

**PHYSICAL REHABILITATION SCIENCE
PHD DEGREE**

STUDENT HANDBOOK



**Physical Therapy & Rehabilitation Science
Graduate Program**

The University of Iowa

2011-2012

The University of Iowa Policy on Human Rights

The University of Iowa brings together in common pursuit of its educational goals persons of many nations, races, and creeds. The University is guided by the precepts that in no aspect of its programs shall there be differences in the treatment of persons because of race, creed, color, national origin, age, sex, disability, sexual orientation, gender identity, or any other classification that deprives the person of consideration as an individual, and that equal opportunity and access to facilities shall be available to all. Among the classifications that deprive the person of consideration as an individual are those based on associational preference. These principles are expected to be observed in the internal policies and practices of the University; specifically in the admission, housing, and education of students; in policies governing programs of extracurricular life and activities; and in the employment of faculty and staff personnel. The University shall work cooperatively with the community in furthering these principles.

The University of Iowa prohibits discrimination in employment, educational programs, and activities on the basis of race, national origin, color, creed, religion, sex, age, disability, veteran status, sexual orientation, gender identity, or associational preference. The University also affirms its commitment to providing equal opportunities and equal access to University facilities. For additional information contact the Office of Equal Opportunity and Diversity, (319) 335-0705.

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PHYSICAL THERAPY & REHABILITATION SCIENCE GRADUATE PROGRAM

STATEMENT OF PHILOSOPHY

The Physical Therapy & Rehabilitation Science Graduate Program strives for excellence in clinical practice, research, teaching, and service within the rehabilitation community and the profession of physical therapy. The faculty supports that only highly qualified and motivated individuals will be admitted to nurture and grow into future leaders within the physical therapy and rehabilitation science professions. The faculty believes that learning is a sequential, integrated, and life-long process and that learning is more than merely rehearsing and feeding back information. Instead, the faculty supports educational methods that strive to teach core concepts to enhance students' abilities to logically solve unique clinical and research problems. Hence, high level critical thinking is emphasized throughout the curriculum by examining the contemporary scientific evidence from which clinical practice, rehabilitation research, and health care policy is based. The faculty supports and facilitates the students to become strong role models and leaders within their respective professional organizations. Indeed, promoting positive attitudes, personal values, and high ethical standards in clinical practice and research are integral parts of the Program's philosophy.

The faculty believes that the strength of a physical therapy and rehabilitation science graduate program lies within the faculty, environment, and institution's administrative support. Accordingly, only the most highly qualified clinicians and scientists, with recognized scholarship, should become the educational leaders within our institution and the nation. The "melting pot" of faculty and students in our multi-level educational programs (DPT, PhD) provides a unique and an important educational experience for our students. The faculty supports that interaction among expert clinicians, clinical researchers, and basic scientists is critical to delivering a high level education. The diversity of patients that participate in the educational and research programs is essential to developing the most highly qualified health care practitioners and scientists. Therefore, the faculty supports that close alignment between the educational program and one or more major medical centers is necessary to train highly qualified leaders in the rehabilitation community. The excellent infrastructure (teaching and research facilities) and administrative support within the College of Medicine is critical to delivering outstanding clinicians, faculty, and scientists to the state of Iowa as well as to the national and international rehabilitation community. Frequent and clear communication about the Program's high expectations among the faculty, staff and students is the uniting thread that enables a multifaceted program to be most successful. The graduates will confirm the Program's commitment to excellence by their outstanding contributions to healthcare and research in the state of Iowa and throughout the world.

Mission Statement

The mission of the Physical Therapy & Rehabilitation Science Graduate Program is to advance the health of humankind by:

1. excellence in education,
2. discovering new knowledge, and
3. developing leaders in healthcare and science.

Approved 1/29/2007

Vision Statement

The vision of the Physical Therapy & Rehabilitation Science Graduate Program is to be the recognized leader in clinical practice, research, and education.

Approved 1/29/2007

PROGRAM DESCRIPTION

The Physical Therapy & Rehabilitation Science Graduate Program is located within the medical education complex of The University of Iowa. Post-baccalaureate graduate study toward a clinical entry-level doctor of physical therapy (DPT, two and one-half years, 101 total semester hours) and the doctor of philosophy in Physical Rehabilitation Science (PhD, approximately four or five years, minimum of 72 semester hours beyond the baccalaureate degree including 12 semester hours of dissertation research) are available.

GENERAL INFORMATION

- The Program adheres to the policies of the current *Manual of Rules and Regulations of the Graduate College*. Students may consult the most current version online at: <http://www.grad.uiowa.edu/graduate-college-manual/>
- Students will register for courses via the web at the University's ISIS system at <http://www.uiowa.edu/homepage/students/index.html>. Click "ISIS/MyIowa".
- By policy, no food or beverages are allowed in the labs and teaching areas, library, or conference room.
- Carefully read and abide by the Building Access, Key and Security Plan and maintain security at all times.
- Mailboxes are provided to students in the Program's student mailroom area, 1-276 MEB.
- Students may use the Program copier for a fee of 10 cents per copy. A bill will be delivered to student mailboxes at the beginning of each month for any copies made. The number of copies made is to be logged on the notepad located on the copier.
- Local phone calls may be made via a phone in your student office, laboratory, or library. Dial 9 to get an outside line. Familiarize yourself with the telephone system so that you are able to place calls on hold and transfer calls.
- Use of cell phones is prohibited during class time. Please turn the ringer off on your phone before lectures or labs. You may give the Program's main phone number (319-335-9791) for emergency purposes and a staff member will find you.
- Be proud of our facilities. All equipment, materials, etc., should be in place at the end of each day.
- All students must comply with the Health Screening requirements of the University and are responsible for assuring that the screening is current and complete. Appropriate forms are available through Student Health Service.
- Read the remainder of this manual and retain for later use.

Protocol for Handling Emergencies

When Calling:

1. Give your name and University affiliation.
2. Briefly describe the nature of the emergency situation.
3. Indicate location and telephone number (specify room number and building).
4. Wait for questions--let the other party hang up first.

Medical

Emergency Medical Services

Non-emergency

During school year (hours):

During breaks (hours):

9-911, Johnson County Ambulance Service

335-8370, University Student Health

M/Th: 8-6 T: 8-5 W: 9-5 F: 8-4:30

M/T/Th/F: 8-4:30 W: 9-4:30

Other Emergencies

Call 9-911

Public Safety / Campus Security

Emergency 9-911

Non-emergency 335-5022

Building / Facilities Emergencies

Call 335-5071 (answered 24/7)

Building Access, Key and Security Plan

The Physical Therapy & Rehabilitation Science Graduate Program main office area and teaching clinics are unlocked Monday-Friday 7:30 AM to 5:00 PM (except for University holidays). To gain access early mornings, evenings, weekends, or holidays, you will need to use your ID card. Card swipes are at the main Program entrance and the entrance to the student lounge. For security and safety reasons, please do not prop doors open. Unknown persons seeking admittance to student areas should be directed to the receptionist who will verify the identity of the person and the need for admittance. Any unknown person discovered within these rooms or loitering in the hallways outside these rooms should be reported to the Program receptionist during normal working hours or campus security at other times.

All rooms should be locked at any time they are unoccupied. The last person to leave an area is responsible for closing and latching the windows, turning off the lights, and locking the door. As a courtesy, it is a good practice to inform a colleague that you are leaving and that he or she is the last person in the room.

All PhD students will be issued keys to provide access to their individual offices and lab areas based on assignments. Doors to these rooms should not be propped open. Keys are the property of the University of Iowa and should be safe guarded. Keys should not be loaned.

Problems or concerns associated with this plan should be directed to the Program administrative assistant (Ms. Jackie Searls).

Program Computers

Computer software installed on Program workstations is licensed for use only on the computer on which it is installed! Students may not copy and install licensed software on another computer. No software other than Program-supplied software is to be installed. User files are to be stored on student accounts (H drive), laboratory accounts (if research related and approved by your advisor) or student-owned and supplied memory sticks, flash drives, CDs or DVDs. No files may be stored on the hard drives. Any unauthorized files will be erased.

PHYSICAL REHABILITATION SCIENCE PHD DEGREE PROGRAM

The PhD program is designed to advance the student's ability to independently develop and carry out research projects that strive to establish the scientific basis for the prevention, evaluation, and treatment of impairments, functional limitations, and disability. The curriculum is sufficiently flexible to accommodate research needs that focus on basic, applied, or clinical studies in the rehabilitation sciences. At the completion of the program, graduates will be positioned to assume academic appointments that emphasize research, scholarship, and teaching.

ADMISSION REQUIREMENTS

Admission to the PhD program is based on:

1. undergraduate (and graduate, if applicable) grade point average,
2. coursework taken at the undergraduate (and graduate, if applicable) level,
3. scores on the Graduate Record Examination (GRE General Test),
4. three letters of reference,
5. statement of purpose (which identifies long-term career goals and proposed area of research interest), and
6. scores on the TOEFL examination (international applicants only).

APPLICATION PROCEDURES

Deadlines

Application materials are accepted and reviewed for admission regularly. For the highest probability of receiving a research fellowship, the application should be submitted by December 15th. A fall semester start date is typically preferred.

Applying

The applicant submits the Graduate College application, official transcripts, GRE and TOEFL scores, the statement of purpose, and three letters of recommendation. The applicant is required to apply online:

<http://www.uiowa.edu/admissions/graduate/colleges/graduate.htm> and follow the instructions as to where supporting documents (references, transcripts, statement of purpose) are to be mailed. Note: some materials will be mailed to the Office of Admissions and others directly to the Program.

Naming a Degree Objective

The applicant indicates a degree objective on the application form: PhD or Professional Improvement (PI) status. PI status is not common. The applicant for Professional Improvement (PI) status is not considered a candidate for a degree, but must have an adviser. A maximum of 12 semester hours earned during PI status may be applied to the PhD degree. A PI student who later wishes to change his or her objective to PhD degree status must reapply by submitting a Request for Change of Graduate College Status, a statement of objective which would indicate the area of research interest, and three current letters of recommendation.

Special Student Status

If a student wishes to take graduate level courses before action is taken on the Physical Rehabilitation Science application, the student may enroll for one session and enroll in no more

than two courses by applying as a *Special Nondegree Student*. Special Student status does not require admission to the Physical Therapy & Rehabilitation Science Graduate Program. Graduate credit accrued as a Special Student may be applied to the PhD degree.

Applicant Interviews

Following a review of the application, a decision is made whether to interview the applicant. An on campus interview is preferred, but telephone interviews may be granted at the discretion of the committee. The applicant is responsible for the expenses associated with the interview.

Admission

The Research & Development Committee of the Physical Therapy & Rehabilitation Science Graduate Program determines whether the applicant should be offered acceptance into the PhD program. Grade point average, previous coursework, scores on the Graduate Record Examination, written recommendations from three sources, research or clinical experience, and a personal interview are among the parameters considered for admission. The number of PhD degree students admitted each year varies, and to some extent depends on the student's research interests and the availability of a faculty adviser. At the time of application, the graduate student is required to identify a preferred area of research interest in order to consider faculty adviser alignments. A student may change the preferred research area or adviser after being admitted.

RULES AND REGULATIONS OF THE GRADUATE COLLEGE

The Rules and Regulations of the Graduate College apply to all students in the Physical Therapy & Rehabilitation Science Graduate Program. These rules and regulations are published online at: <http://www.grad.uiowa.edu/graduate-college-manual>

Health Screening Requirement

As a public health measure, and in accordance with the Centers for Disease Control guidelines, the University of Iowa requires verification of measles, mumps, and rubella (MMR) immunization for any student born after 12/31/1956. The University MMR immunization policy appears below.

- A new student is required to fulfill the MMR Immunization Policy before the opening of classes. Any student who fails to comply will not be allowed to register for subsequent sessions.
- Please note the additional required immunizations for **health science students** on the Immunization Form. A Hepatitis B titer is required to confirm immunity to Hepatitis B before beginning any patient care. In the event of a needle stick or other blood exposure, knowing the Hepatitis B immunity status is important in guiding care.
- It is to the student's advantage to fill out the entire Medical History form in case the need arises for health services during the course of the student's UI career.
- A student with any health problem or disability should ask his or her provider to send the University any information which may be of assistance in providing care to the student.

Grade-Point Average Requirement

The student pursuing the PhD degree is required by the Graduate College to maintain a cumulative GPA of at least 3.00 on all graduate work undertaken at this University. A doctoral student whose performance falls below this level is placed on academic probation. If, after completing eight more semester hours of graduate work at this University, the cumulative GPA remains below 3.00, the student is denied permission to reregister and is dropped from the program; otherwise, the student is restored to good academic standing. Any student on academic probation is not permitted to sit for the PhD Comprehensive Examination or the Doctoral Final Examination. In addition, credit that carries a grade below "C-" or "S" is not accepted toward the PhD degree.

Residence Requirement

The doctorate is granted primarily on the basis of achievement rather than on the accumulation of semester hours of credit; however, the student is expected to have completed at least three years of residence in a graduate college. At least part of this residence must be spent in full-time involvement in one's discipline, at this University, beyond the first 24 semester hours of graduate work. This requirement can be met either by enrollment as a full-time student (9 semester hours minimum) in each of two semesters or enrollment for a minimum of 6 semester hours in each of three semesters during which the student holds at least a one-third-time assistantship certified by the Program as contributing to the student's doctoral degree. See the Graduate College Manual (GCM) for details.

PHD CURRICULUM INFORMATION

Objectives

On completion of the PhD program the student will:

1. Possess the theoretical and scientific knowledge to perform original research at the basic, applied, or clinical level leading to scientific presentations, peer-reviewed publications, and the potential to compete for extramural funding through scientific grant writing.
2. Possess a depth of knowledge in a physical rehabilitation specialty area as it relates to impairment, functional limitation, and disability.
3. Possess the theoretical and practical skills required to teach at the professional entry and advanced graduate levels within the academic community.

Plan of Study

The student is advised by a Program PhD faculty member in the area of specialization in which he or she is interested. The student should arrange a meeting with the adviser for the purpose of preparing a Preliminary Plan of Study during the first session enrolled (or within the first 9 s.h. of graduate study for part-time students). The Preliminary Plan of Study form is submitted to the Research & Development Committee for review with recommendations to the Program Director for approval. A formal Graduate College Plan of Study accompanies the departmental request to the Graduate College for permission to conduct the Comprehensive Examination. The formal Plan is the responsibility of the student working together with his or her adviser. The Plan will provide a listing of all graduate courses taken that apply toward the degree and a listing of courses in progress or to be completed after the Comprehensive Examination.

The PhD Preliminary Plan of Study form can be found on the Program webpage. The form details all of the required coursework for the PhD degree, grouped into Core Content, Research Content, and Specialty Content. Core content is designed to provide broad knowledge and

skills required for a career in academic research and teaching in physical rehabilitation science. Research content provides the opportunity for in-depth study within a defined area of research focus. Specialty content provides specific background knowledge in a particular area of science or scientific investigation. Therefore the specialty content will vary considerably across students. Twelve semester hours of thesis research and a written dissertation with an oral examination serve as the culminating doctoral graduate study experience.

Core Content Requirements:

Nineteen (19) to twenty-four (24) semester hours must be taken from the following core courses.

650:270	Principles of Scholarly Integrity	1 sh
101:212	Biomedical Instrumentation and Measurement	3 sh
171:161	Introduction to Biostatistics	3 sh
	OR 22S102 Intro to Statistical Methods	3 sh
171:162	Design & Analysis in Biomedical Science	3 sh
	OR 22S148 Intermediate Statistical Methods	4 sh
101:220	Seminar in Rehabilitation Science	1 sh*
101:326	Scientific Writing in Rehabilitation Science	3 sh
101:300	Rehabilitation Research Capstone Project	2-4 sh**
07P:385	Teaching & Learning in Higher Education	3 sh
101:280	Teaching Practicum	1 sh

Total Semester Hours (sh) for Core Content Requirements 19-24 sh

* Must be taken for credit at least two times (two semesters) for 2 sh credit.

** Required for all students entering with a bachelor's level education. Recommended but not required for students entering with a master's or doctoral level education.

Research Content Requirements:

Twenty-four (24) or more semester hours must be taken from the following research courses.

101:284	Practicum in Research	sh arr
101:325	Independent Study	sh arr
101:327	Research in Rehabilitation Science	sh arr
101:214	Advanced Seminar in Rehabilitation Science (taken in preparation for the Comprehensive Examination)	3 sh
101:301	Thesis in Rehabilitation Science (taken in preparation for the PhD dissertation)	12 sh

Total Semester Hours for Research Content Requirements ≥24 sh

Specialty Content Requirements:

Nine (9) or more semester hours must be taken within the student's scientific specialty area. A list of possible course options provided on the Preliminary Plan of Study form, but other courses deemed more suitable to the student's background knowledge and interest area will be considered.

Total Semester Hours for Specialty Content Requirements ≥9 sh

Summary:	Core Content Hours	19-24
	Research Content Hours	≥24
	Specialty Content Hours	≥9
	Total Required Hours	72

Credits beyond the 52-57 specified within the Core, Research, and Specialty Content areas may be earned by taking additional credits in the Research and/or Specialty Content areas. Transfer of graduate credits from other programs will also be considered. Courses taken ten or more years prior to the doctoral Comprehensive Examination must be evaluated by the Program in order to determine the possible use of these credit hours within the student's Plan of Study. The Program, in turn, must send a letter of petition to the Graduate College, requesting the use of any or all of these credits toward the fulfillment of degree requirements.

Comprehensive Examination

To be authorized by the Dean of the Graduate College to take the Comprehensive Examination, the student must:

1. file a formal Plan of Study with the Graduate College,
2. have completed all specialization and related course requirements,
3. have completed all core course requirements, except PhD thesis enrollments, and
4. have a cumulative graduate GPA at this University of not less than 3.00.

This examination, administered only on campus, is intended to be an inclusive evaluation of the student's mastery of the major and related fields of study, including the tools of research in which competence has been certified. The Comprehensive Examination is not a deferred qualifying examination. It is intended to evaluate a student's mastery of the subject at or near the end of the student's formal preparation and prior to the completion of the dissertation. The Comprehensive Examination and the Doctoral Final Examination, which is concerned chiefly with defense of the dissertation and related subjects, are the two principal examinations for the PhD doctoral degree.

Purposes of the Physical Rehabilitation Science Comprehensive Examination

1. To determine if the student can demonstrate an understanding of and the ability to integrate information in a comprehensive fashion and apply the appropriate scientific and/or educational principles acquired through relevant course work
2. To determine if the student is knowledgeable about the classic and recent literature and body of knowledge (theories and models) in the areas of his or her expertise
3. To determine if the student has the ability to use the information in items 1 and 2 above to demonstrate critical thinking, i.e., the ability to interpret, critique, and apply previous results to current problems, and to demonstrate an understanding of sound research design
4. To ascertain the creativity of the student, i.e. the ability to identify problems and to propose appropriate solutions based on current technology
5. To determine if the student is capable of developing a well-grounded experimental protocol under ideal conditions (no budget constraints, equipment, subjects)
6. To serve as an educational experience

Comprehensive Examination Committee

The Comprehensive Examination Committee will consist of a minimum of five faculty. At least four of the members must be tenure-track faculty, and at least two must be faculty members in the student's area of specialization. Also, at least two committee members must be faculty from the Physical Therapy & Rehabilitation Science Graduate Program and at least one tenure-track faculty member must be from another department. The Committee will be nominated by the student's academic adviser in consultation with the student.

Comprehensive Examination Schedule

The student typically sits for the Comprehensive Examination after completing all required course work (normally after ~60 s.h.), usually after the completion of the sixth semester (unless a part-time student). The student must be registered in the Graduate College at the time of the Comprehensive Examination, which must be satisfactorily completed no later than the session prior to the session of graduation.

The candidate must complete all work required for the PhD degree (including the Doctoral Final Examination) no later than five years after passing the Comprehensive Examination. Failure to meet this deadline will result in a re-examination, i.e. the candidate must retake and pass the

Comprehensive Examination. After successful completion of the Comprehensive Examination, the candidate is required to enroll in 101:301--Thesis in Rehabilitation Science during the next regular semester. Twelve semester hours of Thesis in Rehabilitation Science must be completed prior to graduation. The candidate is required to register each semester after passing the Comprehensive Examination until the degree is awarded (see GCM for further details).

Comprehensive Examination Format

The student will submit to the Examination Committee two abstracts of research proposals, each of which needs to be no more than two single-spaced pages. The research abstracts must contain some original ideas, approaches, and interpretations of contemporary literature. The ideas may be indirectly associated with research programs of the faculty. The student is not to consult or receive advice from the faculty regarding research abstracts as they constitute an examination and must, similar to any other examination procedure, represent the quality of work the student is capable of preparing. The faculty will be given the name of any student who is preparing such research projects in order to avoid giving unwarranted advice.

In a convened meeting of the Comprehensive Examination Committee, both abstracts will be reviewed. If both abstracts are judged by the Committee to be of satisfactory quality, one abstract will be selected for the student to expand into a written research proposal. The document should be formatted to follow the NIH guidelines for a standard R01 Project Grant application, including Specific Aims (1 page), Research Strategy (12 pages), and References sections only. The student may have a maximum of six weeks to accomplish this task. A minimum of one week after the student submits the research proposal; a formal meeting of the Comprehensive Examination Committee will be convened at which the student will orally defend the research proposal.

If both abstracts submitted by the student are judged unacceptable by the Committee, the student will receive a failure for the Comprehensive Examination. If the Committee should allow a second sitting of the examination, two different research abstracts must be submitted. After having failed the abstract component of the comprehensive examination once, the student may consult with the appropriate faculty members prior to submitting two new research abstracts. Such new abstracts may not be submitted within the same semester. If both of the new abstracts are unacceptable, the student will have failed the Comprehensive Examination for the second time and will not be allowed to continue in the PhD Program.

If on the first submission of the two research abstracts one abstract is judged unsatisfactory, the student will be given one opportunity to revise and resubmit the failed abstract without a failure being recorded. If the resubmission of the unsatisfactory abstract is judged unacceptable a second time, this will constitute the first failure of the comprehensive examination. As a result, the conditions cited above for the first failure become effective.

Guidelines for the preparation of Comprehensive Examination materials:

The research proposal abstracts must each meet the following minimum standards:

1. Contains a statement of the rationale for the proposed research
2. Contains an explicit statement of the purpose of the research
3. Describes the basic methodology to be utilized, including the research design and statistical analysis
4. Conforms to acceptable standards of writing and grammar

The written research proposal must meet the following minimum standards:

1. Clearly states the relevance and purpose of the research proposal
2. Contains an appropriate review of literature as relates to the proposed research
3. Demonstrates an appropriate methodology to resolve the stated research problem
4. Addresses the significance of the research; indicates the appropriateness of conclusions; and states plausible interpretations from any predicted results

The oral defense of the research proposal must demonstrate the following minimum standards:

1. Presents and defends the written research proposal clearly
2. Clarifies and qualifies any ambiguous statements or concepts presented in the written proposal
3. Discusses the feasibility of the proposed research and recognizes alternative experimental approaches
4. Adequately defends assumptions made in the proposal
5. Justifies the proposed statistical analyses
6. Projects future directions for the proposed research
7. Responds effectively to questions related to the general topic of the proposal
8. Adequately answers any question which may be raised concerning general knowledge in the discipline

Instructions for Preparing Requests for the Doctoral Comprehensive Exam

After the two abstracts have been approved, the student should notify the Program office and provide to the office the following information:

1. Request for Doctoral Comprehensive Examination form (naming the committee chair and other members, and their academic ranks and home departments),
2. the proposed date of the Comprehensive Examination,
3. the formal Plan of Study,
4. current registration, and
5. current transcript.

These documents must be provided well in advance, so that the appropriate materials can be prepared and submitted to the Graduate College at least two weeks prior to the Comprehensive Examination.

Evaluation of the Comprehensive Examination

The Comprehensive Examination will be evaluated by a convened meeting of the Comprehensive Examination Committee. Each committee member will sign the Doctoral Comprehensive Examination Report as “Satisfactory”, “Reservations”, or “Unsatisfactory”. The completed examination report will be submitted to the Graduate College office within 14 days after the completion of the examination. If more than one committee member judges the Comprehensive Examination (inclusive of the two research abstracts, the written research proposal, and the oral defense of the proposal) as “Unsatisfactory”, the Comprehensive Examination is reported as unsatisfactory (failure).

In the case of a failed Comprehensive Examination, the student may, in accordance with the Manual of Rules and Regulations of the Graduate College, request a reexamination not sooner than four months after completion of the first Examination. Permission to repeat the Examination is at the discretion of the Examination Committee. If a student is not allowed to retake an Examination which is judged unsatisfactory, then the student is dismissed from the Program. If the student is allowed to retake an Examination which is judged unsatisfactory, then the student must begin the entire process over by submitting two new abstracts.

A vote of "Reservations" is only used when a faculty member feels that the deficiencies displayed by the student were modest, and can be readily rectified. In the event of a report with two or more votes of "Reservations", the actions required of the student by the Committee that are necessary to correct the deficiencies are recorded and submitted to the Graduate College with the Examination Report form. Copies of the written statement of necessary actions are kept by the student, the Chair of the Examination Committee, and Program administration. The statement must specify the time allowed for completion of the aforementioned actions. If the student completes the required actions to the satisfaction and approval of the Examination Committee and in the specified period of time, the Chair of the Examination Committee will send a written report to the Graduate College and a carbon copy to the Chair of the Program Research & Development Committee, indicating the date for which the Comprehensive Examination Committee considers the actions to have been satisfied. Upon approval of the Dean of the Graduate College, the Comprehensive Examination will be recorded as "Satisfactory" as of that date. If the actions are not satisfied on time, or if the actions are not of sufficient quality, the Chair of the Examination Committee will send a written report to the Graduate College indicating that fact. Upon approval of the Dean of the Graduate College, the Comprehensive Examination will be recorded as "Unsatisfactory" as of that date. The student will not be admitted to the dissertation phase and will not be permitted to sit for the Doctoral Dissertation Final Examination until a grade of "Satisfactory" has been recorded for the Comprehensive Examination.

PhD Dissertation in Physical Rehabilitation Science

Purpose of the Doctoral Dissertation and Final Examination

The purpose of the Doctoral Dissertation and the Final Examination is to determine the ability of the student to demonstrate all facets related to the investigative process: formulation of a problem, search and analysis of literature, procedure for collecting data, analysis of data, and organization of the dissertation proposal, the final written dissertation, and oral defense of the dissertation.

Doctoral Dissertation Committee / Final Examination Committee

The Doctoral Dissertation Committee will consist of a minimum of five faculty. At least four of the members must be tenure-track faculty, and at least two must be faculty members in the student's area of specialization. Also, at least two committee members must be faculty from the Physical Therapy & Rehabilitation Science Graduate Program and at least one tenure-track faculty member must be from another department. The Committee will be nominated by the candidate's academic adviser in consultation with the candidate, and must be approved by the Program director and the Dean of the Graduate College. The Dissertation Committee also serves as the Final Examination Committee.

Ultimate Responsibility for the Doctoral Dissertation

Although the Doctoral Dissertation Chair and Committee give the candidate such advice and guidance as they deem appropriate, the responsibility for the scholarship evidenced by the dissertation lies with the candidate. A dissertation that does not show a high level of scholarship will not be accepted by the Committee at the time of the Final Examination.

Doctoral Dissertation Schedule

After successful completion of the Comprehensive Examination, the candidate is required to enroll in the course "101:301--Thesis in Rehabilitation Science" during the next regular semester. A formal proposal meeting is scheduled by the candidate with his or her Doctoral Dissertation Committee (which may be different than the Comprehensive Examination

Committee), typically within 12 months of passing the Comprehensive Examination.

The Final Examination may not be held until the next session after passing the Comprehensive Examination nor until the dissertation is accepted for first deposit by the Graduate College. The candidate must complete all work required for the PhD degree (including the Final Examination) no later than five years after passing the Comprehensive Examination. Failure to meet this deadline will result in a reexamination, i.e. the candidate must retake and pass the Comprehensive Examination.

The candidate is required to register each semester after passing the Comprehensive Examination until the degree is awarded. No registration for the summer session is necessary, except in the case when the candidate will earn his or her degree at the end of the summer session. In order to maintain continuous registration, the candidate may register for required and/or elective courses, research, and thesis hours to complete the Plan of Study or Doctoral Continuous Registration (DCR). DCR requires a 2 s.h. tuition/fee payment. The DCR may be repeated if the degree requirements are not completed in this session.

Doctoral Dissertation Format

The doctoral dissertation summarizes the scientific skills and knowledge acquired by the candidate and the results from original research performed by the candidate at the basic, applied, or clinical level.

During the proposal phase, the candidate develops and produces a written dissertation research proposal. At the proposal meeting, the candidate orally defends the written dissertation proposal, including the studies planned as part of the final dissertation. At minimum, the proposal should include Introduction and Methods sections or preliminary chapters of the dissertation. It is recommended that the proposal contain a Specific Aims page.

During the dissertation phase, the candidate completes the research developed during the proposal phase, creates the complete, final written dissertation document and orally defends the dissertation. The dissertation typically follows one of two formats: (1) five chapters arranged as "Introduction", "Literature Review", "Methods", "Results", and "Discussion" or (2) a variable number of chapters arranged according to manuscripts describing separate studies; i.e., "Introduction", "Study 1", "Study 2", ..., "Study N", "Discussion". The dissertation must meet the approval of the Graduate College and the Doctoral Dissertation Committee. It is recommended that the dissertation be copyrighted. The dissertation phase culminates in the Final Examination. The Final Examination for a PhD candidate consists of an oral examination over the dissertation and whatever related topics the Final Examination Committee deems appropriate. This examination should include: (1) a critical inquiry into the purposes, methods, and results of the investigations--not a mere recapitulation of the procedures followed--and (2) intensive questioning on areas of knowledge constituting the immediate context of the investigation. Final Examinations for the doctorate are open to the public. Members of the faculty of the Graduate College are especially invited to attend and, subject to the approval of the Dissertation Chair, to participate in the Examination.

Instructions for Preparing Required Dissertation Materials

The Doctoral Dissertation and Final Examination are administered in accordance with Graduate College regulations and deadlines. It is the responsibility of the candidate to file with the Graduate College and Program office the necessary written applications before the published deadlines. Candidates should carefully review the published regulations of the GCM for more details.

After the proposal meeting with the Doctoral Dissertation Committee, the candidate must:

1. file an Application for Graduate College Degree by the published deadline (see GCM for further details), and
2. at the same time, place on record in the Program office the intention to graduate.

Upon receipt of the Application, the Program Director will:

1. verify that the candidate has fulfilled all requirements listed on the formal plan of study filed with the Graduate College at the time the comprehensive examination was taken,
2. request the permission of the Dean of the Graduate College to administer the Final Examination, and
3. recommend faculty for the Doctoral Final Examination Committee.

With the approval of the Dean, the Doctoral Final Examination may be administered as scheduled. If at any time the candidate is unable to meet a Graduate College deadline, the Program office must be notified and the Degree Application canceled. A new Application must be submitted during the new session in which the candidate plans to defend.

In addition, prior to the indicated Graduate College deadline in the session in which the degree is to be conferred and at least three weeks in advance of the Final Examination date, the candidate should notify the Program office and provide to the office the following information:

1. Request for Final Examination form (naming the Final Examination Committee Chair and other committee members, and their academic ranks and home departments),
2. the proposed date, time and location of the Final Examination,
3. the Plan of Study form, or, if appropriate, a Change in Plan of Study form, and
4. the title of the dissertation.

First deposit of the dissertation: The candidate's dissertation, complete and in final form, must be presented in ETD (electronic thesis/dissertation) format at the office of the Graduate College by the first-deposit deadline date in the session in which the degree is to be conferred.

Dissertations must also be made available to all members of the Doctoral Final Examination Committee no later than two weeks before the date of the Examination.

Final deposit of the dissertation: The final deposit of the approved ETD must be received by the office of the Graduate College by the appropriate deadline date in the candidate's graduation semester. The final deposit can be no later than the end of the semester (summers excluded) following the session in which the Doctoral Final Examination is passed. Failure to meet this deadline will require reexamination of the candidate. Regulations regarding preparation of the dissertation copy shall be promulgated by the Dean of the Graduate College. An external abstract of the dissertation, not to exceed two, double-spaced pages (text and approval lines), is to be deposited with the dissertation. The abstract must be approved and signed by the dissertation advisor. Approved ETDs will be forwarded to ProQuest for microfilming and digital archiving; the doctoral abstracts will be published in *Dissertation Abstracts International*. The PDF format of all electronic submissions will be forwarded by ProQuest to The University of Iowa Libraries, where they will be catalogued and made available for public use.

Failure to submit the first or final deposits of the dissertation by the deadline dates established by the Graduate College will result in the postponement of graduation to a future session. The candidate should carefully review the Graduate College web site for detailed submission and formatting requirements.

The Program requires that the candidate also:

1. make any corrections or changes required by the Dissertation Chair, the Examination Committee, or the Graduate College by the appropriate Graduate College deadline for final deposit of the dissertation,
2. provide a bound copy of the dissertation, including the abstract, to the Program dissertation library, and
3. submit a draft of the manuscript(s) for publication from the dissertation to the candidate's adviser prior to graduation.

Evaluation of the Dissertation and Doctoral Final Examination

A Report of the Doctoral Final Examination is due in the Graduate College office not later than 48 hours after the Examination. In the report, the Examination (including the written dissertation and the oral defense) will be evaluated as "Satisfactory" or "Unsatisfactory". Two or more "Unsatisfactory" votes will make the Committee report unsatisfactory. In the case of an unsatisfactory report, the candidate may not sit for reexamination until the next session. The Final Examination may be repeated only once and only if permission by the Program is received. The candidate should carefully review the published regulations of the Graduate College for more details.

Changes in Requirements

Should the requirements for a PhD change after a student has filed a preliminary plan of study with the Program, but before the student receives the degree, the student may choose to graduate under either the original requirements listed in the preliminary plan of study or the new requirements created by the change.

Discontinuation of PhD Plan of Study

If a student is unable to continue with the PhD Plan of Study, the possibility exists for a non-thesis Master of Arts degree in Physical Therapy to be awarded. Following appropriate consultation with the academic adviser, the student may apply for the non-thesis MA degree which would require completion of the following courses:

650:270	Principles of Scholarly Integrity	1 sh
101:212	Biomedical Instrumentation and Measurement	3 sh
{ 171:161	Introduction to Biostatistics	3 sh
{ OR 22S102	Intro to Statistical Methods	3 sh
{ 171:162	Design & Analysis in Biomedical Science	3 sh
{ OR 22S148	Intermediate Statistical Methods	4 sh
101:220	Seminar in Rehabilitation Science	1 sh x 2 semesters
101:300	Rehabilitation Research Capstone Project	2-4 sh

Electives: Additional courses to obtain the required total 30-31 sh. Electives may come from the Core, Research or Specialty Content areas, but must be approved by the adviser and the Program Research & Development Committee.

Total Semester Hours (sh) for non-thesis MA degree requirements 30-31 sh

HUMAN SUBJECTS REVIEW / INSTITUTIONAL REVIEW BOARD

All human subject research proposals (student, faculty, and external investigators) are submitted online to the University Human Subjects Office / Institutional Review Board and before any data collection may be initiated. Submission and review by other committees may be required depending on the nature of the individual research study. For example, studies

involving the use of vertebrate animals must be reviewed by the University Office of Animal Resources / Institutional Animal Care and Use Committee. The student should inquire with the faculty adviser for more detailed instruction. For detailed information and instructions, see the following University web page: <https://research.uiowa.edu/ovpr/policies-and-compliance>

POLICY ON ETHICS IN RESEARCH

The Program faculty wishes to heighten sensitivity of students to the ethical standards of the University community. Two important portions of the University's Policy on Ethics in Research are reproduced below from the University's Operations Manual. The entire Operations Manual is available online at <http://www.uiowa.edu/~our/opmanual/>

Conflicts of Commitment and Interest

(Operations Manual. Part II: Community Policies. Chapter 18, Section 18.1 Introduction)

"The University of Iowa and its employees are committed to the principle of free, open, and objective inquiry in the conduct of its teaching, research, and service missions. Accordingly, it is crucial that University activities be conducted in an atmosphere that is free of conflicts of interest compromising this principle. For the purpose of protecting both the integrity and objectivity of its employees in the performance of their University obligations, it is the policy of the University that conflicts of interest should be avoided where possible, or otherwise disclosed and managed. University employees are compensated for the performance of all assigned duties arising from their employment with the University. In addition, however, there are many opportunities to develop relationships with outside entities and engage in other activities that enhance one's professional competency, render valuable service to the community, and benefit the individual and University. Such activities and relationships must be conducted in a manner consistent with institutional and public values. Occasionally, such relationships or activities create a conflict of either commitment or interest that must be disclosed and managed so as to avoid violation of state or federal law and/or basic principles of ethics and fairness. The existence of a conflict is not always clear-cut. University employees are expected to make a reasonable effort to determine whether their relationships and activities create, or appear to create, such conflicts. If there is any uncertainty, employees should consult their departmental executive officer (DEO) or equivalent.

"This policy describes: 1) situations that may raise the question of the existence of conflicts of commitment or interest, and 2) disclosure and management mechanisms to ensure that such conflicts are properly reviewed and resolved or managed. It details the University of Iowa policy for conflict of commitment (II-18.4), conflict of interest in the workplace (II-18.5), and conflict of interest in research (II-18.6).

"Failure to disclose a conflict and/or comply with required management strategies constitutes a violation of University policy and may violate state and federal law. Official records of disclosure will be deemed confidential personnel information and not available under the State of Iowa open records law.

"After consultation with their employees, individual units within the University may adopt more stringent rules, which must be approved by the vice president (or Executive Vice President and Provost) responsible for that unit. Other University policies that address other types of conflicts of interest not covered by this policy are referenced at the end of this chapter."

Policy and Procedures for Review of Research Projects Involving Use of Human Subjects

(Operations Manual. Part II: Community Policies. Chapter 27, Section 27.4)

“It is the general concern of the University that no research done under the jurisdiction of the University expose persons who participate as subjects or respondents to unreasonable risks to their health, general well-being, or privacy.

“Specifically, the University is concerned that in all research and related activities involving the use of human subjects: 1) the rights and welfare of the individuals involved are adequately protected; 2) the participation of the subjects is based on freely given, legally effective informed consent; and 3) the risks to the subject are reasonable in relation to the sum of the benefit to the subject and the importance of the knowledge to be gained as to warrant a decision to allow the subject to accept these risks.

“Therefore, all research and related activities involving the use of human subjects must be submitted for prior review by the appropriate University Institutional Review Board (IRB) to ensure that the above conditions are met.

“Primary responsibility for assuring that the rights and welfare of research subjects are protected continues to rest with principal investigators conducting the research. Others engaged in the conduct of the research share this responsibility. Teachers who assign or supervise research conducted by students have an obligation to consider carefully whether those students are qualified to adequately safeguard the rights and welfare of subjects.

“The University has provided the federal government with a formal commitment to ethical and appropriate review and conduct of human subject’s research in a document entitled ‘Federalwide Assurance of Protection for Human Subjects’. The detailed University policy and procedures are described in a manual entitled ‘Investigator’s Guide to Human Subjects Research’. Both documents are available via the Web at: <http://research.uiowa.edu/hso> or in hard copy from the Human Subjects Office.”

POLICIES AND REGULATIONS AFFECTING STUDENTS

A handout entitled "Policies and Regulations Affecting Students" is available online. The procedures for handling many problems are outlined in these policies. If you did not receive a copy of the handout, you may call the office of the Dean of Students (335-1162) to obtain one or access the website: <http://dos.uiowa.edu/current-policies-and-regulations-affecting-students-2010-2011-academic-year>

Your adviser is also a good person to consult for help with any academic issues. The University of Iowa also has an Ombudsperson. The Ombudsperson responds to problems and disputes presented by any member of the University community which seem irresolvable through existing policies or procedures. That office provides a confidential, neutral, and independent resource of people willing to listen, provide information, advise, and mediate when necessary. The Ombudsperson's mission is to ensure that all members of the University community receive fair and equitable treatment. Call (335-3608) or visit (C108 Seashore Hall) that office if they can help you.

Other offices particularly helpful to students are:

Dean of Students
(general grievances)
135 IMU

Student Legal Services
(general legal advice)
157 IMU

335-1162
<http://dos.uiowa.edu/>

University Counseling Service
(educational, personal, vocational counseling)

3223 Westlawn
335-7294
www.uiowa.edu/~ucs

Student Disability Services
(disability diagnosis, disability accommodations)
3100 Burge
335-1462
www.uiowa.edu/~sds/

Student Health
(health concerns, drugs/alcohol problems)
4189 Westlawn
335-8370
<http://studenthealth.uiowa.edu/>

335-3276
<http://imu.uiowa.edu/legal-2/>

Public Safety
(safety concerns)
808 University Capitol Centre
200 S. Madison
335-5022
<http://police.uiowa.edu/>

Rape Victim Advocacy Program
(women's health, safety concerns)
332 S. Linn St. Ste. 100 (0279 LSP)
335-6001
www.uiowa.edu/~rvap/

GUIDELINES & POLICIES RELATED TO STUDENTS

Student Rules and Regulations <http://dos.uiowa.edu/>

University of Iowa students are responsible for knowing and abiding by the rules and regulations set forth in the current version of the *Policies and Regulations affecting Students* available from the above website or the Office of the Dean of Students. Students should also be aware of the *Board of Regents Uniform Rules of Personal Conduct* in the Iowa Administrative Code Section 681 Part 9. The *Code of Student Life* and the *Student Judicial Procedure* are also available at the above website.

Guidelines for Student Progress

A full-time student should generally complete the doctoral degree in five years or less. The expected completion date for the degree is commensurately lengthened by the extent of the student's part-time pursuit of the degree.

The Preliminary Plan of Study must be approved within the first nine semester hours of graduate study and must be filed with the Program's Research & Development Committee. The Comprehensive Examination is taken at the completion of all required course work, normally after ~60 semester hours, but no later than at completion of the sixth semester. A full-time student should generally successfully complete the Comprehensive Examination within three years of his/her matriculation. Dissertation work can begin any time following satisfactorily completing the Comprehensive Examination.

Financial Support

The Physical Therapy & Rehabilitation Science Graduate Program seeks to provide financial support for full-time doctoral degree students. Support is most often provided in the form of an assistantship, for which the student is given specific research and/or teaching responsibilities. A

one-half time (50%) graduate assistantship requires 20 hours of research and/or teaching responsibilities per week by the student; a one-fourth time (25%) assistantship requires 10 hours per week. Support at 25% or greater qualifies the graduate student for resident tuition and fees and a partial tuition scholarship. For details, see the website <http://www.grad.uiowa.edu/content/minimum-stipends>. The specific responsibilities associated with graduate assistantships depend on the needs of the Program and the source of funding and are determined in conjunction with the faculty adviser. Supervision of the graduate assistant is provided by the faculty adviser. Graduate research assistantship support may be available, at the discretion and availability of each advisor. If no assistantship support is available through the Program, the student may be able to obtain a graduate assistantship elsewhere in the University. To view recent announcements, see the website <http://www.grad.uiowa.edu/graduate-assistant-job-postings>. Assistants are paid on a monthly basis. Terms and conditions of employment for graduate assistant employees are set forth in an agreement between the Iowa State Board of Regents and the United Electrical Radio and Machine Workers of America, Local 896 (COGS).

The majority of the appointments and reappointments of graduate assistantships are considered in the spring or summer of each year. Considerations for appointment and reappointment are the faculty evaluation of students' progress toward the degree, the quality and quantity of service rendered as a graduate assistant, seniority short of the time expected to complete the degree, and graduate assistant capabilities with respect to the job requirements of the funding sources. Recommendations for appointment involving University funds are initiated by the Research & Development Committee and then taken under advisement by the Program Director who officially makes the appointments.

The Program strives to provide support for 12-month appointments. The practice, however, is to provide nine-month appointments corresponding to the two academic semesters. The three-month summer extension is negotiated in the spring based on needs and availability of funds. Financial support for graduate assistantships is usually derived from a variety of sources. Hence, students' responsibilities in research and teaching are commensurate with the source of funding.

The guidelines for length of financial support by the Physical Therapy & Rehabilitation Science Program are the same as the length of time expected for the student to complete the degree. Appointments associated with externally funded projects are the responsibility of the supervising faculty member.

Research, Supplies, Services and Ownership of Equipment

The Physical Therapy & Rehabilitation Science Graduate Program and its faculty have a responsibility to provide financial support and technical services for graduate student research. The student is encouraged to pursue research projects which are related to the faculty adviser's primary lines of investigation. The student may request program support for selected areas of need. With the adviser's approval, the student may make requests for funds related to his or her research, scientific conference registration fees, and/or travel expenses through the Research & Development Committee. Highest priority will be given to the student who is presenting research findings at a scientific conference. The upper request limit is \$500 per student per year. The final decision on funding rests with the Program Director.

The student may be expected to use his or her personal funds for expenses associated with development or completions of the dissertation. The exception is the cost of providing for the Doctoral Dissertation Committee copies of the dissertation proposal and the final dissertation.

The student is further expected to provide one hardbound copy each of the dissertation, including the Abstract, for the Program library and the dissertation adviser. If any Committee member desires a final copy of the dissertation, the student is expected to provide it. If a student needs to use personal funds to purchase University services, equipment, or supplies and desires reimbursement, a request should be made to the Program Director. Financial credit will not be provided by the Program.

In the case that only Program funds are used for the design, fabrication and/or purchase of equipment, the Program shall retain ownership. However, in the case that joint (i.e., Program and student) funds are used to purchase equipment, it is recommended that the student may retain ownership of commercially available equipment purchased by the student and the Program retain ownership of any custom fabricated equipment purchased jointly by the student and the Program. New equipment funded by program-sponsored grants or fellowships will be considered to be owned by the Program. Ownership of new equipment funded by grants or fellowships that are not program-sponsored will be considered the student's. In the case that only student funds are used for the design, fabrication and/or purchase of equipment, the student shall retain ownership.

Student Mistreatment

A number of reporting and counseling avenues exist at the University of Iowa for students who have been mistreated. In addition to those services, students are encouraged to raise any concerns with the Program's Research & Development Committee, either directly to the Committee Chairperson or through their academic adviser. The AMA has written a Code of Behavior for the teacher-learner relationship to serve as a guide in developing standards of behavior regarding student abuse and mistreatment. The Carver College of Medicine's Medical Education Committee has used the AMA guideline to create a definition for student mistreatment.

"On the behavioral level, abuse may be operationally defined as behavior by healthcare professionals and students that is exploitive or punishing. Examples of inappropriate behavior are: physical punishment or physical threats; sexual harassment; discrimination based on race, religion, ethnicity, sex, age, sexual orientation or physical disabilities; repeated episodes of psychological punishment of a student by a particular superior (e.g. public humiliation, threats, intimidation, removal of privileges); grading used to punish a student rather than to evaluate objective performance; assigning tasks for punishment rather than educational purposes; requiring the performance of personal services; taking credit for another individual's work; intentional neglect or intentional lack of communication."

Plagiarism and Cheating

Academic fraud, dishonesty, and cheating are considered serious academic misconduct. All students suffer when academic misconduct takes place. Academic fraud, dishonesty, and cheating disturb the mutual respect that should exist between instructors and students and between students, and can poison the atmosphere of a classroom. Perhaps most seriously, those who commit academic fraud, dishonesty, or cheating are robbed of the educational experiences that are the primary purposes of course work. Instructors are expected to help students understand and avoid all academic fraud.

Students unclear about the proper use and citation of sources, or the details and guidelines for any assignment, should discuss the assignment and questions promptly with the instructor. All forms of plagiarism and any other activities that result in a student presenting work that is not really his or her own are considered academic fraud.

Academic fraud includes these and other misrepresentations:

- Presentation of ideas from sources that a student does not credit
- Use of direct quotations without quotation marks and without credit to the source
- Paraphrasing information and ideas from sources without credit to the source
- Failure to provide adequate citations for material obtained through electronic research
- Downloading and submitting work from electronic databases without citation
- Participation in a group project which presents plagiarized materials
- Taking credit as part of a group without participating as required in the work of the group
- Submitting material created/written by someone else as one's own, including purchased term/research papers

Cheating on examinations and other work interferes with a student's education as well as the education of others in the class. If guidelines for any testing situation or assignment are unclear, discuss the matter promptly with the instructor. Academic cheating includes all of the following, and any other activities that give a student an unfair advantage in course work:

- Copying from someone else's exam, homework or laboratory work
- Allowing someone to copy or submit your work as his/her own
- Accepting credit for a group project without doing your share
- Submitting the same paper in more than one course without the knowledge and approval of the instructors involved
- Using notes, pre-programmed formulae in calculators, or other materials during a test or exam without authorization
- Not following the guidelines specified by the instructor for a "take home" test or exam

Forgery

The *Code of Student Life* prohibits forgery of University records, documents, or student identification cards. Questions of academic dishonesty arising within the colleges of Medicine, Law, Pharmacy, and Dentistry, and the Graduate College are treated on an individual basis.

Disciplinary Action

Disciplinary action may be delivered by a course instructor. The individual instructor may reduce a student's grade, including the assignment of the grade of "F" in the course. A report of this action is sent to the Graduate College Dean's Office.

Disciplinary action may be delivered by the Dean of the Graduate College, or a student-faculty committee appointed by him or her. This committee may impose the following or other penalties as the offense may warrant: disciplinary probation, assessment of additional hours for the degree, suspension from the College, or recommendation of expulsion from the University by the President.

GRADUATE STUDENT REVIEW & PROMOTION

Graduate College Rules and Regulations:

The Rules and Regulations of the Graduate College apply to all students in the Physical Therapy & Rehabilitation Science Graduate Program. These rules and regulations are published in the University's General Catalog and a manual is available online at:

Doctoral students in the Physical Therapy & Rehabilitation Science Graduate Program are to maintain a 3.0 GPA on all courses at the University. This does not include any transferred graduate credits that are not included in the Program curriculum. All doctoral students in the Graduate College on regular status are placed on probation if, after completing eight semester hours of graduate work at this University, their cumulative grade point average on such graduate work is less than 3.0. If after completing eight more hours of graduate work at this University, their cumulative grade-point average on graduate work completed here remains below 3.0, they are denied permission to re-register; otherwise, they are restored to good standing.

Physical Therapy & Rehabilitation Science Graduate Program Rules and Regulations:

Student evaluation will be conducted by the Graduate Student Review & Promotion Committee following the completion of each academic session and at other times as deemed necessary by circumstances or by the Director. The composition of the Committee is as follows:

- Members will include three faculty, one PhD student, and one DPT2 student.
- Student members will be recommended by their peers and approved by faculty Committee members.
- Student members will serve one-year terms beginning June 1st each year.
- Students are non-voting members.
- Committee members will receive orientation and education regarding Committee responsibilities by senior Committee members.

The purpose of the Graduate Student Review & Promotions Committee is to ensure that each person who graduates from The University of Iowa Physical Therapy & Rehabilitation Science Graduate Program has adequate skills, knowledge, and judgment to assume appropriate professional responsibilities. To perform these duties, the Committee will depend upon the cooperation, advice, and judgment of faculty, students, and administration.

The Graduate Student Review & Promotions Committee may interview a student for any of the following reasons:

- Failure to receive a grade carrying Graduate College credit (i.e., any grade lower than “C-“)
- Unprofessional or unethical behavior such as plagiarism, dishonesty, theft, cheating, violation of confidentiality, alcohol or substance abuse-related violation, etc.
- Questionable behavior reported from a criminal background check
- Persistently poor or marginal academic performance
- Requests to extend the period of study beyond the usual time allowed
- Application by a former student for reinstatement to the Program after withdrawal or dismissal
- Other purposes as determined by the Program Director in consultation with the Review & Promotions Committee

If a student is asked to appear before the Review & Promotions Committee, a written request will be provided outlining the purpose for an independent appearance before the Review & Promotions Committee. The student is expected to answer questions posed by the Committee members during the interview. In addition, if desired, the student may bring a prepared statement to read at the meeting. The student may not contact the Review & Promotion Committee members in advance of or following the meeting regarding Committee actions or deliberation. All deliberations and actions of the Committee will be held in the strictest confidence. Except under extenuating circumstance that are communicated in writing, failure of

the student to appear before the committee will be viewed as a negative response by the student when the issue is deliberated by the committee.

Following an interview with the student, Committee members will discuss the student's situation and faculty members will vote on a recommendation to be sent to the Director. The Committee has the authority to recommend:

- no action is necessary,
- changes in the students' program of study,
- a plan of action or recommendation for corrective action on issues of professionalism or behaviors, and/or
- dismissal.

When voting on a recommendation, three faculty members must be present at the meeting and a simple majority is required for passing a recommendation. Review & Promotion Committee members may recuse themselves from an interview and discussion on a student if they feel there may be a conflict of interest. Faculty members who recuse themselves will temporarily be replaced by faculty members appointed by the Director. Official paperwork outlining the Committee's recommendation will be delivered to the Program Director and the student within three working days of the Review & Promotion Committee meeting.

The Director will review the recommendations of the Committee and make a decision on the recommendation within three working days of the Review and Promotions Committee meeting and indicate that decision with his signature. A student may schedule an appointment with the Director to discuss the Review & Promotion Committee's recommendation prior to the Director's decision and within the three working days referenced above. A student wishing to appeal the Director's decision must submit a letter to the Director within three working days of receiving notification of that decision, with a copy to the Associate Dean of Academic Affairs of the Graduate College.

Grievance Procedures

In general, the Program adheres to the policies of the current issue of the Manual of Rules and Regulations of the Graduate College. The manual is available online at:

<http://www.grad.uiowa.edu/academic-policies/academic-grievance-procedure>

The following procedures will be followed by the Physical Therapy & Rehabilitation Science Graduate Program:

1. The Program Director will appoint a minimum of three graduate faculty members and two students at the beginning of each academic year to serve, if called upon, as members of the Grievance Committee. (Members will be different from those currently serving on the Graduate Student Review & Promotions Committee).
2. Prior to the formal initiation of the grievance process, a student should discuss the grievances with the Program Director in an attempt to resolve such grievances informally.
3. If the student continues to feel the decision is improper and cannot be resolved through the discussion provided for above, the student shall forward a written request for review of the decision to the Program Director. The letter should outline the grievances in reasonable detail. In addition, the student should choose two of the graduate faculty members and students from those chosen to serve on the committees, to constitute his/her review committee.
4. The Program Director shall designate a Chairperson of the review committee from those committee members identified by the student.

The Graduate College policy is that questions involving judgment of performance will not be reviewed beyond the Program level. If, however, the student feels there has been unfairness or some procedural irregularity concerning dismissal, the student may pursue a grievance according to the Academic Grievance Procedure (AGP) established by the Graduate College. The AGP is available in the Graduate College. The student should consult with the Graduate College prior to initiating an academic grievance. If a Program decision is appealed, the Dean may appoint an appeals committee of faculty and students from a slate of nominees prepared by the Graduate Council and the Graduate Student Senate to recommend an appropriate course of action. The student should inquire at the Office of the Dean for further information. If the student disagrees with the decision made by the Dean, the student may request a review by the Provost.