



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.

# College of Business

The College of Business offers four graduate programs. The Master of Science in Accountancy (MSA) provides professional preparation for students wishing to pursue careers in taxation, public accounting, managerial or corporate accounting, and government. The MSA also provides the necessary course work for sitting for the CPA exam in Nevada and other 150-hour jurisdictions.

The Master of Science in Management Information Systems (MS MIS) prepares graduates for professional careers in the management of information technology (IT). MIS students earn competency in IT, embedded in a business context that provides them with well-rounded preparation for occupations in high demand.

The M.A. in Economics focuses on applied and empirical economics and also provides students with a strong foundation for further graduate study at the Ph.D. level. The core of the program includes the basic theory of microeconomics, macroeconomics, as well as math for economists. To develop empirical skills, students must take two courses that use statistical analysis to examine interesting economic problems.

The largest graduate program in the college, the MBA, is designed to prepare the individual to meet the challenges of rapid change in business and in society through emphasis on managerial concepts and analytical reasoning. The particular focus on theory and practice produces special qualities in the UNLV MBA graduate. By studying managerial theory and economic principles, the student acquires the capacity for assuming responsibility in a wide variety of roles within an organization

## *Paul A. Jarley, Dean*

(2007) Business; Ph.D., University of Wisconsin-Madison; MPP, University of Michigan Ann Arbor; BA, University of Michigan Ann Arbor.

## Accounting

### Chair

Tandy, Paulette R.

(1989), Associate Professor; B.S., Appalachian State University; MBA, Ph.D., Texas A&M; CPA, North Carolina

### Graduate Coordinator

Charron, Kimberly

(1997), Associate Professor; B.S., Ph.D., University of Arizona; CMA.

### Graduate Faculty

France, James

(2003), Lecturer, B.S., United States Air Force Academy; MBA, University of Colorado; M.S. University of Nevada Las Vegas.

McCaslin, Thomas E.

(1988), Associate Professor; B.B.A., University of Houston; M.A., D.B.A., University of Tennessee; CPA, Texas.

Messier, William F. Jr.

(2008), Kenneth and Tracy Knauss Endowed Chair in Accounting; B.B.A., Siena College; M.S., Clarkson University; M.B.A and D.B.A, Indiana University; CPA, Florida.

Moore, Charles T.

(1989), Professor; B.S., University of Arkansas at Little Rock; M.S., Ph.D., Louisiana State University; CPA, Texas.

Raschke, Robyn

(2007), Assistant Professor; B.B.A, M.ACC., University of Georgia; Ph.D., Arizona State University; CPA, Georgia.

Simon, Chad

(2008), Assistant Professor; B.S., M.ACC., Brigham Young University; Ph.D., University of Georgia.

Smith, Jason L.

(2008), Assistant Professor; B.S. M.ACC., Brigham Young University; Ph.D., University of Arizona; CPA, Colorado.

Swayze, James P.

(1990), Associate Professor; B.B.A., University of North Texas; M.S., Ph.D., University of Houston.

Vent, Glen A.

(1982), Associate Professor; B.S., MBA, Central State University; B.S., Washington State University; Ph.D., University of Arizona; CPA, Oklahoma.

Zimmerman, John

(1989), Associate Professor; B.S., Glassboro State College; M.S., Golden Gate University; J.D., Southwestern University School of Law; CPA, California and New Jersey.

### Professors Emeriti

Baldwin, Duane E.

(1975-1996), Emeritus Professor; B.S., M.A., San Jose State University; D.B.A., University of Southern California; C.P.A., Nevada, Utah.

Bakay, Virginia H.

(1978-2000), Emeritus Associate Professor; B.B.A., Memphis State University; M.A., Ph.D., University of Alabama; C.P.A., Tennessee.

Milne, Ronald A.

(1983-2000), Emeritus Associate Professor; B.S., Arizona State University; MBA, Michigan State University; Ph.D., University of Illinois.

The Master of Science in Accounting is a professional degree designed to enhance the skills of those planning careers in accounting. The program of study includes training in advanced accounting topics such as auditing, financial accounting, accounting systems, and taxation. The Master of Science in Accounting requires a minimum of 30 credit hours above the bachelor's degree.

The A.A.C.S.B - International Association for Management Education accredits the Master of Science in Accounting. The Nevada State Board of Accountancy requires 150 hours of college credits from a college or university approved by the State Board of Accountancy. In combination with an undergraduate degree, the 30 hours required by the M.S. in the Accounting program should satisfy these requirements.

## **Accounting M.S.**

### ***Admission Requirements***

Each student must satisfy the following requirements for admission into the Master of Science in Accounting:

1. A bachelor's degree from an accredited college or university. A minimum GPA of 3.00 or higher on a 4.00 scale.
2. A minimum GMAT score of 550 and a minimum score in the 25th percentile or higher on Verbal and a minimum score in the 25th percentile or higher on Quantitative.
3. The GMAT may be waived for UNLV accounting students who have a 3.25 GPA in the core accounting courses (ACC 400, 401, 402, 405, 409, 410 and 470).
4. Compliance with the Graduate College admission standards.

### ***Degree Requirements***

The student and the department graduate program coordinator will design each degree program. Students seeking a Master of Science in Accounting must comply with all general university requirements as outlined in the Graduate Catalog. In addition, the following specific requirements must be satisfied.

### **Track I: Students Holding a Baccalaureate in Accounting**

All students must complete a minimum of 30 graduate credit hours, including at least 24 credit hours in 700-level courses. These courses must include the following:

1. A minimum of 18 graduate credit hours in accounting, 15 of which must be at the 700 level.
2. A minimum of nine graduate credit hours outside the accounting discipline. These courses must be beyond the usual College of Business Core.

### **Track II: Students Holding a Non-Accounting Baccalaureate**

All students must complete a minimum of 36 graduate credit hours, including at least 24 credit hours in 700-level courses. These courses must include the following:

1. A minimum of 18 graduate credit hours in accounting, 15 of which must be at the 700 level.
2. ACC 602 Financial Reporting II and ACC 670 Auditing and Assurance services
3. A minimum of nine graduate credit hours outside the accounting discipline. These courses must be beyond the usual College of Business Core.

A student who holds a bachelor's degree in a non-accounting field may also have to satisfy the following background core requirement.

ACC 600 - Accounting Environment  
ACC 601 - Financial Reporting I  
609 - Accounting Information Systems  
ACC 610 - Federal Taxation  
ACC 700 - Financial and Managerial Accounting  
Or  
MBA 709 - Accounting for Managers  
BLW 674 - Business Law II  
MBA 711 - Managerial Finance

Some or all of the background business core may be completed before admission into the M.S. program.

### ***Program Modifications***

Some or all of the background business core may be completed before admission into the M.S. program. The Graduate Coordinator must approve exceptions or modifications of above program and requirements.

## **Certificate Programs in Accounting**

### **Graduate and Advanced Graduate Certificates in Accounting**

The certificates are designed to prepare professionals, who may be switching careers or those entrepreneurs who want accounting skills to better run their business, with fundamental knowledge in accounting. Successful completion of the Graduate Certificate in Accounting will prepare students to enter the Advanced Graduate Certificate in Accounting or the M.S. in Accounting program. This Graduate Certificate coupled with the Advanced Graduate Certificate in Accounting will provide professionals without an undergraduate degree in accounting the needed accounting credits to sit for the Certified Public Accounting (C.P.A.) exam.



## **Graduate Certificate in Accounting**

### ***Admission Requirements***

Admission requirements include an undergraduate degree with a 2.75 GPA or higher and successful completion of two undergraduate accounting courses ( ACC201 Introduction to Financial Accounting or equivalent and ACC202 Introduction to Managerial Accounting or equivalent).

### ***Certificate Requirements***

The program consists of six graduate classes currently offered by the UNLV Department of Accounting. All certificate students will take the core accounting courses:

ACC 600 - Accounting Environment  
ACC 601 - Financial Reporting I  
ACC 602 - Financial Reporting II  
ACC 609 - Accounting Information Systems  
ACC 610 - Federal Taxation  
ACC 670 - Auditing and Assurance Services

Deviations to these six courses may be approved by the Graduate Coordinator.

## **Advanced Graduate Certificate in Accounting**

### ***Admission Requirements***

Admission Requirements Admission requirements include the successful completion of either an undergraduate degree in accounting or the UNLV Certificate in Accounting or equivalent coursework with a GPA of 2.75 or higher.

If desired, upon successful completion of the Advanced Certificate in Accounting Program, students may apply for admittance into the the MS Accounting program. General Admission requirements for admission to the MS Accounting program are a 3.0 GPA or higher and a Graduate Management Admission Test (GMAT) score of 550 or higher. Students who complete the Advanced Certificate in Accounting Program with a 3.4 GPA or higher may waive the GMAT requirement. To transfer classes taken during the Certificate program into the MS program, students must earn a B or better in the course.

### ***Certificate Requirements***

The Advanced Certificate in Accounting Program is made up of accounting classes currently offered through the department. Program students will take five of the following courses (at least four of which must be at the 700 level):

ACC 605 - Cost Management and Control  
ACC 606 - Auditing in the Gaming Industry  
ACC 607 - Governmental and Not-for-Profit Accounting  
ACC 612 - Fraud Examination  
ACC 620 - Internal Auditing  
ACC 701 - Federal Tax Topics  
ACC 702 - Financial Reporting Topics  
ACC 703 - Issues in Federal Taxation

ACC 705 - Research Methodology in Federal Taxation and Practice Before the IRS

ACC 706 - Auditing Theory and Applications

ACC 709 - Systems Theory and Applications

ACC 715 - Advanced Management Accounting

ACC 725 - Mergers, Acquisitions and Divestitures

ACC 740 - Taxation of Corporations and Shareholders

ACC 745 - Taxation of Partnerships

## **Course Descriptions**

ACC 600 - Accounting Environment

ACC 601 - Financial Reporting I

ACC 602 - Financial Reporting II

ACC 605 - Cost Management and Control

ACC 606 - Auditing in the Gaming Industry

ACC 607 - Governmental and Not-for-Profit Accounting

ACC 610 - Federal Taxation

ACC 612 - Fraud Examination

ACC 620 - Internal Auditing

ACC 650 - International Accounting

ACC 670 - Auditing and Assurance Services

BLW 650 - Law of the Internet

BLW 674 - Business Law II

Note: Graduate credit may be obtained for courses designated 600 or above. A full description of the courses listed above may be found in the UNLV Undergraduate Catalog under the corresponding 400 number. Credit at the 600-level normally requires additional work.

### **ACC 700 - Financial and Managerial Accounting**

Credits 3

Overview of the accounting cycle with an emphasis on the preparation and analysis of financial statements. Basic concepts and procedures of managerial accounting. Provides a foundation for identifying and analyzing alternatives useful for decision making. For non-business undergraduates only. Credit will not be given towards the MS degree.

### **ACC 701 - Federal Tax Topics**

Credits 3

Advanced tax topics involving corporations, proprietorships, and individuals. **Prerequisites:** ACC 410 or ACC 610 or equivalent.

### **ACC 702 - Financial Reporting Topics**

Credits 3

Advanced accounting principles, theory, and practice used in the preparation, interpretation, and analysis of general purpose financial statements for external users..

**Prerequisites:** ACC 402 or ACC 602 or equivalent.

### **ACC 703 - Issues in Federal Taxation**

Credits 3

Broad survey course that examines an array of topics using the Internal Revenue Code, Treasury Regulations, court cases and IRS rulings. Topics include income recognition and exclusions, capitalizations, deductions, fringe benefits, capital assets, tax free exchanges and other topics.

**Prerequisites:** ACC 410 or ACC 610 or equivalent.

### **ACC 705 - Research Methodology in Federal Taxation and Practice Before the IRS**

Credits 3

Federal tax research methodology as related to practical problem solving in the areas of accounting practice and administrative tax procedures before the Internal Revenue Service and the United States Tax Court. **Prerequisites:** ACC 410 or ACC 610 or equivalent.

### **ACC 706 - Auditing Theory and Applications**

Credits 3

Examination of the changing business environment of the auditor and the impact of these changes on auditing philosophy, objectives, and methodology. Contemporary issues in auditing examined. **Prerequisites:** ACC 470 or ACC 670 or equivalent.

### **ACC 709 - Systems Theory and Applications**

Credits 3

Through readings and case studies, the course develops knowledge needed in the accounting information systems field from advanced topics that focus on design and implementation issues of enterprise systems. Emerging issues in the application of technology to accounting information systems and IT auditing tools and risk assessment are also examined. **Prerequisites:** ACC 409 or ACC 609 or equivalent.

### **ACC 715 - Advanced Management Accounting**

Credits 3

Explores contemporary issues facing management accountants through readings and case studies. Emphasis will be placed on the topics of financial leadership, ethics and strategic decision making. **Prerequisites:** Consent of instructor.

### **ACC 725 - Mergers, Acquisitions and Divestitures**

Credits 3

Accounting concepts, practices, and procedures involved in accounting for business combinations, multinational-national corporations, and divestitures. **Prerequisites:** ACC 401 or ACC 601 or equivalent.

### **ACC 740 - Taxation of Corporations and Shareholders**

Credits 3

Federal income tax problems of corporations and shareholders including organization, capital structure, distributions, undistributed income, stock redemptions and

partial liquidations. **Prerequisites:** ACC 410 or ACC 610 or consent of instructor.

### **ACC 745 - Taxation of Partnerships**

Credits 3

Tax considerations of organization and operation of partnerships. Partnership distributions, withdrawal of partners, problems upon death of a partner, dissolution of partnership, and sale of an interest. **Prerequisites:** ACC 410 or ACC 610 or consent of instructor.

### **ACC 749 - Seminar in Estate Planning**

Credits 3

Estate and gift taxation with consideration of estate planning devices, generation skipping transfer tax, marital deduction and liquidity problems. **Prerequisites:** ACC 410 or ACC 610 or equivalent.

### **ACC 781 - Internship**

Credits 3

Supervised professional learning experience in accounting with business firms, nonprofit organizations or government agencies. Project report required. **Prerequisites:** Admission to MS Accounting program.

### **ACC 789 - Seminar in Accounting**

Credits 3

Study in specialized areas of accounting. May be repeated to a maximum of six credits. **Prerequisites:** ACC 402 or ACC 602 or consent of instructor.

### **ACC 791 - Professional Paper**

Credits 3

## **Business Administration**

### **Director of MBA Programs**

McCurdy, Gordon W.

(2009), B.A., Dartmouth; M.Phil., University of Cambridge, England, M.B.A. Yale School of Management.

### **Graduate Faculty**

Aalberts, Robert J.

(1991), Leid Professor; B.A., Bemidji State University; M.A., University of Missouri; J.D., Loyola University.

Alder, G. Stoney

(2002), Assistant Professor, B.S., University of Utah; MBA, Brigham Young University; Ph.D. University of Colorado.

Arend, Richard J.

(2001), Assistant Professor: B.A., University of British Columbia; M.A., Ph.D., York University.

- Chang, Saeyoung  
(1999), Associate Professor; B. Commerce, University of Calgary; MBA, Indiana University; Ph.D., Ohio State University.
- Chatfield, Robert E.  
(1988), Professor; B.A., Eastern Nazarene College; M. S., Ph.D., Purdue University.
- Choi, Seungmook  
(1991), Professor; B.A., Korea University; M.A., Ph.D., University of Texas, Austin.
- Clauret, Terrence M.  
(1988), Professor; B.A., Stonehill College; Ph.D., Washington State University.
- Corney, William J.  
(1976), Professor; B.S.E.E., University of Michigan; MBA, Eastern Michigan University; D.B.A., Arizona State University.
- Cross, James  
(1989), Associate Professor; B.S., MBA, Ph.D., University of Minnesota.
- Gilbert, Joseph T.  
(1991), Associate Professor; B.A., M.A., St. Louis University; Ph.D., University of Southern California.
- Guidice, Rebecca  
(2004), Assistant Professor, B.A., Whitworth College; MBA, Eastern Washington University; Ph.D., Washington State University.
- Hames, David S.  
(1989), Associate Professor; B.A., Albion College; M.A., Michigan State University; Ph.D., University of North Carolina, Chapel Hill.
- Hoyt, Richard W.  
(1973), Professor; B.A., MBA, California State University, Long Beach; Ph.D., University of Arkansas.
- Hsu, Chin-Chun  
(2003), Assistant Professor; B.S., Tamking University; MBA, California State University, San Bernardino; Ph.D. Candidate, Saint Louis University.
- Jameson, Melvin H.  
(1989), Professor; S.B., Massachusetts Institute of Technology; M.A., Ph.D., University of California, Berkeley.
- LaTour, Michael S.  
(2004), Professor; B.B.A., MBA, Boise State University; Ph.D., University of Mississippi.
- Leong, Keong  
(2001), Professor, B.S., University of Malaysia; M.B.A., University of South Carolina; Ph.D., University of South Carolina.
- McAllister, Daniel W.  
(1982), Associate Professor; B.S., MBA, University of Utah; Ph.D., University of Washington.
- Mejza, Michael  
(1998), Associate Professor; B.A., University of Connecticut; MBA, Ph.D., University of Maryland.
- Miller, Alan N.  
(1978), Professor; B.A., University of New Hampshire; B.A., Temple University; MBA, Syracuse University; M.Phil., Ph.D., City University of New York.
- Naylor, Gillian  
(1996), Associate Professor; B.A., Washington State University; MBA, Eastern Washington State University; Ph.D., University of Arizona.
- Nil, Alexander  
(1999), Associate Professor; M.A., Ludwig-Maximilian University; D.B.A., Ph.D., University of Innsbruck.
- Phelan, Steven  
(2003), Assistant Professor, B.S., University of Melbourne; Ph.D. (ABD), Australian Graduate School of Management; M.B.A., Monash University, Ph.D., La Trobe University.
- Poon, Percy  
(1989), Associate Professor; Honors Diploma, Hong Kong Baptist College; MBA, Southwest Texas State University; Ph.D., Louisiana State University.
- Richards, Clinton H.  
(1977), Associate Professor; B.S., MBA, Ph.D., University of Kansas.
- Runge, Janet  
(1997), Assistant Professor; B.P.A., Loyola University; MBA, University of New Orleans; Ph.D., Louisiana State University.
- Schibrowsky, John  
(1988), Professor; B.S., University of Wisconsin-Superior; MBA, University of Northern Iowa; Ph.D., University of Wisconsin-Madison.
- Seale, Darryl Anthony  
(1999), Associate Professor; B.S., California State University, Chico; MBA, Pennsylvania State University; M.A., Ph.D., University of Arizona.
- Sullivan Michael J.  
(1991), Professor; B.S., St. John Fisher College; MBA, University of Florida; Ph.D., Florida State University.
- Tan, Keah-Choon  
(1998), Associate Professor; B.S., MBA, University of South Alabama; Ph.D., Michigan State University.
- Thistle, Paul D.  
(1999), Professor; B.B.A., University of Portland; M.S., Ph.D., Texas A & M University.
- Wisner, Joel D.  
(1991), Professor; B.S., New Mexico State University; MBA, West Texas State University; Ph.D., Arizona State University.
- Professors Emeriti**
- Dandurand, Lawrence  
(1973), Professor; B.S.B., University of Minnesota; M.A., Mankato State College; Ph.D., University of Missouri.
- Newbould, Gerald D.

(1988), Professor; B.Com., University of Birmingham; M.A., University of Sheffield; Ph.D., University of Liverpool.

Pinney, J. Kent

(1973-1998), Emeritus Professor; B.A., University of Utah; MBA, D.B.A., Indiana University.

Seidman, Lorne H.

(1969-2000), Emeritus Professor; B.S.C., Ohio University; J.D., Case Western Reserve University.

Yantis, Betty

(1975-1998), Emeritus Professor; B.S.C.E., M.S.C.E., M.A., Ph.D., University of Arkansas.

## **The Master of Business Administration**

The MBA programs at the College of Business at UNLV are designed for those who seek global career and leadership opportunities. Today's business leaders face challenges which are quite different from those of a generation ago. Faced with a global competitive business environment and supported by new information and communication technologies, organizational structures are changing. Success in the new marketplace requires teams of executives working across functions and across borders. The MBA programs at UNLV prepare students to succeed in today's business environment by providing them with the needed skills, knowledge, and tools to become visionary and creative leaders. The program focuses on ethics and critical thinking, business communications, the role of the firm and its goals and markets, firms' strategic planning and positioning, value chain management approach, international business culture, technology management, integration of curriculum, and teamwork. Our faculty and administration are committed to fulfilling the recently revised college mission: to advance the knowledge and practice of the disciplines that constitute business and administration and to foster the intellectual and economic vitality of Nevada and the Intermountain Region through teaching, research, and outreach. Our faculty are committed to continuous quality improvement of the curriculum and teaching, to increased vertical and horizontal integration of course material, and to team teaching and team learning. To achieve the best outcome, the faculty embrace no single teaching method, but rather employ a combination of methods best suited to the particular objectives of the course. Lectures, group discussions, seminars, case studies, computer simulations, and individual and group research projects are frequently used within courses and across the curriculum.

### **MBA Program Highlights**

A holistic approach to business management which starts with the role of the firm, its goals and markets, its strategic planning and positioning, and value chain management. Curriculum allows students to think actively about connections among disciplines by emphasizing key

functional areas in integrative course modules and team teaching across disciplines.

Explicit emphasis on a framework for analysis of ethical issues and critical thinking.

A greater emphasis on international studies through a specific course in international business and cross-cultural perspective and a greater internationalization of other courses.

An evening MBA Program accommodating the needs of both full-time and part-time students by allowing students to complete their degree at a pace that fits their personal schedule.

A 15-hour concentration with up to six hours of electives provides the opportunity of in-depth specialization and a greater flexibility in tailoring programs of study to each student's needs and interests.

### **Graduate Non-Degree Seeking Students**

Students who have begun the admission process for the MBA program may be considered to take courses as a non-degree seeking student before being admitted to the program. Students must have a current application for admission on file and satisfy the minimum admission requirements for the upcoming semester including GMAT. Students must receive the approval of the Associate Dean for Academic Affairs before enrolling in graduate courses offered by the College of Business. Approval may be granted for one semester only and for a maximum of six credit hours. Approval is restricted to the courses in the first half of the MBA core.

### **Transfer Credit and Prior Course Work**

A maximum of fifteen credit hours of MBA courses taken prior to admission to the program may be applied towards the MBA degree requirement. This includes all courses taken as a fully admitted graduate student at an AACSB accredited business school or as a non-admitted student at UNLV. Graduate work below a B (3.00) or work taken pass/fail is not transferable toward the MBA degree. Requests for transfer course work must be evaluated and approved by the Associate Dean for Academic Affairs after the student is officially admitted.

### **Probation and Suspension**

Student academic performance is reviewed twice a year. Admitted students must enroll for courses every semester, excluding Summer Term, and must complete at least 6 credit hours every year. Prior approval from the Associate Dean for Academic Affairs and Graduate College is required if a student plans to take a leave of absence for a semester.

A student will be placed on probation if it is determined that a student is not making satisfactory progress toward meeting degree requirements or if the student's overall GPA falls below 3.00. Conditions and deadlines for the removal of probation will be specified. Failure to meet the conditions will result in separation from the MBA program.

## **Business Administration & Dental Medicine Dual M.B.A./D.M.D.**

The University of Nevada, Las Vegas School of Dental Medicine and the College of Business offer a dual Doctorate of Dental Medicine (DMD) and Master of Business Administration (MBA) degree program that allows students to be admitted in both programs and achieve the DMD and MBA degrees. As a concurrent program, the dual degree requires that students satisfy the degree requirements of both programs.

The MBA degree at UNLV requires 48 credit hours. The Dental degree requires 195 credit hours. Under the dual degree program fifteen credit hours of dental courses are accepted towards the MBA degree.

### ***Admission Requirements***

Applicants to the DMD/MBA program must submit formal applications for admission to both the School of Dental Medicine and to the College of Business. Students must meet the requirements for admission to both programs. Admissions requirements are the same as those stated under the DMD and MBA programs. Contact the UNLV School of Dental Medicine and the College of Business MBA programs for further information on admissions requirements. Applications from current students in either program will be considered. Entry into the MBA program for students from School of Dental Medicine will be no earlier than the Fall semester of year two of the dental curriculum. However, petitions requesting admission to the dual DMD/MBA program from students at more advanced stages will be considered.

### ***Application Process***

See application process under the MBA and School of Dental Medicine. In addition, include a letter of intent indicating you are applying for the dual DMD/MBA degree.

### ***Degree Requirements***

Students must be admitted to both the DMD and MBA programs with graduate standing. The candidates must successfully complete the 186 credit hours of Dentistry and the 33 credit hours of the MBA required course work.

Furthermore:

1. UNLV School of Dental Medicine cannot award credit for any class taken before matriculation.
2. A maximum of six credit hours of courses taken prior to admission to the DMD/MBA program may be applied towards the MBA degree requirement. This includes all courses taken as a fully admitted graduate MBA student at an AACSB accredited business school, as an admitted dental student at UNLV, or as a non-admitted

student at UNLV before admission to the MBA program.

3. DMD/MBA candidates who subsequently decide to pursue only the DMD or only the MBA must complete the degree program in its entirety and are subject to the same rules and requirements as students not pursuing the DMD/MBA program.
4. DMD/MBA may not receive credit for taking courses outside their degree program except as set forth in this document and with prior approval.
5. Student honors and class ranks at the School of Dental Medicine will be computed based solely on dental classes. Student honors and class ranks at the College of Business will be computed based solely on business classes.
6. Students in the DMD/MBA program must remain in good standing at both DMD and MBA programs.
7. Students in the DMD/MBA program are subject to the same rules and regulations that apply to all students at the School of Dental Medicine and the College of Business.
8. The College of Business and the School of Dental Medicine reserve the right to limit participation in the program, including dismissal. Those interested are encouraged to submit a request for permission to participate in the program, along with applications for admission, at the earliest possible time.

### **MBA Core Required 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 (to be completed during student's Final semester.)

**Total Dental Course Credit Accepted: 15**

## **Business Administration & Hotel Administration Dual M.B.A./M.S.**

The dual MBA and M.S. in Hotel Administration program of study is designed for those who seek career and business leadership opportunities in hotel administration. 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 M.S. in Hotel Administration portion of the dual degree is designed to provide the industry-specific teaching and learning program. The program takes advantage of the natural learning environment that is created by the Las Vegas economy, the entertainment capital of the world. Students will receive a dual degree, an MBA and a M.S. in Hotel Administration.

### **Admission Requirements**

The admission requirements for the dual degree program are the same as those stated under the M.B.A. and 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. and M.S. in Hotel Administration programs. Applicants must be admitted to both the M.B.A. 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. A student must successfully complete the 33 credit hours of the M.B.A. required core courses and the 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. Required courses are: M.B.A. required courses are:

#### **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 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  
or  
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)

### **Business Administration & Juris Doctor Dual M.B.A./J.D.**

The William S. Boyd School of Law and the College of Business offer a dual Juris Doctor (JD) and Master of Business Administration (MBA) degree program that allows students to be admitted in both programs and achieve the JD and MBA degrees simultaneously. As a concurrent program, the dual degree requires that students satisfy the degree requirements of both programs. The MBA degree at UNLV requires 48 credit hours. The traditional Law degree requires 89 credit hours. The JD/MBA dual degree requires 80 Law credit hours and 33 MBA credit hours. Under the dual degree program 15 credit hours of Law courses are accepted towards the MBA degree and nine credit hours of MBA courses are accepted towards the JD degree.

### **Admission Requirements**

Applicants to the JD/MBA program must submit formal applications for admission to both the William S. Boyd School of Law and to the Graduate College. Students must meet the requirements for admission to both programs. Admission requirements are the same as those stated under the regular JD and MBA programs. For information on the MBA program application procedures, interested individuals should contact the College of Business-MBA Program at (702) 895-3655 or go to <http://business.unlv.edu> or the William S. Boyd School of Law at (702) 895-2440 or go to <http://www.law.unlv.edu>

While applications from current students in either program will be considered, students normally should seek and satisfy admission to enter both programs upon entering the university. However, petitions requesting admission to the dual JD/MBA program from students at more advanced stages in either program will be considered.

### **Application Process**

See the application process under the MBA and School of Law programs. In addition, include a letter of intent indicating you are applying for the dual JD/MBA degree.

### ***Degree Requirements***

Students must be admitted to both the JD and MBA programs with graduate standing. The candidates must successfully complete the 80 credit hours of Law course work and 33 credit hours of the MBA required course work.

Furthermore:

1. William S. Boyd School of Law cannot award credit for any class taken before matriculation. JD/MBA candidates must therefore enroll at the School of Law before taking any MBA courses to be counted toward the JD degree.
2. A maximum of six credit hours taken prior to admission to the JD/MBA program may be applied towards the MBA degree requirement. This includes all courses taken as a fully admitted graduate MBA student at an AACSB accredited business school, as an admitted law student at UNLV, or as a non-admitted student at UNLV before admission to the MBA program.
3. JD/MBA candidates who subsequently decide to pursue only the JD or only the MBA must complete the degree program in its entirety and subject to the same rules and requirements as students not pursuing the JD/MBA program. Because students must finish both programs to receive credit toward the JD/MBA, degrees will not be awarded until both programs are finished.
4. JD/MBA candidates must comply with the requirements for all students regarding the maximum amount of time for completion of a degree program. The maximum period law students to complete requirements for the JD degree is seven years. The Graduate College imposes a six-year time limit for completion of a master's program.
5. JD/MBA candidates may not receive credit for taking courses outside their degree program without prior approval.
6. Student honors and class ranks at the William S. Boyd School of Law will be computed based solely on law classes. Student honors and class ranks at the College of Business will be computed based solely on classes taken as business classes.
7. Students in the JD/MBA program must remain in good standing at both JD and MBA programs.
8. Students in the JD/MBA program are subject to the same rules and regulations that apply to all students at the William S. Boyd School of Law and the College of Business.
9. The listing of courses does not constitute a binding commitment that the courses will be offered during the student's course of study or that the graduation requirements will remain unchanged.

### **MBA Core Required Courses - Total Credits: 33\***

MBA 702 - Statistical Analysis (prerequisite for all other MBA courses)

MBA 706 - Law, Regulations and Ethical Issues

MBA 707 - Organizational Behavior

MBA 709 - Accounting for Managers (prerequisite for all other MBA courses)

MBA 710 - Applied Economic Analysis (prerequisite for all other MBA courses)

MBA 711 - Managerial Finance (prerequisite for all other MBA courses)

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 (to be completed during student's final semester)

### **Boyd School of Law Dual Requirements:**

Required: 44 credits

Directed Electives: 18 credits

Free Electives: 18 credits

### **Business Administration & Management Information Systems Dual M.B.A./M.S.**

The dual MBA and MS MIS program of study is designed for those who seek career and business leadership opportunities in management information systems. The program will provide students with the needed skills, knowledge, and tools to become visionary and creative business leaders with strong competency in management information systems. The core MBA program is designed to advance the knowledge and practice of business and administration. The MS MIS portion of the dual degree is designed to prepare graduates with a broad-based knowledge of information system design, development, implementation, evaluation, and maintenance.

### **Program Overview**

The program includes 57-credits and the student will receive both, an MBA and an MS MIS degree. Each student completes a total of 24 credit hours in MIS courses and a total of 33 credit hours in MBA core courses with a minimum GPA of 3.0. MBA courses are accepted as hours of elective towards the MS MIS degree. The program does not require a thesis.

### **Admission Requirements**

The admission requirements for the dual degree program are the same as those stated under the regular MBA and M.S. in Management Information Systems programs. Applicants must be admitted to both the MBA and Master of Science in Management Information Systems programs. Candidates have to apply to both, the MBA program and the MS MIS program and meet the respective application requirements.

### ***Degree Requirements***

Completion of the dual MBA and MS MIS degree includes:

1. Completion of a minimum of 33 credit hours of MBA core courses and a minimum of 24 credits of MS in MIS courses.
2. A grade point average of at least 3.00 for course work required for the degree.
3. No grade lower than C is acceptable.

Students with unsatisfactory progress toward the degree requirements are subject to dismissal. A student with a grade of C or lower in any of the required courses for the degree will be put on probation for one semester. Conditions and deadlines for the removal of probation will be specified. Failure to meet the condition will result in departure from the program. A student with two grades of C or lower will be dropped from the program.

### ***The following courses are required for the dual degree:***

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

### **M.S. in Management Information Systems Courses - Total Credits: 24**

MIS 740 - Software Concepts

MIS 744 - Information Systems Planning & Strategy

MIS 746 - Information Systems Project Management

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 773 - Research Seminar in Information Systems

### **Business Administration Executive E.M.B.A.**

The Executive Master's in Business Administration (EMBA) program of study offers an integrated blend of theory and practice and provides a general management emphasis that fosters the professional growth of mid- and upper-level career executives. It provides opportunities for integrating professional experiences with academic management curriculum.

The program is designed to provide a holistic educational experience. Courses are sequenced to assure

continuity in learning. Through a lock-step format and an innovative curriculum, a group of highly motivated students will be placed in a collaborative, proactive, integrative, and team oriented learning environment.

The students will go through the program as a cohort, with the course scheduling being set at the beginning of the cohort's program. Students will be able to complete the program in 18 months. Classes will meet on weekends. All students will complete the program as a group. This will provide a unique cohort experience that will enhance teamwork throughout the program.

### ***Admission Requirements***

The student must satisfy the minimum requirements of the Graduate College and the EMBA program. The candidate must meet the following requirements:

1. Submission of completed application form and the required \$100 nonrefundable application fee.
2. Submission of official transcripts of all college-level course work previously taken and evidence of having been awarded the equivalent of a U.S. bachelor's degree from an accredited college or university with an overall undergraduate grade point average of at least 3.00 on the four-point scale.
3. Submission of GMAT score, taken within the last five years. Applicants with a grade point average below 3.00 must have extensive meaningful work experience and an acceptable score on the GMAT for acceptance to the program, as determined by the Director of MBA Programs.
4. In addition, international applicants must submit a satisfactory TOEFL score (minimum 550) and financial certification.

The above documents are to be mailed to:

Director of MBA Programs

College of Business

University of Nevada, Las Vegas

4505 S. Maryland Parkway • Box 456001

Las Vegas, NV 89154-6001

5. Evidence of at least seven years of full-time work experience, of which at least the last three years must have been in a key decision-making role.
6. Three letters of recommendation, at least one from the applicant's current or previous employer and one from someone who can evaluate the applicant's potential for success in a graduate degree program.
7. Resume.
8. Self-evaluation. The two-page, double-spaced self-evaluation should include a description of significant contributions you have made to your organization and a well-articulated career plan.
9. A personal interview.

All entering students are required to have competency in two areas. First, the applicant must be skilled in the use of



word processing and spreadsheet programs. Second, the applicant must possess strong mathematical skills through college algebra. It is the applicant's responsibility to provide satisfactory evidence of these skills.

The cost of the program for admission in the academic year 2009-11 is \$42,000. This includes a \$1,000 nonrefundable deposit, due upon acceptance to the EMBA program, a first installment of \$13,000 and two additional installments of \$14,000. Each installment will be due two weeks prior to the first class meeting of the 3 terms. Request for withdrawal from the EMBA program must be made one week prior to the start of each term and the refund amount will only reflect the forthcoming term for which the request was made. No refund for withdrawal will be made thereafter. The \$42,000 fee will cover all tuition and fees, textbooks and other course material, software needs, travel for international trip, parking, all meals and refreshments during class meetings, and other activities associated with the program.

### ***Degree Requirements***

Students must be admitted to the EMBA program with graduate standing. The candidates must successfully complete the 43 credit hours of required EMBA courses. The academic performance of students is reviewed on a regular basis. If it is determined that a student is not making satisfactory progress toward meeting degree requirements or if the student's overall GPA falls below 3.00, the student will be placed on probation. Conditions and deadlines for the removal of probation will be specified. Failure to meet the conditions will result in separation from the EMBA program. Graduation requires a minimum overall GPA of 3.00.

Withdrawing from a class is considered as being unsuccessful in that course and in the program and will result in dismissal from the program. A student who, due to extraordinary circumstances, is forced to withdraw from a course and is subsequently dismissed from the program may appeal to the Director of MBA Programs. Students who do not successfully complete a course in their EMBA program may replace the course with a similar course taken from the regular MBA program at UNLV or with another EMBA cohort at UNLV. The substitution requires the approval of the Director of MBA Programs in the College of Business and is discouraged. Substitution will be possible only under the most unusual circumstances. In no case may more than two courses be substituted.

The content of the courses is customized to meet the need of executives. Classes will generally meet on Friday and Saturday every other weekend. Classes will be from 8:30 a.m. to 12:30 p.m. and 1:30 p.m. to 5:30 p.m. each day. Students must be able to make a commitment to attend all classes.

### **EMBA Curriculum - Total Credits: 43**

Each cohort will take an international trip. The "International Seminar" will be tied to the international trip and will require students to learn about the culture and business practices of the countries to be visited.

EMBA 701 - Teamwork and Management Effectiveness  
EMBA 702 - Laws, Regulations and Ethics  
EMBA 703 - Microeconomic Analysis for Business Decision Making  
EMBA 704 - Information Systems Theory and Practice  
EMBA 705 - Applied Statistics  
EMBA 707 - Financial Accounting for Managers  
EMBA 708 - Global and Macroeconomic Environment for Business  
EMBA 709 - Organization Behavior  
EMBA 710 - Business Finance  
EMBA 711 - Managerial Accounting  
EMBA 712 - Seminar in Financial Management  
EMBA 713 - Principles of Marketing Strategy  
EMBA 714 - Management of Entrepreneurial Organizations  
EMBA 715 - Strategic Management: Business Strategy and Corporate Strategy  
EMBA 716 - International Business  
EMBA 717 - Negotiations and Conflict Resolution  
EMBA 719 - Executive Assessment and Development  
EMBA 720 - International Seminar  
EMBA 723 - Applied Strategic Marketing  
EMBA 725 - Strategy Execution

### **Business Administration M.B.A.**

#### ***Admission Requirements***

The College of Business MBA Program welcomes applications from college graduates in all disciplines. Applicants must hold a bachelor's degree from an accredited college or university. Graduates from all majors are encouraged to apply. Applicants are evaluated based upon proven scholastic ability, performance on the Graduate Management Admission Test (GMAT), maturity, motivation, leadership, communication skills, and possess the interest and ability to assume business leadership responsibilities.

#### ***The Application Process***

Admission to the graduate business program is conducted by the MBA Programs and the UNLV Graduate College. Please note that the responsibility of obtaining and submitting the application material, transcripts, test scores and other necessary information rests upon the applicant. In addition, international students must provide proof of English proficiency if the student's degree is from an institution where English is not the language of instruction.

Refer to the Graduate College Admission & Registration Information contained in this catalog for a

complete description of materials and processes required for admission consideration.

The MBA Program requires the following documentation.

1. Official results of the GMAT test; the report is to be sent directly from the GMAT testing center.
2. A copy of the applicant's current resume.
3. Two letters of recommendation from persons competent to judge the applicant's potential to pursue graduate work successfully.
4. A one to two page statement of purpose.
5. Evidence of a minimum of two years of relevant work experience preferred.

With the exception of the GMAT, required materials listed above are to be uploaded into the Graduate College application. The MBA program does not require a separate application.

Admission requirements include:

1. Evidence (official transcript) of an undergraduate Grade Point Average (GPA) of 3.00, or higher, on a four-point scale.
2. Graduate Management Admission Test (GMAT) score of 550 or higher with each component over the 25th percentile. The test score should be reflective of both, verbal and quantitative aptitude. GMAT scores over five years old are not considered. The average score of accepted students over the last two years is about 600. The computer adaptive GMAT is offered on a continuous basis by appointment at one of approximately 400 locations throughout North America.

For further information contact:

Graduate Management Admission Test  
1600 Tysons Blvd. Ste. 1400  
McLean, VA 22102  
(703) 245-4285  
website: [www.mba.com](http://www.mba.com)  
e-mail: [webmaster@amac.com](mailto:webmaster@amac.com)

Applicants with demonstrated potential, a strong undergraduate academic record, and a strong GMAT score, are admitted with graduate standing. Students may be considered for admission on a provisional basis. If their undergraduate academic record and/or GMAT score are not sufficiently strong to be considered for full graduate standing. Applicants with a GPA less than 3.00 but not lower than 2.75, OR a GMAT score less than 550 but not lower than 520, with each component over the 25th percentile, may be considered for provisional admission provided that the result of the GPA times 200 plus the GMAT score is not less than 1,150. A graduate provisional student must complete nine credit hours of required course work. The courses are approved in advance and are listed on the "Letter of Admission." The student must complete this course work within the first two consecutive enrollment

periods (excluding Summer Term) and earn individual grades of B (3.00) or above (B- is not acceptable) before any other additional course work may be taken. Failure to complete this course work in the allotted time, or any grades less than B, will result in cancellation of the student's admission. Upon completion of the nine hours with grades of B or better, the College of Business will recommend to the Graduate College that the student be given graduate standing status. The Graduate College will then change the student's status to graduate standing.

It is the applicant's responsibility to provide satisfactory evidence of these skills. Prior to their first semester in the program, all admitted students are required to attend a noncredit orientation and skill refresher. This will include sessions on team building, research facilities, etc.

### **Accelerated MBA Program**

MBA applicants may be considered for the accelerated MBA program. To be considered for the accelerated MBA program a candidate must meet each of the following requirements:

1. GMAT score greater than or equal to 600 (based upon the GMAT score used for admittance to the MBA Program)
2. GMAT verbal score greater than or equal to the 50th percentile
3. GMAT quantitative score greater than or equal to the 50th percentile
4. A business undergraduate degree or an undergraduate degree with a business minor from an AACSB accredited university with a minimum grade point average of 3.0

If the above requirements are met, then it is possible to waive some of the core classes from the MBA curriculum. Classes can be waived based upon undergraduate business classes taken if your business degree was granted in the last five years and a grade of B or better was earned in the relevant class. A maximum of 6 classes (18 credit hours) can be waived. A student must take a minimum of 30 credit hours of business classes at UNLV to earn a MBA degree. All class waivers must be approved by the Director of MBA Programs, who will consult with relevant department chairs as necessary.

The following classes can possibly be waived based upon successful completion of the undergraduate classes listed in parenthesis or their equivalents:

- MBA 702 - Statistical Analysis (ECO 262 or equivalent)
- MBA 706 - Law, Regulations and Ethical Issues (class or classes in business law and ethical issues in business)
- MBA 707 - Organizational Behavior (MGT 301 or equivalent)
- MBA 709 - Accounting for Managers (ACC 201 and ACC 202 or equivalents)

MBA 710 - Applied Economic Analysis (ECO 302 or equivalent)  
MBA 711 - Managerial Finance (FIN 301 or equivalent)  
MBA 715 - Market Opportunity Analysis (MKT 301 or equivalent)  
MBA 720 - Supply Chain Management (ECO 302 or equivalent)  
MBA 730 - Information Systems for Management (IS 301 or equivalent)  
MBA 735 - International Business and Cross Cultural Perspectives (A general International Business class)

### ***Degree Requirement***

The MBA degree requires a minimum of 48 credit hours of approved course work, including the completion of the 30 credit hours of the Core Courses, three credit hours of Capstone, and 15 credit hours in the student's concentration area.

Up to 15 graduate credit hours may be transferred if taken at AACSB accredited business schools within the last 5 years. This transfer credit is limited by the requirement that a student must take a minimum of 30 credit hours of graduate classes from UNLV's College of Business to earn a MBA degree.

### ***1. Core Courses - Total Credits: 30***

All core courses have **Prerequisite:** of admission to the MBA program. All core courses are sequenced so students may acquire the tools and skill they need for success in their concentration areas.

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

### ***2. Concentration - Total Credits: 15***

The 9-12 hours, depending on the concentration, of required courses must be taken in the concentration area of the student's choice. The remaining 3-6 credit hours can be taken from the list of the elective courses or from the remaining two concentration courses. The concentration areas and all related course work require prior approval of the Associate Dean for Academic Affairs.

### ***3. Capstone Course - Total Credits: 3***

MBA 795 - Strategy Formation Processes This course is completed in the student's final semester.

### ***4. Internship - Total Credits: 3***

MBA 741 - Internship is required for students without relevant business work experience. This requirement may be waived at the student's request and with a proof of relevant work experience.

## **Description of Concentrations**

### **Finance**

This concentration provides the student with a working knowledge of financial management in solving the practical financial problems encountered in the management of the financial affairs of the firm. Typically, it involves decision problems associated with working capital, capital structure, capital budgeting, mergers, acquisitions and corporate restructuring. It also seeks to expand the student's understanding of the current conceptual framework of investments in financial assets including stocks, bonds and derivative securities.

### ***Required Courses:***

FIN 708 - Advance Corporate Finance  
FIN 710 - Investment Management  
FIN 712 - Financial Markets and Institutions  
Plus two Elective Courses

### **New Venture Management**

This concentration is designed to prepare students for the prospects of managing new ventures. Courses required for this concentration develop student skills in the following areas critical to new venture success: opportunity creation recognition, evaluation and exploitation; resource gathering and leveraging through preemption, negotiation and incentivizing; and, management of uncertainties through intelligence gathering, planning and adaptation to change. Whether the student eventually becomes an independent entrepreneur or corporate project manager or venture capitalist, he or she will have a greater ability to address the challenges that contemporary businesses have in creating new value and sustaining it.

### ***Required Courses:***

MGT 709 - New Venture Creation  
MGT 710 - Managing Entrepreneurial Organizations  
MGT 711 - Seminar in Negotiation  
Plus two Elective courses

### **Management Information Systems**

This concentration is designed to prepare students for challenges and opportunities of information technology management. Courses for this concentration are developed to cover tools, concepts, and methodologies for preparing students to become effective MIS managers and be able to use the technology in innovative ways that create competitive advantage. The program will cover: computer

software as applied in business processes; systems analysis and design; database concepts; strategies for corporate information systems; information systems project management; social and economic impacts of information technology; data communications and networks; electronic commerce; and security. Pedagogy involves lectures, labs, discussions, and selected readings and cases.

**Required Courses:**

MIS 744 - Information Systems Planning & Strategy  
MIS 746 - Information Systems Project Management  
MIS 762 - Systems Analysis, Modeling and Design and either of  
MIS 740 - Software Concepts  
MIS 766 - Data Management  
Plus one Elective Course

**Elective Courses:** FIN 715; MGT 710, 711, or 712;  
MIS 752; MKT 737 or 757

**Services Marketing**

This concentration is designed to provide students with the skills and tools necessary to successfully market services, products, and ideas for profit and not-for-profit firms. The courses have been designed to provide students with state of the art information for marketing in today's changing environment. A marketing concentration can be valuable to a wide range of people including professional managers, not-for-profit employees, professionals, and small business owners. Key topics include: competitive advantage, segmentation, relationship development, and competitive positioning.

**Required Courses:**

MKT 711 - Strategic Marketing Management  
MKT 720 - Customer Satisfaction and Service Quality Measurement  
MKT 777 - Services Marketing  
Plus two Elective Courses

Plus one Elective Course from the following list:

FIN 709 - Applied topics in Finance  
FIN 715 - Portfolio Management  
FIN 740 - Risk Management  
MGT 712 - Change Management  
MGT 787 - International Seminar  
MIS 752 - Advanced Topics in MIS  
MKT 737 - New Service and Product Development  
MKT 757 - Strategic Database Marketing

**Course Descriptions**

**Executive MBA**

**EMBA 701 - Teamwork and Management Effectiveness**

Credits 2

Examines why organizations increasingly adopting team-based work processes and circumstances where they are likely to be appropriate and effective. Mechanics of effective teamwork and team management. Includes

effective team members and team leadership, organizational support for high performance teams, stages of team development and strategies for managing them, and issues pertaining to international teams. **Prerequisites:** Admission to the Executive MBA Program and approval of the Dean's Office.

**EMBA 702 - Laws, Regulations and Ethics**

Credits 2

Explores legal, regulatory and ethical issues which affect managers in their practice of business. Legal systems, philosophical approaches and practical applications. **Prerequisites:** Admission to the Executive MBA Program and approval of the Dean's Office.

**EMBA 703 - Microeconomic Analysis for Business Decision Making**

Credits 2

Uses economic analysis to understand crucial topics in business decision making, including: consumer behavior; supply and demand; choosing to input to minimize cost; product differentiation; firm behavior under different types of competition; pricing and advertising strategies; risk, uncertainty, and imperfect information; government regulation; labor issues; and mergers. **Prerequisites:** Admission to the Executive MBA Program and approval of the Dean's Office.

**EMBA 704 - Information Systems Theory and Practice**

Credits 2

Introduces concepts of management information systems and decision support systems. Information technology applications for decision making and problem solving at the operational and corporate levels. **Prerequisites:** Admission to the Executive MBA Program and approval of the Dean's Office.

**EMBA 705 - Applied Statistics**

Credits 2

Effective business research and decision making with the aid of statistical analysis. Hands-on experience with computer spreadsheet software. Covers how to find, manage, analyze, interpret, and effectively present actual business and economic data. **Prerequisites:** Admission to the Executive MBA Program and approval of the Dean's Office.

**EMBA 706 - Organizational Theory: Strategy Implementation Processes**

Credits 2

Effective implementation of organizational decisions and strategies. Draws on scholarly research in sociology, psychology, anthropology, and a wide variety of related social sciences. Executive-level overview of organization theory. **Prerequisites:** Admission to the Executive MBA Program and approval of the Dean's Office.

**EMBA 707 - Financial Accounting for Managers**

Credits 2

Examines process which determines economic impact of organization activities. Performance measurement, recording, and reporting. Focuses on methods and procedures that lend to the preparation of financial statements and reports to external audiences.

**Prerequisites:** Admission to the Executive MBA Program and approval of the Dean's Office.

**EMBA 708 - Global and Macroeconomic Environment for Business**

Credits 2

Provides an understanding of macroeconomic conditions that impact firms operating in the global economy. Topics include aggregate demand and national income; business cycles; inflation; unemployment; interest rates; exchange rates; international trade in goods and capital; and fiscal and monetary government policies. **Prerequisites:** Admission to the Executive MBA Program and approval of the Dean's Office.

**EMBA 709 - Organization Behavior**

Credits 2

Important concepts and applications in management including motivation, leadership, group dynamics, organization design, decision making, strategic planning and organizational change. Special emphasis on analyzing leadership skills of others and improving leadership potential of participants.

**Prerequisites:** Admission to the Executive MBA Program and approval of the Dean's Office.

**EMBA 710 - Business Finance**

Credits 2

Examines the role of financial management in creating firm value. Covers fundamental business finance topics and the application of basic finance concepts for decision making in a business environment. Taught from the perspective of a senior-level manager. **Prerequisites:** Admission to the Executive MBA Program and approval of the Dean's Office.

**EMBA 711 - Managerial Accounting**

Credits 2

Focus on the use and potential misuse of accounting data by managers. Provides a foundation for identifying and analyzing decision alternatives and evaluating success in accomplishing organizational goals.

**Prerequisites:** Admission to the Executive MBA Program and approval of the Dean's Office.

**EMBA 712 - Seminar in Financial Management**

Credits 2

Covers major financial management issues pertaining to a firm's operations. Taught primarily through case discussions and use of spreadsheets in financial analysis. **Prerequisites:**

Admission to the Executive MBA Program and approval of the Dean's Office.

**EMBA 713 - Principles of Marketing Strategy**

Credits 2

Designed to introduce executives to conceptual and analytical frameworks that inform the development and execution of marketing strategy. A blend of readings and case studies will be used to build fundamental knowledge of the discipline and simulate marketing strategy decision making. **Prerequisites:** Admission to the Executive MBA Program and approval of the Dean's Office.

**EMBA 714 - Management of Entrepreneurial Organizations**

Credits 3

Examines issues involved in developing and managing entrepreneurial organizations. Topics include: why some firms fail while others succeed; stages of growth and organization effectiveness; and management systems in an entrepreneurial context, such as strategic planning, organizational development, and leadership.

**Prerequisites:** Admission to the Executive MBA Program and approval of the Dean's Office.

**EMBA 715 - Strategic Management: Business Strategy and Corporate Strategy**

Credits 3

Explores business strategies (cost leadership, differentiation, tacit collusion, and strategic alliances) and corporate strategies (vertical integration, diversification, merger and acquisition, and globalization strategies.) Economic theories of competition and cooperation. Includes case studies of firms which have successfully or unsuccessfully employed a variety of strategies. **Prerequisites:** Admission to the Executive MBA Program and approval of the Dean's Office.

**EMBA 716 - International Business**

Credits 3

Problems and opportunities of business in a global context. Examines international economic, institutional, cultural and legal differences and analyzes their impact on business decisions including: product design, production and marketing, human resources strategy; investment analysis; financial strategy and risk management. **Prerequisites:** Admission to the Executive MBA Program and approval of the Dean's Office.

**EMBA 717 - Negotiations and Conflict Resolution**

Credits 2

Examines the nature of conflict and the negotiation process as a tool for managing conflict. Includes **preparing negotiations, negotiating strategies and tactics, organizing negotiating teams, coalition bargaining, the importance of individual difference variables, international issues, the role of third parties,** and ethical

issues. **Prerequisites:** Admission to the Executive MBA Program and approval of the Dean's Office.

### **EMBA 718 - Executive Decision Making: Strategy Formation Processes**

Credits 2

Explores classic cases and texts on organizational decision-making processes in order to improve participants' capacities to contribute to the effective manufacturing of organizational decisions. **Prerequisites:** Admission to the Executive MBA Program and approval of the Dean's Office.

### **EMBA 719 - Executive Assessment and Development**

Credits 1

Helps participants to be more capable of understanding and leading change. Includes framework of leadership competency grounded in paradoxical thinking. Leadership concepts presented. Leadership assessment completed for each participant. **Prerequisites:** Admission to the Executive MBA Program and approval of the Dean's Office.

### **EMBA 720 - International Seminar**

Credits 2

Includes problems and environment of international business, which require integrative analysis of these problems. Under faculty supervision, students visit selected international enterprises operating outside the United States and produce a written analysis including specific recommendations. **Prerequisites:** Admission to the Executive MBA Program and approval of the Dean's Office.

### **EMBA 723 - Applied Strategic Marketing**

Credits 2

Designed to give executives the opportunity to apply marketing concepts in an effort to analyze, initiate and change marketing actions. Provides the knowledge and tools needed to analyze marketing problems. **Prerequisites:** EMBA 713

### **EMBA 725 - Strategy Execution**

Credits 3

Once a strategy has been formulated, it must be executed. Introduces a broad array of skills and perspectives designed to assist strategy implementation, including simulation, project management, organization design, and change management. **Prerequisites:** EMBA 715

### ***Master of Business Administration***

#### **MBA 702 - Statistical Analysis**

Credits 3

Intensive seminar/workshop applying statistical analysis to topics and problems encountered by business managers. Presumes no previous exposure to statistics but moves rapidly to the mastery of statistical analysis tools available on spreadsheet software. Topics include descriptive

statistics, hypothesis testing, analysis of variance, simple regression and multiple regression. **Prerequisites:** Admission to MBA Program or approval of the Director of MBA Programs.

#### **MBA 706 - Law, Regulations and Ethical Issues**

Credits 3

Deals with legal, regulatory and ethical environments of business. Provides foundation for recognizing and analyzing legal and ethical issues facing managers. Case studies applying both legal and ethical analysis featured.

**Prerequisites:** Admission to MBA Program or approval of the Director of MBA Programs.

#### **MBA 707 - Organizational Behavior**

Credits 3

Overview of research and theory on organizational behavior with emphasis on the skills required for managerial effectiveness in modern complex organizations including motivating and leading employees, developing effective teams, and managerial communication responsibilities.

**Prerequisites:** Admission to MBA Program or approval of the Director of MBA Programs.

#### **MBA 709 - Accounting for Managers**

Credits 3

Fundamentals of financial and managerial accounting. Topics include accounting's conceptual framework, preparation and analysis of financial statements, current topics in financial reporting, ethical and legal responsibilities in financial reporting, cost-volume-profit analysis, tactical decision making, budgeting and accounting for management control. **Prerequisites:** Admission to MBA Program or approval of the Director of MBA Programs.

#### **MBA 710 - Applied Economic Analysis**

Credits 3

Intensive application of the principles of microeconomic theory to business management problems. Presumes no previous knowledge of economics but moves rapidly to a thorough understanding of the tools of price theory. Topics include scarcity, choice, supply, demand, production, cost, competition, monopoly, present value and decision-making under risk. **Prerequisites:** Admission to MBA Program or approval of the Director of MBA Programs.

#### **MBA 711 - Managerial Finance**

Credits 3

Focuses on corporate financial management, including cash flow planning, capital budgeting, security valuation, and financing decisions. Includes the concepts of market efficiency and optimal capital structure. Provides useful set of tools to improve the efficiency of business and personal financial decisions. **Prerequisites:** MBA 709, admission to M.B.A. program, or approval of the Director of MBA Programs.

**MBA 715 - Market Opportunity Analysis****Credits 3**

Theory and practice of marketing fundamentals applied to the market opportunity analysis. Focus on the marketing concept, planning, internal analysis, industry analysis, customer analysis, segmentation, competitive strategies and strategy formulation, product and pricing decision, positioning, forecasting, and profitability of opportunities.

**Prerequisites:** Admission to the MBA program or approval of the Director of MBA Programs.

**MBA 720 - Supply Chain Management****Credits 3**

Study of the integration of the key value-adding activities across a network of firms that produce raw materials, transform them into intermediate and then end products, and finally distribute these to end users. Topics include purchasing and supplier relationships, inventory and quality management, distribution, customer relationship management, service response logistics, and future trends in supply chain management. **Prerequisites:** MBA 702, 709, 710, 711 or approval of the Director of MBA Programs.

**MBA 730 - Information Systems for Management****Credits 3**

Overview of contemporary information systems and technology issues. Technical, behavioral, organizational and competitive perspectives reviewed. Issues related to impact of information systems on organizational processes and work practices. Information systems strategies, technology implementation and systems analysis and design.

**Prerequisites:** MBA 702, 709, 710, 711, or admission to the MSIS program or approval of the Director of MBA Programs

**MBA 735 - International Business and Cross Cultural Perspectives****Credits 3**

Problems and opportunities of business in a global context. Examines economic, institutional, cultural, and legal issues faced by companies involved in international business and analyzes their effect on business decisions including: product design, production and marketing, human resources strategy, investment analysis, financial strategy, and risk management. **Prerequisites:** MBA 702, 709, 710, 711, or approval of the Director of MBA Programs.

**MBA 741 - Internship****Credits 3**

Supervised practical experience with a participating local enterprise or government agency, culminating in a written report. **Prerequisites:** Completion of MBA Core Curriculum and approval of the Director of MBA Programs, minimum GPA 3.0.

**MBA 751 - Independent Study****Credits 1 - 3**

Independent study of a topic relevant to the practice of business under supervision of a faculty advisor.

**Prerequisites:** MBA 702, 709, 710, 711 and approval of Associate Dean for Graduate Programs.

**MBA 795 - Strategy Formation Processes****Credits 3**

Integrates knowledge from specialized functional courses into a CEO perspective. Moves beyond a repertoire of generic strategies toward the formation of unique, firm specific strategies. Builds effective strategies in complex organizational contexts. **Prerequisites:** To be taken during the student's final semester.

**Marketing****MKT 711 - Strategic Marketing Management****Credits 3**

Development of effective strategic marketing analysis, planning, implementation, and control skills. Emphasis on market appraisal, industry structure, competitive advantage, product management, distribution strategy, promotion management, market segmentation, positioning strategies, and strategic marketing program decision making. Stresses case analysis and the solution of strategic marketing problems. **Prerequisites:** Completion of the MBA core or approval of the Director of MBA Programs.

**MKT 720 - Customer Satisfaction and Service Quality Measurement****Credits 3**

Design, analysis, interpretation, and communication of measurement and multivariate techniques to assess customer satisfaction, service quality and related marketing issues. Includes scaling, sampling, data collection, reliability, and validity. **Prerequisites:** Completion of the MBA core or approval of the Director of MBA Programs.

**MKT 737 - New Service and Product Development****Credits 3**

New service and product development process. Evaluation of potential markets. Identification design, and development of new services and products consistent with customer needs. Idea generation, concept testing, test marketing and commercialization discussed. **Prerequisites:** Completion of the MBA core or approval of the Director of MBA Programs.

### **MKT 757 - Strategic Database Marketing**

Credits 3

Theory and practice of use of databases to enhance marketing programs and build customer relationships. Topics include: one on one marketing, relationship building strategies, customer cloning, RFM, calculating lifetime value of customers, modeling tools and processes, customization of offers and retention strategies.

**Prerequisites:** Completion of the MBA core or consent of the Director of MBA Programs.

### **MKT 777 - Services Marketing**

Credits 3

Marketing problems and strategies specific to service industries. Differences in the marketing of intangibles and services. Emphasis on services in general, rather than any particular industry. Concepts applied to such service of the art information for marketing in today's changing environment. Key topics include: competitive advantage, segmentation, relationship development, and competitive positioning. **Prerequisites:** Completion of the MBA core curriculum or consent of the Director of MBA Programs.

## **Economics**

### **Chair**

Miller, Stephen M.

(2001), Professor, B.S., Purdue University; M.A., Ph.D., SUNY at Buffalo.

### **Graduate Coordinator**

Chen, Lein-Lein

(1993), Professor; B.S., M.S., Florida International University; Ph.D., University of Miami.

### **Graduate Faculty**

Assane, Djeto

(1991), Associate Professor; Economics: B.A. University of Abidjan; Ph.D. University of New Mexico.

Carroll, Thomas

(1986), Professor; A.B., Miami University; M.A., Ph.D., Syracuse University.

Daneshvary, Nasser

(1990), Professor; B.S., Ghazvin College of Economics and Social Science; M.A., Western Illinois University; Ph.D., University of Tennessee.

Eren, Ozkan

(2007), Assistant Professor; B.A., Marmara University; M.A., Ph.D., Southern Methodist University.

Malamud, Bernard

(1968), Professor; B.S.E.E., Polytechnic Institute of Brooklyn; M.S.I.A., Carnegie-Mellon University; Ph.D., New School for Social Research.

Riddel, Mary

(1999), Associate Professor; B.A., University of Colorado, Boulder; M.S., Ph.D., Colorado State University, Ft. Collins.

Robinson, William J.

(1980), Associate Professor; B.A., University of Northern Colorado; M.A., Ph.D., University of Colorado, Boulder.

Schlottmann, Alan

(2000), Professor; B.A., M.A., Ph.D., Washington University.

Schwer, R. Keith

(1986), Professor and Director, Center for Business & Economics Research; Professor; B.B.A, M.A., University of Oklahoma; Ph.D., University of Maryland.

Tra, Constant

(2007), Assistant Professor; B.A. California State University, Chico; M.S., Ph.D., University of Maryland.

Waddoups, C. Jeffrey

(1989), Associate Professor; B.A., Ph.D., University of Utah.

Wimmer, Bradley

(1998), Associate Professor; B.A., Coe College; Ph.D., University of Kentucky.

### **Professors Emeriti**

Hoppe, Hans-Herman

(1986), Professor; M.A., Ph.D., Geothe-University, Frankfurt, West Germany.

Karstenson, Lewis

(1979), Associate Professor; B.A., Humboldt State College; M.A., Ph.D., Ohio University.

Ray, Clarence G.

(1971-2000), Emeritus Professor; B.S., College of Charleston; M.A., Ph.D., University of South Carolina.

Simmons, Andrew

(1960-1994), Emeritus Professor; B.S., University of London; M.A., Michigan State University; Ph.D., University of London.

White, William T.

(1967-1986), Emeritus Professor; B.S., University of Arizona; M.S., Columbia University; Ph.D., Georgetown University.

### **Economics M.A.**

The Master of Arts degree in Economics provides students with advanced training in applied economics. The program trains students for careers in business and government, and prepares students who desire to continue their studies in economics or finance at the doctoral level. Students in the MA program will obtain a solid foundation in microeconomic and macroeconomic theory, receive training in advanced econometric techniques, and develop their communication skills through writing and presentation. The program also allows students the possibility of pursuing interdisciplinary studies by taking courses in related disciplines such as finance or marketing. An internship



program provides opportunities for students to obtain valuable work experience. MA graduates in economics possess the skills that prove attractive for different employers— government agencies, marketing research firms, corporate research and financial departments, and consulting firms. The department welcomes both full and part-time students. Ambitious students can complete the program in one year. Please see our web site for more information <http://business.unlv.edu/economics/>.

Formal preparation for most applicants seeking the Master of Arts degree requires intermediate microeconomic theory and macroeconomic theory. In addition, some form of quantitative preparation, such as calculus and intermediate statistics, is required. As noted below, students must meet general requirements for admission to the Graduate College of the University of Nevada, Las Vegas. The Department of Economics offers graduate courses during evening hours convenient for both working and full-time students.

### **Admission Requirements**

The first step in the application process requires the submission of relevant application forms, fees, letters of recommendation, official transcripts, test results, and assistantship applications to the Graduate College as outlined in this catalog. International students should check with the Graduate College for current deadlines. The Graduate College requires international students to complete the TOEFL with a minimum score of 550 (written) or 213 (computerized) or show comparable evidence of competence in English.

Students may begin course work in economics in the following classifications: full graduate standing or graduate provisional. Admission to full graduate standing requires that students must:

1. Meet the general requirements for admission to graduate instruction at the University of Nevada, Las Vegas.
2. Complete the prerequisite preparation in microeconomic theory, macroeconomic theory, and quantitative economics. The theory preparation may be satisfied by successfully completing ECON 302 and ECON 303. Completing ECON 262 and Math 181 may satisfy the quantitative preparation. These courses, however, do not apply toward the 30 hours of graduate course work required for the Master of Arts degree. In addition, students seeking to meet prerequisite requirements with undergraduate courses may need to take a placement exam to demonstrate competence.
3. Achieve score of 2100 or higher on the formula: 200 times grade point average (computed on a 4.00 scale) plus the product of 1.5 and the combined scores on the quantitative and verbal portions of the Graduate Record Exam. Students may substitute the GMAT score for the GRE, in which case the GMAT score will be multiplied by 3 and added to 200 times the grade point average.

Students falling short of the requirements for admission with full graduate standing may be admitted as graduate provisional students. Students admitted with graduate provisional status must successfully complete the courses, possibly including any deficiencies, designated by the graduate coordinator, with an average of 3.33 or better within the first year of enrollment to qualify for admission with full graduate standing.

### **Degree Requirements**

Degree requirements may exceed (at the option of the student's advisor), but must not be less than the minimum outlined below. The advisor and/or the coordinator of graduate studies recommend specific course requirements for this degree.

Elective course work to complete the thirty-hour requirement must include two additional courses in economics and may include up to two courses in a related discipline, subject to the approval of the graduate coordinator. The internship requirement may be waived by the department upon evidence of appropriate experience. As previously noted, all noneconomic electives must come from the same department and the student must meet the **Prerequisite:** for these courses.

Students not making satisfactory progress toward the degree are subject to dismissal. A student who earns two grades of C, D, or F in the first four graduate courses, or who receives the third grade of C, D, or F in a graduate course will be dropped from the M.A. program. A minimum 3.00 average is required to earn the Master of Arts degree.

To qualify for graduation, each student must present an empirical research paper or a thesis. The research paper will be presented to students and faculty at the department research seminar. The source of this paper is a project in the professional paper course (ECO 794). In the case of a thesis, the student will register for six hours of thesis credit in lieu of course work outside of economics and Professional Paper (ECO 794). (See Academic Policy section for detailed requirements concerning presentation of the thesis.) It should be noted that a student taking four courses a semester could finish all course work in one year by adding an elective course in the fall and in the spring semesters and completing the research paper in the summer.

### **Required Courses**

Thirty semester credit hours must be completed, of which, at least 24 credits are taken in 700-level courses. Eighteen hours of required courses in economics include:

ECO 740 - Mathematical Economics  
ECO 701 - Macroeconomic Theory  
ECO 702 - Microeconomic Theory  
ECO 770 - Econometrics I, Statistical Modeling  
ECO 772 - Econometrics II  
ECO 793 - Seminar in Economic Research

## Course Descriptions

ECO 602 - Topics in Microeconomics

ECO 651 - Public Finance

ECO 655 - Economics of Industrial Organization

Note: Graduate credit may be obtained for courses designated 600 or above. A full description of the courses listed above may be found in the UNLV Undergraduate Catalog under the corresponding 400 number. Credit at the 600-level normally requires additional work.

### ECO 701 - Macroeconomic Theory

Credits 3

Investigates the behavior of the main economic aggregates: output, employment, consumption, savings, investment, interest rates, and price level. Explores and assesses the major theories of the determinants and interrelations among these variables. Also analyzes the impact of various policies on the macroeconomy. **Prerequisites:** ECO 740

### ECO 702 - Microeconomic Theory

Credits 3

Uses quantitative and graphic techniques to analyze household and firm decisions as a basis for market interactions. Topics include the determinants of demand and supply, price and output determination under perfect and imperfect competition, economic efficiency, income distribution, general equilibrium, and economic welfare.

**Prerequisites:** Graduate standing. **Corequisite:** ECO 740

### ECO 707 - Environmental and Natural Resource Economics

Credits 3

Relationship between environmental quality and natural resources, using economic analysis. Identifies solutions to economic problems arising from resource scarcity and use. Economic growth, externalities. **Prerequisites:** Graduate standing.

### ECO 709 - Regional Economic Analysis

Credits 3

Theoretical and empirical analysis of the regional component of economic activity. Examination of location factors, regional and urban development theory, and regional/urban structure and growth theory. Explores regional analysis and forecasting. **Prerequisites:** Graduate standing.

### ECO 720 - Health Economics and Policy

Credits 3

Analysis of the U.S. health care markets. Examination of physician, hospital, and insurance markets. Exploration of the role of regulation and technology. Includes international comparisons. **Prerequisites:** Graduate standing.

### ECO 732 - Political Economy and Economic Policy

Credits 3

Role of markets, organizations, and governments in economic policy, including topics such as collective decision making, efficient and equitable social choice, regulation, and behavior of bureaucracies. **Prerequisites:** Graduate standing in the MPA, EPS, or Economics program or consent of instructor.

### ECO 733 - Economic History of Europe

Credits 3

Economic and social background of European national and international development with emphasis upon the period 1500 to present.

### ECO 734 - Economic History of the United States

Credits 3

Economic and social background of the American economy from the colonial period to the present. **Prerequisites:** ECO 301 and 302 or equivalent.

### ECO 740 - Mathematical Economics

Credits 3

Application of mathematics to economic analysis.

**Prerequisites:** Graduate standing or consent of instructor.

### ECO 742 - History of Economic Thought

Credits 3

Criticism and evaluation of economic thought from ancient to modern times; main emphasis devoted to the development of economic thought since Adam Smith.

**Prerequisites:** Graduate standing.

### ECO 743 - Economic Fluctuations

Credits 3

Analysis of economic fluctuations from classical times to the present. Intensive study of factors which contribute to cyclical waves. Evaluation of selected economic indicators, business forecasting, and stabilization techniques.

**Prerequisites:** Graduate standing.

### ECO 750 - International Monetary Economics

Credits 3

Theories, institutions, and policies of international monetary economics and their impact on macroeconomic performance. Topics include international money markets, monetary and exchange rate policies, policy effectiveness under different regimes, the role of expectations, and the effect of capital mobility. **Prerequisites:** Graduate standing.

### ECO 760 - International Trade

Credits 3

Study of international trade and international commercial policies. Topics include theories and policies related to international movement of goods, services, and factors of production. **Prerequisites:** Graduate standing.

### **ECO 763 - Economics and the Law**

Credits 3

Application of economic analysis to the topics confronted in litigation. Topics include: microeconomic theory, property rights, contracts, torts, discrimination, eminent domain, copyrights, patents, antitrust, and criminal law.

**Prerequisites:** Graduate standing.

### **ECO 765 - Labor Economics**

Credits 3

Examination of competing theories of labor market behavior. Topics include theories of labor supply, labor demand, wage determination, unemployment, discrimination and the impact of unions and government institutions on labor market outcomes. **Prerequisites:** Graduate standing.

### **ECO 770 - Econometrics I, Statistical Modeling**

Credits 3

The course reviews fundamentals of mathematical statistics, that are used in econometric analysis. It integrates mathematical models and statistical techniques to perform regression analysis of cross-sectional data with a policy focus. Topics include empirical model building, estimation, and specification and data problems. **Note:** Involves extensive use of computer software packages.

**Prerequisites:** Graduate standing and a previous statistics course or consent of instructor

### **ECO 772 - Econometrics II**

Credits 3

Building on econometrics I, this course extends econometric/quantitative skills in the estimation and testing of economic theory. Topics include instrumental variables and two stage least squares estimations, simultaneous equation models, qualitative dependent variable models and sample selection corrections, measurement error issues, introduction to time series and panel data methods.

**Prerequisites:** Graduate standing, ECO 740, and ECO 770.

### **ECO 773 - Business and Economic Forecasting**

Credits 3

Evaluation of the uses and misuses of forecasting techniques in economics, business and governmental decision making. Exploration of techniques of data handling including exponential smoothing, seasonal and cyclical adjustments. Use of simple and multiple regression models and advanced econometric techniques in forecasting. Nature and estimation of autoregressive moving average (ARIMA) models. **Prerequisites:** Graduate standing and ECO 770.

### **ECO 780 - Seminar in Economic Theory and Policy**

Credits 3

Designed for the study of some specialized topic in

economic theory or policy. **Prerequisites:** ECO 702, and ECO 770.

### **ECO 784 - Internship**

Credits 3

Internship with business firms, non-profit organizations or government agencies. Project report and internship conference required. **Grading:** Students will receive S/F for final grade. **Prerequisites:** ECO 702, ECO 740, ECO 770, ECO 793. **Corequisite** ECO 772

### **ECO 788 - Topics in Economics**

Credits 1

Topics of interest to managers offered on a rotating basis. Possible topics include environmental economics, health economics, international economics, labor economics, regional economics, the economics of education, the economics of regulation, and economic forecasting. **Note:** May be repeated to a maximum of three credits.

**Prerequisites:** ECO 301, 302, and 362 or equivalent. May not be taken for credit toward M.A. degree in Economics.

### **ECO 790 - Independent Study**

Credits 1 – 6

Directed research course under the supervision of a member of the graduate faculty, culminating in a written paper.

**Prerequisites:** Consent of Department Chair or Graduate Coordinator.

### **ECO 791 - Thesis**

Credits 3 – 6

**Note:** May be repeated but only six credits will be applied to the student's program. **Grading:** S/F grading only.

### **ECO 793 - Seminar in Economic Research**

Credits 1 – 3

Provides students with hands-on training in empirical modeling, promotes critical thinking, teaches use of tool kit of research techniques and reinforces the student's understanding of economic concepts relating to economics research. **Prerequisites:** Graduate standing in Economics.

### **ECO 794 - Professional Paper**

Credits 3

Directed research under the supervision of a member of the graduate faculty, culminating in a professional paper that will be presented to the student's professional-paper committee. Students will participate in a weekly seminar, presenting results of their research. Students who do not complete a professional paper will receive a temporary grade of "X". **Grading:** S/F course grading only.

**Prerequisites:** ECO 701, ECO 702, ECO 740, ECO 772, ECO 793

# Finance

The Department of Finance offers majors in both finance and real estate, as well as minors in finance, real estate, risk management and insurance, and business law. The finance discipline can be classified into three areas: corporate finance, investments, and finance markets and institutions. This business field is for students who want to understand the financial implications inherent in virtually any business decision. The real estate majors are exposed to both the theory and practice in real estate. Emphases are placed on investment analysis of real estate, financing issues of real estate, and real estate valuation.

We prepare our students in finance or real estate major for successful careers in corporate management, depository institutions, investment management, financial services, and real estate. The finance faculty have a diverse range of professional and research interests to enrich the student's classroom experience. Please refer to individual faculty web links for specific information.

## Finance Graduate Certificate

The Finance Graduate Certification Program is designed to offer students the opportunity to gain a strong knowledge base in the area of Finance. Possible prospective students include those with a non-business undergraduate degree and those with a business degree in an area of business other than Finance. This Program essentially allows students to take a short, focused graduate program in the area of Finance. This Program is aimed at professionals that currently work in a Finance-related field looking to enhance their Finance knowledge, or for professionals contemplating a career shift to a Finance-related field. Profiles of potential students include: (1) An employee of a financial services company whose educational background is in an area other than Finance and who could benefit from some more formal Finance training; (2) An employee of a financial services company looking for continuing education classes demanded for a professional license or credential; (3) Someone currently employed in an area other than Finance that desires to update their knowledge portfolio for a career change; (4) Someone personally interested in having a better understanding of the many Finance issues that directly affect their lives.

### Admission Requirements

Admission requirements include an undergraduate degree with a GPA of 3.00 or higher, and either relevant work experience or a GMAT of 550 or higher. Relevant work experience is a minimum of 3 years experience in a relevant finance-related position. The determination of what is considered relevant work experience will be made by the Department of Finance Certificate Program Administrator.

If desired, upon successful completion of the Finance Certification Program, students may apply for admittance into the UNLV MBA. General admission requirements for the UNLV Evening MBA Program include: an undergraduate degree with a GPA of 3.00 or higher and a Graduate Management Admission Test (GMAT) score of 550 or higher.

### Certificate Requirements

The Finance Graduate Certificate Program is a 4 course, 12 credit hour program. The Finance Graduate Certification Program consists of one required class:

MBA 711 - Managerial Finance. With appropriate background the Certificate Student may substitute an elective Finance class for MBA 711. What qualifies as an appropriate background will be determined by the Department of Finance Certificate Program Administrator. An example of an appropriate background is having an undergraduate degree in Finance.

MBA 709 - Accounting for Managers and MBA 710 - Applied Economic Analysis are **Prerequisite:** for MBA 711 and can be waived with equivalent course work. Equivalent course work for MBA 711 - Accounting Management is the completion of ACC 201-Financial Accounting and ACC 202 - Managerial Accounting (or their equivalents) with a B average or better (B- grades are not acceptable). Equivalent course work for MBA 710-Applied Economic Analysis is the completion of ECON 261 - Principles of Statistics I and ECON 262 - Principles of Statistics II (or their equivalents) with a B average or better (B- grades are not acceptable).

Program students then choose 3 of the available 700-level Finance classes. Currently, 5 classes are available:  
FIN 708 - Advance Corporate Finance  
FIN 710 - Investment Management  
FIN 712 - Financial Markets and Institutions  
FIN 715 - Portfolio Management Prerequisite: FIN 710  
FIN 740 - Risk Management  
Students must have a minimum of a 3.0 GPA in the Program to receive the Finance Graduate Certificate.

## Course Descriptions

### FIN 708 - Advance Corporate Finance

Credits 3

Studies major decision-making areas of managerial finance and some selected topics in financial theory. Emphasis on the application of the theory and practice of business asset management, financing choice, capital structure, cost of capital, and dividend policy. Current topics, such as corporate acquisitions, restructuring, and underwriting covered as appropriate. **Prerequisites:** Completion of the

core MBA curriculum or approval of the Director of MBA Programs.

### **FIN 709 - Applied topics in Finance**

Credits 3

This course focuses on the application of theory in finance through some combination of case analysis, the use of spreadsheets to assist in financial analysis and simulations. Topics covered may include capital budgeting, cost of capital, capital structure, risk analysis, financial statement analysis, options, and mergers and acquisitions.

**Prerequisites:** MBA 711

### **FIN 710 - Investment Management**

Credits 3

Theoretical and practical analyses of investment environment and process. Focuses on characteristics, valuation, and management of various financial instruments, such as common stock, corporate bonds, options, and futures. Students learn how to establish appropriate investment objectives, develop optimal portfolio strategies, estimate risk-return trade-offs, and evaluate investment performance. **Prerequisites:** Completion of the core MBA curriculum or approval of the Director of MBA Programs.

### **FIN 712 - Financial Markets and Institutions**

Credits 3

Comparative study of the diverse financial instruments and intermediaries existing in today's financial sector. Topics include: the structure of interest rates, relative costs and benefits of each instrument, financial innovation and financial "engineering," the role of banks, thrifts and other intermediaries, and current and future trends in the financial sector. **Prerequisites:** Completion of the core MBA curriculum or approval of the Director of MBA Programs.

### **FIN 715 - Portfolio Management**

Credits 3

Strategies investors employ to meet alternative investment objectives. Asset allocation decisions and the management of risk and return emphasized using various quantitative approaches to determine portfolio optimization and asset market equilibrium. Full spectrum of portfolio management issues considered across all classes securities, including equity, fixed-income, and derivative securities.

**Prerequisites:** Completion of the core MBA curriculum and FIN 710 or approval of the Director of MBA Programs.

### **FIN 740 - Risk Management**

Credits 3

Applies risk management process as an integrated approach to financial, credit and insurable risks. Financial perspective on the corporate risk management function emphasized, using the financial tools of risk.

## **Management**

Our mission is to create an approach that blends research and teaching into a life-long process of advancement and learning for faculty, students, and community interests. This integration will foster the ongoing development of our course materials and teaching approaches thereby creating a generation of students not only prepared to be leaders, but also provided with challenging career paths and managerial opportunities. We will strive to maintain quality and flexibility in an evolving environment through a focus on leading change, globalization, managing technology, and entrepreneurship.

### **Graduate Certificate in Management**

The Graduate Certificate in Management (GCM) will be comprised of graduate classes currently offered through the MBA curriculum. The Graduate Certificate is designed for those students wishing to gain knowledge or update their knowledge in the specific area of Management. The Graduate Certificate is not a degree program and completion of this program indicates an expertise in a narrower specialty, not general expertise in all areas of business. Moreover, while a concentration in New Venture Management exists in the MBA, a concentration in General Management does not.

#### **Admission Requirements**

Admission requirements include an undergraduate degree with a GPA of 3.00 or higher, and either relevant work experience or a GMAT of 550 or higher. Relevant work experience is a minimum of 3 years experience in a relevant management-related position. The determination of what is considered relevant work experience will be made by the Coordinator of Non Degree Programs for the College of Business.

If desired, upon successful completion of the Graduate Certificate in Management, students may apply for admittance into the UNLV MBA. General admission requirements for the UNLV Evening MBA Program include: an undergraduate degree with a GPA of 3.00 or higher and a Graduate Management Admission Test (GMAT) score of 550 or higher.

#### **Certificate Requirements**

The Graduate Certificate in Management (GCM) is a 5 course, 15 credit hour program, comprising:

- MBA 706 - Law, Regulations and Ethical Issues
- MBA 707 - Organizational Behavior
- MGT 710 - Managing Entrepreneurial Organizations
- MGT 711 - Seminar in Negotiation
- MGT 712 - Change Management

There are no pre-requisites for MBA 706 and MBA 707, however, the remaining three courses require the completion of the MBA Core or admission to the Graduate Certificate in Management as a pre-requisite.

Students must have a minimum of a 3.0 GPA in the program to receive the Graduate Certificate in Management.

## **New Venture Management Graduate Certificate**

The Graduate Certificate in New Venture Management (GCNVM) is comprised of graduate classes currently offered through the Business Administration M.B.A. curriculum. The Graduate Certificate is designed for those students wishing to gain knowledge or update their knowledge in the specific area of New Venture Management. The Graduate Certificate is not a degree program and completion of this program indicates an expertise in a narrow specialty, not general expertise in all areas of business.

### **Admission Requirements**

Admission requirements include an undergraduate degree with a GPA of 3.00 or higher, and either relevant work experience or a GMAT of 550 or higher. Relevant work experience is a minimum of 3 years experience in a relevant business-related position. The determination of what is considered relevant work experience will be made by the Coordinator of Non Degree Programs in the College of Business.

If desired, upon successful completion of the program, students may apply for admittance into the Business Administration M.B.A.. General admission requirements for the Evening MBA Program include: an undergraduate degree with a GPA of 3.00 or higher and a Graduate Management Admission Test (GMAT) score of 550 or higher.

### **Certificate Requirements**

The Graduate Certificate in New Venture Management (GCNVM) is a 5 course, 15 credit hour program, comprising:

MBA 715 - Market Opportunity Analysis  
MKT 737 - New Service and Product Development  
MGT 709 - New Venture Creation  
MGT 710 - Managing Entrepreneurial Organizations  
MGT 711 - Seminar in Negotiation

There are no pre-requisites for MBA715, however, the remaining four courses require the completion of the MBA Core or admission to the Graduate Certificate in New Venture Management as a pre-requisite. Students must have a minimum of a 3.0 GPA in the program to receive the Graduate Certificate in New Venture Management.

## **Course Descriptions**

### **MGT 709 - New Venture Creation**

Credits 3

Concerned with development of the business tools and skills necessary to successfully create an entrepreneurial venture. Focus includes evaluation of new venture opportunities, obtaining capital and other resources, personnel issues, business operations, and legal considerations. Students will prepare and present a business plan. **Prerequisites:** Completion of the core MBA curriculum or approval of the Director of MBA programs.

### **MGT 710 - Managing Entrepreneurial Organizations**

Credits 3

Developing and managing entrepreneurial organizations. Examines why firms succeed or fail; growth and organizational effectiveness; management systems; and entrepreneur transition. **Prerequisites:**

Completion of the MBA core curriculum or approval of the Director of MBA Programs.

### **MGT 711 - Seminar in Negotiation**

Credits 3

Enhances students' abilities to use negotiation as a tool for managing conflict, making deals, and making team decision. Examines important aspects of the negotiation process, including preparations, strategies and tactics, international issues, the role of third parties, and ethical issues.

**Prerequisites:** Completion of MBA core curriculum or approval of the Director of MBA Programs.

### **MGT 712 - Change Management**

Credits 3

Change management is the process of transforming an organization's operations to enhance individual and organizational effectiveness. Both the rate of change and its importance to senior management seem to be accelerating. Examines competing models of change, considers various change methodologies, and explores examples of best practice. **Prerequisites:**

Completion of MBA core curriculum or approval of the Director of MBA Programs.

### **MGT 787 - International Seminar**

Credits 3

Exposes students to the problems and environment of international business in emerging markets. Students will visit selected international enterprises operating outside the US and experience first-hand the business etiquette and culture in that country. **Prerequisites:**

Approval of the Director of MBA Programs.

# Management Information Systems

## Chair

Peppers, Ken

(2003), Professor; Ph.D. Purdue University.

## Graduate Faculty

Chang, Jerry

(2000), Associate Professor, Ph.D., University of Pittsburgh.

Deng, Honghui

(2003), Assistant Professor; Ph.D. University of Texas at Austin.

Hardin, Andrew

(2007), Assistant Professor, Ph.D. Washington State University.

Hong, Weiyin

(2001), Associate Professor, Ph.D., Hong Kong University of Sciences.

Moore, Trevor

(2000), Associate Professor, Ph.D., Aston University, UK.

Rothenberger, Marcus

(2004), Associate Professor; Ph.D. Arizona State University.

Torkzadeh, Reza

(1999), Professor, Ph.D., University of Lancaster, UK.

This program prepares graduates for professional and managerial careers in IT or for doctoral studies leading to research and teaching careers in IS. This objective is achieved through a balanced emphasis on theory and practice. The program prepares graduates with a broad-based knowledge of information systems design, development, implementation, evaluation, and maintenance. The graduates will understand IT's dynamic nature and will be able to use and manage IT for problem solving, decision-making, competitive advantage, and innovation. Courses in the program include projects that allow students to organize team activities, analyze problems and propose solutions, explain project-related decisions, document and communicate progress, collect and analyze data, and present solutions. Students develop written and spoken communication skills. Students in this program have the option to write an MS thesis, a substantial original work that contributes to the body of knowledge in IS and business.

Students work closely with research faculty on the thesis with the objective of producing publishable quality research outcomes. The thesis prepares students for professional careers by giving them unique skills or knowledge with professional value. It prepares research oriented students with research skills that will be invaluable

in pursuing the Ph.D. Students in the program take pride in using the thesis to learn something truly unique.

This degree program will prepare the graduate with:

- A deep understanding of systems thinking and ways that IT can be used to enhance effectiveness of the individual and organizations.
- The ability to analyze business problems, to develop system solutions, and apply information technology to obtain business solutions.
- A comprehensive understanding of the theoretical basis of management information systems and current research questions.
- The ability to learn on a continuing basis to stay current with rapidly changing technologies.
- The ability to effectively communicate the technology and its application to business executives and users of information systems.
- The knowledge and skills to function as an information technology professional in public or private organization.
- Excellent preparation to enter a doctoral program in MIS.

## Management Information Systems & Business Administration Dual M.S./M.B.A.

The dual MBA and MS MIS program of study is designed for those who seek career and business leadership opportunities in management information systems. The program will provide students with the needed skills, knowledge, and tools to become visionary and creative business leaders with strong competency in management information systems. The core MBA program is designed to advance the knowledge and practice of business and administration. The MS MIS portion of the dual degree is designed to prepare graduates with a broad-based knowledge of information system design, development, implementation, evaluation, and maintenance.

### Program Overview

The program includes 57-credits and the student will receive both, an MBA and an MS MIS degree. Each student completes a total of 24 credit hours in MIS courses and a total of 33 credit hours in MBA core courses with a minimum GPA of 3.0. MBA courses are accepted as hours of elective towards the MS MIS degree. The program does not require a thesis.

### Admission Requirements

The admission requirements for the dual degree program are the same as those stated under the regular MBA and M.S. in Management Information Systems programs. Applicants must be admitted to both the MBA and Master of Science in

Management Information Systems programs. Candidates have to apply to both, the MBA program and the MS MIS program and meet the respective application requirements.

### **Degree Requirements**

Completion of the dual MBA and MS MIS degree include:

- Completion of a minimum of 33 credit hours of MBA core courses and a minimum of 24 credits of MS in MIS courses.
- A grade point average of at least 3.00 for course work required for the degree.
- No grade lower than C is acceptable.
- Students with unsatisfactory progress toward the degree requirements are subject to dismissal. A student with a grade of C or lower in any of the required courses for the degree will be put on probation for one semester. Conditions and deadlines for the removal of probation will be specified. Failure to meet the condition will result in departure from the program. A student with two grades of C or lower will be dropped from the program.

The following courses are required for the dual degree:

### **M.S. in Management Information Systems Courses - Total Credits: 24**

MIS 740 - Software Concepts  
MIS 744 - Information Systems Planning & Strategy  
MIS 746 - Information Systems Project Management  
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  
MBA Core Courses - Total Credit: 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

### **Management Information Systems & Hotel Administration Dual M.S**

The MIS department and the William F. Harrah College of Hotel Administration are offering a Master of Science in Hotel Administration and Master of Science in Management Information Systems (MS HOA / MS MIS) dual degree

program. It is designed for students who seek careers and leadership opportunities in the hospitality industry with a focus on information technology and management information systems. The program provides students with the needed skills, knowledge, and tools to become visionary and creative leaders in information technology in the hospitality industry. The program includes 48-credits and the student will receive both, an MS HOA and an MS MIS degree. Each student completes a total of 24 credit hours of MIS courses and a total of 24 credit hours of HOA courses. HOA courses are accepted as hours of elective towards the MS MIS degree and MIS courses are accepted as hours of elective towards the HOA degree.

### **Admission Requirements**

The admission requirements for the dual degree program are the same as those of the regular MS HOA and MS MIS programs. Applicants must be admitted to both, the MS HOA and MS MIS programs. Candidates have to apply to the MS HOA / MS MIS dual program on the UNLV Graduate College web site (not to both individual programs) and submit required application materials to the Graduate College (online application on Graduate College web site, application fee, official transcripts, and official TOEFL score for international applicants), to the MIS Department (official GMAT or GRE score, two letters of recommendation [employee and college faculty if applicable], and official college transcripts), and to the Harrah's College of Hotel Administration (official GMAT or GRE score, two letters of recommendation [employee and college faculty if applicable], official college transcripts, a current resume, and evidence of one year full-time managerial experience or three years full-time front line experience in a hospitality-related field). Applicants must meet the admission requirements of both programs, which include an overall undergraduate grade point average of at least 3.00, a GMAT score of 550 (or satisfactory GRE scores), a satisfactory TOEFL score for international applicants, and full-time work experience in the hospitality industry (one year managerial or three years front line experience).

### **Curriculum**

#### **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.

### **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  
**or**

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

HOA 735 - Research Methodology  
**or**

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

HOA 751 - Hospitality Service Management  
**or**

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  
**or**

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)

### **Management Information Systems Certificate**

The Certificate Information Systems (MIS) program is a graduate certificate program designed for individuals who want to acquire specific MIS skills to meet the needs or demands of their workplace. The certificate program is suitable for students with no prior MIS background, as well as for those who have prior MIS knowledge or education and want to acquire specific additional skills (retooling). Students can select from three suggested programs of study or they can, upon approval of the MIS Graduate Coordinator, customize the certificate program to meet their specific retooling needs

#### **Program Overview**

The Certificate in Management Information Systems program requires the completion of four MIS graduate courses. These are courses that are already offered as part of the Master of Science in MIS (MS MIS) program. While the MS MIS program requires the completion of 36 credits, the Certificate in MIS program requires the completion of 12 credits, a subset of the MS MIS program requirements.

#### **Admission Requirements**

The Department of MIS welcomes applications from college graduates in all fields. The student must satisfy the minimum requirements of the Graduate College and the Certificate in MIS program. The candidate must meet the following requirements:

1. Submission of completed application form and required application fee;
2. Submission of official transcripts from all institutions attended after high school;
3. Submission of official transcripts of all college-level course work previously taken and evidence of having been awarded the equivalent of a U. S. bachelor's degree from an accredited college or university with an overall undergraduate grade point average of at least 3.00 on the four-point scale;
4. Official GMAT or GRE score. Graduate Management Admission Test (GMAT) with target score of 550. Applicants with satisfactory scores on the general aptitude portion (50<sup>th</sup> percentile or higher) of the Graduate Record Examination (GRE) will be considered for admission. Test scores over five years old are not accepted.
5. If a student is already admitted to the MS MIS program and wants to switch to the Certificate in MIS program, then the student must apply for admission to the certificate program. The student can transfer up to 12 credits of MIS courses into the certificate program after being admitted. Alternatively, if a student in the Certificate in MIS program wants to switch to the MS MIS program, then the student must apply for admission to the MS MIS program. The student can transfer up to 15 credits of MIS courses into the MS MIS program after being admitted. The student can transfer these credits into the MS MIS program even if they were already applied towards the certificate.

#### **Certificate Requirements**

The Certificate in MIS program requires the completion of 12 credits of graduate MIS courses (four 3-credit courses). Students can choose from one of the following three suggested programs of study, or they can customize a program of 12 credits (four 3-credit courses) to meet their individual or professional needs. Customized programs of study must be approved by the MIS Graduate Coordinator before the student starts the first courses.

#### **Suggested Programs of Study**

All courses are 3 credits. Changes to these courses of study requires prior approval of the MIS Graduate Coordinator.

##### *Business Analysis and Development for Systems*

MIS 744 - Information Systems Planning & Strategy

MIS 746 - Information Systems Project Management

MIS 762 - Systems Analysis, Modeling and Design

MIS 766 - Data Management

### *System Development Technologies*

MIS 760 - Data Communications and Systems  
MIS 762 - Systems Analysis, Modeling and Design  
MIS 764 - Advanced Web Development and Electronic Commerce  
MIS 775 - IT Architecture for Business

### *Business Intelligence*

MIS 760 - Data Communications and Systems  
MIS 764 - Advanced Web Development and Electronic Commerce  
MIS 766 - Data Management  
MIS 776 - Business Intelligence

Note: MBA 730 - Information Systems for Management is the prerequisite for all courses in the certificate program. This prerequisite may be waived for individuals with equivalent prior coursework or extensive information systems experience.

### **Additional MIS Certificate Courses**

MIS 740 - Software Concepts  
MIS 752 - Advanced Topics in MIS  
MIS 768 - Java Programming  
MIS 770 - IS Security, Audit and Control  
MIS 772 - Advanced Information Systems

## **Management Information Systems M.S.**

### **Program Overview**

Each student completes a total of 36 credit hours in MIS courses with a minimum GPA of 3.0. The student can elect to either take 30 credit hours of coursework and complete a master-level thesis for 6 credit hours, or to complete 36 credit hours of course work. The student's program will be selected in consultation with and approved by the student's advisor and the department chair and may include up to two courses (four courses if the non-thesis option is selected) from supporting areas other than MIS, such as accounting, law, computer science, economics, social sciences, and management.

### **Admission Requirements**

Bachelor of Arts or Bachelor of Science degree  
Application to the Graduate College at UNLV  
Official transcripts of all college-level work  
Two letters of recommendation in sealed envelopes  
Minimum undergraduate GPA of 3.0 on a four-point scale  
Official GMAT or GRE score. A score of 550 or higher is required on the GMAT or a score in the 50th percentile or higher is required on the general aptitude portion of the GRE.

The GMAT test score should be reflective of verbal and quantitative aptitude. GMAT or GRE scores over five years old are not accepted.

Individuals with deficiencies in their undergraduate background may be required to enroll in selected additional undergraduate courses to satisfy the M.S. degree requirements. A maximum of 12 credit hours may be transferred into the program if taken recently from an AACSB accredited school. The department chair and the associate dean must approve any earned credits for transfer. Individuals with degrees in disciplines other than business are required to take the following MBA core courses:

MBA 702 - Statistical Analysis,  
MBA 709 - Accounting for Managers,  
MBA 710 - Applied Economic Analysis,  
MBA 711 - Managerial Finance as Prerequisites: .

Note: MBA 730 - Information Systems for Management is the prerequisite for all courses in this program. The department chair and the associate dean may waive some of these leveling courses for individuals with extensive business and information systems experience.

The application forms, fees, letters of recommendation, official transcripts, test results, and assistantship applications must be submitted to the Graduate College as outlined in this catalog. International students are required by the Graduate College to complete the TOEFL with a minimum score of 550 (written) or 213 (computerized) or show comparable evidence of competence in English. International students should check with the Graduate College for current deadlines.

### **Degree Requirements**

Completion of the degree requirements for the Master of Science in Management Information Systems include:

- Completion of a minimum of 36 credit hours of M.S. in MIS courses.
- Optional completion and defense of master's thesis.
- A grade point average of at least 3.00 for course work required for the degree.
- No grade lower than C is acceptable.

Each student's program of course work must be selected in consultation with and approved by the student's advisor and the department chair, and may include up to 6 credit hours (12 credit hours if the student elects the non-thesis track) from selected disciplines other than MIS, such as cognitive psychology, computer science, accounting, or economics. Students on the thesis track are expected to select a research advisor by the end of their first year, to attend all departmental seminars, and to present a research seminar prior to graduation. Students with unsatisfactory progress toward the degree requirements are subject to dismissal. A student with a grade of C or lower in any of the required courses for the degree will be put on probation for one semester. Conditions and deadlines for the removal of probation will be specified. Failure to meet the condition will result in departure from the program. A student with two grades of C or lower will be dropped from the program.

Students are required to register for six hours of thesis. They are advised to split these six hours of thesis and register for three hours each during the last two semesters.

**M.S. in Management Information Systems Courses - Total Credits: 24 credits plus 12 credits electives.\***

MIS 740 - Software Concepts

MIS 744 - Information Systems Planning & Strategy

MIS 746 - Information Systems Project Management

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 773 - Research Seminar in Information Systems

\*Electives 12 credits (including 6 credits thesis if students elects thesis option)

\*\* If a student has completed any of the required or elective MIS graduate courses as part of a previous degree at UNLV with grades of B or better, the course(s) may be waived and the number of credits required for the MS MIS program will be reduced by an equal number of credits, up to a maximum of 12 credits.

## Course Descriptions

### *Management Information Systems*

#### **MIS 740 - Software Concepts**

Credits 3

First course in programming for non-programmers aimed at developing a proficiency in designing and writing programs using a high-level programming language. Topics include standard programming constructs (conditionals, loops, etc.), concept of an algorithm, and fundamental data types (numbers, strings, arrays, etc.). **Prerequisites:** MBA 730 or admission to the MSIS program.

#### **MIS 742 - Systems Design and Development**

Credits 3

Covers both systems analysis and design and modern database concepts. Introduces basic systems analysis and design tools and techniques used to analyze business processes and data flows. Also focuses on the relational database model and principles of good database design. **Prerequisites:** Completion of the core MBA curriculum or approval of the Associate Dean.

#### **MIS 744 - Information Systems Planning & Strategy**

Credits 3

Familiarizes students with aspects of developing, implementing and evaluating strategic plans for corporate information systems as a competitive tool; using methods and frameworks for strategic analysis; assisting in establishing an information systems strategy; developing an

understanding of change management issues in IS planning for organizations.

**Prerequisites:** Completion of the core MBA curriculum or approval of the Associate Dean.

#### **MIS 746 - Information Systems Project Management**

Credits 3

Conceptual material on project management techniques. Planning, organizing and controlling of projects in manufacturing and service organizations. Includes project management process, project scheduling, project resource management, schedule duration risk analysis and management of project. **Prerequisites:** MBA 730

#### **MIS 748 - Social and Economic Impacts of Information Technology**

Credits 3

The impact of IT on post- industrial management, productivity, personnel, privacy, competitive advantage, innovation, organizational design, organizational intelligence, decision-making, individual learning, and communication. Students prepare term papers on the impact of information technology on specific industries, depending on their career path interests. **Prerequisites:** MBA 730

#### **MIS 752 - Advanced Topics in MIS**

Credits 3

Advanced or specialized study in a special topic or subject area in information systems. **Note:** May be repeated with different subject matter to a maximum of six credits.

**Prerequisites:** MBA 730

#### **MIS 753 - Independent Study**

Credits 3 – 6

Independent study under the direction of a faculty advisor of a topic in information systems. **Note:**

May be repeated for credit. **Prerequisites:** MBA 730

#### **MIS 755 - Internship**

Credits 3

Supervised practical experience with a participating enterprise or government agency, culminating in a written report. **Note:** May be repeated to a maximum of six credits.

**Grading:** S/F grading only. **Prerequisites:** MS MIS program admission

#### **MIS 760 - Data Communications and Systems**

Credits 3

Concepts, models, architectures, protocols, standards, and security for the design, implementation, and management of digital networks. Essentials of local area networks (LAN), metropolitan area networks (MAN), and wide area networks (WAN). Transmission and switching efficiency, and regulatory and technical environments. Topics include: security and authentication, operating systems, e- commerce

etc. **Prerequisites:** MBA 730 or admission to the MSIS program

### **MIS 762 - Systems Analysis, Modeling and Design**

Credits 3

Systems development life cycle, analysis and design techniques. Information systems planning, project identification and selection, requirements collection and structuring, process modeling, data modeling. Design of interface and data management, system implementation and operation, system maintenance, and change management. Rapid application development and prototyping.

**Prerequisites:** MBA 730

### **MIS 764 - Advanced Web Development and Electronic Commerce**

Credits 3

Integration of technology and commercial practices for doing business on the Internet. Business and social implications of emergence of electronic commerce in cyberspace. Technological and organizational issues. Introduction to and application of advanced tools and techniques in the development of commercial-quality web sites. **Prerequisites:** MBA 730

### **MIS 766 - Data Management**

Credits 3

Concepts, principles, issues and techniques for managing corporate data resources. Techniques for managing design and development of large database systems including logical data models, concurrent processing, data distribution, database administration, data warehousing, data cleansing, and data mining. **Prerequisites:** MBA 730

### **MIS 768 - Java Programming**

Credits 3

Java programming language, platform, software delivery environment, internet commerce environment, applications vs. applets/services, Java APIs and extensions, paradigms in information systems, network computers, security and future directions. **Prerequisites:** MIS 740

### **MIS 770 - IS Security, Audit and Control**

Credits 3

Investigates broad selection of contemporary issues in computer security, including an assessment of state-of-the-art approaches used to address security problems. Integration with organizational/informational systems audit, computer information systems, and management practices.

**Prerequisites:** MBA 730

### **MIS 772 - Advanced Information Systems**

Credits 3

Technical and managerial issues in the effective development and use of decision support systems (DDS) from three distinct approaches: data, intelligence and groups. Extensive hands-on exercises with state-of-the-art

software. Exposure to current industry best practices.

**Prerequisites:** MBA 730

### **MIS 773 - Research Seminar in Information Systems**

Credits 3

Survey a range of historic and current research in IS to understand current problems of interest to IS researchers and methods used to address them. A major deliverable for the course will be a proposal for a thesis research project.

**Prerequisites:** MBA 730

### **MIS 775 - IT Architecture for Business**

Credits 3

How IT Architecture can meet corporate information system needs. Topics include system scaling, architecture design, enterprise integration, service-oriented architectures, web services, agile application development, corporate IT security, disaster recovery, cost of ownership, and others. Students apply concepts using IBM system i. **Prerequisites:** MIS 760 and MIS 762 or Instructor Consent

### **MIS 776 - Business Intelligence**

Credits 3

Business intelligence refers to the set of technologies and tools that enable organizations to integrate, store, analyze, and report data for the purpose of obtaining competitive advantage. Students will be exposed to key components of business intelligence applications, including defining data structure, analyzing cubes, data mining, and reporting.

**Prerequisites:** MIS 766 or Instructor Consent

### **MIS 777 - Project Feasibility Study and Proposal**

Credits 3

Mastery of methods and techniques required to propose new systems for processes, applications and products, including idea generation, data collection, analysis, project proposals, client presentations, sourcing and vendor negotiation. Emphasis on data collection techniques, including structured and unstructured individual and group interviews, survey questionnaires, observation, and document analysis.

**Prerequisites:** MS MIS program admission

### **MIS 780 - Thesis**

Credits 3 – 6

A substantial piece of work demonstrating the use of research methods and presentation of research results. Students must complete twelve required credit hours before they can register for this course. This course is a six-credit hour thesis and is expected to take two semesters to complete. Completion of the thesis requires a successful defense. **Note:** May be repeated to a maximum of eighteen credits. **Prerequisites:** MIS 773 with a minimum grade of B.

## ***Marketing***

### **MKT 711 - Strategic Marketing Management**

Credits 3

Development of effective strategic marketing analysis, planning, implementation, and control skills. Emphasis on market appraisal, industry structure, competitive advantage, product management, distribution strategy, promotion management, market segmentation, positioning strategies, and strategic marketing program decision making. Stresses case analysis and the solution of strategic marketing problems. **Prerequisites:** Completion of the MBA core or approval of the Director of MBA Programs.

### **MKT 720 - Customer Satisfaction and Service Quality Measurement**

Credits 3

Design, analysis, interpretation, and communication of measurement and multivariate techniques to assess customer satisfaction, service quality and related marketing issues. Includes scaling, sampling, data collection, reliability, and validity. **Prerequisites:** Completion of the MBA core or approval of the Director of MBA Programs.

### **MKT 737 - New Service and Product Development**

Credits 3

New service and product development process. Evaluation of potential markets. Identification design, and development of new services and products consistent with customer needs. Idea generation, concept testing, test marketing and commercialization discussed. **Prerequisites:** Completion of the MBA core or approval of the Director of MBA Programs.

### **MKT 757 - Strategic Database Marketing**

Credits 3

Theory and practice of use of databases to enhance marketing programs and build customer relationships. Topics include: one on one marketing, relationship building strategies, customer cloning, RFM, calculating lifetime value of customers, modeling tools and processes, customization of offers and retention strategies.

**Prerequisites:** Completion of the MBA core or consent of the Director of MBA Programs.

### **MKT 777 - Services Marketing**

Credits 3

Marketing problems and strategies specific to service industries. Differences in the marketing of intangibles and services. Emphasis on services in general, rather than any particular industry. Concepts applied to such service of the art information for marketing in today's changing environment. Key topics include: competitive advantage, segmentation, relationship development, and competitive positioning. **Prerequisites:** Completion of the MBA core curriculum or consent of the Director of MBA Programs

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