



## Graduate Program Handbook Guidelines

### Welcome

This document was created to help guide Graduate Coordinators, Plan Administrators, and Graduate Program Leadership through the processes of creating and updating Graduate Program Handbooks. This guide contains general principles that should be adhered to when developing program handbooks. If any questions or concerns arise during this process please contact the Associate Dean of the Graduate College: [gradassociatedean@unlv.edu](mailto:gradassociatedean@unlv.edu).

### Overview

#### Purpose

The purpose of the Graduate Program Handbook is to provide program specific information that is not found in the [UNLV Graduate Catalog](#). Students are responsible for understanding and following the policies and procedures delineated in the Graduate Program Handbook and the UNLV Graduate Catalog, as well as the NSHE Code, UNLV Bylaws, and the UNLV Student Conduct Code. Questions about policies should be directed to the Associate Dean of the Graduate College: [gradassociatedean@unlv.edu](mailto:gradassociatedean@unlv.edu).

#### Program Requirement

All graduate degree programs must have a program handbook. Handbooks are optional for graduate certificate programs.

#### Posting Handbooks

Handbooks will be posted on the [UNLV Degrees Directory](#). Posted handbooks will be updated annually to coincide with the annual publication of the UNLV Graduate Catalog.

#### Archiving Handbooks

Per Nevada Records Retention requirements, departments must archive handbooks. As department policies and procedures surrounding programs (E.g. exam requirements) are updated, it is important that students have access to the handbook applicable to their requirement term. Furthermore, departments should specify program policy effective dates and the impact on current students.

### General Principles

#### Content

The Graduate Program Handbook should be considered a supplemental program document. The template includes a 'Program Requirements' section that should not be expanded upon as it already includes links to the Graduate Catalog (the official program document of record).

Examples of program content departments may wish to include are below - many of these items are outlined in the handbook template (available on the [Graduate Curriculum Changes website](#)):

- Advisory Committee Guidelines
- Degree Program Benchmarks
- Program Timeline
- Sample Plan of Study
- Department Degree Progression Procedures
- Required Exam Procedures
- Department Forms and Documents

Handbooks should not repeat any information presented in the [Graduate Catalog](#) with the exception of the plan description. Handbooks should instead include direct links to catalog content as it is expected that all of our graduate

students (non-degree-seeking, degree seeking, and certificate seeking) refer to the Graduate Catalog as the primary source of information for program requirements. Program completion timelines are permissible.

Graduate Catalog program entries include the following:

- Plan Description
- Plan Admission Requirements
- Plan/Subplan Requirements
- Course Requirements
- Degree Requirements
- Plan Graduation Requirements

For assistance email [gradcurriculum@unlv.edu](mailto:gradcurriculum@unlv.edu).

## Style

All handbooks should be generated from the Graduate Program Handbook template available on the [Graduate Curriculum Changes website](#).

All logos, marks, and colors should adhere to the UNLV Visual Identity Policy. Information can be found on the university's [Visual Identity website](#).

Preferred capitalization and punctuation can be found in the university's [Editorial Style Guide](#).

## Process

### Existing Handbooks

1. Review this document in full and review the program in the [Graduate Catalog](#).
2. Email graduate curriculum ([gradcurriculum@unlv.edu](mailto:gradcurriculum@unlv.edu)) to obtain the current version of the program handbook.
3. Complete updates with MS Word tracked changes turned on and review all content. See tips below.\* Changes will need to be reviewed and approved.
4. Submit a MS Word (.doc or .docx) version of the department approved handbook to the Associate Dean of the Graduate College: [gradassociatedean@unlv.edu](mailto:gradassociatedean@unlv.edu).

### New Handbooks

1. Review this document in full and review the program in the [Graduate Catalog](#).
2. After reviewing this document, download the Graduate Program Handbook template available on the [Graduate Curriculum Changes website](#).
3. Replace brackets and content within brackets (E.g. [[replace this]]) with the corresponding program, department, and unit information.
4. While you may wish to include additional information beyond the suggested content within the handbook template be sure not to include any information that is found in the graduate catalog. Also, do not remove the following sections: University Resources, University Policies and Procedures, Handbook Information.
5. Review all content. See tips below.\*
6. Submit a MS Word (.doc or .docx) version of the department approved handbook to the Associate Dean of the Graduate College: [gradassociatedean@unlv.edu](mailto:gradassociatedean@unlv.edu).

#### \*Content Tips:

1. Are all links updated and working? Any handbooks with broken or outdated links will be returned.
2. Do all catalog and Graduate College policy links point to the current [UNLV Graduate Catalog](#)?
3. Do all logos, marks, and colors adhere to the UNLV [Visual Identity Policy](#)?
4. Did you capture the faculty vote in approving the handbook and include the results in the Handbook Information section?
5. Does the Handbook meet accessibility standards? Programs must ensure that accessible documents are submitted to the Graduate College for review.