

Doctor of Philosophy Curriculum and Instruction Program Handbook

Welcome

Congratulations and welcome to the Department of Teaching and Learning. We are delighted that you have chosen to study with us and honored that our team of faculty will be engaged in your journey of exploration, enrichment, and transformation. The Department of Teaching and Learning offers doctoral degree programs noted for its rigorous coursework lead by dedicated faculty who are well recognized for their research and teaching nationally and internationally. Our esteemed faculty will guide and prepare you in the breadth and depth of learning that will enable you to participate in high quality work that can impact theory, practice and policy in your various fields and career paths. We hope that you find this handbook beneficial in providing guidelines to ensure your journey is a successful and fruitful one.

All the best in your educational endeavors, PG Schrader, Chair, Department of Teaching and Learning

Mission Statement(s)

The College of Education is committed to creating an intellectual environment that promotes quality instruction, significant research, and professional service. Particular attention is focused on preparing professionals for diverse educational settings and on contributing to educational and pedagogical knowledge through scholarly endeavors. The college provides leadership in both the art and science of educational practice. Furthermore, the college is committed

Program Information

[Ph.D. in Curriculum and Instruction](#)

Contact Information

Teaching and Learning

Department Chair

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Program Requirements

Program requirements regarding [admission, coursework and culminating experience](#) are found in the [graduate catalog](#).

Specific processes to the Ph.D in Curriculum & Instruction program can be found on the [Teaching and Learning Doctoral Website](#)

General academic and other policies relevant the Doctoral Students can be found on the [graduate catalog](#).

Specific policies of the Department of Teaching and Learning above and beyond the general academic and other policies can be found in this document.

Department of Teaching and Learning Policies (Alphabetical Order)

Advisor / Chair

Department of Teaching and Learning doctoral programs require students to have an approved advisor in the committee. At the beginning of each academic year the Doctoral Coordinator will send out the current programs and subplan area advisors as determined by program and subplan area program leaders.

NOTES:

Advisors may be from any published list that corresponds to years in the respective program.

Approved advisor listings are maintained in the Department Teaching and Learning Doctoral Office.

Faculty who have left the university may not serve as chairs. They may remain on the committee as a co

advisor. Students must comply in sending the annual review within 30 days of the warning and in all subsequent years. Failure to comply will initiate the Department of Teaching and Learning recommending probation to the Graduate College. Not completing the terms of that probation will result in recommendation to the Graduate College by the Department of Teaching and Learning for separation from the program.

Appeals

In addition to the appeals process noted in the [graduate catalog](#), note that in the Department of Teaching and Learning, all appeals are first heard by the Doctoral Committee; recommendations are forwarded to the Doctoral Coordinator and then to the Department Chair before completing the process up through the Dean of the Graduate College. When submitting an appeal, include a clear and concisely written statement explaining the reason for the appeal and the remedy being requested. The student must also provide all relevant documentation to be reviewed and considered in the appeal decision.

Changing Committee Composition

Any change of committee composition must be reflected by a Change of Advisory committee [Form](#) in [Rebel Gateway](#). This form will require the approval of any members being removed as well as any members being added.

Changing of Doctoral Program from Outside of Teaching and Learning

Students wishing to change from a UNLV doctoral program outside of the Department of Teaching and Learning to a doctoral program within the Department of Teaching and Learning will need to follow the Admission Policy and Guidelines. Students should verify the yearly application deadline with the Department of Teaching and Learning Doctoral Studies applications.

NOTES:

Students are required to complete all Department of Teaching and Learning milestones (exam, proposal, and dissertation) in the program and/or subplan area where the degree is completed, reflective of the knowledge and expertise associated with the area of study; previously passed milestones will not carry over to the new program.

Coursework substitutions and transfers are limited by both the Department of Teaching and Learning Transfer policy and Substitution policy.

Changing of Doctoral Program from Within Teaching and Learning

Students wishing to change degree programs within the Department of Teaching and Learning must:

1. Meet all of the requirements for admission for the Department of Teaching and Learning doctoral degrees.
2. Submit an appeal through [Grad Rebel Gateway](#) portal and provide written notification to the current advisor and written support from the proposed advisor for the new program.
3. If approved by the Graduate College, students are required to complete all paperwork and processes outlined by the Graduate College which may include, though limited to, a new application, and application fee to process the change.

NOTES:

Students are required to complete all Department of Teaching and Learning milestones (exam, proposal, and dissertation) in the program and/or subplan area where the degree is completed, reflective of the knowledge and expertise associated with the area of study; previously passed milestones will not carry over to the new program.

Coursework substitutions and transfers are limited by both the Department of Teaching and Learning Transfer policy and Substitution policy.

If approved, any forms required [Grad Rebel Gateway](#) will need to be updated and reflective of the new degree program.

Changing of Subplan Within Teaching and Learning Doctoral Degree

Students wishing to change subplan areas within a degree in Department of Teaching and Learning must:

1. Meet all current requirements for admission for Department of Teaching and Learning doctoral degrees
2. Provide written notification to the current advisor and obtain written support from the proposed advisor for the new program.
3. Provide the written documentation referenced in item #2 above to the Department of Teaching and Learning Doctoral Studies Office.
4. Upon receipt of the materials the Doctoral Studies office will process the change; if approved by the Department of Teaching and Learning the Graduate College will be notified to initiate a change of

subplan.

NOTES:

- Students are required to complete all Department of Teaching and Learning milestones (exam, proposal, and dissertation) in the subplan area where the degree is completed, reflective of the knowledge and expertise associated with the area of study; previously passed milestones will not carry over to a new subplan area.
- Coursework substitutions and transfers are limited by both the Department of Teaching and Learning Transfer policy and Substitution policy.
- If approved, any forms required Grad Rebel Gateway will need to be updated and reflective of the new degree program.

Committee Composition

Prior to the qualifying examination, students must complete an Appointment of Advisory Committee form in Graduate Rebel Gateway. To complete that form a student must have an Advisory Committee of at least four members. The committee must include:

Faculty Status (GFS) with the appropriately approved privileges in the Department of Teaching and Learning. -chairs must possess Graduate Faculty Status (GFS) with the appropriately approved privileges in the Department of Teaching and Learning.

Additional member/s: at least one additional member if chaired and at least two additional members if not chaired. Additional members must possess GFS and approved committee roles in the Department of Teaching and Learning. Additional members should be determined in consultation with the Advisory Committee Chair/Co-Chairs, and in line with program or subplan area guidelines.

Graduate College Representative: at least one member from an outside department with GFS and approved Graduate College Representative (GRC) rights to serve as the Graduate College Representative. The GRC may not have GFS in the Department of Teaching and Learning. Faculty recommended from outside UNLV must be approved by the Graduate College to have commit

Gateway.

Proposal

- After successfully passing of the proposal defense the Advancement to Candidacy form must be submitted in [Grad Rebel Gateway](#)
- Students must pass their proposal defense prior to seeking IRB approval; this does not preclude the preparation of the IRB materials prior to the defense, nor does it preclude pilot study IRB approvals prior to the proposal defense.
- The approved IRB must reflect the study approved at the proposal in order to begin collecting data for the dissertation study.
- Students must comply with the Graduate College policy regarding when dissertation hours may be taken.

Dissertation

- Students must submit their written dissertation to iThenticate, receive a report, and submit to the committee at the defense. This form will also be required in the culminating experience form.
- The committee chair must complete required information on [culminating experience form](#).
- After passing the final dissertation defense a culminating experience form must be completed in the [Grad Rebel Gateway](#)

Dissertation

The dissertation picks up where the dissertation proposal leaves off. The written document, guided by the program or subplan area procedures, must:

- 1) address an articulated statement of the problem and related research question/s;
- 2) provide a related review of literature pertaining to the research problem and question/s;
- 3) include relevant data, analysis of that data, findings/results from the study;
- 4) engage with discussion and/or implications; and
- 5) accurately reference and list cited material drawing upon the program or subplan area requirements for citation and in line with Graduate College policy.

- x Students must notify the Department of Teaching and Learning Doctoral Office at least three weeks prior to the defense via an email tlhoc@unlv.edu
- x Notification shall include the student name, NSHE number, date, time, and location of the defense as well as title and committee membership.
- x To comply with the public defense requirement a room location, meeting link, or webinar link must be provided and that will be advertised.
- x Webinar links must be coordinated with Mr. Young Bok Kim at least four weeks to the proposed date, to comply with the three week notification requirements.
- x The department will coordinate notifying the Graduate College of the defense.
- x The committee must be provided the dissertation document a minimum of two weeks prior to a defense, and have agreed to the scheduled defense date.

NOTES:

The specific processes and formats for a dissertation are at the discretion of the program or subplan area as outlined in the program or subplan handbooks, and must be consistent with Graduate College, UNLV, and NSHE policies.

Students must

defend that written work at an oral defense.

Summer or other contract dates for defenses cannot be guaranteed.

For any qualifying examinations, proposals, or dissertation defense outside of the regular academic year the student should obtain written agreement for participation from the Advisory Committee Chair and a Advisory Committee Members.

Agreement documentation should be sent to the Department of Teaching and Learning Doctoral

- [Activation for Military Service](#)
- [Change of Address](#)
- [FERPA/Privacy Rights](#)
- [Health Insurance Mandatory](#)
- [Jean Clery Campus Safety and Security Report](#)
- [Proof of Immunization](#)
- [Policies and Procedures on the Protection of Research Subjects](#)
- [Rebemail Policy](#)
- [Student Conduct Code](#)
- [Student Computer Use Policy](#)
- [Title IX](#)

UNLV does not discriminate in its employment practices or in its educational programs or activities, including admissions, on the basis of sex/gender pursuant to Title IX, or on the basis of any other legally protected category as is set forth in NSHE ~~Handbook~~ Title 4, Chapter 8, Section 13. Reports of discriminatory misconduct, questions regarding Title IX, and/or concerns about noncompliance with Title IX or any other anti-discrimination law should be reported to the Title IX Coordinator, Michelle Sposito.

The Title IX Coordinator can be reached through the online reporting form [Title IX Reporting Form](#), by email at titleixcoordinator@unlv.edu, by phone at (702) 895-0555, by mail at 4505 S. Maryland Parkway, Box 451062, Las Vegas, NV, 89154-062, or in person at Frank and Estella Beam Hall (BEH), Room 555.

To ensure compliance with Graduate College policies and procedures, please review the relevant sections of the [Graduate Catalog](#):

- x [Academic Calendar](#)
- x [Academic Policies](#)
- x [Admission and Registration Information](#)

Handbook Information

The doctoral studies committee, in consultation with department faculty, shall be responsible for making and approving revisions to the Department of Teaching and Learning Doctoral Handbooks.

Last revised	Revised by	Changes summary
03.15.2019	Randall Boone	Administrative changes updated. Program name changes already approved at all levels. Clarified of ambiguous or unclear narrative. Missing content from previous version included. Grammar and style changes. Elimination of incorrect information.
04.30.2020	Kenneth Varner	Updates for accuracy and program alignment- votes 5/24 10-0