



UNLV *Graduate Catalog*

2009-2011

# Nevada System of Higher Education

The Nevada System of Higher Education, comprised of two doctoral-granting universities, a state college, four comprehensive community colleges and one environmental research institute, serves the educational and job training needs of the nation's fastest growing state. The NSHE provides educational opportunities to more than 108,000 students and is governed by the Nevada Board of Regents

*Daniel Klaich*  
**Chancellor**

The Board of Regents wishes to advance student learning to the highest level, foster the expansion of knowledge through teaching and research, encourage community service, and enrich the lives of our students, our communities, our state, and the nation. In fulfillment of this purpose, we hold the following values at the center of our endeavor:

- Integrity
- Excellence
- Accountability
- Inclusiveness
- Creativity
- Innovation

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## **Disclosures**

### ***Rights of Privacy Act of 1974***

The Federal Family Education Rights and Privacy Act of 1974 affords persons who are currently, or who were formerly, in attendance at the university as registered students a right of access to their "educational records," which contain information directly related to such persons and the right to challenge the accuracy of their records. The act also restricts the persons to whom the university may disclose a student's educational records without the student's written permission. The university's policy is to comply fully with all provisions of the act, and a detailed

statement concerning the rights afforded current and former students is available, at no cost, in the office of UNLV's General Counsel. Any person who feels the university has failed to comply with the Federal Family Education Rights and Privacy Act may file a complaint with the Family Education Rights and Privacy Act Office, Department of Education, 300 Independence Avenue S.W., Washington D.C. 20201.

### ***Annual Jeanne Clery Campus Safety and Security Report***

In order to comply with provisions of "The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act", reports from the University community and local law enforcement agencies are compiled and published annually by the Department of Public Safety. As law enforcement professionals tasked with the maintenance of a safe and secure educational environment, it is our responsibility to provide a comprehensive report regarding the campus public safety environment including the incidence of crime.

### ***Limitations***

The 2009-2011 Graduate Catalog describes current academic programs of study, course descriptions and degree requirements at the graduate level for the academic years 2009-10 and 2010-11 at the University of Nevada, Las Vegas. The content of this catalog is current as of August 2009, but is subject to modification at any time to accommodate changes in university resources or educational plans.

This catalog does not constitute a contractual commitment that the university will offer all the courses or programs described, and the university reserves the right to revise catalog provision and fees at any time in accordance with the actions of the president the Nevada System of Higher Education, or any other governing body. The university reserves the right to eliminate, cancel, reduce in size or phase out courses, academic programs and/or limit enrollments in specific programs and courses, to change fees during the student's period of study, and to require a student to withdraw from the institution for cause at any time.

### ***Inquiries***

Inquiries should be addressed to: Dean of the Graduate College, University of Nevada, Las Vegas, 4505 Maryland Parkway, Box 451017, Las Vegas, NV 89154-1017, (702) 895-3320, or call UNLV's main switchboard at (702) 895-3011. Visit the UNLV Web site at <http://www.unlv.edu>. @2009



# A Message from UNLV President Neal J. Smatresk

As the new president of UNLV, I'm delighted to encourage you to consider graduate studies at the University of Nevada, Las Vegas. UNLV is a wonderful institution with exceptional programs, excellent faculty, and a supportive atmosphere where graduate education thrives.

As you explore graduate education at UNLV, you'll be pleased to learn that nearly a quarter of UNLV's students are currently enrolled in graduate/professional programs. The number of students in these programs has increased by 33 percent since 2003. These numbers should provide some indication of the significance of graduate studies at UNLV. We know that high quality graduate education is pivotal to the growth and sophistication of our institution.

In addition to supporting the educational and research missions of the university, graduate education also plays a pivotal role in preparing tomorrow's leaders in many professions. It enables our students to move into the workplace with the kind of preparation that only advanced study can provide. Alumni of our graduate programs are the professionals who lead our community in health care, education, law enforcement, social work, business, art, and engineering, just to name a few critically important fields. Their contributions are vital to the quality of life that we enjoy here in Southern Nevada.

Again, we welcome your interest in UNLV and encourage you to join us in our dedication to research and graduate education as we create a bright future for our university and community.

*Dr. Neal J. Smatresk*  
**UNLV President**

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# Degree Programs

Accounting – M.S.  
Anthropology – M.A.; Ph.D.  
Architecture – M. Arch  
Aerospace Engineering – M.S.  
Art – M.F.A  
Astronomy – M.S.; Ph.D.  
Biochemistry – M.S.  
Biological Sciences – M.S.  
Biomedical Engineering – M. S.  
Business Administration – M.B.A.; Executive M.B.A.  
Business Administration/Dental Medicine – Dual M.B.A./  
D.M.D.  
Business Administration/Hotel Administration – Dual  
M.B.A./M.S.  
Business Administration/Law – Dual M.B.A./J.D.  
Business Administration/Management Information  
Systems – Dual M.B.A./M.S.  
Chemistry – M.S.; Ph.D.  
Civil & Environmental Engineering – M.S.E.; Ph.D.  
Clinical Mental Health M.S.  
Communication Studies – M.A.  
Community Health Counseling – M.S.,  
Computer Science – M.S.C.S.; Ph.D.  
Construction Management – M.S.C.S.  
Creative Writing – M.F.A.  
Criminal Justice – M.A.  
Crisis and Emergency Management – M.S.  
Curriculum & Instruction – M.Ed.; M.S.; Ed.S.; Ed.D.; Ph.D.  
Economics – M.A.  
Education/Law – Dual Ph.D in Education/J.D.  
Educational Leadership– M.Ed.; M.S.; Ed.S.; Ed.D.;  
Executive Ed.D.; Ph.D.  
Educational Psychology–M.S.; Ed.S.; Ph.D.  
Educational Psychology & Juris Doctor Dual Ph.D./J.D.  
Electrical & Computer Engineering – M.S.E.E.; Ph.D.  
English – M.A.; Ph.D.  
Environmental & Occupational Health – M.P.H.  
Environmental Science – M.S.; Ph.D.  
Ethics & Policy Studies – M.A.  
Exercise Physiology – M.S.  
Film, Screenwriting – M.F.A.  
Foreign Languages – M.A.  
Geosciences – M.S.; Ph.D.  
Health Care Administration – M.H.A.  
Health Physics – M.S.  
Health Promotion – M.Ed.  
Higher Education Leadership – Ph.D.  
Higher Education Leadership – M.Ed.  
History – M.A.; Ph.D.  
Hospitality Administration – Executive M.H.A; Ph.D.  
Hotel Administration – M.S.  
Hotel Administration/M.B.A – Dual M.S./M.B.A.  
Hotel Administration/M.I.S. – Dual M.S./ M.I.S.  
Informatics – M.S.; Ph.D.  
Journalism & Media Studies – M.A.  
Kinesiology – M.S.

Learning & Technology – Ph.D.  
Management Information Systems – M.S.  
Management Information Systems & Business Administration  
Dual M.S./M.B.A.  
Management Information Systems & Hotel Administration  
Dual M.S.  
Marriage & Family Therapy – M.S.  
Materials & Nuclear Engineering – M.S.  
Mathematical Sciences – M.S.; Ph.D.  
Mechanical Engineering – M.S.E., Ph.D.  
Music – M.M.  
Musical Arts – D.M.A.  
Nursing – M.S.N.; Ph.D.  
Physical Therapy – D.P.T.  
Physics – M.S.; Ph.D.  
Political Science – M.A.; Ph.D.  
Psychology – Ph.D.  
Public Administration – M.P.A.  
Public Affairs – Ph.D.  
Public Health – M.P.H.; Ph.D.  
Radiochemistry – Ph.D.  
School Counseling – M.Ed.  
Science – M.A.S.  
Social Work – M.S.W.  
Social Work/Law – Dual M.S.W./J.D.  
Sociology – M.A.; Ph.D.  
Spanish, Hispanic Studies – M.A.  
Special Education– M.Ed.; M.S.; Ed.S.; Ed.D.; Ph.D.  
Sport & Leisure Service Management – M.S.  
Sport Education Leadership– M.Ed.; M.S.; Ph.D.  
Teacher Education – Ph.D.  
Theatre – M.A.; M.F.A.  
Transportation – M.S.T.  
Water Resources Management – M.S.  
Workforce Education & Development – M.Ed; M.S.

## Graduate and Advanced Graduate Certificate Programs

Addiction Studies (Counselor Education)  
Advanced Graduate Certificate in Accounting (Accounting)  
Graduate Certificate in Accounting (Accounting)  
Graduate Certificate in Management (Management)  
Family Nurse Practitioner (Nursing)  
Finance Graduate Certificate (Finance)  
Forensic Social Work (Social Work)  
Management Information Systems (Management Information)  
Marriage & Family Therapy (Marriage & Family  
Therapy)  
Mental Health Counseling (Counselor Education)  
New Venture Management Graduate Certificate (Management)  
Nonprofit Management (Public Administration)  
Nursing Education Post-Masters Certificate (Nursing)  
Pediatric Nurse Practitioner Certificate (Nursing)  
Public Management (Public Administration)  
Women's Studies (Women's Studies)

# Academic Calendar

## Fall Semester 2009

August	24	Instruction begins.
September	7	Labor Day recess.
October	30	Nevada Day recess.
November	11	Veterans Day recess.
December	26-27	Thanksgiving Day recess.
	7-12	Study Week.
	12	Instruction ends.
	10-15	Final examinations.
	15	Semester ends.
	15	December Commencement.

## Spring Semester 2010

January	11	Instruction begins.
	18	Martin Luther King holiday.
February	15	Washington's Birthday recess.
March	13	Mid-semester.
	29	Spring Break begins.
April	3	Spring Break ends.
	26	Study Week begins.
May	1	Study Week ends.
		Instruction ends.
	8	Semester ends.
	8	Commencement.

## Summer Session 2010 I

May	10	Instruction begins.
	28	Instruction ends.

## Summer Session 2010 II

May	31	Memorial Day Recess
June	1	Instruction begins.
	2	Instruction ends.
July	5	Independence Day recess.
	6	Instruction begins.
	11	Instruction ends.

## Summer Session 2010 III

July	5	Instruction begins.
August	6	Instruction ends.
Fall 2010		
August	23	Instruction begins.
September	6	Labor Day recess.
October	29	Nevada Day recess.
November	11	Veterans Day recess.
	25-26	Thanksgiving recess.
	29	Study Week begins.
December	4	Study Week ends.

4	Instruction ends.
11	Semester ends.

## Spring Semester 2011

January	17	Martin Luther King holiday.
	18	Instruction begins.
February	21	Washington's Birthday Recess.
March	14-19	Spring Break.
May	2-7	Study Week
	7	Instruction ends.
	14	Semester ends.
		Commencement. (TBA)

## Summer Session 2011 I

May	16	Instruction begins.
	30	Memorial Day Recess.
June	1	Instruction ends.

## Summer Session 2011 II

June	6	Instruction begins.
July	4	Independence Day recess.
	9	Instruction ends.

## Summer Session 2011 III

July	11	Instruction begins.
August	13	Instruction ends.

**\*Dates are subject to change**

# UNLV Web Resources

## Graduate College:

<http://graduatecollege.unlv.edu/>

Graduate Study Timeline

<http://graduatecollege.unlv.edu/current/guidance/>

Research and Graduate Studies

<http://research.unlv.edu/>

The Graduate & Professional Student Association

<http://gpsa.unlv.edu/>

## Academic Colleges & Divisions:

Business

<http://business.unlv.edu/>

Education

<http://education.unlv.edu/>

Engineering

<http://engineering.unlv.edu/>

Fine Arts

<http://finearts.unlv.edu/>

Honors

<http://honors.unlv.edu/>

Hotel

<http://hotel.unlv.edu/>

Health Sciences (Division of)

<http://healthsciences.unlv.edu/>

Liberal Arts

<http://liberalarts.unlv.edu/>

Sciences

<http://sciences.unlv.edu/>

Urban Affairs

<http://universitycollege.unlv.edu/>

## Additional Resources, Departments, & Services:

Campus Life

<http://studentaffairs.unlv.edu/units/campuslife/index.html>

Campus Recreation and Wellness Center

<http://srwc.unlv.edu>

Career Services

<http://hire.unlv.edu>

Cashiering and Student Accounts

<http://cashiering.unlv.edu>

Disability Resource Center

<http://studentlife.unlv.edu/disability>

Financial Aid and Scholarships

<http://finaid.unlv.edu/>

International Students and Scholars

<http://studentlife.unlv.edu/international/>

Jean Nidetch Women's Center

<http://womenscenter.unlv.edu>

Library Services

<http://www.library.unlv.edu/>

Office of Student Conduct

<http://studentlife.unlv.edu/judicial/>

Parking Services

<http://parking.unlv.edu>

Rebel Card Services

<http://www.rebelcard.edu>

Registrar's Office

<http://register.unlv.edu/>

Research Centers & Institutes

<http://research.unlv.edu/cli&m/centers-institutes.html>

Student Computing Help Desk

<http://oit.unlv.edu/students>

Student Counseling & Psychological Services

<http://studentlife.unlv.edu/caps/>

Student Diversity Programs & Services

<http://getinvolved.unlv.edu>

Student Health Center

<http://studentlife.unlv.edu/shc/>

Student Union

<http://studentunion.unlv.edu>

UNLV Bookstore

<http://unlv.bnccollege.com>

UNLV Campus Dining

<http://www.unlvdining.org>

Veteran Services

<http://finaid.unlv.edu/veterans/>

Writing Center

<http://writingcenter.unlv.edu>

# About UNLV

The University of Nevada, Las Vegas, located in the vibrant and dynamic city of Las Vegas and surrounded by the Mojave Desert, embraces the traditional values of higher education adapted for the global community of the twenty-first century. UNLV assists students in meeting the intellectual and ethical challenges of responsible citizenship and a full and productive life through opportunities to acquire the knowledge and common experiences that enhance critical thinking, leadership skills, aesthetic sensitivity, and social integrity.

The university provides traditional and professional academic programs for a diverse student body and encourages innovative and interdisciplinary approaches to teaching, learning, and scholarship. UNLV simultaneously engenders collegial relationships and a sense of community among its members. UNLV embraces the interdependence of quality instruction, scholarly pursuits, and substantive involvements in campus and community life. The university offers artistic, cultural, and technical resources and opportunities to the broadest possible community. It promotes research programs and creative activities by students and faculty that respond to the needs of an urban community in a desert environment. UNLV is committed to developing a synergy between professional and liberal studies, between undergraduate education and graduate programs, and between superior teaching and meaningful research. UNLV increasingly is a dynamic resource for, and partner with, the community that it serves.

In its 50-year history, UNLV has undergone an amazing transformation from a small branch college into a thriving urban research institution of 28,000 students and 3,300 faculty and staff.

Along the way, the urban land-grant university has become a dynamic resource for one of the country's fastest-growing and most enterprising cities. UNLV's 332-acre main campus, located on the southern tip of Nevada in a desert valley surrounded by mountains, is home to more than 220 undergraduate, master's, and doctoral degree programs, all accredited by the Northwest Commission on Colleges and Universities.

## UNLV Mission Statement

The University of Nevada, Las Vegas, is a research institution committed to rigorous educational programs and the highest standards of a liberal education. We produce accomplished graduates who are well prepared to enter the work force or to continue their education in graduate and professional programs. Our faculty, students, and staff enthusiastically confront the challenges of economic and cultural diversification, urban growth, social justice, and sustainability. Our commitment to our dynamic region and State centrally influences our research and educational programs, which improves our local communities. Our

commitment to the national and international communities ensures that our research and educational programs engage both traditional and innovative areas of study and global concerns. UNLV's distinctive identity and values permeate a unique institution that brings the best of the world to our region and, in turn, produces knowledge to improve the region and world around us.

- UNLV is committed to and driven by these shared values that will guide our decision making:
- High expectations for student learning and success;
- Discovery through research, scholarship, and creative activity;
- Nurturing equity, diversity, and inclusiveness that promotes respect, support, and empowerment;
- Social, environmental, and economic sustainability;
- Strong, reciprocal, and interdependent relationships between UNLV and the region around us;
- An entrepreneurial, innovative, and unconventional spirit.

## Program Accreditations

All programs at UNLV are accredited by the Northwest Commission on Colleges and Universities (NWCCU). UNLV's international programs are approved by the Council on International Educational Exchange (CIEE). For more accreditation information, visit the UNLV Program Accreditations webpage.

### Accounting

The Association to Advance Collegiate Schools of Business (AACSB)

### Architecture

National Architectural Accrediting Board (AAB)

### Art

National Association of Schools of Art and Design (NASAD)

### Athletic Training

Commission on Accreditation of Athletic Training Education (CAATE)

### Business Administration

The Association to Advance Collegiate Schools of Business (AACSB)

### Computer Science

Accreditation Board for Engineering and Technology (ABET)

### Construction Management

American Council for Construction Education (ACCE)



**Didactic Program in Dietetics**

Commission on Accreditation for Dietetics Education (CADE)

**Dental Medicine**

Commission on Dental Accreditation (CODA)

**Economics**

The Association to Advance Collegiate Schools of Business (AACSB)

**Education**

The National Council for Accreditation of Teacher Education (NCATE)

**Engineering**

Accreditation Board for Engineering and Technology (ABET)

**Gerontology**

Association for Gerontology in Higher Education (AGHE)

**Health Care Administration**

Association of University Programs in Health Administration (AUPHA)

**Health Education**

American Association for Health Education (AAHE)

**Health Physics**

Applied Science Accreditation Commission of the Accreditation Board for Engineering and Technology (ASAC ABET)

**Interior Architecture and Design**

Council for Interior Design Accreditation (CIDA)

**Landscape Architecture**

Landscape Architects Accreditation Council (LAAB)

**Law**

American Bar Association (ABA) (member of AALS)  
Association of American Law Schools

**Marriage and Family Therapy**

Commission on Accreditation for Marriage and Family Therapy Education (COAMFTE)

**Music**

National Association of Schools of Music (NASM)

**Nuclear Medicine**

Joint Review Committee on Educational Programs in Nuclear Medicine Technology (JRCNMT)

**Nursing**

National League for Nursing (NLN)

**Phlebotomy Certificate**

National Accrediting Agency for Clinical Laboratory Sciences (NAACLS)

**Physical Education**

National Association for Sport & Physical Education (NASPE)

**Physical Therapy**

Commission on Accreditation in Physical Therapy Education (CAPTE)

**Psychology (Clinical)**

American Psychological Association (APA)

**Public Administration**

National Association of Schools of Public Affairs and Association (NASPAA)

**Radiography**

Committee on Education in Radiologic Technology (JRCERT)

**Recreation – Professional Golf**

Management Professional Golf Association (PGA)

**Social Work**

Council on Social Work Education (CSWE)

**Theatre**

National Association of Schools of Theatre (NAST)

# Division of Research & Graduate Studies



As Vice President for Research and Graduate Dean, I would like to extend a warm welcome to those interested in graduate study at UNLV. I believe you will find our graduate programs among the best in the country, attracting the best and brightest students nationally and internationally.

Offering nearly 120 graduate degree programs, including 36 doctoral and professional degrees,

UNLV provides wide-ranging and unique areas of study to more than 6,000 graduate and professional students. The UNLV Graduate College seeks to provide its students with the highest quality academic experience, including excellent opportunities for research, scholarship, and creative activity. We pride ourselves on cultivating a campus culture that promotes involvement of graduate students in these activities.

We also seek to identify new and innovative ways to meet graduate students' needs. We provide ample opportunities for financial assistance, offering a wide variety of assistantships, fellowships, and scholarships, and we maintain a customer service orientation in our efforts to meet student needs beyond the classroom and laboratory.

The Graduate College looks forward to working with your academic department to facilitate your education. We are dedicated to enhancing your experience at UNLV and will do our very best to guide you as you pursue graduate study.

Ron Smith, Ph.D.  
Vice President & Graduate Dean  
Division of Research and Graduate Studies

## The UNLV Graduate College

The Graduate College strives to achieve the institutional mission by supporting a wide range of excellent master's and doctoral degree programs in the major areas of human knowledge—the physical sciences, the social sciences, the humanities, and the arts—as well as in professional fields that respond to local, state-wide, and

regional needs. It is clear that our institution's mission of becoming a premier metropolitan research university with academically excellent programs that focus on student needs as well as issues and problems of the local community and state of Nevada rests, in large part, with the direction, growth and quality of UNLV graduate education. This commitment is further supported by the integration of the university's research and graduate program management into the Office of Research and Graduate Studies. This structure strategically links the on-going development of UNLV's research infrastructure with graduate education and directly enhances scholarship opportunities for graduate students.

The Graduate College seeks to support and advance graduate education, including the student learning, the research, scholarly, and creative activities, and the community and institutional services associated with it. The Graduate College is ideally suited to fulfill this purpose and, in this capacity, will assist academic departments and colleges as well as coordinate efforts with student service and administrative offices to meet the needs and interests of graduate students, graduate faculty, and graduate programs; encourage programs and programmatic emphases that meet the challenges of our rapidly growing local population, state, and region as well as the challenges facing the nation and world; articulate a standard of intellectual excellence that pervades university discussions and decisions about matters that affect graduate education; provide university-wide policies and guidance which define good practice in graduate program administration; and bring faculty and students together to encourage intellectual communication, multidisciplinary and interdisciplinary graduate instruction; and cooperative research and artistic projects.

The Graduate College, in all of its policies and actions, must reinforce and encourage that the institution is an intellectual community where students, faculty, and programs with different backgrounds and interests all pursue advanced knowledge and seek improvement of the human condition for the twenty-first century. This shared purpose ultimately defines the most important reason for the existence of a Graduate College and the larger community.

## Equal Opportunity

It has been and will continue to be the policy of the University of Nevada, Las Vegas, to be an equal opportunity institution. All decisions of admissions and employment are based on objective standards that will further the goals of equal opportunity.

The university is committed to assuring that all programs and activities are readily accessible to all eligible persons without regard to their race, color, religion, gender, national origin, ancestry, age, disability, Vietnam-Era and/or disabled veteran status, any protected class under relevant state and federal laws, and, in accordance with university policy, sexual orientation.

Persons having questions regarding university policies relating to nondiscrimination law are encouraged to contact

the Office of Human Resources and Diversity Initiatives, Campus Services Building, room 237 or call (702) 895-3504.

### **Your Graduate School Experience**

The reasons for enrolling in graduate school are as varied as the people who make up the graduate student population. Your decision to seek an advanced degree means you share with other UNLV graduate students a spirit of adventure that comes with discovery—discovery of new information, new skills—and discovery of the depths of your own intellectual abilities. You will also share a capacity for hard work, because graduate study, whatever the subject matter, is difficult. But at the end of the sometimes tedious, oftentimes exhilarating work in your chosen field, you will have the satisfaction of having mastered a body of knowledge that places you in an elite group. Your achievement of a graduate degree will be a beginning, not an end. It will only be the start of your development and a forecast of your potential for future contributions to your chosen area of interest.

The university's advanced degree programs are based on close working relationships between students and faculty. Although most programs can be developed to meet the needs and interests of the individual student, the student must also satisfy all departmental and Graduate College requirements. Therefore, it is important that all students carefully read the appropriate sections of this catalog and stay in close contact with the faculty members in their degree program. Students are responsible for being aware of and observing the policies and regulations stated in the Graduate Catalog.

The Graduate Dean with the advice of the Graduate Council determines policies and procedures of the Graduate College. The Council consists of one delegate from each academic department that sponsors an advanced degree program, and it operates with standing committees. The Graduate and Professional Student Association also has representatives on the Graduate Council. The Graduate Dean and Associate Graduate Dean are ex-officio members of the Graduate Council and each standing committee.

Once enrolled as a student, you will have various responsibilities within the academic community. The conduct of all persons affiliated with the University of Nevada, Las Vegas is governed by the Rules and Disciplinary Procedures for Members of the University Community. This code outlines the responsibilities of students, faculty, staff and administration as well as the rules, sanctions and hearing procedures in effect on the campus. Printed copies of the code are available in the Registrar's Office. The UNLV Student Conduct Code is available through the UNLV Office of Student Conduct.

### **Services for Graduate Students**

The Graduate College offers services to support graduate students in many different areas. In cooperation with various offices at the University of Nevada, Las Vegas, Graduate Student Services seeks to provide information and programs aimed at the unique needs of graduate students.

**Orientation.** Every semester, prior to the beginning of classes, the Graduate College conducts an orientation for new graduate students and Graduate Assistants. Each department and/or program offering a graduate degree provides additional orientation and advising for new students.

**Recruitment.** UNLV is committed to growing selectively, serving the region, and achieving distinction. In recognition of this commitment, the Graduate College seeks to develop, implement, coordinate, and monitor a university-wide graduate recruitment program. Primary goals of this program are to assist the individual graduate programs to identify potential graduate students and to encourage these students to apply and enroll. Also, the Graduate College participates in the UNLV McNair Scholars Program that helps to identify and prepare under represented and minority students for graduate school.

**Thesis and Dissertation Support.** For many programs, the thesis or dissertation represents the culmination of the graduate experience. The Graduate College provides guidance, oversight and direction to graduate students and faculty concerning the policies and procedures for final submission of the thesis or dissertation.

**Professional Development Programs.** The Graduate College works with other campus units to provide a formal, value-added experience for graduate students that will enhance their career development. For example, a Professional Development Program in College Teaching is currently offered in association with the University Teaching and Learning Center to individuals seeking academic careers.

**Student Advising Services.** The advising services provide informal and student-centered issue-resolution services, and general advising advice, to graduate students and prospective graduate students. The office offers guidance, information, and assistance when regular channels have failed to provide graduate students with the information that they need to solve problems or make informed decisions. Note: The office does not provide academic advising; students must consult with the graduate coordinator in their own graduate program, or program of interest, for academic guidance.

### **Graduate and Professional Student Association**

The Graduate & Professional Student Association was formed in 1980 to provide additional opportunities for graduate students to interact, both socially and academically, and to provide a forum for dealing with problems specific to graduate student life. GPSA's primary

goals are to improve the quality of graduate education and to offer graduate student grants for research and other scholarly projects.

Each department on campus has a graduate student representative who communicates all pertinent information concerning the GPSA to his/her constituents. The GPSA has graduate student representation on all standing committees of the Graduate College and participates in at least one community service project each semester.

The GPSA office provides a study and social lounge, a copy service and a computer lab. The office is open year round, all day and some evenings. Meetings are held on the first Monday of every month, and all graduate students are encouraged to attend and participate. For more information contact the GPSA office, Lied Library, Room 3251 or call (702) 895-2261.

## Admission & Registration Information

Admission to the Graduate College at the University of Nevada, Las Vegas is competitive; the minimum standard is evidence of the ability to matriculate in and complete an advanced graduate degree successfully. The rules and criteria established by the Board of Regents, University, Graduate College, and individual graduate programs determine admissibility.

The Graduate College processes applications and supporting materials when received for the semester indicated by the applicant. All application materials must be received by June 15 for fall and November 15 for spring admission (May 1 and October 1, respectively, for international applicants). Application deadlines vary by department, and many graduate programs have different admissions deadlines that applicants must meet to be considered for admission. Students should contact the department where they are seeking admission to get this information.

In consultation with the Graduate College, departments have the right to establish additional admission standards and criteria. It is the responsibility of the applicant to contact the appropriate department for information on additional departmental admission requirements. Please note that applicants must submit admissions materials to both the Graduate College and their graduate program of interest simultaneously in order to apply for admission. The process below describes the Graduate College requirements; please also follow the requirements, guidelines and deadlines of your degree program of interest.

### Admission Requirements

#### *Requirements for Domestic Applicants*

Applicants must meet the following academic requirements:

1. Hold a baccalaureate or advanced graduate degree from a regionally accredited four-year college;
2. Have a minimum overall grade point average of 2.75 (4.00=A) for the bachelor's degree, or a minimum 3.00 GPA (4.00=A) for the last two years of study;
3. A student who has an advanced degree from an accredited college or university with a minimum overall GPA of 3.00 may, at the option of the Graduate Dean and department, be admitted to an advanced degree program with an undergraduate grade point average of at least 2.00 but less than 3.00.

#### *Requirements and Procedures for International Applicants*

International applicants are considered for the Graduate Standing classification only. Besides the admission requirements listed previously, international applicants from countries where English is not the native language, or who did not receive a degree from an institution where English is the language of instruction, must show competency in English. The Graduate College requires a minimum score of 550 (written), or 213 (computerized), or 80 (internet-based) on the Test of English as a Foreign Language (TOEFL), 85 on the Michigan Test, or a 7 band or higher on the International English Language Testing System (IELTS).

Credentials not written in English must be accompanied by an 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. Notarized copies of originals or translations are not considered official.

International applicants must submit a completed Certificate of Finance to the Office of International Students & Scholars, must satisfy the financial eligibility requirements, and receive their Letter of Admission from the Graduate College by July 1 if admitted for fall semester and November 15 if admitted for the spring semester before an I-20 will be issued.

For information concerning matters not related directly to the degree program (housing, fees, etc.), contact the Office of International Students and Scholars. Once admitted, international students must consult with this office and their academic advisor.

#### *Application Procedures for Domestic and International Applicants*

To be considered for admission, prospective students must complete two simultaneous application processes: one in the Graduate College and the other in the department that offers your program of study. The Graduate College requires the same application and admission materials from all prospective graduate students, regardless of department of

interest. Individual academic departments may require satisfactory composite scores on standardized tests, letters of recommendation, a personal statement, portfolio, or any combination of these or other items. Because departmental requirements vary, please refer to your department of interest for specific application requirements and deadlines. To apply to the Graduate College, submit the following admission materials for consideration:

- A completed application: The application is available for you to fill-out online by selecting the “Applying to Graduate School” link on the Graduate College homepage at <http://graduatecollege.unlv.edu>.
- A nonrefundable admission application fee, payable to the Nevada System of Higher Education by check, money order, or online by credit card.

\*Note: Applications and materials will not be processed until the application fee is received. Applicants to multiple UNLV graduate programs must pay the admission application evaluation fee for each application filed. Denied applicants, who later seek admission to the same or other UNLV degree program, are required to pay an additional application fee to cover processing.

- One official transcript from every postsecondary institution the applicant has attended, showing all degrees and coursework, the dates awarded, and extension and correspondence work.

\*Note: Only transcripts sent directly from the institution are considered official. Failure to disclose all course work and/or degrees awarded will result in rescission of admission.

Send Graduate College admission materials to:

University of Nevada, Las Vegas  
Graduate College  
FDH 352 Box 451017  
4505 S. Maryland Parkway,  
Las Vegas, NV 89154-1017

Mailing addresses for specific graduate programs are available on department websites via the Graduate College website. Applicants must submit admission materials to your department of interest by their deadline. Because departmental requirements vary, please be sure to refer to your department of interest for specific application requirements. Many graduate programs require some or all of the following documentation:

- One official transcript from all postsecondary institutions attended, showing all degrees and the dates awarded and extension and correspondence work. Only transcripts sent directly from the institution are considered official. Some departments only require

unofficial transcripts; please check with your department of interest to confirm.

- Letters of recommendation sent by former instructors, employers, or other professionals who can evaluate the applicant’s potential to complete graduate study.
- Resume, portfolio, etc. Some departments may request additional materials (i.e., resume, portfolio, and statement of purpose, writing samples, and the like).
- Standardized test scores. In addition, some departments may require satisfactory composite scores on the Graduate Record Examination (GRE), Graduate Management Admission Test (GMAT), Miller Analogies Test (MAT), or other standardized tests. Information concerning standardized examinations required for admission to the degree program is available from the Student Development Center. Some examinations are given only four or five times a year and require that registration be completed a minimum of six weeks prior to the test date. With the exception of the Miller Analogies Test (MAT), students may take the required tests at other colleges or universities if taking them at UNLV is inconvenient for the applicant.

### **The Admission Process**

1. A Student Admission File is created upon receipt of an admission application and fee. Applications are not processed until the Graduate College receives all required credentials. To avoid processing delays, students must submit the online admission application and fee prior to sending additional materials (i.e., transcripts, test scores, letters of recommendation, etc.). Applicants are responsible for making sure the Graduate College and department receive the appropriate credentials by the required deadlines. All application materials, including transcripts, become the property of the university and may not be released to the applicant or any individual.
2. The Graduate College evaluates the application materials and forwards them to the department for review. Upon review of the materials, the department will make a recommendation to the Dean of the Graduate College for approval. Early submission of all application materials to the Graduate College and department simultaneously, facilitates a more expeditious review process.
3. Applicants will be notified of their admission status on their Apply Yourself page (online). Those accepted to pursue a UNLV graduate degree will receive a Letter of Admission from the Graduate College. The Letter of Admission is an important document that the student should retain.
4. The admission process is completed upon enrollment in graduate-level courses for the specified term and degree program indicated on the Letter of Admission. Failure to enroll or withdraw from all course work, during the

semester of admission will void the Letter of Admission.

\*Note: Occasionally a student may be admitted with deficient undergraduate preparation contingent on the deficiency being corrected by completing one or two undergraduate courses early in the graduate program. Students needing more than two undergraduate courses are advised to consult with the department for a recommendation on which courses they should take to meet the prerequisite admission requirements. These courses will not apply toward the advanced degree. Most College of Education departments require a minimum of 18 undergraduate credit hours in professional education courses. Nevada professional certification may be considered as fulfilling this requirement. To be considered for admission for a future semester, the student must reapply and submit another application processing fee.

### **Transfer Work**

Courses used to fulfill requirements for one degree may not be used toward another degree. For UNLV Non-Degree Seeking graduate students, a maximum of 15 graduate credits taken at UNLV may be applied toward a graduate program. Graduate work with a grade of B or higher (3.00, A=4.00) may be transferable into a degree program subject to departmental and Graduate Dean approval. Grades of B- or lower, and courses graded on a satisfactory pass/fail basis, are not transferable into graduate degree programs. With the department and Graduate College approvals, no more than one-third of the minimum number of credits required for the degree (not including credits for thesis, dissertation, and professional/scholarly papers) may be transferred from an accredited graduate degree granting institution.

### **Second Admission or Readmission to the Graduate College**

Students may apply for a second master's degree (in a different department) or a doctoral degree after completing a master's degree. In these cases, students must submit a new application for admission, the fee, and supporting credentials required by the Graduate College and the new department or program.

The Graduate College issues only two Letters of Admission without earning a degree. If a degree results from the admission, there is no limit to the number of allowable future admissions.

### **Change of Department**

Students are admitted to pursue an advanced degree in a specific department or program. To change to another department or program, students must submit a new application for admission, the required application fee, and all necessary admission credentials to the Graduate College. Upon admission, the student must withdraw in writing from

the original department. Graduate students may not be enrolled in two degree programs simultaneously.

### **Revocation of Admission**

It is assumed 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. To reapply for admission after a revocation, a new application and fee are required. Students should contact the Graduate College to determine what additional materials are needed. Materials from the previous application, such as official transcripts, may be used.

### **Admission Status and Classification of Students**

#### ***Graduate Standing***

Students accepted to pursue a program leading to an advanced degree are classified as having Graduate Standing. The Graduate Standing classification allows students to plan and matriculate in a degree program, to request formation of an advisory committee, and to be assigned or select a faculty advisor, depending on the degree program.

#### ***Graduate Provisional***

Students whose previous academic records are not strong enough to merit Graduate Standing may be granted probationary admission and classified as Graduate Provisional. This classification does not apply to students with deficiencies or insufficient undergraduate credits in the chosen field of study. The Graduate College and the student's department determine placement in this classification.

A provisional student must complete nine credit hours of graduate-level course work selected by the department and listed on the Letter of Admission. The student must complete this course work within one calendar year of admission, with grades of B or higher, (B- grades are unacceptable) before taking additional course work. Failure to complete the required course work in the specified period or a grade less than B (3.00) will automatically cancel the student's admission.

When the Graduate College receives the grades covering the required course work, the student will be given Graduate Standing status. A student may only be admitted as a Graduate Provisional student once.

#### ***Conditional Admission***

A Conditional Admission status may be granted when the applicant must submit additional material before finalizing admission, i.e., a final transcript of course work in progress while applying for admission. Graduate Standing or Graduate Provisional students may also be classified as Conditional Admission. The Letter of Admission will specify which material must be submitted and the date the Graduate College must receive it. Failure to meet the

condition(s) will automatically cancel the student's admission.

### ***Non-Degree Student***

The Non-Degree Student status is assigned to individuals with baccalaureate degrees who wish to take graduate courses but not pursue an advanced degree. Registration for classes as a Non-Degree Student is processed through the Graduate College. Generally, Non-Degree Students may enroll in up to 12 credit hours per semester.

Department faculty are responsible for determining the adequacy of preparation of Non-Degree Students before allowing them to take upper-division or graduate courses which are open to Non-Degree Graduate Students. The student should check with the department about graduate courses accessible to Non-Degree Students. It is the student's responsibility to provide proof of adequate preparation.

A Non-Degree Graduate Student wishing to seek a degree must apply for admission to the Graduate College and pay an application processing fee. Non-Degree Graduate Students may transfer up to fifteen UNLV credits with grades of B or higher into a degree program. Courses taken as a Non-Degree Graduate Student count toward the degree program at the discretion of the graduate coordinator, and/or department chair, and Graduate Dean.

### ***Undergraduates Taking Graduate-Level Courses***

Undergraduates with a minimum 90 semester hours of credit and 3.00 or higher grade point average may enroll in graduate courses. Students in the Honors Program must have a minimum of 45 semester hours of credit and a 3.00 or higher grade point average. The Approval for an Undergraduate to Enroll in 700-level Course Work Form must be completed and necessary signatures obtained and approved by the Graduate College prior to registration. Students may enroll in up to six hours of graduate-level courses during one semester.

***Reserving Courses for Graduate Credit.*** Upon approval, UNLV undergraduates may take 600/700-level course work and reserve the credits earned for possible use in an advanced degree program. Course work reserved for graduate credit may not be used to satisfy baccalaureate degree requirements.

***Graduate Courses for Undergraduate Credit.*** Upon approval, UNLV undergraduates may take 600/700-level course work for use in an undergraduate degree program. Courses used in an undergraduate program may not be applied toward an advanced degree at a later date.

### **Immunization Requirement**

Nevada state law requires all new University of Nevada, Las Vegas graduate students to submit proof of immunization before they may register for classes. New students are

required to provide proof of immunity to remove a registration hold. The Graduate College sends immunization forms along with the admission notification. For further information, contact the Student Health Center at (702) 895-3370.

### **Nevada Residency**

The Dean of the Graduate College determines the Nevada residency of graduate students according Board of Regents regulations and the laws of the State of Nevada. Persons, such as Nevada certified school teachers and Armed Forces personnel stationed in Nevada, are normally accorded residency status. A full statement of the regulations is available online.

### **Registration Policies**

The university outlines specific registration procedures in the Schedule of Classes, which is made available prior to each semester by the Registrar's Office. 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 paying fees after the date and time specified in the schedule may be charged a late fee. An administrative drop may result for nonpayment of fees. The registration or enrollment of a student ineligible to attend the university is subject to immediate cancellation. A full-time graduate student is one who is enrolled in nine or more semester credits or equivalent or six credits for graduate assistants.

### **Adding or Dropping Classes**

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.

### **Dropping/Withdrawing From Classes**

The terms drop and withdraw are used interchangeably. The academic policies and calendar dates for dropping and withdrawing are the same. Drop generally refers to dropping one or more courses during a given semester. Withdrawal generally refers to the act of dropping all courses during a given semester.

A student may drop or withdraw from full semester courses during the free drop period (first ten weeks of the fall or spring semester) without a grade. The instructor must provide a preliminary evaluation of the student's grade before the end of the free drop period. No drops or withdrawals will be permitted after the end of the free drop period as published in the current class schedule (see Grades and Examinations). Refer to the appropriate class schedule for drop dates for special modular courses, short courses, extended education and summer term courses. Students who stop attending class and fail to file an official drop request form with the Registrar will receive a grade of F.

Students who wish to withdraw from all classes must obtain a Withdrawal form from the Registrar's Office, obtain all required signatures, and return the form to the Registrar's Office. The withdrawal is official only after the Registrar's Office accepts it.

A student who has officially dropped a class and who is no longer registered for credit or audit is ineligible for further attendance in that class.

### **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.

### **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.

### **Repeat Policy**

Any course may be repeated, regardless of the grade received. Credit will be allowed only once for successful completion of the course, except for courses designated in the catalog as allowable repeats. 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 suitable notation. For courses repeated prior to February 1971, both the original grade and the repeat grade are included in the grade point average. Students are responsible for providing the Registrar's Office with written notification when a repeat course is completed. Computer-printed grade reports may not initially compensate for repeated courses. Grade point averages, credits attempted, and credits earned will be manually adjusted.

When a course is repeated more than once, only the original grade is omitted in computing the grade point average. 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. However, class standing will not be affected by the results. A student receiving a final grade of 'F' in a course can obtain credit by pre-registering for the course, repeating the class work, and receiving a passing grade.

A failed course cannot be challenged by examination. A failed course does not have to be repeated unless the course is a specific college or department requirement. A student may be allowed to repeat any course once and not have the

original grade computed in the graduation GPA. If a course is repeated more than once, only the original grade is omitted in computing the graduation GPA.

### **Unit of Credit**

The unit of credit, or semester hour, is generally defined as one 50-minute lecture a 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.

### **Course Numbers**

Graduate-level courses are numbered 500-799.

Undergraduate-level courses are numbered 100-499.

### **Symbols**

Numbers separated by a hyphen indicate courses which must be taken in sequence. The first semester is prerequisite for the second, for example, 701-702. Numbers separated by a comma indicate courses which may be taken one without the other, for example (701, 702). Various areas of the same course may be taken for credit. They are indicated by letters, for example A., B., etc.

### **Grading System**

The following symbols are used in reporting and recording student grades:

A	Superior
B	Above Average
C	Average
D	Below Average
F	Failing
AD	Audit
I	Incomplete
S	Satisfactory
X	Hold Grade

Note: Faculty members have the option of using plus (+) and minus (-) for grades of A, B, C, and D. Exception: A+ grades are not given.

### **I or Incomplete Grade**

The following regulations apply to the 'I' or Incomplete grade:

1. The 'I' grade is used for content/lecture type courses designed to be completed within one semester and where the student has failed to complete all of the requirements. The instructor is responsible for determining if the reason for non-completion is satisfactory.
2. An 'I' is given only when a minor part of the course work remains incomplete and the major portion has been completed at a level which is clearly passing.
3. Graduate students receiving an 'I' grade in 500, 600- or 700level courses have one calendar year to complete all course requirements and remove the 'I' grade; however, the instructor may require that it be made up in less time. If course requirements are not completed within



one year, the Registrar's Office will automatically record a grade of 'F'. Students must make up an Incomplete in a 400-level or lower course in one semester.

### ***S or F (Satisfactory or Failing) Grades***

The Satisfactory (S) or Failing (F) mark is used upon completion of the thesis, dissertation, professional paper or for noncredit 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. Additional evidence such as GRE or other advanced test results may also be required. UNLV does not accept graduate courses graded satisfactory/fail for use in a degree program except thesis, dissertation, or professional paper credits.

### ***X (Hold) Grade***

The X grade is restricted to 500-, 600- or 700-level research or clinical practicum courses where the course requirements may extend beyond one semester.

### ***Grade Changes***

A reported grade may be changed because of a clerical error made by the instructor or Registrar. Grade changes require the approval of the Graduate College Dean. Under present university regulations, the Registrar cannot change a grade once six months have passed following issuance of the official student grade report.

### ***Transcripts of Credit***

Official transcripts bear the University Seal, the Registrar's signature, and reflect all academic work attempted at UNLV. Upon written request, the Office of the Registrar will issue official UNLV transcripts. Requests should be made at least one week before the date the transcripts are needed. The Registrar will not issue transcripts for any student having a delinquent indebtedness to the university. In addition, transcripts of work from other institutions will not be issued. Work in progress does not appear on the transcript until the semester or registration period officially ends. Transcripts are not prepared during final examination, grade recording, and registration periods.

## **Academic Policies**

The policies and regulations of the graduate program or department, the Graduate College, the University of Nevada, Las Vegas, and the Board of Regents are subject to review and change. The Graduate College Policy Manual

and the UNLV Student Conduct Code are available by request in the Graduate College and on our website. It is the responsibility of students to know and observe all regulations and procedures relating to their graduate program, the Graduate College, and UNLV. In no case will any regulations be waived or an exception granted based on a plea of ignorance of, or contention that the graduate program, Graduate College, or university did not inform a student of the regulations or procedures. Questions regarding graduate-level study regulations and their interpretation should be addressed to the Graduate College.

### **Academic Integrity**

All members of the UNLV community are dedicated to learning. The university and the graduate college expect nothing less than a high level of scholarly integrity and academic honesty on the part of students, faculty, staff, and administrators.

Quality academic work requires honesty. The UNLV faculty and administration regard any attempt by a student to present as his or her own work that which he or she has not solely produced as a serious offense. Students are considered to have cheated, for example, if they copy the work of another; use unauthorized Note: or other aids during an examination; turn in a paper or an assignment written, in whole or in part, by someone else as their own. Students are guilty of plagiarism, intentional or not, if they copy material from books, magazines, or other sources without identifying and acknowledging the sources, or if they paraphrase ideas from such sources without acknowledging them. Students guilty of, or assisting others in, either cheating or plagiarism on an assignment, quiz, examination, or other scholarly endeavor may receive a grade of 'F' for the course involved, and may be suspended or removed from the program. Additionally, UNLV has established policies regarding research misconduct among students, faculty and staff. Research misconduct pertains to commission of any of the following acts: falsification of data, improper assignment of authorship, claiming another person's work as one's own, unprofessional manipulation of experiments or of research procedures, or misappropriation of research funds. (Adapted from the 1994-95 Graduate Catalog Northern Illinois University).

If a student is deemed by a faculty member to be guilty of academic dishonesty, where applicable, the student may be assigned a failing grade for the corresponding segment of the course or for the entire course. The faculty member or administrator also may initiate disciplinary review under procedures described in the Nevada System of Higher Education document Rules and Disciplinary Procedures for Members of the University Community.

Disciplinary sanction options described therein include warning, probation, suspension, and expulsion or revocation of a degree if a degree has been previously awarded. In all cases the faculty member is responsible for recording the circumstances, notifying the student in writing, and for

giving the student an opportunity to reply. Appeals go to the chair of the student's academic department, academic dean and Graduate Dean.

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 his or her program will be terminated. If any member of the university community is deemed guilty of academic dishonesty, action may be brought under the Rules and Disciplinary Procedures for Members of the University Community. 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.

## **Credit Requirements**

### ***Residence Credit Requirement***

Resident credit means any graduate course that is satisfactorily completed at UNLV, except credits earned by special examination or correspondence courses.

Correspondence study, credit by special examination, or enrollment in another institution within the Nevada System of Higher Education does not constitute an interruption of resident credit.

A minimum of 50 percent of the total credits required to complete the master's, specialist, or doctoral degree not including transferred credits, the thesis, dissertation, or professional paper must be earned at UNLV after admission to a graduate degree program.

### ***Graduate Credit***

All courses numbered 500-799 are considered graduate level. To determine which graduate-level courses will apply to a specific degree, the student must have them approved on a degree program. Prior to having a degree program approved, there is no guarantee that a course will apply toward the degree. To be considered a graduate-level course, the instructor must be a member of the Graduate Faculty. The Graduate College requires a minimum of 50 percent of the degree program semester hours are 700-level courses excluding thesis, dissertation, or professional/scholarly paper. Individual departments may require more than the Graduate College minimum.

Graduate-level courses may not be challenged. Graduate courses which are graded on a satisfactory/fail basis, may not be used in a graduate degree program except for thesis, dissertation, or professional/scholarly paper credits.

### ***Credit toward Degree***

Courses used to fulfill requirements for one degree may not be used toward another degree. No more than three credits of a student's degree program may consist of UNLV

workshop, institute, and conference credits, 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. Experimental, 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.

Credit may be used toward the graduate degree for courses taken while an undergraduate at UNLV only if the course was reserved for graduate credit. See the Admissions section for this information.

### ***Transfer Credit Limitations: Prior to Admission and Enrollment***

Not more than one-third of a student's degree program (not including the thesis, dissertation, or professional/scholarly paper) may be transferred from another university at the time admission is granted. Courses used to fulfill requirements for one degree may not be used to reduce credit hour requirements in another degree program. For UNLV Non-Degree graduate students, a maximum of 15 graduate credits taken at UNLV may be applied toward a graduate degree program.

### ***Transfer Credit Limitations: After Admission and Enrollment***

Once admitted to an advanced degree program, students must obtain prior written consent of the department and the Graduate Dean to take course work elsewhere and use it in their degree program. Such work must be graduate level, graded, and must not be experimental, correspondence, or extended in nature.

The department chair, the graduate coordinator, the academic dean responsible for approving the student's degree program, and the Graduate Dean must approve all credits taken prior to admission or transfer credit. To be considered for use:

1. The work must have been taken at an accredited institution;
2. The work must have been completed with a grade of B or higher (B- is not acceptable);
3. Official transcripts covering the work must be sent directly from the issuing institution to the Graduate College; and
4. The work must be posted to the student's permanent academic record.

Transfer credit is approved only when evidence exists that the work is certifiably graduate level and has not been used in another degree program. The age of the transfer work under consideration, or the year taken, may also be a factor. The student is responsible for providing this evidence. Courses used to fulfill requirements for a previous degree may not be used toward another degree.

After admission, credits (workshops and correspondence courses will not be considered) taken at another institution may be applied toward the degree if prior permission is obtained. Contact the Graduate College for the request form, additional information and the conditions of transfer credits.

### ***Limitation on Credit Load***

The university considers a graduate student taking nine credits per semester as full-time (six credit hours if the student is a graduate assistant). Please note that the number of credits enrolled impacts financial aid. Contact the office of Financial Aid and Scholarships for further information.

Graduate students normally may not take more than 12 credit hours (10 if a graduate assistant) during the fall and spring terms. They may take no more than six credit hours in a single five-week Summer Term and earn no more than a total of 12 credits during the Summer Term (pre, post, and regular five-week sessions combined). Overload petitions are available in the Graduate College office. Petitions must be approved by the Graduate Dean prior to registration.

### ***Grade Point Average***

A candidate for an advanced degree must have an overall grade point average of 3.00 for all graduate program approved courses. The GPA, computed by the Graduate College, includes all completed graduate course work accepted at admission and all subsequently approved course work.

### ***Continuous Enrollment***

After admission to a graduate program, students must register for a minimum of six semester hours each calendar year. Students working on a thesis or dissertation must register for three semester hours of credit each semester (excluding summer), until the document has been completed and has been given final approval. Students who have not registered for academic work within one calendar year will be separated from their program and must reapply for admission should they wish to continue. Exceptions to the above policy, as with a request for a leave of absence, are made only with the approval of the student's advisor, department chairperson or graduate coordinator, academic dean and the Graduate Dean. Any student using the services of the academic staff or university facilities must be registered for the period during which the services are rendered or the facilities are used. Students must be registered during the semester they intend to graduate and/or take final, comprehensive, preliminary, examinations, defend a thesis or dissertation.

### ***Six-Year and Eight-Year Policy***

The Six-Year and Eight-Year Policy applies to all course work, including all approved transfer degree course work. In special circumstances, the student's faculty advisory committee may recommend that the Graduate Dean extend these degree time limits. Each department may establish

shorter periods than those previously discussed contingent upon the approval of the Graduate Dean and inclusion in the Academic Policies section of this catalog.

Students violating the six-year and eight-year policy and/or the continuous enrollment policy are no longer automatically eligible to complete their program under the requirements in place at the time of admission. This decision is left to the discretion of the department. Students are considered making satisfactory progress toward the degree as long as they are completing six degree program credits per calendar year. Students not meeting this requirement will be separated from the Graduate College.

***Master's Degree Students:*** All master's degree requirements must be completed within six years. Course work completed more than six calendar years before the term in which all degree requirements are met may not be used in the degree program.

***Doctoral Degree Students:*** A student beginning a doctoral degree program and holding a master's degree in an appropriate field of study must complete all doctoral degree program requirements within six years. A student beginning a doctoral degree program without a master's degree must complete all requirements for the degree within eight years.

### ***Leave of Absence***

When necessary a student may request approval for a leave of absence from a degree program. During the leave of absence, the student should remain in contact with the department. However, all degree requirements must be completed within the six- and/or eight-year policy as stated previously.

### ***Probation and Separation***

Departments are to review the academic performance of graduate students at the end of each semester and/or academic year. If a department determines that a student is not making satisfactory progress toward the degree, it may request the Graduate Dean separate the student from the college or place the student on probation. The department must provide the student with the specific requirements, including deadlines, which must be completed to be removed from probation. If the Graduate Dean approves the request, the student will be placed on probation. Failure to meet the conditions of the probation will result in separation from the Graduate College.

Failure to make satisfactory progress may include: failure to complete six credits per calendar year toward the degree program; unsatisfactory grades (including Incompletes, grades below a B, or Withdrawals); failure to consult with the advisor when requested; failure to establish a graduate committee; failure to develop an official, approved degree program; failure to establish the groundwork for an acceptable thesis or dissertation; and failure of comprehensive and qualifying examinations.

Students must prove that they are making satisfactory progress. Departments may establish their own benchmarks for progress, consistent with degree program requirements and standards in the field. Satisfactory academic progress also involves maintaining the standards of academic and professional integrity expected in a particular discipline or program. Failure to maintain these standards may result in termination of the student's admission to a graduate degree program.

A UNLV graduate student who has been dismissed for academic reasons is not eligible for admission or re-entry. The student must petition the Graduate College for academic reinstatement.

### **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. However, an administrative drop may be initiated at the discretion of the instructor, who will record the circumstances. The approval of the academic dean offering the course is required. Deadlines for an administrative drop are the same as for a drop initiated by the student and are based on the date received at the Registrar's Office. The student will be notified by the final grade report.

Students have a responsibility to conduct themselves in class and in the libraries in ways that do not interfere with the right of other students to learn or of instructors to teach. Use of electronic devices such as pagers, cellular phones, or recording devices, or other potentially disruptive activities, is permitted only with prior explicit consent of the instructor. The instructor may rescind permission anytime during the course.

If a student does not comply with requirements or obstructs the functioning of the class, the instructor may initiate an administrative drop. The instructor must record the circumstances. The approval of the dean of the college offering the course is required. Before a decision, the dean will consult with the student and other parties as appropriate.

Serious cases of misconduct, as defined by the Rules and Disciplinary Procedures for Members of the University Community, will be referred to the appropriate administrative officer for action.

### **Change of Address**

Any change of address should be reported immediately to the Registrar's Office and the Graduate College. Any correspondence from the university mailed to the last address provided by the student to the Registrar and Graduate College will discharge all university responsibility for notification.

### **Appeals and Procedures**

Appeals are to request reconsideration of a course grade, alleged unfair practice, and relief or waiver from a UNLV and/or Graduate College policy or requirement. Appeals must be filed with the Graduate College Office (FDH 3 09) in a timely manner. The Graduate College must receive grade appeals within 60 calendar days from the last day of the term/semester in question. The Registrar's Office must receive notification to change a grade due to clerical error within 60 calendar days from the last day of the term/semester. Each appeal is reviewed individually and a decision will be based on the merits and documentation provided.

It is the student's responsibility to provide a clear and concisely written statement of the appeal and to provide all relevant documentation to be reviewed. Written appeals must include:

1. UNLV Graduate College Appeal Form as a cover sheet
2. Written Statement of Appeal addressed to the appropriate UNLV administrator
3. 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. If the issue is not resolved between the student and course instructor, a written appeal should first be directed to the Graduate Coordinator of the department in question. If the problem remains unresolved to the student's satisfaction, appeals must be directed in progressive order to the Department Graduate Coordinator, Department Chair, College Dean, then subsequently to the Graduate Dean. The Graduate Dean may act to resolve the problem or request the Graduate College Committee on Faculty and Student Issues to review the problem and make its recommendation to the Graduate Dean. The Graduate Dean will inform the student of the final decision.

Advisors and departments may have varying methods of processing appeals. Your department should be contacted for specific policies and procedures. The Graduate College Graduate Faculty and Student Issues Committee is the designated College Committee to hear certain graduate student and faculty appeals and is composed of graduate faculty a graduate student representative.

### **Waiver of Regulations**

The Graduate Dean will consider a student's written request for waiver of a regulation upon a written recommendation from the student's department and committee chair. The regulation in question must be specified and the reason for the exception clearly stated. The Graduate Dean will notify both the student and the department of the decision.

## **Policies and Procedures on the Protection of Research Subjects**

**Human Subjects:** Graduate students conducting research must adhere to UNLV policies and procedures regarding the use of human subjects. All research projects in which human subjects are involved must be reviewed and approved under the authority of the UNLV Institutional Review Board (IRB), which consists of two committees - Biomedical Sciences Committee and Social and Behavioral Sciences Committee. The IRB is responsible for the development and monitoring of university policy and procedures involving the use of human subjects in research. The provision for the protection of human subjects in research applies to all studies in all locations, whether funded or unfunded, and whether conducted by faculty, students, or staff. It also applies to persons unaffiliated with UNLV, who wish to investigate subjects under the protection of the university. Students should contact the Office of Sponsored Programs to obtain appropriate forms and further information.

**Animal Subjects:** It is university policy that: 1 ) the proper care and management of laboratory animals is essential to the welfare of the animals, to the validity of research data, and to the health and safety of those caring for or using animals; and 2 ) the university will comply with federal and state regulations regarding animal welfare. All animal protocols involving vertebrate animals (including farm animals and wild animals) conducted at, funded through or sponsored by UNLV must be submitted for prior Institutional Animal Care and Use Committee (IACUC) review and periodic review after approval in accordance with university policies and procedures that are required by federal law.

The provision for the protection of animal subjects in research applies to all studies in all locations, whether funded or unfunded, and whether conducted by faculty, students, or staff. It also applies to all studies in all locations, whether funded or unfunded, and whether conducted by faculty, students, or staff. It also applies to persons unaffiliated with UNLV, who wish to investigate subjects under the protection of the university. Students should contact the office of Sponsored Programs to obtain appropriate forms and further information.

### **UNLV Student Computer Use Policy**

Public computer laboratories and mainframe computers are provided as a service to students. Use is a privilege, not a right. Users should be good citizens; they must refrain from doing anything that annoys others or disrupts the educational experiences of their peers. Failure to comply with the regulations below may result in suspension under the NSHE Code, or civil or criminal action under the Nevada Revised Statutes, or federal law. It is a violation of UNLV policy to:

1. Copy any copyrighted software provided by UNLV. It is a criminal offense to copy any software protected by copyright, and UNLV will treat it as such.
2. Use licensed software in a manner inconsistent with the licensing arrangement. Information on licenses is available at the tutor stations or through NSHE Computing Services.
3. Copy, rename, alter, examine, or delete the files or programs of another person or UNLV without permission.
4. Use a computer to annoy others, including, but not limited to, sending offensive messages or knowingly causing a system to crash.
5. Create, disseminate or run a self-replicating program (virus), whether destructive in nature or not.
6. Use a computer for non-university work, such as for a private business or non-UNLV sanctioned club.
7. Tamper with switch settings or do anything that could damage terminals, computers, printers, or other equipment.
8. Collect, read, or destroy output other than your own work without the permission of the owner.
9. Use the computer account of another with or without permission unless it is designated group work.
10. Use software in the lab not owned by UNLV unless the student is the legally licensed owner.
11. Continue to use a computer account after withdrawing from the class for which it was obtained.
12. Access or attempt to access a host computer, either at UNLV or through a network, without the owner's permission, and/or through use of log-in information belonging to another person.

### **Student Use of Hazardous Materials**

Certain courses may require students to work with potentially hazardous materials in the lab, darkroom, or workshop. Instructors will provide instructions regarding the safe handling of all materials. Questions should be directed to the specific academic department or instructor.

## **Degree Progression Policies & Procedures**

Degree requirements are usually completed under the policies and regulations listed in the Graduate Catalog in effect at the time of admission. However, and with departmental and Graduate College approval, the Graduate Catalog in effect during the semester in which degree requirements are completed may be used. All students seeking an advanced degree must adhere to the regulations discussed in this section. With Graduate College approval, departments may have additional specific degree

requirements that students must meet to receive an advanced degree.

### **Forms**

All students are responsible for submitting the proper forms to the Graduate College as he or she progresses through their degree program. Failure to do so may cause a delay in the student's graduation.

### **The Advisor**

Students are assigned an advisor by their graduate program at the time of admission into the Graduate College. The advisor is typically selected by the department from among its Graduate Faculty; after which, if required by degree program, it is the responsibility of the student to personally select an advisor to serve as chair of his or her advisory committee. At any time after admission, a student may request a change of advisor and, upon departmental recommendation and Graduate College approval, the advisor will be changed.

### **The Advisory Committee**

The advisory committee is responsible for guiding the student through the graduate program, assisting with the thesis or dissertation (if required), and administering the final examination. 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 members of the committee should have expertise in the student's area of concentration. Generally, four Graduate Faculty members comprise an advisory committee: three from the student's department and one graduate faculty member from another department to serve as the Graduate College representative. One of the three graduate faculty members from the department serves as the student's advisor and committee chair. The Graduate College must approve the Graduate College representative suggested by the student and advisor to serve on the committee. Occasionally, it is permissible for an additional graduate faculty member(s) to be placed on the committee. This exception requires the approval of the Graduate Dean. Master's and doctoral students must submit the Appointment of Advisory Committee form to the Graduate College before establishing the degree program.

### **The Degree Program**

Students, with their advisor and advisory committee, must prepare a proposed graduate degree program. This degree program, which outlines the courses the student will complete for the degree, should be thoughtfully prepared. The degree program of study must comply with the regulations of the graduate program or department, Graduate College, and university. The degree program requires the approvals of the student, advisor, the graduate coordinator, the appropriate academic dean, and the Graduate Dean.

For master's students, the proposed graduate degree program must be submitted to the Graduate College prior to students completing 16 credit hours of work toward the degree. If students request that 12 or more credit hours taken prior to admission be considered for use toward the degree, the program must be submitted to the Graduate College by the sixth week of the first semester of enrollment. Doctoral students must submit the proposed graduate degree program by the end of the third semester of enrollment. By recommendation of a student's department, limited changes in the degree program may be made with Graduate College approval.

### **Final Research/Creative Documents**

The most important component of graduate education is the student's culminating experience. This generally takes the form a final scholarly research project, a professional paper, a course, an exam and sometimes a defense. The culminating experience demonstrates the student's mastery of their research, scholarship, creative abilities, and/or written communication skills in the chosen discipline. The final document is intended to benefit the student, the academic discipline or profession, and sometimes, society.

Final documents, including theses, dissertations, professional or scholarly papers, and projects must meet acceptable standards of the given profession. Theses and dissertations must also meet Graduate College standards according to *The Guide to Preparing & 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.

Students required to complete and defend a final research or creative document must submit the Prospectus Approval Form to the Graduate College along with a brief written statement describing the content of the document. The Graduate College requires students working on a final research or creative document to register for three semester hours of credit each semester (excluding summer) until the document has been completed and has been given final approval. Students should contact the department to determine which document is required to complete their degree program.

### **Thesis and Dissertation**

Some departments require a thesis, or offer the option of a thesis, for the master's degree. All academic doctoral programs require a dissertation. Students must submit the Prospectus Approval form to the Graduate College at the same time the degree program is submitted for master's students and to advance to candidacy for doctoral students. The thesis or dissertation should demonstrate the student's ability to select a specific problem or topic, to assemble pertinent and necessary data, to do original research, to organize ideas and data acceptably, and to prepare a written report in clear and effective English. *The Guide to Preparing & Submitting a Thesis or Dissertation* is available on the

Graduate College website. Students must follow the instructions in the guide. Matters of form with respect to capitalization, abbreviation, quotations, footNote: and bibliography should conform to the discipline's standards. Departments will advise the student on which style manual is appropriate.

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 twelve. A grade is not reported for thesis or dissertation credits. When the final copy of the thesis/dissertation are submitted electronically to the Graduate College and approved by the Graduate Dean, the title of the thesis/dissertation is posted on the student's transcript with the number of credits given. Unless approved for a leave of absence, a student must register for a minimum of three thesis/dissertation or non-thesis/dissertation credits each semester (summer excluded) until the thesis or dissertation is completed, submitted to the Graduate College, and the student graduates. However, students intending to complete, defend, submit a thesis or dissertation to the Graduate College, and/or graduate during the summer term, must be registered for a minimum of three credits. It is strongly suggested 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 final typing. The completed, unbound work must be resubmitted to the committee at least one week prior to the final examination. The Graduate College must approve all theses and dissertations for final electronic submission. It is recommended that an initial format check be performed by the Graduate College by the eighth week of the semester the student intends to graduate. Upon approval, the thesis or dissertation must be submitted electronically to the Graduate College not later than two weeks prior to the end of instruction of the term the student intends to graduate. All members of the advisory committee must approve the thesis or dissertation for submission to the Graduate College. The Graduate Dean only can give permission for an extension of this deadline.

In rare circumstances a student may be permitted to complete the thesis or dissertation away from campus. After considerable progress has been made in collecting data and outlining the work, the student may petition to complete the thesis or dissertation in absentia, waiving the registration requirement. If the petition is approved, the advisor and Graduate Dean along with the student will determine the requirements for completion of the work.

### **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 & Submitting a Thesis or Dissertation* available in the Graduate College 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 courses or have other requirements. Please check with your department for detailed guidelines.

### **Graduate Program Examinations**

There are three major examinations which students may be required to pass in order to complete a graduate program. The following descriptions are general and may be used interchangeably by departments or programs. For the application of these terms and their use by a particular department or graduate program, refer to the appropriate section of this catalog.

#### **Qualifying Examinations**

Some departments may require doctoral students to take a qualifying examination as part of the admission screening process or for diagnostic purposes shortly after admission. The examination may be written, oral, or both.

#### **Comprehensive and Final Examinations**

Most graduate degree programs require students to successfully complete one or more comprehensive 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, the comprehensive, or preliminary, examinations are generally taken after all course work, other than dissertation credits, has been completed and before advancing to candidacy. The examination is intended to test the student's knowledge of the area of specialization and may be written, oral, or both at the discretion of the department. If the examination is written, members of the advisory committee may submit questions, all must read the questions in advance, and all must read and evaluate the student's answers. If oral, all members of the advisory committee must be present and may question the student.

The comprehensive, final, or preliminary examination must be administered at least three weeks before the last day of instruction of any given semester or term. Students must be enrolled for at least one graduate-level credit during the semester or term the comprehensive or preliminary examination is taken. For comprehensive and final examination requirements, contact the department or refer to the appropriate section of this catalog. In the examination, the student must be able to demonstrate a comprehensive understanding of a broad field of study and a detailed understanding of one or more specialized fields of expertise. The advisory committee must unanimously pass the student.

If the committee votes unanimously to fail the student or the vote is not unanimous to pass, the student, in consultation with his/her advisor, may request the committee to administer a second examination. The student must wait at least three months before taking the second examination. The advisory committee must provide formal documentation to the student clearly indicating its decision.

### **Oral Defense**

Graduate students completing a thesis or dissertation are required to demonstrate their ability to select a specific problem or topic, to assemble pertinent and necessary data, to do original research, to organize ideas and data acceptably, and to prepare a written report in clear and effective English. This demonstration takes the form of an oral defense of the finished document. For some master's and specialist students, completing a professional/scholarly paper or project an oral defense may be required. All members of the advisory committee must be present and may question the student.

The oral defense must be held at least three weeks before the last day of instruction in the term in which the student plans to complete the degree requirements. It may be conducted before that term only with the Graduate Dean's permission. Students must be enrolled during the term the oral defense is conducted.

Satisfactory performance on a final examination will consist of a presentation and defense of the student's original thesis or dissertation research. At a minimum, the defense consists of an oral presentation to university graduate faculty and a closed deliberation and vote by the advisory committee. The oral presentation will be open to UNLV Graduate Faculty, graduate students, relevant administrators, and invited guests. The invited guests must be approved by the advisory committee chair prior to the defense.

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.

The Graduate College must be notified not less than two weeks in advance of the examination. A public announcement regarding an oral defense must be made to the appropriate department's graduate faculty a minimum of seven (7) days prior to the oral defense.

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. The advisory committee must unanimously pass the student. If the committee votes unanimously to fail the student or the vote is not unanimous to pass, the student, in

consultation with his/ her advisor, may request the committee to administer a second examination. The student must wait at least three months before taking the second examination. The department may require additional course work, substantial reworking of the thesis, dissertation, or professional/scholarly paper or project or whatever is believed necessary to prepare the student for the second examination. The Graduate College will not approve third examination requests.

### **Advancement to Candidacy**

The Graduate College designates the advancement to candidacy status for doctoral students only. Doctoral students are advanced to candidacy upon successful completion of all course work, passing the comprehensive examination, and completing the dissertation prospectus. The date of advancement is recorded on the students' official UNLV transcript.

### **Graduation Procedures**

#### ***Application for Graduation***

Students are responsible for applying for graduation by the semester deadline. Doing so triggers your graduate evaluator to review your file and make sure that everything is in order for you to graduate. The graduation application is available for downloading on the Graduate College website. The application form must be signed and returned to the Graduate College by the deadline posted on the Graduate College website. Applications for graduation will not be processed unless all required forms and documents have been submitted to the Graduate College including degree program, and if required the prospectus approval, appointment of advisory committee, and for doctoral students the advancement to candidacy form. If students do not complete the degree requirements in the term anticipated, it is expected that they will do so in the next regular term (summer excluded). A new application for graduation must be filed, and an additional diploma fee will be charged. In addition, students must be enrolled in a minimum of 3 credits during the term they apply for and expect to graduate.

#### ***Granting of Degrees***

Degrees are awarded three times a year in May, December, and August. Students must be enrolled in a minimum of 3 credits during the term they intend to graduate. When students apply for graduation, the Graduate College reviews the degree program. The Graduate Dean certifies that they 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 are later discovered.



### **Commencement**

Students may not participate in commencement prior to completion of all degree program requirements. Commencement is held twice a year in May and December. August graduates may participate in the December commencement following the completion of degree requirements.

## **Tuition & Fees**

Fees: All fees assessed by the university are subject to change by the Board of Regents. Every effort is made to keep fees low as possible while rendering the desired level of service. Nonresident fees are calculated to cover a major part of the direct cost of instruction.

### **Graduate Tuition and Fees\***

\*The fees listed below are applicable to Fall 2009 and Spring 2010.

Graduate Per Credit Hour Fee	\$217.25
Non-Resident Graduate Fees:	
1-6 credits	\$457.25 per credit hour
7 or more credits	\$6170.00 per semester +\$217.75 graduate per credit hour fee
Good Neighbor Graduate Fee	\$457.25 per credit hour
Other Fees	
Graduate and Professional Student Association	\$18.00 per semester
International Education	\$2.00 per semester
Rebel Recycling	\$1.00 per semester
Student Health	\$70.00 per semester
Technology	\$4.00 per credit hour
Student Life Facilities	\$173.00 per semester for 4 or more credits
International Student (international students only)	\$145.00 per semester
Integrate	\$3.00 per credit
New Graduate Student Orientation	\$35.00

### **Nonresident Tuition**

Students who are not Nevada residents must pay a nonresident tuition fee in addition to the per credit hour fees per semester. Nonresident students taking less than seven credits should contact the Admissions Office for up-to-date fee information. Students eligible under Good Neighbor regulations pay a reduced nonresident tuition fee in addition to the per credit hour registration fee per semester.

### **Audit Fee**

The fee for audit is the same as the fee for registering for credit. The equivalent credits of an audit course are considered in determining if the student is assessed out-of-state tuition.

### **Nevada Residency for Tuition Purposes**

#### **Residency Decisions**

The Board of Regents establishes Nevada residency for tuition purposes regulations. For admitted degree-seeking graduate students, residency status is determined at the time of admission to a degree-seeking program and is indicated in the 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 the residency status is not "Nevada," out-of-state tuition will be assessed. Residency decisions are made during the application process and will be posted on the admission acceptance letter.

#### **Qualifying for Nevada Residency**

The following categories qualify for Nevada resident status:

1. A member of the Armed Forces of the United States
2. Full-time licensed personnel employed by a public school district in Nevada
3. A teacher who is currently employed full time in Nevada
4. A professional or classified employee of the University and Community College System of Nevada
5. Company relocation (also applies to spouse and children)
6. Family relocation to the state
7. Millennium scholarship recipients
8. A student who has lived in the state for a period of 12 months

#### **Applying for Nevada Residency**

To apply for residency, download and complete the Residency Application and include photocopies of supporting documents. Mail or fax documentation to the Office of Admissions by the application deadline listed in the Academic Calendar and Registration Guide. Residency review for fall applications begins June 1; spring review begins Nov. 1.

#### **Good Neighbor Regulations for Reduced Nonresident Tuition**

Students who claim residence for at least 12 months in a qualifying Arizona or California county, or graduates from a high school or community college in a qualifying Arizona or California county may be eligible to attend the university at a reduced tuition cost. Those claiming residency for 12 months must have maintained legal bona fide residence for

at least 12 consecutive months prior to the first day of the semester in which enrollment is sought. Applications are available online or in the Graduate College. Requests for Good Neighbor status must be filed by the close of late registration for the semester in which the student has applied for admission. Any student who enrolls under this policy shall not be eligible for reclassification as a resident student unless the student has subsequently enrolled as a non-Good Neighbor nonresident for the period of one year, or did not enroll in an Nevada System of Higher Education institution for at least 12 months immediately prior to the date of application for reclassification to resident student status.

**Approved Good Neighbor Counties:**

Alpine  
El Dorado  
Inyo  
Lassen  
Modoc  
Mono  
Nevada  
Placer  
Plumas  
San Bernardino  
Sierra Counties

**Special Fees and Charges**

An application fee of \$60 (domestic) is charged to any person applying for admission. It is not refundable or applicable to any other fee. International applicants must pay an additional \$15 evaluation fee (\$75.00 total). Special charges may be made according to current costs for the following:

- a. Courses requiring equipment, facilities or materials not available on the campus, i.e., golf and certain field courses.
  - b. Courses requiring use of high technology equipment, e.g., computer courses or health profession courses.
  - c. Private instruction in music and similar arts
  - d. Noncredit courses, conferences, workshops, postgraduate professional seminars and similar educational offerings.
  - e. Courses requiring field trips or travel.
  - f. Personal expenses incurred by students in connection with field trips.
  - g. Lab and computer usage fees.
3. The following fees are either assessed or identified at registration.
- a. A late registration fee of \$25 per day to a maximum of \$250 is assessed to students who do not complete registration by the date designated. Summer Term students are assessed a late registration fee of \$25 per day until the end of the late registration period for that Summer Session. In case the time designated for registration is not adequate, the Registrar may defer the assessment of this fee for one day.

- b. 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 is assessed for any check returned unpaid by a bank. The check must be made good within 10 days or it will be turned over to a collection agency, and the student will be liable for all collection costs and any other related costs. 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.
- c. A graduation fee of \$50 will be billed to the student's account after the application for graduation is filed in the Graduate College. If a student fails to meet graduation requirements after a diploma has been ordered, \$2.50 of the fee is forfeited.
- d. Late application for graduation, \$20.
- e. A fee of \$55 for Master Thesis publication and \$65 for Doctoral Dissertation publication will be billed to the student's account after the application for graduation is filed.

**Student Health Fee**

The Student Health program fees for Fall, Spring, and Summer semester classes are not to be confused with the voluntary Student Health Insurance plan. Program fees support various services offered by the Student Wellness Cluster.

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 or coordination of health needs for students; provides student counseling and psychological services; and includes the Jean Nidetch Women's Center.

**Group Health and Accident Insurance Fee**

The Student Health Insurance plan is available to students formally admitted and currently enrolled taking six or more undergraduate credits or graduate students taking three or more credit hours. This plan is not to be confused with the student health program fee that all registered students pay for fall, spring, and summer sessions.

The Student Health Insurance provides services beyond those available through the Student Health Center for eligible on and off campus medical services. You may sign up for the Student Health Insurance by picking up an enrollment packet at the Student Health Center or Bursar's Office prior to the beginning of Fall, Spring, and Summer sessions or by accessing the web.

### **Grants-in-Aid**

Each student is expected to pay all assessed fees on registration day unless a grant-in-aid is secured prior to registration day. Students are responsible to pay their portion on time. Late fees and/or withdrawal may be initiated for a student's portion and/or reported to a credit bureau. Legal proceedings may be initiated for any default accounts receivable.

### **Delinquent Accounts**

A student or former student having a delinquent account receivable or an overdue student loan of any amount with any division of the Nevada System of Higher Education shall not be permitted to register, receive any type of transcript of records, grades, diploma or certificate or obtain services from any division. The university reserves the right to refer any delinquent account to a collection agency and/or report to a credit bureau. Legal proceedings may be initiated for any delinquent account.

### **Deferred Payment Option**

Deferred payment is available to students who are registered for seven credits or more and are not receiving any sort of financial aid, grant-in-aid, etc. There is a \$20.00 service charge for all deferred fee payment plans. The \$20.00 service charge plus 50 percent of the per credit fee, nonresident tuition (if applicable), and 100 percent of special fees are due by the first installment date. Second installment is due by Friday of the fourth week of instruction. Failure to pay the second half of the deferred payment on schedule will 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 in full at registration or be on an approved deferred payment to be considered enrolled for the semester. All unapproved accounts will be disenrolled. No exceptions. 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 who withdraw from the university receive a refund of fees according to the schedule below, which is subject to change by the Board of Regents. All requests for exception to the refund policy for extraordinary circumstances must be made to Student Enrollment Services or the Fee Appeal Committee. An appeal form is available at Student Enrollment Services, Cashier's Office or the Bursar's Office website.

1. For all UNLV students, including auditors, for net credit load reductions and withdrawals from the university, the refund policy is as follows:
  - A. **WITHIN THE FIRST WEEK OF INSTRUCTION.**

100 percent credit of all fees.

B. **AFTER THE FIRST WEEK OF THE INSTRUCTIONAL PERIOD OF A REGULAR TERM.**

\*50 percent credit for total withdrawals from all courses until the end of the sixth week. No credit for total withdrawals after the end of the sixth week.

\* 0 percent credit for partial withdrawals.

2. For all UNLV students, including auditors, for net credit load reductions and withdrawals from the university during the Summer Term, the refund policy is as follows:
  - A. Courses dropped prior to the first day of the instructional period will receive a 100 percent credit.
  - B. Courses dropped within the first 20 percent of the course period, as defined by Student Enrollment Services, will receive a 50 percent credit.
  - C. There will be no credit for courses dropped after 20 percent of the course period has passed.
3. No credit shall be made for health and accident insurance premiums.
4. Modular courses follow different refund policies than stated above. Inquire at Student Enrollment Services for details regarding a particular modular course's refund policy.
5. Upon written approval of the Vice President for Student Life, a full refund of all registration fees and tuition shall be given upon official withdrawal at any time during the first eight weeks of the semester in the following circumstances:
  - A. Induction of the student into the U.S. Armed Forces;
  - B. Death of a parent, spouse, child or legal guardian of the student; or
  - C. Death of a student.
  - D. No refund is made if withdrawal is after eight weeks, regardless of the circumstances. All refunds are made by check.
6. In most cases, federal regulations require that refunds for students receiving financial aid must be refunded back to the financial aid program rather than the student. For information about exemptions to this policy, please contact Student Financial Services. Dropping below full time for students on financial aid may invalidate eligibility for financial aid. Students may owe UNLV for financial aid refunds.

### **Room and Board Refund**

Students withdrawing from the residence hall will receive refunds according to the terms and conditions of the residence and dining hall contract.

# Financial Assistance

The University of Nevada, Las Vegas 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.

## Student Financial Services

The University of Nevada, Las Vegas 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. Financial Aid Administrators are available to discuss the variety of resources available and to assist graduate students in the application process. For further information, contact Graduate Student Financial Services at (702) 895-5569 and UNLV Student Financial Services, located in the Student Services Complex, at (702) 895-3424. The Graduate Student Financial Services office is located in the Graduate College on the 3rd floor of the Flora Dungan Humanities Building.

## Federal Loan Programs

### *Federal Perkins Loans*

A Federal Perkins loan is a low-interest (5 percent) loan available to graduate students that is made through the university. Actual award amounts depend on federal and institutional funding levels. Preference is given to those applicants who are attending at least half time and have the greatest financial need. The total amount awarded is determined by financial need.

Application must be made with the FAFSA, which must be mailed to the federal processing center by February 1. Priority is given to those with the greatest need whose

federal financial aid information is received by UNLV before the priority filing date.

### *Federal Direct Stafford Loans*

Direct Stafford loans are low interest loans to assist you in paying for your college education. The interest rate is variable and set annually, not to exceed 8.25 percent. You may call Student Financial Services or contact the Federal Aid Information number at 1-800-433-3243 for the current interest rate. Your loans may assist you in meeting your tuition and or living expenses. You do not have to start repaying them until you drop below half-time enrollment, withdraw completely from school, or graduate.

There are two types of Stafford loans:

- a. The Federal Direct Subsidized Stafford Loan is based on financial need. Interest on this loan is paid by Federal taxpayers while you are in school attending at least half-time.
- b. The Federal Unsubsidized Loan is available to students regardless of financial need. You will be charged interest from the time the loan is disbursed until it is paid in full.

## Graduate Assistantships

A number of state-supported and extramurally funded graduate assistantships are available. The most important regulations governing these positions are:

1. Applications must be sent to the department which you are seeking employment no later than March 1 proceeding 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 November 15th.
2. Application forms are available from the Graduate College Office and on our website.
3. 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.
4. Currently, a graduate assistantship carries with it a stipend paid monthly for the academic year. This stipend may vary for extramurally funded assistantships. Tuition waivers are also included with the assistantship. These waivers are approved only for work directly related to the student's degree program (courses numbered 500 and approved for graduate credit and 700-level courses). This waiver covers a significant portion of the per credit hour fee. The tuition waiver covers the full amount of out-of-state tuition. Tuition waiver amounts may vary or extramurally funded assistantships.
5. Graduate assistantships are not generally available during Summer Term. However, tuition waivers are available for Summer Term before and after a contract year has been completed. Tuition waivers are not

available for undergraduate or audited courses. The above policies may differ for extramurally funded assistantships.

6. Graduate assistants must have graduate standing status at the time they begin their assistantships.
7. International students whose graduate assistantship includes instructional duties (lecture, discussion groups, laboratory supervision, tutoring) must have received a successful grade on the Test of Spoken English (TSE) prior to assuming these instructional duties.
8. Graduate assistants must carry a minimum of six semester hours of graduate credit per semester. To carry more than twelve semester hours of credit, the department chair, academic dean, and the Graduate Dean must approve an Overload Petition.
9. Graduate assistants are expected to spend on the average 20 hours per week on departmental duties in either instruction and/or research.
10. Graduate assistants may not accept employment on or off campus without written permission from their faculty advisor, department chair, and Graduate College Dean. Graduate assistants are normally prohibited from being employed for more than 10 hours per week beyond their assistantship.
11. 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 commencement of classes both fall and spring semester. Exceptions to this statement may be negotiated at the time of employment; however, both parties must agree to the arrangement and approval must be obtained from the Chairperson, Academic Dean and Graduate Dean.
12. New graduate assistants are expected, as part of their contract obligation, to attend the Graduate Assistant Teacher Training and General Orientation Sessions that are offered at the beginning of each fall semester.
13. Graduate assistantships will be terminated if the student does not satisfactorily perform assigned duties. Assistantships will 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.
14. Offers of assistantships, whether state-supported or extramurally funded, are valid only if they come from the Graduate College Dean.

### **Graduate Scholarships and Fellowships**

Updates on fellowship and scholarship information are available on the Graduate College website.

### ***For New Students: McNair Post-Baccalaureate Scholarships***

McNair Post-Baccalaureate Scholarships, administered by the Graduate College, are awarded in open competition to first-year graduate students who participated in a McNair Scholars program at UNLV or at another institution as an undergraduate.

To be considered, applicants must:

1. Have an undergraduate GPA of 3.0 and graduate standing status at the time the scholarship begins.
2. Enroll in a minimum of nine credit hours for two consecutive semesters.

***For Current Students:*** The following fellowships and scholarships are only available to graduate students already admitted to the Graduate College.

### **President's Graduate Fellowships**

The President's Graduate Fellowships are provided through funding from the UNLV Foundation as directed by UNLV's president for the research support of doctoral students. Up to three awards are given annually, each offering a fellowship package including a stipend, tuition (up to 12 credits), fees, and health benefit totaling \$24,000.

Nominees must:

- Be doctoral students working primarily on the dissertation.
- Have a minimum graduate GPA of 3.5.
- Hold full-time student status (at least nine graduate credits) in each semester of the fellowship year.

Nominations must be submitted through department chairs. (Only one letter of nomination may be submitted from each department.)

### **Barrick Graduate Fellowships**

Barrick Graduate Fellowships were established by an endowment from philanthropist Marjorie Barrick. They are given to outstanding doctoral students who have demonstrated excellent scholarship during their graduate study at UNLV. Two awards are given, each offering a \$14,000 fellowship with full fees paid (up to 12 credits), including all out-of-state tuition, if applicable.

Applicants must:

- Be a doctoral-level student.
- Have completed at least 24 credits of doctoral study (at the time of application).
- Have a minimum graduate GPA of 3.5.
- Enroll as a full-time graduate student (at least nine graduate credits) in each semester of the fellowship year in order to devote maximum effort to doctoral study. Criteria for selection will also include demonstrated excellence in research.

## Scholarships

**Alumni Association Scholarships** are awarded to outstanding master's students who received their undergraduate degrees from UNLV. Three awards are given, each offering a \$1,000 scholarship for the academic year.

Applicants must:

- Be a master's-level or specialist student.
- Have completed at least 12 credits of graduate study at UNLV (by the end of the current spring semester).
- Have minimum UNLV undergraduate and graduate GPAs of 3.5.
- Enroll in six or more graduate credits in each semester of the scholarship year.
- Hold an undergraduate degree from UNLV.

**James F. Adams/GPSA Scholarships.** The UNLV Graduate & Professional Student Association established these scholarships in honor of Dr. James F. Adams, former dean of the Graduate College (1980-85), to recognize academic achievement of master's-level students. Six awards are given, each offering a \$1,000 scholarship.

Applicants must:

- Be a master's-level or specialist student.
- Have completed at least 12 credits of graduate study at UNLV (by the end of the current spring semester).
- Have a minimum graduate GPA of 3.5.
- Enroll in six or more credits in each semester of the scholarship year.

**Summer Session Scholarships** are designed to enable summer study for doctoral students, however excellent master's and specialist's students may be considered. Ten awards are given, each offering a \$2,000 scholarship during the summer.

Applicants must:

- Have completed at least 12 credits of graduate study at UNLV (at the time of application).
- Have a minimum graduate GPA of 3.0.
- Enroll in six credits in any one or combination of summer sessions.

Criteria for selection will include summer plans for conducting dissertation or thesis research.

## Employment

**On-Campus Employment.** Several campus departments and offices employ students in a variety of positions. These jobs can be viewed on the Student Financial Services 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 Student Financial Services website. In addition to job listings, the JLD Program sponsors biannual Job Fairs where employers from businesses, government agencies, and hospitals, to name a few, come to campus to discuss part-time employment opportunities.

**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 qualify for a Federal Work Study job, applicants must meet the eligibility requirements of the federal financial aid programs. One requirement, financial need, is determined by Student Financial Services and based on income and asset information entered on the Free Application for Federal Student Aid (FAFSA) application.

Funds are limited. Therefore, applicants must mail the completed FAFSA application to the federal processing center by February 1. Questions concerning the eligibility requirements or application process may be directed to Student Financial Services, second floor, Student Services Complex.

# William F. Harrah College of Hotel Administration

Graduate education in the William F. Harrah College of Hotel Administration is a personalized experience. There is no better place to learn about the hospitality and leisure services profession than the entertainment capital of the world - Las Vegas. Here we have a living laboratory of more than 133,000 hotel rooms, hundreds of restaurants, resorts, sporting events, conventions, trade shows, and leisure and recreation facilities, programs and services. Is the perfect complement to your education. If you are interested in a post-graduate degree that will advance your career or prepare you to teach others about the hospitality industry, this is the place for you. We offer master's degrees in Hotel Administration, and Sports and Leisure Service Management, plus a dual M.S. in Hotel Administration and MBA or MIS degrees. We also have an executive master's degree and a Ph.D. in Hospitality Administration. Our internationally recognized diverse faculty members are willing to work with you to create an academic program that meets your unique needs.

#### ***Stuart H. Mann, Dean***

(1998), Professor; B.S., University of Illinois; M.S., Ph.D., Case Western Reserve University.

#### **Director of Graduate Studies**

Brewer, Kathleen Pearl

(1993), Professor; B.S., M.S., Ph.D., Purdue University.

#### **Graduate Coordinators**

Ph.D. Program: Bai, Bill

(2001), Associate Professor; B.A., Nankai University; M.Phil., Hong Kong Polytechnic University; M.S., Ph.D., Purdue University.

#### **M.S., Hotel Administration Program: Love, Curtis C.**

(1998), Associate Professor; B.S., University of Southern Mississippi; M.A., Ph.D., University of Alabama.

#### **M.S., Sport and Leisure Service Management: Busser, James A.**

(1987), Professor; B.S., Illinois State University; M.S., Ph.D., University of Illinois at Champaign-Urbana.

#### **Executive M.H.A. Program: Sammons, Gail**

(1996) B.S., Professor; North Dakota State University; M.S., University of Nevada, Las Vegas; Ph.D., Pennsylvania State University.

**Dual Programs: Mayer, Karl**

(2001) Associate Professor; B.S., University of Wisconsin-Madison; M.S., Columbia University; M.B.A., Harvard University; Ph.D., University of Nevada, Las Vegas.

**Graduate Faculty**

Bai, Bill

(2001), Associate Professor; B.A., Nankai University; M.Phil., Hong Kong Polytechnic University; M.S., Ph.D., Purdue University.

Baloglu, Seyhmus

(1996), Professor; B.S., Cukurova University; M.B.A., Hawaii Pacific University; Ph.D., Virginia Polytechnic Institute and State University.

Barrie, Elizabeth

(2008), Assistant Professor; B.A. University of Michigan; M.S., Ph.D., Indiana University.

Berghel, Hal

(1999), Professor; B.A., M.A., M.A., Ph.D., University of Nebraska, Lincoln.

Bergman, Christine

(2005), Professor; B.S., Loma Linda University; M.S., University of Arizona; Ph.D., Michigan State University.

Bernhard, Bo Jason

(2002), Associate Professor; B.A. Harvard University; M.A., University of Nevada, Las Vegas; Ph.D., University of Nevada, Las Vegas.

Braunlich, Carl

(2006), Associate Professor; B.S., M.S., Cornell University; D.B.A., United States International University.

Brewer, Kathleen Pearl

(1993), Professor; B.S., M.S., Ph.D., Purdue University.

Busser, James A.

(1987) Professor; B.A., Illinois State University; M.S., Ph.D., University of Illinois-Champaign-Urbana.

Chatfield, Hyun Kyung

(2008), Assistant Professor; B.S., M.B.A., Ph.D., University of Nevada, Las Vegas.

Carruthers, Cynthia P.

(1990), Professor; B.S., M.S., Ph.D., University of Illinois at Champaign-Urbana.

Christianson, David J.

(1977), Professor; B.A., M.R.E., Brigham Young University; Ph.D., Texas A&M University.

Dalbor, Michael C.

(2000), Professor; B.S., Ph.D., Pennsylvania State University; M.B.A., Loyola College.

Eade, Vincent

(1986), Associate Professor; B.A., M.A., Bonaventure.

Erdem, Mehmet

(2006), Assistant Professor; B.S., M.S., Purdue University; Ph.D., University of Nevada, Las Vegas.

Giannoulakis, Chrysostomos,

(2008), Assistant Professor; B.A. Aristotle University of Thessaloniki; M.A. Springfield College; Ph.D., University of Northern Colorado.

Gu, Zheng

(1991), Professor; B.S., Hangzhou University; M.S., Ph.D., University of Central Florida.

Hardigree, Christian

(2001), Assistant Professor; B.S., University of Nevada, Las Vegas; J.D., Mercer University School of Law.

Henthorne, Tony L.

(1986), Professor; B.A., Ouachita Baptist University; M.B.A., University of Arkansas, Fayetteville; Ph.D., University of Mississippi.

Hertzman, Jean,

(2006), Assistant Professor; B.S., Cornell University; MBA, Tulane University; Ph.D., University of Nevada Las Vegas.

Jones, Thomas

(1990), Associate Professor; B.F.A., University of South Dakota; B.S., M.S., University of Nevada, Las Vegas; Ed.D., Arizona State University.

Kim, Yen-Soon

(2005), Assistant Professor; B.S., M.S., Soonchunhyang University; Ph.D., Oklahoma State University.

Kincaid, Clark S.

(2004), Assistant Professor; B.A. Southern Utah State College, M.S., Ph.D., University of Nevada, Las Vegas.

Latour, Kathryn

(2004), Associate Professor; B.S., University of Colorado; M.S., Boston University; Ph.D., University of Iowa.

Livengood, Jennifer

(2007), Assistant Professor; B.A. Southern Illinois University; MSW, Ph.D., University of Illinois-Champaign-Urbana.

Love, Curtis C.

(1998), Associate Professor; B.S., University of Southern Mississippi; M.A., Ph.D., University of Alabama.

Lucas, Anthony

(2001), Associate Professor; B.S., Ball State University; M.B.A., Ph.D., University of Nevada, Las Vegas.

Mann, Stuart H.

(1998), Professor and Dean of the Harrah College of Hotel Administration; B.S., University of Illinois; M.S., Ph.D., Case Western Reserve University.

Mayer, Karl

(2001), Associate Professor; B.S., University of Wisconsin-Madison; M.S., Columbia University; M.B.A. Harvard University; Ph.D., University of Nevada, Las Vegas.

McCool, Audrey

(1990), Professor; B.S., M.A., University of Illinois, Urbana; Ed.D., Texas Tech University.



McLean, Daniel  
(2007), Professor; B.A., Sacramento State College; M.A., Brigham Young University; Ph.D., Kansas State University.

Moreo, Pat  
(1983), Professor; B.S., University of Nevada Las Vegas; M.P.S., Cornell University; Ed.D., University of Nevada Las Vegas.

Nazarechuk, Andy  
(2001), Associate Professor; B.S., University of Nevada Las Vegas; M.S. University of Nevada Las Vegas; Ed.D., University of La Verne, California.

Nelson, Kathy  
(1996), Assistant Professor, B.S., M.S., Ph.D., University of Nevada, Las Vegas.

Raab, Carola  
(2003), Associate Professor; B.S., University of Nevada Las Vegas; M.B.A., University of Nevada Las Vegas; Ph.D., University of Nevada Las Vegas.

Sammons, Gail  
(1996), Professor; B.S., North Dakota State University; M.S., University of Nevada, Las Vegas; Ph.D., Pennsylvania State University.

Singh, Ashok  
(1991), Professor; B.S., M.S., Lucknow University; Ph.D., Purdue University.

Stahura, Kurt  
(2004), Associate Professor, B.A., University of Wisconsin; M.A., Ph.D., University of Minnesota.

Stefanelli, John  
(1987), Professor; B.S., University of Illinois; M.B.A., Michigan State University; Ph.D., University of Denver.

Swerdlow, Skip  
(1981), Professor; B.S., M.B.A., D.B.A., Arizona State University.

Tanford, Sarah  
(1983), Assistant Professor; B.A., Northwestern University; M.S. University of Wisconsin-Madison; Ph.D. University of Wisconsin-Madison.

Werner, Bil  
(2001), Associate Professor: B.A., Ohio State University; J.D., University of Cincinnati.

Woods, Robert N.  
(2000), Professor; B.S., University of Oklahoma; M.S., Ph.D., Cornell University.

Young, Cheri  
(1999), Associate Professor; B.S., State University of New York at Albany; M.S., Rochester Institute of Technology; Ph.D., Cornell University.

### **Professor Emeritus**

Vallen, Jerome J.  
(1967-1998), Emeritus Dean of the College of Hotel and Professor; B.S., Ph.D., Cornell University; M.Ed., St. Lawrence University.

The William F. Harrah College of Hotel Administration is known for its tradition of offering world-class programs in hospitality administration. The Ace Denken Co. Ltd. Endowment supports the Ph.D. in Hospitality Administration.

## **Dual Degrees: M.B.A. or M.I.S. & M.S. in Hotel Administration**

The dual MBA or M.I.S. and M.S. in Hotel Administration program of study is designed for those who seek career and business or information technology leadership opportunities in hotel administration. These degrees are offered in conjunction with the University of Nevada, Las Vegas College of Business. The programs will provide students with the needed skills, knowledge, and tools to become visionary and creative business leaders in hotel administration. The core MBA program is designed to advance the knowledge and practice of business and administration. The core M.I.S. program gives a student key skills in information technology systems analysis and design. The M.S. in Hotel Administration portion of the dual degree is designed to provide the industry-specific skills and knowledge. Students will receive a dual degree, an MBA and a M.S. in Hotel Administration, or an M.I.S. and a M.S. in Hotel Administration.

### **Admission**

The admission requirements for the dual degree program are the same as those stated under the M.B.A., M.I.S. or M.S. in Hotel Administration programs. Admission requires that applicants submit evidence of at least one year of full-time experience in management in the hospitality industry or three years of consecutive full time entry-level experience in hospitality.

### **Application Process**

See the Application Process Section under the M.B.A., M.I.S. and the M.S. in Hotel Administration programs. Applications will be reviewed by representatives of the UNLV College of Business and Harrah Hotel College. Applications will be reviewed by representatives of the UNLV Colleges of Business and Hotel. Applicants must be admitted to both the M.B.A. or M.I.S. and Master of Science in Hotel Administration programs to qualify for either dual degree program.

### **Degree Requirements**

Students must be admitted to both the M.B.A. and M.S. in Hotel Administration programs with graduate standing. For the dual M.B.A./Hotel Administration program, a student must successfully complete the 54 total credit hours with 33 credit hours of the M.B.A. required core courses, and 21 credits hours of required Hotel Administration courses, consisting of eighteen credits of required courses and one three credit elective course (600/700 level). Students must

complete an initial nine-credit course load in the M.B.A. program (i.e. MBA 702, MBA 709 and MBA 710) before enrolling in any Hotel Administration courses. For the dual M.I.S./Hotel Administration program, a student must complete 48 total credit hours, 24 in the M.I.S. program and 24 in Hotel Administration. The 48 credits consist of 16 required courses. There are no elective courses in the M.I.S. and Hotel Administration dual degree program. Students must complete an initial nine-credit course load in the M.I.S. program before enrolling in any hotel administration courses.

The dual program requires successful completion of a professional paper and should adhere to the American Psychological Association's current Publication Manual regarding writing style and format. Professional papers must be bound and copies provided to the department office and advisor.

### **M.B.A./Hotel Administration Required Courses:**

#### *A. MBA Core Courses - Total Credits: 33*

MBA 702 - Statistical Analysis  
 MBA 706 - Law, Regulations and Ethical Issues  
 MBA 707 - Organizational Behavior  
 MBA 709 - Accounting for Managers  
 MBA 710 - Applied Economic Analysis  
 MBA 711 - Managerial Finance  
 MBA 715 - Market Opportunity Analysis  
 MBA 720 - Supply Chain Management  
 MBA 730 - Information Systems for Management  
 MBA 735 - International Business and Cross Cultural Perspectives  
 MBA 795 - Strategy Formation Processes

#### *B. Hotel Administration M.S. Courses (dual M.B.A. degree) - Total Credits: 21*

HOA 703 - Human Resources Management in the Hospitality Industry  
 HOA 716 - Principles and Practices in Hotel Management  
 or  
 HOA 718 - Principles of Casino and Gaming Management  
 or  
 HOA 720 - Principles and Practices in Food Service Management  
 HOA 735 - Research Methodology  
 HOA 760 - Research Seminar in Hotel Administration  
 or  
 HOA 761 - Research Seminar in Food Service Administration  
 or  
 HOA 763 - Research Seminar In Casino and Gaming Management  
 HOA 751 - Hospitality Service Management  
 HOA Elective (600- or 700-level)

#### *C. M.I.S. Core Courses – Total 24 Credits*

MIS 740 - Software Concepts

MIS 744 - Information Systems Planning & Strategy  
 MIS 760 - Data Communications and Systems  
 MIS 762 - Systems Analysis, Modeling and Design  
 MIS 764 - Advanced Web Development and Electronic Commerce  
 MIS 766 - Data Management  
 MIS 775 - IT Architecture for Business  
 MIS 776 - Business Intelligence

With approval of the MIS program graduate coordinator, required MIS courses may be substituted with elective courses to avoid duplication of a student's previous course work and to address the needs of the student's specific career choice.

#### *D. Hotel Administration M.S. Courses (dual M.I.S. degree) – Total Credits 24*

HOA 716 - Principles and Practices in Hotel Management  
 or  
 HOA 717 - Principles and Practices in Convention and Meetings Management  
 or  
 HOA 718 - Principles of Casino and Gaming Management  
 or  
 HOA 720 - Principles and Practices in Food Service Management  
 HOA 731 - Operational Analysis in Hospitality Management  
 HOA 735 - Research Methodology  
 HOA 725 - Information Technology in the Hospitality Industry  
 HOA 751 - Hospitality Service Management  
 HOA 760 - Research Seminar in Hotel Administration  
 or  
 HOA 761 - Research Seminar in Food Service Administration  
 or  
 HOA 763 - Research Seminar In Casino and Gaming Management  
 or  
 HOA 777 - Critical Issues in Hospitality Management  
 HOA 788 - Professional Paper ( Professional paper must be completed at the end of the dual program and examine a topic relating to Information Technology in Hospitality)

### **Hospitality Administration - Executive Program (Online) M.H.A.**

The Master of Hospitality Administration (M.H.A.) is a 30-credit program is designed to bring hospitality executives together to learn the latest management and leadership techniques in an executive format, via the Internet or other media. Demand determines the schedule for the program. The program is offered through both the University of Nevada, Las Vegas main campus and the Singapore

campus of the University of Nevada, Las Vegas. There are slight differences in delivery of the two programs. However, the admission and degree requirements are the same for both.

This program is offered through both the Las Vegas campus and the Singapore campus of the University of Nevada, Las Vegas. There are slight differences in delivery of the two programs. However, the admission and degree requirements are the same for both.

University of Nevada Las Vegas, main campus MHA program:

Courses are taught entirely online—there is no requirement that any student come to the main UNLV campus (although all students are encouraged to participate in the graduation exercises). Courses are offered throughout the year in five eight-week sessions. Two sessions are scheduled during the fall and spring semesters and one during the summer semester. At least one required course and one supporting course are offered during each session in addition to the professional paper class. The professional paper should adhere to the American Psychological Association's current publication Manual regarding writing style and format.

In addition to regular tuition and fees, this program has an additional fee of \$510 per credit to cover the cost of delivery in an executive format. For more information, contact the program coordinator at (702) 895-5430.

#### **UNLV Singapore MHA program:**

Students take classes online and are required to spend one week on campus each semester. For more information on the Singapore MHA program visit the website: <http://hotel.unlv.edu.sg/>.

#### **Admission Requirements**

The applicant must meet the following requirements:

1. Submission of completed application form and required admission fee.
2. Submission of official transcripts from all institutions attended after high school to both the Harrah Hotel College Graduate Studies Office and the Graduate College.
3. A baccalaureate degree from an accredited four-year college or university with an overall undergraduate grade point average of 2.75 on a 4.00 scale or at least 3.00 in the last two years of undergraduate work.
4. Three or more years of full-time experience in a management or supervisory capacity in the hospitality industry.
5. Two letters of recommendation, one from the applicant's current employer and the other from a college faculty member able to evaluate the applicant's potential for success in a graduate degree program. If the applicant has not been in a college program in the last six years, a letter from a former employer may be substituted for the second letter.
6. A current resumé.

7. A brief essay of approximately 500 words outlining the applicant's career goals and reasons for pursuing a graduate degree.
8. International applicants: if English is not the applicant's native language, and his/her baccalaureate degree was not from a school where English was the language of instruction, the applicant must complete one of the language tests listed below with the minimum score indicated or above:

**TOEFL:** Paper-based Test: 550 (minimum writing score: 58)

**Computer-based Test:** 213 (minimum writing score: 24)

**Internet-based Test:** 80 (minimum writing score: 21, minimum speaking score: 21)

**Michigan Test:** 85% (minimum scores: 40 out of 50 speaking; 40 out of 50 writing)

**IELTS:** 7

Unofficial scores may be submitted with the online application, but official scores must be sent directly from the testing center to the Graduate College to complete the application.

\*Neither the GRE nor GMAT is required for admission to this program.

#### **Degree Requirements**

Students must successfully complete 30 credit hours of 500/600-level course work in the Harrah Hotel College. These credits will come from four elective supporting courses, five core courses and a professional paper as determined by the faculty.

Students may take courses in any order with two exceptions: six credit hours must be completed before MHA 635 Research Methods can be taken, and it is recommended that the professional paper be taken in the last semester. Students can schedule their individual programs with the MHA advisor.

#### **Required Courses**

MHA 603 - Human Resources and Behavior in the Hospitality Industry

MHA 605 - Financial Analysis for Service Industries

MHA 640 - Marketing Systems

MHA 635 - Research Methodology

MHA 651 - Hospitality Service Management

MHA 691 - Professional Paper

#### **MHA Elective Courses**

MHA 538 - Fundamentals of Casino Operations

MHA 601 - Operational Analysis in Hospitality Management

MHA 611 - Laws of Innkeeping and Food Service

MHA 616 - Principles and Practices in Hotel Management

MHA 617 - Principles and Practices in Convention and Meetings Management  
 MHA 618 - Principles of Casino and Gaming Management  
 MHA 620 - Principles and Practices in Food Service Management  
 MHA 625 - Information Technology in the Hospitality Industry  
 MHA 641 - Dynamics of Tourism  
 MHA 706 - Hospitality Revenue Management  
 MHA 726 - Sustainability in the Hospitality Industry  
 See courses for Hotel Administration and Hospitality Administration for a complete list.

## Hospitality Administration Ph.D.

The Ph.D. program is a multi-conceptual and research-based degree program designed to produce top quality hospitality and tourism educators and researchers. It not only focuses on preparing students to be excellent teachers at the university level, the program also engages them in conducting scholarly research in hospitality and tourism management. Upon graduation, students will be able to teach and research at the university level, and work at industry research institutions. The Ph.D. program is highly competitive, seeking motivated individuals who are committed to pursuing academic and research careers in hospitality and tourism. The program is partly supported by the Ace Denken Co. Ltd. Endowment.

### Admission Requirements

The student must satisfy the minimum admission requirements of the Graduate College and the Harrah Hotel College including:

1. Submission of a completed application and required application fee.
2. Submission of official transcripts from all institutions attended after high school.
3. Master's degree from an accredited institution with at least 24 credits in hotel administration or business administration, food service administration, tourism/convention administration, or a closely aligned field.
4. Three or more years of full-time management/supervisory experience in the hospitality industry.
5. An overall GPA of 3.00 on a 4.00 scale for all work completed at the post-baccalaureate level.
6. Completion of the Graduate Management Admission Test (GMAT) with a minimum score of 550 (only official scores will be accepted).
7. Three letters of recommendation, two of which must come from faculty members with whom the student has previously studied, evaluating the student's ability to perform at the Ph.D. level of study. The third letter is to come from a current or former employer. If the

applicant is no longer in touch with faculty members, letters from two employers will suffice.

8. A statement of 500 words outlining what the applicant would expect to accomplish during the Ph.D. program and his/her particular research interest(s).
9. An M.S. level thesis or the equivalent.
10. A current resumé.

**International applicants:** if English is not the applicant's native language and his/her baccalaureate degree was not from a school where English was the language of instruction, the applicant must complete one of the language tests listed below with the minimum score indicated or above:

**TOEFL:** Paper-based Test: 550 (minimum writing score: 58)

**Computer-based Test:** 213 (minimum writing score: 24)

**Internet-based Test:** 80 (minimum writing score: 21, minimum speaking score: 21)

**Michigan Test:** 85% (minimum scores: 40 out of 50 speaking; 40 out of 50 writing)

**IELTS:** 7

Unofficial scores may be submitted with the online application, but official scores must be sent directly from the testing center to the Graduate College to complete the application.

### Degree Requirements

Total Credits Required for the Hospitality Ph.D.: 60

All requirements listed below must be completed successfully as defined by the College and the Graduate College.

#### Required Core Courses (Total Credits: 12)

HOA 794 - Issues and Trends for Hospitality Educators (to be repeated three different semesters - one credit each)  
 HOA 798 - Readings in Hospitality Management  
 HOA 797 - Philosophy of Science in Hospitality Research  
 HOA 795 - Research Seminar in Hospitality Education

#### Required Quantitative Methodology and Qualitative Methodology ( Total Credits: 9)

HOA 735 - Research Methodology  
 HOA 796 - Advanced Research Methodology  
 EPY 718 - Qualitative Research Methodologies

#### Required Statistical Analysis (two courses from the following for a total Credits: 6)

EPY 722 - Inferential Statistics and Experimental Design  
 or  
 STA 715 - Multivariate Statistical Methods  
 STA 713 - Experimental Design

**Major and Minor Area of Study (Total Credits: 15)**

Courses to be approved by student's chair and the academic advisor.

Major area course

Major area course

Major area course

Minor area course

Minor area course

Electives - Total Credits: 6

Elective course

Elective course

Can be used to fulfill a prerequisite if the courses are at the 700 level or higher.

**Dissertation - Total Credits: 12**

HOA 799 - Dissertation

1. Must have at least 24 credits in the Harrah Hotel College (excluding dissertation credits) and 12 credits outside of the Hotel College. All credits must be from 700 level courses.
2. Successful completion of all courses approved on the student's graduate program of study with a 2.00 or better. Any credits completed with less than a 2.00 may result in the student's termination from the program.
3. After the first year of course work, but before the end of the fourth semester, a qualifying exam must be passed.
4. The student must file an approved degree plan before the start of the third semester after admission to the program. The degree plan must be developed in consultation with the student's Doctoral Advising Committee, the Doctoral Advising Committee, the Doctoral Program Committee, and the Executive Director of Graduate Studies and Research.
5. Simultaneous to the last semester of content-related course work (non-dissertation credits), the student must pass a major and minor area comprehensive exam. This exam is designed by the student's committee under the direction of the dissertation chair. This exam must be taken within five years of the admission date.
6. The student must successfully write and defend his/her dissertation program proposal and the completed dissertation. The dissertation must be of substantial quality and length, original in thought and research, and make a significant contribution to the body of knowledge in the field of hospitality administration. Upon approval of the Doctoral Advising Committee, the student will orally defend both the dissertation proposal and the completed dissertation.
7. All students admitted to the program may spend the equivalent of two semesters completing an approved internship if necessary.

For additional information, please contact Dr. Billy Bai, Director of the Ph.D. Program, Harrah Hotel College, at (702) 895-4844 or by e-mail at billy.bai@unlv.edu.

**Hotel Administration M.S.**

The 36-hour Master of Science in Hotel Administration degree program will prepare you for a successful career as an upper-level executive in the hospitality industry or as an instructor/researcher in a hospitality education program. You can choose from several tracks of study including food service management, hotel management, hospitality education, convention and meetings management or casino and gaming management.

Students will have the opportunity to conduct research on a subject that interests them by writing a thesis or a professional paper. This decision will be based upon the student's goals and consultation with an academic advisor. Copies of the completed thesis must also meet the Graduate College guidelines and be completed according to published deadlines.

**Admission Requirements**

The student must satisfy the minimum admission requirements of the Graduate College and the Harrah Hotel College, including:

1. Submission of online completed application form and required admission fee.
2. Submission of two copies of official transcripts from all institutions attended after high school. One copy should be sent directly to the Graduate College and the other to the Harrah Hotel Graduate Studies Office.
3. A baccalaureate degree from an accredited institution with a minimum overall GPA of 2.75 on a 4.00 scale, or 3.00 in the last two years of study.
4. A satisfactory composite score on the Graduate Record Examination (GRE) (dept code 4208), minimum score 1150 or 50th percentile—with at least 35% on the verbal portion, or the Graduate Management Admissions Test (GMAT) (dept code ZSC 3739), minimum score 550 -- with at least 25% on the verbal portion. All scores must be sent directly from the testing center in the Harrah Hotel College Graduate Studies Office.
5. A minimum of one year of full-time work experience in a management/supervisory capacity in the hospitality industry, or three years of full-time, front-line experience.
6. A brief essay of approximately 500 words outlining the applicant's career goals and how the applicant's hospitality employment background has prepared him/her for graduate study.
7. Two letters of recommendation, one from a current or former employer and one from a college faculty member able to evaluate the applicant's potential for success in a graduate program. If the applicant is no

longer in touch with faculty members, letters from two employers will suffice.

8. A current resume with employer references. The resume should clearly indicate job titles, place and date of employment and specific job responsibilities.
9. International applicants: if English is not the applicant's native language, and his/her baccalaureate degree was not from a school where English was the language of instruction, the applicant must complete one of the language tests listed below with the minimum score indicated or above:

**TOEFL:** Paper-based Test: 550 (minimum writing score: 58)

**Computer-based Test:** 213 (minimum writing score: 24)

**Internet-based Test:** 80 (minimum writing score: 21, minimum speaking score: 21)

**Michigan Test:** 85% (minimum scores: 40 out of 50 speaking; 40 out of 50 writing)

**IELTS:** 7

Unofficial scores may be submitted with the online application, but official scores must be sent directly from the testing center to the Graduate College to complete the application.

### **Degree Requirements**

In addition to the general requirements established by the Graduate College, the candidate must meet the following Harrah Hotel College requirements:

1. Successfully complete a minimum of 36 graduate level credit hours, of which no less than 24 are in Hotel Administration. This allows for a variety of supplemental tracks including business, education, and foreign language. At least 27 credits must be at the 700-level.
2. Successfully complete supplemental courses as required by the academic advisor, if the student's undergraduate preparation is insufficient. Generally, no more than six credits of supplementary courses will be required.
3. Required courses:
  - HOA 703 - Human Resources Management in the Hospitality Industry
  - HOA 705 - Financial Analysis for the Service Industries
  - HOA 711 - Laws of Innkeeping and Food Service
  - HOA 716 - Principles and Practices in Hotel Management
  - or
  - HOA 717 - Principles and Practices in Convention and Meetings Management
  - or
  - HOA 718 - Principles of Casino and Gaming Management
  - or

HOA 720 - Principles and Practices in Food Service Management

HOA 730 - Statistical Analysis for Hospitality and Leisure Services

HOA 731 - Operational Analysis in Hospitality Management

HOA 735 - Research Methodology

HOA 740 - Marketing Systems

HOA 760 - Research Seminar in Hotel Administration or

HOA 761 - Research Seminar in Food Service Administration

or

HOA 763 - Research Seminar In Casino and Gaming Management

or

HOA 764 - Research Seminar in Convention Management

Graduate-level courses approved by the student's chair or graduate advisor: 3-9 credits\*

HOA 788 - Professional Paper

or

HOA 789 - Thesis

A student may opt to write a thesis (six credits) or a professional paper (three credits and a three credit supporting course). The thesis option is designed for students with a research orientation. An oral examination is required of all candidates for the M.S. degree.

### **\*Supporting Course Requirements: 3-9 credits.**

Students may substitute a supporting course for HOA 760,761,762, 763, or 777 if they are taking a concentration of courses in one area such as human resource management, accounting, or marketing and they have the approval of their academic advisor. Supporting courses should meet the student's degree objectives. These courses may be taken in any graduate department in the university and must be approved by the student's chair.

### **Course Descriptions**

#### **HOA 501 - Hotel Law**

Credits 3

Legal aspects of the owner/customer relationship with particular attention to personal and property liability in the hospitality industry. Formerly HOA 601 Same as HMD 401

Note: Credit at the 500 level normally requires additional work.

**HOA 502 - Employment Law in the Hospitality Industry**  
Credits 3

Covers all significant state and federal laws applicable to employment relationships found in hospitality businesses and studies effective methods of managing hospitality employees in compliance with applicable employment laws. Students learn to effectively identify, evaluate and resolve employment law issues and liabilities commonly encountered by hospitality businesses. Formerly HOA 602 Same as HMD 402 Note: Credit at the 500-level normally requires additional work

**HOA 507 - Organizational Theory Applied to the Service Industries**

Credits 3  
Focuses on developing management skills through the study and application of theories of human behavior, particularly in service organizations. Areas addressed include: working with/through others, communication, coaching and counseling, providing feedback, goal setting, stress management, creative problem solving, motivation, power, conflict management, and group dynamics and developing effective teams. Formerly HOA 607 Same as HMD 407 Note: Credit at the 500 level normally requires additional work.

**HOA 508 - Labor-Management Relations**

Credits 3  
Analysis of labor-management relations in the hospitality industry at the employee, unit, and strategic levels. Development of written and verbal communication and problem identification/ solving skills via environmental analysis (historical, legal, social and technological). Other areas include: contract negotiation and administration, union-management cooperative efforts, and strategic labor management decision-making. Formerly HOA 608 Same as HMD 408 Note: Credit at the 500-level normally requires additional work.

**HOA 510 - Hospitality Security and the Preservation of Assets**

Credits 3  
Analysis of contemporary security concerns specific to hospitality and gaming industries; encompassing lodging, food and beverage, clubs, retailing, and medical service. Includes development of security department organizations, fraud analysis, risk management, asset protection, loss prevention, disaster control, crisis communication, industrial safety, casino security liaison, and emergency action planning. Formerly HOA 610 Same as HMD 410 Note: Credit at the 500-level normally requires additional work.

**HOA 521 - Market and Feasibility Studies**

Credits 3  
Graduate credit may be obtained for courses designated 500 or above. A full description of this course may be found in the Undergraduate Catalog under the corresponding 400

number. Formerly HOA 621 Note: Credit at the 500 level normally requires additional work.

**HOA 522 - Staff Planning and Operational Analyses**  
Credits 3

Graduate credit may be obtained for courses designated 500 or above. A full description of this course may be found in the Undergraduate Catalog under the corresponding 400 number. Formerly HOA 622 Note: Credit at the 500-level normally requires additional work.

**HOA 525 - Computer Application to the Hospitality**  
Credits 3

Graduate credit may be obtained for courses designated 500 or above. A full description of this course may be found in the Undergraduate Catalog under the corresponding 400 number. Formerly HOA 625 Note: Credit at the 500-level normally requires additional work.

**HOA 526 - Accounting for the Casino Hotel**  
Credits 3

Detailed examination of accounting systems, procedure, and controls peculiar to casinos required by both management and government for internal auditing, financial reporting, and governmental control. Formerly HOA 626 Same as GAM 426

**HOA 536 - Mathematics of Casino Games**  
Credits 3

Graduate credit may be obtained for courses designated 500 or above. A full description of this course may be found in the Undergraduate Catalog under the corresponding 400 number. Formerly HOA 636 Note: Credit at the 500 level normally requires additional work.

**HOA 537 - Gaming Regulations and Control**  
Credits 3

Nevada's system of gaming regulation and control provides a model for studying the history, purpose, politics, methods, and limitations — both practical and legal — of governmental regulation and control of legal gambling. Formerly HOA 637 Same as GAM 437 Note: Credit at the 500 level normally requires additional work.

**HOA 540 - Casino Marketing**  
Credits 3

Marketing concepts as applied to the gaming industry. Formerly HOA 640 Same as GAM 440 Note: Credit at the 500 level normally requires additional work.

**HOA 542 - Sociology of Gambling**  
Credits 3

Analysis of patterns of participation in various forms of gambling; political/economic background of gambling; effects of gambling on communities, lifestyles, and value systems. Formerly HOA 642 Same as GAM 442, SOC 442,

SOC 642 Note: Credit at the 500 and 600 level normally requires additional work

### **HOA 549 - International Tourism**

Credits 3

Graduate credit may be obtained for courses designated 500 or above. A full description of this course may be found in the Undergraduate Catalog under the corresponding 400 number. Formerly HOA 649 Note: Credit at the 500 level normally requires additional work.

### **HOA 553 - Management of Hospitality Service Delivery System**

Credits 3

Evaluation, design, and management of service delivery systems through operations management topics from a service perspective. Included are other related topics such as customer satisfaction and managing organizational change. Formerly HOA 653 Same as HMD 453 Note: Credit at the 500 level normally requires additional work.

### **HOA 555 - Hotel Administration Seminar**

Credits 3

Study and discussion of current problems in the hospitality industry using case studies, individual research, and guests. Formerly HOA 655 Same as HMD 455 Note: Credit at the 500 level normally requires additional work.

### **HOA 556 - Employee Development**

Credits 3

Stresses the techniques in planning, developing, and conducting training programs in food service and lodging firms. Formerly HOA 656 Same as HMD 456 Note: Credit at the 500 level normally requires additional work.

### **HOA 560 - Facilities Planning and Equipment**

Credits 3

Graduate credit may be obtained for courses designated 500 or above. A full description of this course may be found in the Undergraduate Catalog under the corresponding 400 number. Formerly HOA 660 Note: Credit at the 500 level normally requires additional work.

### **HOA 570 - Quantative Methods and Applications in Casino Gaming**

Credits 3

Develops the techniques and methods for computing the probabilities, expected values, and house percentages of casino games and analyzes the effects of changes in playing rules and payoff odds. Formerly HOA 670 Same as GAM 470 Note: Credit at the 500 level normally requires additional work.

### **HOA 571 - Practicum in Hotel Education**

Credits 3

Graduate credit may be obtained for courses designated 500 or above. A full description of this course may be found in the Undergraduate Catalog under the corresponding 400 number. Formerly HOA 671 Note: Credit at the 500 level normally requires additional work.

### **HOA 574 - Seminar in Hotel Research**

Credits 3

For descriptions of 500-level courses, please consult the current Undergraduate Catalog where they are listed as 400-level courses. Formerly HOA 674 Note: Credit at the 500 level usually requires additional work.

### **HOA 587 - Association Management**

Credits 3

### **HOA 703 - Human Resources Management in the Hospitality Industry**

Credits 3

Examines the functions of human resource management through readings, cases and applied research with special attention to strategic HR alliances and developing trends.

### **HOA 705 - Financial Analysis for the Service Industries**

Credits 3

Problems and cases in applying accounting and financial information to executive decision making in the hospitality industry. **Prerequisites:** Adequate preparation in accounting.

### **HOA 711 - Laws of Innkeeping and Food Service**

Credits 3

Examines through case studies and discussion the modern application of the laws of innkeeping using a historical perspective.

### **HOA 716 - Principles and Practices in Hotel Management**

Credits 3

Examination of the mechanisms and techniques employed in the management of hotel/motel companies. Comparisons, case studies, and selected topics focus on equity structures, operations, marketing, and systems for a variety of public and private operations.

### **HOA 717 - Principles and Practices in Convention and Meetings Management**

Credits 3

Examination of the mechanisms and techniques employed in the management of convention and meeting industries. Comparisons, case studies, and selected topics focus on equity structures, operations, marketing, and systems for a variety of convention and meetings management issues.



**HOA 718 - Principles of Casino and Gaming Management**

Credits 3

Examination of the mechanisms and techniques employed in the management of casino companies. Comparisons, case studies and selected topics focus on organization and department policies, production processes, manpower development, scheduling, and marketing for a variety of operating systems. **Prerequisites:** Consent of instructor.

**HOA 720 - Principles and Practices in Food Service Management**

Credits 3

Examination of the mechanisms and techniques employed in the management of food service companies. Comparisons, case studies, and selected topics focus on equity structures, operations, multiunits, marketing, and systems for a variety of public and private operations. **Prerequisites:** HOA 461 or equivalent.

**HOA 721 - Issues in Women's Nutrition**

Credits 3

Advanced discussion of how nutrition affects the physical and mental health of women throughout the life cycle and how to evaluate the validity of nutrition research as it relates to the needs of women rather than the general population.

**HOA 725 - Information Technology in the Hospitality Industry**

Credits 3

Examines the current level of technology use, explores the potential uses of existing technology, and discusses new technologies in the hospitality industry. **Prerequisites:** Consent of instructor.

**HOA 730 - Statistical Analysis for Hospitality and Leisure Services**

Credits 3

Introduction to the use of statistical techniques with emphasis on applications for the hospitality and leisure service industries.

**HOA 731 - Operational Analysis in Hospitality Management**

Credits 3

Research design, operations analysis, and the application of analytical models for the hotel and food service industry. Formerly (HOA 701) **Prerequisites:** HOA 730

**HOA 735 - Research Methodology**

Credits 3

Examination of research methods including: the scientific method, literature review, sampling, statistics, research design, and analytical technique. **Prerequisites:** Graduate standing and HOA 730. If you are following the thesis option, you must take 3 credits of HOA 799 in conjunction with this class.

**HOA 738 - Database Marketing for Hospitality and Tourism**

Credits 3

Provides students with a working knowledge of database marketing in the hospitality and tourism industries. Database marketing is an information-driven process of compiling detailed information about customers, leads, and prospects and using that information to segment and target individual customers with appropriate sales-oriented materials.

**HOA 739 - Psychology of Hospitality Marketing**

Credits 3

Research in neurology, biology, and cognitive science is changing the way researchers approach how people think and behave. This class introduces students to new ways of viewing cognition and to help graduate students apply these new views as they develop their own research programs.

**HOA 740 - Marketing Systems**

Credits 3

Development of marketing and advertising systems for hospitality industries based on both the need to create new markets and the need to respond to significant shifts in social and economic patterns.

**HOA 741 - Dynamics of Tourism**

Credits 3

Examines major components of international and domestic tourism systems, including socio-economic effects. Legal and environmental problems, and managerial and planning functions.

**HOA 742 - Customer Development Strategies for the Casino and Gaming Industry**

Credits 3

Analyzing marketing and promotional strategies utilized by the casino industry and developing understanding of evaluative techniques that facilitate managerial decision making concerning these strategies. **Prerequisites:** HOA 718 or consent of instructor.

**HOA 743 - Professional Training Applications**

Credits 3

Prepares students to plan, create, and conduct management and employee development programs. Process of learning essentials of training and presentation skill and management concepts. Note: Students work with industry professionals.

**HOA 744 - Online Training and Development**

Credits 3

Concepts, principles, and techniques of online training. Emphasizes transfer of knowledge acquisition via online learning. Development of online training programs.

**HOA 745 - Human Dynamics and Organizational Leadership**

Credits 3

Provides students with knowledge, skills and attitudes necessary to undertake leadership responsibilities in complex organizations. Applies concepts and methodologies from social and behavioral sciences in the analysis of leadership behavior in diverse organizational and community settings. Same as (EDA 745 and BUS 745)

**HOA 751 - Hospitality Service Management**

Credits 3

Examines service marketing and management concepts relevant to the hospitality industry and explores how these concepts can be applied to service delivery systems in the hospitality industry.

**HOA 756 - Culinary Arts Instruction**

Credits 1

Practical methods for improving culinary curriculum and instruction. Methods of instruction for culinary theory, cooking methods, mise en place, food service sanitation, menu development, culinary math, and food and beverage trends.

**HOA 757 - Restaurant Management Instruction**

Credits 1

Practical methods for introducing restaurant management skills into the curriculum. Methods for instruction of food service purchasing and purchasing formulas, dining room service techniques, managing service, suggestive selling, advanced culinary techniques, and revenue management.

**Prerequisites:** HOA 756

**HOA 758 - Advanced Culinary Instructional Techniques**

Credits 1

Methods for introducing advanced culinary techniques into the curriculum. Methods for instruction of baking pastries and cakes, use of baking equipment, basic garde manger and food presentation skills. **Prerequisites:** HOA 757

**HOA 759 - Advanced Food Service Management Instruction**

Credits 1

Practical methods for introducing advanced food service management into the curriculum. Capstone course for the food service management instructional series. Organization, design, and management of the different styles of restaurant operations. **Prerequisites:** HOA 758

**HOA 760 - Research Seminar in Hotel Administration**

Credits 3

Student solutions to situation incidents and case studies in the lodging segment of the hospitality industry. Alternate semesters treat different topics. Note: May be repeated

once with consent of advisor and instructor. **Prerequisites:** Six graduate credits in hotel administration.

**HOA 761 - Research Seminar in Food Service Administration**

Credits 3

Student solutions to incidents and case studies in the food segment of the hospitality industry. Alternate semesters treat different topics. Note: May be repeated once with consent of advisor and instructor. **Prerequisites:** Six graduate credits in hotel administration.

**HOA 763 - Research Seminar In Casino and Gaming Management**

Credits 3

Student solutions to situations, incidents and case studies in the casino segment of the hospitality industry. Alternate semesters treat different topics. Note: May be repeated once with consent of advisor and instructor. **Prerequisites:** Six graduate credits in hotel administration including HOA 718.

**HOA 764 - Research Seminar in Convention Management**

Credits 3

Designed around student solutions to situations, incidents, and case studies in convention, meeting, and exhibition management. Comprehensive and application of research to practical and theoretical issues in convention management will be emphasized. Alternate semesters treat different topics. **Prerequisites:** Six graduate credits in hotel administration

**HOA 775 - Seminar in Hospitality Finance**

Credits 3

Analysis and application of financial theories to hospitality firms and industry. Note: May be repeated to a maximum of six credits. **Prerequisites:** HOA 705, FIN 701 or equivalent.

**HOA 777 - Critical Issues in Hospitality Management**

Credits 3

Provides the opportunity to identify, explore, discuss, and analyze current critical issues and events important to the hospitality industry. Students communicate in research and writing the essence of a critical issue and prepare a verbal presentation to communicate a critical issue. Note: May be repeated to a maximum of six credits.

**HOA 781 - Independent Study and Research**

Credits 1 – 3

Consultation course consisting of individual student effort under guidance of the instructor. Students assigned to or request assignment to specific problems in hospitality management on the basis of interest and preparation. Note:

May be repeated to a maximum of six credits.

**Prerequisites:** Consent of instructor and graduate program director.

**HOA 782 - Advanced Independent Study and Research**

Credits 3

Consultation course consisting of individual student effort under guidance of the instructor. Students conduct independent research in their major area or work on the analysis of a problem for a hospitality organization

**Prerequisites:** Doctoral student..

**HOA 783 - Internship**

Credits 1 – 3

Field experience in a variety of hospitality related industries that focus on management or application of specific skills within a discipline. Must be consistent with the student's area of specialization and conducted under the guidance of a graduate faculty member. Note: May be repeated to a maximum of six credits. **Prerequisites:** Consent of instructor and graduate program director.

**HOA 788 - Professional Paper**

Credits 3

Professional paper whose contents serve as the focus for the final oral examination. Formerly HOA 791 Note: May be enlarged in scope and purpose for thesis credit. 3 credits.

**HOA 789 - Thesis**

Credits 3 – 6

Students may enroll in 3 credits per semester. Formerly Note: A total of six credits are required for the thesis.

**HOA 790 - Special Topics in Hospitality Management**

Credits 1 – 6

Eclectic approach to special problem areas of current interest employing individual and group research. Note: May be repeated once with consent of advisor and instructor. **Prerequisites:** Six graduate credits in hotel administration.

**HOA 794 - Issues and Trends for Hospitality Educators**

Credits 1

Explores issues and trends in hospitality education. Formerly HOA 779 Note: May be repeated to a maximum of three credits. **Prerequisites:** Doctoral student.

**HOA 795 - Research Seminar in Hospitality Education**

Credits 3

Exploration of problems related to programs and techniques of teaching in food service and lodging education, with emphasis upon the means of improving curriculum and instruction. Formerly HOA 762 Note: May be repeated once with consent of advisor and instructor. **Prerequisites:** Six graduate credits in hotel administration.

**HOA 796 - Advanced Research Methodology**

Credits 3

Fundamental principles of multivariate data analysis, including the mathematics behind the statistical techniques studied. Examination of quantitative research methods including sample size determination, validity, reliability and detection and handling of outliers. Formerly HOA 736

**Prerequisites:** EPY 722

**HOA 797 - Philosophy of Science in Hospitality Research**

Credits 3

Exploration of the philosophical and sociological context of research, including different epistemologies, ontologies, and images of human nature and their influence on conceptualizing and designing research, collecting and understanding data, and disseminating findings. Implications and consequences of alternative approaches and perspectives of inquiry examined. Formerly HOA 737

**HOA 798 - Readings in Hospitality Management**

Credits 3

Provides students with a knowledge and understanding of important research in their area of interest. Formerly HOA 778 **Prerequisites:** Doctoral student or consent of instructor.

**HOA 799 - Dissertation**

Credits 3 – 12

Dissertation Research. Formerly HOA 798 Note: 3-12 credits in three-credit increments. Grading S/F grading only. **Prerequisites:** Graduate standing in Ph.D. program and consent of advisor.

**MHA 538 - Fundamentals of Casino Operations**

Credits 3

Provides students with basic casino table games and slot department management operational procedures. It shows the relationship between these departments and other hotel/casino departments. By the end of this course, students will understand state of the art casino operations management methods.

**MHA 601 - Operational Analysis in Hospitality Management**

Credits 3

The following courses were not found in the supplied content but, were listed in program requirements. Please review and provide us, if possible, with the correct information. Formerly MHA 731

**MHA 603 - Human Resources and Behavior in the Hospitality Industry**

Credits 3

Examines the functions of human resource management through readings, cases and applied research with special

attention to strategic HR alliances and developing trends.  
Formerly MHA 703

**MHA 605 - Financial Analysis for Service Industries**

Credits 3

Problems and cases in applying accounting and financial information to executive decision making in the hospitality industry. Formerly MHA 705

**MHA 611 - Laws of Innkeeping and Food Service**

Credits 3

Examines through case studies and discussion the modern application of the laws of innkeeping using a historical perspective. Formerly MHA 711

**MHA 616 - Principles and Practices in Hotel Management**

Credits 3

Examination of the mechanisms and techniques employed in the management of hotel/motel companies. Comparisons, case studies, and selected topics focus on equity structures, operations, marketing, and systems for a variety of public and private operations. Formerly MHA 616

**MHA 617 - Principles and Practices in Convention and Meetings Management**

Credits 3

Examination of the mechanisms and techniques employed in the management of convention and meeting industries. Comparisons, case studies, and selected topics focus on equity structures, operations, marketing, and systems for a variety of convention and meetings management issues. Formerly MHA 717

**MHA 618 - Principles of Casino and Gaming Management**

Credits 3

Examination of the mechanisms and techniques employed in the management of casino companies. Comparisons, case studies and selected topics focus on organization and department policies, production processes, manpower development, scheduling, and marketing for a variety of operating systems. Formerly MHA 618

**MHA 620 - Principles and Practices in Food Service Management**

Credits 3

Examination of the mechanisms and techniques employed in the management of food service companies. Comparisons, case studies, and selected topics focus on equity structures, operations, multiunits, marketing, and systems for a variety of public and private operations. Formerly MHA 720

**MHA 625 - Information Technology in the Hospitality Industry**

Credits 3

Examines the current level of technology use, explores the potential uses of existing technology, and discusses new technologies in the hospitality industry. Formerly MHA 725

**MHA 635 - Research Methodology**

Credits 3

Examination of research methods including the scientific method, literature review, sampling, statistics, research design and analytical technique. Formerly MHA 735

**Prerequisites:** Six or more credits in the MHA program.

**MHA 638 - Database Marketing for Hospitality and Tourism**

Credits 3

Provides students with a working knowledge of database marketing in the hospitality and tourism industries. Database marketing is an information-driven process of compiling detailed information about customers, leads, and prospects and using that information to segment and target individual customers with appropriate sales-oriented materials.

**MHA 640 - Marketing Systems**

Credits 3

Development of marketing and advertising systems for hospitality industries based on both the need to create new markets and the need to respond to significant shifts in social and economic patterns. Formerly MHA 740

**MHA 641 - Dynamics of Tourism**

Credits 3

Examines major components of international and domestic tourism systems, including socio-economic effects. Legal and environmental problems, and managerial and planning functions. Formerly MHA 741

**MHA 642 - Customer Development Strategies for the Casino/Gaming Industry**

Credits 3

Analyzing marketing and promotional strategies utilized by the casino industry and developing understanding of valuable techniques that facilitate managerial decision making concerning these strategies. Formerly MHA 742

**MHA 644 - Online Training and Development**

Credits 3

Concepts, principles, and techniques of online training. Emphasizes transfer of knowledge acquisition via online learning. Development of online training programs. Formerly MHA 744

**MHA 645 - Human Dynamics and Organizational Leadership**

Credits 3

Provides students with knowledge, skills and attitudes necessary to undertake leadership responsibilities in complex organizations. Applies concepts and methodologies from social and behavioral sciences in the analysis of leadership behavior in diverse organizational and community settings. Formerly MHA 745

**MHA 651 - Hospitality Service Management**

Credits 3

Examines service marketing and management concepts relevant to the hospitality industry and explores how these concepts can be applied to service delivery systems in the hospitality industry. Formerly MHA 751

**MHA 653 - Event Management**

Credits 3

The following courses were not found in the supplied content but, were listed in program requirements. Please review and provide us, if possible, with the correct information. Formerly MHA 753

**MHA 654 - Risk Management: Safety and Security in Hospitality and Tourism**

Credits 3

The following courses were not found in the supplied content but, were listed in program requirements. Please review and provide us, if possible, with the correct information. Formerly MHA 754

**MHA 655 - Meeting and Convention Management**

Credits 3

The following courses were not found in the supplied content but, were listed in program requirements. Please review and provide us, if possible, with the correct information. Formerly MHA 755

**MHA 660 - Research Seminar in Hotel Administration**

Credits 3

Student solutions to situation incidents and case studies in the lodging segment of the hospitality industry. Alternate semesters treat different topics. Formerly MHA 760

**MHA 661 - Research Seminar in Food Service Administration**

Credits 3 Student solutions to incidents and case studies in the food segment of the hospitality industry. Alternate semesters treat different topics. Formerly MHA 761

**MHA 663 - Research Seminar in Casino and Gaming Management**

Credits 3

Student solutions to situations, incidents and case studies in the casino segment of the hospitality industry. Alternate semesters treat different topics. Formerly MHA 763

**MHA 675 - Seminar in Hospitality Finance**

Credits 3

Analysis and application of financial theories to hospitality firms and industry. Formerly MHA 775

**MHA 681 - Independent Study-Consultation/Research on Selected Topic**

Credits 3

Consultation course consisting of individual student effort under guidance of the instructor. Students assigned to or request assignment to specific problems in hospitality management on the basis of interest and preparation. Formerly MHA 781

**MHA 690 - Special Topics in Hospitality Management**

Credits 3

Eclectic approach to special problem areas of current interest employing individual and group research. Formerly MHA 790 Note: May be repeated multiple times.

**MHA 691 - Professional Paper**

Credits 3

Professional paper whose contents serve as the focus for the final oral examination. Formerly MHA 791

**MHA 706 - Hospitality Revenue Management**

Credits 3

This course deals with the theory and practice of operational and strategic revenue management policy and problems in the hospitality industry. It briefly examines the critical areas of yield management and revenue maximization in the context of hospitality and tourism industry. Emphasis is placed upon current issues in revenue management systems.

**MHA 726 - Sustainability in the Hospitality Industry**

Credits 3

An examination of sustainability practices in hotels, restaurants, and other hospitality facilities. Topics covered include material use, waste reduction, and recycling; water conservation; energy management; site selection and green building design, and indoor environmental quality issues. A special emphasis is placed on certifications and certifying organizations.

**MHA 746 - The Essentials of Negotiation in the Hospitality Industry**

Credits 3

This course explores the major concepts and theories of the psychology of bargaining and negotiation, and the dynamics of interpersonal and inter-group conflict and its resolution.

Course concepts will be applied to situations within the hospitality industry.

### **MHA 747 - Intercultural communication in the Hospitality Industry**

Credits 3

Explores communication, culture, and social dynamics internal and external to hospitality organizations within an international context.

## **Recreation & Sport Management**

### **Chair**

McLean, Daniel

(2007), Professor; B.A., Sacramento State College; M.A., Brigham Young University; Ph.D., Kansas State University.

### **Graduate Coordinator**

Busser, James A.

(1987), Professor; B.S., Illinois State University; M.S., Ph.D., University of Illinois at Champaign-Urbana.

### **Graduate Faculty**

Busser, James A.

(1987), Professor; B.S., Illinois State University; M.S., Ph.D., University of Illinois at Champaign-Urbana.

Carruthers, Cynthia P.

(1990), Professor; B.S., M.S., Ph.D., University of Illinois at Champaign-Urbana.

Giannoulakis, Chrysostomos

(2008), Assistant Professor; B.S., Aristotle University of Thessaloniki; M.Ed., Springfield College; Ph.D., University of Northern Colorado.

Livengood, Jennifer

(2007), Assistant Professor; B.A., Southern Illinois University; MSW, Ph.D., University of Illinois at Champaign-Urbana.

McLean, Daniel

(2007), Professor; B.A., Sacramento State College; M.A., Brigham Young University; Ph.D., Kansas State University.

Stahura, Kurt

(2004); Associate Professor; B.A., University of Wisconsin; M. A., Ph.D., University of Minnesota.

The Department of Recreation and Sport Management offers a program of study that provides students with the theory, knowledge, and skills needed to assume management positions in sport and leisure service agencies. A variety of organizations across the country have a need for qualified management personnel who also possess a

theoretical background in sport and leisure behavior. Successful management of sport and leisure services is predicated on acquiring three areas of knowledge. First is a theoretical foundation in sport and leisure behavior. This background enables the manager to understand the motivations, expectations, and satisfactions of the participant and spectator and to incorporate these into events, programs, and services. Second is an understanding of management techniques specific to the delivery of sport and leisure service. These include a thorough background in the management, development, and operation of sport and leisure service delivery systems, facilities, programs, and ancillary services. Third is a research/analysis component that is designed to prepare the student to evaluate programs and services as well as analyze and interpret complex information. This component prepares the student for data based management applications and problem-solving techniques.

### **Sport and Leisure Service Management M.S.**

An important aspect of the degree program is the opportunity to develop a specialization in either Sport or Leisure Service Management. Specializations provide additional focused study that enable students to prepare for a career in a specific programmatic or organizational setting. The majority of the courses included in a specialization are selected in consultation with the student's advisor. Specialization courses may be selected to expand the student's knowledge in law and liability in sport and leisure, athletic administration, finance, budgeting, marketing, leisure needs assessment, program design and operation, program evaluation, and other courses pertinent to the specialized management of sport and leisure. Opportunities for individualized study of special topics and internships in sport and leisure service agencies also further individualize the student's preparation.

Successfully completing the program of study will result in conferral of the Master of Science degree in Sport and Leisure Service Management. Graduates of this program find employment with organizations providing professional, collegiate, and amateur sports; community, therapeutic, outdoor, and commercial recreation; and health and fitness services.

### **Admission Requirements**

Applicants must submit the following information for admission:

1. Application for admission.
2. Submission of two copies of official transcripts from all institutions attended after high school. One copy should be sent directly to the Graduate College and the other to the Harrah Hotel Graduate Studies Office.

3. A baccalaureate degree from an accredited institution with a minimum overall GPA of 2.76 on a 4.00 scale or 3.00 in the last two years of study.
4. Graduate Record Examination (GRE) scores. A minimum score of 450 in each of the GRE sections of verbal and quantitative is required.
5. Two letters of recommendation. These letters should be from faculty members who know the applicant's academic capabilities and can predict success in graduate school.
6. A one-page statement describing the applicant's goals and reasons for seeking graduate education in sport and leisure service management.
7. Current resumé.
8. A bachelor's degree with a major or minor in Leisure Studies, Recreation, Sport Management or a closely related field. Applicants not meeting this criterion may be required to take prescribed deficiency undergraduate courses.

*International applicants:* if English is not the applicant's native language, and his/her baccalaureate degree was not from a school where English was the language of instruction, the applicant must complete one of the language tests listed below with the minimum score indicated or above:

#### **TOEFL**

*Paper-based Test* – 550 (minimum writing score – 58)

*Computer-based Test* – 213 (minimum writing score – 24)

*Internet-based Test* – 80 (minimum writing score – 21, minimum speaking score – 21)

**Michigan Test** – 85% (minimum scores: 40 out of 50 speaking; 40 out of 50 writing)

**IELTS** – 7

Applicants who do not meet the above minimum GPA or GRE test score requirements may be admitted as Provisional Graduate Students.

#### **Transfer of Credit**

Nine credits of relevant graduate courses taken prior to admission to the Sport and Leisure Service Management degree may be accepted toward the student's official graduate program. These credits may be from another accredited university or from UNLV. However, the hours transferred must be: 1) graduate level, 2) received a grade of A or B (B- is not acceptable), 3) appropriate to the proposed degree, and 4) approved by the student's advisor and the Graduate Coordinator, and, 5) taken within the allowable six-year time limit on all course work. Additional graduate credits may be petitioned for transfer.

#### **Progression of Graduate Program**

Prior to completing 16 hours of graduate credit, the student in consultation with his/her advisor, will file a Graduate

Degree Program. This program is a contract that specifies the courses necessary to obtain the master's degree. Any changes in the official program must be made on a Change of Degree Program form, approved by the advisor and graduate coordinator, and submitted to the Graduate College.

Concurrent with the filing of the Official Graduate Program, the student's Graduate Examination Committee is appointed. The committee consists of three graduate faculty members from the department and one outside graduate faculty member (usually from an appropriate cognate area in which the student has taken classes). Generally, the advisor serves as the committee chair.

Each master's degree candidate must complete a thesis or professional paper. In either case, a prospectus will be presented to the Examination Committee. After approval of the prospectus, the student may proceed with the project. Upon completion of the thesis or paper, the written document is provided to the Examination Committee members at least two weeks prior to an oral presentation and defense of the work before this group. Both the thesis and professional paper should adhere to the American Psychological Association's current Publication Manual regarding writing style and format. Copies of the completed thesis must also meet the Graduate College guidelines and be deposited according to published timelines. Professional papers must be bound and copies provided to the department office and advisor.

#### **Course Descriptions**

##### **SLS 550 - Administration of Recreation and Leisure Services**

Credits 3

Comprehensive examination of the philosophical, legal, financial, and administrative foundations necessary for management personnel in a public, not-for-profit or commercial leisure service organization. Formerly SLS 650

##### **SLS 700 - Special Problems in Sport and Leisure**

Credits 3

Specialized instruction and/or research designed to develop depth in understanding a current problem in sport and leisure. Note: May be repeated to a maximum of six credits. **Prerequisites:** Consent of instructor.

##### **SLS 701 - Independent Study**

Credits 1 – 3

Independent study of a selected topic in sport or leisure service management or leisure behavior. Note: May be repeated to a maximum of six credits. **Prerequisites:** Consent of instructor.

##### **SLS 702 - Management in Sport and Leisure Service Organizations**

Credits 3

Utilizes management theory in conjunction with theory of sport and leisure behavior to develop a philosophy of

administration applicable to sport and leisure service organizations.

### **SLS 703 - Management Analysis of Sport and Leisure Service Organizations**

Credits 3

Analysis of how the financial resources needed to operate sport and leisure service facilities and programs are acquired and marshaled to realize organizational goals. Marketing strategies and revenue source specific to sport and leisure services analyzed and discussed. **Prerequisites:** SLS 702

### **SLS 704 - Management Internship**

Credits 3

Structured management internship in a sport or leisure service organization which focuses on specific administrative functions under the supervision of an agency manager and a university advisor. **Prerequisites:** SLS 703 and approval of student's advisor.

### **SLS 716 - Social Psychology of Sport and Leisure**

Credits 3

Introduces and examines the theories of sport and leisure behavior from a social psychological perspective. Issues and outcomes of involvement in sport and leisure activities for the individual as well as organized groups.

### **SLS 717 - Law and Liability in Sport and Leisure Services**

Credits 3

Explores the legal principles and rules of law affecting the administration of recreation, sports and athletic programs. Emphasis on risk management theory, safety principles, insurance concepts and liability issues. Litigation trends identified and procedures outlined to minimize legal risks.

### **SLS 718 - Programming for Sport and Leisure Service Organizations**

Credits 3

Theoretical and conceptual aspects of comprehensive programming for sport and leisure service organizations. Includes program development theories, program design concepts, advertising, promotion and evaluation procedures.

### **SLS 748 - Professional Paper**

Credits 3

Under the direction of a faculty advisor, the student develops a written treatise detailing the application of a principle or theory to the solution of a current problem of professional practice in the management of sport and leisure service. Grading S/F grading only. **Prerequisites:** Consent of instructor.

### **SLS 749 - Thesis**

Credits 3

Under the direction of a faculty advisor, students develop a written treatise detailing their methodical investigation and exposition of a theory or principle related to the management of sport and leisure service. Note: May be repeated to a maximum of six credits. Grading S/F grading only. **Prerequisites:** Consent of instructor.



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