylaws and Catalog/Graduate Student Handbook, as well as department/school/college bylaws and expectations. Though the exact responsibilities of graduate coordinators vary between departments and graduate programs, graduate coordinators are responsible for the management

and oversight of both the day-to-day operations of graduate programs and graduate students in their academic unit. This typically includes, but is not limited to, the following:

- Coordinating and facilitating graduate student recruitment into department programs
- Providing oversight, coordination, or direct handling of graduate admissions, including coordination and oversight of the holistic, equitable, and fair evaluation of admissions applications according to best practices, Graduate College policies and procedures, and specific program guidelines and requirements
- Providing onboarding and orientation for new graduate students and ongoing opportunities for professional and career development
- Managing communications between the department and graduate students, both new and continuing
- Providing graduate student mentorship and appropriate, timely matriculation, progression, and graduation
- Appropriately handling and documenting program milestones
- Coordinating, reviewing, and signing annual departmental evaluations of graduate students
- Timely and accurate submission of required forms with careful review to ensure they are signed with integrity
- Timely reviewing and appropriately handling all graduate student forms including graduate appeals
- Ensuring departmental FERPA protections and appropriately handling of student documents, records, and information
- Working with the academic dean, department chair, and Graduate College on the appointment, assignment, and supervision of graduate assistants
- Applying ownership of and responsibility for the generic UNLVMail email accounts for their graduate program(s)
- Providing oversight of student graduation requirements and proper procedures related to culminating experiences
- Recommending student probation and separation, when appropriate, through the appropriate unit and college channels and then on to the Graduate College
- Educating students and colleagues about Graduate College policies and enforcing the same equitably

- Ensuring the accuracy of the graduate portion of the department website, the department's segment of the Graduate Catalog, the unit's handbook, and related informational materials and communications
- Working with the department chair and academic dean to establish, review, and revoke GFS, as necessary
- Managing communications between the department and graduate students including new, continuing, and graduated
- Working with the graduate faculty, department chair and academic dean to regularly review and improve new and existing graduate courses and programs in Curriculog (our system of engagement for curricular approvals) using the generic emails
- Collaborating with the department chair/director and academic dean, as appropriate, to facilitate graduate student policies, assignment of lab and/or office space, and mediate graduate faculty and graduate student issues as necessary
- Serving as a conduit of information between the Graduate College and the Graduate Council to the academic unit faculty, staff, and graduate students in a timely manner.
- Collaborating with the chair/director and faculty colleagues to ensure rigor, quality, and maintenance of high standards of scholarship and graduate instruction within the unit's graduate programs and the appropriate development of, and modification to, curriculum and programs
- Serving as an active participant and fulfilling duties on at least one appointed position on the Graduate College/Council committees and in Graduate Council meetings (Council and Committee meeting attendance, or designation of an appropriate proxy, is mandatory for members of the Graduate Council)
- Participating in Graduate College signature events is encouraged.
- Timely conveying Graduate College news, information, events, and Graduate Academy opportunities for graduate student professional and career development to graduate students and faculty colleagues
- Timely and accurately completing the Annual Graduate Coordinator Report each spring as well as keeping the program handbook updated on an annual basis.
- Supporting timely graduation time-to-degree, progression, and completion, including strong and clear advisement on degree progression, Plan of Study

Responsibility to Understand, Fairly Apply and Systematically Enforce Standards

Graduate coordinators are required to know and follow the relevant State of Nevada and federal laws; the NSHE Code; the UNLV Bylaws; the Graduate College Bylaws; and the Graduate College Handbook. No policies or procedures employed in an academic unit or graduate program may supersede or contradict standing law or existing policy. Coordinators are fully responsible and accountable for all described duties, roles, and expectations outlined in the Catalog, the Graduate College Bylaws and the Graduate College Handbook, even if coordinators delegate their responsibilities in whole or parts to others.

Graduate coordinators are also responsible for objective, fair, and just application of policies and procedures to students. When concerns and/or issues arise between students and/or faculty, the chair and graduate coordinator should work together to transparently, fairly, and justly adjudicate and attempt to resolve the issue. When this is not possible, involvement of the college associate dean or dean, and then the Graduate College associate dean or dean is appropriate and required. All graduate students are guaranteed due process rights. The Graduate College appeal process and form are the means by which students may lodge an academic complaint and request for remedy and/or appeal existing policies and processes. Graduate coordinators and chairs are an important part of the appeal process and must review these claims, gather and submit relevant documentation and evidence, and advance these appeal forms in a timely manner.

Responsibility to Coordinate and Collaborate With the Graduate College

Graduate coordinators shall be responsive to inquiries, emails, phone calls, and requests from the Graduate College and staff, and the Graduate College team will likewise provide timely, helpful, friendly support. Close collaboration with the Graduate College is required to ensure proper integration of operations and seamless support for student success. Any changes to graduate coordinator appointments should be communicated immediately to the Graduate College associate dean (gradassociatedean@unlv.edu).

Likewise, graduate coordinators are the primary avenue of communication between the Graduate College and other graduate faculty in their programs. It is vital that coordinators share Graduate College news, information, updates, and policy and procedure changes with their graduate faculty colleagues to ensure smooth integration between academic units and the Graduate College and to facilitate clear and accurate advice and mentorship of students.

Responsibility to Communicate With and Promptly Respond to Students

Graduate coordinators shall provide timely responses to inquiries, emails, phone calls, and requests from prospective and current graduate students, either personally or in collaboration with plan administrators, plan support staff, and/or other graduate faculty program leaders. It is essential that students are supported to success and a key way to ensure this, as well as smooth and successful graduate program operations, is to communicate clearly, regularly, and consistently to graduate students and to be supportive of, and responsive to, their inquiries and needs. Coordinators are also

expected to share information and convey news and policy updates to students, as well as reminding students of upcoming deadlines.

DocuSign Forms and Generic Emails

The 2019 implementation of DocuSign, which supports the efficient electronic submission, routing, tracking, review, and signing of all Graduate College forms via a website for faculty/staff and within the Grad Rebel Gateway for graduate students, required the creation of generic UNLV.EDU email accounts for effective routing of forms for graduate coordinators, department chairs, and deans. Graduate College DocuSign forms are electronically routed to particular positions for signatures (i.e. graduate coordinators, chairs, deans) depending on the form and which signatures are required. Generic accounts make this possible. Please note that approaches to assist accessing and managing generic accounts and personal accounts may be found here.These generic accounts also add a level of stability; although graduate coordinators and chairs change at regular intervals, these accounts will remain and provide access to prior communications between the person formerly in the role and the new graduate coordinator, chair, or dean. The generic accounts are also used in Curriculog where all curriculum (courses and programs) is managed. Deactivation or changes to the generic email accounts are not permitted unless approved by the Vice Provost for Graduate Education and Dean of the Graduate College.

Error Messages with DocuSign: With UNLV's 2023 transition to the use of mandatory ACE logins when accessing applications such as MyUNLV, UNLVMail, WebCampus, and Workday, you may experience an error message. All of these applications use multifactor authentication, requiring an ACE username and password and additional verification methods. If you are receiving an error message when attempting to sign DocuSign forms, would you please contact the Office of Information Technology (OIT) Help Desk? For example, if you are attempting to sign a DocuSign form as a graduate coordinator, you must be logged into your ACE account associated with the generic email. To make it easier to manage using multiple ACE accounts at one time, OIT recommends the creation and use of a second profile on your Chrome browser.Additionally, OIT has self-help information in its Knowledge Base on managing DocuSign forms. Specifically, here is a step-by-step guide on how to access and manage generic accounts.

On approval of a new graduate degree, the Graduate College Systems team will work with that program to determine whether a new generic email account needs to be created, and, if so, they will request it on behalf of the graduate coordinator from the Office of Information Technology (OIT). OIT creates generic emails and assigns ownership of the email account. *Any changes in graduate coordinator, department chair, or dean require the new individual in that role to contact gradassociatedean@unlv.edu and OIT to transfer ownership of the generic email account.*

FORMS

Information about the forms that are available in various electronic systems can be found on the Graduate College Website. This website provides hyperlinks to PDF samples of the forms,

description of each form, their location, and required signatures. Please note that forms related to faculty functions may also be found in the Forms spreadsheet. These include GFS application, Faculty Leaving UNLV, Graduate Awards forms, and Curricular forms.

Additionally, there are forms specifically for departmental use. These forms are listed below and in the Forms spreadsheet.

Forms for Departmental Use

GA Termination: This form is used by faculty/staff members to request termination of an appointed GA.

Probation Request: This form is completed and submitted by the Graduate Coordinator to recommend to the Graduate College to place students on probation. The form needs to be completed and submitted in Salesforce.

Probation Removal Request: When requesting to remove a student placed on probation, Graduate Coordinators use this form in Salesforce. This form cannot be submitted unless a Probation Request has been approved previously. **Separation Requests:**To request the separation of a student from a program, Graduate Coordinators complete and submit this form in Salesforce. Please note this form should not be submitted unless a Probation Request has been approved previously or there is an egregious violation that merits immediate separation, which will require the academic dean and Vice Provost for Graduate Education and Dean of the Graduate College's approval.

FEDERAL, STATE, NSHE, AND CAMPUS POLICIES

All graduate students at UNLV must adhere to the rules and regulations set forth by the NSHE Board of Regents Handbook, UNLV Student Conduct Code, UNLV Graduate Catalog, and program handbook. Students found in violation of any of the rules and regulations discussed within this document as well as the laws governing the State of Nevada and the United States of America are subject to disciplinary action.

The Office of Student Rights and Responsibilities assists students, faculty, and staff with the conduct code and policy enforcement; serves as a resource to the campus community surrounding student conflict resolution; and also provides an extensive outreach program that includes presentations such as academic integrity and preventing academic misconduct, conflict resolution, and managing disruptive behavior. Their goal is to foster an environment where students have an opportunity to be accountable for their behavior and continue their education in a supportive atmosphere.

For a list of current policies at UNLV please see UNLV Policies. Some policies are highlighted below.

- NSHE Code, FERPA, & Title IX
    - Nevada System of Higher Education (NSHE) Code
    - FERPA

    - UNLV's Office of Compliance and Title IX
- Student Conduct
    - Student Academic Misconduct & Integrity Policy
    - UNLV Student Computer Use Policy
- Research
    - Division of Research
    - Research Integrity
    - Human Subjects
    - Environmental Management & Laboratory Safety and Student Use of Hazardous Materials
- Safety
    - Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (CLERY)
    - Dangerous Weapons Policy
    - Animal Policy
    - Alcohol Policy
    - Smoking Policy - Statutes and Act
    - Campus Security Authority Role
- Other Policies
    - Use of University and Facilities
    - Fundraising
    - Handbills and Posters (Also see Advertising and Sponsorship Policy)
    - Military and Veteran Services
    - Use of Automobiles and Parking

The NSHE Code defines the primary areas of faculty responsibility for all higher education institutions in Nevada, and these areas are reinforced throughout the Code in standards for tenure and annual evaluation. The Board of Regents Handbook is the governing document of the Nevada System of Higher Education that provides detailed information on bylaws and policies affecting students, faculty, staff and vendors. Procedures & Guidelines Manual When the board of Regents Handbook was reorganized in 2005, several sections were transferred to a new document known as the Procedures & Guidelines Manual. While the Handbook will now only contain bylaws, Code and NSHE policies, the Procedures and Guidelines Manual will contain System and institutional procedures, tuition & fees, as well as the documents previously known as the Chancellor's Memoranda. For more information please refer to the NSHE website here.

GRADUATE CURRICULUM

Graduate faculty initiate and approve new courses and programs, as well as changes to existing graduate curricula.

The Graduate College is committed to promoting graduate programs and curricular excellence. From collaboration on the development of impactful new courses, microcredentials, certificates, and degree programs, to encouraging thoughtful changes to improve existing curricula, the Graduate College's review processes are transparent and timely. Our role is to support faculty who hold primary responsibility for the development, design, implementation, assessment, and

continuous improvement of graduate curricula within their academic units. As disciplinary experts, graduate faculty are entrusted with proposing curricular requirements, learning outcomes, degree structures, and academic standards that support student success and program quality.

The graduate curriculum is designed to educate, train, and mentor our graduate students to ensure success in their graduate programs and in diverse careers. Student success depends on clarity of expectations, strong and supportive mentorship, and clear, consistent, accurate information. The Graduate College publishes an annual Graduate Catalog containing the official graduate curriculum, and strives to ensure that no other websites or resources contain course lists or program requirements so that there's no duplication or discrepancies. Maintaining a single source of perspicuous curricular information is a student-centered approach.

Graduate curricula are institutional offerings that carry implications beyond the academic unit. Therefore, all graduate programs, degree requirements, curricular revisions, and substantive program changes are subject to review and approval through established university governance processes. The Graduate College and other designated administrative units serve as institutional decision-makers in this process to ensure compliance with university policies, accreditation standards, state and federal regulations, resource considerations, and broader institutional priorities.

While faculty expertise guides the academic content and structure of graduate curricula, final approval authority rests with the appropriate university bodies, including the Graduate College and Provost as primary and other authorized administrative and governance entities. Approval of proposed curricular actions requires successful completion of all required review and approval processes and should not be construed as solely within the authority of an individual faculty member, program, department, or college.

This shared governance model recognizes both the academic leadership of graduate faculty and the institutional responsibility of the university to maintain the integrity, quality, and sustainability of its graduate academic offerings.

The processes and practices outlined on this page are designed to recognize and reinforce the aforementioned principles

Curriculog

The graduate curriculum is managed through Curriculog, an online system for the creation, submission, routing, review, approval, and tracking of all course and program changes and new proposals. Faculty may sign in to Curriculog using their UNLV ACE account. Graduate coordinators and department chairs may sign in to Curriculog to make decisions on course/program proposals using their generic ACE account. The approval steps are generally as follows in Curriculog:

Proposer (Originator ACE account) → **GC Technical Review** → **Graduate coordinator** (votes on behalf of department committee using generic ACE) → **Department Chair** (adhering to unit bylaws using generic ACE) → **School/college committee chair (**votes on behalf of committee adhering to unit bylaws using personal

ACE) → **school/college dean/associate dean** (personal ACE) → **GC Programs or GC Course Review Committee** → **Graduate College Dean** → **SVPAP/Provost**

Curriculog streamlines curriculum submission, review, and approval and makes processes accessible and transparent. Curriculog self-help guides are available on the Graduate College website: unlv.edu/graduatecollege/curriculum.

Academic Degree Program Types

At UNLV, we offer graduate degrees at the master's, specialist/artist diploma, and doctoral levels. For information about creating or changing programs, please see: unlv.edu/graduatecollege/curriculum or contact gradcurriculum@unlv.edu. The following program types are offered:

Program Track Options

- Accelerated undergraduate to graduate programs (Undergraduate to Graduate, High School to Graduate)
- International and domestic joint degrees with Memoranda of Understanding (MOUs)
- Traditional and executive master's programs
- Bachelor's to doctorate programs
- Post-master's doctoral programs

Credential Types

- Master's programs (professional and research-based)
- Doctoral programs (professional and research-based)
- Artist diploma programs
- Educational specialist programs

Simultaneous Enrollment In Multiple Graduate Programs/Certificates

- Dual graduate degree programs in which some program credits are shared
- Concurrent degrees in which a student matriculates simultaneously through two programs without sharing any credits
- Graduate certificates (post-bachelor's and post-master's tracks: either enroll as a stand-alone experience or add to a program for a graduate minor)

Interdisciplinary graduate programs

- Graduate interdisciplinary certificates and degrees are housed in the Graduate College and run by a group of faculty from two or more schools or colleges.

Exclusively Fully Online Modality Traces in Programs

- Students may opt into exclusively fully online programs that typically allow students to complete all their program requirements virtually. All requirements of the program including coursework and any experiences must be available online either synchronously or asynchronously. UNLV graduate programs adhere to the IPEDS definition of exclusively online/distance education. Per IPEDS, programs may require non-instructional in-person requirements (e.g., orientation, testing, academic support, practicum, residency, internship, etc.) and still be classified as exclusively online/distance education.

Program Track Options

Accelerated Degree Programs

Accelerated degrees, sometimes referred to as integrated bachelor's to graduate programs or undergraduate bridge programs, provide an accelerated path to earning both a baccalaureate and a graduate degree. All requirements for both the baccalaureate and graduate degrees must be met, but depending on the program there will be six to 12 credits of shared coursework, thereby reducing the time it takes for students to earn both degrees. For this reason, these are sometimes called 3/2 or 4/1 programs because it is often possible to earn both a bachelor's degree and a master's degree in a total of five years. Such programs help recruit high-achieving undergraduate students into UNLV graduate programs and provide them with challenging academic experiences and expanded opportunities.

Accelerated programs are approved through the standard university and Graduate College curriculum and program approval processes and are not available for individual student design. A list of approved accelerated programs can be found in the Graduate Catalog. International & U.S. Joint Degrees/Memorandum of Understanding (MOU)

International and domestic joint degrees are formal programs offered by UNLV and an established accredited institution within or outside U.S. borders codified with an approved formal agreement between the two institutions and adhering to all relevant NSHE and UNLV policies, including but not limited to: the UNLV's International Academic Programs Policy UNLV's International Academic Programs Policy. The agreement outlines the admission, enrollment, program, activities, and graduation requirements specific to the two collaborative programs and institutions.

Traditional Master's and Executive Master's Programs

UNLV offers master's degrees in a wide variety of disciplines. Two common types are the Master of Arts and Master of Science. Specialized master's degrees may also be offered which include Master of Business Administration (MBA), Master of Fine Arts, etc. Many master's programs

consist of 30-40 credits within an area of study; but specialized master's programs, such as the MBA, M.Arch, MFA, and the like, may have more credit requirements and some are considered terminal degrees in their field.

In addition to varying types of master's degrees, there may be different ways or formats in which degrees are offered. Executive master's degrees are generally designed for mid-career professionals who are employed full-time. As such, they may have the same or similar requirements to the traditional master's programs, but courses are designed in convenient offerings to better match working professionals' schedules.

Bachelor's-to-Doctoral Programs

Bachelor's-to-doctoral degree programs admit students possessing a four-year baccalaureate degree from a regionally accredited institution directly into a doctoral program, without requiring completion of a master's degree first. Some programs are designed in a way that allows for the award of an embedded master's degree while in the process of completing doctoral degree requirements. These types of degree programs allow for the specialization of a particular area of study with candidates being awarded a doctoral degree after meeting all degree requirements, including a successful dissertation or doctoral project defense. Students enrolled in an embedded degree may still be awarded the master's degree as long as the embedded master's course credits were taken prior to the completion of the doctoral degree.

Post-Master's Doctoral Programs

These types of degree programs admit students who already have earned a master's degree into a doctoral program. There are generally fewer course requirements in these doctoral programs compared to bachelor's-to-doctoral programs because students have already completed a master's degree. Students are awarded a doctoral degree after fulfilling all degree requirements, including a successful dissertation or doctoral project defense.

Credential Types

Professional Master's Programs

Professional master's degree programs are often connected to workforce needs and typically focus on skills and knowledge to prepare candidates for career-oriented professional positions in their chosen field, and may involve licensure. Generally, professional master's students' culminating experiences are projects, internships, field experiences, exams, capstone classes, or the like.

Research Master's Programs

Research master's degree programs are typically oriented towards research and scholarship in preparation for a research career, leadership position, or a stepping stone for entry into a doctoral program in a chosen field.

Professional Doctoral Programs

Professional doctoral degree programs focus on research related to professional expertise and practice more than basic research. These programs prepare candidates to be experts in a professional field and highly skilled leaders who have mastered a knowledge base that will inform practice in their chosen discipline. Students complete a dissertation or doctoral project. These are terminal degrees in their field.

Research Doctoral Programs

Research doctoral degree programs are oriented toward original research and scholarship. Graduates of these types of programs are prepared to conduct original research and make contributions to their field by contributing discoveries or new knowledge. Students complete a dissertation. The degree awarded is the terminal or highest degree in the field.

Artist Diploma Programs

This type of degree is typically focused on art-based coursework with students being admitted into the program only after achieving at least one major degree such as a bachelor's and/or master's degree. This program is often reserved for musicians and artisans who display the highest caliber of musical or artistic accomplishments.

Educational Specialist (Ed.S.) Programs

These professional degrees are unique to the field of education and offer advanced studies for educators (teachers, administrators, etc) to gain specialized knowledge in a field of study (e.g., educational technology, principal leadership, early childhood, etc.). The degree is generally considered more advanced than a master's degree and typically requires fewer credit requirements and less research than a Ph.D. or Ed.D.

Simultaneous Enrollment In Multiple Graduate Programs/Certificates

Dual Degree Programs

Dual degrees are formal programs and approved through the graduate curricular processes, where students are simultaneously enrolled in both that result in the awarding of two degrees. The primary benefit of dual degrees is that the total number of credits required to earn them is reduced or shared in particular cases. UNLV offers dual degrees between two graduate programs and between a graduate program and a professional program. Dual degrees consisting of either a grad and a professional program or two grad programs may be built in one of two ways: 1. There is a reasonable reduction in the total number of graduate degree credits aligned to accreditation requirements and best practices in the specific disciplines among peer or aspirational peer institutions or 2. There is no reduction in the total number of graduate degree or professional/grad degree credits but one degree may typically transfer 6-12 credits to the other depending on and

aligned to accreditation standards and best practices in the specific disciplines among peer or aspirational peer institutions.

For dual graduate programs, students must be admitted to both degrees and both degrees will be conferred simultaneously in the same semester even if all requirements for one are completed before the other.

For dual programs between a graduate degree and a professional degree in the Boyd School of Law, Medical School, or School of Dental Medicine, students must be simultaneously enrolled for the majority of both programs.

On the recommendation and approval of both the graduate program and professional school, the professional degree may be conferred slightly prior to the graduate degree. However, in these special situations, the graduate degree must be conferred within one year (three semesters, including summer) of the professional degree, or the student will be required to complete all the requirements of the standalone graduate degree for that degree to be conferred.

Please see the Catalog for a list of currently approved dual degree programs.

Concurrent Degrees

Graduate students may pursue a concurrent or double degree. Concurrent or double degrees may be earned when a student enrolls in two programs simultaneously. Students who are concurrently enrolled in more than one graduate degree must be admitted, enrolled, and complete all of the requirements for both degrees; there can be no “sharing” or double counting of degree requirements or course credits. Graduate students must complete the full application process for each degree and receive permission from both academic departments and the Graduate College dean by submitting a Concurrent Degree Enrollment Approval form (see also: student forms)

Please note that concurrent degrees differ from “dual degrees.” See dual degrees for more information.

Graduate Certificates for Graduate Minors (Post-Bachelor’s and Post-Master’s)

Graduate certificates are formal academic credentials which students apply for admission to, matriculate through, and complete in the same manner as graduate degrees. However, graduate certificate programs are generally faster to complete. They are generally 12-18 graduate credits, similar to minors, that allow students to gain specialized skills and expertise. They help build skills, develop focused areas of expertise, and enhance resumes and vitae.

Students may enroll in certificate programs either as a stand-alone educational experience to earn the credential or as an additional credential (like a graduate minor) earned while also working on a graduate degree. Certificate course credits earned before your graduate or professional degree, or simultaneously, may be approved to be used toward your graduate degree program. Students enrolled in a graduate or professional degree may still be awarded certificates as long as the certificate course credits were taken prior to the completion of the graduate or professional

degree.Students who are admitted and enrolled solely in certificate programs may not be eligible for federal financial aid or Graduate College scholarships or fellowships (Please see UNLV's Financial Aid & Scholarships). For more information about graduate certificates, please visit our graduate certificates webpage.

Credit-bearing Microcredentials

Academic credit-bearing microcredentials are an alternative credential that signifies student achievement and recognized with digital badges and displayed on academic transcripts. Graduate credit-bearing microcredentials consist of 6 to 11 credits of university-level coursework, with an emphasis on workplace competencies for post-graduate success, re-skilling, or up-skilling. They are often short, focused credentials designed to provide in-demand skills, know-how, and experience. Microcredentials are often stackable toward a certificate and/or degree program, but require the completion of fewer credits than either a certificate or degree program. Students enrolled in a graduate or professional degree may still be awarded microcredential as long as the microcredential course credits were taken prior to the completion of the graduate or professional certificate/degree. For information about a non-degree seeking application, admission, and enrollment policies, please see Graduate Non-Degree-Seeking Information and also the Graduate Admissions Graduate College website.

Interdisciplinary Graduate Programs (IGPs)

IGPs are a growing part of graduate education at the master's and doctoral level at UNLV, and a thriving part of graduate communities on most Top Tier campuses. IGPs are graduate programs that cross departments, schools, and/or colleges, with participating faculty from multiple disciplines. Each IGP has its own affiliated faculty, a program director, and an executive committee who together manage the graduate program. All IGPs are structurally housed in the Graduate College and are run by faculty from two or more schools or colleges.

Developed to address regional, national, and global issues and complex questions that are best answered by multiple perspectives and transdisciplinary expertise, IGPs generate transformative knowledge and often fill a gap in specialized workforce needs. Interdisciplinary graduate programs provide the student with educational and career opportunities across numerous disciplines, unlike what is delivered within the boundaries of a single department curriculum. The combination of faculty expertise across departments and schools/colleges provides the student with a broad perspective of the content area. See the Catalog for the current list of IGPs.

Exclusively Fully Online Modality Tracks in Programs

Exclusively Fully Online Programs

UNLV offers graduate degrees that are available both fully online and in person. This allows students to select their mode of instruction (modality) and matriculate in person on campus, take a combination of in person and online classes, or enroll in the program as a fully online student. A fully online student is one who has committed to pursue their entire degree, certificate, or

microcredential **exclusively through online education**. All requirements of the program including coursework and any experiences must be available online.

Benefits and restrictions

The benefits of students enrolled in an exclusively fully online program include: access to seats in designated online sections and waiver of immunization requirements. Students enrolled in a fully online program are restricted to being enrolled in only online designated sections and must meet immunization requirements if they are enrolled simultaneously in programs that are in-person and/or blended microcredential, certificates, and/or concurrent degree programs. Also, I-20s cannot be issued for online degree programs, certificate programs, microcredential programs or for non-degree-seeking courses taken.

Modality change process for graduate students

If programs offer a fully online option, students may choose to opt in or opt out of an exclusively fully online offering at the time of admission. Once admitted, students may change their program modality by:

1. Sending an email to their respective Graduate College Retention, Progression, and Completion (RPC) Coordinator (gradrpc@unlv.edu).
2. The RPC Coordinator will review the benefits and restrictions of being a fully online student. For students seeking to opt out of being a fully online student, the RPC Coordinator will verify that students are aware that they will no longer receive the online student benefits.
3. The RPC Coordinator will review and approve your request via email. (Note: benefits and restrictions will not go into effect until the next semester for students requesting a modality change after the first day of classes.)

Student Readiness in Opting into Fully Online Programs

Prior to enrolling into fully online modality programs, students should ask themselves the following three questions to determine their readiness:

1. *Does my computer meet the technology requirements for WebCampus?*

Students will require a computer with the basic computer specifications for WebCampus: Canvas and modern web browser. Because some courses may include videos, a fast internet connection is highly recommended. See WebCampus Support for more information.

2. *Am I self-motivated?*

Successful online learning requires that students are self-motivated and disciplined in order to meet the course requirements.

3. *Am I able to manage my time well?*

Many aspects of online courses occur asynchronously. This means that students and instructor(s) in the course will not need to be online at the same time. Usually, there are no set meeting times which allows for students to have the flexibility in their schedules. This may be challenging for students who learn best through face-to-face interaction with their instructors and classmates. However, for students who are organized and able to manage their time, online education can be a convenient and rewarding learning experience.

Identity Verification in Online Courses: Students must use their own campus-issued ACE ID and password to log in to WebCampus. Any student enrolled in online or hybrid course(s) is expected to read and adhere to the Student Academic Misconduct Policy, which defines, "acting or attempting to act as a substitute for another, or using or attempting to use a substitute, in any academic evaluation or assignment" as a form of academic misconduct. Intentionally sharing ACE login credentials with another person may be considered an attempt to use a substitute and could result in investigation and sanctions, as outlined in the Student Academic Misconduct Policy.

Additionally, Any student enrolled in online courses are expected to read and adhere to the Acceptable Use of Computing and Information Technology Resources Policy, which prohibits sharing university accounts with other persons without authorization.

In general, all graded assignments and assessments for University online courses should be hosted in WebCampus or another University managed platform that requires ACE login credentials for access. The University's current policy is at: https://www.unlv.edu/policies/identity-verification-online-courses-policy.

Class Attendance Policy: Students are expected to attend classes in which they are enrolled unless absent for institutionally approved activities or other reasons allowed under institutional policy. Instructors may set course attendance requirements for their class, which may include consequences for absences, but such requirements must not conflict with institutional policies governing student absences. Students, who without previous arrangement with the instructor or department, fail to attend the first two (2) class meetings of a course that meets multiple times per week or the first (1st) meeting of a class that meets one (1) time per week may be administratively dropped from the course. Non-attendance for an online course shall be defined as failure to log onto WebCampus or other instructor-designated websites within one (1) week of the course start date without prior arrangements be made with the instructor or department. A student may be dropped from a course(s) for nonattendance per this policy.

The Office of the Registrar will process administrative drops under the Class Attendance Policy according to the standard deadlines for dropping and withdrawing per the academic calendar. Drop requests should not be initiated for a student who adds a class during the add or drop period. Drop requests received after the end of the add/drop period will be recorded as course withdrawals, with a "W" grade. Instructors and departments who seek to drop students from their courses for non-attendance will make at least two (2) written outreach attempts to the student to be dropped and include a warning that the student may be dropped for non-attendance if they fail to respond. Any request to drop a student for non-attendance must be approved by the dean of the college or school offering the course.

While instructors and departments may request a student be dropped for non-attendance, the University is not obliged to drop a non-attending student. An instructor who requests a student be dropped for non-attendance is required to track and report the student's last day of attendance if requested by the Office of the Registrar.

A student who does not wish to attend a course(s) should drop the course(s) on their own. Failure to drop the course(s) and/or non-attendance does not release a student from the responsibility to officially drop any course(s) as failure to do so may result in a failing grade and/or financial penalties.

Mode of Instruction Definitions

Instruction Mode	Description	Fees
WB Web Based	All instruction and class activities occur online with no synchronous class sessions provided. WB classes occur EXCLUSIVELY online and asynchronous with no designated meeting times for any purpose, including exams.	Distance education fee automatically assessed.
WL Web-live	Classes meet online on a specified schedule with all instructions provided synchronously. WL classes meet EXCLUSIVELY online at designated times.	Additional fees are not automatically assessed based on this instruction mode. Departments or instructors may include class-specific fees. Note: This may be subject to change in a later term.
WM Web based with on/off campus meeting	No synchronous class sessions provided and a specified number of in-person sessions required (e.g., for orientation, testing, academic support, practicum, residency, internship). WM classes meet mostly online and asynchronously but with limited in-person or scheduled online meetings required, including for on-campus exams.	Distance education fee automatically assessed.

	In-person meetings should amount to no more than 25% of required class time.	
WP Web-live with In-Person meetings	All classes meet online on a specified schedule with all instruction provided synchronously, and a specified number of in-person sessions required (e.g., for orientation, testing, academic support, practicum, residency, internship). WP classes meet mostly online and synchronously but with limited in-person meetings required, including for on-campus exams. In-person meetings should amount to no more than 25% of required class time.	Additional fees are not automatically assessed based on this instruction mode. Departments or instructors may include class-specific fees. Note: This may be subject to change in a later term.

Non-degree-seeking Status

Non-degree-seeking status is designed for individuals with a bachelor's degree who wish to enroll in selected graduate-level courses without being admitted to a graduate degree/certificate/microcredential program. For information about a non-degree seeking application, admission, and enrollment policies, please see Graduate Non-Degree-Seeking Information in the Catalog and also the Graduate College website.

Graduate non-degree-seeking students may enroll in up to 15 credit hours during the fall and spring semesters and up to 12 credits during the summer (no more than six credits in a single five-week term). Graduate non-degree-seeking students are not eligible for federal financial aid or Graduate College scholarships or fellowships.

A graduate non-degree-seeking student wishing to seek a degree/certificate/microcredential must separately apply for admission to the Graduate College and pay an application processing fee. A maximum of 15 credits of graduate-level coursework taken with grades of B or better as a graduate non-degree-seeking student may count toward the degree program at the discretion and approval of the graduate coordinator, and/or department chair, and Graduate College dean.

To remain active and eligible to enroll, graduate non-degree-seeking students must maintain at least one credit of enrollment in each rolling six semesters. Graduate non-degree-seeking students who do not meet this requirement will have their status deactivated and need to reapply in order to enroll in future courses.

Graduate Students In Undergraduate-Level Courses

If a graduate student enrolls in undergraduate-level courses in their graduate career (under a graduate non-degree-seeking or graduate degree- or certificate-seeking program), the undergraduate course enrollment will be marked as “cross-career” on the student’s official transcript and those courses will not contribute to earned credits or graduate GPA.

- If graduate students need undergraduate-level courses to show as earned credit on their transcript for employment or educational reasons, they must submit and pay for an undergraduate non-degree seeking application through the Office of Undergraduate Admissions and register for those courses in an undergraduate career.
- If a graduate student takes undergraduate courses in their graduate career and needs them changed to reflect earned credit at a later date, they will be required to submit and pay for an undergraduate non-degree seeking application through the Office of Undergraduate Admissions in order for the coursework to be moved.

Curricular Terminology

Academic Program: A graduate academic program is a term used in MyUNLV to define the area that houses an academic plan. This is typically aligned with the academic department or school that owns the academic plan.

Academic Plan: A graduate academic plan is a defined course of study recognized at UNLV and approved by NSHE that leads to a degree or certificate or credit-bearing microcredential. An academic plan at the graduate level may include master’s degree programs, Educational Specialist and Artist Diploma degree programs, doctoral degree programs, and certificate programs.

Academic Subplans: A subplan is a term used within MyUNLV. Each academic plan may have zero, one, or multiple subplans and these are designated for each Plan in the Graduate Catalog. At the graduate level, there are two types of subplans utilized in MyUNLV: concentrations and tracks.

- Concentrations: Concentrations may be created within an academic degree program plan. A concentration generally consists of at least nine credits and is a grouped set of courses from one or more subject matter areas (specialized knowledge fields) that are related to the academic program plans’ discipline. Concentrations may appear on transcripts.
    - Sample of the top of a graduated student’s transcript where a concentration subplan appears:
    - 

- Tracks: Degree tracks may also be created as a type of academic degree program plan. Academic degree program plans may be labeled by tracks which are culminating

experiences and/or program types which include post-bachelors, post-master's, dual or accelerated. Tracks never appear on transcripts.

Subplans may be a track, concentration, or combination of both.

Emphasis: An academic plan may also include smaller groupings of courses known as emphases. Emphases are smaller groups of courses than concentrations, and they simply allow a slightly more focused plan of study for students within the academic plan. Emphases are only recognized by departments and schools. It is important to note that emphases are not tracked, students do not apply to them, they do not appear in MyUNLV, and they do not show up anywhere on UNLV student transcripts. Emphasis areas are informal and undocumented.

New Programs

The Graduate College is committed to assisting and supporting graduate faculty in the conceptualization, proposal, and establishment of new graduate certificates, graduate programs, and graduate interdisciplinary programs. The key principles that should guide the development of graduate programs are:

- Excellence: we are committed to designing and implementing high quality and innovative programs that reflect the state of the field and deliver outstanding educational experiences to graduate students.
- Relevance: we are committed to designing and implementing graduate programs that reflect both prospective student and workforce demand. Programs should align objectives and outcomes with various types of career paths for graduates.
- Sustainability: the time and resources required to design and establish new graduate programs merits careful consideration of program sustainability as reflected by a commitment of resources sufficient for program growth and excellence. This includes sufficient graduate faculty, GA positions, funding for strategic graduate student recruitment, and other program management and delivery costs.
- Financial stability: new programs must enroll sufficient students to be financially strategic and profitable to be sustainable and guarantee excellence.

The program proposal, review, and implementation processes are aligned to ensure that these four key requirements, and all relevant indicators thereof, are sufficiently developed and documented to establish a strong and credible case to advance a new program proposal to NSHE.

New degrees must be included on the NSHE/UNLV Academic Master Plan before they may be proposed. The establishment of a new graduate degree program is a multistage process. New degree program proposals should be initiated at least 18 months prior to your desired first admit term. Some helpful resources include:

- If you are proposing an inter/transdisciplinary program, please contact the Graduate College as the very first step and review the IGP Handbook.
- Degree proposers should begin by reviewing the New Degree Program Proposal Process described on the vice provost for Academic Programs (VPAP) Office guide for navigating New Degree Program.
- The Graduate College new program proposal process, and relevant links and information, are available on the Graduate Curriculum webpage.

Online programs and programs leading to professional licensure have additional compliance-related requirements. The Office of Educational Compliance (OEC) guides UNLV in meeting NSHE, State of Nevada, and federal government requirements to be in compliance with consumer protection laws/regulations. Programs that are online and/or lead to professional licensure should consult with OEC at sara.edcompliance@unlv.edu.

Program Changes

Once a program change proposal is received through Curriculog, the Graduate College will complete a technical review of the request to ensure that it conforms to all relevant policies and guidelines. The program change proposal will then be automatically routed to the appropriate department and unit for approval.

Once the catalog and program changes have been approved by the department and college/school as specified by the unit bylaws, the proposal will be added to the next Graduate Programs Committee (GPC) agenda. The contact person (proposer) for the proposed change will be notified when the agenda is available. The person proposing the change or his/her proxy must attend the GPC meeting to answer committee questions.

The GPC meets monthly from September through April. Changes must be approved by the GPC no later than the April meeting to be included in the new Graduate Catalog published each summer. Please note that the Graduate Catalog is the document of record for all UNLV graduate programs. Any changes to a degree program, including admission requirements, degree requirements, and mode of delivery are required to be submitted as program change proposals in Curriculog.

Holds and Eliminations

For more information about program holds and eliminations, please read the Graduate Program, Degree, Track/Strand Deactivation Request section of the Academic Program Actions & Processes page.

Graduate Course Numbering

All courses numbered 500-700+ are considered graduate level and are generally defined as follows:

- 500 level: remedial graduate courses, may also be used for non-degree.
- 600 level: foundational graduate course work, and/or master's-level coursework.
- 700 level: advanced graduate course work, and/or doctoral-level coursework.
- 800+ level (limited use): advanced graduate course work, and/or doctoral-level coursework and may be used for culminating experience, professional paper, thesis and dissertation credits for specific programs.

New Courses

New Course proposals are submitted by initiating a Graduate Course Create proposal in Curriculog. Once received, the Graduate College will complete a technical review to ensure that it conforms to all relevant policies and guidelines. The Graduate Course Create proposal will then automatically route through the appropriate department and unit for approval.

Once the new course has been approved by the department and unit as specified by the unit bylaws, the proposal will be added to the next Graduate Course Review Committee (GCRC) agenda. The proposal originator will be notified when the new course proposal is added to an agenda. The person proposing the new course or her/his proxy must attend the meeting to present the proposal to GCRC and answer any committee questions. New course proposals must be approved no later than the April meeting in order to be included in the new Graduate Catalog published each summer.

Course Changes

Changes to course titles, descriptions, and other requirements (e.g., number of credits, prerequisites, grading system, crosslistings, etc.) are initiated by submitting a Graduate Course Change proposal through Curriculog. Proposers may change one or two appropriate elements of a course using a change form. More than two changes should be completed by deleting the course and creating a corresponding new course proposal. Once a Graduate Course Change proposal is received, the Graduate College and the Office of the Registrar will complete a technical review to ensure that it conforms to all relevant policies and guidelines. The Graduate Course Change proposal will then be automatically routed through the appropriate department and unit for approval.

Once the course change has been approved by the department and unit as specified by the unit bylaws, the change proposal will be added to the upcoming Graduate Course Review Committee (GCRC) agenda. The proposal originator will be notified when the course change will be considered and may be asked to attend the GCRC meeting to present the change(s) to the committee. Course changes must be approved by the GCRC no later than the April meeting in order to be included in the new Graduate Catalog published each summer.

Course Eliminations

The Delete Course process allows departments to initiate removal of a course from the catalog and schedule.

Graduate Syllabi Policies

All instructors are required to follow the Minimum Criteria for Syllabi established by the Faculty Senate and the Office of the Executive Vice President and Provost (see https://www.unlv.edu/policies/additional.Graduate instructors must hold the appropriate GFS in order to be eligible to teach 500-700+ level courses.

Interdisciplinary Graduate Programs (IGP) Curricula Development

IGPs are a growing part of graduate education at the master's and doctoral level at UNLV, and a thriving part of graduate communities on most Top Tier campuses. IGPs are graduate programs that cross departments, schools, and/or colleges, with participating faculty from multiple disciplines. Each IGP has its own affiliated faculty, a program director, and an executive committee who together manage the graduate program. All IGPs are structurally housed in the Graduate College. Additionally, some IGPs may create truly interdisciplinary courses with unique course prefixes which are housed within the Graduate College.

Developed to address regional, national, and global issues and complex questions that are best answered by multiple perspectives and transdisciplinary expertise, IGPs generate transformative knowledge and often fill a gap in specialized workforce needs. Interdisciplinary graduate programs provide the student with educational and career opportunities across numerous disciplines, unlike what is delivered within the boundaries of a single department curriculum. The combination of faculty expertise across departments and schools/colleges provides the student with a broad perspective of the content area.

For more information about creating IGPs, visit our website here and review the IGP Handbook.

STRATEGIC GRADUATE ENROLLMENT MANAGEMENT

Graduate Enrollment Management (GEM) involves strategic planning, execution, and management of recruitment, admissions, retention, progression and completion to achieve program, academic unit, Graduate College, and campus graduate enrollment and graduation goals in support of student success. GEM is the strategy and practices that undergird our Recruitment, Retention, Progression & Completion efforts.

Two of the key concepts in GEM are the Recruitment and Admissions and Retention, Progression & Completion (RPC).

The Admissions Funnel

(Recruitment, Admissions & Initial Enrollment)

Prospect → Inquiry → Applicant → Complete Application → Admissions Offer → Acceptance of Offer → Matriculation → Enrollment

Related Terms

Application yield - ratio of complete applications to number of applications started: should be as high as possible.

Admissions yield (a.k.a. selectivity rate)- ratio of admissions offered to applications submitted: lower is more desirable & indicates selectivity.

Enrollment/matriculation yield - ratio of admissions to new students who enroll and begin their 1st semester: higher is better.

RPC

1st Goal → Retention through 1st semester

2nd Goal → Progression through each program requirement and milestone in a timely manner

Final Goal → Completion of all degree requirements and degree conferral

Strategic Recruitment of Graduate Students

Recruitment practices drive all RPC efforts because students shape the experience of cohorts and faculty, and their success --or lack thereof-- impacts enrollment and graduation outcomes. Recruiting and admitting the right students increases those students' chances for success. Recruiting the right students is a critical responsibility of graduate faculty and requires well-thought-out strategy and must include well-executed tactics.

Some important questions programs and admissions committees should consider are:

- What skills and experiences do your ideal applicants possess?
- Where did your best students and graduates come from and with what accomplishments? How can you identify and recruit other applicants like this?
- How do you find your ideal applicants now?
- When do you recruit?

- How do you track and communicate with prospective students?
- When is your application deadline compared to competing programs?
- What is your application decision turnaround time? Are you in touch with applicants during the process?
- What information can you share that will help convince your target students to choose your program?
- What processes and rubrics do your admissions committee create and use to ensure that there is an equitable admission process in place for all applicants? Are you able to articulate the criteria for applicants who were admitted versus those who were denied admissions to the program?
- After you extend an offer of admission, what do you do to maximize your enrollment yield?
- Once you have successfully recruited and enrolled your students, what do you do to retain them?
- What does your program do to promote student progression and degree success?

The UNLV Admissions team andGraduate College has a myriad of free resources to help you address these and related questions so that you can succeed at strategic graduate enrollment management. We can help you address these types of questions and build a strong, robust, and strategic recruitment plan -- along with holistic admissions processes, retention, and progression strategies, to ensure that you recruit and admit a diverse and well-prepared pool of students who will be successful in your programs and progress to timely graduation.

Tips for Strategic Recruitment and Admissions Practices

Most effective strategies for graduate recruitment include:

- Develop and implement a strategic recruitment plan. The Graduate College is happy to assist.
- Implement holistic admissions review practices and commit to diversify your program.
- Each year the Graduate College provides funds for programs to offer some recruitment awards as an incentive to help you get your most targeted students and enhance program diversity. These recruitment awards should be offered to applicants at the same time you extend an admissions offer in the department review in the Grad Rebel Gateway.
- GAship offers should be extended at the same time as admissions offers.

    - Departments should submit admissions and GA decisions at the same time in the Grad Rebel Gateway so that the Graduate College can issue a joint admission/GA offer letter at the same time.

- Maximize the benefits of automated email messaging to prospective students through the Graduate College CRM: the Grad Rebel Gateway.

    - Regular and thoughtful personal communication is critically important when it comes to recruiting students, from the first expression of interest or outreach until newly admitted students enroll and matriculate in their first semester.

    - A common misconception is that recruitment stops once a student applies to a program. It is essential to actively recruit students until they are enrolled and matriculating, and then retain them through their first semester. Remember, just because we admit a student doesn't mean we are their only option, so it's important to communicate with prospects and new admits to support, nurture, encourage, and onboard them through their first semester.

    - The Graduate College's Grad Rebel Gateway CRM has automated but personalized emails to prospective students and new admits to enhance the admissions funnel and matriculation yield. Departments can create additional emails as part of the automation that can be triggered and sent at different times throughout the application cycle. We strongly encourage academic units to work with us to do so as prospective students really need to hear from departments and faculty directly and we can make doing so easy.

- Graduate program websites that are geared toward graduate recruitment.

    - Make sure that your department web pages are accurate and up-to-date.

    - Include all the information in the "suggested" list above to enhance recruitment and improve your admissions yield.

- Encourage Campus Visits and Department Hosted Info Sessions

    - Hosting online and/or on-campus info sessions are an excellent way for interested students to meet the faculty, understand the admission process, discover what academics in your industry do upon graduation, and ask questions that are specific to your program.

    - The Graduate Recruitment team is happy to coordinate with you in support of your recruitment events.

    - The Graduate Recruitment team provides campus tours and graduate school info sessions. Contact gradrecruitment@unlv.edu located within the Office of Admissions (SSC-B) for additional information.

- Conduct follow-up phone calls and send emails to prospective students who have incomplete applications and to students who have admission offers that they have not yet responded to in the Grad Rebel Gateway.

- Make phone calls to admitted students from prospective faculty advisors as well as current students to encourage their enrollment. Prospective students greatly appreciate personal outreach from graduate coordinators, faculty, and students to address their questions and make them feel welcome. This is an important step in developing a positive and student-centered climate.

Graduate Application and Admissions Processes

About Graduate Admissions

The UNLV Graduate College welcomes applications from all interested students. Our more than 190 graduate microcredentials, certificates, and degree programs provide an outstanding opportunity for advanced study. Admission to the Graduate College at UNLV is competitive. The criteria established by the Board of Regents, university, Graduate College, and individual graduate programs determine admissibility. Applicants must meet necessary minimum admissions requirements outlined in this catalog as established by the Graduate College as well as all graduate program requirements as specified by academic colleges/departments. Admission decisions are based on applicants meeting the minimum Graduate College requirements and a more extensive and holistic departmental review, which considers a combination of factors, including indicators of success based upon academic degrees and records, the statement of purpose, letters of recommendation, test scores, relevant work experience, and additional factors required by academic programs.

An individual who wishes to enroll as a graduate student must first apply and be admitted to the university as either a graduate non-degree-seeking student (those eligible to enroll in graduate courses but not formally admitted to a degree program) or as a certificate,-microcredential- or degree-seeking student formally admitted to a graduate program.

Statement of Commitment to the Recruitment of Diverse Students at UNLV

UNLV, along with other research-intensive public universities in the United States, recognizes that a student body that is diverse with respect to race, ethnicity, socioeconomic class background, and geography, among other dimensions of cultural difference, benefits and enriches the educational experiences of all students, faculty, and staff. Accordingly, UNLV strives to recruit students who will further enrich this diversity and to support their academic and personal success while they are a part of our campus community. The presence and achievement of racial and ethnic minority students at UNLV not only benefits these students individually, it enhances the educational and

interpersonal experiences of everyone in our campus community. UNLV actively encourages applicants whose racial and ethnic backgrounds are underrepresented in higher education in Nevada, who are first-generation college students, international students, and those with demonstrated financial need. The UNLV Graduate College also proudly participates in the McNair Scholars Program, which helps to identify and prepare underrepresented and minority students for graduate school.

Overview of the Admissions Process

The Graduate College maintains minimum standards for graduate admission. All graduate degree-, and certificate-seeking, and microcredential-seeking applicants must meet these eligibility requirements to be considered for admission. Through the standard university and Graduate College curricular process, department faculty determine program admissions requirements beyond the Graduate College minimum requirements. Graduate program admission requirements are located on each program's respective entry in this Graduate Catalog. Please note that applicants must apply and submit all required admissions materials using the appropriate application method. Applicants can manage and track their application, and apply for graduate assistantships through the Grad Rebel Gateway.

Early submission of all application materials is recommended, as this generally facilitates a more expeditious review process through the Office of Admissions and the academic department.

- Applicants must apply online, pay the application processing fee, and submit all required admissions materials by the application deadline of their program of interest.
    - Applicants are strongly encouraged to submit unofficial transcripts with the application to decrease processing time.
    - Applicants are responsible for making sure all application materials are received by the Office of Admission by the required deadlines and are responsible for routinely reviewing their checklist after submission of their application to determine if materials are missing from their application.
    - All application materials, including transcripts, become the property of the university and may not be released to the applicant or any individual.
- Once all transcripts and proof of English proficiency (if applicable) are received, graduate admissions evaluates those materials to ensure that the applicant meets minimum Graduate College admissions standards. The graduate program faculty/admissions committee in academic departments reviews the file for sufficient qualifications and competitiveness compared to other applicants. The program faculty/admissions committee

will recommend admission or denial of the application to the Office of Admissions for a final decision.

- We strongly recommend that departments submit a simultaneous admission and GA offer in the Grad Rebel Gateway so that we may integrate their offer letters which maximizes the likelihood of acceptance from your top, most competitive candidates.
- Graduate admissions processes the final admissions decision. Applicants will be notified of their admission status by email and a decision letter is posted in their Grad Rebel Gateway account.
- The student must then follow the directions on their Certificate of Admission to accept admission via their Grad Rebel Gateway account. Students who do not accept admission will not be able to enroll in courses.
- The admission process is completed upon enrollment and matriculation in graduate-level courses for the specified term and degree/certificate/microcredential program indicated on the Certificate of Admission.

Graduate Non-Degree-Seeking Information

Graduate Non-Degree-Seeking Status

Students who have received a baccalaureate degree from a regionally accredited institution (or international equivalent) are eligible to enroll in some graduate classes as a graduate non-degree-seeking student without being formally admitted into a graduate program.

Graduate Non-Degree-Seeking Application Process

Graduate non-degree-seeking applicants must submit the following:

- a graduate non-degree-seeking application through the Grad Rebel Gateway application portal;
- a $30 non-refundable application processing fee;
- proof of a bachelor's degree from a regionally accredited institution (or international equivalent) in the form of a copy of a transcript or diploma.

Graduate Non-Degree-Seeking Enrollment

Graduate program faculty in each department determine whether graduate non-degree-seeking students may enroll in their graduate courses and are responsible for determining the adequacy of preparation of graduate non-degree-seeking students before allowing them to take any upper-division or graduate courses. The student should check with the academic department about

graduate courses accessible to graduate non-degree-seeking students. It is the student's responsibility to provide proof of adequate preparation if requested.

Graduate non-degree-seeking students may enroll in up to 15 credits during the fall and spring semesters and up to 12 credits during the summer (no more than six credits in a single five-week term). Graduate non-degree-seeking students are not eligible for federal financial aid or Graduate College scholarships or fellowships.

A graduate non-degree-seeking student wishing to seek a degree/certificate/microcrecential must separately apply for admission to the Graduate College and pay an application processing fee. A maximum of 15-credits of graduate-level coursework taken with grades of B or better as a graduate non-degree-seeking student may count toward the degree program at the discretion and approval of the graduate coordinator, and/or department chair, and Graduate College dean.

In order to remain active and eligible to enroll, graduate non-degree seeking students must complete at least one credit of enrollment in the current or previous five semesters. Graduate non-degree seeking students who do not meet this enrollment requirement will have their status deactivated and need to reapply in order to enroll in future courses.

Graduate Degree- and Certificate-Seeking Application Information and Requirements

Graduate College Admissions Standards

Applicants to graduate programs must meet the following minimum standards for Graduate College admission:

- Hold a four-year baccalaureate degree from a regionally accredited institution in the United States or an approved international equivalent. Regional accrediting associations are listed below and recognized by the Council of Higher Education Accreditation (CHEA).
    - Accrediting Commission for Community and Junior Colleges (ACCJC) Western Association of Schools and Colleges
    - Higher Learning Commission (HLC)
    - Middle States Commission on Higher Education (MSCHE)
    - New England Commission of Higher Education (NECHE)
    - Northwest Commission on Colleges and Universities (NWCCU)
    - Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)
    - WASC Senior College and University Commission (WSCUC)

- Have a minimum overall undergraduate grade point average of 2.75 (4.00=A), or a minimum 3.00 GPA (4.00=A) for the last two years (60 semester credits) of study.

- International applicants must provide sufficient proof of English proficiency.

Degree- and Certificate- and Credit-bearing Microcredential Seeking Application Deadlines

Application deadlines vary by graduate program. Applications are closed at 11:59 p.m. PST on each deadline listed for each respective program. All applications and supporting documents must be submitted by the posted deadlines in order to be considered for admission.

Graduate Degree- and Certificate-Seeking and Microcredential-Seeking Admissions Requirements

Applicants must submit the following, by the posted application deadline for their intended program:

- **Application for Admission:** A graduate degree- or certificate-seeking or microcredential-seeking application through our application portals.

- **Application Fee:** A non-refundable application processing fee

    - Applications and materials will not be processed until the application fee is received.

    - Applicants to multiple UNLV graduate programs must pay the application fee for each application filed.

    - Denied applicants, who later seek admission to the same or another UNLV degree program, are required to pay a new application processing fee and submit any updated materials.

- **Transcripts:** Applicants must submit one transcript from every post-secondary institution the applicant has attended (regardless of whether a degree or credential was earned), showing all coursework, any degrees earned, and the dates that those degrees were awarded. Unofficial transcripts will be accepted as part of the application process. However, if an applicant is admitted, official transcripts will be required by the date specified on the Certificate of Admission. Transfer credits posted on another institution's transcript will not be accepted in lieu of the transcript itself. Only transcripts sent directly from the institution are considered official. Failure to disclose all coursework and/or degrees awarded will result in rescission of admission.
    - UNLV provides in-house credential evaluations of academic coursework completed outside of the United States. However, UNLV will accept a course-by-course evaluation from any NACES member agency in replacement of or in lieu of our in-house evaluation.

- Transcripts must be provided in a PDF format and a grading scale may be required.
- Credentials not in English must be accompanied by a word-for-word English translation certified as true by a university official, an official representative of a United States embassy or consulate, the United States Information Service, the United States Education Foundation, or an approved professional translating service. Translations must bear the signature of the translator and be accompanied by original language documents.
- Those applicants who have taken classes at a college or university during high school or any time before their application to UNLV must submit a separate official transcript from each institution attended regardless of whether credit was earned or not. All students using VA Education benefits are required to send military transcripts for transfer credit evaluation (38 CFR 21.4253, 21.4254, 21.4263).
    - **Credentials from China:** Students who have completed a degree in China must provide copies of the original language transcripts and a copy of their **Degree Certificate and Graduation Certificate**. Documents verified by the Center for Student Services and Development (CSSD) or the China Academic Degree and Graduate information Center (CDGDC) are also accepted.
    - **Credentials from India:** Consolidated marks sheets are acceptable if yearly mark sheets are not available. Mark sheets must also be issued by the degree-granting institution. Mark sheets from affiliated colleges are not acceptable or considered official. Students who have completed a degree in India must also provide a copy of their **Provisional Certificate.**

- **Proof of English Proficiency (PEP):** International applicants must submit proof of English Proficiency.

    - Applicants are exempt from this requirement if they are from countries where English is the native language. Applicants who have received a post-secondary degree from an institution where English is the primary language of instruction may also be exempt. These applicants must provide proof of the language of instruction in order to be exempt. This proof can be noted on the transcript itself, provided in a letter by an institution official like the Registrar, or posted on the official website of the institution attesting to the fact that English is the primary language of instruction. The final determination is made by the Office of Admissions.

        - English Speaking Countries Exempt from Testing: Anguilla
        - American Samoa
        - Antigua and Barbuda
        - Australia

- Bahamas
- Belize
- Bermuda
- Barbados
- Botswana
- British Indian Ocean Territory
- British Virgin Islands, Canada (all provinces except Quebec)
- Cook Islands
- Cayman Islands
- Dominica
- Fiji
- Falkland Islands (Malvinas)
- Micronesia
- Federated States
- Ghana
- Gambia
- Grenada
- Guam
- Guyana
- Ireland
- Jamaica
- Kenya
- Liberia
- Lesotho

- Montserrat
- Mauritius
- Malawi
- Namibia
- Norfolk Island
- Northern Mariana Islands
- Nigeria
- New Zealand
- Pitcairn Islands
- Philippines
- Puerto Rico
- Saint Helena
- Saint Kitts and Nevis
- Saint Lucia
- Saint Vincent & the Grenadines
- Sierra Leone
- Singapore
- South Africa
- Swaziland
- Tanzania
- Tokelau
- Trinidad and Tobago
- Turks and Caicos Islands
- Tuvalu, Uganda

- United Kingdom
- Virgin Islands
- Zambia
- Zimbabwe

- Applicants may submit either official or unofficial copies of English proficiency scores for initial application evaluation. Applicants may send official scores to the Office of Admissions through the testing agency, upload unofficial score reports into their application, or email unofficial score reports to internationalgrad@unlv.edu. Students admitted with unofficial scores will be conditionally admitted and must submit official exam scores by the deadline specified on the Certificate of Admission.

- Minimum acceptable scores that evidence sufficient English proficiency for each test are as follows. Test scores may be no more than two (2) years old at the time of application. Test of English as a Foreign Language (TOEFL)
    - New TOEFL IBT Test: Overall score of 4.0, no band below 3.5
    - TOEFL IBT Test (Legacy): Overall score of 80
  - Pearson Test of English (PTE)
    - Overall score of 65, no band below 59
  - International English Language Testing System (IELTS)
    - Overall score of 6.5, no band below 6.0
  - Duolingo English Test (DET)
    - Minimum score of 105, no band below 100
  - English Language Centers (ELS)
    - Minimum score: 112
  - Common European Framework for Reference (CEFR)
    - Minimum score: B2
  - Michigan English Test
    - Minimum score of 58

- English Proficiency for Graduate Assistants: International Graduate Assistants may have different English proficiency requirements which can be viewed in the GA Handbook.

Submission of Admission Materials

Official transcripts can be sent to:

Office of Admissions

University of Nevada, Las Vegas

Mail Stop: 1021

4505 S. Maryland Pkwy.

Las Vegas, NV 89154

Official electronic transcripts should be sent to gradadmissions@unlv.edu.

Departmental Degree- Certificate-Seeking and Microcredential-Seeking Admissions Requirements

Factors that may also be considered by the graduate program to which you are applying may include but are not limited to test scores (like the Graduate Record Examination [GRE] or Graduate Management Admission Test [GMAT]), the type of coursework completed during undergraduate studies, letters of recommendation, writing samples or portfolios, in person or recorded interviews, or any other supporting documents your department/program may ask you to submit to complete your online application. Many graduate programs require some or all of the following documentation to be uploaded into the application portal:

- **Letters of recommendation:** Letters of recommendation sent by former instructors, employers, or other professionals who can evaluate the applicant's potential to complete graduate study are often required. Applicants must list the names and information of recommendation providers in their application. Applicants are asked whether they wish to waive their right to view the letter of recommendation. Waiving their right to view the letter means that once the recommendation provider submits the letter of recommendation, the applicant has no right to view it, and requests by the applicant to view the letter will not be granted.

- **Standardized test scores:** Some departments require satisfactory composite scores on the GRE, GMAT, or other standardized tests. Some examinations are given only four or five times a year and require that registration with the testing agency be completed a minimum of six weeks prior to the test date. Students may take the required tests online or at other colleges

or universities and submit the scores electronically if taking them at UNLV is inconvenient for the applicant.

- **A resume or curriculum vitae.**
- **Writing sample, statement of interest or application letter, portfolio, etc.:** Programs often require additional materials (e.g., resume, portfolio, statement of purpose, writing samples, etc.) to help provide a holistic understanding of each applicant's abilities, experiences, skills, and likelihood for success in the program. These are uploaded directly into the application checklist.
- **Interviews:** Interviews, if required, may be conducted in person, live through video chat or via recorded submission.

Admissions Requirements and Procedures for International Students

New International Graduate Student Admissions Requirements

The university is authorized by the U.S. Department of Homeland Security to admit international students on F-1 student visas. International newly admitted students must complete and submit a Confidential Financial Certification form and appropriate proof of funding to the Office ofAdmissions. Before an I-20 can be issued, students must satisfy the financial eligibility requirements, and receive their Letter of Admission from the Graduate College. While the Office of Admissions will make every attempt to accommodate newly admitted international students, in many cases it is not possible for I-20s to be issued after July 1 if admitted for the fall semester and December 1 if admitted for the spring semester. The Office of Admissions will assess requests for issuance of new I-20s after these deadlines on a case-by-case basis. Transfer students located in the United States and UNLV students who are changing their level of degree are exempt from these deadlines. Prior to arrival in the United States, the Office of Admissions should be contacted with any questions.

Once students have been successfully admitted, the Office of International Student and Scholar Compliance (ISSC) is available to assist students with any issues students have while enrolling; assist and advise regarding employment eligibility and authorization related to international students and scholars; provide proactive guidance and support regarding visa, allowable travel, and some immigration issues; and facilitate their transition to the campus and the U.S. and be their primary contact for student visa rights and responsibilities during their time at UNLV. Enrollment Policy for International Students

International students in F-1 or J-1 status should consult with the Office of International Student and Scholar Compliance (ISSC) to discuss enrollment requirements specific to their immigration status in the U.S.

Below are the standard enrollment requirements at the time of publication of this Graduate Faculty Handbook. Please note that the U.S. government may issue new guidance that results in updated requirements for international students. When this occurs, ISSC will contact impacted students, through their Rebelmail account. Any new guidance provided takes precedence over the requirements outlined herein.

Each fall and spring semester, international students must be registered as full-time students. Graduate students must be enrolled into courses that apply toward their degree. Dropped, audited, and withdrawn classes do not count. International students are allowed to take web-based classes, however, only a certain amount of credits can be web-based. It is incredibly important for international students to work closely, and stay in contact, with ISSC to ensure compliance with all enrollment requirements, U.S. laws, and immigration regulations.

Note about summer semester: If an international student begins their first semester of enrollment in the summer term, they still must be registered as full-time students. International students admitted in the summer term should be aware that it may be difficult to register full time on course availability and should consult with their graduate coordinator and the Office of Admissions for advisement.

Full-time status: International students without a Graduate Assistant (GA) position must be enrolled in nine credits to be considered full-time. If the student is a GA, they only need to enroll in six credits to be considered full-time. Only three online/web based credits may be counted towards the minimum requirements for full-time enrollment.The amount of allowable web-based credits changes based on how many total credits the student is enrolled in.

- An international graduate student with a GA must be enrolled in at least six credits, three of them must be in-person.
- If an international graduate student with a GA is enrolled in nine credits, six of them must be in person.
- International graduate students may take additional online/web-based credits as long as they continue to meet the minimum in-person requirements for full-time enrollment.

Type of International Student	Minimum Required Credits for Full-time Enrollment	If enrolled in this number of credits:	International Students may take a maximum of this many online credits
Graduate Student		9	3
	9	12	6
		15	9
Graduate Assistant	6	6	3

		9	6

In limited circumstances, international students may be eligible to enroll in fewer credits than described above. Requests under any of the following circumstances must be submitted to ISSS before the start of the academic term and are subject to ISSS approval.

- Students with any enrollment concerns, documented medical illness, or other concerns should contact ISSC to discuss options for a reduced course load.
- Graduate students who have completed all coursework except their culminating experience may be eligible to enroll in one to three graduate credits (per program requirements) during the semester in which they intend to graduate and may submit an International Student Reduced Enrollment Request Form, via their Grad Rebel Gateway account on the Forms tab under Additional Forms, to request approval from the Graduate College and their academic program. These students must also submit a "Proof of Graduation" request to the UNLV Office of International Student and Scholar Compliance (ISSC). Please note that unless stipulated otherwise in program handbooks, all students should enroll in at least three graduate credits in their graduating semester.
- Masters students completing thesis requirements and thesis students who have an approved prospectus form may be eligible for enrollment in only three graduate-level thesis credits per semester while still maintaining F-1 status. They may submit an International Student Reduced Enrollment Request Form, via their Grad Rebel Gateway account on the Forms tab under Additional Forms, to request approval from the Graduate College and their academic program.
- Doctoral students who have advanced to candidacy may be eligible for enrollment in only three credits per semester while still maintaining F-1 or J-1 status. They may submit an International Student Reduced Enrollment Request Form, via their Grad Rebel Gateway account on the Forms tab under Additional Forms, to request approval from the Graduate College and their academic program.
- Please note that all students holding a graduate assistantship must enroll in a minimum of six credits each semester without exception and are not eligible to complete the International Student Reduced Enrollment Request Form.
- The policy for International Student Reduced Enrollment Request pertains to F-1 status maintenance at UNLV only; approval of this form does not impact full-time status equivalency for financial aid or administrative purposes. Approval of the International Student Reduced Enrollment Request in conjunction with enrollment in at least one to three graduate-level credits will be considered full-time enrollment as per§ 214.2(f)(6)(i)(A).

Refer to the Enrollment and Milestones section for more information on enrollment requirements.

Admission Status and Classification of Students

Full Graduate Standing

Students accepted to pursue a graduate program with no conditions/provisions are classified as having full graduate standing. The full graduate standing classification allows students to matriculate in a graduate program with no outstanding admissions requirements needing to be satisfied.

Provisional Graduate Standing

Students whose previous academic records are not strong enough to merit full graduate standing may be granted probationary admission and provisional graduate standing. The Graduate College and the student's department determine placement in this classification.

A provisional student must complete nine credit hours of graduate-level coursework selected by the department and listed on the Certificate of Admission. The student must complete this coursework within one year of admission, with grades of B or higher (B- grades are unacceptable). Failure to complete the required coursework in the specified period or earning a grade less than B (3.00) will automatically revoke the student's admission. Departments may elect to not allow students with provisional graduate standing to enroll in additional courses prior to completing the terms of the provisional admission.

When the Graduate College receives confirmation of the appropriate grades being earned in the required coursework, the student will be granted full graduate standing status, unless the student was also admitted conditionally, in which case, the student will also need to satisfy those requirements before they can be granted full graduate standing.

Conditional Admission

Conditions do not reflect an applicant's ability to conduct graduate-level work. They indicate that the applicant must complete course deficiencies as part of the program or meet some additional requirements before finalizing admission, e.g., provide a final transcript of coursework that was in progress while applying for admission, a missing letter of recommendation or standardized test score, etc. The Certificate of Admission will specify which requirements must be met by a given deadline in order to maintain admission in the program. Conditional admissions are split into two categories: Graduate College conditions and departmental/program conditions.

Graduate College conditions are applied when a student must submit official transcripts, official and final confirmation of degree, official proof of English Proficiency,, or must obtain approval for concurrent enrollment.

Graduate College conditional requirements must be met by the following deadlines:

- Fall: September 15

- Spring: February 15
- Summer: July 15

Failure to meet the Graduate College condition(s) will automatically cancel the student's admission and result in separation from the student's graduate program.

Departmental/program conditions are applied at the discretion of the academic department/program where a student must provide materials required for admission by the department, such as a letter of recommendation, official test scores, a resume/CV, statement of purpose, writing sample, etc., or the student must complete course deficiencies within a time frame specified on the Certificate of Admission. Conditional admission based on course deficiencies require the student to complete courses by the deadline specified on the Certificate of Admission (generally early in the graduate program). A student may also be required to register for internship credits or related graduate coursework to remedy a deficiency related to lack of work experience or field experience prior to admission. Undergraduate courses taken to remedy deficiencies identified at admission will not be applied toward the advanced degree. Departments are responsible for monitoring students granted department/program conditional admission, and, if necessary, initiating separation requests for students who do not meet the condition(s) admission.

Admissions Policies (Listed Alphabetically)

Admission Acceptance

Admitted students cannot register until they have accepted admission. Students must accept their admissions offer in the Grad Rebel Gateway for the term in which they have been admitted at least two full business days prior to the last day to enroll for classes. Failure to do so will void the Offer of Admission.

Application Fraud and Revocation of Admission

It is the assumption of the Office of Admissions that the information provided on the application for admission is complete and accurate. Subsequent evidence to the contrary may result in the admission being revoked and the loss of any credit or degree stemming from the admission.

Change of Program, Plan, or Subplan

Students are admitted to pursue a graduate degree or certificate in a specific department or program. To change to another department (or program) or degree/certificate/microcredential (called a 'plan'), students must submit a new application for admission, the required application fee, and all necessary admission credentials. In order to change a concentration or track (called a 'subplan') within a degree/certificate/microcredential, graduate coordinator or department chair approval is needed. Newly admitted students must email gradadmissions@unlv.edu and current students must email grad.rpc@unlv.edu to request a subplan change.

Deferrals

The Graduate College allows for one deferral of admission per application within one academic year. A deferral request must be made by the student and approved by the academic department to the Office of Admissions via email. Deferral requests should be made before the start of the semester that the applicant is initially admitted. Late deferral requests will only be accommodated up to the late registration deadline in a given semester. After the late registration deadline for a given term has passed, students will need to reapply for admission consideration in a future term.

Enrollment in Terms of Admission

Students must enroll in at least three credits of graduate-level classes in the semester in which they are admitted. Failure to accept admission and enroll, or subsequent withdrawal from all coursework during the semester of admission will void the admission and result in the student's separation from their graduate program. If an applicant does not complete the admission process, the student must reapply and submit another application processing fee and any new or updated materials to be considered for admission in a future semester.

Materials from the previous application, such as official transcripts, may be used if they are still on file with the Office of Admissions and acceptable by the graduate program. All application materials are kept within the Office of Admissions in accordance with the NSHE Records Retention Schedule.

Immunization Records

Nevada Administrative Code (441A.755) requires that all students, who attend courses on campus, must provide documentation of having received the following immunizations unless excused by religious belief or medical condition and with an approved waiver on file with the Office of the Registrar:

- Two doses of the measles, mumps, and rubella (MMR). The first dose must be on or after your first birthday.
- One dose for tetanus/diphtheria (TD) taken in the last 10 years.

Copies of immunization records must be sent to the Office of the Registrar, either: via fax at: 702-895-1118 or hand delivered (Student Services Complex – SSC-C, near the Tropicana Garage). If students feel comfortable sending these documents via email, they may also email a copy to registrar@unlv.edu.

Students without appropriate documentation will need to re-establish immunizations before they can attend classes. Immunizations may be obtained from a physician, the UNLV Student Health Center (http://www.unlv.edu/srwc), or a local county health district.

Incomplete Applications

The Office of Admissions will cancel all incomplete application files after the late registration deadline for each semester. Applicants who are canceled for having an incomplete application file must reapply for any future semester in which they seek admission. Transcripts will be saved in accordance with NSHE Records Retention requirements.

Nevada Residency for Tuition Purposes

The Office of the Registrar determines the Nevada residency of graduate students according to the Board of Regents regulations and the laws of the State of Nevada. The regulations pertaining to Nevada residency for tuition purposes are established by the Board of Regents. Each applicant claiming legal residency in Nevada must submit a residency application and the supporting documentation along with their admission application. The residency application forms can be obtained from the university website.

For admitted graduate degree- or certificate-seeking or microcredential-seeking students, residency status is determined at the time of admission to a degree-seeking program and is indicated in the official Certificate of Admission from the Graduate College. Please note that new graduate students who live in Nevada, and/or those who have held Nevada residency in the past, may still be classified as out-of-state students upon graduate admission. These students will need to follow the directions on their Certificate of Admission and apply for residency in order to be reclassified as a Nevada resident.

Graduate non-degree-seeking students will generally be classified as out-of-state until and unless Nevada residency is determined via the residency application process. If the residency status is not "Nevada," out-of-state tuition will be assessed.

Readmission to the Graduate College

Students may not be admitted to a graduate degree or certificate or microcredential that they have already earned at UNLV. However, students may apply or reapply to any other UNLV graduate certificate, microcredential, or degree programs if it results in a different degree or certificate or microcredential from the one(s) they have already earned. In these cases, students must submit a new application for admission, the required admission processing fee, and all supporting credentials required by the Graduate College and the new department or program. UNLV will not issue more than one of the same graduate degree, certificate, or microcredential to a student regardless of the track or concentration.

Rebelmail

Pre-admission communications are sent to the email address the student used to create their Grad Rebel Gateway account. (Please note that user id login information will not change throughout the student's time while progressing through their respective degree.) Once admitted and enrolled,

students must use their Rebelmail accounts to communicate with UNLV faculty and staff members. Official Rebelmail email accounts are created for all admitted students. These accounts must be activated by the students online. If a student wishes to redirect their UNLV official email to another email address, they may do so at their own risk. The university is not responsible for the handling of email by outside vendors or departmental/unit servers, none of which are considered official student email accounts. Having emails redirected does not absolve a student from the responsibilities associated with official communication sent to their [ACE ID]@unlv.nevada.edu account.

All official emails from UNLV to students are sent to UNLV email accounts. Students are expected to check their Rebelmail frequently in order to stay current with UNLV communications from the university, the student's program, faculty/staff, the Graduate College, and other UNLV departments and to recognize that some communications will be time-sensitive. Students must ensure that there is sufficient space in their accounts to allow for delivery of official email communications and that UNLV emails do not go to their spam/junk mail folder.

All students will receive emails from the Graduate College regularly while they are enrolled. Timely emails will be sent through the entire student lifecycle and cover everything from enrollment and policy reminders, to invitations to participate in The Graduate Academy programs, to invitations to complete annual surveys, information about scholarships and funding opportunities, important deadlines, and much more. Emails continue through graduation, focusing on things such as graduation deadlines and requirements, and Commencement.

For more information, please see the UNLV email policy.

Transfer Credit Policy (Please see Early-Career Students section in the Catalog).

Students must submit a Transfer Credit Request Form, available on the Additional Forms tab in the Grad Rebel Gateway, in order to request the transfer of coursework from other institutions. Refer to the Transfer Credit Policy for the eligibility requirements.Withdrawal of Application/Admission

Prior to an admission decision, applicants may submit application withdrawal requests to the Office of Admissions Via email. Once an offer of admission is sent, students may decline admission in the Grad Rebel Gateway or submit a declination in writing to the Office of Admissions via email. The Office of Admissions does not offer application refunds, even when an application is withdrawn.

Registration, Enrollment, and Curricular Policies (Listed Alphabetically)

The university outlines specific registration procedures on the Registrar's Calendars and Schedules page, which is updated prior to each semester by the Office of the Registrar. Students must register for classes using the procedures outlined in the class schedule including enrolling by the dates and times specified for each semester or special session. Students are expected to complete registration activity online through MyUNLV. MyUNLV also includes registration instructions and the class schedule. Each student must complete registration during the registration period, as specified on the academic calendar. Registration is not considered complete until all tuition and fees have

been paid. Students paying tuition and/or fees after the date and time specified in the schedule may be charged a late fee. The registration or enrollment of a student ineligible to attend the university is subject to immediate cancellation.

Adding or Dropping Classes

The add/drop period is the period of time after the semester begins when students can add and drop their classes with no academic or financial penalties. For the fall and spring semesters the add/drop period is the first five days of classes. Summer add/drop dates can be found on the Summer Term website. Students may add or drop a course up to the close of the late registration period. After this date, and with approval, students may make changes only when the circumstance is sufficiently extraordinary to warrant an exception. Please note that the last day to add thesis/dissertation/culminating courses coincides with the last day to add classes with department and Graduate College permission. The last day to add classes is outlined in the UNLV Office of the Registrar Calendars and the Graduate Catalog.

- **Administrative Drops and Classroom Conduct**
    - Failure to attend a course or to submit required work will result in a grade of F. The student who neglects a course is solely responsible for dropping the course or withdrawing from the university.
    - An administrative drop may be initiated at the discretion of the instructor, who will record the circumstances. The approvals of the academic unit chair/director and the dean of the college/school offering the course are required.
    - Students have a responsibility to conduct themselves in classes, libraries, and in other campus locations in ways that do not interfere with the right of other students to learn or the right of instructors to teach. Use of electronic devices such as cellular phones, or recording devices, or other potentially disruptive activities, are subject to both university and instructors' policies. If a student does not comply with requirements, or obstructs the smooth functioning of the class, the instructor may opt for an administrative drop or initiate a student conduct complaint.
    - Serious cases of misconduct, as defined by the UNLV Student Conduct Code, will be referred to the appropriate administrative officer for action.
- **Administrative Drop for Nonpayment**
    - Nonpayment of tuition and/or fees by the Administrative Drop for Nonpayment date listed in the term calendar may result in an administrative withdrawal/drop from classes.
- **Cancellation of Courses and Programs**

- The university reserves the right to cancel any registration in which the enrollment is insufficient to warrant offering the course and/or to eliminate, cancel, phase out, or reduce in size courses and/or programs for financial, curricular, or programmatic reasons.

- When programs are closed or eliminated, enrolled students will be given a fixed amount of time to complete their degree requirements or they will be given a free application to transfer to a different graduate program.

- **Dropping/Withdrawing from Classes**

  - A student who has officially dropped or withdrawn from a course is ineligible for further attendance in that course.

    - Dropping Courses: A student has the opportunity to drop a course up through the fifth business day of the semester (excluding modular/mid-semester courses) without penalty.

    - Withdrawing Courses: A student has the opportunity to withdraw up to the date identified on the UNLV academic calendar (which is 60% into the course). No withdrawal will be allowed after the last day to withdraw. Students who withdraw will be assigned a withdrawal grade (W), which will appear on the transcript but will not be calculated in the GPA, and be responsible for the tuition and fees associated with the withdrawn course. A student can qualify for a refund by withdrawing from all courses by the 50% refund date identified on the academic calendar. A grade of F will be recorded and will appear on the transcripts for students who stop attending class and fail to officially withdraw.

  - Refer to the Office of the Registrar Calendars page for term-specific drop/withdraw deadlines.

Cancellation of Registration

The university reserves the right to cancel any registration in specific courses for which the student is ineligible. The registration of any student who is ineligible to attend the university is subject to immediate cancellation. The university also reserves the right to cancel the registration of an individual whose attendance, in the opinion of the appropriate administrative officials, would not be mutually beneficial to that person and to the institution.

Combined/Cross-listed Sections

Undergraduate/graduate (300/500, 400/500, and 400/600) level courses that share the same meeting time and days in the same classroom with the same instructor are considered to be cross-listed. Courses that are at the 700 level and above may not be cross-listed with undergraduate

courses. In order for courses to be combined/cross-listed, they must undergo curricular approval via the Graduate College process. Please note that graduate courses that are cross-listed with undergraduate courses require the graduate student to complete additional, more advanced work in the course that is clearly differentiated from undergraduate levels, and they may be required to meet for some limited, additional hours to fulfill course requirements as indicated on the course syllabus.

A curricularly approved combined/cross-listing sequence does not mean that the courses will be combined automatically in the schedule. Departments will need to request to combine/cross-list using appropriate curricular approvals. Approved combined/cross-listed courses will appear in the Catalog. See the Graduate Catalog for more information.

Core Course Credit Requirements in Programs

The total number of units required for a master's program varies by academic discipline, but all require a minimum of 30 units of graduate credit of which at least 24 credits must be in non-thesis credits. Many students will take more than the minimum number of credits, and all students must meet the minimum unit requirement for the specific master's degree, which may be more than 30 credit hours. For doctoral programs, a require a minimum of 60 units of graduate credit of which at least 12 credits must be in dissertation credits (or program specific/ doctoral culminating credits). Many students will take more than the minimum number of credits, and all students must meet the minimum unit requirement for the specific doctoral degree, which may be more than 60 credit hours.

Core courses within graduate programs provide discipline-specific content that includes the core curriculum that all students in the program must complete, regardless of specialization. This ensures common knowledge, skills, dispositions, and competencies before diving deep into elective or specialization courses, often followed by a culminating requirement such as culminating projects, or thesis/dissertation. The program core is ideally 9 credits and comprise of requirements common to all students earning the degree, addressing a common set of learning outcomes for the program. For graduate programs, this typically includes 6-9 credits of common coursework for all students within the degree excluding electives, specialization courses and culminating experience (thesis, dissertation, projects, etc). All graduate degree programs must include a culminating experience.

Course Credit Expiration

Courses completed more than 10 years prior to the student's intended graduation term cannot be used towards a graduate program without an approved Time Limit Extension Form available in the Grad Rebel Gateway on the Forms tab under Additional Forms.academic appeal.

Course Credit Sharing

Sharing of course credit refers to the practice of allowing one or more course(s) to satisfy the requirements of more than one credential offered at UNLV graduate programs. Credentials covered

by this policy include any certificate, microcredentials or degree offered by the university. This policy refers to the sharing of credit among programs offered by UNLV graduate programs. Credits taken at UNLV can be shared between UNLV programs listed as dual degree programs and only if both programs are completed at the same time. Credits taken at UNLV towards a certificate or microcredential can be applied towards a later degree program but credits used towards an already conferred degree cannot be used towards a later certificate or microcredential. Sharing of credit between programs at UNLV and another institution is specified through an articulation agreement.

Course Repeat Policy

A failed course cannot be challenged by examination and it does not have to be repeated unless the course is a specific college or department requirement. A student receiving a final grade of 'F' in a course can obtain credit by registering for the course, repeating the class work, and receiving a passing grade. Any course may be repeated, regardless of the grade received. The fact that UNLV has granted a degree to a student shall not preclude the student's right to repeat a course for the purpose of improving a grade. Credit will be allowed only once for successful completion of the course, except for courses designated in the catalog as allowable repeats; these courses may be repeated only up to the maximum number allowed in the catalog and MyUNLV system. A student may repeat any UNLV course once at UNLV and not have the original grade included in the computation of the grade point average. The repeat grade must be on the same grading option as the original grade. The original grade will remain on the student's academic record with a notation.

When a course is repeated more than once, only the original grade is omitted in computing the grade point average and all subsequent course attempts will be included in calculation of the GPA. For courses repeated prior to February 1971, both the original grade and the repeat grade are included in the grade point average.

Course Swapping

Swapping courses allows you to simultaneously drop one course and add another, ensuring that you only lose your seat in the current class if the new enrollment is successful. This all-or-nothing transaction protects your schedule by canceling the drop if the system determines the new add cannot be completed.

- **Standard vs. Late Swaps:** While you can switch courses without penalty during the regular add/drop/swap period, any swap requested after the posted add/drop/swap deadline of the semester is considered a "Late Swap" and must be processed by the Office of the Registrar, after receiving "Time Period Permission" in MyUNLV from your department.

- **Eligibility:** Late swaps may only be approved if both courses have the same number of credits and share the same time type, such as switching from one regular term course to another regular term course.

Credit by Examination

UNLV does not offer credit by examination for any graduate degree-, certificate-, microcredential- or non-degree-seeking students.

Credit Load Limitations

Graduate students normally may not take more than 15 credits during the fall and spring terms, unless they are in a professional program that specifically requires additional credits. Graduate students may take no more than six credits in a single five-week summer term and earn no more than a total of 15 credits during the summer term (pre, post, and regular five-week sessions combined). Students who want to exceed the standard maximum credit load, must submit an Authorization for Overload form available through the Grad Rebel Gateway. Overload requests will be processed by the Graduate College in MyUNLV on approval of the form. Please note that any overload requests exceeding 18 credits during summer term (pre, post, and regular five-week sessions combined) must be additionally approved by the Vice Provost and Dean of the Graduate College.

Enrollment and Milestones

Any student using the services of the academic staff or university facilities must be registered for classes in the semester in which the services are rendered or the facilities are used.

- Milestone/Program Examinations: Students must be enrolled in at least one graduate-level credit during any semester in which they take a milestone examination (e.g. preliminary, comprehensive, and/or qualifying exam).
- Prospectus Defense: Students must be enrolled in at least one graduate-level credit in the semester they defend their prospectus.
- Defense of Thesis/Dissertation: Students must be enrolled in a minimum of three graduate-level credits during the term in which they intend to graduate.
- Graduation/Completion Term: Students must be enrolled in a minimum of three graduate-level credits during the term in which they intend to graduate. This enrollment requirement applies to all degree- and certificate-seeking students. Completing courses from prior semesters with ‘X’ or ‘I’ grades does not fulfill this enrollment requirement.

International students must refer to the Enrollment Policy for International Students section for more information on enrollment requirements.

Enrollment Verification

Immediate online official enrollment verification certificates for current students are available through the National Student Clearinghouse. Please note that enrollment information cannot be verified until the last day to add/drop for a semester. This is so that the verification is an accurate indication of your semester enrollment. The National Student Clearinghouse Free Self-Service Site is available 24 hours a day, seven days a week. For more information visit the Office of the Registrar's Enrollment Verification page.

Full- and Part-Time Enrollment

For university purposes, graduate students enrolled in nine or more credits in a semester are considered full-time; GAs need only enroll in six graduate credits per semester to count as full-time. Graduate students who are not GAs and enrolled in fewer than nine credits in a semester are considered part-time students. Please note the exceptions below:

- For graduate students who are United States veterans who are using veteran education benefits, enrollment in five to eight credits is considered half-time; fewer than five enrolled credits is considered less than half-time.
- For federal financial aid purposes, any graduate student who is enrolled in fewer than nine graduate credits in a semester will be considered a part-time student even if they are a graduate assistant.
- For graduate students who are United States veterans, who are using veteran education benefits, enrollment in 5 to 8 credits is considered half-time; fewer than five enrolled credits is considered less than half-time.
- International students must refer to the Enrollment Policy for International Students section for more information on enrollment requirements.
- Dropped, audited, and withdrawn classes do not count towards enrollment.

Grade Changes

For incorrect grades, the Registrar's Office must receive notification to change a grade due to clerical error within 6 months from the last day of the term/semester. The Change of Grade Authorization is available on the Office of the Registrar forms page. For faculty submitting the Change of Grade Authorization within 6 months of the last day of the semester/term in which the course was taken, the form should be submitted to registrar@unlv.edu. After this period, the form must be emailed to GradRebel@unlv.edu. For students requesting a grade change they must submit

a complete and signed Graduate College Appeal for Graduate-Level Grade Change Form available via the Grad Rebel Gateway Forms tab under Additional Forms.

When a student requests a grade change on the basis of an instructor's error, the student should first attempt to resolve grading issues with the course instructor. If the issue is not resolved between the student and course instructor, a written summary should first be directed to the graduate coordinator of the department in question and the student should request a conversation about this matter at the department level, and possibly in the office of the academic dean. If the problem remains unresolved to the student's satisfaction, the student may submit a complete and signed Graduate College Appeal for Graduate-Level Grade Change Form via the Grad Rebel Gateway Forms tab under Additional Forms.

Graduate Credit

All courses numbered 500-999+ or above are considered graduate-level. Undergraduate-level courses are numbered 100-499. Some graduate level courses are not usable for graduate credits. One example of this are courses with an RPDP prefix; these are non-graduate credit granting courses and are indicated as such on the UNLV transcript.

- 500-level classes are generally seen as remedial graduate courses, and they may also be used for non-degree, non-credit bearing courses; these may be cross-listed with 300 or 400 level undergraduate courses, with appropriate curricular review and approval.
- 600-level classes are generally seen as foundational graduate coursework, and/or masters level coursework; these courses may be cross-listed with 400-level undergraduate courses, with appropriate curricular review and approval. When cross-listed with an undergraduate course, graduate student course requirements will be different from, and more rigorous than, those of undergraduates. As much as possible, 600-level graduate classes should not be cross-listed with undergraduate courses unless there are specific disciplinary, accreditation, and/or programmatic reasons to do so.
- 700+-level classes are generally seen as advanced graduate coursework and/or doctoral level coursework; they may not be cross-listed with undergraduate courses.
- Graduate students auditing graduate courses are typically permitted (assuming the students are approved to enroll). Auditing allows a student to continue attending a course, but no grade or credit is awarded. Auditing courses do not count towards the continuous enrollment requirement. Once audited, a course cannot be changed back to credit unless it is before the end of the add/drop period for that term. Courses can be changed to audit in the Enrollment Tile of the Rebel Student Homepage as long as it is after the start of the term but before the final audit deadline.
- Zero credit hours courses are currently not available at the graduate level. Graduate students must be enrolled in at least 1 credit of coursework to access and utilize university resources and services.

Graduate-Level Grades

At UNLV the following symbols are used in reporting and recording graduate student grades:

A	Superior (4.0)
B	Passing (3.0)
C	Below Average (2.0)
D	Deficient (1.0)
F	Fail
AD	Audit (not graded, no credit toward GPA)
I	Incomplete (see guidelines below)
S	Satisfactory
U	Unsatisfactory
X	Hold: Grade is used only for thesis or dissertation courses. Grade is changed upon successful completion of thesis or dissertation by the Graduate College on receipt of a passing Culminating Experience Results form

Faculty members have the option of using plus (+) and minus (-) for grades of A, B, C, and D. Exception: A+ grades are not given. At the graduate level, grades below a B are generally considered unacceptable. Graduate students must have a 3.0 GPA for coursework used toward programs (via an approved plan of study) in order to qualify for graduation.

Note: At the graduate level, grades below a B or B- (depending on the program) are often considered unacceptable and some program handbooks prohibit students from using course grades below a specific cut-off on their degree program. *All graduate students must have a graduate program GPA of 3.0 or higher in order to qualify for graduation. A course in which the student earns a grade lower than C may never be used to fulfill graduate degree, certificate, or microcredential requirements.*

Incomplete Grades or "I"

The grade of 'I' — incomplete — can be granted when a student has satisfactorily completed at least three-fourths of the semester but, for reason(s) beyond the student's control that are acceptable to

the instructor, the student cannot complete the course, and the instructor believes that the student can finish the coursework without repeating the entire course again. In this case, the following rules apply:

- The 'I' grade is used for content/lecture type courses (not thesis, dissertation, or select professional paper credits) designed to be completed within one year in instances where the student has completed the majority of the semester coursework, but is unable to complete all of the requirements with good cause. The professor is responsible for determining if the reason for non-completion is satisfactory, if an Incomplete grade is appropriate, and the terms of the Incomplete, including what the student needs to do to successfully complete the course requirements as stated in the course syllabus to earn a final grade.

- An 'I' should generally be given when the majority of the coursework has been completed with a cumulative average of 'B' or better.

- Graduate students receiving an 'I' grade have one calendar year to complete all course requirements and remove the 'I' grade. Students who are fulfilling an incomplete do not register for the course but make individual arrangements with the instructor who assigned the 'I' grade. If course requirements are not completed within one year, the Office of the Registrar will automatically record a grade of 'F'. Undergraduate students enrolled in graduate-level courses must complete the coursework within one semester or the "I" will default to an "F."
    - **Graduating Students:** All incomplete grades must be resolved by the last day of the semester in which a student has applied to graduate. Semester start and end dates are published in the UNLV Academic Calendar. For Nursing Students, please refer to the Nursing Calendar for deadlines.
    - If incomplete coursework is not completed by the semester's end and/or meets the Graduation Deadlines here, the student's graduation application will either be rolled-over to the next semester or removed.
    - For more details, please refer to the Forms and Milestones section on the Late-Career Students page in the Graduate Catalog.
- Please see the Leaves of Absence section for information on incomplete grade completion for students with approved leaves of absence.

-

Office of the Registrar and Schedules

The Office of the Registrar is the official repository of academic calendars, term calendars, and final exam schedules. Students can also find the Class Search and the Course Catalog in the MyUNLV registration system.

Satisfactory or Failing Grades

The Satisfactory (S) or Failing (F), or Satisfactory (S) or Unsatisfactory (U) marks are used upon completion of the thesis, dissertation, professional paper, or for non-credit or satisfactory/fail courses. Grade-point values are not assigned for S or U grades. F grades are calculated as a zero on transcripts and in the graduate GPA.

Many graduate and professional schools opt not to offer S/U or S/F graded courses, and/or may not accept ungraded or S/U or S/F transfer credits, or accept them only if accompanied by written evaluations of the work accomplished in such courses that bear upon the field of specialization. At UNLV, a maximum of three (3) graduate coursework satisfactory/unsatisfactory/fail (S/U or S/F) units may apply towards a master's degree, and up to six (6) credits of S/U coursework may be used toward doctoral degrees, excluding the S/U units allowed for the comprehensive examination, professional paper, and thesis/dissertation units, but including transfer units. For graduate courses, a grade of "S" indicates achievement equivalent to a "B" or above. The grade of "U" represents performance equivalent to a "B-" or below. (Please see the Catalog for more information).

Transcripts of Credit

Official transcripts bear the university seal, the registrar's signature, and reflect all academic work attempted at UNLV. Current students may access their unofficial transcript in their MyUNLV Student Center. Official transcripts are copies of student academic records of all work attempted at UNLV and bear the seal of the university and the registrar's signature. Official transcripts may be requested via the Office of the Registrar. Transcripts of work from other institutions or any nontraditional credit transcripts will not be issued.

Undergraduates Taking Graduate-Level Courses

Undergraduate students who have completed a minimum of 90 semester credits and have a 3.00 or higher grade point average may enroll in graduate courses with appropriate approvals. Students in the Honors Program must have a minimum of 45 semester credits and a 3.00 or higher grade point average. For students admitted to accelerated undergraduate to graduate programs (also sometimes called 3+2 or 4+1 programs, integrated undergraduate & graduate programs, and fast-track programs), the 90-credit minimum requirement is waived with department approval of the Approval for an Undergraduate to Enroll in Graduate-Level Coursework form. The Approval for an Undergraduate to Enroll in Graduate-Level Coursework form, available on the Forms page of the Graduate College website must be completed and approved by the academic department and the Graduate College in order for permission to enroll to be granted. Students may enroll in up to six graduate-level credits during one semester.

- **Reserving Graduate Courses for Graduate Credit** - Upon approval, and pursuant to the policy above, UNLV undergraduates may enroll in graduate-level coursework and reserve the credits earned for possible future use in an advanced degree program. Students must indicate that they are reserving the credit on the Approval for Undergraduate to Take A Graduate Course Form. After approval of the form, the Graduate College notifies the Office of the Registrar, who will add a notation to the student's transcript in MyUNLV indicating the

courses have been reserved. In this instance, coursework reserved for graduate credit may not be used to satisfy baccalaureate degree requirements.

- **Research Graduate Courses for an Accelerated Program -** Refer to the list of Accelerated Degree Programs in the Graduate Catalog. Upon approval, only a certain threshold of graduate credits may be used in graduate programs. Refer to the maximum number of credits and grades allowable that can be counted/transferred into each respective Accelerated program listed for admitted students.

- **Graduate Courses for Undergraduate Credit** - Upon approval, UNLV undergraduates may enroll in graduate-level coursework for use in an undergraduate degree program. Students must indicate that they are not reserving the credit on the Approval for Undergraduate to Take A Graduate Course form. Courses used in an undergraduate program may not be applied toward an advanced degree at a later date.

Unit of Credit

- The unit of credit, or semester hour, is generally defined as one 50-minute lecture per week for a semester. Two or three laboratory hours per week, depending on the amount of outside preparation required, usually carries the same credit as one lecture hour. UNLV follows the NWCCU guidelines and requirements for hours per credit.

Registration, Enrollment and Curricular Policies

Please see the Graduate Catalog for additional information on policies.

GRADUATE STUDENT FUNDING

UNLV provides a wide variety of assistance to finance higher education expenses. Grants, scholarships, part-time employment, and educational loans are available to help students with educational costs while attending UNLV. Students are encouraged to explore all possible resources. For further information, contact UNLV's Financial Aid & Scholarships Office, located in the Student Services Complex, at 702-895-3424.

Graduate Student Financial Services cannot assist with financial aid but is able to assist with information regarding GAships, scholarships, fellowships, emergency retention grants and awards. The Graduate Student Financial Services office is located in the Graduate College on the 2nd floor of the University Gateway Building and can be reached via email at GradFinancialSVC@unlv.edu.

Student Fees and Charges

- UNLV's tuition and fees are established by the NSHE Board of Regents. After students have registered for classes, they will receive an account statement with an estimated amount for your tuition and fees. Student account statements are emailed to students' Rebelmail every month once registration begins. These are a point in time snapshot of your account activity. For up-to-date account information, students may review their student account under the account inquiry section of your MyUNLV account.
- An application fee of $60.00 is charged to any person applying for admission. The application fee for international applicants is $95.00. All application fees are nonrefundable and not applicable to any other applications.
- It is the policy of the Board of Regents that the registration fee be the only fee assessed for taking a course except as otherwise outlined in this section. Any other charges required appropriate approval. The reasons for these exceptions are extraordinary instruction costs due to:
    - Individual instruction such as private music lessons
    - Class supplies, course-specific software, and specialized equipment such as welding equipment and materials
    - Third party charges for use of a facility
    - Special transportation requirements
    - Extraordinary instructional costs such as intensive supervision, support, or additional technical expertise required for the delivery of the course
    - Some combination of these reasons
- Differential program fees in select graduate programs may be assessed.
- The following fees are either assessed or identified at registration:
    - A late registration fee of $50.00 per course may be assessed to students who don't meet the course registration deadline. Summer term students are assessed a late registration fee of $50.00. In case the time designated for registration is not adequate, the registrar may defer the assessment of this fee for one day.

- Returned Check Fee. Personal checks are accepted in payment of fees owed to the university, although no counter checks or checks altered in any way are accepted. A collection fee of $25.00 is assessed for any check returned unpaid by a bank. If a personal check is returned from the bank, the university reserves the right to place the student on a cash basis only and withdrawal procedures may be initiated at the option of the university. A stop payment placed on a check does not constitute withdrawal from courses. Official withdrawal must be processed as returned checks and are subject to the same fees and collection cost.
- A $125 graduation and program completion fee will be billed to the student's account after the application for graduation is completed through MyUNLV. Students who apply after the application deadline must reach out to grad.rpc@unlv.edu with their request and if approved will be assessed an additional $20.00 late fee. Eligibility is based on an approved Plan of Study for microcredential/certificate/masters/specialist students and an approved Advancement to Candidacy (for doctoral students). A graduation application is good for two consecutive semesters. If a student still has not graduated after the two semesters have concluded then the student will need to submit a new application along with another fee.

Tuition, Fees, And Financial Aid

The tuition estimator will provide an estimate of the tuition and fees students can expect to pay for the upcoming semester. When choosing a college, the cost is often a deciding factor. How much you need to save and how much aid you'll need are instrumental in budgeting for college costs. The information here, reflecting a nine-credit semester for graduate students, will help to determine your tuition and fees. Additional assistance on financial planning can be found at Grad Sense.

UNLV's priority financial aid consideration deadline is listed on the website. Students may still apply for financial aid after the deadline; however, there may be limited funding.

Graduate Student Health Insurance Information

Mandatory Graduate and Professional Student Health Insurance

Students who are admitted into a graduate or professional program and are enrolled in nine credits (regardless of the course level) in a semester, and all international students and graduate assistants*, will be enrolled in the mandatory student health insurance program. Once a student meets any of the enrollment criteria listed above, they will have the mandatory student health insurance payment added to their student account in MyUNLV.

Students who already have health insurance must complete the UNLV online health insurance waiver form available here to waive out of the UNLV student health insurance. Once approved, a

health insurance waiver is good for one academic year. This mandatory health insurance information webpage is for domestic graduate students.

*All graduate assistants will receive a subsidy covering the full amount of the health insurance as part of the GA benefit package.

All international graduate students are required to carry student health insurance, at the same rates as posted, and the cost will be automatically added to their student account. International students who wish to waive out of the UNLV student health insurance must contact the Office of International Student and Scholar Compliance (ISSC) for further information. Also, any international graduate students with insurance questions must contact ISSC directly. ISSC is located in the Frank and Estella Beam Hall (BEH), Room 543; their phone number is 702-774-6477 and their email is issc@unlv.edu.

For more information on UNLV Graduate and Professional Student Health Insurance fees, please refer to the Mandatory Graduate and Professional Student Health Insurance page

Please note that all graduate and professional students who do not waive out of the UNLV Student Health Insurance for the spring semester will be enrolled in the spring/summer insurance plan; these are combined and there is not an option to be enrolled in spring only.

Student Health Fee and CAPS - Counseling and Psychological Services Fee

The Student Health program fees for fall, spring, and summer semester classes are not to be confused with the mandatory UNLV Graduate and Professional Student Health Insurance plan. Student Health Program fees are applicable to all students regardless of health insurance status, and they are used to support various services offered by the Student Wellness Center.

The Student Health program facilitates on-campus educational experiences and leadership opportunities for all UNLV students; is responsible for public health protection of the UNLV community; provides access to health care and provisions; coordinates health needs for students; provides student counseling and psychological services; and includes the The Care Center, which serves all students.

Grant-in-Aid

Each student is expected to pay all assessed fees by the time payment is due unless a grant-in-aid is secured prior to registration day and processed before payment is due. Students are responsible for paying their tuition and fees on time. Late fees and/or withdrawal may be initiated for unpaid tuition and fees and/or reported to a credit bureau. Legal proceedings may be initiated for any default accounts receivable. If tuition is paid before grant-in-aid is processed, a refund will be issued for the portion covered by the grant-in-aid.

Delinquent Accounts

A student or former student having a delinquent account receivable of $100 or more or an overdue loan of any amount with any member institution of the NSHE shall not be permitted to register at any institution. For the purposes of this section, “delinquent accounts receivable” is defined to include tuition and registration fees, student fees, special courses fees, and residence life charges billed to a student’s account in the student information system. An NSHE institution may include other fee categories as they deem appropriate in determination of a delinquent account.

A student or former student having a delinquent account receivable or an overdue loan of any amount with any member institution of the NSHE shall not be permitted to receive a transcript of academic record, a diploma, a certificate, or report of semester grades. The student or former student may, however, inspect the records under the provisions of the federal Family Educational Rights and Privacy Act (FERPA) 20 U.S.C. § 1232(g), 34 CFR Part 99

In addition, institutions may refer delinquent accounts receivable of $100 or more and overdue loans of any amount to a collection agency following written notification to the student or former student. Please see the university’s collection policies to view the collections timeline.

Deferred Payment Option

Payment plans are available in MyUNLV self-service to students who are registered for one or more credits. There is a $45 non-refundable fee for all payment plans. The $45 fee and the first installment are due by the published due dates in MyUNLV. Contracts for a deferred payment plan are available online to students during fall and spring semesters. Please log in to MyUNLV and proceed to your Student Center page. It is the student's responsibility to ensure that they follow their payment plan schedule. Any unpaid balance on a deferred payment plan becomes a student's account receivable on the final due date and is treated as an official fee hold for future registrations and transcript privileges. A penalty fee of 10 percent (minimum $10) will be charged per installment not paid by the due date. Failure to pay may constitute withdrawal from the university. The tuition will still be owed, but the student will not receive credit for the courses. Any delinquent accounts may be reported to a credit bureau. All delinquent accounts not paid as required will be sent to a collection agency. The student is responsible for all collection costs, attorney fees, etc. All students must pay their tuition and fees in full by the published payment deadlines or be on an approved payment plan to be considered enrolled for the semester. The university reserves the right to deny deferred payment to any student who does not pay tuition and fees as scheduled, including late fees.

Refund of Fees

Students must drop all courses on the MyUNLV Registration website to receive a credit or refund. Students who withdraw from the university receive a refund of fees according to the posted schedule, which is subject to change by the Board of Regents.

Please note: Refunds for courses dropped or total withdrawals for the current semester made before the deadlines posted on the Cashiering & Student Accounts Student Refunds page will be disbursed via mail or direct deposit. Students will not receive a refund for total withdrawals unless a total withdrawal form is filed with the Registrar's Office. Courses dropped during the approved refund periods are processed as a credit to the student's account. A refund will be processed if the student's account results in a negative balance. Per our credit card merchant agreement, if you paid tuition and fees with a credit or debit card, the card will be refunded first.

Financial aid recipients must refer to the financial aid withdrawal policy to understand how a complete withdrawal may affect their financial aid status and possibly result in an amount owed to the university.

Under special circumstances, students dropping courses or making total withdrawals after the posted deadlines listed below may apply for a refund using the Fee Appeal Form. Please visit the Student Refunds page for additional important information about the refund policy.

For more information, please see the Student Refunds page of the Cashiering & Student Accounts website.

Room and Board Refund

Refunds of residence hall and food service charges are outlined in the Residence and Dining Hall contract. Students must contact Housing and Residential Life to obtain information regarding refunds and a release from contract obligations.

FAFSA and Institutional Aid Application

Applying for financial aid is the first step in becoming eligible for student loans, scholarships, and fellowships. Students should complete the Free Application for Federal Student Aid (FAFSA) online. UNLV's school code to complete their FAFSA is 002569. Students should complete and sign their FAFSA with their PIN as soon as possible by the deadline posted on the Financial Aid website: https://www.unlv.edu/finaid/apply each year, even if they don't expect to be eligible for financial aid or they do not want student loans. Submitting their FAFSA may qualify them for certain scholarships or fellowships. FAFSA-ineligible students will be considered for institutional funds by submitting the Institutional Aid Application. This form can be submitted through the Self-Service Help Center, in person at the UNLV Financial Aid & Scholarships Office, or by fax at 702-895-1353. UNLV's priority financial aid consideration deadline each year. They may still apply for financial aid after the deadline; however, there may be limited funding from other aid programs.

Federal Loan Programs

Unsubsidized Loans

An unsubsidized loan is available to students regardless of financial need. You must be enrolled at least half time to be considered for this loan. You will be charged interest from the time the loan is disbursed until it is paid in full.

On-Campus Employment

Several campus departments and offices employ students in a variety of positions. These jobs can be viewed on the Career Services website, or on UNLV's Financial Aid & Scholarships website. On-campus employment listings are available to graduate students enrolled in at least five credits at UNLV. Financial need is not a criterion for on-campus employment.

Job Location and Development

Employment opportunities are offered to UNLV students by community businesses and individuals. These jobs can be viewed on the Career Services website.

Federal Work Study

The Federal Work Study Program is a federally funded financial aid program awarded as part of the financial aid package. This program enables students to earn a portion of their college expenses through employment with a UNLV department or office or off campus with contracted nonprofit agencies. Community service is a major goal of this program. If available, students may choose jobs related to their academic majors and career objectives. Work hours may also be arranged according to class schedules. To learn more about work study visit the Federal Work Study page.

Recruitment Awards

Recruitment awards are distributed to academic departments each December to be used for graduate student recruitment efforts for the following summer and fall terms. Recruitment awards are to be used for the recruitment of programs' best prospective students in support of retention, progression, and completion planning efforts and to support diversification of the study body, and can only be awarded to newly admitted students enrolling in the upcoming summer or fall semester. Recruitment awards will be included on the admission offer letter, if awarded.

Emergency Retention Grants

The Emergency Retention Grant (ERG) program was established in 2012 and allows graduate students to request emergency funding. Since its inception, the committee has awarded students over $1 million in aid funding to help them progress in and complete their degree program. While funds are limited, such grants are available to all students admitted and enrolled in graduate-level courses.

This funding intends to enable recipients to continue their degree program and remain on track for graduation. Emergency retention funds are deemed for emergency use only, and financial need must be clearly demonstrated in the application.

Final decisions regarding funding and award amounts are made by the Graduate College. The submission of an Emergency Retention Grant application does not guarantee funding. Please see the website for more information about the Emergency Graduate Retention Award.

Graduate Access Scholarships

In order to improve the access of all students and to encourage participation in higher education a portion of registration fees are earmarked for student financial aid in the form of access scholarships and awards. UNLV Graduate Access Awards are auto-packaged through the Financial Aid & Scholarships Office each year. This award provides funding in fall and spring semesters to graduate degree-seeking students who demonstrate financial need, and fall into other target financial aid categories. Students are considered for the auto-packaged graduate access award by filling out the FAFSA or the Institutional Aid Application by the priority deadline to determine need. Beyond the auto-packaged access awards, the Graduate College distributes access funding to students in the form of scholarships, fellowships, emergency funding, recruitment scholarships, and for program participation.

Graduate Award Opportunities

UNLV Outstanding Graduate Student Teaching Award recognizes graduate students who have demonstrated strong pedagogical skills and successfully taught at least two complete classes as the instructor of record in the last three years at UNLV. The award is only for students who teach at UNLV.

UNLV Graduate College Outstanding Thesis and Dissertation Awards are given to students who successfully defended between August 1 of the previous and current year. Each college may nominate one outstanding thesis and one outstanding dissertation. Nominations are due to the Graduate College Dec. 1.

Western Association of Graduate Schools (WAGS)/ProQuest Awards accepts nominations for outstanding graduate students from participating institutions for recognition. Each member institution may submit one nomination for each award. WAGS accepts nominations in four award categories. They are:

- The WAGS/ProQuest Innovation in Technology Award
- The WAGS/ProQuest Distinguished Master's Thesis Award in STEM Disciplines
- The WAGS/ProQuest Distinguished Master's Thesis Award in Humanities, Social Sciences, Education and Business Disciplines (Non-STEM)

- The WAGS/ProQuest Distinguished Master's Thesis and/or Final Master's Capstone Project Award in the Creative, Visual and Performing Arts

Each college may nominate one outstanding nominee for each of the award categories. WAGS pays for the winners to attend the conference Awards luncheon at the WAGS annual meeting and conduct a short presentation. Nominations are due to the Graduate College Aug. 1.

NSHE Award

The Sam Lieberman Regents' Award for Student Scholarship: Graduate (Formerly the Nevada Regents' Scholar Award) is also awarded annually. Please visit the Awards and Recognition page for additional information including application materials and deadline. See Awards information.

The Grad Academy Professional Development Scholarships

Students can earn scholarships by participating in various professional development opportunities from The Grad Academy including: Grad Rebel Ambassador Program, Grad Rebel Advantage , and the Rebel Grad Slam: 3-Minute Thesis Competition, Information can be found on The Grad Academy website.

- GPSA Funding Opportunities
    - GPSA provides funding to support graduate and professional scholarly activities, such as conference travel, research materials, competitions, as well as other funding opportunities. Information about available funding, the application process, and deadlines can be found on the GPSA Funding Opportunities & Resources page.

Graduate Assistantship Program

GAs play an indispensable role on campus, serving as research team members and instructors and augmenting classroom and laboratory learning. UNLV currently provides GAships in a wide variety of disciplines and nonacademic units. Students apply for GAs through their own Grad Rebel Gateway portals. Nonacademic units post GA position openings in UNLV Handshake and unfunded students should watch these listings and then apply via the Grad Rebel Gateway. Faculty who need assistance with research or course instruction may request GA positions through their department and academic dean.

Please reference the Graduate College GA Handbook to find all relevant information, policies, and guidelines related to the GA program, how to apply for a GA, GA expectations, how to appoint a GA, etc.

Graduate Assistantships

UNLV subscribes to the following statement that has been adopted by the Council of Graduate Schools in the United States and by most of the leading graduate schools in North America:

> *Acceptance of an offer of a graduate scholarship, fellowship, traineeship, or graduate assistantship for the next academic year by an actual or prospective graduate student completes an agreement which both student and the graduate school expect to honor. In those instances in which the student indicates acceptance prior to April 15 and subsequently desires to change plans, the student may submit in writing a resignation of the appointment at any time through April 15 in order to accept another scholarship, fellowship, traineeship, or graduate assistantship. However, an acceptance given or left in force after April 15 commits the student not to accept another appointment without first obtaining formal release for that purpose. It is further agreed by the institutions and organizations subscribing to the above resolution that a copy of this resolution should accompany every scholarship, fellowship, traineeship, and assistantship offer sent to a first-year graduate student before April 15.*

A number of state-supported and extramurally funded graduate assistantships are available each academic year.

Types of Graduate Assistantships

State Funded Through Graduate College

- Graduate Teaching Assistant (GTA) - teaching a section of a course or lab. Could also be assisting faculty with teaching duties such as grading and office hours. 80% of state funded GAs in a college or school must teach six credits, or the equivalent, each semester. This may include: independent instruction in classes or labs if graduate students meet the graduate student teaching requirements; working as a teaching assistant; grading; holding office hours and study sessions; etc.

- Graduate Research Assistant (GRA) - graduate students conduct research or engage in scholarly or creative activities under the mentorship of one or more faculty members. No more than 20% of state funded GAs in a college or school may be GRAs.

- Instructional Graduate Assistants (IGA) - funds are allocated to departments for specific undergraduate teaching needs. Ideally IGAs are 2nd year master's-level students who can serve as the instructor of record on lower level undergraduate courses; doctoral students may be IGAs. Students should not serve more than 1-2 semesters as an IGA.

- Top Tier Doctoral Graduate Research Assistant (TTDGRA) - funds are awarded every three years to faculty for specific research projects through a competitive application process. TTDGRA awards provide three years of support for faculty to hire a doctoral level GRA.

Funded Through Other Campus Units

- Graduate Research Assistant (GRA) - conducting research alongside a faculty member.
- Graduate Teaching Assistant (GTA) - teaching a section of a course or lab. Could also be assisting faculty with teaching duties such as grading and office hours.
- Professional Development Graduate Research Assistant (PDGRA) - primarily work in nonacademic departments. The duties of the Professional Development Graduate Assistants need to relate to the student's scholarly area of study.

Supported Through External Funds: Grants, Contracts & Donors

- Graduate Research Assistant (GRA) - grants and contracts that support graduate students to conduct research or engage in scholarly or creative activities under the mentorship of one or more faculty members.
- Community Graduate Research Assistants (CGRA) - funded by community partners but work on campus under a faculty member.
- Community Internship Graduate Assistants (CIGA) - funded by community partners and works off campus and appointed by faculty advisors.

A number of state-supported and extramurally funded GAships are available each academic year. For full information and policy guidelines regarding the UNLV GA Program, please see the Graduate Assistant Handbook. Below are some key GA policies for your review:

- Applications must be completed and submitted through your Grad Rebel Gateway account. While deadlines vary by department, the Graduate College recommends that students submit their application by March 1 for the fall semester admission and by Nov. 1 for the spring semester admission.
- Applications must be submitted to the year in which students are seeking employment no later than March 1 preceding the fall semester in which an assistantship is sought. Applications may be submitted after this date in case of unexpected openings occurring for the fall semester. In rare cases where an assistantship is available for the spring semester, the application deadline is Nov. 1.
- An assistantship is normally offered for a full academic year. If a student seeks renewal of an assistantship for the next year, a new application form must be submitted online.
- A GAship carries with it a stipend paid monthly for the length of the contract. Tuition waivers are usually included with the assistantship. The state waiver covers nine credits per semester of the per-credit-hour graduate registration fee. The state-funded tuition waiver does not cover differential fees charged for some courses. The tuition waiver covers the full amount of out-of-state tuition. The out-of-state tuition waiver does not apply to students

who are enrolled in self-funded programs. Tuition waiver amounts may vary for extramurally funded assistantships.

- State-funded GAships are not available during summer term. However, tuition waivers are available for state-funded graduate assistants during the summer term if the student was on a state GA contract in spring and has been renewed as a state GA for fall. To take advantage of the summer tuition waiver for three credits max., the Graduate College must be informed via email at GradFinancialSVC@unlv.edu of your enrollment prior to the start of summer session. Tuition waivers are not available for undergraduate or audited courses. The above policies may differ for extramurally funded assistantships.

- GAs must have graduate standing status in a degree-seeking program at the time they begin their assistantships.

- New International GAs are required to successfully pass the DET prior to the start of the semester. Students who do not pass the DET will be required to enroll in ESL 580X, a two credit oral presentation skills course in their first semester as a GA. Students whose GAship includes instructional duties (lecture, discussion groups, laboratory supervision, tutoring) must receive a successful grade in ESL 580X before resuming instructional duties.

- GAs must carry a minimum of six semester hours of graduate credit per fall and spring semester. To carry more than 15 semester hours of credit, the department chair, academic dean, and the Graduate College dean must approve an Overload Petition. Credit hours must be taken in residence to maintain GA eligibility unless an official consortium has been approved.

- GAs are expected to spend on average 20 hours per week on departmental duties in either instruction and/or research.

- GAs may not accept employment on or off campus without written permission from their faculty advisor, department chair, and Graduate College dean. GAs are prohibited from being employed for more than 10 hours per week beyond their assistantship. The request for additional employment can be found in your Grad Rebel Gateway portal under the Forms-Additional Forms tab. Please note, due to F-1 Visa regulations International GAs must consult with ISSC before requesting to work outside of the GA position. Failure to do so could result in the loss of F-1 Visa status.

- Graduate assistants are expected to report in the same time-frame as faculty, i.e., during academic semesters and not during break or vacation times. Graduate assistants must report one week prior to the start of classes in both the fall and spring semesters.

- GAs are expected, as part of their contract obligation, to complete the mandatory GA Onboarding modules and quiz prior to the start of the semester.

- GAships will be terminated if the student does not satisfactorily perform assigned duties. Assistantships may also be terminated if a student does not make satisfactory progress

toward the degree. Unsatisfactory progress includes, but is not limited to: filing a degree program late; receiving a grade of less than B; failing to remove an Incomplete grade after one calendar year; and failing comprehensive or qualifying examinations as required by the degree program.

Offers of assistantships, whether state-supported or extramurally funded, are valid only if they come from the Graduate College dean.

GA Recruitment

Graduate assistants are generally hired from a school or department's pool of admitted and enrolled graduate students. When searching for GA hires beyond an academic school/department (especially, but not exclusively, PDGRAs), available opportunities should be posted through UNLV Handshake. Graduate students are encouraged to watch UNLV Handshake to find open GA opportunities on campus.

Minimum GA Packages

UNLV and the Graduate College set minimum GA packages; no GA may be hired for less, but departments/units may opt to provide fuller GA packages as long as it's not done on an individual case-by-case basis.

Stipends

Both Graduate College state-funded and extramurally funded graduate assistants will receive a stipend. All GA appointments must meet the minimum stipend amount from the student's academic program. Graduate assistantship stipend amounts vary by department. Externally funded (sometimes referred to as extramurally funded) GA stipends must meet the minimum state-funded GA stipend amount for the student's home department and cannot exceed 50% FTE of the lowest paid full-time faculty member in the student's home department. Information regarding minimum GA stipends by program can be found in the GA Handbook.

Mandatory GA Health Insurance

UNLV covers the full cost of the mandatory student health insurance for all GAs. More information about the student health insurance can be found on the Mandatory Graduate Student Health Insurance website.

Resources and Related Links

- Please reference the Graduate College GA Handbook to find all relevant information, policies, and guidelines related to the GA program, how to apply for a GA, GA expectations, how to appoint a GA, etc.

- Apply for a GAships: Students can apply for GAships by logging into their Grad Rebel Gateway Account and selecting the 'funds' tab.
- Search for Open Positions: Graduate Career Support provides some guideposts here to help you navigate the complexities of preparing for a career that builds on and extends your graduate experience.
- GA Stipend and Payroll Information: GA stipend, payroll, and appointment information.
- English Requirements for All International GAs: All new international students who are first-time graduate assistants will be required to take the DET. This includes all GAs who will be advising or teaching students as an instructor, teaching assistant or lab supervisors. Research assistants and GAs with other professional duties are also required to take the DET.
- GA Benefits: Explore the grants, contracts, health insurance, tuition waivers, and loans GA students receive as benefits to their positions.
- Inclusive Teaching Guide: Want to reach all of your students? Here's how to make your teaching more inclusive.
- Nevada Residency: The Board of Regents establishes Nevada residency for tuition purposes regulations. For admitted degree-seeking graduate students, your residency status is determined at the time of admission to a degree-seeking program and is indicated in your official Letter of Admission from the Graduate College. Non-degree-seeking graduate students will generally be classified as out-of-state until and unless Nevada residency is determined via the residency application process. If your residency status is not "Nevada," you will be assessed out-of-state tuition.
- New Graduate Assistant Orientation: The Graduate College offers an online, asynchronous GA Orientation. All GAs are required to complete the online modules. Other orientations are available for all graduate students.
- Annual Security Report: This report summarizes public safety and security policies in effect on our campuses. It highlights crime reporting procedures, crime prevention programs, and other services available to the campus community.

Scholarships and Fellowships

Graduate Scholarships and Fellowship Information and Guidelines

- Visit our website for annual Graduate Scholarships and Fellowship information. Each fellowship/scholarship has a specific application timeline.
- Recipients must remain in good standing in their degree program and enroll in a minimum of six graduate credits (unless indicated differently) in each semester of the

scholarship/fellowship year in order to be eligible for an award. Credit hours must be taken in residence to maintain funding eligibility.

- Most scholarships and fellowship are awarded for two semesters unless otherwise specified.
- Doctoral fellowship recipients are expected to focus primarily on their research. If fellowship recipients plan to engage in employment either on or off campus, they must first receive approval from their respective department chairperson, followed by the Graduate College dean. Recipient employment is limited to 10 hours or less per week and be related to their area of study.
- All applicants must apply through the Grad Rebel Gateway.
- All applications must be submitted via the Grad Rebel Gateway and each applicant must upload: a C.V., a statement of purpose (maximum 2-3 typed pages), an unofficial UNLV transcript, and full contact information for at least one recommendation provider. Please note that some scholarships/fellowships have additional requirements, so please read and follow the directions for each scholarship/fellowship carefully.
- Scholarships and fellowships are open to all graduate students regardless of immigration status.
- Generally, the application deadline is Dec. 1. Note that all letters of recommendation must have been submitted to the Grad Rebel Gateway by the close of business on Dec. 15.
- Failure to submit all required information and materials by the posted deadline will render the applicant ineligible for scholarship/fellowship consideration.
- Students should only apply for awards that they are eligible to receive, per the guidelines on the grad college website.
- All awards are subject to funding availability; award amounts change annually. Final award packages/amounts will be noted on award letters to recipients.

STUDENT SUCCESS THROUGH THE GRADUATE LIFECYCLE: SUPPORT FOR TIMELY PROGRESSION AND COMPLETION

Just-in-time Information and Opportunities: The Graduate Student Lifecycle

The Graduate College employs a student lifecycle model for all degree-seeking graduate students. The lifecycle model is used in our Grad Rebel Gateway portal and student messaging; in our nonacademic advice to support progression through required forms and milestones; and in all of our workshops, events, and professional/career development opportunities. We organize students into one of six categories: early-, mid-, late-career master's and Specialist/Artist Diploma students, and early-, mid-, late-career doctoral students. Based on the stage of the lifecycle that a student occupies they will get targeted and personal messaging and information to help them successfully progress to a timely graduation. Graduate certificate-seeking students should refer to the Certificate section within the Late-career students section of this Graduate Student Handbook for more details.

Graduate Student Success Through the Graduate Lifecycle

Retention, Progression, & Completion (RPC) Team

The RPC team is an organizational unit within the Graduate College that facilitates the degree progression and completion of each student. The RPC team helps graduate students through the graduate lifecycle to: progress toward degree and/or certificate completion; understand program requirements; navigate policy, procedural and form requirements; proceed through the thesis and dissertation submission process; understand and complete all certificate and degree requirements. The RPC team also verifies and confers students' degrees and certificates. Students should contact the RPC team at grad.rpc@unlv.edu throughout their student lifecycle for assistance with forms, degree requirements, and graduation processes.

The Grad Academy: Innovative Leadership, Professional, and Career Development

The Grad Academy provides resources to support student success and skillbuilding throughout each stage of their student experience.

Early-stage opportunities offer training in core skill sets that graduate students need to be successful in their graduate programs. It is also a good time to start building a career pathway plan, including supplemental learning opportunities that promote professional skill development and career readiness.

Mid-career is a terrific time to start working on and adding professional credentials that reflect advanced skill sets. These 'transferable skills' are not only helpful to students' degree progression and completion but also show future employers that they will bring these and similar skill sets to their work. Also, at mid-career many students firmly identify their strengths and weaknesses as students; it is a great time to use freely available campus workshops, professional development certifications, grad badges, career development programs, and the like, to address areas of weakness and build on areas of professional strength.

The late-career stage is an essential time for students to articulate a career plan and be able to show evidence of all necessary professional skills and experiences to be competitive in their field. This is a great time for students to earn a non-credit bearing grad microcredential, join a Graduate College program, or earn a professional development certification to complement academic achievements and enhance transcripts, resumes, or curriculum vitae.

Online Surveys and Mandatory Annual Individual Development Plans

- On an ongoing basis, an optional Graduate Student Life and Climate Survey is distributed for students to complete which allows us to compare graduate student experiences, satisfaction, and needs, over the years

- Each winter, graduate students are required to complete a mandatory annual evaluation called an Individual Development Plan (IDP), which is reviewed and approved by the student's advisor (where applicable) and graduate coordinator.
- Students are also required to complete an Exit Survey as part of their graduation process.

Navigating Graduate Student Campus Business: Guides and Tutorials

- Academic Calendar Deadlines: How to look up the registration add/drop deadlines for your classes.
- Adding Addresses: Instructions for students who want to add, edit, or remove addresses from MyUNLV.
- Adding Names: Adding/editing Preferred, Degree, or Application names on your student account.
- Auditing a Class: Step-by-step guide to auditing a class.
- Enrollment Appointment Guide: Locating your Enrollment Appointment in the Rebel Student Homepage.
- My Planner Guide: Adding classes to MyPlanner in your Student Center.
- Ordering Official Transcripts: Step-by-step guide for ordering official transcripts.
- Registration Guide: Tips and tricks for enrolling in classes.
- Unofficial Transcripts: Step-by-step guide for downloading your unofficial transcripts.
- Waitlist Guide: Adding, swapping, and dropping waitlists.

Early-Career Students

Early-career students are defined as students who are working on completing the first third of the coursework required for their degree.

Initial Steps for New Graduate Students

- Students should identify their initial advisor or contact their graduate coordinator listed in their Grad Rebel Gateway portal or on the Degrees Directory which also houses the program handbook.

- Students must attend the mandatory new graduate student orientation held by the Graduate College, so they can get information on important policies, access to campus resources, and meet Graduate College staff.

- New graduate students must also attend any orientation/meeting for their specific programs as an opportunity to get to know fellow incoming students, meet faculty, and access information they will need as they are starting their program.

- New GAs must complete the GA orientation modules to learn more about their role and responsibilities.

- Engage with the Graduate College and the GPSA to become involved with the larger graduate community and take advantage of the many free resources available to students.

Progression, Forms, and Milestones

- Early-career students must satisfy any admissions conditions or provisions as specified on their admissions offer letter (see Admission status and classification of students - See Catalog).

- Students needing to declare a subplan (concentration or track) or change a plan or subplan, should do so during the early-career stage by contacting their RPC coordinator who will work with the student and their department.

- Students who need a Graduate Advisory Committee (GAC) should identify a faculty mentor and begin working on establishing their full GAC. Students needing a GAC will see the Appointment of Advisory Committee form in the Required Forms page in their Grad Rebel Gateway account. All students completing a thesis, dissertation, or doctoral project are required to have a GAC. Students who need a Graduate Faculty Advisor should work with their department to identify that individual. Students needing a Graduate Faculty Advisor will see that form on their Required Forms page in the Grad Rebel Gateway.

Online Surveys and Mandatory Annual Individual Development Plans

- On an ongoing basis, an optional Graduate Student Life and Climate Survey is distributed for students to complete which allows us to compare graduate student experiences, satisfaction, and needs, over the years

- Each winter, graduate students are required to complete a mandatory annual evaluation called an Individual Development Plan (IDP), which is reviewed and approved by the student's advisor (where applicable) and graduate coordinator.

Mid-Career Students

Mid-career master's students are defined as those who have completed between one-third of the coursework required for the degree up to approximately 75% of their required course credits. For

doctoral students, mid-career is the phase between having completed about one-third of their required course credits up until they successfully advance to doctoral candidacy.

Successful Student Progression

Mid-career students should maintain continuous enrollment and successfully complete required courses. The majority of student forms should be submitted during the mid-career phase. See the Student Forms section for information on which forms are required, form locations, routing, approval processes, etc.

Forms and Milestones

- Submit the Graduate Advisory Committee Appointment form (if applicable); submit the Committee Change form, if needed.
- Submit the Appointment of Faculty Advisor form (if applicable - certificate and master's only).
- Submit Plan of Study Parts I and II - if the program requires the appointment of a faculty advisor or an advisory committee, the student must have that respective form approved in order for the Plan of Study Parts I and II to be initiated or submitted.
- Submit a Prospectus form (if applicable - master's only) - the student must have a Plan of Study Parts I and II approved in order to initiate or submit this form.
- Submit Advancement to Doctoral Candidacy form (doctoral only) - the student must have a Plan of Study Parts I and II approved in order to initiate or submit this form.

Online Surveys and Mandatory Annual Individual Development Plans

- On an ongoing basis, an optional Graduate Student Life and Climate Survey is distributed for students to complete which allows us to compare graduate student experiences, satisfaction, and needs, over the years
- Each winter, graduate students are required to complete a mandatory annual evaluation called an Individual Development Plan (IDP), which is reviewed and approved by the student's advisor (where applicable) and graduate coordinator.

Late-Career Students

Master's students are considered in the late-career stage once they have completed 75% of the coursework required for the degree. For doctoral students, a student is in the late-career stage after they have an approved Advancement to Doctoral Candidacy Form on file with the Graduate College.

Successful Student Progression

- Late-career students should maintain continuous enrollment and be mentored to successfully complete their degree requirements and culminating experiences. The majority of student forms should have been submitted during the mid-career phase.

- Students should be sure to apply for graduation a minimum of one full semester prior to their intended graduation (not in the semester of graduation!) through their MyUNLV account. This will trigger the Graduate College RPC team to conduct a preliminary degree check and advise the student on which requirements are left to be completed prior to degree conferral.

- Master's thesis and doctoral students must review Thesis and Dissertation Formatting Information and Guides, should attend a T/D formatting drop-in session, and ensure that their final documents are properly formatted to UNLV requirements, conform with their discipline-specific style guide (APA, Chicago, etc. -- required and checked by student's Graduate Advisory Committee), and are free from all types of plagiarism and academic dishonesty. To ensure the latter, all master's thesis and doctoral students are required to run their final draft of their thesis or dissertation document through iThenticate. Students must submit their final iThenticate report to their GAC at least one week prior to their defense, as well as submit the first page of their Summary Report into their Culminating Experience Results form in the Grad Rebel Gateway. Please see the Graduate College website for deadlines.

Forms and Milestones

- Verify that all forms that were required in Early- and Mid- stages were submitted and approved via the Grad Rebel Gateway.

- All coursework, including classes with incomplete grades from prior semesters, must be complete by the end of the term for which the student has applied for graduation.

- Students must apply for graduation by the Graduation Deadlines for their intended term of graduation. Late application requests should be sent to grad.rpc@unlv.edu. If approved, the student will also be responsible for paying an additional late fee of $20.

- Announce date/time/location of defense, if completing a thesis, dissertation, or doctoral project.

- Successfully defend the final document, if applicable.

- Submit the Culminating Experience Results Form (see Student Forms)

- Submit thesis/dissertation/doctoral document for format check, if applicable.

    - Be sure it has been run through iThenticate and the report is submitted with the final document.

- Once the final document is approved by the Graduate College, master's thesis and doctoral students receive information about the mandatory upload into ProQuest.

- As part of the graduation requirements for students completing theses, dissertations, or doctoral projects, students must submit their final approved document electronically to ProQuest and Digital Scholarship@UNLV, both are digital repositories of scholarly work.

- Some students may have a compelling reason to embargo their thesis or dissertation for a period of time to protect intellectual property rights or due to other publication restrictions (see Student Forms). Common reasons for embargoes include: publishing conflicts; patent applications; potential to publish in the next few years; monograph publication timeline; funding contracts; etc.

- In order to embargo their thesis or dissertation, students must complete the Embargo Request Form, which can be found in the Grad Rebel Gateway (click Forms, then Additional Forms). Since the author owns the copyright to the document, embargoes can only be filed by the document's author (see also: Student Forms).

- Graduate and participate in Commencement. Graduate certificate students may be eligible to participate in university commencement. Students who only complete microcredentials are not eligible to participate in university commencements.

- Refer to the Graduate College Completing Your Academic Program page for more information and deadlines related to graduation.

Online Surveys and Mandatory Annual Individual Development Plans

- On an ongoing basis, an optional Graduate Student Life and Climate Survey is distributed for students to complete which allows us to compare graduate student experiences, satisfaction, and needs, over the years.

- Each winter, graduate students are required to complete a mandatory annual evaluation called an Individual Development Plan (IDP), which is reviewed and approved by the student's advisor (where applicable) and graduate coordinator. Graduating students are required to complete their IDP in their graduating semester.

- Students are also required to complete an Exit Survey as part of their graduation process.

Applying for Graduation

Students should apply for graduation a minimum of one semester prior to their intended graduation through their MyUNLV account.

Submitting an application for graduation will trigger the Graduate College RPC team to conduct a preliminary degree check and advise the student which requirements are left to be completed prior to degree conferral.

Students must apply for graduation/certificate/microcredential completion in MyUNLV by the appropriate Graduation Deadlines for their intended term of completion. Late application requests should be sent to grad.rpc@unlv.edu. If approved, the student will also be responsible for paying an additional late fee.

Graduate application deadlines are:

March 1 for May Graduation,

June 1 for August Graduation,

October 1 for December Graduation

Please see Graduation Deadlines website for more information

Enrollment requirements during final semester: Students must maintain continuous enrollment (a minimum of six graduate-level credits in the current and prior two consecutive semesters, including summer) while working on their degree and final document. Students must be enrolled in enough graduate credits to maintain continuous enrollment unless they are on an approved Leave of Absence (LOA) (see LOA in Progression and Completion Policies). Since we cannot graduate and confer a degree upon a student who is not active and enrolled, students must be enrolled in a minimum of three graduate-level credits in the semester in which they graduate, even if they have already completed all the required degree credits. Please note that students must be enrolled in a minimum of one graduate credit in any semester when they are proposing, defending, or testing (preliminary, qualifying, comprehensive, prospectus, or final exams/activity). Please see enrollment waiver policy for students in their final semester.

If students do not complete the degree requirements in the term anticipated, it is expected that they will do so in the subsequent term. One free rollover of the graduation application is allowed to the next term, including summer. If the student does not graduate in the subsequent term, a new application for graduation must be filed, and an additional graduation application fee will apply.

Granting of Degrees

Degrees are awarded three times a year in May, December, and August. When students apply for graduation, the Graduate College RPC Coordinator reviews the degree program and all degree requirements to ensure every Catalog requirement for the student's program has been successfully met and completed. The Graduate College cannot confer a student's degree or certificate until all program-specific forms listed under the Required Forms section on the Forms tab in the Grad Rebel Gateway are approved. The Graduate College dean certifies that students have met degree requirements, and a recommendation is forwarded to the Board of Regents. If any requirement has

not been met, the degree will not be awarded. The degree will be revoked if it is awarded in error, or if it is later discovered that the degree requirements were not met, or if fraudulent claims, unethical student behavior, or other breaches of protocol are later discovered. Diplomas are mailed approximately eight to ten weeks after the end of the semester for spring and fall and four to five weeks after the end of summer semester. Students will receive email confirmation once their degree has been officially conferred. Students needing official proof of degree can request official transcripts through the Office of the Registrar after receiving the confirmation email that their degree has been awarded.

Commencement

Commencement is a wonderful celebration of student accomplishments and a lovely ceremony recognizing the transition from student to alumni, from mentee to colleague. Commencement is typically held twice a year in May and December; August graduates participate in the December commencement. Students must complete all degree requirements by the posted semester deadline in order to be allowed to participate in university Commencement. Students completing graduate certificates may be eligible to participate in Graduate Commencement. Students' names will appear in the commencement program issued for the semester of degree completion. Summer graduates participate in December commencement ceremonies and their names appear in that commencement program. To ensure their name appears in the program, students must release their information through MyUNLV.

Please note that while we strongly encourage all graduates to participate in the commencement ceremony, doing so is not required to earn your degree.

In addition to the information above, here are some helpful links on graduation-related items.

- Graduation Deadlines
- Graduate Study Timeline
- Thesis and Dissertation Guidelines
- Information on Embargoing a Thesis or Dissertation
- Completing Your Academic Program
- Information on Commencement

Certificate Completion Procedures

- Students should identify their advisor or contact their Graduate Coordinator listed in their Grad Rebel Gateway portal or on the Degrees Directory which also houses the program handbook.

- Students must complete the mandatory new graduate student orientation modules hosted by the Graduate College, so they can get information on important policies, access to campus resources, and meet Graduate College staff.
- New graduate students must also attend any orientation/meeting for their specific programs as an opportunity to get to know fellow incoming students, meet faculty, and access information they will need as they are starting the program.
- Engage with the Graduate College and the Graduate & Professional Student Association (GPSA) to become involved with the larger campus resources and take advantage of the many free resources available to students.
- Certificate students must satisfy any admissions conditions or provisions as specified on their admissions offer letter.
- Submit Plan of Study Parts I and II - if the program requires the appointment of a faculty advisor, the student must have that respective form approved in order for the Plan of Study Parts I and II to be initiated or submitted.
- All coursework, including classes with incomplete grades from prior semesters must be completed by the end of the term for which the student has applied for certificate completion.
- Students must apply for certificate completion in MyUNLV by the appropriate Graduation Deadlines for their intended term of completion. Late application requests should be sent to grad.rpc@unlv.edu. If approved, the student will also be responsible for paying an additional late fee.
- Refer to the Graduate College Completing Your Academic Program page for more information and deadlines related to certificate completion.
- Certificate-seeking students may be eligible to participate in commencement. Please see the websites below for current information: Graduation Deadlines and Information on Commencement.
- Certificates are conferred after the student has fulfilled all certificate/microcredential requirements and all required forms have been approved. Certificates are mailed approximately eight to 10 weeks after the end of the semester. Awarded microcredential badges appear on academic transcripts approximately eight to ten weeks after the end of the semester for spring and fall and four to five weeks after the end of summer semester.
- Refer to the Graduate College Completing Your Academic Program page for more information and deadlines related to certificate completion.

Microcredential Completion Procedures

Completion of the microcredential will be noted on the official transcript automatically upon successful completion of all requirements for the microcredential and meeting the conditions for granting microcredentials per the Graduate Catalog. Students should contact their Graduate College Retention and Progression Coordinator (RPC) at grad.rpc@unlv.edu if they believe they have met the microcredential completion requirements but the notation does not appear on their transcripts.

Students must complete all requirements for a microcredential within three years of starting work on the microcredential. Students must adhere to the continuous enrollment policy as outlined in the Graduate Catalog. Microcredential cannot be awarded retroactively.

Students who complete a microcredential alone are not invited to participate in commencement ceremonies. Students who complete a microcredential at the same time that they complete degree or certificate requirements may opt to participate in commencement when they apply to graduate from their degree/certificate program. For more information about graduate microcredentials completion, please see the Microcredential section of this Catalog and visit our UNLV microcredential webpage: Microcredential Guidelines.

Graduate Student Advisory Committees

Advisor

Students are assigned a pro tem advisor by their graduate program at the time of admission into the Graduate College. The advisor is typically the graduate coordinator or another graduate faculty member selected by the department.

Some degree programs (all thesis and dissertation tracks, and some others) require students to convene a Graduate Advisory Committee (GAC). Once admitted into the program, it is the responsibility of the student to personally select an advisor to serve as chair of their GAC and appropriate faculty members to fulfill the other required roles on the GAC.

What is a Graduate Advisory Committee (GAC)?

GACs are mandatory for master's theses, professional doctoral projects, and doctoral dissertations. Programs with other culminating experiences may opt to require a GAC, and, if so, this information must be in the Graduate Catalog and program handbook to inform students of this requirement. Requests for program changes related to GAC requirements can be emailed to gradassociatedean@unlv.edu. Many of the requests will require program change proposals submitted via Curriculog and undergo standard curricular review and approval.

The GAC is responsible for guiding the student through the graduate program, assisting the student with their professional paper, projects, thesis, or dissertation, and administering the final examination or culminating experience.

The primary purpose of the GAC is to train, support, socialize, and educate graduate students via the mentorship model to promote excellence in research/scholarship/creative activity, ensure full compliance with the norms of the discipline and ethical conduct of research/scholarship and creative activity, elevate students to the successful completion of their culminating experience in a timely manner, and to prepare them for career success.

Not all graduate degree programs require the appointment of an advisory committee. Students should consult with their advisor to determine whether or not an advisory committee is necessary. All departmental members of the committee should have expertise in the student's research area. Master's and doctoral students must submit the Appointment of Advisory Committee form to the Graduate College before establishing the degree program and before submitting their remaining required forms, including their Plan of Study, Prospectus Approval or Advancement to Doctoral Candidacy forms.

The Graduate College must approve the Graduate College Representative (GCR) and all advisory committee members on the Appointment of Advisory Committee form before students proceed to work with their advisory committee, sit for exams, defend a prospectus, or otherwise participate in any milestone event involving their advisory committee.

Graduate Advisory Committee Composition and Guidelines

The following guidelines explain GAC requirements and ensure graduate program rigor and ongoing regional accreditation.

- The GAC is always composed of a minimum of four graduate faculty filling specific committee roles and responsibilities. These mandatory GAC positions are one chair, two department/school members, and one GCR as described below.
    - Chair: Chairs must have Graduate Faculty Status (GFS) with appropriately approved chair privileges in the student's home department/school. This person is the primary advisor and mentor for the student and guarantor of quality and excellence in the final document and defense. This includes but is not limited to:
        - maintaining high standards of disciplinary excellence;
        - providing strategic advisement and mentorship to students to help them progress in a timely and successful manner through their graduate programs;
        - overseeing high-quality, original, rigorous and ethical research;

        - making sure that the student is aware of, prepared for, and meets all required program milestones and university requirements over their student lifecycle;
        - advising students on critical professional development skills and opportunities that align with their career goals and pathways;
        - serving as the Principal Investigator in IRB applications for thesis/dissertation studies per UNLV policies; also see information on Policies and Procedures on the Protection of Research Subjects in Safety and Emergency Information;
        - and preparing students to successfully defend a well-written and appropriately formatted final document.
    - Two department/school committee members: (outside of the Chair of the committee and the Graduate College Representative) must have GFS with committee rights in the student's home department/school. If a student would like to have committee members external to UNLV sit on the committee, they must have GFS status in the student's home department/school. While a student may request to have multiple committee members external to UNLV serve on their thesis/dissertation committee, only one member external to UNLV may serve as a department/school committee member. This means that any GAC committee MUST have a minimum of three full-time UNLV employees who hold appropriate GFS privileges for the department/school (i.e, minimally, the chair of the committee, one additional faculty member and the Graduate College Representative are employed full-time at UNLVGAC members are also responsible for:
        - maintaining high standards of disciplinary excellence;
        - supporting the GAC Chair to provide strategic advisement and mentorship to students to help them progress in a timely and successful manner through their graduate programs;
        - overseeing high-quality, original, rigorous and ethical research;
        - coordinating with the GAC Chair to make sure that the student is aware of, prepared for, and meets all required program milestones and university requirements over their student lifecycle;
        - advising students on critical professional development skills and opportunities that align with their career goals and pathways; and
        - and helping to prepare students to successfully defend a well-written and appropriately formatted final document.

- GCR: Must have GFS with approved GCR rights at UNLV. Faculty holding GFS in the student's home department/school may also serve as GCR ONLY IF the faculty's primary GFS affiliation is outside of the students' home department. See **GFS Privileges Table and Graduate College Representative section** for additional guidelines regarding the role of the GCR. The Graduate College must approve the GCR, and all advisory committee members on the Appointment of Advisory Committee form before students proceed to work with their advisory committee, sit for exams, defend a prospectus, or otherwise participate in any milestone event involving their advisory committee. GCR privileges require that the faculty member have a terminal degree in their field, be employed full-time in a tenured/tenure-track faculty position or a multi-year contract at UNLV, knowledgeable about all policies and procedures, and hold GFS in a graduate degree-granting department/school at UNLV. Professors-in-residence (PIR) or faculty-in-residence (FIR) are generally ineligible to hold GCR because of the nature of their positions and heavy teaching load. However, if a PIR or FIR holds a terminal degree, is demonstrably research active, and is supported by their department and academic dean, the Graduate College may grant them GCR.

- In addition to the above, students may opt to add extra members to their GAC:

  - Co-Chair: Must have GFS somewhere at UNLV (either all privileges or committee member designation). Please note that faculty may retain their sole chair role for one year after departing UNLV. They may be co-chairs or members after the one year period. Faculty with GFS at UNLV can co-chair unless they only have instructor or extra member status. The co-chair shares advising responsibilities with the other co-chair. (see The Graduate Faculty).Maximum number of co-chairs on any one GAC is two faculty members: the primary chair plus one additional faculty member approved to chair committees appropriate for the student's program. Please note that faculty may retain their sole chair role for one year after departing UNLV. They may be co-chairs or members after the one year period. Faculty must have appropriately approved GFS at UNLV and may be able to co-chair unless they only have instructor or extra member status. The co-chair shares advising responsibilities with the other co-chair.

  - Additional Committee Member to a Full GAC: Must hold GFS at UNLV. An additional committee member added to a full GAC may be a faculty/staff/postdoc., lecturer, part-time instructor (PTI), FIR or PIR, or TP in any graduate/professional program at UNLV; may be an academic faculty member at another university; or may be a highly esteemed and accomplished community member with documented expertise in the student's area of study. Additional members solely holding "Extra GAC Member-only" designation (Level 7 in GFS Privileges Table) are non-voting members on the GAC (see The Graduate Faculty).

- Faculty must hold a terminal degree from the same or a very closely related discipline in which they chair or serve as a department/school committee member for master's or doctoral students.
    - Case-by-case exceptions may be permitted depending on context (e.g. a DDS chairing an oral biology master's degree, law professor serving on a Criminal Justice Ph.D., committee, etc.). These exceptions are determined by the Graduate College in collaboration with units. Questions may be addressed to gradassociatedean@unlv.edu.
    - Graduate faculty with non-research-based terminal degrees may not solo chair committees for students earning research degrees; they must co-chair with a faculty member holding a Ph.D. or Ed.D.
- The GAC chair and department/school committee members must be active researchers/scholars/performers and have some experience or demonstrated capacity to successfully advise graduate students.
- Graduate faculty who have never chaired a GAC before should have a faculty mentor in their department who consults with them to ensure full and successful execution of GAC chair duties and strong student mentorship.
- GAC chairs and department/school committee members are responsible for ensuring that the student is well-advised, progresses at an appropriate pace, and completes their degree after successful defense of a rigorous, original, high-quality thesis, project, or dissertation. The GAC must ensure student compliance with university requirements and appropriate, ethical, disciplinary standards, and practices. Final documents must be formatted correctly and consistently using the conventional format common to the student's field of study and should conform to the discipline's standard publishing format (e.g., APA, ASA, MLA, Chicago style, etc.), and also must reflect Graduate College thesis/dissertation formatting requirements.
- GCR on the GAC must have GCR privileges in order to serve in this capacity.
    - GCR privileges require that the faculty member have a terminal degree in their field, be employed full-time in a tenured/tenure-track faculty position at UNLV or a multi-year contract at UNLV, knowledgeable about all policies and procedures, and hold GFS in a graduate degree-granting department/school at UNLV.
    - The role of the GCR is to be a representative of the Graduate College on the committee, and fully up-to-date on all the policies, procedures, and best practices of student mentorship. The GCR represents the university on committees, and as such must:

        - mediate as necessary to ensure appropriate, fair, and equitable treatment of students and graduate faculty on the GAC;
        - ensure appropriate standards of scholarly conduct and research ethics are upheld;
        - Attest, to the best of their ability, that the final document is:
            - original;
            - academically rigorous;
            - publication-quality, particularly if serving on a doctoral GAC;
            - well-written;
            - appropriately formatted (per both the applicable style guide, e.g. APA or other conventions per student's area of study and UNLV thesis/dissertation formatting requirements).
    - GCRs may have substantive expertise related to some or all of the student's projects, but this is not required because their role on the GAC is to ensure general rigor, quality of writing, propriety, fairness, and compliance with all university policies and processes.

- Any concerns witnessed by anyone on a GAC should be reported to the Graduate College dean or associate dean, and if necessary, also simultaneously to the appropriate office on campus (e.g. Compliance, IRB, Student Conduct, Risk Management, Disability Resources, etc.).

Changes to the Graduate Advisory Committee (GAC)

It is not uncommon for GAC membership to change for a variety of reasons, including faculty leaving UNLV. If a student needs to replace any members of a GAC, this can be done easily with the Change of Advisory Committee Form in the Grad Rebel Gateway. Please see more information here. (see also: Student Forms)

Students who have an approved Appointment of Advisory Committee Form on file with a need to change the composition of the committee must complete and submit the Change of Advisory Committee Form. Change requests must still adhere to all Graduate Advisory Committee requirements.

Students have a right to change their committees as they see fit, however, all ethical and professional rules and guidelines governing research data, creative activities, funded projects, must be considered and followed. Also, please note that when a student requests a change of advisory committee immediately after a failed exam or defense, and prior to the retaking of said exam or

defense, the department and/or academic dean and Graduate College dean may not allow the committee change until the current milestone exam or defense is completed, or the student may need to start the process over with their new committee. By virtue of admitting students with full graduate standing into the degree program, it is understood that faculty in the program are committed to serving as possible GAC members for the admitted student.

INFORMED FACULTY MENTORSHIP: STUDENT ACADEMIC POLICIES AND PROCEDURES

Note that the Graduate Catalog and website are the official repositories of Graduate College policies and procedures. Please refer to the Catalog and Graduate College website for details. The policies and procedures outlined below are provided for convenience but may not be comprehensive.

Annual Mandatory Individual Development Plan and Procedures

Each winter break and early spring term, graduate students are required to complete a Graduate Student Annual Review report or IDP. The template is sent by the Graduate College to the student's Rebelmail account. The review covers the prior calendar year and assesses student progress while setting goals for the year ahead. Reported student data shared with their graduate coordinators and faculty advisors should foster opportunities to not only identify students' strengths and weaknesses but also establish mentoring plans so that students can progress successfully through their programs in a timely manner. Students who are graduating are also required to complete the form in order to record their achievements since the data is also used to track metrics related to the annual productivity of all students.

After reviewing each student's IDP, the faculty advisor and/or graduate coordinator may provide feedback, outline expectations for the subsequent year, and provide signatures using an electronic DocuSign document. Faculty/Coordinators must indicate whether or not the student is making satisfactory progress in their respective program(s).

Students who are in any way struggling, failing to progress, or otherwise at-risk should be placed on probation through the Graduate College. Probation is not punitive in that it does not go on a student's permanent record, and it is not to be used as punishment. Instead, graduate probation is a proactive and supportive step that advises students of concerns their faculty have about their performance and/or degree progression, clearly outlines steps to take to remedy the issue(s) and get back on track, provides information about resources that may help the student succeed, and sets a reasonable and appropriate timeline in which students must do so. If a student on probation fails to take the appropriate actions or improve their performance within the time provided, the department/school may submit a request to the Graduate College to separate a student.

Good Academic Standing

To be in good academic standing, graduate students must have a 3.0 or higher graduate program GPA in their current certificate/microcredential/degree program(s), have met any provisional and

conditional admissions requirements, comply with the continuous enrollment policy, meet their department's academic progress criteria toward degree completion as documented in their respective Program Handbook, and not be involved in any type of active conduct investigation on campus. Please note that students return to good academic standing once they successfully remedy the issue that impacted their standing.

Academic Integrity

The university and the Graduate College expect scholarly integrity and academic honesty on the part of students, faculty, staff, and administrators. Information and further information regarding expectations surrounding academic integrity are available in the Graduate Catalog.

Appeals and Procedures

Graduate academic appeals are used to guarantee due process rights for students. The appeal process involves program faculty review, college/school review, and Graduate College dean review and respondents are encouraged to attach supporting documentation at each level of appeal review. This process allows graduate students to request reconsideration or a remedy from alleged unfair or inappropriate academic practice, or relief or waiver from a UNLV and/or Graduate College policy or requirement. (See Grad Appeals and Issue Resolution website here for more information). Appeals must be filed via the DocuSign Appeal form in students' Grad Rebel Gateway portal within 60 calendar days from the last day of the term/semester in which the issue being appealed arose. Students who were discontinued per the continuous enrollment or another graduate college policy, needing to appeal for reinstatement into a program, or readmission into a different graduate program should email GradRebel@unlv.edu for a web appeal form.

Each appeal is reviewed individually and a decision will be based on the merits of the request as substantiated in the documentation provided. The Graduate College dean may elect to request review of any appeal by the Graduate Appeals and Legal Issues Committee (GALIC) (which does not convene in summer) for their review and recommendation. The Graduate College dean will render the final decision and move to inform the student in a timely manner. Generally, graduate academic appeals take from two weeks to several months to resolve, depending on the nature and complexity of the appeal.

When submitting an academic appeal, it is the student's responsibility to provide a clear and concisely written statement explaining the reason for the appeal and the remedy being requested. The student must also provide all relevant documentation that they wish to be reviewed and considered in the appeal decision. Academic appeals must include:

- A written statement of explanation of the nature of the appeal.

- Relevant documentation and support. For example, documents may include medical records, work verification, police reports, death certificates, airline receipts, letters from professors on university letterhead, transcripts, etc.

Please note, all conduct code violations are handled by the Office of Student Rights and Responsibilities.

Appeals Regarding Financial Issues

Appeals regarding financial issues (e.g., tuition refund, tuition waiver, student fees, late fees, etc.) must be submitted separately to the UNLV Cashiering and Student Accounts Office, using their Tuition and Fee Appeal Form. If an appeal involves both academic and financial issues, the student should submit an academic appeal first to the Graduate College and wait for a decision before commencing with the financial appeal to the Cashiering and Student Accounts Office. For further information concerning the financial appeal process please refer to Cashiering and Student Accounts.

Appeals Regarding Other Conflicts

All conduct code violations are handled by the Office of Student Rights & Responsibilities; academic appeals and requests for waivers of Graduate College policies are handled through the Graduate College. All graduate students have a due process right to appeal an academic policy, procedure, or issue and to request specific relief or remedy. (See Grad Appeals and Issue Resolution website here for more information)

Conduct complaints and appeals are handled by the Office of Student Rights and Responsibilities. If a faculty member suspects that a graduate student may have committed academic dishonesty, or that the student is otherwise in violation of the UNLV Student Conduct Code, the faculty member or administrator must contact the Office of Student Rights and Responsibilities to discuss the possibility of disciplinary review under procedures described in the NSHE document Rules and Disciplinary Procedures for Members of the University Community.

Academic penalties for academic dishonesty include, but are not limited to: assigning the graduate student a failing grade for the corresponding segment of the course or for the entire course; requiring the student to rewrite the corresponding sections of a research paper, professional paper, thesis or dissertation, or the document in full; failing the student on the exam in question; or recommending that the student is separated from their graduate program. Further disciplinary sanction options described in the UNLV Student Conduct Code include warning, probation, suspension, and expulsion or revocation of a degree if a degree has been previously awarded.

The Office of Student Rights and Responsibilities's final decision will be relayed to the student, their department, and the Graduate College. Please visit the Progression and Completion Policies section for further information about Graduate College academic appeal guidelines and procedures.

If a graduate student fails to maintain the standards of academic or professional integrity expected as defined in writing by their discipline or program, the student's admission status in their graduate program will be terminated. If any member of the university community is deemed guilty of academic dishonesty, action may be brought under Title 2, Chapter 6 of the Board of Regents Handbook. In addition, students who violate these standards will be subject to conduct sanctions, in accordance with the UNLV Student Conduct Code and Policies, in order to promote their own personal development, to protect the university community, and to maintain order and stability on campus.

Appeals regarding other conflicts such as academic bullying may be submitted to the Graduate College in collaboration with the Ombuds office. Academic bullying involves individuals – often with more power or authority – intimidating, demeaning, or undermining others in educational settings. Academic bullying is a form of aggressive or harmful behavior that occurs within educational, academic, or research settings. It involves one or more individuals targeting another person (typically a student, colleague, or faculty member) with the intention of causing emotional distress, undermining their work or reputation, or creating a toxic environment. The Graduate College and the Ombuds Office have partnered to be a resource for members of UNLV's scholarly community experiencing academic bullying. The collaboration between the Graduate College and the Ombuds Office provides a safe space to share concerns and seek mediation or strategies to help improve the situation. Members of our scholarly community who have academic bullying concerns and would like to speak confidentially with the Ombuds Office by completing this form, visiting the contact page, or scheduling an appointment using Google calendar. The Ombuds Office is a place for informal interpersonal and institutional conflict resolution. **For cases requiring possible actionable interventions, students should speak confidentially with the Graduate College**. (See Grad Appeals and Issue Resolution website here for more information)

Continuous Enrollment

After admission to a graduate program, students must register for and complete a minimum total of six graduate credits over the current and two previous semesters (summer enrollment counts toward this minimum enrollment requirement). Dropped, audited, and withdrawn classes do not count towards enrollment. Students who have not registered for academic work within the three rolling semesters will be separated from their program and must reapply for admission should they wish to continue. All students must be enrolled in a minimum of one credit in the semester that students defend their prospectus and when they are taking a qualifying, comprehensive or preliminary exam. Students must also register for at least three graduate credits in the final

semester of their program. Please see enrollment waiver policy for students in their final semester. Additionally, if students have fulfilled their program thesis or dissertation credit requirements but have not yet completed and been given final approval for their thesis or dissertation, they must adhere to the enrollment and registration guidelines outlined in their respective program handbooks. Programs may establish more stringent registration credit requirements during this stage of thesis or dissertation completion but the guidelines may not reduce the credit enrollment requirements outlined above per Graduate College policies. Please refer to the Graduate Non-Degree-Seeking Information section for more information on continuous enrollment requirements for non-degree-seeking students. Please note that this policy is separate and different from the Full- and Part-Time Enrollment policy.

Credit Load Limitations

Graduate students normally may not take more than 15 credits during the fall and spring terms, unless they are in a professional program that specifically requires additional credits. Graduate students may take no more than six credits in a single five-week summer term and earn no more than a total of 15 credits during the summer term (pre, post, and regular five-week sessions combined). Students who want to exceed the standard maximum credit load, must submit an Authorization for Overload form available through the Grad Rebel Gateway. Overload requests will be processed by the Graduate College in MyUNLV on approval of the form. Please note that any overload requests exceeding 18 credits during summer term (pre, post, and regular five-week sessions combined) must be additionally approved by the Vice Provost and Dean of the Graduate College.

Credit Requirements

The following credit requirements are outlined in the Graduate Catalog.

Resident Credit Requirement

A minimum of ⅔ of total credits required to complete the master's, specialist, or doctoral degree, not including thesis, dissertation, or culminating experiences such as professional/scholarly paper, capstone credits, etc., must be earned at UNLV after admission to a graduate degree program. For example, in a 30-credit program with 6 credits of culminating experiences, 16 credits in addition to the 6 credits of culminating experience must be earned at UNLV. In order to attain microcredential credentials, students must complete all microcredential requirements at UNLV. There can be no transfer/substitution credits used towards meeting microcredential requirements. Students may enroll in certificate or microcredential programs either as a stand-alone educational experience to earn the credential or as an additional credential (like a graduate minor) earned while also working on a graduate degree. Certificate or microcredential course credits earned before your graduate or professional degree, or simultaneously, may be approved to be used toward your graduate degree program. Students enrolled in a graduate or professional degree may still be awarded certificates or microcredentials as long as the certificate or microcredential course credits were taken prior to the

completion of the graduate or professional degree. Additionally, microcredential course credits earned before a graduate or professional certificate, or simultaneously, may be approved to be used toward existing certificate programs. Students enrolled in a certificate program may still be awarded microcredentials as long as the microcredential course credits were taken prior to the completion of the certificate/degree. Students who are admitted and enrolled solely in certificate or microcredential programs may not be eligible for federal financial aid or Graduate College scholarships or fellowships (Please see UNLV's Financial Aid & Scholarships). For more information about graduate certificates, please visit our graduate certificates webpage. For more information about graduate microcredentials please visit our UNLV microcredential webpage: Microcredential Guidelines and the Microcredential section of this Catalog.

Credit Toward Degree

Courses used to fulfill requirements for one degree may not be used toward another degree or certificate or microcredential. No more than three credits of a student's degree program may consist of UNLV workshop, institute, and conference credits that have been approved through the graduate standard curricular review and approval process,and the student must have received a grade for these credits. A course in which a grade of less than C was received will not be considered for use toward the degree. Departments may impose a higher grade standard. Experiential (life and work experiences), correspondence, and audited courses may not be applied toward the degree. In addition, courses numbered in the 100-499 series cannot be used for graduate credit. Only graduate, credit-bearing classes with the appropriate grading basis may be used toward a degree, certificate, or microcredential

- A minimum of 50 percent of the credits a student uses toward a graduate degree program, excluding thesis, dissertation, or professional/scholarly paper, must be 700-level or higher courses.
    - Individual departments may require more than the Graduate College minimum.
    - The following select programs are exempted from this requirement: Music M.M., Curriculum and Instruction M.Ed., Elementary Education M.A.T., Secondary Education M.A.T., Higher Education M.Ed., Educational Psychology M.S. and Ed.S., Executive Master of Hospitality Administration.
- Thesis courses, dissertation courses, professional project courses, and other courses designated for culminating experience credit cannot be used towards satisfying other degree/certificate/microcredential requirements or used to substitute for other courses.
- The Satisfactory (S) or Failing (F) grading scheme is used upon completion of the thesis, dissertation, professional paper, or for non-credit or satisfactory/fail courses. Grade-point values are not assigned for S. Many graduate and professional schools may not accept satisfactory/fail credits, or accept them only if accompanied by written evaluations of the work accomplished in such courses that bear upon the field of specialization. UNLV does not accept graduate courses graded satisfactory/fail for use in a degree program except for

thesis, dissertation, or professional paper credits. In cases specific to transfer credits, please see the Transfer Credit Policy section in the Grad Catalog.

Transfer Credits

Please see the Transfer Credit Policy section in the Graduate Catalog.

Full- and Half-time Enrollment

Graduate students enrolled in nine or more graduate credits are considered full-time. Graduate students enrolled in eight or fewer graduate credits are considered part-time students; this excludes GAs who are considered full-time when enrolled in six or more graduate credits (Please see Grad Catalog for exceptions and more information).

Grade Point Average

A candidate for an advanced degree or graduate certificate must have a minimum Graduate Program GPA of 3.0 to be eligible to graduate or receive a certificate. The Graduate Program GPA, computed by the Graduate College, includes all completed graduate course work accepted at admission and all subsequently approved course work that is being applied toward a degree or certificate via the Plan of Study form Parts I and II. This Graduate Program GPA is different from the cumulative graduate GPA listed on the student's transcript, which is the overall cumulative GPA of all of the graduate-level courses taken while a graduate student (graduate degree and/or non-degree) in any certificate or program at UNLV. Details can be found in the Graduate Catalog.

Time-to-Degree (TTD) Recommended Guidelines

Degree programs are designed to be completed within the intended length. Below describes Graduate College recommended guidelines. Within reason, departments/schools and academic colleges may impose shorter or longer timelines for program completion specific to their field of study. This decision is left to the discretion of the department and Graduate College dean. Details can be found in the Graduate Catalog.

Program type	Intended length	Graduate College guidelines on maximum time to program/degree Completion
Microcredential	1-2 years	3 years maximum. Students must complete all microcredential requirements within three years of starting work on the microcredentials.
Certificate	1-2 years	4 years; 6 years if simultaneously enrolled in another graduate degree program
Master's	1-3 years	6 years

Program type	Intended length	Graduate College guidelines on maximum time to program/degree Completion
Microcredential	1-2 years	3 years maximum. Students must complete all microcredential requirements within three years of starting work on the microcredentials.
Specialist or Artist Diploma	3-6 years	6 years if admitted post-masters; 8 years if admitted post-bachelor's degree
Doctoral	3-6 years	6 years if admitted post-masters; 8 years if admitted post-bachelor's degree

- Each graduate program should establish a maximum time to degree for their students, contingent upon the approval of the Graduate College dean and inclusion in the respective program handbook.
- Students with courses in violation of the Course Credit Expiration policy must complete the Time Limit Extension Form to request use of those courses toward their graduate program (see Registration, Enrollment and Curricular Policies and Student Forms).

Leaves of Absence

If a graduate student is unable to meet the continuous enrollment policy, the student may request approval for a leave of absence (LOA) from a degree program.

- During the leave of absence, the student should remain in contact with the department about their return plans.
- One year is the standard leave period; two years is the maximum allowable leave. Military leave is the exception, and military orders must be attached to the form at the time of submission.
- If a student does not return by the end of their approved LOA, they must apply for an additional LOA, by submitting another Leave of Absence Form via the Grad Rebel Gateway, or they may be separated from their graduate program.
- Approved leaves of absence stop the clock for students regarding time-to-degree, incomplete grade reconciliation, and generally, probation requirements.
- Graduate students receiving an 'I' grade have one calendar year to complete all course requirements and remove the 'I' grade. Students who are fulfilling an incomplete do not register for the course but make individual arrangements with the instructor who assigned the 'I' grade. The amount of time a student has left to reconcile an incomplete grade at the time they begin their leave of absence will be the amount of time they will have once they return from leave. However, the 'I' grade will automatically default to an 'F' after one calendar year regardless of LOA approval. In this circumstance, the Graduate College dean's office will

request the change to a grade on notification from the course instructor or graduate coordinator. Approved student LOA forms will state any special circumstances or requirements that may apply. Details can be found in the Graduate Catalog. Please refer to the Incomplete Grades section for more information.

- International Students taking leave through the Office of International Student and Scholar Compliance (ISSC) (e.g., Medical - Authorized Reduced Course Load (RCL)) must also fill out a Leave of Absence (LOA) from through the Grad Rebel Gateway (forms tab>additional forms link) to notify their department and to avoid being separated for being out of compliance with the continuous enrollment policy.
- Medical Leaves and Voluntary Health Withdrawal: Students may apply for a Voluntary Health Withdrawal (VHW) using the VHW website form if they experience medical or psychological conditions that impair their ability to function successfully and safely in their role as a student. The Graduate College does not adjudicate requests for medical leave. Students should refer to information available on the VHW website for information regarding medical-related leave requests.
    - Graduate students can remain on VHW for up to 2 years. At 2 years, the student will receive an email notification that they have reached the maximum VHW limit. After the 2-year mark, a student on VHW will have to enroll in at least one graduate-level credit or they will be separated from the university. If the student is separated, they can appeal to return via the Graduate College Appeal form, which they can email gradrebel@unlv.edu for access to the form.
-

Mandatory Student Health Insurance

All admitted graduate students enrolled in nine or more credits (regardless of level) in a semester and all graduate assistants are required to have health insurance. More information and guidelines can be found on the Mandatory Graduate Student Health Insurance page.

Probation and Separation

Academic probation at the graduate level is a mechanism used to ensure graduate students who are not successfully progressing in their graduate programs are provided with clear information and requirements to guide them to appropriate progression and successful program completion. Please note that individual departments may enforce stricter policies regarding professional opportunities and financial support based on student progression performance standards. Since probation may impact eligibility for GAships, scholarships, or travel grants, students should consult their departmental handbook or Graduate Coordinator to clarify how their standing affects their specific funding. Per the Graduate Catalog, program handbook, and GA handbook, GAs are required to maintain satisfactory academic progress and remain in good standing to retain their positions

Students who are in any way struggling, failing to progress, or otherwise at-risk should be placed on probation. Probation neither goes on a student's permanent record or transcript, nor does it necessarily result in the loss of a GAship in most instances. (Please refer to departmental progression performance standards that may be documented in Program Handbooks. Academic probation is not to be used as punishment. Instead, graduate probation is a proactive and supportive step that advises students of concerns their faculty have about their performance and/or degree progression, clearly outlines steps to take to remedy the issue(s) and get back on track, provides information about resources that may help the student succeed, and sets a reasonable and appropriate timeline in which students must do so. If a student on probation fails to take the appropriate actions to improve their performance and meet all the requirements established in their probation letter from the Graduate College within the time provided, the department/school may submit a request to the Graduate College to separate a student.

For the purposes of evaluating student progression, UNLV considers student performance in individual graduate classes; timely and successful completion of required milestones; appropriate engagement with and completion of scholarly, research, professional, and creative requirements of their program; adherence to expectations and timelines established by their advisor or graduate coordinator; Graduate Program GPA; as well as other indicators of academic success and timely program completion. Hence, unsuccessful degree program progression includes, but is not limited to, a failure to:

- maintain a minimum degree GPA of 3.0;
- earn satisfactory grades, including no more than two incompletes; grades below a B or B- [depending on the program's handbook]; and no repeated withdrawals from courses required for the degree program;
- maintain continuous enrollment by completing six (6) graduate credits each rolling three semesters (including summer) toward their program requirements;
- be enrolled for at least one graduate-level credit during the semester in which a qualifying, comprehensive/preliminary, prospectus, or final examination is taken;
- consult with their advisor within a reasonable amount of time when requested;
- establish a Graduate Advisory Committee (GAC), when required;
- consult with a GAC when requested;
- develop and submit an official, approved degree program in a timely manner;
- establish the groundwork for an acceptable thesis or dissertation and successfully defend the prospectus in a timely manner;
- complete required comprehensive and/or qualifying examinations on schedule;

- meet a department milestone or pass the culminating experience in an appropriate time frame;
- successfully defend a thesis or dissertation in a timely manner;
- and/or meet approved requirements in their department's graduate handbook.

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. Departments, schools, and academic programs may not place students on academic probation on their own; they must recommend the probation to the Graduate College who will send the official notice of probation to students. Students on probation may be dismissed/separated from their program for failing to successfully meet the conditions of their probation by the deadline(s) provided.

Students may be dismissed/separated based on the Student Program Dismissal Procedures which include:

- violations of ethical, professional, and/or student conduct in the field of study and/or as reflected in the UNLV Student Conduct code and adjudicated by the UNLV Student Conduct board review process;
- failing to follow appropriate degree program handbook requirements that are more stringent than Graduate College requirements;
- failure to successfully progress in one's degree program and failure to meet academic probation requirements within the prescribed time frame.

Please note that graduate students will be automatically separated for failure to meet admissions conditions or provisions or failure to comply with the continuous enrollment policy.

A UNLV graduate student who has been put on probation or separated for academic reasons has up to 30 days from the date of academic probation/separation to appeal the separation decision. The appeal for separation must be submitted to the Graduate College to be considered for academic reinstatement; and if approved, the student may be required to (re)apply to their desired degree program and complete the standard application process.

Students who are applying for admission or reentry into programs beyond the 30 day appeal period, may submit an application but are strongly encouraged to discuss their plans with the Department/program prior to application submission.

Please note that all probation and separation recommendations must be submitted to the Graduate College and only the Graduate College may officially place students on probation or separate students. Programs may not place students on "department" probation, nor separate students. These actions must be done in coordination with the Graduate College. All students are guaranteed due process rights and protections so students are always given the right to submit academic

appeals.

Requirement Term and Catalog Year

The requirement term refers to the Catalog year that a student uses to establish their certificate, microcredential or degree program requirements for the purpose of graduation. Typically, a student's term of admission is the requirement term they will adhere to so they will follow the certificate or degree requirements outlined in that Graduate Catalog and Program Handbook. However, with departmental and Graduate College approval, a student may use the Catalog that is in effect at the time of their graduation, or a Catalog between their admission and their term of graduation. With appropriate and timely communications to students, programs may opt to have students follow the requirements that are in effect at the time of admission or between admission and their term of graduation. Program Handbooks must clearly articulate requirement effective dates. If no specification of effective dates are noted in the Program Handbook, it's assumed that students must adhere to the Program Handbook requirements currently posted on the UNLV Degrees Directory website. Please note that program requirements must be met as outlined in one Catalog year only. Blending of program requirements from more than one Catalog or Program Handbook is not permitted. For example, for embedded degrees, students are required to meet the requirements for both the embedded degree and the Ph.D. degree in one given Catalog year. All students seeking a graduate degree or certificate or microcredential under a given catalog year must adhere to all of the regulations and requirements outlined in that particular Catalog. Unless a student specifies otherwise, and has the support of their advisor, graduate coordinator, and Graduate College, the term of admission will be the requirement term and that Catalog's degree requirements will apply.

Milestone Examinations and Culminating Experience Requirements

Milestone Exams

Many graduate degree programs require students to successfully complete one or more qualifying, preliminary, comprehensive, and/or final examinations. For master's students, the comprehensive or final examination is generally conducted during the last semester or term of enrollment in which a student intends to graduate. For doctoral students, exam requirements are during or immediately after completion of coursework. Doctoral students do not take final exams, as their dissertation or doctoral project and oral defense constitute the culminating experience.

For doctoral students, qualifying exams are sometimes required early in the student's academic career before continuing in the program. The comprehensive, or preliminary, examinations are generally taken after all course work, other than dissertation credits, has been completed and always before defending a prospectus and advancing to candidacy. The examination is intended to test the student's knowledge of one or more areas of specialization and may be written, oral, or both

at the discretion of the department, as specified in the program handbook. Qualifying, preliminary, and comprehensive exams are department requirements (as specified in the Graduate Catalog and detailed in the program handbook) and do not require a form to be submitted to the Graduate College, although your department may require submission of a form to document this milestone. Written department guidelines determine who prepares the exam(s), who reviews and scores the exam(s), the timetable on which the exams are given, and the consequences for failing to pass one or more qualifying exams.

The Graduate College recommends that: 1) the student is assigned a faculty mentor or committee at least one semester in advance of testing to provide guidance on preparing for the exam; 2) At the very least, the committee should have at least 10 working days to review milestone exams prior to the scheduled defense date; 3) there are at least three committee members who evaluate the exam if there is not a full Graduate Advisory Committee required for the program, and 4) timely feedback is provided to students who fail the exam regarding what is needed to pass.

In most cases, the advisory committee must unanimously pass the student on required exams, prospectus defense, dissertation proposal defense, etc. but students should check their program handbook for guidance on this point. If a student fails a required milestone exam/defense, the student, in consultation with their advisor, may request the exam committee to administer a second examination/defense, depending on departmental policies and guidelines. Students should be placed on probation if they do not pass the exam/defense the first time (See Probation and Separation section in the Catalog). Depending on department rules in their program handbook which may specify additional details, two failures of required exams/defense leads to separation of the student from the program for failure to make adequate progress toward a degree.

Particularly in traditional, on-campus programs, the Graduate College encourages in-person milestone exam defenses, when required, with the defending student, committee chair, and other committee members present in-person. This defense format enables discussion of a student's culminating experience and serves as an important landmark in a student's professional development by presenting to a group of scholars and perhaps a wider community. However, advances in digital technology and variation in program delivery (e.g., online programs) warrant flexibility in how in-person vs. remote thesis and dissertation defenses occur. Student defense presentations must be public, although a private defense discussion between the student and committee members must also occur. All members of the graduate advisory committee including the Graduate College representative must be in attendance during the exam/defense. Otherwise, the defense needs to be rescheduled.

Culminating Experience Requirements

The most important component of graduate education is the student's culminating experience. All graduate programs require a culminating experience of some type. This generally takes the form of a master's thesis, a doctoral dissertation, a final scholarly research project, a professional paper, a capstone course, a performance, an exam, and/or an oral defense. The culminating experience demonstrates the student's mastery of their research, scholarship, professional expertise, or

creative abilities in their field of study, as well as their written and oral communication skills. Final culminating activities are typically fulfilled in the student's graduating semester.

When the culminating experience is a professional paper, thesis, or dissertation (research, professional, or creative) the final document is intended to reflect the student's research, scholarship, or creative activities; contribute in meaningful ways to the ongoing development of the academic discipline or profession they are in; and have broader significance or impact. Other forms of culminating experiences generally assess the student's specific knowledge, expertise, and/or professional skills and abilities.

Exams

For master's students required to take final exams, the results should be submitted by completing the Culminating Experience Results Form (see Student Forms).

Professional or Scholarly Papers or Projects

Master's students not pursuing a thesis option may be required to complete a professional/scholarly paper or project as part of the degree program. Students are encouraged to use The Guide to Preparing and Submitting a Thesis or Dissertation available on the Graduate College website when preparing a professional paper. Professional/scholarly papers or projects are not, however, reviewed, retained, or approved by the Graduate College. Some graduate programs require students doing a professional paper to have a graduate committee and to defend their work; other departments incorporate final papers into culminating experience/capstone courses or have other requirements. Please check with your department and review the program information and requirements herein for detailed guidelines regarding your own program requirements

Prospectus Approval and Master's Thesis Guidelines

Thesis Guidelines

Research master's students are generally required to complete a master's thesis in which they conduct original research or engage in innovative scholarship. Theses are formal documents that must be professionally presented, well-written and edited, and reflect appropriate ethical and academic standards of the discipline.

Masters students required to complete and defend a thesis must first write and successfully defend (in an oral defense setting) a prospectus describing the nature of their proposed research, scholarship, or creative activity, their methods, and other relevant details prescribed by the student's disciplinary practices. Once the prospectus is written, successfully defended, and approved by the student's entire Graduate Advisory Committee (GAC), students must submit the Prospectus Approval Form via Grad Rebel Gateway. Students must attach a written statement describing their proposed thesis topic, methodology, and approach to their form. The successful defense in front of the student's GAC and submission of the Prospectus Approval Form with the proposal attached

must be done prior to beginning work on their master's thesis and enrolling in thesis credits. Regardless of defense mode, the entire GAC, including the GCR, must be in attendance and participate in the entire defense. The GCR must be able to participate and observe all interactions that occur during the defense. If technical or other problems arise and interfere with the ability to successfully conduct the presentation, discussion, or deliberation, the defense meeting must be rescheduled.

After the prospectus is defended and accepted by the GAC and the student has submitted their Prospectus Approval Form, students may then proceed to enroll in thesis credits and work on their final document. If the nature of the research deviates from the written description submitted to the Graduate College, then a new prospectus defense must be held and a new Prospectus Approval Form must be submitted along with a brief written statement describing the new research. Masters students may not enroll in thesis credits until they have completed all required coursework and exams, and their submitted Prospectus Approval Form is approved in Grad Rebel Gateway.

Theses must also meet Graduate College standards according to The Guide to Preparing and Submitting a Thesis or Dissertation. The Graduate College and advisory committees expect students to give careful attention to the style and format of the final scholarly or creative documents.

Advancement to Candidacy for Doctoral Students

Doctoral students required to complete and defend a dissertation or doctoral document must write and successfully defend (in an oral defense setting) a prospectus or dissertation proposal describing the nature of their proposed research, scholarship, or creative activity, their methods, and other relevant details prescribed by the student's disciplinary practices. Once the dissertation proposal is written, successfully defended, and approved by the student's entire Graduate Advisory Committee (GAC), doctoral students must submit the Advancement to Candidacy Form via Grad Rebel Gateway. Students must attach a written statement describing their proposed dissertation topic, methodology, and approach to their form. The successful defense in front of the student's GAC and submission of the Advancement to Candidacy form with the proposal attached must be done prior to beginning work on their dissertation (for research doctoral programs) or doctoral project (for professional doctoral programs). Regardless of defense mode, the entire GAC, including the GCR, must be in attendance and participate in the entire defense. The GCR must be able to participate and observe all interactions that occur during the defense. If technical or other problems arise and interfere with the ability to successfully conduct the presentation, discussion, or deliberation, the defense meeting must be rescheduled.

Please note the Graduate College designates the Advancement to Candidacy status to doctoral students only. Doctoral students are advanced to candidacy upon successful completion of all coursework; passing all required qualifying, preliminary, and/or comprehensive exams; completing and successfully defending the dissertation prospectus; and submitting the Appointment of

Advisory Committee, Plan of Study Parts I and II, and the Advancement to Doctoral Candidacy Forms to the Graduate College. Once a doctoral student has advanced to candidacy these students are recognized to be "ABD," or "all but dissertation."

Doctoral students may not enroll in dissertation credits until they have completed all required coursework and exams, and their submitted Advancement to Candidacy Form is approved in Grad Rebel Gateway. Allowing enrollment prior to candidacy creates significant compliance, financial aid, and accreditation risks by misclassifying academic progress and distorting institutional reporting. Additionally, this practice protects the integrity of the doctoral degree by ensuring that dissertation credits accurately reflect the stage of work being conducted and that students have formally demonstrated readiness for independent research. For these reasons, this requirement is consistently applied across all programs to maintain academic and regulatory compliance.

After the dissertation proposal is defended and accepted by the GAC and the student has submitted their Advancement to Candidacy Form (doctoral), students may then proceed to enroll in dissertation credits and work on their final document. If the nature of the research deviates from the written description submitted to the Graduate College, then a new dissertation proposal defense must be held and a new Advancement to Candidacy Form must be submitted along with a brief written statement describing the new research.

Dissertation Guidelines for Doctoral Students

Doctoral dissertations and documents reflect the highest level of expertise and scholarship in a field of study. Final doctoral dissertations and documents must be academically rigorous; be original work; reflect the standards, ethics, and best practices of the discipline; and be well written and professionally presented. Students' GACs must unanimously support the rigor and quality of the document and the adequacy of the final defense before they may recommend a student for conferral of the doctoral degree. Doctoral students must enroll in and successfully complete a minimum of 12 dissertation credits over at least two semesters, which may include summer terms. Continuous enrollment in dissertation credits after advancement to candidacy is strongly encouraged to ensure steady progress toward degree completion. National benchmarks from sources such as Council of Graduate Schools (CGS) indicate that rigorous, high-quality dissertations typically require two to three years of sustained research and writing within an overall four- to six-year doctoral timeframe. This aligns with R1 university best practices to support academic rigor, faculty mentorship, student preparation, and timely degree completion.

Traditional vs. Three-Article Dissertation

Traditional dissertations have certain characteristics in common. They have a sole author; consist of a series of sequential chapters, each of which presents the student's literature review, methodology, theoretical framework, research findings, or discussion of the findings, and advances the student's thesis; reflect original ideas and new contributions to the field; and constitute a single, generally linear narrative on the topic at hand. In contrast, the three-article dissertation consists of a

minimum of three articles (submitted and under-review, in-press, or published, depending on the field and GAC requirements) on related but not necessarily identical topics, with introductory and concluding chapters to link the papers and contextualize them in the existing literature and discuss the implications of their findings. The latter format must be approved by the department or school offering the degree and by the student's GAC; details follow below.

Minimum Requirements of the Three-Article Publication Status

The three-article dissertation must include a minimum of three articles which are under-review, in-press, or published. These articles report on research or scholarship undertaken as a doctoral student at UNLV (prior research, scholarship, creative activity, articles or publications may not be used in a UNLV dissertation). In addition to the articles, this format requires an introductory chapter, a concluding chapter, and bridge sections introducing and linking each of the articles to form a cohesive document.

The three-article dissertation is not an option for all programs. The degree-granting department must indicate in their program handbook whether the three article dissertation format is an approved option for that program of study. If the three-article option is not explicitly stated in Program Handbooks, then this option is not available. Program handbooks are available online through the UNLV Degrees Directory. The department may impose more stringent requirements than those delineated in this document, but additional requirements must be described in the program handbook. If this format is an option provided by the department, the student and their committee may then decide whether or not to use a three-article dissertation format and indicate the intended dissertation type at the time of the dissertation proposal. In this model, an under-review, in-press, or published manuscript serves as a chapter within the larger dissertation. If the committee and department accept this dissertation format, the dissertation must adhere to Graduate College guidelines pertaining to this type of dissertation.

Three-Article Dissertation Sections/Chapters

The three-article dissertation must have a general introductory chapter that provides an introduction to the student's topic, research agenda, and a review of the relevant literature and presentation of research questions. Each article chapter must include a contextual explanation of the significance of the article chapter ahead as a "bridge" at the beginning of the chapter, to link it to the broader study of which the chapter is a part. This format must also include a concluding chapter that puts the multiple papers in a broader context and explains their significance to the field, as well as offering suggestions for future research. These introductory and concluding chapters ensure that the multiple papers have a general coherence and constitute a singular whole that is greater than the sum of its parts.

For three-article dissertation chapters that are published or in press, the student must secure the appropriate copyright from the publisher to include the chapter contents in the dissertation. These must be included in an appropriate Appendix per Graduate College formatting guidelines.

All dissertations must adhere to Graduate College formatting and stylistic guidelines (e.g., acceptable font, use of headings, margins, spacing, tables, appendices, page numbers, etc.),

regardless of whether they are presented in a traditional format or a multiple (three or more) article format. The three-article dissertation must have a general abstract; whether abstracts are included for respective chapters are at the discretion of the committee and department. References may be presented at the end of individual chapters, or in a single reference section at the end of the dissertation. Acknowledgements should not be given at the end of each chapter, but in one place for the dissertation as a whole; proper placement is outlined in the Graduate College formatting guidelines. Appendices should be given near the end of the entire dissertation, as outlined in the Graduate College formatting guidelines, rather than at the conclusion of individual chapters. Article chapters must be included in the appropriate Graduate College format, consistent with the Introduction and Conclusion chapters. Students may not simply "add-in" a journal article reprint to serve as a dissertation chapter.

Three-Article Dissertation Co-Authorship

For co-authored articles or chapters used in three-article dissertations and approved by the GAC for inclusion, the student must obtain written permission from co-authors, including a statement on each author's roles and contributions. Co-author approvals should be noted in the dissertation, either in the general Introduction or in introductions to respective co-authored chapters, and written permission should be included in a separate appendix.

For co-authored articles or chapters in three-article dissertations, the student must have made a substantial, original, and documented contribution to all stages of the collaborative work in order to include it in the dissertation. In practice, this should be acknowledged by the student being the lead author on a manuscript. If not the first author on an article, the student should have made substantial contributions to the research design, execution of the study, analyses, and/or write-up and these must be documented, as well as reviewed and approved by the student's committee. Quantifying the requirements of "substantial" can be challenging, with best practices in leading peer-reviewed journals (such as PLoS ONE, Nature) offering guidelines for determining sufficient contribution for journal publication authorship, and in turn for inclusion in a dissertation. A student's contribution to co-authored chapters should be noted and clearly explained either in the general Introduction or in introductions to respective co-authored chapters. A three-article dissertation may not include more than one co-authored article/chapter in which the doctoral student is not the first author unless it is included as a fourth or subsequent additional chapter.

Master's Thesis and Doctoral Dissertation & Project Oral Defense Requirements

Defense Announcements

Master's thesis and doctoral defenses are partially public events and must be announced to the campus via the UNLV Master Calendar a minimum of two weeks prior to the scheduled event. To do so, the date, time, and location need to be emailed to GradRebel@unlv.edu. Advertisement of the defense must specify how, when, and where the defense will take place so that members of the public may attend/participate, whether the defense is face-to-face (must be on campus), a hybrid

format (an on-campus location plus an UNLV and Graduate College supported digital/online component for remote participation), or an entirely online/digital meeting space. Also, students are generally required to publicize their defense in their department and encouraged to do so in other relevant campus and community groups.

Please note that the first part of the defense is open and public; after the student's presentation and questions (conducted in a manner that is typical and appropriate to the program/discipline), everyone other than the student and their full GAC should be asked to leave. At that point, the private part of the defense with the student and their full GAC may commence (see also: Graduate Student Advisory Committees).

Final Oral Defense Guidelines for Master's and Doctoral Programs

Graduate students completing a thesis, dissertation, or doctoral project are required to demonstrate their ability to select a specific problem or topic, master the literature on it, gather/create and analyze/present relevant data/scholarship/creative products, engage in original research, scholarship, or creative activity, and prepare a well-written final document that is successfully defended publicly and to their entire GAC. Best practices indicate that no later than eight weeks prior to the last day of instruction in the term the student will graduate, a draft of the work should be submitted to the advisory committee. At the very least, students should submit their draft of the thesis or dissertation that is to be defended at least ten working days to their committee for review before their scheduled defense date. The oral defense must be held by the posted graduation deadlines in the term in which the student plans to complete the degree requirements. Students must be enrolled in three graduate credits during the term the oral defense is conducted and the student intends to graduate.

Thesis and Dissertation Defense Format

Particularly in traditional, on-campus programs, the Graduate College encourages in-person milestone exams, thesis, and dissertation defenses with the defending student, committee chair, and other committee members present in-person. This defense format enables discussion of a student's culminating experience and serves as an important landmark in a student's professional development by presenting to a group of scholars and perhaps a wider community. However, advances in digital technology and variation in program delivery (e.g., online programs) warrant flexibility in how in-person vs. remote thesis and dissertation defenses occur. Student defense presentations must be public, although a private defense discussion between the student and advisory committee members must also occur.

Advertisement of the defense must specify how, when, and where the defense will take place so that members of the public may attend/participate, whether the defense is face-to-face (must be on campus), a hybrid format (an on-campus location plus a digital/online component for remote participation), or an entirely online/digital meeting space. For hybrid defenses, the location must have the necessary technical capacity to allow for reliable remote participation with audio and visual capacity for the student and committee members. Students must inform the Graduate College of their defense date, time, place, format, and complete login information (if hybrid or

online) to facilitate public attendance at least two weeks in advance of the defense so that it may be advertised on the website.

Regardless of defense mode, the entire GAC, including the GRC, must be in attendance and participate in the entire defense. The GRC must be able to participate and observe all interactions that occur during the defense. If technical or other problems arise and interfere with the ability to successfully conduct the presentation and discussion, the defense meeting must be rescheduled.

Satisfactory performance on a final defense will consist of a presentation and public defense of the student's original thesis or dissertation research. At a minimum, the defense consists of an oral presentation open to university graduate faculty, staff, students, and the community, followed immediately by a closed deliberation and vote by the advisory committee. More specifically, the oral presentation will be open to UNLV Graduate Faculty, graduate students, relevant administrators, and invited guests.

The oral presentation may be followed by general questions of clarification from attendees (other than the advisory committee members). The advisory committee and chair may choose to include a session of more in-depth questioning open only to the advisory committee and the UNLV Graduate Faculty. An additional phase of questioning with only the advisory committee and candidate may also be included. The final phase of closed deliberation, and the vote to pass or fail the student, will only be open to the student's appointed advisory committee, after which the student will be immediately informed of the committee's decision.

During the oral defense, the student must be able to demonstrate a comprehensive understanding of a broad field of study and a detailed understanding of a more limited field. All voting members of the advisory committee must unanimously pass the student. If the committee votes unanimously to pass or fail the student, that vote is final. Oftentimes, the advisory committee unanimously votes to provisionally pass the student for the oral defense component of the program but requires revisions to the thesis/dissertation before the document may be submitted to the Graduate College in its final form. Immediately following the defense, the GAC chair should email to the student the committee's decision, any revisions requested of the GAC, and a deadline for when the revisions should be submitted to the GAC chair/members for review and decision. Students must complete the committee's required revisions to their satisfaction/standards of the field before the Culminating Experience Results form can be submitted to the Graduate College.

If the voting members of the advisory committee are not unanimous on a pass or fail, the student, in consultation with their advisor, may request the committee to administer a second examination. Students must be placed on probation if they do not pass the defense the first attempt (See Probation and Separation in the Graduate Catalog). The student must wait at least three months before taking the second defense attempt, during which time the department may require additional coursework, substantial reworking of the thesis, dissertation, or professional/scholarly paper or project, or whatever is believed necessary to prepare the student for a successful second defense. The Graduate College will not approve third defense requests.

Students must submit the results of their oral defense to the Graduate College immediately after they receive them or, it is recommended, no more than two weeks prior to the last day of instruction.

Enrollment Requirements during Thesis/Dissertation Progress

Students must maintain continuous enrollment (a minimum of six graduate-level credits in the current and prior two consecutive semesters, including summer) while working on their degree and final document. Master's and doctoral candidates must be enrolled in enough thesis/dissertation/doctoral culminating experience credits to maintain continuous enrollment unless they are on an approved Leave of Absence (LOA) (see LOA in Progression and Completion Policies). Since we cannot graduate and confer a degree upon a student who is not active and enrolled, students must be enrolled in a minimum of three graduate-level credits in the semester in which they graduate, even if they have already completed all the required degree credits. If students have fulfilled their program thesis or dissertation/doctoral credit requirements but have not yet completed and been given final approval for their thesis or dissertation, they must adhere to the enrollment and registration guidelines outlined in their respective program handbooks. Programs may establish registration credit requirements during this stage of thesis or dissertation completion but the guidelines should not conflict with Graduate College policies. Please note that students must be enrolled in a minimum of one graduate credit in any semester when they are proposing, defending, or testing (preliminary, qualifying, comprehensive, prospectus, or final exams/activity). Please see enrollment waiver policy for students in their final semester.

Master's Thesis, Doctoral Dissertation, and Doctoral Projects

Some master's programs require a thesis, or offer the option of a thesis, for the master's degree. All research doctoral programs (Ph.D.s) require a dissertation. Professional doctoral programs require a dissertation or doctoral project, depending on the field of study. The thesis, dissertation, or doctoral project should demonstrate the student's ability to select a specific problem or topic, assemble pertinent and necessary data, conduct original research, organize ideas and data in a compelling manner, and prepare a clear, well-written document detailing their work.

The minimum number of thesis credits required for a master's degree program is six. For the doctoral degree program, the minimum number of dissertation credits required is 12. Programs may require more than these minimums. Students should check their program requirements in the Catalog. Doctoral students must enroll in and successfully complete a minimum of 12 dissertation credits over at least two semesters, which may include summer terms. Continuous enrollment in dissertation credits after advancement to candidacy is strongly encouraged to ensure steady progress toward degree completion. National benchmarks from sources such as Council of Graduate Schools (CGS) indicate that rigorous, high-quality dissertations typically require two to three years of sustained research and writing within an overall four- to six-year doctoral timeframe. This aligns with R1 university best practices to support academic rigor, faculty mentorship, student

preparation, and timely degree completion. A grade is not reported for thesis or dissertation credits. Semesters in which the document is still in progress and neither completed nor defended, X grade is issued. When the final copy of the thesis/dissertation is submitted electronically to the Graduate College and approved by the Graduate College dean, the title of the thesis/dissertation is posted on the student's transcript with the number of required credits earned. (Progression and Completion Policies about Enrollment Requirements during Thesis/Dissertation Progress sections).

Best practices indicate that no later than eight weeks prior to the last day of instruction in the term the student will graduate, a draft of the work should be submitted to the advisory committee. The committee will review the thesis or dissertation for any corrections and changes, which must be incorporated before the final examination (oral defense) and submission of the final document to the Graduate College. The completed work must be resubmitted to the committee at least two weeks before the final scheduled examination/defense date.

At the defense, the advisory committee may require appropriate additions, retractions, changes, edits, or other modifications to the document before signing the final paperwork (Culminating Experience form) to indicate a successful defense and a passing final thesis or dissertation. The final document (incorporating all changes and formatted appropriately) must be submitted to the Graduate College. The GAC determines the appropriate style guide and must sign-off to indicate that the document conforms to all stylistic requirements, is well-edited, and clearly written. There are also some basic formatting requirements required by the Graduate College. Instructions on how to submit your document for a format check to confirm that it complies to UNLV requirements (not to approve compliance with the style guide used in the student's discipline; that is managed by the GAC) can be found on the Graduate College's Guide to Preparing and Submitting a Thesis or Dissertation page.

Students completing a thesis/dissertation, taking final exams, completing professional papers, or doing other approved culminating experiences must submit the results of their oral defense, final exam, or project defense immediately after completion and by the deadline posted on the Graduation Deadlines webpage and/or UNLV Academic Calendar for the student's respective graduation term. Students unable to meet the graduation deadlines posted on the Graduation Deadlines webpage and/or UNLV Academic Calendar will be counted and considered graduates rolled over to the subsequent semester (assuming they have successfully met all program requirements). For example, students missing the posted spring deadlines will be counted as summer graduates after meeting all program requirements. For Nursing Students, please refer to the Nursing Calendar for deadlines.

Formatting and Style

Matters of format and style with respect to capitalization, abbreviation, quotations, footnotes, citations, bibliography, etc., should conform to the discipline's standard publishing format (APA, ASA, MLA, Chicago style, etc.). Departments will advise the student on which style manual is appropriate, and members of the GAC are responsible for ensuring full compliance with the chosen

style guidelines in all final documents. Beyond, and in addition to, the style guidelines used in the student's field, final documents must conform to UNLV formatting and style requirements, including meeting accessibility standards. The Guide to Preparing and Submitting a Thesis or Dissertation is available on the Graduate College website and these resources, along with workshops provided by the Graduate College each semester, should make it easy for students to conform to UNLV guidelines. These mandatory formatting requirements to the final document must be met before final submission and before a student's degree can be conferred. Students with questions about their thesis or dissertation can take advantage of the Graduate College's thesis and dissertation office hours every Tuesday and Thursday from 12-2 p.m. Email grad.td@unlv.edu at least 48 hours in advance to schedule a virtual appointment (via Google Meets or Zoom).

iThenticate Requirements

Students are required to run their final thesis or dissertation through the online iThenticate similarity check software prior to their final defense. All doctoral students and all master's students with 15 credits toward their degree have free access to this software through the Graduate College for any professional use, including the final thesis or dissertation check. Students who do not have access should contact Grad Systems at grad.systems@unlv.edu to request an account (See iThenticate information).

GAC members should be sent a PDF of the iThenticate similarity report via email a minimum of seven days before the scheduled defense. At the time of the defense, the student's committee will attest that they have received copies of the report and approve the percentage as acceptable for the student's discipline on the student's Culminating Experience Form. The first page of the student's iThenticate summary report that lists the overall similarity percentage for the final document should be attached to the approved Culminating Experience Results Form before it is turned into the Graduate College via Grad Rebel Gateway.

ProQuest, Digital Scholarship, and Embargo Requirements

As part of the requirements for completion for all theses, dissertations, and doctoral projects, once final documents are accepted by the Graduate College as complete, approved, and properly formatted, students must then submit their final approved document electronically to ProQuest and Digital Scholarship@UNLV by the posted date each semester. Failure to do so will result in a delay of your degree conferral. Please note that documents posted in ProQuest and Digital Scholarship@UNLV will be available online for viewing and download.

Students who have a documented rationale for needing to delay the release of their document to ProQuest and Digital Scholarship@UNLV are invited to submit an Embargo Form to the Graduate College. Embargoes may be approved for periods of one, three, five, or seven years and under special circumstances may be renewed. Even with the implementation of an embargo, students still must upload their final document to ProQuest to graduate. Please note that students graduating from the Department of English should contact the Graduate College about the submission of the document to ProQuest and Digital Scholarship@UNLV.

Student Forms

Generally, all Graduate College student forms are located in the Grad Rebel Gateway on the student's Forms tab. Forms render dynamically based on the specific graduate program enrollment of the student. If forms are required by the Graduate College for a student's program, they will appear under the Required Student Forms link in the Grad Rebel Gateway, and after submitting a form, students can monitor the approval progress of that form on this tab. These forms are sequential, in that they must be completed and approved in the order that they are listed in the Grad Rebel Gateway. They are mandatory and the Graduate College will not be able to confer a student's degree or certificate until all forms on the Required Student Forms page have been approved. Other forms will appear under Additional Student Forms and Departmental Forms tabs and are only required in situations outlined in the descriptions of those respective forms, below.

Information regarding form routing and samples of forms are available on the Graduate College Forms page.

Required Student Forms (in alphabetical order)

- **Appointment of Graduate Advisory Committee (GAC)**
    - Not all graduate programs require a GAC, but many do. All students in master's thesis tracks or doctoral degree-seeking students require a GAC. To determine whether you need a GAC, review your program requirements in the Graduate Catalog and procedures in your program handbook. If an Appointment of Advisory Committee form is required of the student, this form will appear under Required Student Forms in their Grad Rebel Gateway account.
    - Refer to the GAC section for committee composition, requirements, roles and responsibilities.
    - To change the membership of the GAC, students must submit a Change of Advisory Committee Form.
- **Appointment of Faculty Advisor**
    - Instead of a full GAC, some certificate, non-thesis master's programs, and specialist programs require students to appoint a faculty advisor. If an Appointment of Faculty Advisor Form is required of the student, this form will appear under Required Student Forms in their Grad Rebel Gateway account. Faculty advisors must have graduate faculty status in the student's academic department.
    - To change a faculty advisor, students submit a new Appointment of Faculty Advisor form.
- **Plan of Study Parts I and II**

- The Plan of Study Form lists all courses the student has and will complete for the degree or certificate program. The courses listed must fulfill all degree or certificate requirements specified in the Graduate Catalog according to the student's requirement term.

- The Plan of Study Form has two parts: Part I is an electronic signature page available in the student's Grad Rebel Gateway portal, and Part II is available in the Degrees Directory for the student's graduate degree or certificate program under the Program Information section. Part II of the form is where the student will list all of the courses they have and will be completing to satisfy the requirements of the program.

- On departmental approval, the Graduate College will accept up to two course substitutions listed on Part II. Not counting any already approved transfer credits, more than two substitutions will require an approved appeal before the Plan of Study Parts I and II may be approved. If the student completed courses required for the current degree or certificate or microcredential as part of a previously earned degree, and are therefore required to replace those credits, those replacements will not count toward the maximum allowable two substitutions and should be noted by the student's advisor or graduate coordinator when they approve the form. The culminating experience (eg. thesis/dissertation, papers, exams, etc) is required and may not be substituted.
- Excess thesis and dissertation credits beyond the degree requirements as outlined for the program in the Catalog may not be used to satisfy elective course requirements.
- Only students who are enrolled in a doctoral program with a post-bachelor's subplan may use courses that were applied towards an embedded master's degree to fulfill requirements of a graduate certificate program; however, the student must graduate from the certificate program in the same semester as the doctoral program.
- Students will also need to submit a Time Limit Extension form for approval to use courses they successfully completed more than 10 years ago per the Course Credit Expiration policy (see Registration, Enrollment and Curricular Policies).

-

- **Prospectus Approval**

  - Students must submit the Prospectus Approval Form (for master's and specialist students) to indicate that the prospectus has been defended and approved by the GAC. Only after approval of this form may students proceed to work on their final document.

  - Refer to the sections on Milestone Examinations & Culminating Experience Requirements for prospectus requirements, policies, and procedures.

- Registering for thesis credits before approval of this form is prohibited.

- **Advancement to Doctoral Candidacy**
  - Doctoral students must submit the Advancement to Doctoral Candidacy Form to indicate that the dissertation or doctoral project/dissertation proposal has been defended successfully and approved by the GAC; all coursework required for the program has been completed; all prior required forms have been approved; and any/all qualifying, preliminary, and/or comprehensive exams have been passed. Only after approval of this form may students proceed to work on their final document.
  - Refer to the section on Milestone Examinations & Culminating Experience Requirements for Advancement to Doctoral Candidacy requirements, policies, and procedures.
  - Registering for dissertation credits before approval of this form is prohibited.

- **Culminating Experience Results**
  -
    - Students completing a thesis/dissertation, taking final exams, completing professional papers, or doing other approved culminating experiences must submit the results of their oral defense, final exam, or project defense immediately after completion and by the deadline posted on the Graduation Deadlines webpage for the student's respective graduation term. Students unable to meet the graduation deadlines posted on the Graduation Deadlines webpage and/or UNLV Academic Calendar will be counted and considered graduates rolled over to the subsequent semester, assuming they have successfully met all program requirements. For example, students missing the posted spring deadlines will be counted as summer graduates after meeting all program requirements. For Nursing Students, please refer to the Nursing Calendar for deadlines. Typically, students must enroll in culminating activities to meet program requirements in their graduating semester. The required culminating experience may not be substituted with other course credits.
    - For students completing a thesis, dissertation, or doctoral project, the first page of the iThenticate text only summary report must be uploaded into the Culminating Experience Results Form in the Grad Rebel Gateway before submission to the Graduate College. Please note that the document must meet approved accessibility standards as specified on the Graduate College website.

-

Additional Student Forms (in alphabetical order)

- **Appeal**
    - Used by students to request reconsideration or a remedy from alleged unfair or inappropriate academic practice, or relief or waiver from a UNLV and/or Graduate College policy or requirement per the Appeals and Procedures section.
- **Appeal for Graduate-Level Course Grade Change**
    - Used by students for grade change appeals.
- **Authorization for Overload**
    - Used by students requesting an exception to the Credit Load Limitations Policy.
- **Change of Advisory Committee**
    - Students who have an approved Appointment of Advisory Committee Form on file with a need to change the composition of the committee must complete and submit the Change of Advisory Committee Form. Change requests must still adhere to all Graduate Advisory Committee requirements (see Graduate Student Advisory Committees).
- **GA Emergency Loan**
    - Used by GAs to request approval to be employed for up to 10 additional hours outside of their GAship.
- **GA Request for Additional Employment**
    - Used by GAs to request approval to be employed for up to 10 additional hours outside of their GAship.
- **GA Termination Appeal**
    - Used by students to appeal the termination of their GAship.
- **Graduate Access Emergency Retention Grant Application**
    - Used by students to apply for an emergency retention grant.

- **International Student Reduced Enrollment Request Form**
    - Used by international students on F-1 visas who are not on a GAship but requesting to enroll in fewer than 9 credits total.
- **Leave of Absence**
    - Used by students to apply for a LOA. See the Leave of Absence Policy for more information.
- **Thesis and Dissertation Embargo Request**
    - Used by students who wish to request an embargo of their final document from ProQuest and or the UNLV digital repository. Form cannot be submitted until Appointment of Advisory Committee Form is approved.
- **Time Limit Extension Request**
    - Used by students to request use of courses outside the Course Credit Expiration policy.
- **Transfer Credit Request**
    - Used by students to request transfer of credits from another institution per the Transfer Credit Policy.

Departmental Forms

- **Departmental Milestone Results Tracking**
    - If required by an academic unit, this form is used to track student milestone completion. Students must check with their graduate coordinators to determine if this form is required. The Graduate College does not require or use this form.

Forms Located Outside of the Grad Rebel Gateway

While the majority of Graduate College forms are located in the Grad Rebel Gateway portal, the following forms are located elsewhere either because they are not processed by the Graduate College or because they are used by individuals who may not have Grad Rebel Gateway access.

- Change of Grade Authorization Form
    - This form should only be used by the course instructor requesting a change in a student's grade.
- **Concurrent Degree Enrollment Approval Form**

    - This form is required for students to enroll in concurrent degree programs; approval must be granted from the academic departments and the Graduate College. Here, concurrent degree enrollment refers to a scenario in which a student enrolls in two or more distinct graduate programs simultaneously. Students who are concurrently enrolled in more than one graduate degree must complete all of the requirements for each degree independently without sharing or double counting any credits. Graduate students must complete the full application and admissions process for each degree. This form is not necessary for students enrolled in approved Dual Degree programs that are listed in the UNLV Graduate Catalog.

- **Personal Identification Change Form**
    - Updates to name, SSN, DOB, or gender may be submitted via this form with appropriate documentation. Please follow the instructions on the Change of Personal Identification Data Form. The form must be submitted to the Office of the Registrar.

- **Residency Application**
    - Students who have been classified as a nonresident for tuition purposes but have taken the proper steps to give up their previous domicile and gain Nevada residency may apply for reclassification. The residency page contains further information as well as a link to the application.

- **Undergraduate Approval to take a Graduate-Level Course**
    - UNLV undergraduate students wanting to take graduate-level courses must complete this form. See the Undergraduates Taking Graduate-Level Courses policy for more information.

GRADUATE STUDENT SUCCESS THROUGH THE LIFECYCLE: PROFESSIONAL AND CAREER DEVELOPMENT RESOURCES

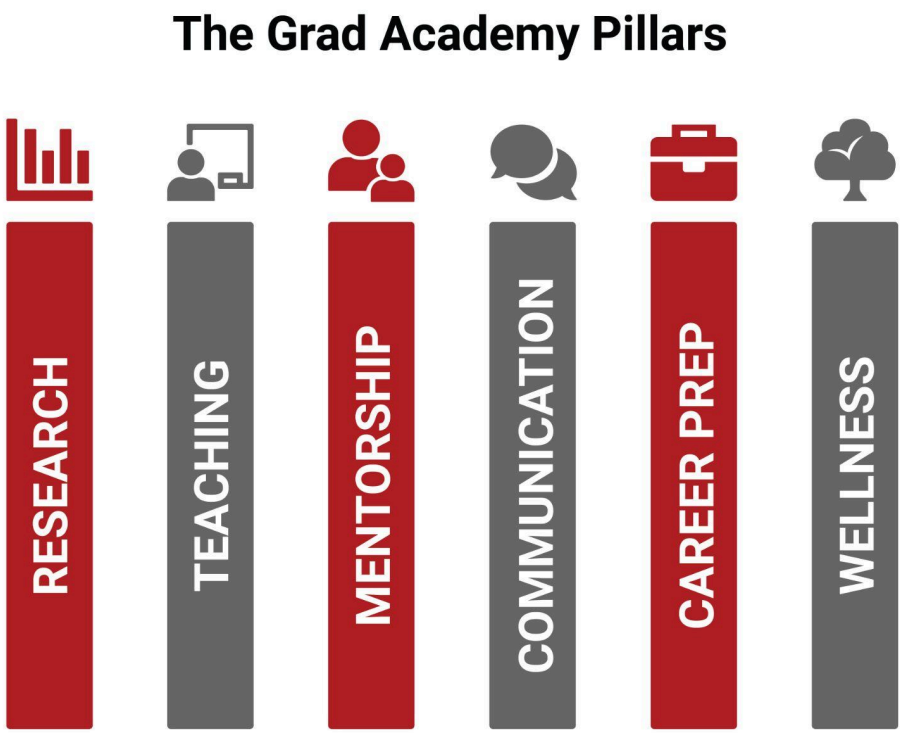
The Grad Academy

The Grad Academy offers a wide array of free leadership, professional, and academic development opportunities to promote student success and help students prepare for their career after graduation. We offer a variety of workshops, events, and professional development activities each year in addition to offering co-curricular microcredentials and programs. All of these are free opportunities for graduate and professional students.

The Pillars of Professional & Career Development

The Grad Academy is built around our six Pillars of Personal, Professional & Career Development. They are:

- Research
- Teaching
- Communication
- Mentorship
- Career Prep
- Wellness (financial, mental, and physical)



These pillars, informed from literature on key skills graduate students need to be successful in their personal and professional lives, are designed to ensure that all of our workshops, events, and professional/career development opportunities are user-friendly, relevant, and intentional. Each opportunity that we offer falls under at least one of these pillars.

Graduate Co-Curricular Microcredentials

Microcredentials, often represented by badges, are an alternative credential that signifies student achievement in competencies needed for post-graduate success, re-skilling, or up-skilling. They represent an individual's accomplishment, expertise, or level of proficiency in a given topic area. Non-credit bearing microcredentials recognize achievement in co-curricular experiences, experiential learning opportunities, or continuing/professional development opportunities. The Grad Academy microcredentials are earned through the completion of readings, watching videos, attending workshops, and assignments. Students will receive a digital badge to acknowledge their earned microcredential, which can be displayed on platforms such as LinkedIn profiles.

These non-credit bearing microcredentials are free, year-long programs. Students are accepted as a cohort, complete a number of program requirements, and submit a culminating experience in order to complete the program and earn the badge. The free application cycle for each certification opens at the end of the spring semester for the following academic year. We currently offer the following microcredentials:

- Graduate Teaching Microcredential (Collaboration with the UNLV Teaching & Learning Commons)
- Graduate Research Microcredential
- Graduate Mentoring Skills Microcredential

Upon completion, Graduate College microcredentials are posted on the students' official transcripts, and students earn a digital badge.

Grad Rebel Programs

All of these programs help graduate students build and refine transferable skills that can be used in a variety of career pathways. Students are accepted as a cohort and need to complete a number of program requirements. The free application cycle for each certification opens during the spring semester for the following academic year. We currently offer the following programs:

- Grad Rebel Ambassadors Program: Ambassadors are among the best and brightest graduate students on campus and they act as the face of the Graduate College at our campus and community events, in meetings with prospective and current donors, and they participate in advocacy work with local, regional, and national engagement. Grad Rebel Ambassadors are highly visible members of the Graduate College team who help cultivate a strong graduate community and strengthen ties between the Graduate College, alumni, and community members. These students receive scholarships for their participation in this prestigious program as well as training in multiple skills and areas to prepare them for their ambassador roles.

- Grad Rebel Advantage Program: Provides cohorts of UNLV undergraduate students with mentorship, workshops, professional development opportunities, and scholarships to help prepare them for graduate studies, whether at UNLV or elsewhere. Graduate students have the opportunity to serve as mentors to a small sub-group of undergraduate program participants.

- Grad Rebel Writing Programs: The Grad Academy has partnered with the UNLV Writing Center and UNLV Libraries to offer supportive programming to help students navigate the graduate writing journey. Grad Rebel Writing Boot Camps and the Grad Rebel Writing Group are designed to help students develop the skills and confidence needed to become more efficient and successful writers. During the programs, students also have an opportunity to make meaningful progress on writing projects such as dissertations, theses, and capstones.

  Grad Rebel writing programs include:

  - Grad Rebel Writing Boot Camp: Weekend Edition
  - Grad Rebel Writing Group
  - Grad Rebel Writing Boot Camp: On-Demand Edition

- Graduate College Medallion Program: Honors exceptionally involved and high-achieving students with medallions to be worn at commencement to mark their accomplishments.

- Grad Alumni Ambassadors: UNLV graduate degree holders who work with the Graduate College to help represent the graduate alumni body. Goals include building a strong graduate alumni community; working with the Graduate College to extend mentorship, professional, and career development opportunities to current students; and strengthening ties between Graduate College alumni, and our broader community members.

Graduate College Workshops

The Graduate College offers an abundance of standalone workshops annually open to all graduate and professional students. In collaboration with campus partners, alumni, and the community, students hone valuable skills to help them progress through their graduate program and into their career. Workshops cover a wide range of topics including academic, professional, and life skills. Workshops can be found on the student calendar. Recorded workshops from past years are accessible to all students and faculty via the Graduate College YouTube channel.

Graduate College Events

The Graduate College hosts major, signature events each year and you can learn more about them on the Graduate College Events page. These are free and generally involve receptions; the goal is to highlight the impressive work of graduate students and build a community around graduate education. These events also serve as opportunities for community members and donors to see

graduate students in action and better understand the importance of research, scholarship, and creative activities and the value of graduate education. We encourage graduate faculty attendance and participation and hope that you'll encourage your students to engage and participate, too.

Signature Events

FALL

Rebel Grad Slam: 3-Minute Thesis Competition

The Rebel Grad Slam: 3-Minute Thesis Competition is an opportunity for graduate students to showcase their research and scholarship in an engaging way. This is a fast-paced research rumble to highlight the innovative and impactful work being done by UNLV graduate students. Come out to cheer on friends, students, and colleagues! Click here for more information.

SPRING

Graduate & Professional Student Research Forum

The UNLV GPSA and the Graduate College host the Graduate & Professional Student Research Forum each spring, which showcases excellence in research conducted at the graduate and professional level. For more information, click here.

Inspiration, Innovation, Impact: A Celebration of Graduate Student Accomplishments

This event showcases the best in UNLV graduate student research. We invite you to join us to see a select group of outstanding graduate students from a variety of colleges giving short, five-minute, TED-style talks or performances. Please see the program website for additional details.

Graduate Student Events

New Graduate Student Orientation

The Graduate College hosts a New Student Orientation in fall and spring semesters. Whether you are new to campus or an alumnus, you will learn important information unique to graduate studies at UNLV. Students will also have a wonderful opportunity to meet other graduate students and get even more insider tips on how to survive and thrive in your graduate studies! Please check here for current orientation dates. Each department and/or program offering a graduate degree provides additional orientation and advising for new students.

Nonacademic Advising

Graduate students are expected to comport themselves professionally and conform to the ethics, guidelines, policies, and standards of their discipline. It is the responsibility of students to know and

observe all regulations and procedures related to their graduate program, the Graduate College, the Nevada System of Higher Education, and UNLV.

Questions regarding graduate-level study, graduate student policies, rights, responsibilities, and/or regulations and their interpretation should be addressed with the student's advisor, graduate coordinator, and/or chair; but when an outside third party is needed, the Graduate College provides nonacademic advising to help guide students and resolve challenges.

While the Graduate College will assist with nonacademic advising, graduate students must seek the guidance of their faculty advisor, committee, graduate coordinator, department chair and/or college for academic advising.

STUDENT WELLNESS: PHYSICAL, MENTAL, AND EMOTIONAL WELL-BEING

Graduate student mental health and well-being have garnered increasing attention. Evidence of graduate student depression and anxiety are higher than comparison groups, prompting concerns over awareness and availability of support services. Critical feedback from advisors, rejected proposals and papers, failed internship and job applications—it takes tools to handle the inevitable downs. Graduate faculty should foster proactive strategies and discussions of graduate student mental health and well-being. Social support, exercise, diet, sleep, resilience and persistence all matter.

Signs of Mental Distress

Mental illness is a genuinely personal experience and symptoms have vast variability. It can be hard to see the signs of distress, both in yourself or in a friend. Below are possible symptoms of mental distress:

Please remember, one does not have to have all of these symptoms to be struggling with mental health issues. If you or anyone you know is suffering, seek help immediately.

- Feelings of lethargy, sadness, or reduced energy
- Incapable of concentrating or focusing on work
- Major changes to your eating or sleeping habits
- Highs and lows of emotion that seem extreme
- Inability to cope with stress or personal issues
- Substance abuse

- Withdrawal from social events and hobbies
- Suicidal feelings or self-harm
- Excessive worrying

Mental health symptoms can sometimes present themselves in a physical way as well, such as back pain, stomach cramps, headaches, or panic attacks.

Resources

UNLV Resources for Physical, Mental, and Emotional Well-being

UNLV offers various campus resources including new programming and has tapped into the latest trends in health and wellness to help students address their overall wellness. Resources include:

- CAPS (Counseling and Psychological Services): Students who self-identify in crisis can be seen the same day at UNLV CAPS. A wait of about two weeks applies to non-crisis situations. Clinicians are trained to help students work through problems commonly experienced by college students of all ages and backgrounds.
- Effective July 16, 2022, Nevada has a mental health crisis line, as part of a national campaign. Call or text '988' for free confidential mental health support.
- Community Garden: Grow your own vegetables at the UNLV Campus Community Garden: The garden has 41 plots, each of which has a raised 3' x 8' bed. Show your green thumb and reap the benefits. Each plot requires an annual $50 payment.
- Conflict Resolution Support: The Office of Student Rights & Responsibilities can help you resolve conflicts through peer mediation. This is a voluntary, self-empowering process in which an impartial or neutral third party helps participants discuss, negotiate, and reach a mutually acceptable settlement to their disagreement.
- Dental Clinic: The dental practice located within the Student Recreation and Wellness Center on the UNLV Maryland Parkway campus, room 1395, provides oral health care to students, staff, faculty, their families, and the public. Available services include x-rays, cleanings, fillings, crowns, extractions, dentures, and root canals. UNLV health insurance plans, and many others, are accepted.
- Disability Resource Center: The Disability Resource Center is committed to supporting students with disabilities through the appropriate use of advocacy, accommodations, and supportive services to ensure access to campus courses, services, and activities. Phone: 702-895-0866. Location: SCC-A 143; Website: unlv.edu/drc
- Food Pantry: The UNLV Cares Food Pantry is open year-round to provide groceries for UNLV students and employees who are experiencing economic hardship. The use of the pantry is completely anonymous.

- The Care Center: Provides free and confidential support services to members of the UNLV community who have been impacted by sexual assault, relationship abuse family violence and/or stalking. The Center also hosts The CARELine, which is a confidential, 24-hour hotline connecting a student with a trained peer advocate: 702-895-0602.
- Student Health Center: There are multiple aspects of wellness to consider, including physical, emotional, spiritual, social, occupational, environmental, and intellectual health. When one area is out of balance, it usually affects the other aspects of your life. The Student Health Center also offers vaccinations and treatment for minor illness and injuries. *Available to students who have paid the Student Health Fee*
- Student Pregnancy Support: In addition to offering support to students with disabilities, the Disability Resource Center is committed to supporting students who are pregnant through the appropriate use of advocacy, accommodations, and supportive services to ensure access to campus courses, services, and activities. Phone: 702-895-0866. Location: SCC-A 143; Website: unlv.edu/drc
- Student Recreation and Wellness Center (SRWC): Helps promote healthy lifestyles through diverse opportunities and experiences that stimulate personal growth and a connection to UNLV. Programs and services offered at the SRWC are listed on their website. The services are available to SRWC members and UNLV students who are registered for at least 4 or more credits during the current semester.
- The Center for Individual, Couple & Family Counseling: Provides quality, low-cost therapy to residents of the Las Vegas community.
- Student Support Spot: Offers free nonperishable food packages, toiletry items, and in-person guidance to students facing basic needs challenges such as housing, food, and transportation insecurity, and needs related to mental health, child care, and digital access.
- The Healthy Rebels: Are peer educators and student leaders who are creating a healthier, welcoming campus community through evidence-based events, programs, and workshops. The Healthy Rebels are fellow students who are nationally certified in peer education and can provide resource referrals.
- The Pharmacy: Fill your prescriptions with the added convenience of staying on campus.
- The PRACTICE: Provides affordable counseling services. They are committed to providing affordable, evidence-based mental health care to our clients and the highest quality training to students.
- The Rebel Wellness Zone: Offers engaging, student-centered wellness education and support resources to the UNLV community. Programs and services include:
    - Peer-facilitated presentations on health, relationships, stress management, alcohol and substance abuse, financial literacy, and more.
    - Health and wellness education programs, services, and information.
    - State-of-the-art Relaxation Room with massage chairs.
    - Fitness assessments.
    - Personal trainers for hire.
    - Nutrition and lifestyle consultations with our registered dietitian.

- UNLV Support Team: Works to connect students experiencing housing, food, or financial insecurity with resources they may find helpful. UNLV is committed to the health and safety of all members of UNLV's community. To safeguard our community, the UNLV Support Team has developed a comprehensive reporting system to share appropriate information so students can receive or stay connected to the academic support and student wellness services they need. This reporting system is one element of a safe and supportive campus community. This referral form is for the use of all members of the UNLV community, including students, faculty, and staff. We encourage the friends and family members of students in distress to utilize this form as well, to share any pertinent information in support of our students. If you have any questions related to completing a UNLV Support Team Referral, please call (702) 895-1404. To submit a support request, click here. For immediate concerns (e.g., suicide), call the police at 911 or campus police at 702-895-3669 in addition to referring students to the National Suicide Prevention Hotline (800-273-8255) or Trevor LifeLine (1-866-488-7386).
- The Office of Student Rights & Responsibilities: Can help you resolve conflicts through peer mediation. This is a voluntary, self-empowering process in which an impartial or neutral third party helps participants discuss, negotiate, and reach a mutually acceptable settlement to their disagreement.
- UNLV Crisis/Emergency Services: For immediate concerns (e.g., suicide), call the police at 911. They also offer students in need of services for crisis counseling, stalking, sexual assault and rape, domestic violence, health services, and voluntary health withdrawal. The Crisis Text Line is the free, 24/7, confidential, text message service for people in crisis. Text HOME to 741741 for crisis support in the United States.
- Wellness Promotion: Offers students leadership and advocacy opportunities to empower students as change agents in mental health. Get involved with the UNLV Thrives Student Advisory Committee, relax in free massage chairs, and connect at events, workshops, and more.
- Wellness Workshops: The Grad Academy provides relevant workshops (e.g., work/life balance, imposter syndrome). Wellness is one of the core pillars of The Grad Academy.

- YOU@UNLV: Find tips and tools for everything from your mental and physical health, to friendships and finding balance. It's all here and 100% free and confidential.

-

CAMPUS RESOURCES AND CONTACTS

Alternative Breaks

Alternative Breaks are service and learning trips led by a small team of students and staff to give participants a chance to travel, learn, and serve meaningfully in their academic breaks. Nonprofit partners provide great opportunities to learn and serve in the local community and our groups spend time as a team each night during reflection exploring social change and civic engagement.

- Website: unlv.edu/sll/service/alternative-breaks

Black Fire Innovation

BlackFire Innovation is an innovation hub aiming to facilitate strategic partnerships and drive innovation in hospitality and gaming. Along with a floor dedicated to showcasing new technologies, BlackFire Innovation also houses RebelForge (free and confidential business advising), the UNLV Office of Economic Development, CoOperate (a co-working space), and a Makerspace.

- Phone: 702-895-5200
- Website: unlv.edu/econdev/black-fire-innovation

Bookstore

The UNLV Bookstore, located south of the Student Union, sells textbooks, apparel, supplies, and more.

- Phone: 702-736-3955
- Website: unlv.bncollege.com/shop/unlv/home

Campus Dining

Hungry? There is a wide variety of places on campus to eat! To name a few: Starbucks, Subway (2 locations: Sidewalk Café, Pod Market and in the Student Union), Panda Express, Einstein Bagels (3 locations: SEB, SRWC, and in RLL), The Coffee Bean & Tea Leaf, and the Commons. Load money onto your RebelCard and use it at these sites. By using your RebelCard, you don't pay tax!

- Download the app "Tapingo" and order ahead for campus dining locations of Starbucks, Subway, Taco Bell (Student Union), The Coffee Bean & Tea Leaf.
- For cost savings, meal plans are offered through the Dining Commons.
- Website: unlv.campusdish.com/

Campus Convenience Stores

Need to grab some quick items, like aspirin or snacks? There are P.O.D.s (Provisions on Demand) located in the Dining Commons and the Student Union.

Campus Maps

This comprehensive interactive map, optimized for desktop and mobile devices, allows you to find information about buildings, campus resources, and parking. To search by category, visit UNLV's main campus website.

- Website: unlv.edu/maps

Canvas

Canvas is the course management system used by UNLV to provide online teaching and learning opportunities, both in distance education and blended course delivery.

- Website: it.unlv.edu/webcampus

Career Services

Career services offer resources and support to students throughout all stages of their career development.

- Phone: 702-895-3495
- Location: Gateway, second floor
- Website: unlv.edu/careerservices

Computer Facilities

OIT maintains 50 computer labs with some 1,500 computers available for academic use. The labs provide access to technology required by faculty and students in pursuit of teaching, learning, and research.

- Website: it.unlv.edu/computer-labs

Division of Educational Outreach

The division serves Southern Nevada with a wide range of classes offered year-round to those who wish to continue their education, add professional skills, or simply enrich their lives. Non-credit programs include classes, workshops, seminars, field trips, and extended travel-study programs.

- Website: edoutreach.unlv.edu/

Disability Resource Center

The Disability Resource Center is committed to supporting students with disabilities through the appropriate use of advocacy, accommodations, and supportive services to ensure access to campus courses, services, and activities.

- Phone: 702-895-0866.
- Location: SCC-A 143
- Website: unlv.edu/drc

English Language Center (ELC)

Supports non-native speakers of English with reading, writing, listening, speaking, and vocabulary courses to develop inquiry, critical thinking, and communication skills to succeed in their chosen major at UNLV.

- Website: unlv.edu/elc

Entrepreneurship and Innovation

Operates as an administrative unit within the UNLV Lee Business School. Their primary purpose is to provide educational opportunities for students, faculty, and the community to learn about entrepreneurship and related activities. Key activities include overseeing academic curriculum in entrepreneurship, conducting research in entrepreneurship, providing learning opportunities such as certificate programs, speakers, and events to expose students, faculty, and community members to entrepreneurship and generate awareness of UNLV Entrepreneurship programs. The Troesh Center for Entrepreneurship and Innovation partners with students, entrepreneurs, and leaders in the business community to foster entrepreneurship and support business activity, especially in the greater Las Vegas area.

- Website: entrepreneurship.unlv.edu/

Financial Aid & Scholarships

UNLV's Financial Aid & Scholarships Office supports higher education access and persistence by providing financial aid to eligible students.

- Phone: 883-318-1228
- Location: SSC-A 232

- Website: unlv.edu/finaid

Get Involved

Join one of our 350+ student organizations.

- Phone 702-895-5631.
- Location SU 316
- Website: unlv.edu/sia/student-orgs/involvement-center
- Website: Graduate Student Registered Student Organizations

Student Organizations

UNLV has more than 450 registered student organizations that graduate students can join. Examples include:

Student Organizations for Graduate Students: UNLV has over 450 https://www.unlv.edu/sia/student-orgs that students can join, including

- African Student Alliance
- Asian Pacific Islander Alliance
- Black Graduate Student Association
- Grad Pride Alliance
- Graduate and Professional Student Association
- Indian Students Association Maitri
- International Student Organization
- Latinx Graduate Student Association
- Nepalese Student Association
- Off the Shelf: A Banned Book Club
- Society for Black Scientists
- UNLV Comadres

Website: unlv.edu/sia/student-orgs

For graduate students who are interested in starting a graduate registered student organization (GRSO), information is available on the Graduate College website.

-

Graduate & Professional Student Association (GPSA)

Promotes and represents the interests of graduate and professional students. Students can get involved and attend monthly meetings, socials, events, and more. Phone: 702-895-2261. Location: LLB 2141 and CBC-C111 and GTW 200

- Website: unlv.edu/gpsa

Graduate Catalog

Familiarize yourself with policies and procedures of the Graduate Catalog as well as degree programs.

- Website: unlv.edu/graduatecollege/graduatecatalog

Graduate Commons

The Graduate Commons is an exclusive study space for UNLV graduate and professional students There are two locations: One (Lied Grad Commons) is located in the Lied Library - Room 2141 (second floor) and the other (Gateway Grad Commons) is in the University Gateway Building (second floor). The Graduate Commons features a variety of services including a computer lab equipped, whiteboards, a small kitchen area, a collaborative workspace, and more.

Graduate College's The Grad Academy

Visit this virtual center to learn about events, certificate programs, professional development opportunities, workshops, and career services.

- Website: unlv.edu/graduatecollege/academy

Human Resources: Human Resources strives to create a successful work environment through the recruitment, retention, and development of a diverse workforce. Phone: 702-895-3504. Location: CSB 237

Website: unlv.edu/hr

Hydration Stations

Support your community and plant. This map shows you where to refill reusable water bottles around campus.

- Website: unlv.edu/maps/hydration-stations

Integrated Graphics Services (IGS)

This administrative unit is responsible for coordinating and printing a wide variety of university publications and maintaining university graphic standards in print. IGS provides offset printing, black-and-white and color copying, and an assortment of bindery services. It also operates Rebel Copy and Send, a one-stop retail shop providing printing and shipping services to students, alumni, faculty, and staff. The shop specializes in copying theses and dissertations to Graduate College specifications.

- Website: unlv.edu/units/integrated-graphics-services

Intramural Sports

The UNLV Intramural Sports Program provides UNLV students, faculty, and staff the opportunity to participate in a variety of organized, competitive activities throughout each academic year. Activities are organized on both a team and individual basis with opportunities to compete against likeminded teams/participants within specialty conferences (Ex. Men's Residence Hall or Women's Greek Conferences).

- Website: unlv.edu/campusrec/intramurals

IT Help Desk

The IT Help Desk provides technology support for UNLV faculty, staff, and enrolled students. Contact Help Desk when you need assistance with password resets, new accounts, wireless, email, WebCampus, or other computing problems. Phone: 702-895-0777. Locations: SU 231 or CBC-B 113.

- Website: it.unlv.edu/it-help-desk

The CARE Center

- The Care Center is committed to creating a supportive and inclusive environment for all genders through programming, services, and advocacy.
- Phone: 702-895-4475
- Location: SSC-A 255
- Website: unlv.edu/carecenter

Lactation Services

Lactation rooms, mother's nursing spaces provided by the Jean Nidetch CARE Center, are located throughout campus.

- Website: unlv.edu/news/unlvtoday/unlv-lactation-rooms-available

Library

In support of the university's mission and shared values, the libraries contribute to and support learners as they discover, access, and use information effectively for academic success, research, and life-long learning.

- Website: library.unlv.edu/
- Website: unlv.edu/barrickmuseum

Makerspace: The Makerspace is a multidisciplinary space dedicated to exploration supported by both emerging technology and traditional equipment. The Makerspace will continue to grow and evolve as relevant new technologies are identified. Services available:

- 3D printing
- Laser Cutting and etching
- Vinyl cutting
- Sewing
- Prototyping

Website: library.unlv.edu/spaces/makerspace

Military and Veterans Services Website

The Military and Veteran Services Center helps UNLV's student veterans and active-duty military members successfully navigate the academic and administrative pathways of a college education. The staff assist more than 1,000 veterans, dependents, active duty service members, National Guard members, and reservists.

- Website: unlv.edu/units/veteran-services

National Supercomputing Institute (NSI)

Established in 1990, the institute is a full-service supercomputing facility with on-site and off-site user training, national network accessibility, and a mission for excellence in education and research in supercomputing and its applications. The NSI provides supercomputer training and services to academic and research institutions, government and private industry for research and development related to energy, the environment, medical informatics, and health care delivery.

- Website: unlv.edu/units/national-supercomputing-institute

Parking and Transportation Services: Parking and Transportation Services strives to make parking your vehicle as efficient and convenient as possible.

Phone: 702-895-1300. Location: PSB

Website: unlv.edu/parking/lots

Payroll: Payroll provides faculty, staff, and students accurate and timely compensation for services provided. Phone: 702-895-3825. Location: CSB 244

Website: unlv.edu/payroll

Police Services

- Committed to protecting and serving the campus community 24 hours a day, Police Services maintains the UNLV RebelSAFE Alert System and offers a variety of services to the campus community.
- Phone: Non-emergency: 311 (campus landline) or 702-895-3668 (cell phone). Emergency: 911 (campus landline) or 702-895-3669 (cell phone). Location: PSB
- Website: unlv.edu/police/rebelsafe
-

RebelCard

You can deposit money to your RebelCard and use it for campus dining, vending machines, and for purchases at many restaurants and shops both on and off campus.

- Phone: 702-895-2351
- Location: SU 118
- Website: unlv.edu/rebelcard

Rebelmail

Your UNLV email account is one of the primary ways you will receive official university communications.

- Website: it.unlv.edu/rebelmail

Recycling Services

The "Drive-Up, Drop Off" recycling program will accept items for recycling. There are also donation boxes available.

- Website: unlv.edu/facilities/drop-off

Risk Management and Safety: Risk Management and Safety protects staff, students, and visitors to UNLV from injury, while also protecting the institution from financial loss.

Phone: 702-895-4226. Location: CSB 119

Website: unlv.edu/rms

Student Conduct

- Student Conduct serves as a resource to the campus community for student conflict resolution, and also provides an extensive outreach program that includes presentations on academic integrity, preventing academic misconduct, conflict resolution, and managing disruptive behavior. Phone: 702-895-2308. Location: CDC-01 Rm 118
- Website: https://www.unlv.edu/unit/student-conduc

Student Counseling and Psychological Services (CAPS)

CAPS staff is dedicated to helping students balance multiple aspects of wellness and health.

- Phone: 702-895-3627
- Location: RWC 1500
- Website: unlv.edu/studentwellness/health-center

Student Diversity & Social Justice (SDSJ)

SDSJ advocates with a diverse student population to amplify and affirm student's identities through an intersectional framework to promote student success. SDSJ is a student-centered office committed to educating, empowering, and developing UNLV students as leaders to recognize and address societal injustices.

- Phone: 702-895-4099
- Location: Student Union (SU), Room 309
- Website: unlv.edu/sdsj/contact

Student Health Center

The Student Health Center, Lab, and Pharmacy are open to enrolled students.

- Phone: 702-895-3370
- Location: RWC 1500
- Website: unlv.edu/studentwellness/health-center

The Intersection

The Intersection is a safe, healthy, physical space for students, faculty, and staff to gather, exchange ideas and information, and develop a shared sense of community at UNLV. The Intersection: Academic Multicultural Resource Center is a comprehensive and sustainable resource center for students - particularly first-generation and students of color - faculty, staff, and our community at large. The Intersection provides access and linkages to research, people, information, and services.

- Phone: 702-895-0459
- Location SU 121
- Website: unlv.edu/intersection

Student Health Insurance

The student health insurance provides coverage for necessary medical and mental health services beyond those available through Student Wellness.

- Phone: 702-895-3370
- Website: unlv.edu/studentwellness/health-center/health-insurance

Student Recreation and Wellness Center

The Student Recreation and Wellness Center provides personal training, group exercises, intramural sports, swim lessons, open recreation, relaxation rooms, and fitness and nutrition consultations.

- Phone: 702-774-710
- Location: SRWC
- Website: unlv.edu/srwc

Student Support Spot

The Student Support Spot offers free nonperishable food packages, toiletry items, and in-person guidance to students facing basic needs challenges such as housing, food, and transportation insecurity, and needs related to mental health, child care, and digital access.

- Phone: 702-895-3320
- Location: GTW 200
- Website: unlv.edu/graduatecollege/student-support-spot

Student Union

The Student Union offers conveniences and amenities for everyone, whether you need to grab a snack, hold a meeting, or just have some fun.

- Phone: 702-895-4449
- Location: SU
- Website: unlv.edu/studentunion

Summer Term

Summer Term is a self-supporting program that empowers students to get ahead and graduate sooner. By offering additional opportunities to earn college credit, students reap the benefits of attaining up to an additional 18 credits for undergraduate students, and twelve credits for graduate students, ultimately fast-tracking their degree.

- Website: summerterm.unlv.edu/

Transcripts Requests

- Phone: 702-895-3443
- Location: SSC-C
- Website: apps.ess.unlv.edu/transcriptrequest/

Tuition and Fees

The Cashiering and Student Accounts office educates students and parents on the financial responsibilities of enrolling at UNLV and processes transactions involving tuition accounts.

- Phone: 702-895-3683 (Cashiering); 702-895-3577 (Student Accounts)
- Location: SSC-A 131-134 and 136
- Website: unlv.edu/apply/college-costs

University Libraries (Lied Library)

University Libraries is equipped with subject librarians for your program to assist you in searching, acquiring, and organizing your research.

- Phone: 702-895-2111
- Website: unlv.edu/units/libraries

UNLV Writing Center

The UNLV Writing Center offers free help from enrolled UNLV students for any writing project, from papers to creative writing to resumes.

- Phone: 702-895-3908
- Location: CDC-3
- Website: writingcenter.unlv.edu/

UNLVtickets

UNLVtickets sells tickets for some of the most popular entertainment and sporting events in Las Vegas.

- Phone: 702-739-3267
- Website: unlvtickets.com/

UNLV/CSUN Preschool

The preschool is a division of the Department of Early Childhood, Multilingual, and Special Education and is housed in the Lynn Bennett Early Childhood Education Center on the UNLV Maryland Parkway campus. The mission of the UNLV/CSUN Preschool is to provide a model inclusive early childhood program that serves children (six weeks to five years of age) of students, faculty, staff, and the general public; teacher training for future educators; and to promote research studies on issues and practices relevant to child development and early learning. Through the

Graduate College, students can find out if they are eligible for a UNLV Graduate Access Child Care Scholarship.

- Website: unlv.edu/preschool

Western Regional Graduate Program (WRGP)

WRGP aids residents in obtaining graduate and professional level education in fields of study not available within the state. Currently, Nevada is active in the WICHE Professional Student Exchange Program, the Western Regional Graduate Program, and the Western Undergraduate Exchange Program. Only a select number of graduate programs at UNLV participate in this program.

- Website: ir.unlv.edu/IAP/Reports/Content/ExternalOrganizationsAndStudies.aspx

Women's Research Institute of Nevada

A member of the National Council for Research on Women (NCRW), this network is a learning house for research on women and girls.

- Website: unlv.edu/wrin

Housing

- **Campus Housing Policies:** UNLV is proud to offer multiple options for living on campus that maximizes students' graduate school experience. Students can live with people of similar interests, be close to campus resources, and learn in a safe and supportive environment.

- **HELP of Southern Nevada:** Emergency Resource Services (ERS) is the essential link between people needing services and those providing human services in our community. Services offered include case management housing assistance, other supportive services, and mainstream programs. ERS is key to HELP's ability to wrap services around clients so that self-sufficiency is obtained. Hundreds of households every year are prevented from becoming homeless through this program.

- **Southern Nevada Regional Housing Authority:** This is a federal program for assisting low and very low-income families, the elderly, and the disabled to afford decent, safe, and sanitary housing (that they choose) in the private market. Since housing assistance is provided on behalf of the family or individual, participants can find their housing, including single-family homes, townhouses, or apartments. The participant is free to choose any housing that meets the requirements of the program. The program also allows its student participants to use the voucher after the first year of admissions (if the applicant was not a current resident of Clark County when they applied) anywhere in the nation. This segment of the program is entitled Portability. The term Section 8 is used to describe the various Housing Choice Voucher Programs.

- **Nevada Partnership for Homeless Youth:** Homelessness among youth is a growing crisis in the Las Vegas Valley. For over 18 years, the Nevada Partnership for Homeless Youth (NPHY) has provided Southern Nevada's homeless youth with help, hope, and the support needed to rebuild their lives.

Transportation and Parking Services

Parking and Transportation Services strives to make parking your vehicle as efficient and convenient as possible.

- Phone: 702-895-1300
- Location: PSB
- Website: unlv.edu/parking/lots

- **Club Ride:** A free program to help Las Vegas commuters find cheaper and easier ways to get to work or school.

- **Motorist Assistance Program:** Need a jump start? Got a flat tire? You can call the Motorist Assistance Program at 702-895-1300 Monday-Thursday, 7 a.m.-7 p.m. and Friday, 7 a.m.-5 p.m. If you need assistance after 5 p.m., contact university police at 702-895-3668.

- **Safe Escort at Night:** Call the Department of Police Services at 702-895-3668, ext. 2 and a student security officer will escort you safely to your vehicle.

- **New Transit Center:** A new transit center is located on the southwest corner of the campus which includes bus service directly to campus among other amenities.

- **Parking at UNLV:** Lot S, located on the northwest side of campus off of Harmon Ave., does not require a parking permit. This lot fills up quickly, thus you will need to arrive early to secure a spot. Parking on campus requires a parking permit. No one at any time may park in reserved parking without a reserved parking permit.

    - Parking is enforced 7 a.m.-7 p.m. Monday-Thursday and 7 a.m.-1 p.m. on Friday during the traditional school year. During the summer months, parking enforcement hours are from 7 a.m.-5 p.m. Monday-Thursday and 7 a.m.-1 p.m. on Friday.

Volunteer Income Tax Assistance (VITA)

- Volunteer Income Tax Assistance (VITA): Preparing your taxes can be an overwhelming and confusing task, but the Virtual VITA program will change that for qualifying UNLV community members and their families. VITA is certified by the IRS and offers free tax preparation services.

YOU at UNLV

The online utility pools support resources in one user-friendly interface with the goal of supporting students throughout their time at UNLV. The portal assesses student wellness, allows students to set goals, and links them to resources to help them achieve those benchmarks.

Website: https://you.unlv.edu/

OFFICE OF POSTDOCTORAL AFFAIRS

The UNLV Graduate College houses the Office of Postdoctoral Affairs (OPA). OPA's mission is to enhance and support postdoctoral training and career development; serve as the central resource office for postdoctoral questions and issues for faculty, supervisors, mentors, and prospective and current postdocs; build a community for all UNLV postdocs and their faculty mentors; and provide professional development programs, research events, and networking events for postdocs. For additional information, please visit the OPA webpage.

What is a Postdoc? Postdoctoral Appointments at UNLV

A postdoctoral appointment is a temporary specialized education and training position in research, teaching, performance, or scholarship. It is established for the continued education and professional growth of the candidate. The appointment is under the direction of faculty sponsor(s) and it can be in any discipline or academic unit on campus. For information on UNLV postdoctoral scholars visit UNLV's Office of Postdoctoral Affairs Handbook.

Advancement, Development & Community Engagement

After 50+ years of steady growth in our graduate programs, graduate students, and rankings, we are in need of increased funding to support our graduate students' success and establish reliable resources for our Professional Development Academy, which provides comprehensive career and professional development opportunities to prospective and current graduate and professional students. The impact of giving to the Graduate College is threefold. First, it supports student success, which changes the lives of our students. Second, it propels UNLV to Top Tier status. Reaching Carnegie's Very High Research Activity, or R1, classification was a major milestone in our journey to Top Tier, which also includes research, scholarship, and creative activity; student achievement; an academic health center; community partnerships; and infrastructure and shared governance goals. And third, it positively impacts our economy, culture, and community, which improves Nevada's future.

Graduate College funding priorities include:

- Graduate student scholarships across disciplines
- Graduate student fellowships across disciplines

- Professional Development Academy programming
- GAs across disciplines (community internship graduate assistants & community research graduate assistants)
- Learn more online here.

To support these priorities, the strategic goals for the Graduate College advancement and development program include building awareness and interest in the Graduate College, increasing touch points for friends, supporters, and alumni, managing and stewarding the Dean's Leadership Council, increasing funding for and engagement with the Graduate College, and enhancing alumni engagement and support. We also serve as a resource for graduate faculty and development officers across campus to support alumni and donor engagement and fundraising efforts focused on graduate students and programming. The Graduate College works closely with the UNLV Alumni Association and the UNLV Foundation to engage alumni and donors and coordinate advancement efforts. This includes updating the central database with updated alumni information as received, working with development officers around campus on shared priorities, and aligning graduate-focused development work with UNLV efforts and priorities.

To enhance our advancement and development work, the Graduate College has a range of community engagement initiatives to build relationships across UNLV and the community. These include small group dine with the dean lunches, signature events, and the community connections series. The Graduate College also participates in #RebelsGive each year. Begun in fall 2018, #RebelsGive is an opportunity to unite alumni, students, faculty, staff, and community members in celebration of philanthropy and pride for UNLV. We invite you to collaborate on these community outreach opportunities or work together on other areas of interest. Or, if there is anyone you would recommend, we would be happy to add them to invitation lists for events and showcases.

To aid in our development and community outreach activities, the Graduate College Dean's Leadership Council serves as ambassadors and promotes the value of graduate education as a vehicle to change lives and strengthen our community. Leadership Council members consult on Graduate College initiatives, support the dean's efforts, collaborate to achieve Top Tier goals, and assist with fundraising to support our graduate community of scholars and students at UNLV. You can learn more about Council members online here.

With the Graduate College moving to the University Gateway Building, there are new donor recognition opportunities in the space. Funding raised through the naming of spaces will enhance our ability to provide graduate student professional development programming, support our graduate students, and accelerate the growth of the Graduate College. In addition to naming opportunities for rooms and collaboration areas, we have opportunities available to name Professional Development Academy workstations in the Professional Development Academy Commons with a gift of $1,500 and to add your name or the name of a loved one to our hexagon wall for a gift of $100. We will also have an installation in the space to recognize our endowment and legacy donors.

THE GRADUATE & PROFESSIONAL STUDENT ASSOCIATION

The Graduate & Professional Student Association serves all currently enrolled UNLV graduate and professional students. The GPSA promotes and represents the interests of graduate and professional students at UNLV while striving to engender a sense of community among students by furnishing financial support and fellowship. As membership in the GPSA is automatic, all graduate and professional students are encouraged to utilize the GPSA as a resource.

The GPSA Council

The Graduate & Professional Student Association is governed by the GPSA Council. The GPSA Council consists of graduate and professional student representatives from each academic department and the elected executive board and supported by the GPSA business manager and two faculty advisors, with one being the Graduate College dean. The council is governed per the GPSA Constitution and GPSA Bylaws.

Prior to the beginning of each fall semester, each department with graduate and professional programs appoints one representative to the GPSA Council. Department chairpersons, graduate coordinators, and/or other faculty shall be responsible for the selection process of their GPSA representative. As the GPSA represents the interests of graduate and professional students and to promote graduate student governance, it is critically important that every graduate department/school have a representative on the GPSA Council.

GPSA Research & Travel Sponsorships

One of the most important services the GPSA offers for UNLV graduate and professional students is the allocation of funds for graduate and professional research, conference/event travel, and other scholarly activities. This service is intended to provide support for projects that directly affect a student's degree program as well as make a contribution to the scholar's field. Applicants may apply for research and/or travel sponsorship awards.

Graduate & Professional Student Research Forum

The UNLV GPSA and the Graduate College typically host the Graduate & Professional Student Research Forum each spring, which showcases excellence in research conducted at the graduate and professional level from students representing all colleges across campus. A stipulation in receiving a GPSA sponsorship is that all recipients must present in the Annual Research Forum event.

Other GPSA Funding Opportunities and Resources

The GPSA offers a variety of financial and academic resources including:

- Cap and Gown Program: The Cap and Gown Program supports students interested in participating in graduation commencement activities.

Graduate Student Organizations

UNLV has more than 450 Registered Student Organizations (RSOs) that encompass a variety of different interests, activities, and beliefs. RSOs range from social action organizations to socially based organizations, and from religious-based clubs to sports clubs. Whatever your interest, UNLV has the organization to match. Students can even form a new organization. Joining an organization offers students opportunities to meet new people, make memories, build resumes, and potentially leave a legacy at UNLV. https://www.unlv.edu/sia/student-orgs that graduate students can join, including

- African Student Alliance
- Asian Pacific Islander Alliance
- Black Graduate Student Association
- Grad Pride Alliance
- Graduate and Professional Student Association
- Indian Students Association Maitri
- International Student Organization
- Latinx Graduate Student Association
- Nepalese Student Association
- Off the Shelf: A Banned Book Club
- Society for Black Scientists
- UNLV Comadres

For graduate students who are interested in starting a graduate registered student organization (GRSO), information is available on the Graduate College website.

Helpful Campus Links

Emergency Contacts

Campus Safety Report

UNLV Support Team

Police Services

Crime Prevention Tips

Risk Management

Division of Research

Office of Economic Development and Black Fire Innovation