



## **Doctoral Student Affidavit of Commitment**

*Please read the Doctoral Policies and Procedures Handbook and review the handbook with your advisor. This affidavit of commitment must be signed in the presence of your advisor and filed by your advisor in your department file when you enter the doctoral program.*

My signature below indicates that I have

**Welcome**

## Contact Information

*Department Chair*

Monica Brown, Ph.D.

(702) 895-3167

[monica.brown@unlv.edu](mailto:monica.brown@unlv.edu)

*Doctoral Coordinator*

Joseph Morgan, Ph.D.

(702) 895-3329

[morgan57@unlv.nevada.edu](mailto:morgan57@unlv.nevada.edu)

*Department Main Office*

Carlson Education Building

CEB 118

(702) 895-3205

## Application Requirements

Applicants to the Ph.D. program in special education must complete the Graduate College Application for Admission and arrange to have official transcripts sent to the Graduate College. Graduate level transcripts should indicate grade point averages (and receipt of a post baccalaureate degree in special education or a related field). The following materials also must be submitted through the online application network.

1. A letter of application that clearly **articulates professional and research goals** related to the focus of the Ph.D. degree program in Special Education. The foci of the letter should include: (a) reasons for pursuing the Ph.D., (b) specific areas of research interest, and (c) professional goals upon completion of the program.
2. **Three** letters of recommendation – at least one from an individual familiar with the applicant's academic performance and potential for doctoral degree completion and at least one from an individual knowledgeable of the applicant's quality of work experience.
3. Representative samples of scholarly writing, preferably in APA style, and/or other media samples related to professional study.
4. A resumé of professional preparation and experience (a minimum of **two to three** years of professional experience in special education, general education or other relevant field as a teacher, administrator or related service provider for children and adults with disabilities and/or giftedness is preferred).
5. Scores from the verbal, quantitative and analytical sections of the Graduate Record Examination (GRE) (taken within five years from the date of application for admission). Applicants should arrange to have official notification of GRE scores sent to the Department of Educational and Clinical Studies. The department does not impose minimum GRE scores.

It is the student's responsibility to ensure that his/her applicant file is complete. Incomplete files will not be considered.

In general, applicants are expected to have a 3.50 grade point average on all graduate-level work and show an indication of potential to complete all requirements of doctoral study successfully (provided through submitted writings or creative products, letters of recommendation, and GRE results) to be admitted as doctoral students in special education.

*Note:* The department admissions committee may request additional materials.

*Note:* To apply for a Graduate Assistantship, applicants must complete the Graduate Assistant Application located at [UNLV GA](#) and send it to the Department of Educational and Clinical Studies. **Please note the deadline for applications on the Graduate College website.**

### **Admission Procedures**

Once an applicant's file is complete, the department Doctoral Secretary notifies the Doctoral Coordinator who then reviews the file to ensure that all required materials are, in fact, available. The Doctoral Coordinator notifies each member of the Doctoral Admissions Committee (DAC) that the file is complete and available for review. After initial review of the file, the DAC meets to determine whether the applicant meets the basic criteria to move forward to an interview. If the applicant is selected for an interview, a faculty team (comprised of members of the DAC committee) conducts the interview and provides feedback to the whole DAC committee. The DAC then formulates a final recommendation. The DAC may recommend to the department faculty that the applicant be: (1) fully a nBT/T4t(s fe)-34ti-p. bsite.

appropriate to meet the requirements for the Ph.D. degree.

English Language Learners  
Early Childhood Special Education

Applied Behavior Analysis

1. Has previously been used to fulfill requirements for another degree.
2. Is not from an accredited graduate degree granting institution.
3. Was taken as a "non-degree seeking student" when the effect of including the course means that more than 15 units of work taken as a non-degree student would appear on the Formal *Program of Study*.
4. Resulted in a grade of B- or lower.
5. Was completed more than 6 years prior to the anticipated date of completion of all degree requirements.
6. Has not been approved for inclusion by the student's Advisor and Doctoral Studies Committee.



All items must be completed to move into candidacy and begin dissertation research. The Chairperson of the student's Doctoral Studies Committee is responsible for monitoring the quality and completion of the listed competencies.

**DOCTORAL COMPETENCY CHECKLIST FOR**

<b>Competency</b>	<b>Suggested Timeline</b>	<b>Appropriate Evidence</b>	<b>Completion Date</b>
-------------------	-------------------------------	-----------------------------	------------------------

**students.** Unless non-

**YEARLY DOCTORAL PROGRESS REPORT**

**DOCTORAL SCHOLAR:**

**DATE:**

**ADVISOR:**

---

<b>Milestone Status</b> (Enter semester & year of completion for the following milestones)	<b>Semester, Year</b>
-----------------------------------------------------------------------------------------------	-----------------------

**Graduate College Program of Study  
Filed**

**Departmental Comprehensive  
Written Examination**

**Departmental Dissertation  
Proposal Hearing**

**University IRB Submitted & Approved  
for Dissertation Research**

**Department Dissertation Defense**

---

<b>Coursework Report</b>	<b>Grade</b>	<b>Semester, Year</b>
<b>Disability Courses Completed</b>		
<b>Core Courses Completed</b>		

<b>Research Courses Completed</b>		
<b>Leadership Courses Completed</b>		
<b>Internships Completed</b>		
<b>Dissertation Prospectus Completed (ESP 796)</b>		
<b>Dissertation Credits Taken (ESP 799)</b>		

**Doctoral Competency Completed &**

**Semester, Year**

**Participate on Educational Committee**

---

**(Year 1)**

---

**Provide a Guest Lecture (Year 1)**

---

**Documented Membership in a  
Professional Organization (Year 1)**

---

**Participate in a data collection  
activity or teach a course (other  
than internship) (Year 2)**

---

**Submit two articles for publication  
in a refereed journal  
(Years 2 & 3)**

---

**Present at a refereed  
conference (Year 2)**

---

---



distinction.” Should the Ph.D. student “fail” the exam, input will be solicited from the Graduate College representative concerning the decision.

c) Students who fail the Comprehensive Examination (faculty need to be reminded that the grade of “Pass” must be unanimous for the student to “pass” the exam) must **wait at least 4 months** from the date of the failed examination to re-write their examinations. However, under no circumstances may the re-examination be later than the semester following the failed examination.

d) Students not passing the comprehensive exam on the second re-write will be separated from the program.

*of the entire Graduate Advisory committee, in a formal meeting, attended by all members including the Graduate College representative.*

### **Dissertation Proposal**

Upon completion and passing of the comprehensive exam, the *Program of Study Committee* (comprehensive exam committee) is dissolved. The student must do one of two things: (1) keep the same committee members for the dissertation committee or (2) select a new committee to work with through the dissertation proposal and dissertation defense.

This Dissertation Committee will have a minimum of three faculty members from the department, as well as a graduate college representative. Students are required to submit a dissertation proposal to their Dissertation Committee and to **submit the accompanying "Dissertation Prospectus Approval" form to the UNLV Graduate College**. The proposal includes an introduction (Chapter 1), review of the literature (Chapter 2) [optionpropepon cDds1pter 1513m ( )-9

Board (IRB). Before any research with human subjects is undertaken, the UNLV Social Sciences Institutional Review Board for the protection of human subjects must give approval. In order to gain Board approval, the student and Advisor must jointly submit a protocol that describes the research questions, methods and procedures for the protection of human subjects. The Advisor's and student's *Certificates of Completion, CITI Course in the Protection of Human Research Subjects* must accompany the protocol (see [CITI Program](#)).

### **Candidacy**

After submission of the dissertation prospectus form to the graduate college, students are advanced to candidacy. ***It is the student's responsibility to file the "Advancement to Doctoral Candidacy" form with the graduate college.***

### **Dissertation Defense**

**Three weeks** prior to the dissertation defense, the student will submit the completed dissertation to all committee members and the UNLV Graduate College representative. **One week** prior to the dissertation defense, all committee members will submit, in writing, their questions or concerns to the dissertation advisor. It is the responsibility of the advisor and Ph.D. student to meet and review the feedback provided prior to the schedule dissertation defense.

Upon completion of the full dissertation, an oral defense will be scheduled and carried out in accordance with Graduate College policies for thesis and dissertation completion. The student prepares a presentation related to his or her study and defends the dissertation through responses to committee members' questions.

Graduates **must** provide bound copies of their dissertations to the Department of Educational and

Graduate Studies (mailto:gradstudies@unlv.edu) at the address: (44) 2116 (unlv) 7110 7000 Ogden Ave #53860 Td gTjEY



## University Resources



Graduate students are responsible for knowing and acting in accordance with UNLV Policies and Procedures. To view the most commonly referenced campus policies and procedures, you can refer to the following websites:

[Academic Integrity](#)

[Activation for Military Service](#)

[FERPA/Privacy Rights](#)

[Health Insurance - Mandatory](#)

[Jeanne 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](#)

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

[Academic Calendar](#)

[Academic Policies](#)

[Admission and Registration Information](#)

[Degree Progression Policies & Procedures](#)

In addition, the [Graduate College website](#) contains additional information regarding policies and procedures.

*Nothing in this handbook supersedes any NSHE, UNLV, or Graduate College policy.*

**Last Revised 12-3-14 by Kyle Higgins, PhD**