



UNIVERSITY OF NEVADA, RENO DEPARTMENT OF SPEECH PATHOLOGY AND AUDIOLOGY 2026-2027 GRADUATE STUDENT HANDBOOK



The Master's of Science (MS) education program in speech-language pathology {residential} at the University of Nevada is accredited by the Council on Academic Accreditation in Audiology and Speech-Language Pathology of the American Speech-Language-Hearing Association, 2200 Research Boulevard, #310, Rockville, MD 20850, 800-498-2071 or 301-296-5700.

Note: This Graduate Handbook and the Clinic Handbook outline the academic and clinical policies, procedures, degree requirements, and expectations for graduate students in the Department of Speech Pathology and Audiology and supersede previously published program information. Every effort has been made to ensure the information is accurate as of the date of publication; however, the handbooks do not constitute a contractual commitment. Program requirements, policies, procedures, course offerings, and other information are subject to review and change as necessary and in accordance with University and Graduate School policies. Updates applicable to currently enrolled students will be communicated through written or electronic means and/or posted on the program website. Students are responsible for reviewing and adhering to current program requirements and policies.

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University of Nevada, Reno

School of Medicine

Speech Pathology & Audiology

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Statement of Non-Discrimination

University of Nevada, Reno – Speech Pathology & Audiology

Any member of the University community has the right to raise concerns or make a complaint regarding discrimination under this policy without fear of retaliation. Any and all inquiries regarding the application of this statement and related policies may be referred to: [Zeva R Edmondson](#), Title IX and Equal Opportunity Director, (775) 784-1547.

Note: This handbook lists graduate program academic policies and procedures. It includes information on graduate school policies, degree requirements, timeline for degree completion, committee selection guidelines and comprehensive exam/thesis requirements. Every effort has been made to make this handbook accurate as of the date of publication; however, this handbook does not constitute a contractual commitment. Graduate programs may not offer all of the courses as described, and policies are subject to yearly review and changes with program director and Graduate Council approval.

Welcome

Dear SPA MS-SLP Students:

Welcome to the University of Nevada, Reno and the Department of Speech Pathology and Audiology (SPA)! We are pleased to welcome you to the Master of Science program in Speech-Language Pathology and look forward to working with you throughout your graduate education.

The M.S. program is rigorous and demanding, but it is designed to prepare you well for entry into the profession of speech-language pathology. We are committed to excellence in teaching, clinical education, research, and professional practice and strive to foster a collaborative and collegial learning environment that values intellectual diversity, professionalism, and mutual respect. We encourage you to support and learn from your classmates! Your cohort will be an important source of support throughout the program and beyond.

Your graduate education has two equally important and interconnected components: academic coursework and clinical practicum. Together, these experiences provide the knowledge, skills, and professional competencies necessary for the M.S. degree and entry into professional practice. Your progress will be evaluated in both areas, and successful completion requires satisfactory performance in each.

Faculty and staff are committed to providing high-quality academic and clinical experiences, guidance, and support. Your energy, motivation, and openness to feedback are essential to your success in the program. Stay engaged, seek help when needed, and take ownership of your learning and professional growth.

The Director of Graduate Studies serves as your academic advisor, providing guidance on enrollment, degree requirements, and program progress. Your cohort will meet with the advisor each semester, with additional meetings available as needed. Faculty review your academic and clinical progress each semester to ensure you are on track and supported.

This Graduate Handbook, together with the SPA Clinic Handbook, provides important information and official policies to help you navigate the program, including program requirements, academic and clinical policies and procedures, degree information, and required forms. Students are responsible for becoming familiar with these resources and should consult them regularly. Faculty and staff are also available to provide guidance when needed.

You are joining a community of faculty, staff, students, alumni, and professionals committed to excellence in speech-language pathology and to serving individuals, families, and communities throughout Nevada and beyond. We are excited to have you as part of SPA and look forward to supporting your growth as a graduate student and future speech-language pathologist.

Pradyumn Srivastava, Ph.D.
Director of Graduate Studies

Mark Guiberson, Ph.D.
Chair

Accreditation

The Council on Academic Accreditation in Audiology and Speech-Language Pathology (CAA) establishes standards for the accreditation of graduate education programs that provide entry-level professional preparation in audiology and speech-language pathology. The CAA evaluates programs that voluntarily seek accreditation and determines whether programs meet established accreditation standards. Although the CAA is part of the American Speech-Language-Hearing Association (ASHA), it operates autonomously in carrying out its accreditation responsibilities.

Information about accreditation, including opportunities for public comment and procedures for submitting questions, concerns, or complaints related to graduate program accreditation, is available through [ASHA Academic Accreditation](#).

Student Complaints to the CAA

Students have the right to file complaints directly with the Council on Academic Accreditation (CAA), this is especially relevant for items related to accreditation of the MS SLP program. Information regarding the CAA's complaint procedures and requirements is available on the [CAA complaints webpage](#).

To file a complaint or contact the CAA directly:

Chair, Council on Academic Accreditation in Audiology and Speech-Language Pathology

American Speech-Language-Hearing Association
2200 Research Boulevard, #310
Rockville, MD 20850
OR accreditation@asha.org

Additional CAA contact information:

[Email the CAA](#)

Action Center - Members: 800-498-2071

Action Center - Non-Members: 800-638-8255

Academic Requirements

Master's Degree Graduate Program

The Master's of Science (MS) education program in speech-language pathology {residential} at the University of Nevada is a two-year, full-time program that includes academic coursework and clinical practicum requirements completed in sequence over five consecutive semesters, including one summer semester.

The program prepares students for professional practice as speech-language pathologists across a variety of settings, including schools, hospitals and healthcare systems, rehabilitation facilities, community clinics, and early intervention programs. Through integrated academic coursework and supervised clinical education, students develop the knowledge, clinical skills, and professional competencies necessary for entry-level practice.

The program provides the academic and clinical preparation necessary for graduates to pursue state licensure in Nevada, Nevada Department of Education credentials or endorsements required for practice in public school settings, and the Certificate of Clinical Competence in Speech-Language Pathology (CCC-SLP) from the American Speech-Language-Hearing Association (ASHA). Following completion of the M.S. degree, graduates pursuing national certification (CCC-SLP) must complete additional ASHA requirements, including passing the national Praxis examination in speech-language pathology and a supervised Clinical Fellowship (CF). Students are responsible for ensuring that they meet current [ASHA certification requirements](#), as well as the licensure and credentialing requirements of the state or jurisdiction in which they intend to practice.

Degree Completion Requirements

All coursework and degree requirements must be completed within six years preceding the awarding of the degree. Degree requirements may be revised during a student's enrollment when necessary to reflect changes in the curriculum or to maintain alignment with accreditation, professional certification, and state licensure requirements.

Clinical Requirements - M.S. in Speech-Language Pathology

Master's students must also complete a minimum of 375 clock hours of supervised clinical practicum. Please refer to the Clinical Handbook for requirements, or inquire with the Clinic Director for more information.

Academic Requirements (Program of Study) - M.S. in Speech-Language Pathology

Students are required to follow a prescribed program of study approved by the Department faculty and the Graduate School. The M.S. curriculum integrates academic coursework and clinical education in a structured sequence designed to support the progressive development of knowledge and clinical skills. The Master's of Science (MS) education program in speech-language pathology {residential} at the University of Nevada is a two-year, full-time program completed over five consecutive semesters, including one summer semester. Courses and clinical

practicum experiences are offered in a designated sequence, and students are expected to progress through the curriculum according to the established program of study.

Fall 1	
Course	Credit
SPA 660 Advanced Speech Sound Disorder	3
SPA753 Motor Speech Disorders	3
SPA 751 Dysphasia	3
SPA 668 Assessment & Intervention Language & Literacy	3
SPA 700 Clinical Practicum – Introduction	1
SPA 710 Graduate Clinical Education 1	3
Total	16
Spring 1	
SPA 762 Voice & Voice Disorders	3
SPA 667 Language Assessment and Intervention: 0-5	3
SPA 775 Cognitive Aspects of Communication Disorders	3
SPA 701 Clinical Practicum – Intermediate	1
SPA 711 Graduate Clinical Education 2	3
Total	13
Summer 1	
SPA 721 Craniofacial Disorders	2
SPA 756 Augmentative & Alternative Communication	2
SPA 702 Clinical Practicum – Advanced	1
SPA 712 Graduate Clinical Education 3	3
Total	8
Fall 2	
SPA 752 Fluency Disorders	3
SPA 777 Swallowing & Swallowing Disorders	3
SPA 703 Clinical Practicum – Professional Preparation	1
SPA 713 Graduate Clinical Education 4	3
SPA 794 Workshops and Institutes (Elective)	1
Total	11
Spring 2	
SPA 795 Comp Exam (Non-thesis)	1
SPA 797 Thesis (Optional)	6
SPA 704 Clinical Practicum – Externship	1
SPA 714 Graduate Clinical Education 5	7
SPA 770 Endoscopic Evaluation of Speech and Swallowing (Elective)	2
Total	9-16

Credits to graduate

Degree Option	No Electives	+ SPA 770 (2 credits)	+ SPA 794 (1 credit)	+ SPA 770 & SPA 794 (3 credits)
Comprehensive Examination (Non-Thesis)	57 credits	59 credits	58 credits	60 credits
Thesis	62 credits	64 credits	63 credits	65 credits

Notes: Students who are participating in personnel preparation grants like IGNITE or NVC 2.0 will have additional electives.

Students who have a Graduate Teaching Assistantship will also have an additional elective enrollment in order to serve in this capacity.

Thesis/Non-thesis Options

Students have two options for completion of the program: Non-Thesis and Thesis Option.

Comprehensive Examination (Non-Thesis) Option

The non-thesis option requires graduate students to enroll in 1-credit for comprehensive written examination (SPA 795), covering communication science, normal speech, language, and hearing processes, pathologies, and clinical procedures.

The comprehensive examination process is being revised for students entering the program in Fall 2026 (SPA28 Cohort). Updated requirements and procedures will be provided to students once finalized by the faculty. Students should anticipate completing the comprehensive examination during Wintermester of their second year. To be eligible to take the comprehensive examination, students must have successfully completed all required Knowledge Outcomes sign offs in preceding coursework.

Thesis Option

The thesis option requires graduate students to enroll in 6-credits for thesis (SPA 797). The student will complete a thesis with a faculty member who will provide guidance and mentorship to complete their program.

Students must complete a research project, write a thesis, and pass an oral defense of the thesis. Please also refer to the graduate school website and all related guidelines related to the thesis and thesis filing [guidelines](#). If the student does not pass, the student will be required to re-write the thesis and pass a second oral defense OR the student has the option to opt out of thesis and take Comprehensive Exams, the latter may extend the timeline towards graduation.

Graduate School Forms (all students complete):

Program of Study (Thesis and Non-thesis Option)

For master's degree students, the completed Program of Study form must be submitted to the Graduate School by the end of the student's third semester. For MFA and doctoral students, the

completed Program of Study form must be submitted to the Graduate School by the end of the student's fourth semester.

Graduation Application and Deadlines

Every student must purchase a graduation application by the designated deadline: May Graduation, March 1; August Graduation, June 1; December Graduation, October 1. After submission, you will receive an email within 3-8 weeks outlining the result of the graduation review. All candidates for graduation should visit their department advisor to confirm expectations for the final semester. This link will direct you to MyNevada to apply for graduation.

Notice of Completion (Master's), Notice of Completion (Doctoral)

This is a generic form which every student must complete in their graduating semester which relates to the cumulative project (thesis, professional paper, comprehensive exam). Fill out the sections that apply to your requirements. The advisory committee listed on the program of study signs the form. The notice of completion must be submitted by established deadlines for graduation.

Exit Survey

The Graduate School is interested in assuring that the graduate experience is the best it can be. Please help us by completing this voluntary, short survey. Choosing to decline participation in this survey will have no adverse effect on your relationship with the University or the Graduate School. Your survey responses will be confidential and will not be reported individually.

Graduate School Forms (Additional forms that only Thesis students complete)

Declaration of Advisor/Major Advisor/Committee Chair

This form initial agreement between a student and their advisor/committee chair. For master's students, the Declaration of Advisor form must be submitted to the Graduate School by the end of the student's second semester. For doctoral and MFA students, the completed Declaration of Advisor form must be submitted to the Graduate School by the end of the student's third semester.

Thesis Final review Approval

The Docusign form will require you to enter your advisory committee chair's name and email address. Upon submission, the form will be routed to your advisory committee chair for final approval.

Thesis Forms and Deadlines for Graduate Standing

The Director of Graduate Studies in the Department of Speech Pathology will assign each student all of the members of the Advisory-Examining Committee. This is to help ensure that all paperwork is submitted to the Graduate School in a timely manner. In the fourth (the second Fall) semester of the program, you will be required to fill out the Program of Study form with all names and the Notice of Completion with all names. Once these forms are complete, the Director of Graduate Studies will ensure forms are signed by all parties and submitted to the Graduate School. The Program of Study is due to the Graduate School by the middle of the last (the second Spring). The Notice of Completion will remain in the department and will be submitted

in the final semester of your program. You will be provided with specific instructions to fill out the forms correctly and you will work with the Director of Graduate Studies to complete the forms.

If a student declares that they want to complete a thesis rather than comprehensive exams, you must fill out a Declaration of Thesis Advisor Form to submit to the Graduate School, in addition to the Program of Study form.

The Graduate School does not accept any handwritten forms. All forms on the Graduate School website are either online submissions, interactive PDFs, or DocuSign electronic forms. Links to required forms and additional deadline information are included below:

[Declaration of Thesis Advisor \(Thesis Option\)](#)

For master's students, the Declaration of a Thesis Advisor form must be submitted to the Graduate School by the end of the student's second semester. For doctoral and MFA students, the completed Declaration of Advisor form must be submitted to the Graduate School by the end of the student's third semester.

[Master's Thesis Filing Guidelines](#)

Filing your master's thesis at the Graduate Division is one of the final steps leading to the award of your graduate degree. Your manuscript is a scholarly presentation of the results of the research you conducted. University of Nevada, Reno upholds the tradition that you have an obligation to make your research available to other scholars. This is done when the Graduate School submits your manuscript to the University Library.

Doctoral Program

The Ph.D. program in Speech-Language Pathology is designed to prepare highly qualified professionals for careers in academia, research, and advanced clinical or practice settings. The program provides students with opportunities to develop specialized knowledge and advanced research skills in areas of interest. Students are encouraged to align their research interests with the expertise of Ph.D. faculty mentors.

Note: The Ph.D. program is currently undergoing faculty review, with revisions anticipated for Fall 2027. Additional program details will be available by December 2026.

Doctoral degree completion requirements: All course work must be completed within eight

Other UNR [Graduate School Forms and Policies](#)

Graduate Thesis Committee

Master's Programs

The Graduate School requires that each master's student, interested in completing a thesis, have an Advisory-Examining Committee consisting of three members. All must be graduate faculty members. Two members are from the department with one member being the chair of the committee. The third member of the committee is a Graduate School Representative (or "outside" member), who is a graduate faculty member holding an academic appointment in a department or program different from the department or program from which the student is graduating.

Doctoral Programs

The Graduate School requires that each doctoral student, have an Advisory-Examining Committee consisting of a minimum of five graduate faculty members; the chair, at least two faculty members from the student's major department/program, at least one faculty member from a department in a field related to the student's major, and at least one Graduate School representative.

In case of interdisciplinary graduate programs, the Graduate School Representative cannot have a primary appointment in the same department (or other appropriate major unit) as the student's committee chair.

Formal approval of all student advisory committees is made by the Graduate Dean.

Leave of Absence

Leave of Absence (LOA)

Students enrolled in the Master of Science in Speech-Language Pathology (MS-SLP) program who are in good academic and clinical standing, as determined by the Department of Speech Pathology and Audiology, may request a Leave of Absence (LOA). All LOA requests must be submitted in writing and approved by the Department before being submitted to the Graduate School.

Because the MS-SLP curriculum is delivered in a prescribed sequence of academic and clinical coursework, a leave of absence may significantly affect a student's program of study. Students who take a leave of absence may be required to pause both coursework and clinical practica until they are able to re-enter the curriculum at the appropriate point in the sequence. As a result, an LOA will typically extend the student's program of study and delay graduation. In some cases, students may be required to remain unenrolled until the required courses and clinical experiences are offered again.

Approval of a leave of absence does not guarantee immediate re-entry into the program. Decisions regarding re-entry, including the timing and conditions of re-enrollment, are made by program faculty on a case-by-case basis, taking into consideration the student's academic and clinical status, available program capacity, and curricular sequencing requirements.

Leave of Absence During an Academic Semester

Students who take a leave of absence after a semester has begun should be aware of the following program-specific policies:

- Clinical enrollments (SPA 700- and 710-series courses) must be repeated in their entirety upon re-entry to the program. Grades of Incomplete are not permitted for these clinical courses.
- Clinical hours accrued during the semester in which the leave of absence is taken will not count toward program or certification requirements associated with the affected clinical enrollment.
- All clinical education policies remain in effect during and after a leave of absence. Students may not repeat a 700- or 710-series clinical course more than once.
- All program requirements, including minimum GPA standards and course grade requirements, remain applicable upon re-entry.
- For academic coursework, University policies governing withdrawal and grades of Incomplete will apply.

Because the MS-SLP curriculum and clinical sequence operate on an annual cohort model, students who take a leave of absence should anticipate that re-entry may not occur until the next cohort reaches the appropriate point in the curriculum. These students should expect a delay of approximately one academic year before resuming coursework and clinical training.

Reinstatement

When a student has been absent for one semester or more without an approved leave of absence, he or she may request reinstatement via the [Notice of Reinstatement to Graduate Standing Form](#) also available on the Graduate School website. This form allows the program the option to recommend the student be re-admitted to their graduate program based on their previous admission OR require the student to re-apply for admission which would require students to submit a new application for admission and pay the application fee. The Notice of Reinstatement to Graduate Standing must be received by the Graduate School no later than the last day of enrollment for the semester the reinstatement is to begin.

Graduate Academic Standing

All graduate students must maintain a cumulative graduate GPA of 3.0. If their GPA drops below 3.0 they are either placed on probation or dismissed. Undergraduate courses will not count towards graduate GPA.

Probation

Students whose cumulative graduate GPA is 2.99 to 2.31 are put on probation. Students are placed on academic probation for one semester. If they fail to raise their cumulative GPA to 3.0 by the end of one semester, they are dismissed from their graduate program. Thesis, dissertation, S/U graded credits, and transfer credits have no impact on a student's GPA.

Dismissal

Students whose cumulative graduate GPA is 2.30 or lower are dismissed from graduate standing. Dismissed students are no longer in a graduate program but may take graduate-level courses as a Grad Special. Students wishing to complete their degree must obtain approval to take graduate-level courses, raise their graduate GPA to at least 3.0 and then re-apply to a graduate program. Any courses taken to raise their GPA will be included in the graduate special/ transfer credit limitation (9 credits for master's degrees).

Department Policy for Dismissal based on Clinical Practicum Performance

A graduate student must achieve a grade not lower than a B- in the clinical training program courses: SPA 700, 701, 702, 703

If a student achieves a C+ or below in the in-house practicum courses and clinic:

- The student does not get credit for any of the clinical hours accumulated during the semester of clinical work.
- The student will be allowed to repeat a practical training course, **only once**, with remedial supports in place throughout the course of the following semester treatment period. Graduation will necessarily be delayed. If the student achieves a C+ or below when re-taking a practicum course, the student will be dismissed from the graduate program in Speech Pathology for failure to progress.

If the student achieves a C+ or below in any two practicum courses, the student will be dismissed for failure to progress.

If the student achieves a C+ or below in the community-based externship – SPA 704:

- The student does not get credit for any of the clinical hours accumulated during the length of the clinical externship placement.
- The student will be allowed to repeat the externship course, only once, following a period of remediation with the faculty in-house. Graduation will necessarily be delayed.
- Following successful completion of remediation activities, the student will be re-assigned to an externship placement.

- If the student achieves a C+ or below in the placement post-remediation, the student will be dismissed immediately from the graduate program in Speech Pathology for failure to progress.

Transfer Credits

These are credits transferred from another institution. Credits completed at UNR in another program or as a graduate special do not need to be transferred. Transfer credit is requested on the [Graduate Credit Transfer Evaluation Request Form](#) and must be signed by the student, major advisor, and graduate director. It is extremely rare that credits are transferred and counted towards the MS in SLP because the curriculum aligns with specific program Knowledge Outcomes. Transfer credits applied to a master's program must comply with the time limitation on master's work (6 years). Thus, if a student took a course five years prior to admission, they would have to complete the degree within one year for the course to apply to the degree. Transferred credits must be approved by the program faculty, and is not guaranteed.

Credits from a completed master's degree will be exempt from the 8-year time limitation for those students earning a doctoral degree.

Concierge Service

In the event of an academic conflict, students are requested to first speak with the academic instructor. If an academic complaint is not resolved with the instructor, the student is advised to review UAM 3,511 <https://www.unr.edu/administrative-manual/3000-3999-students/3511-processing-of-student-academic-complaints> and follow the procedures through the Academic Complaint System.

The University of Nevada, Reno is committed to assisting students with their concerns and complaints about academic issues at the university. The Concierge Service serves as both a resource for help with general advising questions that have not already been answered by a student's academic advisor(s) as well as a channel to file formal academic complaints. This can be accessed at the [Concierge Service](#) or on the Graduate School website.

Any reports of mistreatment/unprofessional behavior and also to recognize exemplary behavior, complete the Professionalism Report Form: <https://professionalism.med.unr.edu/>

Student Resources

Academic Support

Writing Center

Writers of all levels who need assistance with academic, professional, and creative projects can access support through the [University Writing Center](#) (UWC). Access their information and make an appointment online.

Math Center

Students can access free drop-in tutoring as needed for any mathematical support. Access their information, services, and hours on the [Math Center Website](#).

Graduate Assistantship

All graduate students holding an assistantship (teaching GTA or GRA) are considered Nevada residents for tuition purposes. Non-resident tuition is only waived for the duration of the assistantship. To be eligible for an assistantship, students must be admitted to a degree-granting program and be in good academic standing. The student must have an overall GPA of at least 3.0 and must be continuously enrolled in at least 6 graduate level credits (600-700) throughout the duration of the assistantship.

State-funded assistantships (GTA/GRA) may be held for a maximum of: three (3) years for master's degree students and five (5) years for doctoral degree students.

Visit the [Graduate Assistantships Website](#) for funding, resources, and application information. An online version of the [Graduate Assistantship Handbook](#) and other forms can be accessed on the [Graduate Assistantship Forms Webpage](#).

Mental Health Support

[Counseling Services](#): The mission of Counseling Services is to provide psychological services to University of Nevada, Reno students to support and facilitate their personal and academic success and development. Access their services and resources online.

Health Insurance

All domestic degree seeking graduate students, who are enrolled in six or more credits (regardless of the course level) in a semester, will be automatically enrolled and billed for the [University sponsored health insurance](#) for each term they are eligible (fall & spring/summer). If a student has other comparable coverage and would like to waive out of the student health insurance, it is the student's responsibility to complete the [University online waiver form](#) prior to the deadline. If approved, a health insurance waiver is good for the current academic year only. A new waiver must be submitted each academic year. More information can be obtained from the Academic Health Plans. All international graduate students are required to carry student health insurance, and the cost will be automatically added to your student account. Any international graduate students with insurance questions must contact [Office of International Students Health Insurance](#).

Graduate Student Association

The [Graduate Student Association \(GSA\)](#) represents all graduate students and promotes the welfare and interests of the graduate students at the University of Nevada, Reno. The GSA works closely with appropriate university administrative offices, including the Graduate School and Student Services and reports to the President of the University. The GSA government functions through the Council of Representatives, Executive Council and established committees.

Student Room

The Student Room is located in Room 145. This room is available to all graduate students for studying. The room contains the clinic's test batteries and protocols, some therapy books, and cubbies for graduate student storage. Please keep this room tidy.

Graduate Student Mailboxes

Each graduate student has a mailbox in which messages and papers will be placed when the front office staff or faculty are unable to locate students in person. Please check these mailboxes frequently, as phone messages are placed in there throughout the day.

Graduate Student Lockers

For the duration of the grad program, all graduate students should choose a locker and secure it with their own personal padlock. All materials must be removed prior to graduation.

Emergency Response Procedures

Police

- [University Police](#): 911 - Emergency
 - o Dispatch (Non-Emergency): (775) 334-COPS (2677)
 - o Main Office (Mon.-Fri. 8 a.m.-5 p.m.): (775) 784-4013
 - o Duty Officer (24-hour) (775) 745-6195

UNR Emergency Response Guide, 2015

Hazardous Materials Release

Follow S.W.I.M.S.

STOP and THINK.

- Stop working.
- Stop the spill.
- Assess the situation:
- How big is the spill?
- Has it made contact with your skin or clothing?

WARN Others

- Call 911 if there is a medical emergency or danger to life, health, or the environment.
Alert people in the area

ISOLATE the Area Restrict access.

- Determine the extent of the spill. Keep doors closed.

MONITOR Yourself Carefully and Completely

- Check yourself for any contamination or signs/symptoms of exposure (wet clothing, skin or respiratory irritation).
- Remove contaminated clothing and place in a plastic bag. Perform decontamination procedures.

STAY Near the Area Until Help Arrives

- Minimize your movements.
- Have person knowledgeable of incident assist responders. Notify your supervisor.

You Can Cleanup a Spill If:

- You are aware of the hazards and cleanup procedures.
- There is no potential for personal or environmental damage.
- The appropriate spill cleanup equipment is available.
- Two people can clean the spill thoroughly in an hour.

If You Are Unsure if You Can Cleanup a Spill: Call Environmental Health & Safety at 327-5040 (24 hours). If it is a Major Spill or Uncontrolled Release: Call 911.

Earthquake

During an Earthquake

Stay in the building. Do not evacuate.

Duck, cover, and hold – Take shelter under a desk, table, in a doorway or similar place. Stay away from overhead fixtures, windows, filing cabinets, and bookcases.

If you are outside, move away from buildings, trees, power lines and roadways.

After an Earthquake

Quickly gather your keys, wallets, purses, etc. and evacuate the building following Building Evacuation Procedures.

Go to the Designated Assembly Area and wait for instructions from emergency personnel. Report any injured or trapped persons and safety hazards: fire, electrical, gas leaks, etc.

Do not leave the Designated Assembly Area or re-enter the building until directed by an authorized person.

Avoid using telephones except for emergencies.

Fire

General Procedures

- Activate the alarm by pulling the fire alarm and/or call 911.
- Only properly trained employees should attempt to extinguish a fire.

- Walk quickly in an orderly fashion to the nearest building exit and promptly vacate the facility.
- Do not use elevators. Use the stairs.
- Try to assist anyone who is disabled or injured to evacuate.
- To reduce fire or smoke damage, close all doors and windows when leaving the room and the hallways if you have time.
- Report any hazardous conditions to the Reno Fire Department or call 911 dispatcher. Do not re-enter the building until instructed to do so by emergency responders.
- If You Are Trapped in a Building During a Fire Stay close to the floor where the air is less toxic.
- Shout at regular intervals to alert emergency crews of your location.
- If smoke is entering the room through cracks in the door, stuff wet clothing in the cracks to slow the flow.
- If your clothes catch fire, drop to the floor and roll to smother the fire, or smother the fire with a blanket, rug, or heavy coat.

After a Fire

- Residual dangers may exist. Do not enter restricted areas without official authorization.

Injuries and First Aid

For an illness or injury requiring urgent medical attention: Immediately call 911.

If trained, give appropriate first aid until emergency responders arrive. DO NOT move the victim unless absolutely necessary.

Reporting injuries:

Students

Students injured on campus should complete a General Incident Report with her/his supervisor and submit it to UNR Risk Management at BCNRisk@unr.edu

Faculty, staff, and student employees

Faculty, staff, and student employees should report injuries by completing a C-1 form and submitting it to Workers' Compensation. Specific instructions can be obtained by calling (775) 784-4394.

Medical Emergencies:

Calling in a medical emergency

- Give your name, location (building name and number and room number), and phone extension.
- Describe the emergency: what is it, how did it happen, when did it happen. Explain if the source of risk is currently controlled.
- Do not hang up until instructed to do so.

Medical emergencies may include any life-threatening situation, including the following:

- Broken bones
- Cessation of breathing Chest pain
- Compound fractures Excessive bleeding Eye injuries
- Head injury
- Heat stroke/heat exhaustion Heat cramps
- Inhalation of a toxic substance Lacerations
- Seizure
- Serious allergic reactions
- Unconsciousness

The University has a public access Automated External Defibrillator (AED) program. Please note the closest station.

Burns, Thermal and Chemical

- Immerse thermal burn area in cold water (not ice water). Flood chemical burn with cool water for 15 minutes.
- Cover burn with clean dry cloth. Keep victim comfortable.

If You Experience or Witness a Medical Emergency

- Call 911 immediately. Remain calm.
- Be prepared to provide information about the emergency.
- Unless trained, DO NOT render first aid – call 911, follow dispatcher instructions, and provide first aid/CPR/AED within their level of training. IF TRAINED, use pressure to stop bleeding.
- IF TRAINED, use CPR if victim has NO PULSE and is NOT BREATHING. Do not move a victim unless safety is a concern.
- Be prepared to provide emergency responders with vital information, such as:
- Your name and telephone number
- Location of the injured person (building, room, etc.) Type of injury or problem
- Individual's present condition
- Sequence of events leading to the emergency
- Medical history and name of injured person's doctor, if known

Quick Reference Numbers

1. In the event of fire, medical emergency or danger to life, health or the environment – CALL 911!
2. Specific to a medical emergency: If victim needs immediate emergency response for life or death situation. Call 911. For example, victim is unconscious and not breathing.

Non-Emergency Contact Numbers:

- Reno Police Department: (775) 334-COPS
- University of Nevada, Reno Police Department: (775) 784-4013
- UNR Facilities Services: (775) 784-8020

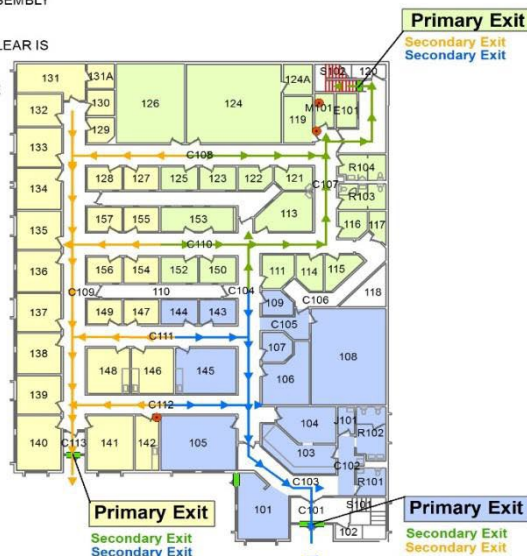
This map describes the first floor of the Nell J. Redfield building and the emergency assembly routes through three primary exits.

Nell J. Redfield First Floor

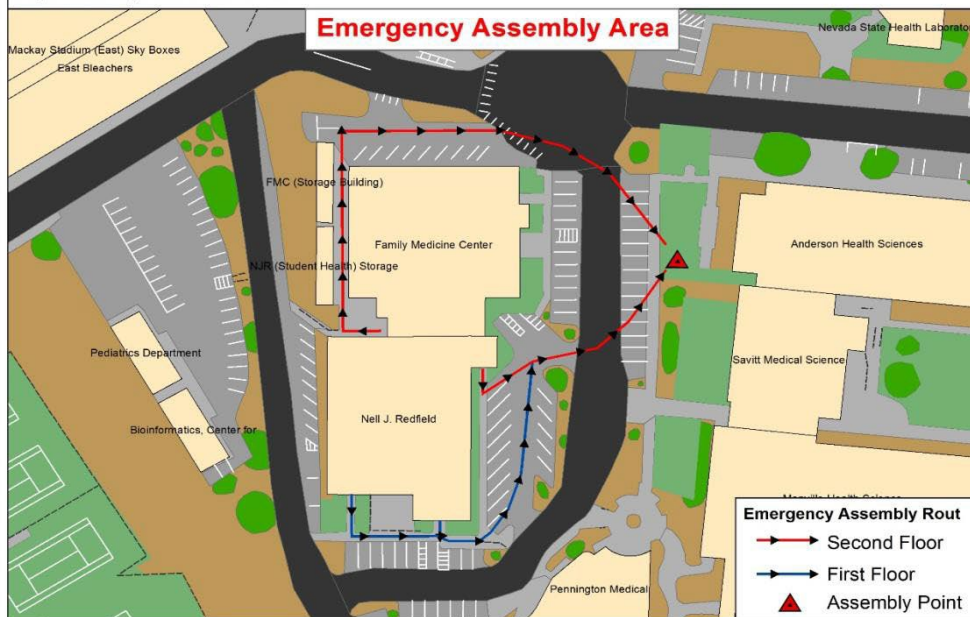
Revised 5/24/2010

IN CASE OF FIRE:

1. NOTIFY OTHERS IN AREA (AS YOU ARE LEAVING)
2. WALK TO CLOSEST EXIT
3. EVACUATE BUILDING AND PROCEED TO ASSEMBLY POINT
4. CALL 911 FROM SAFE PLACE
5. DO NOT RETURN TO BUILDING UNTIL ALL CLEAR IS GIVEN
6. USE FIRE EXTINGUISHER AS EGRESS TOOL
7. **PERSONS WITH MOBILITY ISSUES CAN USE THE STAIRS FOR AREA OF REFUGE**



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Emergency Assembly Rout

- Second Floor
- First Floor
- ▲ Assembly Point



- Emergency Exit
- Stairs
- Wheel Chair Accessible

- Fire Extinguisher**
- ABC - Dry Chemical

