

Master of Science - Hotel Administration

2 Graduate Program Change 2022-23

I. General Information

The faculty member originating this proposal is to complete sections I and II.

Before starting this form, please review graduate curriculum website on policies and processes: <https://www.unlv.edu/graduatecollege/curriculum>

Click "**validate and launch proposal**" **button below.** Once the pop-up window comes up and displays an error message, click on the "show me" button (on the pop-up). This will highlight in red the required fields of this form. Fill in **ONLY** the red (required) fields.

With all red fields completed, click on the "**validate and launch proposal**" **button** again to launch the proposal. The pop-up this time should not display an error, and will display instead a "**launch proposal**" **button.** Click on the "**launch proposal**" **button** to launch.

After launch, please fill in all remaining fields in the form to reflect your intended changes, including edits to the schema section of this form (further explained below).

Department (s) (if Dual or Interdisciplinary please add all departments):*

Hotel Administration Programs (GRAD USE ONLY)

Degree or Certificate Name:* Master of Science - Hotel Administration

Degree Type:*

Master of Science

Program Type:*

Master's

II. Program Changes

Proposed New CIP Code (if applicable):

Are you changing admission requirements? * Yes No

Are you changing program learning objectives? Yes No

If yes, describe changes to learning objectives:

Are you changing course requirements? Yes No

Are you changing degree completion requirements? Yes No

Are you changing the culminating experience? Yes (complete the culminating experience section below) No

Other Changes (e.g. subplan titles,...): Yes No

If not a Dual itself, is this program also available as part of a Dual-Degree offering? Yes No

Summary of Changes

Provide a brief summary of proposed changes: Removing the GRE/GMAT requirement for admissions.

Provide a rationale for each proposed change: Many of our peers have removed this requirement from their master's program. The graduate faculty in hospitality voted in Fall 2021 to also remove this admission requirement and just make it recommended starting with Fall 2022 admissions.

Office of Online Education

Programs that are 100% online must contact the Office of Online Education (<https://www.unlv.edu/provost/online-education>).

Email: elizabeth.barrie@unlv.edu

What is the current delivery/mode of instruction for this program? 100% face-to-face courses Hybrid (some online courses; some face-to-face courses) 100% online courses

- Are you changing the delivery/mode of instruction? (select new mode):*
- 100% face-to-face courses
 - Hybrid (some online courses; some face-to-face courses)
 - 100% online courses (contact office of online education)
 - No Changes

Required Additional Documents:

Please attach required documents by navigating to the “attach a file” icon at the right of this form.

Information and forms available at the [Office of the Vice Provost for Academic Programs](#) website.

If changing to 100% online delivery, please attach the following:

Assessment Plan - A new assessment plan will be required when adding an exclusively online mode of delivery to a degree and it must be approved by the [Office of Academic Assessment](#), assessment@unlv.edu,

Dean's memo of support

Teach Out Plan (available at the [Office of the Vice Provost for Academic Programs](#) website).

- If 100% Online, attach the required documents and mark the checkboxes:
- Assessment Plan
 - Dean's memo of support
 - Teach Out Plan

Office of Educational Compliance

Programs that lead to professional licensure or certification must contact the Office of Educational Compliance (<https://www.unlv.edu/provost/ed-compliance>).

Email: leeann.fields@unlv.edu

- With this change, does this program lead to professional licensure or certification?*
- Yes (contact office of educational compliance)
 - No

SCHEMA SECTION

Please edit the schema section after launching the proposal. To launch, please complete all other fields of this form and click "validate and launch" at the bottom. If an error message pops up, please click "show me" and fill in all red (missing) fields in the form and click "validate and launch" again until successfully launched.

In this section, please use the instructions below to change the graduate catalog display of program requirements: descriptions, admissions, courses, degree completion, graduation, etc.

Please note that the new graduate catalog will display the exact information that you edit in this section.

INSTRUCTIONS:

1. Click on the "View Curriculum Schema" icon at the bottom of the "Schema Section."
2. If you are only adjusting existing content, click on the respective Core you would like to edit, then make your edits and click on "Save" as you go. If you are deleting a subplan or courses, simply delete the respective Cores or courses and adjust the descriptive content accordingly.

If you are adding new subplans and/or adding or substituting courses, please see the steps below:

Prior to following the steps below, please open in parallel a structurally similar program from the graduate catalog as a reference ([UNLV Graduate Catalog](#)). You will use this reference to review the sections of a program plan, and have direction on expected content.

3. Click "Add Core" to create blank "Cores." Create as many Cores as you will need. If unsure, refer to other subplans already in this program or to a reference in the graduate catalog to understand how many Cores you need and their expected content.
4. Click on each Core and rename them following your needs or a catalog reference, clicking on "Save" as you go.
5. Add content to all of the cores by clicking within the field to be edited and clicking "Save" as you go. Please note that course sections require instructions of how the credits must be taken (e.g. "Complete x credits by completing all of the following courses," or "Complete x credits of advisor-approved courses," or "Complete 3 credits of course-x and 6 credits of course-z," etc.).
6. To add courses, click on the "View Curriculum Courses" tab at the top of the schema window below, then click on the "Import Course" button at the bottom of the "View Curriculum Courses" window. Click on the available import catalog (only one will be available), and on the import window, select "filter by prefix." (1) Search for your desired course prefix; (2) then click "search available curriculum; (3) then click on all courses that will be imported. Add courses to proposal by clicking, at the very bottom, on the "Add Courses to Proposal" button. Repeat this process as often as you need until all courses are added to the proposal.
7. For courses that do not exist yet at the time of this proposal: Add the courses into the description box of the respective course section in the following way: "PREFIX - NUMBER - Course name, (credits)."
8. Add the courses into their respective course section by clicking "add course" within each course section.

QUESTIONS? Step-by-step guides are available at the [Graduate Curriculum Website](#), and at any time please contact gradcurriculum@unlv.edu

Plan Description

The Master of Science degree in Hotel Administration will prepare you for a successful career as an upper-level executive in the hospitality industry or as an instructor/researcher in a hospitality education program. Students will select at the time of admission if they plan to complete the "Professional" or "Thesis" Track.

The "Professional" track is for students interested in securing an industry position upon completion of the program.

The "Thesis Track" is for students interested in research and/or want to complete a PhD degree. Students in the "Thesis Track" will secure a thesis chair by the start of their second semester and work with the chair to finalize a research topic. Copies of the completed thesis must meet the guidelines of the UNLV Graduate College and be completed according to published deadlines.

For more information about your program including your graduate program handbook and learning outcomes please visit the [Degree Directory](#).

Plan Admission Requirements

[Application deadlines](#)

Applications available on the [UNLV Graduate College website](#).

The student must satisfy the minimum admission requirements of the UNLV Graduate College and the William F. Harrah College of Hospitality.

Applicants need to meet the following requirement below to be considered for the program.

A baccalaureate degree from a regionally accredited institution with a minimum overall GPA of 2.75 on a 4.00 scale, or 3.00 or higher in the last two years of study. Note: It is preferred (not required) that applicants have a minimum of one-year of full-time work experience in a management/supervisory capacity in the hospitality industry, or three years of full-time, front-line experience.

Complete and submit the online [UNLV Graduate College admission application](#) and pay the required admission application fee.

Submit of all post-secondary transcripts from all institutions attended. Unofficial copies of these transcripts must be uploaded into the online application system. Note: it is a requirement of the UNLV Graduate College that students with class credits and/or degrees from educational institutions outside the United States must provide a course-by-course evaluation of those credentials by a Graduate

College approved NACES Evaluation Agency. This is to obtain an evaluation of the courses, verification of degrees, and establish

accreditation of the schools and/or universities. A copy of this evaluation must be uploaded into the online application system by the application deadline.

GRE or GMAT scores are not required. It is recommended and can strengthen an applicants's application.

International applicants must complete the requirements listed in the [UNLV English Proficiency page](#) .

Submit a Statement of Purpose (approximately 500 words) that outlines your career goals and how your hospitality employment background has prepared you for graduate study.

Submit two letters of recommendation. It is highly recommended that one letter is from a supervisor of an internship experience and one from a college faculty member. If the applicant has been out of school for a while and is no longer in touch with faculty members, letters from two employers will suffice.

Submit a resume that outlines internships, full-time jobs, and leadership experiences (i.e. officer in a club/organization, undergraduate research, mentoring programs, and volunteer/community service). Resumes should be one to two pages.

All domestic and international applicants must review and follow the [Graduate College Admission and Registration Requirements](#): All application documents must be submitted through the online application system by the application deadline.

If an applicant has questions about the application process, please email mygradfuture@unlv.edu for assistance from one of the staff members in the Hospitality Office of Graduate Programs. If admission is offered to an international applicant who is requesting F-1 or J-1 visa eligibility documents is required to submit Proof of Funding documentation.

Students are accepted into a degree program as described in the Graduate Catalog. The faculty and corresponding sub-disciplines and sub-plans within the described programs are subject to change at any time.

Plan Requirements

See Subplan Requirements below:

[Subplan 1: Thesis Track](#)

[Subplan 2: Professional Track](#)

Subplan 1 Requirements: Thesis Track

Subplan 2 Requirements/ Thesis Track

Total Credits Required: 31

Course Requirements

Required Courses – Credits: 16

Complete 16 credits by completing all of the following courses:

- HOA 701 Hospitality Industry Overview
- HOA 734 Research Methods for Industry & Academia
- HOA 742 Marketing Practices: Leading During Times of Change
- HOA 752 Advanced Hospitality Management I: Legal & Ethical Human Resources Management
- HOA 753 Advanced Hospitality Management II: Financial Literacy and Revenue Optimization
- HOA 768 Hospitality Leadership I: Change Management and Ethics
- HOA 769 Hospitality Leadership II: Emotional Intelligence and Leadership Competencies
- HOA 776 Current Issues in Hospitality and Tourism

Research Methods Requirement - Credits: 3

HOA 735 Research Methodology

3

Statistics Requirement - Credits: 3

Students must complete a 3-credit Statistics course. It is recommended for students to complete HOA 730 or an equivalent course per advisor's approval.

Culminating Experience Requirement – Credits: 3

HOA 786 Culminating Experience

Thesis – Credits: 6

HOA 789R Thesis

3 – 6

Degree Requirements

1. Successfully complete a minimum of 31 graduate-level credits, of which no less than 24 are in Hotel Administration. This allows for a variety of supplemental tracks including business and education. At least 27 credits must be at the 700-level.
2. An oral examination is required of all students completing this track.
3. Successfully complete any conditional coursework outlined at the time of admission prior to graduation. It is preferred that any conditional coursework is completed in the first semester.
4. In consultation with their advisor, a student will organize a thesis committee of at least three departmental members and a fourth member from outside the department, known as the Graduate College Representative. An additional committee member may be added at the student and department's discretion. Please see Graduate College policy for committee appointment guidelines.
5. Students are encouraged to complete an internship during the summer term between their first year and second year in the program. International students must receive approval to be on CPT before starting an internship experience. All internships must be secure directly by the student and carries no academic credit.

Graduation Requirements

The student must submit all required forms to the Graduate College as well as apply for graduation up to two semesters prior to completing their degree requirements.

The student must submit and successfully defend their thesis by the posted deadline. The defense must be advertised and is open to the public. After the thesis defense, the student must electronically submit a properly formatted pdf copy of their thesis to the Graduate College for format check. Once the thesis format has been approved by the Graduate College, the student will submit the approved electronic version to ProQuest. Deadlines for thesis defenses, format check submissions, and the final ProQuest submission can be [found here](#).

Subplan 2 Requirements: Professional Track

Total Credits Required: 31

Course Requirements

Required Courses – Credits: 16

Complete 16 credits by completing all of the following courses:

HOA 701 Hospitality Industry Overview
HOA 734 Research Methods for Industry & Academia
HOA 742 Marketing Practices: Leading During Times of Change
HOA 752 Advanced Hospitality Management I: Legal & Ethical Human Resources Management
HOA 753 Advanced Hospitality Management II: Financial Literacy and Revenue Optimization
HOA 768 Hospitality Leadership I: Change Management and Ethics
HOA 769 Hospitality Leadership II: Emotional Intelligence and Leadership Competencies
HOA 776 Current Issues in Hospitality and Tourism

Statistics Requirement - Credits: 3

Students must complete a 3-credit Statistics course. It is recommended for students to complete HOA 730 or an equivalent course per advisor's approval.

Elective Courses – Credits: 9

Complete nine credits of advisor-approved elective coursework.

Culminating Experience - Credits: 3

HOA 786 Culminating Experience

Degree Requirements

Degree Requirements

1. Successfully complete a minimum of 31 graduate-level credits, of which no less than 24 are in Hotel Administration. This allows for a variety of supplemental tracks including business and education. At least 27 credits must be at the 700-level.
2. An oral presentation of the culminating project is required of all students completing this track.
3. Successfully complete any conditional coursework outlined at the time of admission prior to graduation. It is preferred that any conditional coursework is completed in the first semester.

Graduation Requirements

The student must submit all required forms to the Graduate College as well as apply for graduation up to two semesters prior to completing their degree requirements. The student must successfully complete the culminating experience course.

Plan Graduation Requirements

Refer to your subplan for Graduation Requirements.

[Subplan 1: Thesis Track](#)

[Subplan 2: Professional Track](#)

Advising and Culminating Experience

With these changes, will students in this program need a Grad Advisory Committee (GAC) formed? Yes No

If yes, please list the applicable subplans that will need a GAC:

With these changes, will students be assigned a faculty advisory prior to GAC formation? Yes No

Information:

If yes, please list the applicable subplans that will need an advisor:

Comments:

For Master's program only: With these changes, does this program require a prospectus form?
 Yes
 No

If yes, please list applicable subplans:

With these changes, will the culminating experience be a course?
 Yes
 No

If yes, please provide course prefix, number and name:

With these changes, describe the culminating experience (requirements, if applicable-which subplans will need GACs, forms, etc.):

The [Degrees Directory](#) provides current and consistent degree information. Submission of this form indicates acknowledgment and understanding that every department is responsible creating and maintaining accurate and updated program information on the UNLV Degrees Directory.

If new courses are added as placeholders within this proposal, new courses must be created using a Course Create form simultaneously to the process of this proposal.

Degrees Directory Program Entry: Check this box to acknowledge the above statement.

Changes will be applicable to: Current Students
 New Students
 Both Current and New Students

If applicable to current students, changes are: Mandatory Optional

If mandatory: If mandatory, I confirm that all students will be notified in writing of these changes as approved by the graduate college



Not Mandatory


Effective Date:*

Fall 2022

READY TO SUBMIT?

After making all your intended changes, please follow these steps:

1. Finish the launch of your proposal by clicking the decisions icon  located to the right of the form. This will display a new decision/approval field on the top right.
2. Click on "approve", add an optional comment if necessary, and then click on the "Make My Decision" button at the bottom to move the proposal forward to the next step. You will see a notification indicating that the proposal has moved forward. You will not be able to edit after moving the proposal forward.
3. Please note that it is your responsibility as the proposer to see that the proposal is reviewed and receives all necessary approvals. Please be encouraged to reach out to reviewers on each step, if necessary.
4. You can check the status of the proposal by clicking on the workflow status icon  to verify that the proposal has gone to the next step.

The workflow status icon  will also show you the current step of the proposal at any given time, and who are the reviewers at that step.


QUESTIONS? contact gradcurriculum@unlv.edu


III. Department Vote Information

Note: This section is to be filled out by the Department Chair on behalf of the department committee.

(The role has been assigned to the corresponding person on this step. If incorrect, please notify gradcurriculum@unlv.edu).

1. Review the proposal. Discuss and make appropriate revisions.
2. Fill in vote information in the fields below, along with the approval. If Dual or Interdisciplinary: add votes from all departments/colleges involved

3. Then approve/reject by clicking the decisions icon  located to the right of the form. This will display a new decision/approval field on the top right. Click on "approve", add an optional comment if necessary, and then click on the "Make My Decision" button at the bottom to move the proposal forward to the next step. You will see a notification indicating that the proposal has moved forward. You will not be able to edit after moving the proposal forward.

The workflow status icon  will also show you the current step of the proposal at any given time, and who are the reviewers at that step.

If there were any modifications to the proposal, please enter them in the comments box below:

Comments: There was a graduate faculty meetings were there was a discussion to remove the GRE/GMAT requirement with stats presented to the group. Then an electronic vote was completed the following week. Below are the results.

Date faculty voted on proposal: September 27, 2021


Result of vote: 19 "Yes" / 8 "No" / Total 27 votes


Manner of vote: Electronic

IV. College Vote Information

Note: This section is to be filled out by the Academic Associate Dean on behalf of the college/school committee.

(The role has been assigned to the corresponding person on this step. If incorrect, please notify gradcurriculum@unlv.edu).

1. Review the proposal. Discuss and make appropriate revisions.
2. Fill in vote information in the fields below, along with the approval. If Dual or Interdisciplinary: add votes from all departments/colleges involved
3. Then approve/reject by clicking the decisions icon  located to the right of the form. This will display a new decision/approval field on the top right. Click on "approve", add an optional comment if necessary, and then click on the "Make My Decision" button at the bottom to move the proposal forward to the next step. You will see a notification indicating that the proposal has moved forward. You will not be able to edit after moving the proposal forward.

The workflow status icon  will also show you the current step of the proposal at any given time, and who are the reviewers at that step.

Date faculty voted on proposal: September 27, 2021

Result of vote: 19 "Yes" / 8 "No" / Total 27 votes

Manner of vote: Electronic

V. Graduate College Use Only - Code Request Items

Note: This section is for graduate college use only.

**Academic
Organization:**

**Academic Program
Code:**

Academic Plan Code:

**Plan Description (30
chars):**

**Transcript
Description:**

Subplan Code:

Subplan Description:

Subplan Type: Track
 Concentration
 Option/Dual
 Embedded/Track

**Subplan on
Transcript?** YES NO

**Effective Date and
First Term Valid:**

**Length / Avg. Time to
Degree:**

CIP code and title:

Other Codes Needed:

**Description /
implementation field
(do not edit)**

Comments for Master of Science - Hotel Administration

Curriculog	2/28/2022 3:31 pm Reply
Tony Henthorne has approved this proposal on School/College Associate Dean/ Dean.	
Curriculog	2/27/2022 11:29 am Reply
Murray Mackenzie has approved this proposal on School/College Committee.	
Curriculog	2/25/2022 2:40 pm Reply
Hospitality Dean has approved this proposal on Department Chair.	
Curriculog	2/25/2022 12:49 pm Reply
Rhonda McElroy has approved this proposal on Graduate Coordinator.	
Curriculog	2/11/2022 1:49 pm Reply
Graduate Curriculum has approved this proposal on Technical Review.	
Curriculog	1/27/2022 1:16 pm Reply
Rhonda McElroy has approved this proposal on Originator.	
Curriculog	1/27/2022 11:01 am Reply
Rhonda McElroy has launched this proposal.	
Curriculog	1/27/2022 10:23 am Reply
Rhonda McElroy imported from the map 2022-2023 - Working Graduate Catalog into the following proposal fields: I. General Information: Degree or Certificate Name;, I. General Information: Degree Type;, I. General Information: Program Type;, II. Program Changes: Proposed Curriculum;, V. Graduate College Use Only - Code Request Items: Description / implementation field (do not edit).	