

Information about Program of Study-Related Form Changes for CSIEME Masters' and Doctoral Students

Beginning in the Spring of 2019, UNLV graduate students will complete and track the status of most of their academic program of study-related forms through the [Graduate College Gateway system](#) (in some cases, graduate students will electronically complete a form outside this system (including the Plan of Study form Part 2, see more about this below), and then upload it into the system). The paper forms that we used to complete by hand and walk around for signature are no longer being accepted. See the [Accessing \(How to Login to\) the Graduate College Gateway System](#) video tutorial and the [Navigating the Graduate College Gateway System](#) video tutorial for more information.

It is now the graduate student's responsibility to initiate, inside their Gateway system account interface (the same interface through which graduate students apply for admission, assistantships, scholarships, fellowships, etc.), the process by which forms associated with their completion of program of study "benchmarks" will be electronically circulated for signature and submitted, in accordance with completion/graduation requirements.

When you login into your Gateway system account interface you will now see a "Forms" tab. When you click on that tab, you will see a "Required Forms" tab where the forms associated with your academic program(s) of study are accessible.

For most Ph.D. and Ed.D. students, the following forms will appear:

- Appointment of Advisory Committee form
 - See also, the [Appointment of Advisory Committee](#) form video tutorial
- Plan of Study form (Part 1 and Part 2)
 - See also, the [Plan of Study](#) form video tutorial
 - To access the Plan of Study Part 2 form, following these steps:
 - Go to: <https://www.unlv.edu/academics/degrees/graduate>
 - Scroll down to:
EITHER...
 - Doctor of Philosophy (Ph.D.)
 - Click on "*Curriculum & Instruction*"
 - Scroll down to the VERY bottom of the page
 - Click on "*Cultural Studies, International Education, and Multicultural Education Track*"
 - Click on the Word document link under "*Plans of Study*" named with the catalogue year (i.e., 2017-18) that corresponds to your admission catalogue year (if you are unsure what your admission catalogue year is, you can find it on the homepage of your Gateway system account interface (if you are co-enrolled in a Graduate Certificate program, be sure that you identify the admission catalogue year that corresponds to your Ph.D. program, not your certificate program); **THIS IS YOUR Ph.D. PLAN OF STUDY PART 2 FORM**
 - Scroll down to:
OR...
 - Doctor of Education (Ed.D.)
 - Click on "*Curriculum & Instruction*"
 - Scroll down to the VERY bottom of the page
 - Click on "*Cultural Studies, International Education, and Multicultural Education Track*"
 - Click on the Word document link under "*Plans of Study*" named with the catalogue year (i.e., 2017-18) that corresponds to your admission

catalogue year (if you are unsure what your admission catalogue year is, you can find it on the homepage of your Gateway system account interface (if you are co-enrolled in a Graduate Certificate program, be sure that you identify the admission catalogue year that corresponds to your Ed.D. program, not your certificate program); **THIS IS YOUR Ed.D. PLAN OF STUDY PART 2 FORM**

- Advancement to Doctoral Candidacy form
- Culminating Experience Results form (specific to the type of culminating experience required for their program)

For most M.S. students, the following forms will appear:

- Appointment of Advisory Committee form
 - See also, the [Appointment of Advisory Committee](#) form video tutorial
 - Plan of Study form (Part 1 and Part 2)
 - See also, the [Plan of Study](#) form video tutorial
 - To access the Plan of Study Part 2 form, following these steps:
 - Go to: <https://www.unlv.edu/academics/degrees/graduate>
 - Scroll down to:
 - Master of Science (M.S.)
 - Click on “*Curriculum & Instruction; Multicultural Education*”
 - Scroll down to the VERY bottom of the page
 - Click on “*Multicultural Education (PK12, Higher Ed, or Community-Based Ed Focus) Track*”
 - Click on the Word document link under “*Plans of Study*” named with the catalogue year (i.e., 2017-18) that corresponds to your admission catalogue year (if you are unsure what your admission catalogue year is, you can find it on the homepage of your Gateway system account interface (if you are co-enrolled in a Graduate Certificate program, be sure that you identify the admission catalogue year that corresponds to your M.Ed. program, not your certificate program); **THIS IS YOUR M.S. PLAN OF STUDY PART 2 FORM**
- Masters’ Prospectus Approval form
- Culminating Experience Results form (specific to the type of culminating experience required for their program)

For most M.Ed. students, the following forms will appear:

- Plan of Study form (Part 1 and Part 2)
 - See also, the [Plan of Study](#) form video tutorial
 - To access the Plan of Study Part 2 form, following these steps:
 - Go to: <https://www.unlv.edu/academics/degrees/graduate>
 - Scroll down to:
 - Master of Education (M.Ed.)
 - Click on “*Curriculum & Instruction; Multicultural Education*”
 - Scroll down to the VERY bottom of the page
 - Click on “*Multicultural Education (PK12, Higher Ed, or Community-Based Ed Focus) Track*”
 - Click on the Word document link under “*Plans of Study*” named with the catalogue year (i.e., 2017-18) that corresponds to your admission catalogue year (if you are unsure what your admission catalogue year is, you can find it on the homepage of your Gateway system account

interface (if you are co-enrolled in a Graduate Certificate program, be sure that you identify the admission catalogue year that corresponds to your Ph.D. program, not your certificate program); **THIS IS YOUR M.Ed. PLAN OF STUDY PART 2 FORM**

- Culminating Experience Results form (specific to the type of culminating experience required for their program)

For most graduate Certificate Program students, the following forms will appear:

- Plan of Study form (Part 1 and Part 2)
 - See also, the [Plan of Study](#) form video tutorial
 - To access the Plan of Study Part 2 form, following these steps:
 - Go to: <https://www.unlv.edu/academics/degrees/graduate>
 - Scroll down to:
 - Certificate Program
 - Click on “*Multicultural Education*” **OR** “*Social Justice Studies*” **OR** “*Chief Diversity Officer in Higher Education*”
 - Scroll down to the VERY bottom of the page
 - Click on the Word document link under “*Plans of Study*” named with the catalogue year (i.e., 2017-18) that corresponds to your admission catalogue year (if you are unsure what your admission catalogue year is, you can find it on the homepage of your Gateway system account interface (if you are co-enrolled in a Degree program, be sure that you identify the admission catalogue year that corresponds to your Certificate program, not your certificate program); **THIS IS YOUR Certificate PLAN OF STUDY PART 2 FORM**

The old Prospectus Approval form is now the Masters’ Prospectus Approval form and will only be required for M.S. students. For Ph.D. and Ed.D. students, the information previously reported on the old Prospectus Approval form has been added to the Advancement to Doctoral Candidacy form, reducing the number of required forms. The old Degree Audit report, the old Degree Audit Companion form, and the old Proposed Doctoral/Masters’ forms (Part 1 and Part 2) are no longer being accepted by the Graduate College. These have all been replaced with the Plan of Study form (Part 1 and Part 2).

Any additional forms that you may need to complete as you move through your academic program of study are also accessible from “Forms” tab. When you click on that tab, you will see an “Additional Forms” tab where you can access the following (as well as other) forms:

- Change of Advisory Committee form
- Transfer Credit Request form
- Appeal form
- Time Limit Extension form
- Embargo form
- Concurrent Enrollment Approval form
- Leave of Absence form
- Authorization for Overload form

If you need any assistance, please contact the Graduate College staff at grad.systems@unlv.edu or 702-895-1100, or [Sign Up for a Graduate College Gateway System Training Session](#).