

**Handbook of Policies and Procedures**

**for the**

**Master's Program in Higher Education Leadership**

**University of Nevada, Las Vegas**

## Table of Contents

Preface.....	3
People to Know.....	4
Procedures to Know.....	5
Admissions.....	5
Note for Graduate, Non-Degree Students Seeking Admission.....	6
Admission Status.....	7
Graduate Assistantships.....	7
Financial Assistance.....	8
Registration.....	8
Schedule of Classes.....	9
Note About Missing Call Numbers.....	9
Adding or Dropping Classes.....	9
Program of Study.....	9
Internship.....	12
Capstone.....	12
Master's Program Advising.....	13
Program of Study Forms.....	13
Program Benchmarks.....	14
Satisfactory Progress Toward the Degree.....	14
Repeat Policy.....	15
Graduation.....	15
Appendix (contains sample copies of forms needed to complete the degree).....	16

## Preface

On behalf of the faculty and staff in the Higher Education Leadership program, we welcome you to graduate study at the University of Nevada, Las Vegas. We hope that your pursuit of a Master's of Education degree (M.Ed.) will be rewarding and enjoyable as well as educational.

The Master's of Education degree in Higher Education Leadership prepares students for entry-level and mid-management level positions at public and private universities, community colleges, and proprietary institutions. It is distinguished by its emphasis on integrating practical managerial skills with a broad understanding of issues across the field of higher and postsecondary education. The degree program allows students to choose a sequence of courses that results in an emphasis on student personnel services or management.

This handbook was prepared to help you plan and complete your master's program. We hope it will answer the majority of your questions as you progress toward your degree. We recognize that some specific points may not be covered and that policies and procedures in the program and the university are continually changing. It is, therefore, important that you work with your faculty advisers and the staff of the Department of Educational Leadership as you use this handbook. Additional information is available on the program website at **[http://educational.unlv.edu/Educational\\_Leadership/higheredadmin/higheredadmin.htm](http://educational.unlv.edu/Educational_Leadership/higheredadmin/higheredadmin.htm)**.

We are pleased that you have selected the program in Higher Education Leadership at UNLV to pursue your master's degree. We hope that you find it to be a positive experience and we wish you the utmost success.

*The faculty of the Higher Education Leadership Program*

## People to Know

### Master's Program Adviser

Dr. Sally Bomotti

### Graduate Coordinator

Dr. Robert Ackerman

### Faculty

Dr. Robert Ackerman, Associate Professor, Higher Education Leadership  
CEB 318, 895-2740  
[bob.ackerman@unlv.edu](mailto:bob.ackerman@unlv.edu)

Dr. Sally Bomotti, Assistant Professor in Residence, Higher Education Leadership  
CEB 332, 895-5217  
[sally.bomotti@unlv.edu](mailto:sally.bomotti@unlv.edu)

Dr. Gerald Kops, Professor, Higher Education Leadership  
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Dr. Mario Martinez, Associate Professor, Higher Education Leadership  
CEB 314, 895-2895  
[mario.martinez@unlv.edu](mailto:mario.martinez@unlv.edu)

Dr. Vicki Rosser, Associate Professor, Higher Education Leadership  
CEB 328 895-1432  
[vicki.rosser@unlv.edu](mailto:vicki.rosser@unlv.edu)

### Staff

Debbie Gallant, Administrative Assistant, Department of Educational Leadership  
CEB 320 895-3491  
[debbie.gallant@unlv.edu](mailto:debbie.gallant@unlv.edu)

Connie Dye, Administrative Assistant, Department of Educational Leadership  
CEB 320 895-3491  
[connie.dye@unlv.edu](mailto:connie.dye@unlv.edu)

## **Procedures to Know**

### **Admissions**

You are admitted to the master's program in Higher Education Leadership when you have been granted admission by the Graduate College of the University of Nevada, Las Vegas, and the Department of Educational Leadership. The chair of the Department of Educational Leadership will send you a formal Letter of Admission notifying you of your acceptance into the program. If you are enrolled in graduate-level classes but have not gone through the formal admissions process, then you are not admitted to the graduate program.

### **The Admissions Process**

#### Step I. Graduate College Admissions Process

Students must first apply for admission to the UNLV Graduate College where their application materials are evaluated and forwarded to the Department of Educational Leadership for further review. A baccalaureate or advanced graduate degree from a regionally accredited four-year college or university is required. For more information or an application for admission, go to the website for the Graduate College at the University of Nevada, Las Vegas.

Admission requirements to the Graduate College include:

- Completed application and non-refundable admission and application fee.
- One copy of official transcripts from all institutions attended after high school (a minimum GPA of 2.75 for all undergraduate work or a 3.00 for the last two years of undergraduate work).

#### Step II. Departmental Admission Requirements

Complete the Graduate College admission requirements and provide the Department of Educational Leadership with the following:

- One copy of official transcripts from all institutions attended after high school
- Two letters of recommendation
- Professional resume or vita
- Statement of Interest
- Indication of interest in a graduate assistantship, when applicable

- Graduate Record Examination (GRE) or Graduate Management Admissions Test (GMAT) scores.

Departmental requirements should be submitted to:

Master's Admission in Higher Education Leadership  
College of Education  
University of Nevada, Las Vegas  
4505 Maryland Parkway, Box 453002  
Las Vegas, Nevada 89154-3002  
Department Telephone 702.895.3491 Fax 702.895.3492

If you have questions about your application materials, please contact Connie Dye in the Department of Educational Leadership at [connie.dye@unlv.edu](mailto:connie.dye@unlv.edu).

*The admission deadlines are*

- *Summer: March 15*
- *Fall: April 1*
  - **If an applicant wishes to apply for a graduate assistantship, indicate your interest at this time.**
- *Spring: November 15*

Master's Admissions Coordinator: Dr. Sally Bomotti

[sally.bomotti@unlv.edu](mailto:sally.bomotti@unlv.edu)

Graduate Assistantship Coordinator: Dr. Robert Ackerman

[bob.ackerman@unlv.edu](mailto:bob.ackerman@unlv.edu)

### **Important Note for Graduate, Non-Degree Students Seeking Formal Admission**

Students can take up to nine (9) credits as a non-degree seeking student at UNLV, which with the initial program advisor's consent can be applied to the student's master's program of study, once admitted into the program. The 9 credits must carry grades of B or higher. Please be aware that this policy is more restrictive than the one stated by the Graduate College, which allows non-degree graduate students to transfer up to 15 UNLV credits with grades of B or higher into a degree program, with consent. The more restrictive 9-credit transfer policy was enacted by the faculty of the program in Higher Education Leadership to encourage students to not take too many credits under the non-degree status without the assurance of formal admission into the program.

No more than 12 credits can be transferred into the program from another institution and these credits cannot have satisfied the requirements of another degree. Transfer credits must be approved by the program adviser.

## **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 a degree program and be assigned or select a faculty adviser.

### 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. The Graduate College and the student's department determine placement in this classification. A provisional student must complete 9 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, before taking additional course work. Failure to complete the required course work in the specified period or a grade of less than B 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.

### Contingency Admission

A Contingency 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 Contingency 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 contingency will automatically cancel the student's admission.

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## **Graduate Assistantships for Master's Students**

The program in Higher Education Leadership offers a variety of graduate assistantships at the master's level for full time students. Graduate assistantships represent opportunities

for students to gain valuable experience as faculty research assistants, academic advisers, program assistants, career counselors, analysts, institutional planners, student program advisers, development researchers, and other professional responsibilities. Assistantships on the UNLV campus are housed in Student Life, academic advising, the UNLV Foundation, the Department of Educational Leadership, as well as others. Efforts are made to match the developmental needs of the student with available opportunities. Graduate assistantships require 20 hours per week during the 9-month academic year. Compensation includes a monthly stipend. For master's students that stipend will total approximately \$10,000 per academic year. The assistantship also covers most of the per credit tuition/registration fee and contributes to the cost of student health and accident insurance.

To qualify for an assistantship, students must be admitted to the Graduate College and complete the Graduate Assistantship Application form available on the website for the Graduate College. The UNLV Graduate College Catalog contains general information on graduate assistantships and also is on-line.

For information about the availability of specific graduate assistantships, contact Dr. Robert Ackerman, the Graduate Coordinator, at [bob.ackerman@unlv.edu](mailto:bob.ackerman@unlv.edu).

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### **Financial Assistance**

The office of Financial Aid and Scholarships has a website. At that website, you can obtain information about different types of financial aid and how to apply for them. Deadlines for applications are also posted at the website.

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### **Registration**

The University of Nevada, Las Vegas, 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. UNLV's operates on on-line registration system that can be accessed through the Registration website. Graduate students may want to print the step-by-step instructions available in the Registration Guide, also on-line.

A full-time graduate student is one who is enrolled in nine or more semester credits or equivalent or six credits for graduate assistants. Only those courses with a prefix numbered 600 and 700 will be accepted for graduate credit.

## **Schedule of Classes**

The on-line course listings represent the most current course offerings. However, in order to most efficiently plan your program of study, you may want to consult the “course rotation” posted on the website of the program in Higher Education Leadership under “Current Student Resources.” The course rotation will tell you what courses are scheduled to be offered each fall, spring, and summer term in near-future semesters. This projected schedule is subject to change, however, so you need to work with your adviser and keep abreast of program announcements to make sure you know what courses are being offered, and when.

## **A Note About Missing “Call Numbers”**

Graduate students will need “call numbers” to register for courses. Call numbers are available on-line for most current courses. On-line, every section of each course has a specific five-digit call number (#) that identifies each course in the registration system. If a call number does not appear, that means the program in Higher Education Leadership has a special reason. If a call number does not appear, please contact Connie Dye, the administrative assistant for the Department of Educational Leadership, at 895-3491. She will be able to give you the call number if approved by your faculty advisor.

## **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.

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## **Program of Study**

The M.Ed. is a 37 credit non-thesis program. It consists of a 6 course core curriculum, 5 elective courses, an internship, and a capstone experience.

Students can take up to nine (9) credits as a non-degree seeking student at UNLV, which with the initial program advisor's consent can be applied to the student's master's program of study, once admitted into the program. The 9 credits must carry grades of B or higher. Please be aware that this policy is more restrictive than the one stated by the Graduate College, which allows non-degree graduate students to transfer up to 15 UNLV credits with grades of B or higher into a degree program, with consent. The more restrictive 9-credit transfer policy was enacted by the faculty of the program in Higher Education

Leadership to encourage students to not take too many credits under the non-degree status without the assurance of formal admission into the program.

No more than 12 credits can be transferred into the program from another institution and these credits cannot have satisfied the requirements of another degree. Transfer credits must be approved by the program adviser.

Generally, no substitutions will be made for the 6 course (18 credits) core curriculum in the Higher Education Leadership program, although there may be rare exceptions.

### **Higher Education Core (18 credits)**

The higher education core consists of six courses specifically designed to complement each other and provide students with a cohesive higher education managerial knowledge base.

Consult the Graduate College's Graduate Catalog for **course descriptions**. The Graduate Catalog is on-line at the Graduate College website.

The six core courses are:

- EDH 702 Strategic Decision Making
- EDH 704 Executive Communications in Higher Education/Workplace Settings
- EDH 705 Introduction to College/Universities
- EDH 728 Leadership Development Seminar OR EDW 719 Leadership in Workforce Education Programs
- EDH 751 Masters Level Law
- EDH 761 Leading Multicultural Organizations

### **Specialization in Higher Education Management /examples (15 credits).**

*The following courses are recommendations only and not intended to limit student choice of electives.*

- EDH 708 The Community College
- EDH 710 Finance and Budgeting in Higher Education (instructor permission needed)
- EDH 715 Theory of Educational Organizations (instructor permission needed)

- EDH 718 Institutional Advancement ( 4-year rotation)
- EDH 732 Readings in Administration in Higher Education
- EDH 750 Special Topics
- EDH 760 Understanding the Role of Faculty in Colleges and Universities
- EDH 783 Law and the Professoriate
- EDH 787 Politics of Higher Education
- EDH 792 Public Policy in Higher & Postsecondary Education
- EDH 794 Ethics in Higher and Postsecondary Education
- EDH 744 Comparative Higher Education
- EDW 746 History and Development of Two-Year Postsecondary Institutions
- EDW 767 Accreditation and Assessment
- EDH 791 Independent Study
- Other with consent of adviser

**Specialization in Student Personnel Services/examples (15 credits).** *The following courses are recommendations only and not intended to limit student choice of electives.*

- EDH 703 History of American Higher Education (instructor permission needed)
- EDH 708 The Community College
- EDH 734 Readings in Personnel Issues
- EDH 762 College Student Personnel Services
- EDH 764 Student Learning and Development
- EDH 768 Campus Environments and Assessment
- EDH 769 Diverse Student Populations in Higher Education
- EDH 784 Legal Aspects of Student-University Relationships
- EDW 765 Adult Learning Theory

- EDW 767 Accreditation and Assessment
- EDH 791 Independent Study
- Other with consent of adviser

### **Internship (three to six credits)**

The internship is a 3-credit practical experience intended to provide meaningful, career-related work experience that extends student learning beyond the classroom. Internships are also intended to provide an environment in which students reflect upon their contemporary experiences and consider the implications for their field of practice as well as their own professional development and careers. The internship is usually taken after the student has been in the program for a year and can be repeated for up to six credits. . Internships generally require a commitment of 8 to 10 hours a week for the duration of a semester.

Internship experiences are individually developed to meet the needs and interests of the students to the extent possible. The first step in locating an internship site is to determine what population you wish to work with and the type of work setting you wish to work in after graduation. Your internship experience should reflect your career goals.

Students meet with the program internship adviser to select an appropriate experience and identify the campus setting for the internship. (See the appendix to the handbook for a copy of the Internship Agreement Form that must be completed by the student, the internship site supervisor, and the faculty member responsible for internship advising).

The internship experience is formally recorded on student transcripts by registering for EDH 790 during the semester that the internship is done. Students should meet with the internship adviser and have the internship approved prior to the semester of the internship experience. In some cases, however, the time frame of the internship opportunity and the time frame required by formal registration may not match. In such cases, students may discuss with the internship adviser the possibility of registering for EDH 790 the semester after the internship actually begins.

The call number (#) for EDH 790 must be personally requested by students from the administrative assistant in the Educational Leadership departmental office. Contact Connie Dye at 895-3491 or [connie.dye@unlv.edu](mailto:connie.dye@unlv.edu).

Check with the master's program adviser to find out which faculty member is overseeing internship experiences the semester you wish to sign up for one.

It is recommended that you complete two semesters of course work in the Higher Education Leadership program before embarking upon the internship.

### **Capstone Experience (one credit)**

All students participate in a one-credit capstone experience. Students, in consultation with their chosen adviser, will select an appropriate capstone experience, the purpose of which is to consolidate classroom learning prior to degree completion. (For master's students, the initial program adviser is Dr. Sally Bomotti. However, students may select another adviser based on their particular interests or area of emphasis). Usually taken during the final semester of enrollment, this one credit course (EDH 798) will help prepare the new professional for entry into a career field. Depending on the interests of the student, EDH 798 will take one of two formats:

- A written competency-based examination, which takes into account the content covered in the program's core courses -- EDH 702, 704, 705, 728, 751, and 761. This examination is in two parts. The first part, which students have several weeks to complete, asks for a response to a question. The end product is a 12-15 page paper. The second part is timed and asks students to respond to one or more case studies. Students are given one or more case studies on a Friday morning and must return an analysis (or analyses) of the case(s) with recommendations for action to the department office by 4 p.m. the following Monday. The end product also a 12-15 page paper.
- A literature review project or positional paper designed in consultation with your chosen adviser. This project is tailored to meet the needs and interests of the student. In most instances, the end product is a 25-30 page paper. Students make a formal presentation of the project and its end results prior to graduation.

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### **Program Advising**

New master's students are assigned to Dr. Sally Bomotti for initial advising upon acceptance. Following initial advising, students should identify a program adviser from among the higher education faculty before earning 12 hours toward their degree. Once this person is identified, he/she becomes the student's primary adviser. The functions of the program adviser are to review the proposed program of the student and guide the student through the process of course selection.

Dr. Bomotti can be reached at [sally.bomotti@unlv.edu](mailto:sally.bomotti@unlv.edu) or at (702) 895-5217.

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### **Program of Study Forms**

Students must complete a Program of Study and file it with the Graduate College **before earning 15 hours toward their degree**. The Program of Study is essentially a contract between the student, the program in Higher Education Leadership and the Graduate

College that makes explicit how the student plans to fulfill the requirements of the master's degree, and proposes a timeline to do so.

The Program of Study is a two-part form. Both forms can be downloaded from the web.

- Part I can be downloaded from the Graduate College website. See “forms.” Click on “Proposed Masters and Specialist Degree Program – Part One.”
- Part II can be downloaded from the Higher Education Leadership website in the Department of Educational Leadership. Go to master's program, then to “current student resources. Click on Proposed Masters and Specialist Degree Program – Part Two.

Students must to make an appointment with their adviser to review their Program of Study before submitting forms to the Graduate College. Signatures on the Program of Study form must be obtained from the faculty adviser (Dr. Bomotti) and the program's Graduate Coordinator (Dr. Ackerman).

A student can make changes to their program of study after the required forms have been filed with the Graduate College. However, it is necessary to fill out a “Change in Proposed Degree Program” form, with the consent and signature of the faculty adviser. A “Change in Proposed Degree Program” form can also be downloaded from the Graduate College website.

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### **Program Benchmarks**

The following benchmarks are listed in roughly the order in which they should be met.

- Admission
- Initial advising
- Enrollment in course work
- Selection of program chairperson
- Filing of program of study
- Completion of course work
- Completion of internship
- Completion of capstone experience
- Graduation

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### **Satisfactory Progress Toward the Degree**

Once admitted to the graduate program in Higher Education Leadership, all students are expected to make satisfactory progress toward the degree.

Satisfactory progress includes the expectation that students will earn grades of B or above in all core courses and will maintain an overall GPA of 3.0 in all graduate-level course work. It also includes the expectation that students will be continuously enrolled; maintain and file the necessary degree paperwork required by the program and the Graduate College; and make reasonable progress toward completing the internship experience and the capstone.

Failure to make satisfactory progress will result in the student being placed on academic probation; if the student does not regain full academic standing in one semester following placement on academic probation, the faculty will recommend to the Graduate College that the student be separated from the program.

### **Repeat Policy**

Any course may be repeated, regardless of the grade received. Credit will be allowed only once for successful completion of the course. 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. Students are responsible for providing the Registrar's Office with written notification when a repeat course is completed.

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### **Graduation**

At the beginning of the semester you intend to graduate, go on-line to the Graduate College and obtain the "Application for Graduation and Instructions" form. The form can be downloaded from the website. Check the deadline for submitting this form.

## **Appendix**

Contains samples of:

- **Application for a Graduate Assistantship form**
- **Program of Study forms ( Parts I and II)**
- **Change in Proposed Degree Program form**
- **The Master's Internship Agreement form**
- **Graduation Instructions and Application form**

Note: These are just samples. Most of these forms can be completed on-line.

The Internship Agreement is a critical component of the internship experience. It delineates areas for skill development and knowledge development associated with the field internship and identifies the means by which the internship will be evaluated. Site supervisor and student self-evaluation are the two essential components of assessing progress at the end of the semester. The site supervisor's assessment of the student's skill and knowledge development during the course of the internship experience will contribute to the final grade achieved by each student.

**Internship Agreement**  
Higher Education Leadership  
Department of Educational Leadership  
College of Education  
University of Nevada, Las Vegas

Internships are opportunities to translate learning into action and experience, as concepts and principles discussed in the classroom are applied in a practical environment. It is in the internship setting that students are able to test their skills while developing professional attributes that will be the foundation of their careers.

Because this is a cooperative program, in return for providing a learning opportunity, the experience provider can expect to benefit by having the services of a talented and energetic colleague.

The student will comply with the experience provider's policies and procedures, including dress and grooming standards. The experience provider, in addition to providing the student with the opportunity to perform various tasks designed to enhance knowledge and professional skill development, will identify a site supervisor who will also act as liaison with the program faculty and will provide an evaluation of the intern to the faculty.

Internships carry 3 academic credits at the graduate level and require a time commitment 120 to 150 hours. The work of the internship can be carried out as a per week assignment (8 to 10 hours per week over 15 weeks) or as an intense project experience where hours are amassed over a shorter, more concentrated time frame. Both the site supervisor and the student intern will complete an evaluation of the experience.

**Internship Agreement**

**1. Student Intern**

- a. What are the goals/objectives of your internship?
- b. How do you expect that the internship experience will enhance the development of your professional skills?
- c. How do you expect that the internship experience will add to your knowledge regarding practice in your chosen area?

Signature Student \_\_\_\_\_ Date \_\_\_\_\_  
Email contact \_\_\_\_\_

**2. Site Supervisor**

Site Location \_\_\_\_\_

Please list the tasks and projects assigned to this intern.

I agree to provide the program faculty supervisor with an evaluation of the intern at the end of the internship experience. This evaluation will contain my assessment of the intern's overall performance of assigned tasks, professional behavior and task-related strengths/areas needing improvement in the context of the internship. The evaluation may be sent to the program faculty supervisor by e-mail.

Signature Site Supervisor \_\_\_\_\_ Date \_\_\_\_\_  
Email contact \_\_\_\_\_

### **3. Program Faculty**

In addition to the assignment described above, the student intern will provide the following:

A self-evaluation of the internship experience. This will include a self-evaluation of strengths and areas for improvement in the internship; assessment of professional skill development; assessment of the knowledge gained in regards to practice in the chosen area; and suggestions for changes and modifications in the internship experience.

Signature Program Faculty \_\_\_\_\_ Date \_\_\_\_\_  
Email contact \_\_\_\_\_