

UNLV

UNIVERSITY OF NEVADA LAS VEGAS

Department of Educational Psychology and
Higher Education

Graduate Student and Faculty Handbook

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EPHE Graduate Student & Faculty Handbook 1

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INTRODUCTION

The Department of Educational Psychology and Higher Education (EPHE) is dedicated to the advancement and application of knowledge about human behavior with an emphasis on educational settings. This dedication is reflected in our 2006, 2009 and 2010 ranking in the top 25 among specialty programs in educational psychology by *U.S. News & World Report*. We offer courses in Educational and School Psychology, assessment, consultation, cognition, human development, learning, measurement, evaluation, research, higher education policy and organizational theory. Additionally, we focus on the educational process as it occurs at every level, from home and nursery school through graduate school to business, industry, and the military.

This handbook is a supplement to the information currently available in the UNLV

Graduate Catalog, available to all students on-line:

<http://catalog.unlv.edu/content.php?navoid=1088&catoid=11>

DISCLAIMER AND LIMITATIONS

The Department of Educational Psychology and Higher Education Graduate Handbook is provided for informational purposes and does not represent a contract or agreement. Neither the University nor the EPHE assumes liability for loss or damage incurred as a result of using this Handbook. EPHE reserves the right to revise this Handbook at any time. In the event of disparity or conflict between this Handbook and the policies of the University, the University's policies shall take precedence.

ACKNOWLEDGMENT

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Degree Programs

Ed.S. in School Psychology

Prepares graduates to practice as a school psychologist in Nevada, and provides preparation for national certification. Approved by the National Association of School Psychologists, the program provides integrated theory and research with applied skills for working in schools and other agencies.

M.S. in Educational Psychology

Appropriate for elementary, secondary, and special education teachers to enhance classroom skills, and for students planning to apply skills in government or business settings.

Ph.D. in Educational Psychology

This program prepares independent scholars to make significant contributions to knowledge in specialized areas of educational psychology. Students complete a core of research and learning theory courses, a specialization strand, and an emphasis area. Specialization strands within this Ph.D. are available in Foundations in School Psychology

Ph.D. in Learning and Technology

Emphasis is on the assessment and understanding of learning outcomes and processes in technology rich learning environments and in modifying those environments in ways that promote more effective learning. Students take a common core of courses in three areas: research methods and statistics, learning theory, and technology, along with elective courses.

Ph.D./JD Dual Degree in Educational Psychology

This program is a dual degree program in Educational Psychology and Law.

M.Ed. in Higher Education

This program is designed to provide students with the practical administrative skills which include strategic decision making, communication, leadership, governance, higher education law, and the ability to work in diverse environments. This is a non-thesis program, which requires the successful completion of a capstone project taken during the final semester.

Ph.D. in Higher Education

This program is grounded in the concept that educational leaders should be well informed and context sensitive professionals who make theory based, research supported, and data driven decisions. The primary objectives of the program are; a) prepare students for administrative positions in public and private learning environments; and b) prepare individuals for faculty positions in higher education.

Ph.D./JD Dual Degree

This program is a dual degree program in Higher Education and Law.

Graduate Faculty Status

Graduate Faculty status affords approved individuals the privilege to interact with students as a member of the UNLV Graduate Faculty. Faculty must obtain Graduate Faculty status to be eligible to teach graduate courses and participate on graduate student committees. Please note that Graduate Faculty status is not related to professorial ranking. There are two levels of Graduate Faculty status:

- Associate Graduate Status enables faculty (and those with terminal degrees and experience in their field) to teach specific graduate-level courses and to serve as members of graduate student committees. Associate graduate faculty may not be the sole chair of a graduate student committee, nor may they serve as the Graduate College representative on graduate student committees.
- Full Graduate Status is automatic for tenure track and tenured faculty (one initial application is necessary for new hires so that we are aware that they are on campus and qualify), and this enables faculty to chair graduate student committees, sit on graduate committees, serve as the Graduate College representative on committees, and to teach graduate level courses. This privilege may be suspended or revoked upon review and recommendation of your College Dean and Chair, per college guidelines. Some non-tenure track and non-tenured individuals with terminal degrees and experience in their fields may be granted Full Graduate Faculty Status, but with limitations as described in the Graduate Faculty Status guidelines.

Graduate Student Timeline

Follow the timeline below to advance through your graduate program in the proper sequence. Using this timeline helps ensure that you meet the necessary requirements for graduation. The process begins after you are admitted to the Graduate College, and it culminates with your degree conferral.

1. **Meet your Advisor**

Your department will assign an advisor upon admission to the Graduate College. Please contact your department to determine your advisor, and make an appointment with your advisor to discuss program plans and requirements.

2. **Determine if you need a Graduate Advisory Committee.**

Not all graduate students require an advisory committee, but most do. To determine whether you need a graduate advisory committee, please check with your graduate coordinator or advisor, and review your program requirements in the Graduate Catalog. If you do require an advisory committee, it must be established prior to establishing your proposed degree program. If you do not require an advisory committee, please continue to step #4.

If you need a Graduate Committee Advisory committee, please be aware that your committee must consist of a chair from your department, at least two other faculty from your department, and one graduate college representative from a different department. (Students in the Learning and Technology program choose committee members from the program plus one outside graduate college representative). Note that committee chairs and graduate college representatives on advisory committees must have full graduate faculty status. Graduate advisory committee members may hold either full or associate graduate faculty status. If after establishing a graduate advisory committee there is need to change the composition of the committee, the student should complete and submit the Change in Advisory Committee form to the Graduate College immediately.

Form: #14 – Appointment of Advisory Committee

Form: #15 – Change of Advisory Committee

3. Submit Proposed Degree Program, Parts 1 & 2, to the Graduate College at the same time

Master’s, specialist, and certificate students

Submit both Part 1 and Part 2 of your proposed degree program together before applying for graduation, and no later than the first week of the semester in which you plan to graduate.

Form: # 28 Part 1 – Proposed Master’s & Specialist Degree Program

Form: #26 Part 1 – Proposed Graduate Certificate Program

(Part 2 – Obtain all Part 2 forms from your academic department)

Doctoral students

Submit both Part 1 and Part 2 of your proposed degree program together before applying for graduation, and no later than the first week of the semester in which you plan to graduate.

Form: #30 Part 1 – Proposed Ph. D. Degree Program

Form: #26 Part 1 – Proposed Graduate Certificate Program

(Part 2 – Obtain all Part 2 forms from your academic department)

4. Complete Program Graduate Exams

Comprehensive/Final/Preliminary exams are generally completed at the end of the last term in which the student is completing coursework. Specific EPHE program guidelines are noted in this handbook in the Academic Policy section under Graduate Program Examinations.

5. **Submit thesis/dissertation prospectus approval to the Graduate College (applies to thesis track and doctoral students only)**

Master's students

Submit this form, along with an abstract of your proposal, when you submit your proposed degree program (see #4).

Form: #34 - Prospectus Approval Form

Doctoral students

Submit this form when you submit your proposed degree program, and prior to advancing to candidacy. You may not enroll in dissertation credits until after the prospectus approval form has been filed.

Form: #34 - Prospectus Approval Form

6. **Advance to candidacy (applies to doctoral students only).**

This step typically occurs after you have completed all course work, passed any required Comprehensive/Final/Preliminary exams, completed your prospectus, and have had it, along with your description, approved by the Dean of the Graduate College. This sequence may differ slightly by department, but you must advance to candidacy before enrolling in dissertation credits.

Graduate Assistants: In order to be eligible for a GA stipend increase, you must Advance to Candidacy and submit all other required paperwork (see steps 1-5 above) to the Graduate College by the following deadlines: August 1st for a Fall stipend increase; December 23rd for a Spring stipend increase; and May 1st for a Summer stipend increase. For additional information, visit the GA Information webpage on Grad College website.

Form: #35 - Advancement to Doctoral Candidacy Application

7. **Apply for graduation.**

Be sure to be aware of important graduation deadlines. You may apply for graduation up to 2 semesters prior to your intended semester of graduation, but you **MUST SUBMIT** all forms (except your final defense forms or culminating experience forms) prior to applying to graduate. To do so, please login to your MyUNLV and apply to graduate.

8. **Work with your Graduate Advisory Committee to draft your thesis or dissertation, and eventually submit final draft for their review no less than two weeks before your scheduled defense (Master's Thesis and Doctoral Students ONLY)**

Be sure that you have prepared your final document in the appropriate style (follow the Style Manual directed by your advisors) and make sure the formatting is consistent with the UNLV guidelines available at: <http://graduatecollege.unlv.edu/current/thesis/>. It is the student and the graduate advisory committee's responsibility to ensure that style and formatting are done appropriately and to specifications.

9. Defend thesis/dissertation (Master's Thesis and Doctoral Students ONLY)

It is essential that you are registered for at least 3 graduate credits in the semester in which you defend your document. Remember that defenses are public and must be advertised (date, time, location) on campus at least a week prior to your defense. Finally, be sure that you hold your defense no less than three weeks prior to the last day of instruction (each semester we post a "last day to defend your thesis or dissertation" deadline).

10. Submit final documents to the Graduate College

For MASTERS THESIS or DOCTORAL students: This includes one copy of your final approved (and properly formatted) thesis or dissertation on 20 lb. watermark bond paper to the graduate college for final formatting approval. You must successfully complete this step at least two weeks prior to the last day of instruction in the semester in which you anticipate graduating. Guideline noted at: <http://graduatecollege.unlv.edu/current/thesis/>

For students taking final exams, completing professional papers, or doing other approved culminating experiences: You must submit the results of your final exam or project defense immediately after you receive them, and no later than two weeks prior to the last day of instruction.

Form: #58 - Culminating Experience Results

11. Submit your final, approved E-version of your thesis or dissertation to ProQuest (Masters Thesis & Doctoral Students ONLY)

This is a mandatory final step in the process of completing your thesis or dissertation. The submission to ProQuest is done in conjunction with the UNLV Library, but you may not upload your electronic document until you receive an email invitation from the graduate college with your e-signature page to insert in your document.

12. Graduate!

Your degree will be conferred after you have fulfilled all degree requirements, submitted all your required signed forms, and submitted your final documents (both in hard copy and via ProQuest submission for Masters thesis and Doctoral students. You may not participate in commencement prior to completing all degree requirements.

Academic Policy

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 notes 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).

All conduct code violations are handled by the Office of Student Conduct; academic appeals and requests for waivers of Graduate College policies are handled through the Graduate College. If a faculty member suspects that a graduate student may have committed academic dishonesty, or that s/he is otherwise in violation of the UNLV Student Conduct Code, the faculty member or administrator must contact the Office of Student Conduct to discuss the possibility of disciplinary review under procedures described in the Nevada System of Higher Education document Rules and Disciplinary Procedures for Members of the University Community. Academic penalties for academic dishonesty include, but are not limited to: assigning the graduate student a failing grade for the corresponding segment of the course or for the entire course; requiring the student to rewrite the corresponding sections of his/her research paper, professional paper, thesis or dissertation, or the document in full; failing the student on the exam in question; or recommending that the student is separated from her/his graduate program. Further disciplinary sanction options described in the Code include warning, probation, suspension, and expulsion or revocation of a degree if a degree has been previously awarded. The Office of Student Conduct's final decision will be relayed to the student, their department, and the Graduate College.

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.

Continuous Enrollment

After admission to a graduate program, students must register for and complete a minimum of six hours of graduate credits in each rolling three semesters (including summer). Students working on a thesis or dissertation must register for three graduate credits 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 three rolling semesters (fall-spring-summer, spring-summer-fall, summer-fall-spring) 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, graduate coordinator, department chair, 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 in a minimum of 3 graduate credits during the semester they intend to graduate and/or take final, comprehensive, preliminary, examinations, defend a thesis or dissertation.

Grade Point Average

A candidate for an advanced degree must have a minimum Graduate Program Grade Point Average of 3.00 to be eligible to graduate. The Graduate Program GPA, computed by the Graduate College, includes all completed graduate course work accepted at admission and all subsequently approved course work that is being applied toward a degree. Please note that the Graduate Program GPA does not appear on a student's transcript; a student's Cumulative Graduate GPA is posted on her/his transcript and is calculated from all graduate level course work ever taken at UNLV.

Graduate Committee Composition: Additional Committee Members

When a student constitutes a graduate committee containing a chair, plus 2 graduate faculty from their department as committee members, plus the required Graduate College representative (who has full graduate status in a department outside the student's own), and then adds an additional committee member from outside their department, that additional member does not need to establish graduate faculty status in the student's own department in order to serve in this capacity (as a co-chair or additional committee member). However, if the student's core committee of three (excluding the Graduate College representative) includes a faculty member from another department, that person must establish the appropriate graduate faculty status — full to chair, associate to serve as a member — in the student's home department.

Program Policies and Procedures

Doctoral Dissertation Defense Announcements

Doctoral dissertations must be announced to the campus via the UNLV Master calendar first, and then submitted to the Graduate College via the online form a minimum of 2 weeks prior to the scheduled event. The reporting form is available on the Graduate College website. In addition, students are encouraged to publicize their defense in their department, and in relevant campus and community groups.

Graduate Student Evaluations

Graduate students in the Department of Educational Psychology and Higher Education must complete an annual graduate student progress report. Students complete the report online and will receive their responses via email. Students then print their responses and then are to schedule a meeting with their program advisor to discuss their progress in the program no later than spring break of each academic year. A signed copy of each progress report will be placed in the student's file. NOTE: some programs within EPHE may require additional evaluations or progress reports. Please contact program coordinators for additional information.

Graduate Program Examinations

The Graduate College Catalogue notes there are three major examinations which students may be required to pass in order to complete a graduate program – Qualifying or Preliminary Exams; Comprehensive or Final Exams; and Oral Defense of Thesis or Dissertation. Students must be enrolled for at least one graduate-level credit during the semester or term the comprehensive or preliminary examination or oral defense is taken. Programs in the Department of Educational Psychology and Higher Education require the following examinations;

Educational Psychology Foundations, School Psychology & Learning Technology Ph.D. - Preliminary Examination

Each student must take a preliminary examination (Review II) in the last semester of coursework outlined in his/her program of study. In general, the preliminary examination provides students with the opportunity to develop broad-based, integrated, and critical analyses of selected topics and the opportunity to reflect on the core elements of the program. The student and his/her program committee will determine the content of the examination. In general, the format will focus on in-depth reading and writing in an area or areas that will support future dissertation research. When the committee and student have agreed as to the depth, breadth, content, and format of the examination, dates will be set for the commencement and completion (e.g., 2 weeks) of the exam. In general, students will answer three questions: (a) one situating the students' research within the context and constructs of educational psychology (and educational technology when applicable), (b) one consisting of a literature review in the student's area of expertise, and (c) one asking the student to design a research study on a question emerging from the literature review.

Examinations will be evaluated as to the presentation and organization of the ideas, the quality of the writing, and the extent to which the examination meets the parameters agreed to by the committee members and student. Examinations will be read within 15 working days of their submission and evaluated as pass or fail.

Students may be asked to rewrite all or parts of the examination that the committee deems appropriate. As per Graduate College guidelines, 1) a student must wait at least three months before sitting for the examination again, 2) students may retake the exam once, 3) failure to pass the retake will result in removal from the program.

Educational Psychology - Master of Science

The culminating experience for the Master of Science in Educational Psychology is determined by the area of specialization. Examples are:

Thesis Option:

- EPY 749 Thesis (6 Credits)

Students who choose to complete a thesis will select a Graduate Faculty member to serve as chair. The chair and the student will select the other committee members. Each committee must have three members. Committee members must be named by the time the student submits their Program of Study to the Graduate College. The student must defend a thesis proposal before data to be used in the thesis are collected. The committee will meet and determine whether to accept or reject the proposal. A proposal can be accepted provisionally given that the student follows the committee's suggestions for revision. Upon completion of the thesis, an oral defense will be scheduled. This defense will be scheduled and conducted in accordance with the Graduate College's policies for thesis and dissertation completion.

Comprehensive Exam Option:

The comprehensive exam option for the culminating experience is comprised of questions reflective of the core areas (learning and development, research and measurement), and the specialty. All students who take the comprehensive exam in a given semester will respond to items from a set selected for that semester. In consultation with the Comprehensive Examination Evaluation Committee, the student's adviser/committee chair may create an additional item to reflect the student's internship experience. Students will have 15 days to complete the examination.

A department Comprehensive Examination Evaluation Committee will evaluate the responses for each examinee. Each student's adviser/committee chair will also evaluate his/her student's responses to the selected items. For students who do not complete an internship, additional specialty/elective courses are required for the minimum of 34 credits for the Master of Science degree.

Students admitted to the Ed.S. degree program in School Psychology are eligible for award of the Master of Science degree in Educational Psychology after completion of a minimum of 34 credits comprised of the courses in the full-time program sequence for the Ed.S. for the first academic year and first summer term. The comprehensive examination for those students is prepared and evaluated by the faculty in the School Psychology program area.

Higher Education M.Ed.

No program examinations are completed for the masters of education in Higher Education. However, all students participate in a capstone experience. Students, in consultation with their program advisor, will select an appropriate capstone experience, the purpose of which is to consolidate classroom learning prior to degree completion. Usually taken during the final semester of enrollment, this one credit course (EDH 610) will help prepare the new professional for entry into a career field. Depending on the interests of the student, EDH 610 will take one of two formats:

1. A literature review project or positional paper designed in consultation with your program chair. This project is tailored to meet the needs and interest of the student. In most instances, the end product is a 20-25 page paper.
2. A research (qualitative, quantitative, or evaluation) project designed in consultation with your program chair. This project is tailored to meet the needs and interest of the student. Research projects connect to theory, and provide data, findings, and discussion related to the project's topic. In most instances the end product is a 27-35 page paper.

Higher Education Ph.D. - Comprehensive Examinations

The doctoral comprehensive exam will be given either the Fall or Spring semester based on student matriculation. Withdrawal from the examination after registration will automatically result in a first time failure of the exam, except for just cause as approved by the program faculty. The exam question shall be completed as an individual; no group work or consultation is permitted. There are two parts to the doctoral comprehensive exam. Both parts must be completed within the same semester.

I. Methods Part of Exam

Eligibility for the methods exam question is dependent upon the successful completion of the following three courses with a B- or better grade: Designing and Critiquing Research (EDH 707), Descriptive/Inferential Statistics (EPY 722), and Qualitative Research Methodology (EPY 718 or SOC 705). The exam will be a take home and is to be completed within two weeks.

II. Substantive Integrative Part of the Exam

Eligibility for the integrative exam is dependent upon the successful completion of the following courses with a B- or better grade: Law, Finance, Theory of Educational Organizations, and History of American Higher Education or Foundations/Policy. The exam will be a take home and is to be completed within three weeks.

Oral Defense Part of the Exam (At Program Faculty Request)

Following the completion of both exams, an oral defense may be convened and conducted by the program faculty. If an oral defense is convened, the student will have the opportunity to defend the merits of her/his written responses. The oral defense will be scheduled one week after the scoring of the exams. One week after the completion of the oral defense students will be advised as to the results of their comprehensive exam.

Generally, 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, depending on departmental policies and guidelines. As per Graduate College guidelines, 1) a student must wait at least three months before sitting for the examination again, 2) students may retake the exam once, 3) failure to pass the retake will result in removal from the program.

Oral Defense of Thesis or Dissertation

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 open to university graduate faculty, staff, students, and the community, followed immediately by a closed deliberation and vote by the advisory committee. More specifically, the oral presentation will be open to UNLV Graduate Faculty, graduate students, relevant administrators, and invited guests.

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

The Graduate College must be notified not less than two weeks in advance of the examination. A public announcement regarding an oral defense also must be made to the appropriate department's graduate faculty, students, and campus a minimum of fourteen (14) days prior to the oral defense.

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 about their return plans. If a student does not return by the end of her/his approved LOA, s/he must apply for an additional LOA using the form above or s/he will be separated from his/her graduate program. One year is the standard leave period; two years is the maximum allowable leave. Note that all degree requirements must be completed within the six- and/or eight-year degree completion policy as outlined above, regardless of an approved leave of absence.

Mandatory Graduate and Professional Student Health Insurance

In May 2013, the Graduate & Professional Student Association (GPSA) passed a motion to recommend that all fully admitted graduate and professional students taking 9 credits or more per semester, and all graduate assistants, must have insurance coverage either through UNLV or their own carrier. In June 2013, the NSHE Board of Regents supported and approved this proposal. As a result, the mandatory hard waiver student health insurance policy is in effect immediately for the Fall 2013 semester.

Students who are admitted into a graduate or professional program and are enrolled in 9 credits (regardless of the course level) in a semester, and all graduate assistants, will be automatically billed for student health insurance. . It is then incumbent upon those students who already have health insurance to complete the UNLV online waiver form to waive out of the UNLV student health insurance. Once approved, a health insurance waiver is good for one academic year.

Probation and Separation

Departments are required to review the academic performance and progress of graduate students at least once per academic year. If a department determines that a student is not making satisfactory progress toward the degree, they may request that the Graduate Dean 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 notified by the Graduate College and placed on probation. Failure to meet the conditions of the probation will result in separation from the student's program and the Graduate College.

Students may be placed on probation and then separated for failure to make satisfactory progress. **Failure to appropriately progress may be indicated by:** a failure to complete six graduate credits per rolling three semesters (including summer) 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 advisory committee; failure to develop an official, approved degree program; failure to establish the groundwork for an acceptable thesis or dissertation; failure of comprehensive and/or qualifying examinations; failure to meet a department milestone or to pass the culminating experience; and failure to successfully defend a thesis or dissertation prospectus, or to successfully defend a final document. 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.

In addition to the general university policy outlined in the paragraph above, students in the Ed.S. program in School Psychology and students in the Ph.D. in Educational Psychology-School Psychology Specialization Strand are expected to perform in compliance with the ethical standards of the American Psychological Association and the National Association of School Psychologists. Failure to comply with these standards can result in probation and separation from the program.

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

Six-Year and Eight-Year Policy

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 (post-bachelors to doctoral track) must complete all requirements for the degree within eight years.

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 of time to completion, contingent upon the approval of the Graduate Dean and inclusion in the appropriate degree program 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 to be making satisfactory progress toward the degree as long as they are successfully completing six hours of graduate degree program credits per rolling three semesters (including summer), meeting their graduate program milestones, fulfilling degree requirements, progressing

toward completion, and submitting all required paperwork in a timely manner. Students not meeting any of these requirements will be separated from the Graduate College.

Scholarly Product Requirement

Students in the Ph.D. in **Educational Psychology** and Ph.D. in **Learning and Technology** degree programs must satisfy a scholarly product requirement (Review 1). The requirement is to be completed by the time the student has completed 36 credits and can be met in one of two ways:

1. Students may submit an empirical study for publication in a professional journal or presentation at an annual conference of a national organization.
2. Students may submit a literature review for publication in an approved professional journal or presentation at an annual conference of a national organization.

Students in the Ph.D. **Higher Education** program are encouraged to submit a research study to a refereed journal for publication and/or submit a proposal for presentation of research at a local, regional, national or international organization prior to graduation.