

**Student Handbook
2018-2019**

Revised Summer 2018

Ph.D. in Rehabilitation Science Program

Department of Rehabilitation Sciences



**TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER™**

School of Health Professions

Notice

This *Student Handbook* describes academic policies and procedures that are specific to the TTUHSC Ph.D. in Rehabilitation Science program.

This *Student Handbook* is for informational purposes only. The Texas Tech University Health Sciences Center (TTUHSC), the School of Health Professions and the Department of Rehabilitation Sciences reserve the right to change, modify, amend or rescind, in whole or in part, this *Handbook* at any time without prior notice. This *Handbook* supersedes all previous editions published by the Department of Rehabilitation Sciences and applies to all conduct and activities effective the Summer 2018 semester. The provisions of this *Handbook* do not constitute a contract, express or implied, between any student or faculty member and Texas Tech University System, TTUHSC, the School of Professions or the Department of Rehabilitation Sciences.

Curriculum, Course Descriptions and Academic Calendar

Refer to the following website to obtain updated information about the curriculum, course descriptions and academic calendar for the TTUHSC Ph.D. Rehabilitation Science program:

<https://www.ttuhscc.edu/health-professions/phd-rehabilitation-science/>

A Letter from the Chair

Dear Incoming Ph.D. in Rehabilitation Science Students:

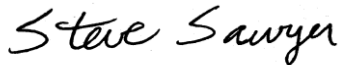
Welcome to Texas Tech University Health Sciences Center's (TTUHSC) Doctor of Philosophy (Ph.D.) in Rehabilitation Science program within Department of Rehabilitation Sciences in the School of Health Professions. We are excited that you have joined our university as a student.

The purpose of this *Student Handbook* is to assist in your orientation to the TTUHSC system, the School of Health Professions, the Department of Rehabilitation Sciences, and your educational program. You are responsible for reading this *Handbook* and becoming familiar with its content. This *Handbook* explains the academic policies of the Ph.D. RS program, your student rights, and our expectations of you.

You have chosen an educational pathway in a growing discipline with opportunities in many specialized areas. To meet the changing and diverse demands of the profession, your education will include intensified course work and research education. The faculty and staff in Ph.D. RS program are committed to supporting your efforts and facilitating the achievement of your academic and career goals. Likewise, it is important for you to take responsibility for self-motivated adult learning. You will be recognized as a graduate student in a Ph.D. program. As a component of this recognition, you will be held responsible for developing professional attitudes and judgments.

Best wishes for a successful career in rehabilitation science.

Sincerely,

A handwritten signature in cursive script that reads "Steve Sawyer".

Steven Sawyer, PT, Ph.D.
Chair, Department of Rehabilitation Sciences

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SECTION I: GENERAL INFORMATION

Mission Statement

Mission of the Ph.D. in Rehabilitation Science Program

The mission of the Ph.D. Program in Rehabilitation Science is to prepare students with the competencies and abilities to perform as scholars, leaders, and innovators in academic and research settings by offering students the foundation needed to engage in research and teaching. The Program educates students to advance knowledge about factors and processes that contribute to communication and/or movement disabilities and how they can be reversed or minimized through rehabilitation.

The mission of the Ph.D. program supports the mission and vision of the School of Health Professions, and fully endorses the value of diversity adopted by TTUHSC.

Mission of the School of Health Professions

The mission of the TTUHSC School of Health Professions is to provide a high quality, inclusive and diverse, student-centered learning environment for graduate and undergraduate education in the health professions; advance knowledge through scholarship and research; and provide clinical services that improve health and quality of life in Texas and the nation.

As part of a state-supported university system, we serve the people of Texas, with particular emphasis on developing regional solutions to meet the educational and clinical needs of rural communities of West Texas.

Vision of the School of Health Professions

To earn regional and national recognition for excellence in graduate and undergraduate Health Professions education, research and clinical service. We will progress toward achieving this vision by:

- Achieving high levels of excellence in teaching, research and clinical service, while fostering the professional and personal competence, growth and success of our students, our faculty and our staff.
- Providing an environment that values, supports and rewards research and other scholarly activities.
- Contributing to the improvement of health status and the reduction of health disparities in the communities we serve.
- Expanding the cultural and ethnic diversity of our student-body, faculty and staff.
- Remaining responsive to the evolving needs of our students, patients and communities we serve.

Diversity Statement of Texas Tech University Health Sciences Center

The core foundational value of including the diverse cultures, lifestyles, personal beliefs and ideas of all those we serve – and serve alongside – provides a positive impact on the health of our regional, national, and global societies. As we pursue excellence in healthcare education, research, and patient care, we will be ever mindful of the strength that is gained through unity in diversity.

Accreditation Statement

The Texas Tech University Health Sciences Center is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award baccalaureate, masters, doctoral, and professional degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of the Texas Tech University Health Sciences Center.

Handbook Links

Handbooks that describe academic and non-academic policies and procedures for Texas Tech University Health Sciences Center (TTUHSC), the School of Health Professions (SHP) and the Department of Rehabilitation Sciences are available online at the following website addresses:

The *TTUHSC Student Handbook* is available at:

<http://www.ttuhscc.edu/student-services/handbook.aspx>

The *School of Health Professions Student Policies* are available at:

<https://hscweb.ttuhscc.edu/health-professions/current/policies.aspx>

The *Department of Rehabilitation Sciences Student Handbook* is available at:

<https://hscweb.ttuhscc.edu/health-professions/current/handbooks.aspx>

TTUHSC Policies and Procedures

Texas Tech University Health Sciences Center Operating Policies (TTUHSC OP)

Students are responsible for understanding the TTUHSC policies and procedures listed below. Information for each can be found at the following web address using the TTUHSC OP code following each heading:

<https://www.ttuhscc.edu/administration/operating-policies/>

Americans Disabilities Act (ADA)	HSC OP 10.15
Cancellation of Students for Non-Payment of Tuition and Fees	HSC OP 77.09
Bomb Threat Procedures	HSC OP 76.17
"Code-Blue" Response to Cardio-Pulmonary Arrest or Other Emergency	
Medical Conditions	HSC OP 75.08
Severe Weather Warning and Alert Systems	HSC OP 76.15
Emergency Management Plans	HSC OP 76.01
Drug-Free Workplace Policy	HSC OP 70.39
Equal Employment Opportunity Policy and Affirmative Action Plan	HSC OP 51.01
Guidelines for the Educational Use of Copyrighted Works	HSC OP 57.02
Hazardous Material Incidents	HSC OP 75.03
Health Surveillance Program for TTUHSC Institutional Health and	
Infection Control Program	HSC OP 75.11
Identification Badges	HSC OP 76.02
Research Involving Human Subjects	HSC OP 73.06
Sexual Harassment, Sexual Assault, Sexual Misconduct and Title IX	
Policy and Complaint Procedure	HSC OP 51.03
Suspension of Classes and Closing of Offices in Emergency Situations	HSC OP 10.02
Tobacco-Free Environment Policy	HSC OP 10.19
TTUHSC Safety Programs	HSC OP 75.01

Use of Information Technology Resources HSC OP 56.01

Use of TTUHSC Facilities, Equipment, Supplies, and Services for
Private Purposes Prohibited HSC OP 61.01

Vehicle Registration HSC OP 76.30

TTUHSC Safe Campus Commitment - Title IX

<http://www.ttuhs.edu/title-ix/>

Student Complaint or Grievance Policies and Procedures

<https://www.ttuhs.edu/student-services/grievances.aspx>

Of special relevance to on-site students:

Suspension of Classes and Closing of Offices in Emergency Situations HSC OP 10.02

The Emergency Preparedness section of the TTUHSC website can be found at:

www.ttuhs.edu/emergency/

This website serves to alert students, faculty and staff to the status of TTUHSC campuses operations in the event of inclement weather or emergency. The site can also be accessed by following the link found on the bottom left of the www.ttuhs.edu home page. Announcements about campus closings due to inclement weather will also be placed on the local television and radio stations. Students should realize, however, that a closing of the TTU campus does not necessarily indicate that TTUHSC is closed, and that one TTUHSC campus may close while other campuses remain open.

General Information

Academic Performance Warning for Failing to Meet Academic Standards

A student who is not meeting academic standards in any course will be notified in writing by the program director during the semester. Copies of all warning letters will be placed in the student's file.

Academic Probation

Students placed on academic probation must meet specific program performance standards in order to be removed from academic probation. A student on academic probation will be notified in writing by the program director that he or she has been placed on academic probation or has been removed from academic probation. Details about the Ph.D. RS program's policy on academic probation is located elsewhere in this *Handbook*.

Catalog, Program Curriculum and Academic Calendar

The catalog and listing of curricular content for each educational program in the Department of Rehabilitation Sciences is available for downloading as a PDF file at the following website address: <https://www.ttuhs.edu/health-professions/>

Computer System Requirements

Students enrolled in the Department of Rehabilitation Sciences are required to have a personal laptop computer that is accessible and suitable for use in classrooms and for computer-based exams. Computer hardware and software recommendations can be found at the following link:

<https://hscweb.ttuhs.edu/it/is/itsolutioncenter/faq/hardware3.aspx>

The student should confirm computer compatibility with TTUHSC networking systems by contacting SHP's Information Technology and Student Support Services: 806-743-3117 or fabian.blanco@ttuhsc.edu.

Course Scores

Within the Department of Rehabilitation Sciences, it is each instructor's responsibility to assign weight to assignments, exams and laboratory exercises in the manner specified in his or her course syllabus.

Library

The Libraries of the Health Sciences Centers, located in Lubbock, Amarillo, Odessa and El Paso, serve all of the Schools of TTUHSC, including the School of Health Professions, as well as health professionals throughout the 108-county West Texas region. Detailed and up-to-date information about library locations, hours, policies and resources are available at the following website address: www.ttuhs.edu/libraries/

Pharmacy

Only students can have their prescriptions filled at Student Health Services in Thompson Hall, C-102, 806-743-2636; a cash discount may be available to student. Insurance is accepted. If a student elects to have a prescription filled at a pharmacy other than Student Health Services, the student will be required to pay the full price for the prescription.

Recreation and Entertainment (Lubbock campus)

The students of TTUHSC have the opportunity to participate in a variety of recreational activities, entertainment, and cultural events. For recreation the Student Recreation and Aquatic Center is located on the west side of the main campus of Texas Tech University, and provides a wide variety of indoor

activities and programs. The facilities include gymnasiums, racquetball and handball courts, weight rooms, indoor archery range, and multi-purpose rooms for such sports as wrestling and fencing as well as activities such as aerobics and crafts. Outdoor sports include tennis, golf, soccer, baseball, and other field sports. Outdoor recreational equipment may be rented. The aquatic center has an Olympic size pool with a bubble top. Information is available at the Student Recreation Center or 806-742-3351.

Texas Tech University also provides a variety of entertainment, cultural events, and student organizations. Information can be obtained from the TTU Office of the Dean of Students, Suite 201, Student Union Building, 806-742-2984.

Registration

Departmental programs notify students about the time of registration. The Registrar's office is located in room 2C-400 at the TTUHSC Lubbock campus, and services students at the Lubbock, Amarillo and Odessa campuses. Tuition and fees are due at the time of registration. For further information concerning registration procedures, contact the Registrar's office at 806-743-2300.

Scholarships

Scholarship information is available through the Office of Admissions and Student Affairs at 806-743-3220.

Student Senate, TTUHSC

Students registered at the TTUHSC are eligible as members of this organization. The Student Senate consists of elected representatives from each of the four schools: Medical, Nursing, Health Professions, and Graduate. These elected students meet to discuss affairs of the Health Sciences Center and to provide a source of communication between the students, faculty, alumni, and professional organizations.

Student Handbook Signature Page

**Texas Tech University Health Sciences Center
School of Health Professions
Department of Rehabilitation Sciences**

The *Ph.D. RS Student Handbook*, *School of Health Professions (SHP)*, and the *TTUHSC Student Handbook* are important documents intended to help you become acquainted with University, School and Departmental academic and non-academic policies that you are required to follow. You are also subject to *TTUHSC Operating Policies and Procedures*. These materials are intended for informational purposes only and are not to be considered a contract, express or implied. The Department of Rehabilitation Sciences in the School of Health Professions and TTUHSC reserve the right and prerogative to change any statement in the student handbooks or their policies at any time without prior notice. The current edition of the handbooks and Operating Policies and Procedures are available on the TTUHSC and SHP websites. You are responsible for periodically checking online for any revisions to the handbooks.

Please read the following statements and sign below.

- I am aware that the *TTUHSC Student Handbook: Code of Professional and Academic Conduct* is available at:
<http://www.ttuhscc.edu/student-services/handbook.aspx>
- I am aware that the *Ph.D. RS Student Handbook* is available on the School of Health Professions website at:
<https://hscweb.ttuhscc.edu/health-professions/current/handbooks.aspx>
- I am aware that the *School of Health Professions Student Policies* are available on the School of Health Professions website at:
<https://hscweb.ttuhscc.edu/health-professions/current/policies.aspx>
- I am aware that the *TTUHSC Operating Policies and Procedures* are available on the TTUHSC website at:
<https://www.ttuhscc.edu/administration/operating-policies/>
- I understand that the policies, rules and benefits described in these handbooks are subject to change at the discretion of the Department, School and/or University at any time and that it is my responsibility to check said websites periodically for revisions. I further understand that if a matter that is addressed by one of the handbooks arises; the handbooks in effect at the time the matter arises will govern resolution.
- I am aware that during the course of my enrollment, confidential information may be made available to me (e.g., patient files, student information, and other related data). I understand that this information must not be disseminated or used outside of the department premises. I agree to hold as strictly confidential any and all information regarding patients and all other information made confidential by law or TTUHSC policy to which I have access or obtain as a student, representative or affiliate of TTUHSC. My signature below acknowledges I do understand that release of confidential information may be a cause of dismissal from the SHP or further action/liability.

- I am aware of the following:
 1. The use of unauthorized written or oral references during examinations (cheating) is prohibited. This applies to all forms of electronic communication (e-mail, instant messaging, etc.) for web-based examinations.
 2. The inadequate citation of references or assistance on papers or class presentations (plagiarism) is prohibited.
 3. Habitual tardiness, unexcused absences and lack of participation in class activities is prohibited.
 4. Students are expected to behave in accordance with the Code of Ethics as set forth by the School of Health Professions and respective programs/professional organizations in an actual clinical setting or in a simulated or demonstration setting in the classroom.
 5. Students are expected to comply with all rules and regulations of the clinical facilities to which they are assigned.

- I am aware that Information Technology (IT) resources at TTUHSC are owned by the State of Texas and administered by the Information Technology Division. TTUHSC will provide access to appropriate central and campus computing resources, and to their attached networks to all members of the TTUHSC community. Users are responsible for managing their use of IT resources and are accountable for their actions relating to information technology security. Details regarding computing ethics and user responsibilities may be found at:
<https://www.ttuhs.edu/administration/documents/ops/op56/op5601.pdf>

- I agree that my signature below indicates that I understand the above statements and acknowledge my responsibility to read the *Ph.D. RS Student Handbook*, the *School of Health Professions Student Policies* and the *TTUHSC Student Handbook*, and to be familiar with their contents by accessing the aforementioned websites.

Student's printed name

Student Signature

Date

Signature of Department Representative

Date

Faculty & Staff Information

Ph.D. in Rehabilitation Science Program

Faculty	Concentration	Office	Telephone	E-mail
Jean-Michel Brismee, Ph.D.	MSD	3C213	806-743-3243	jm.brismee@ttuhsc.edu
Toby Brooks, Ph.D.	MSD	3C203	806-743-2261	toby.brooks@ttuhsc.edu
Melinda D. Corwin, Ph.D. Co-Coordinator, CSD concentration	CSD	2A250F	806-743-9050	melinda.corwin@ttuhsc.edu
James Dembowski, Ph.D.	CSD	2A250J	806-743-9054	james.dembowski@ttuhsc.edu
Kerry Gilbert, Ph.D.	MSD	2B178	806-743-2958	kerry.gilbert@ttuhsc.edu
JingJing Guan, Ph.D.	CSD	2A314A	806-743-1549	jingjing.guan@ttuhsc.edu
Candace B. Hicks, Ph.D. Associate Program Director and Co-Coordinator, CSD concentration	CSD	2A250MA	806-743-9044	candace.hicks@ttuhsc.edu
Troy Hooper, Ph.D.	MSD	3C205	806-743-2948	troy.hooper@ttuhsc.edu
Roger James Program Director and Coordinator, MSD concentration	MSD	3C217	806-743-4524	roger.james@ttuhsc.edu
Tobias Kroll, Ph.D.	CSD	2A250E	806-7439052	tobias.kroll@ttuhsc.edu
Neeraj Kumar, Ph.D.	MSD	2C60LA	432-703-5261	neeraj.kumar@ttuhsc.edu
Sue Ann Lee, Ph.D.	CSD	2A250B	806-743-9051	sueann.lee@ttuhsc.edu
Larry Munger, Ph.D.	MSD	3C212	806-743-4550	larry.munger@ttuhsc.edu
Leigh Ann Reel, Au.D., Ph.D.	CSD	2A250H	806-743-9043	leigh.reel@ttuhsc.edu
Steven Sawyer, Ph.D.	MSD	2B134	806-743-3235	steven.sawyer@ttuhsc.edu
Phillip Sizer, Ph.D.	MSD	2B138	806-743-3902	phil.sizer@ttuhsc.edu
LesLee Taylor, Ph.D.	MSD	3C201	806-743-3237	leslee.taylor@ttuhsc.edu
Angela Van Sickle, Ph.D.	CSD	2A250G	806-743-9053	angela.van-sickle-bednarz@ttuhsc.edu
Sandra Whisner, Ph.D.	MSD	3C211	806-743-3114	sandra.whisner@ttuhsc.edu
Steven Zupancic, Au.D., Ph.D.	CSD	2A250A	806-743-9041	steven.zupancic@ttuhsc.edu
Staff				
Renee' Lemons	MSD	2B132	806-743-2187	renee.lemons@ttuhsc.edu
Donna Ables	CSD	2A359	806-743-9035	donna.ables@ttuhsc.edu

Technical Standards

Ph.D. in Rehabilitation Science Program

The technical standards of the Department of Rehabilitation Sciences reflect the functions that are considered essential for a Ph.D.-level professional working in an academic or research setting. Ability to meet these technical standards is required for admission to the graduate program and must be maintained throughout the time a student is enrolled in the program. These technical standards may be amended over time and are subject to change.

In keeping with applicable federal and state law regarding disabilities, we are committed to making reasonable accommodations for individuals with disabilities to enable them to perform successfully in our department. Any student with a disability who is accepted to the graduate program must contact the 504 coordinator in the TTUHSC Office of Student Services as soon as possible. The 504 coordinator will evaluate the student, confirm that the stated condition qualifies as a disability under applicable laws, and determine what accommodations are reasonable.

To successfully complete the Ph.D. in Rehabilitation Science program in the Department of Rehabilitation Sciences, an individual must meet the following technical standards:

1. Observation
 - Observe participants' activity and behavior accurately while completing research activities
 - Accurately monitor, through both visual and auditory modalities, materials and equipment used for teaching or research
2. Communication
 - Communicate effectively (orally and in writing) at a level which will support competent professional practice
 - Communicate professionally on papers required as part of coursework and during research work (i.e., research participant interactions and documentation) to ensure research participant safety
 - Use technology to meet requirements of courses and research (e.g., computer skills, including but not limited to: internet access, learning management systems)
3. Cognition
 - Comprehend, integrate, and synthesize a large body of information in a short period of time
 - Read, comprehend, record, and interpret information accurately from tests, equipment, and records to ensure research participant safety
 - Accurately self-assess research and teaching skills, in addition to academic performance
4. Social/behavioral skills
 - Demonstrate respect for individual, social, and cultural differences in fellow students, faculty, staff, and research participants during all interactions
 - Demonstrate flexibility and the ability to adjust to changing situations and uncertainty in academic and research situations
 - Conduct oneself in an ethical and legal manner, demonstrating honesty, integrity, and professionalism in all interactions and situations
5. Motor skills
 - Sustain necessary physical activity level in required classroom and research activities for the defined workday

- Efficiently manipulate research and teaching materials and equipment
- Access transportation to attend academic courses and research activities

I understand and acknowledge that I must meet the technical standards required for this degree program in order to complete the program.

**SECTION II: STUDENT RIGHTS, RESPONSIBILITIES,
AND EXPECTATIONS**

Student Rights and Responsibilities

The majority of this handbook is devoted to explaining your responsibilities as a student in the Ph.D. in Rehabilitation Science program. Great efforts have been made to make this as clear as possible. However, students sometimes forget their responsibilities given that they are new to the program. This handbook was designed as a reference guide and should be consulted whenever you have a question. If after reading the handbook you cannot find an answer to your problem, please feel free to discuss it with the Program Director or Department Chair.

In essence, your responsibility to the department is first to be an outstanding scholar and second to be a good citizen. In the course of your studies at Texas Tech University Health Sciences Center the faculty will do their very best to educate you as a scholar in one of the nation's most respected professions. They will also teach you by example what it means to be a good citizen. Likewise, you will teach those who follow you into the program. In this way the program will reflect your attitudes and contributions.

The Texas Tech University Health Sciences Center and the School of Health Professions have a responsibility to provide an orderly atmosphere conducive to intellectual development and to discipline those who violate its rules and policies. Enrollment requires students to share this responsibility and abide by the following policies and procedures.

1. Academic Integrity

It is the aim of the faculty of the School of Health Professions to foster a spirit of complete honesty and high standards of integrity. Academic misconduct is considered to be an act contrary to professional ethics and includes plagiarism, falsification of records, and any and all other actions that may distort an evaluation of academic performance or achievement, assisting others in such acts, or attempting to engage in such acts. The attempt of students to represent as their own any work which they have not honestly performed is regarded by the faculty and administration as a most serious offense and renders the offenders liable to serious consequences, including suspension and, for any second offense, dismissal.

- a. Cheating: Examples of cheating include dishonesty of any kind on examinations and quizzes or on written assignments; illegal possession of examinations; the use of unauthorized notes during an examination or quiz; obtaining information during an examination from the examination paper or otherwise from another student; assisting others to cheat; alteration of grade records or illegal entry; or unauthorized presence in an office. These examples are not intended to constitute the specifics of situations; rather, they convey the nature of this offense.

Complete honesty is required of students in the presentation of any and all phases of coursework as their own. This applies to quizzes of whatever length, as well as to final examinations, to daily reports, to term papers and to clinical performance.

- b. Plagiarism: Offering the work of another as one's own, without proper acknowledgment, is plagiarism. Any student is guilty of plagiarism who fails to give credit for quotations or essentially identical expression of material taken from books, encyclopedias, magazines, films and other reference works, or from the themes, reports or other writings of a fellow student.

2. Admission and Re-Admission

Admission requirements and standards are published on the Ph.D. in Rehabilitation Science website.

Students who withdraw in good standing are eligible for re-admission to the school on a space available basis. All requests for re-admission must be made no later than three months prior to the first day of the semester to which re-admission is requested. Any student who is re-admitted to the School of Health Professions must meet degree requirements in effect at the time of re-admission. Re-admission of students who have been dismissed for academic or disciplinary causes is based upon recommendation of the Chairperson and approval by the Dean of the School of Health Professions, TTUHSC.

3. Course Expectations

The following assumptions apply to the manner in which each student is expected to meet the objectives of every course. Since each of these expectations applies to each course, these standard expectations are not repeated in each course document. These assumptions are as follows:

- a. The student demonstrates a systematic, safe, accurate, timely and efficient approach to the accomplishment of each objective and demonstrates the efficient use of materials in each activity.
- b. Adequate time is devoted to class and clinical activities and to preparation for each of those to meet the stated objective (i.e., 3 hrs. per credit hr.)
- c. Academic integrity is demonstrated in each element of the student's performance. Ethical behavior appropriate to the standards of a developing professional is maintained at all times in the student's experience, particularly in relation to maintaining the confidentiality of information regarding patients or clients.
- d. All students are expected to exhibit consistent professional conduct in the classroom, lab and clinic. Disruptive behaviors can include, but are not limited to, behaviors such as tardiness, leaving early, offensive remarks, talking to others, and reading newspapers or magazines. Cellular phone / electronic device use is not permitted during class, lab, or clinic. This includes use of such devices for speaking, texting, instant messaging, and/or internet use. This does not preclude use of computers for taking notes in class. Students who do not exhibit professional behaviors may be subject to disciplinary actions.
- e. Each student maintains appropriate personal health status to accomplish the expectations of the program.

4. Class and Clinical Attendance

Responsibility for class and clinical/laboratory attendance rests with the student. Attendance is expected for all School of Health Professions' classes and laboratories.

- a. The effect of absences on grades is determined by the instructor, who will specify those effects at the outset of a given course. When absence jeopardizes a student's standing in a class, it is the responsibility of the instructor to report that fact to the student and to the program director. Excessive absences can constitute cause for dropping a student from class; in such a case the grade of WF will be given (withdraw/failing).
- b. In case of an illness that will require absence from class for more than one week, the student must notify his or her program director or department chair. The program director or chairperson will inform the student's instructors. In case of class absences because of a brief illness, the student informs the instructor directly.
- c. A student who intends to observe a Religious Holy Day should provide written notice, at the earliest possible date prior to the absence (at least 30 days), to the following: (1) the instructor of each affected class; and (2) the Associate Dean of Student Affairs for SHP. A student will be excused from attending class(es), examinations, or other required activities for the observance of a Religious Holy Day, including travel for that purpose. A student whose absence is excused under this section will be allowed to take an examination or complete an assignment within a reasonable time after the absence, to be determined in concert with the instructor of record and/or the Asst. or Assoc. Dean of Student Affairs before or after the absence. This policy does not apply to any student absence for a Religious Holy Day which may interfere with patient responsibilities or patient care. For additional information, see HSC OP 77.12.

5. Computer Ethics and Responsibilities

Each student shall be responsible for ethical and courteous use of TTUHSC computer services. Because the computing systems provided to students are the property of TTUHSC, the institution has an obligation to ensure their ethical use and maintains the right to monitor all academic accounts.

Disciplinary measures will be taken when a student using TTUHSC computing resources acts unethically or irresponsibly. For a comprehensive listing of TTUHSC policies on student utilization of computer resources, refer to the following website:

<https://www.ttuhs.edu/administration/documents/ops/op56/op5601.pdf>

Copyright Infringement:

Unauthorized duplication of copyrighted information or data and software packages is a direct infringement of the federal copyright law; see Federal section, Title 17 Copyrights §117.

It is illegal to make, use or distribute unauthorized copies of software, graphics, music or any other creative art or intellectual property for multimedia projects or any other use. This includes the copying of software programs, etc., required in a class. Anyone who engages in illegal copying shall be subject to disciplinary action under TTUHSC policies and, in addition, shall be subject to criminal prosecution under state and federal statutes.

The following policies were developed and adopted to ensure that TTUHSC, its students, faculty, and staff maintain legal and ethical standards regarding the use of copyrighted materials.

Guidelines for the Educational Use of Copyrighted Works – refer to TTUHSC OP 57.02, available at the following website address:

<https://www.ttuhs.edu/administration/documents/ops/op57/op5702.pdf>

Infringement of Copyrights on Computing Software – based on TTUHSC information technology policies, available at the following website address:

<https://www.ttuhs.edu/administration/documents/ops/op56/op5601.pdf>

In addition to the guidelines of conduct set forth elsewhere in this *Handbook* and other official TTUHSC publications, personal conduct on TTUHSC-owned or TTUHSC-controlled property or at TTUHSC-sponsored events is subject to TTUHSC disciplinary jurisdiction. TTUHSC also may enforce its own disciplinary policy and procedures when personal conduct, regardless of whether it occurs on or off campus, directly, seriously or adversely interferes with or disrupts the overall mission, programs or other functions of TTUHSC.

Misuse or Abuse of Computer Equipment, Programs or Data

Conduct for which disciplinary action may be taken in relation to computer equipment, programs or data include, but are not limited to, the following:

- a. Unauthorized use of computing resources or use of computing resources for unauthorized or Non-Academic purposes.
- b. Unauthorized accessing or copying of programs, records or data belonging to TTUHSC or another user or copyrighted software, without permission.
- c. Attempted or actual breach of the security of another user's account, depriving another user of access to TTUHSC computing resources, compromising the privacy of another user, or disrupting the intended use of computing or network resources.
- d. Attempted or actual use of TTUHSC computing resources for personal or financial gain.
- e. Attempted or actual transport of copies of TTUHSC programs, records or data to another person or computer site without written authorization.
- f. Attempted or actual destruction or modification of programs, records or data belonging to TTUHSC or another user or destruction of the integrity of computer-based information.
- g. Attempted or actual use of the computing facilities to interfere with the normal operation of TTUHSC computing systems; or, through such actions, causing a waste of such resources (people, capacity, computer).
- h. Allowing another person, either through one's personal computer account, or by other means, to accomplish any of the above.
- i. Any violation of federal or state laws or violation of the TTUHSC computer-use policies or "Code of Student Conduct."

Any act or omission that violates federal, state or local laws or regulations relating to computer equipment, programs or data and which is not otherwise covered in the *TTUHSC Student Handbook* is grounds for disciplinary action and referral to the appropriate law enforcement or investigative agency.

Use of TTUHSC Logos

Colleges, Departments, Centers, Institutes and other TTUHSC organizations may use the official TTUHSC logos. However, TTUHSC logos are legally protected trademarks, and restrictions apply. Students are expected to follow guidelines that pertain to the use of TTUHSC logos. Refer to the TTUHSC Identity Guidelines at:

<http://www.ttuhs.edu/communications-marketing/campus-guidelines/identity-guidelines.aspx>

Students, TTUHSC student organizations, and other organizations that wish to use any of the TTUHSC logos must contact the Office of Student Services at 806-743-2300.

6. Dismissal of Students

A student will be subject to dismissal from the program in the School of Health Professions if:

- a. The student cheats or plagiarizes.
- b. The student does not meet the competencies in any course (including research enrollments) in the specified manner and time.
- c. The student in any course (including research enrollments) acts in any manner detrimental to the safety or well-being of a client or patient, other students or faculty.
- d. The student does not maintain minimum academic performance requirements as specified in "Section V Academic Standards"
- e. The student willfully gives misinformation on any official Texas Tech University document or signs the name of another on any such document.

7. E-mail All official e-mail communication to TTUHSC students is sent to their e-mail account provided by TTUHSC. It is the student's responsibility to check their e-mail account periodically to ensure that they do not miss important communications.

8. Enrollment Once admitted to the program and provided registration information, students must enroll for courses online at: webraider.ttuhs.edu. This website requires an eRaider username and password. Problems encountered during the registration process should be directed to the SHP Office of Admissions and Student Affairs at (806) 743-3220. Students may register, add or drop courses, and pay tuition and fees online.

9. Equal Opportunity Employment and Affirmative Action

The Texas Tech University Health Sciences Center School of Health Professions is open to all persons regardless of race, color, religion, sex or national origin who are otherwise eligible for admission as students. No student or potential student will be discriminated against because of physical or mental handicaps which do not obstruct professional performance.

Texas Tech University and Texas Tech University Health Sciences Center adhere to the principles of affirmative action. Both institutions have affirmative action plans. Texas Tech University's and Texas Tech University Health Sciences Center's equal employment opportunity

and affirmative action policies prohibit discrimination based on race, color, religion, national origin, sex, age, handicap, Vietnam Era or special disabled veteran status.

It is also a policy of Texas Tech University and the Health Sciences Center to maintain an environment free from sexual harassment and intimidation. Such conduct on the part of any employee is expressly prohibited and the offenders will be subject to disciplinary action.

10. Graduation under a Particular Catalog

A student is expected to complete the degree requirements set forth in a particular School of Health Professions catalog. This will be the catalog in effect at the time the student enters the program. Its provisions are applicable during the following school year, September through August. However, a student who registers for the first time or is re-admitted during a summer session is subject to the degree requirements set forth in the catalog effective for the fall semester immediately following the initial enrollment. A catalog issued later than the student's first registration may be selected by the chair in conference with the student.

11. Leave of Absence

A student may take a leave of absence from his studies on a temporary basis for justifiable reason, as determined by the School of Health Professions Dean upon recommendation by the Ph.D. program director and Department of Rehabilitation Sciences Chair. A leave of absence ensures a student a place upon return, provided all re-entry requirements are met and space is available. Specific requirements affecting this policy may be obtained in the School of Health Professions, Office of Student Affairs, Room 2B-194.

A Ph.D. student may be granted a Leave of Absence in extenuating circumstances, which may include, but are not limited to:

- Medically-documented serious illness (personal or immediate family member)
- Pregnancy, birth or adoption of child within the immediate family
- Death of an immediate family member
- Loss of employment

To apply for a Leave of Absence, the student must complete and sign a "Request for Leave of Absence" form (from the SHP Office of Admissions and Student Affairs) and submit this form to the Ph.D. Program Director for the relevant semester no later than the 12th day of classes during the Fall or Spring semesters or the first day of classes for the Summer term. Recommendation of the Program Director and Department Chair and approval by the Dean are required for a valid Leave of Absence. The original signed form will be filed in the student's permanent record and a copy will be returned to the student. If a student seeks a renewal of their Leave of Absence, a new form is required for the relevant semester. In the event that a student does not follow these procedures and fails to enroll in course work, the student is subject to dismissal (refer to "Dismissal of Students" section below).

If the student receives a stipend funding will normally not continue during the period of the

approved leave of absence, and resumption of funding when the student returns from leave is dependent on availability of funds and is not guaranteed.

12. Professional Behavior Expectations and Policy Statement

Students at all times will abide by the Texas Tech University Health Sciences Center School of Health Professions Code of Ethics, as described elsewhere in this *Student Handbook*.

Additionally, each student will abide by the Ph.D. RS program's professional behavior standards that are guided by the Generic Abilities. Professional conduct, which includes courtesy and good manners, is expected in all academic and clinical settings.

Generic Abilities (GA) are attributes, characteristics or behaviors that are not explicitly part of the profession's core of knowledge and technical skills, but are nevertheless required for success in the health care professions. Ten *Generic Abilities* were identified through a study conducted at UW-Madison (May et al., *Journal of Physical Therapy Education*, 9:3-6, 1995). The ten generic professional abilities and definitions are listed below. These *Generic Abilities* serve as a foundation for professional behavior and may be used for counseling sessions with a student concerning academic and non-academic deficiencies, and may be cited as expected standards of professional student behavior and/or academic criteria established between a program director and a student.

- a. *Commitment to Learning* – The ability to self-assess, self-correct, and self-direct; to identify needs and sources of learning; and to continually seek new knowledge and understanding.
- b. *Interpersonal Skills* – The ability to interact effectively with patients, families, colleagues, other health care professionals, and the community and to deal effectively with cultural and ethnic diversity issues.
- c. *Communication Skills* – The ability to communicate effectively (i.e., speaking, body language, reading, writing, listening) for varied audiences and purposes.
- d. *Effective Use of Time and Resources* – The ability to obtain the maximum benefit from a minimum investment of time and resources.
- e. *Use of Constructive Feedback* – The ability to identify sources of and seek out feedback and to effectively use and provide feedback for improving personal interaction.
- f. *Problem-Solving* – The ability to recognize and define problems, analyze data, develop and implement solutions, and evaluate outcomes.
- g. *Professionalism* – The ability to exhibit appropriate professional conduct and to represent the profession effectively.
- h. *Responsibility* – The ability to fulfill commitments and to be accountable for actions and outcomes.
- i. *Critical Thinking* – The ability to question logically; to identify, generate, and evaluate elements of logical argument; to recognize and differentiate facts, illusions, assumptions, and hidden assumptions; and to distinguish the relevant from the irrelevant.
- j. *Stress Management* – The ability to identify sources of stress and to develop effective coping behaviors.

13. Regulations of the Institution

It is the responsibility of the student to become familiar with the various regulations of the Health Sciences Center, the School of Health Professions, and the university and to comply with them. Students should refer to the HSC Student Handbook for issues that pertain to the institution <http://ttuhsc.edu/student-services/handbook.aspx> and to the School of Health Professions Student Policies <https://hscweb.ttuhsc.edu/health-professions/current/policies.aspx> for rules and processes specific to the School.

In addition to keeping the departmental office informed of changes of address, the individual student is responsible for being informed of general and special notices conveyed by mail or TTUHSC e-mail, or posted on the departmental bulletin board. It is the student's responsibility to make arrangements for the completion of all work including examinations, clinical experiences and requirements for removal of conditional status and incomplete grades.

14. Research Activity by Students

The policies and procedures described below pertain to student research activity conducted within all programs of the Department of Rehabilitation Sciences.

Students may be required to conduct research activities as part of their program's academic curriculum. Such research is expected to be relevant to the rehabilitation sciences and to relate to the student's course of studies. Research projects are intended to acquaint students with proposal development, research design, ethics, identification of resources, and compliance with applicable TTUHSC policies and procedures.

All student research projects are required to have faculty supervision. The program director or a designated faculty member will be responsible for reviewing and approving all student research project proposals. A faculty member will serve as the Principal Investigator, and it is expected that the Principal Investigator and student(s) will strive to produce a research project that is worthy of consideration for publication and/or public presentation.

Responsibilities of:

A. Principal Investigator (faculty member):

- a. must have successfully completed a facility mandated research training program;
- b. be a designated faculty member in the School of Health Professions, who is responsible for supervising student research;
- c. obtain approval for the student research proposal by the department chair and the Institutional Review Board (IRB);
- d. establish a budget for the project (to be paid from course fees);
- e. ensure that the budget for the project is reviewed by the program director and approved by the department chair;
- f. approve all purchases. Since student research may in some cases be funded in part through course fees, the Principal Investigator will ensure that when such funds are used to support student research activity, only department purchasing cards or purchase orders are used. Expenditures must cover only authorized expenses, and direct reimbursement of student research activities is not authorized;
- g. ensure research integrity;

- h. ensure that there is neither a conflict of interest nor inappropriate research activity sponsored with the resources of the Texas Tech University Health Sciences Center, as defined under TTUHSC Operating Policies.

B. Student(s):

- a. must have successfully completed IRB-mandated research training program;
- b. under the supervision of the Principal Investigator: (i) select the research activity and (ii) develop a proposal and budget;
- c. initiate and conduct such activity in a professional manner;
- d. are accountable and responsible for any expenditures exceeding the budgeted funds;
- e. are expected to disseminate the results in an appropriate scholarly manner.

C. Program director or designated faculty member:

- a. ensure that course research requirements are in compliance with the IRB policies/procedures and accreditation standards;
- b. ensure that the Principal Investigator understands the appropriate use of research funding from sources such as course fees, grants, etc.

15. Semester Grade Reports

Grade reports are posted on the Texas Tech University Health Sciences Center website each semester and can be accessed using the student's e-raider account.

16. SHP Policies

Students should be familiar with school-wide policies published in the online School of Health Professions handbook. SHP policies can be accessed at: <https://hscweb.ttuhscc.edu/health-professions/current/policies.aspx>

17. Tuition payments or complete payment agreement plan

It is the student's responsibility to make tuition payments or complete a payment agreement plan. Students who do not pay or complete the student payment agreement plan by the 20th class day will be dropped from the program.

18. Withdrawal from the School

Students who are considering withdrawing should see the Program Director. Necessary paperwork can be obtained from the School's Office of Admissions and Student Affairs. If a student withdraws in good standing, either during a semester or at the end of a semester, he or she is eligible for re-admission without prejudice under certain terms.

Student Expectations

1. Address/Telephone Changes

It is the responsibility of each student to maintain a current residential address and phone number with the Department of Rehabilitation Sciences (whether the student is on or off campus for a clinical or research affiliation), and the appropriate address with the registrar and the School of Health Professions Student Affairs office to receive notices of grades, semester bills, and all other correspondence sent out by these offices (which includes the Bursar's office). The school will not be held responsible for consequences incurred due to address changes which are not reported within five (5) working days.

2. Addressing Faculty

A question asked frequently by new students is how they should address faculty members. According to students, this is especially confusing given that some current students address some faculty members by their first name and others by their title. The answer is very simple: ask the faculty member.

3. Attendance

The faculty member responsible for a course determines attendance requirements for that course. Students are expected to notify the course instructor in advance by personal communication (telephone or email) if they are unable to attend a lecture, exam, research, or clinical experience. A student who fails to attend any class for any reason is responsible for the class material, assignments, examinations, announcements, etc. to the same extent as students who attend the class. Excessive tardiness or absences will be considered unprofessional behavior, which may eventually lead to dismissal from the program.

4. Auditing Policy

Persons wishing to audit a class in the Department of Rehabilitation Sciences must obtain written permission from the course instructor and Program Director. Please contact the Program Director for enrollment procedures.

5. Campus Carry

Texas Senate Bill 11 (SB 11) was signed into law June, 2015, and is often referred to as "Campus Carry." It permits individuals with a concealed handgun license (CHL) to carry a concealed weapon on public university campuses in Texas beginning August 1, 2016, with certain restrictions including research laboratories. The law requires university presidents to develop policies and guidelines for their institutions. They may consult with students, staff and faculty and may consider the nature of the student population, specific safety concerns, and the uniqueness of the campus environment.

In April 2016, the Texas Tech University System Board of Regents reviewed the TTUHSC campus carry policy as part of efforts to implement the provisions of Senate Bill 11. The TTUHSC campus carry policy was developed with input from various stakeholders and through the efforts of the

TTUHSC Campus Carry Working Group, which sought to balance the needs of our widely distributed campuses and diverse campus body.

Please visit the campus carry website at <http://www.ttuhsu.edu/campus-carry/default.aspx>. This website will serve as a centralized source of information related to campus carry at TTUHSC. As a university, TTUHSC will continue to strive for an environment of collective safety as we undertake our mission of education, service and research.

6. Certification and Licensure

Coursework and clinical requirements for certification and licensure are not included in the Ph.D. curriculum requirements. Students are referred to the respective clinical degree programs for information on this area.

7. Communication Skills

Students are expected to communicate effectively (orally and in writing) at a level which will support competent professional practice. All international applicants must provide proof of English proficiency as demonstrated by TOEFL or IELTS scores. (More information is available at https://www.ttuhsu.edu/health-professions/admissions/international_applicants.aspx)

8. Complaints and Grievances

Contact the Office of Admissions and Student Affairs (743-3220) for information about filing academic grade appeals and non-academic grievances. (Related policies are available at <https://hscweb.ttuhsu.edu/health-professions/current/policies.aspx>).

If a student perceives a problem in his or her interactions with an instructor, or with the instructor's assessment of the student's academic performance, the student may initiate a formal process aimed at resolving the problem, with the understanding that the student represents only himself or herself, and does not represent a group of students or the entire class.

Steps for Resolution of Ph.D. Student-Instructor Complaints

It is the student's responsibility to schedule an appointment with the instructor. The student will meet privately with the instructor to discuss the problem(s). Upon request for an appointment, the instructor will make every effort to meet with the student in a timely manner. The "Ph.D. Program Problem Solving Session Worksheet" (see next page) is to be completed by the student and brought to the appointment. The student completes the appropriate sections of the worksheet. The remaining parts of the form will be completed by the instructor during the meeting. The instructor and the student will sign the form and the student will receive a copy of the completed form.

- If a resolution is agreed upon by the instructor and the student, the instructor documents on the form the conditions by which the problem was resolved. The matter is considered to be resolved at this point.
- If either party does not abide by the conditions of the resolution, the instructor or student are to contact the Program Director. If the Program Director is the instructor, the Department Chair will be notified.

- If the student believes the concern has not been resolved at the meeting with the instructor, or that the instructor has not met with the student within an appropriate time frame, then the student should schedule a meeting with the Program Director to discuss the issue. It will be the student's responsibility to make the appointment with the Program Director. The Program Director has the discretion of inviting the instructor to the meeting with the student. A signed "Problem Solving" worksheet must be provided by the student to the Program Director before or during the meeting, in order to document that the process outlined above has been followed. After the Program Director meets with the student, the Program Director will meet with the instructor to review the concerns. The Program Director will make every effort to resolve the problem(s) in a fair and judicious manner. The substantive contents of these meetings will be documented in writing by the Program Director.

Ph.D. RS Program Problem Solving Session Worksheet

Appointment Date:

Instructor Name:

Student Name:

Prior to the appointment, the student completes sections 1 and 2 of this worksheet. Sections 3 and 4 are completed by the instructor during the meeting.

1. Student's statement of problem (to be filled in by student):
2. Student's suggested solution for the problem (to be filled in by student):
3. Instructor's comments (to be filled in by instructor):
4. Plan for resolution. Include timeline, goals, etc., as appropriate (to be filled in by instructor):

In signing this form, the student acknowledges that a meeting with the instructor has occurred and the above information was discussed. The student signature does not necessarily indicate that the student agrees with the resolution proposed by the instructor. The student is to be provided a copy of this completed form.

Student signature

Instructor signature

Date

9. Computers & Software

Computers are located in several areas of the department, as are printers and scanners. Students are reminded that they are responsible for the equipment and will be held liable for any damage or theft due to their negligence. **Copying departmental software is strictly forbidden and a violation of federal copyright laws.**

Most of the department's computers have a virus detector installed. Do not attempt to alter this system. In the event of a computer malfunction, please contact the office manager immediately. Always power down your systems and replace the dust covers when finished.

10. Confidentiality

Each student must sign a Confidentiality Statement which is placed in his/her permanent file. The purpose of this statement is to ensure the confidentiality of our patients, research participants, students, faculty, staff, and other personnel at TTUHSC. Students should be especially careful about discussing any confidential information in public areas (e.g., waiting room, clinic hallways) or in any unsecure electronic means, including mobile storage devices (e.g., flash drives, CDs), unsecure emails or social media (e.g., Facebook, Twitter). Students must follow all TTUHSC guidelines related to confidentiality.

11. Consensual Relationships

Consensual relationships between a student and an instructor, patient, or research participant constitute (1) conflicts of interest, (2) unprofessional conduct, (3) breach of trust, and/or (4) appearances of impropriety, any of which may impair the integrity of academic, research, and clinical decisions. Such relationships also have the potential for (1) undermining the atmosphere of trust and objectivity essential to the educational process; (2) exploiting subordinate faculty, staff, employees, research participants, or students; and (3) subjecting TTUHSC and the individuals to the risk of liability. Violation of this prohibition may result in dismissal from the program.

12. Course Loads

See handbook section Academic Requirements, Additional Requirements.

13. CPR (Cardiopulmonary Resuscitation) Certification

Graduate students may obtain CPR training. The CPR certification may be a requirement for students in patient-care related activities.

14. Criminal Background Check

Students are required to obtain a Criminal Background Check (CBC) after admission but prior to starting classes.

15. Disabilities

TTUHSC complies with the Americans with Disabilities Act (ADA), Section 504 Rehabilitation Act of 1973, and state and local requirements regarding students with disabilities. No otherwise qualified

and competitive individual with a disability shall be denied access to or participation in services, programs, or activities of TTUHSC solely on the basis of the disability. Any student who, because of a disabling condition, may require some special arrangements in order to meet course requirements should contact the instructor to discuss necessary accommodations. A prerequisite for receiving any special accommodations is a completed Application for Accommodations, along with sufficient supporting documentation as determined by the 504 coordinator, on file in the Office of HSC Student Services. Students with a temporary limitation (e.g., due to extended illness) should also provide documentation to the Director of HSC Student Services, who will determine appropriate accommodations. (Additional information is available at <https://www.ttuhscc.edu/student-services/ada/default.aspx>)

16. Emergencies

In the event of an emergency, students should contact the department as soon as possible. This is especially important in regard to academic and research obligations. Other than in exceptional circumstances, students are expected to maintain their responsibilities to their research participants and faculty. If a student is unable to contact the department or leave a message, he or she should contact the Student Affairs office at (806) 743-3220. It is, however, the student's responsibility to negotiate the problem with the faculty member or research mentor and program director to avoid any negative consequences.

Students should become familiar with the codes used to announce emergencies over the public address system (e.g., Code Red means fire). The faculty and staff have been trained to respond to emergencies (e.g., tornado, fire, etc.). If you are instructed by a faculty or staff member to vacate the building, please do so immediately. Instructions will also be provided in regard to exit procedures or any other appropriate safety measures.

17. Enrollment

If a student does not pay tuition and fees by the date published in the SHP academic calendar, enrollment will be cancelled.

18. Ethical School Standard, School of Health Professions

As a student of the School of Health Professions at the Texas Tech University Health Sciences Center, I will use my knowledge and skills responsibly to improve the quality of life for those we serve. I will seek in all academic, professional and personal endeavors to demonstrate ethical behavior, honesty, integrity and respect for others.

19. Extracurricular Academic Activities

The SHP routinely sponsors extracurricular activities such as conferences, seminars, faculty and student research presentations, and invited workshops. All students are strongly encouraged to attend these meetings.

20. Faculty-Student Relationships

To maintain an environment that supports the SHP's educational goals, the relationship between faculty and students should be that of teacher and scholar. According to Texas Tech University Health Sciences Center Operating Policy and Procedure (HSC OP 70.56), consensual relationships between faculty and students "constitute (1) conflicts of interest; (2) unprofessional conduct; (3) breach of trust; (4) appearances of impropriety and question the validity of consent." Such relationships cause or create the appearance of favoritism or unfairness, or are exploitive in nature. As such, consensual relationships between faculty and students that they supervise or teach are prohibited by TTUHSC.

21. Financial Aid

Financial aid information is available through the Office of Student Financial Aid (806-743-3025) or <https://www.ttuhscc.edu/financial-aid/default.aspx>.

22. Graduation

Students must be enrolled at Texas Tech University Health Sciences Center in the term in which they plan to graduate. See the academic requirements section of this handbook (minimum enrollment) for additional information. Students planning to graduate must complete an Intent to Graduate form.

23. Health Insurance

Students are required by TTUHSC to pay a Medical Service Fee each semester. With this fee students can access healthcare in a TTUHSC clinic and see a nurse or physician at no charge for minimal or limited minor problems.

Each student *must* maintain health insurance to cover major medical, emergency care, specialty care, and pharmacy services.

The Texas Tech University Health Sciences Center provides students the opportunity to purchase health insurance through a private carrier. Students may contact the Health Sciences Center Office of Student Services for more information concerning purchasing health insurance.

24. Illegal Drugs and Intoxicants

The use of illegal drugs or intoxicants by students attending state-supported institutions of higher education is strictly forbidden by The State of Texas under House Resolution (HR) 253. Any student found guilty of drug-related activity or the use of intoxicants will be subject to immediate suspension from the university.

25. Immunizations

Students are required to provide immunization records to the TTUHSC Office of Institutional Health prior to the first day of orientation and to submit updated records as required while enrolled in the program.

26. International Student Travel

Travel within the United States: Tracking of F-1 Visa Students

The U.S. Department of Homeland Security requires universities to know the whereabouts of students with an F-1 visa (student visa). Absences may include long weekends, business or personal travel, or any other absence.

If a student with an F-1 visa meets any of the following conditions the student must fill out a “International Student Absence” form.

- a. **Two (2) days absent.** F-1 visa students who will be away from campus for two days or more, including holidays and weekends, must complete an “International Student Absence” form. The student will indicate where they will be during the absence and will provide a contact number where they can be reached.

The form is given to the program director prior to the absence. The program director will forward a copy to the Office of Admissions and Student Affairs. In the case of sickness or injury the student should call the program director and provide details as to the reason(s) for the absence. The program director will fill out an “International Student Absence” form with the information provided by the student and forward a copy to the Office of Admissions and Student Affairs.

- b. **Two (2) to Ten (10) days absent.** F-1 visa students who will be away from campus for two to ten days, including holidays and weekends, must complete an “International Student Absence” form. The student will indicate where they will be during the absence and will provide a contact number where they can be reached.

The form is given to the program director prior to the absence. The program director will forward a copy to the Office of Admissions and Student Affairs and the department chair. In the case of sickness or injury the student should call the program director and provide details as to the reason(s) for the absence. The program director will fill out an “International Student Absence” form with the information provided by the student and forward a copy to the Office of Admissions and Student Affairs and the department chair.

- c. **Longer than ten days absent.** The form is given to the program director prior to the absence. The program director will forward a copy to the Office of Admissions and Student Affairs and department chair. University officials will be contacted by the Office of Admissions and Student Affairs. In the case of sickness or injury the student should call the program director and provide details as to the reason(s) for the absence. The program director will fill out a “International Student Absence” form with the information provided by the student and forward a copy to the Office of Admissions and Student Affairs and the department chair. University officials will be contacted by the Office of Admissions and Student Affairs.

If a student with an F-1 visa is absent for two (2) days and did not complete a “International Student Absence” form or call the program director to explain the reason for the absence, the program director will, at the beginning of the fifth day, notify the Office of Admissions and Student Affairs and the Department Chair in writing of the absence. University officials will be contacted by the Office of Admissions and Student Affairs.

Travel outside of the United States

Before a J-1 Exchange Visitor travels outside the United States, certain documents need to be checked to verify eligibility to re-enter the U.S. Plans to be outside the U.S. must be discussed with an International Counselor at the OIA. Additional information can be found at <https://www.depts.ttu.edu/international/iss/j1intlstu/j1travel.php>.

27. International Travel Opportunities

Each student shall verify eligibility requirements with the Program Director and Office of Global Health prior to participation. Additional information is found at <https://www.ttuhs.edu/student-health/international-travel-study-abroad.aspx>.

28. Interprofessional Education (IPE)

All TTUHSC students, regardless of school affiliation, will be required to complete the IPE core curriculum. The IPE core curriculum is composed of two components, including successful completion of a non-credit online course (>70% accuracy on the knowledge post-test) and successful participation in at least one registered IPE learning activity. Students should consult their academic/program advisor and/or school catalog for additional information. Effective Fall 2016, all incoming students will also have to participate in a registered IPE learning activity.

29. Keys

Students may request permission from the Ph.D. program director to have access to a key for after-hours access to research laboratories. The after-hours access is only for the completion of class or research-related activities. The students must ensure that doors remain locked at all times. Students must comply with physical facilities' lost key requirements and must return the key prior to graduation.

30. Membership in Professional Organizations and Attending Conferences

Students are encouraged to join one or more professional organizations that represent the student's primary field of study or clinical interest (e.g., American Physical Therapy Association, American Academy of Audiology, American Speech-Language-Hearing Association, Association for Research in Otolaryngology, American Occupational Therapy Association, National Athletic Training Association, American College of Sports Medicine, American Society for Biomechanics, American Association of Anatomists). Membership in professional organizations and attending professional conferences are part of the socialization into the profession and will assist students in maximizing their professional potential. Students are responsible for any and all fees and costs associated with membership and conference attendance and participation in such organizations is voluntary.

31. Nondiscrimination

Students, faculty, staff, and individuals served in the TTUHSC are treated in a nondiscriminatory manner—that is, without regard to race, color, religion, sex, national or ethnic origin, disability, age, sexual orientation, genetic information, citizenship, or status as a covered veteran. The institution and

program comply with all applicable laws, regulations, and executive orders to ensure that equal opportunity and access to facilities is available to all. Nondiscrimination is observed in the admission, housing, and education of students and in the policies governing discipline, extracurricular life, and activities. The department maintains a record of complaints alleging violation of nondiscriminatory policies and takes appropriate corrective action as indicated by TTUHSC policies.

32. Office Hours and Appointments

It is the student's responsibility to schedule a mutually acceptable time to meet with a faculty member. Because the faculty schedules are often quite full, students should be prepared to wait several days to meet with a faculty member. If all else fails and a student cannot arrange a meeting with the faculty member, he or she should contact the Program Director for further instructions.

33. Photocopy Machines

The photocopy machines, fax machines, and printers should only be used for official program business.

34. Policies and Procedures

In addition to the policies and procedures of the Ph.D. Program in Rehabilitation Science, students should become familiar with the policies of the School of Health Professions, which can be accessed at this location: <https://hscweb.ttuhs.edu/health-professions/current/policies.aspx>.

Students should refer to the TTUHSC Student Handbook for issues that pertain to the institution at the following URL: <https://www.ttuhs.edu/student-services/handbook.aspx>.

35. Professional Liability

All facilities require that students involved in clinical activities maintain professional liability insurance.

36. Publication of Student Research

Research is an integral facet of doctoral study, and students are encouraged to seek publication of work done in pursuit of the Ph.D. degree. It is expected that dissertation research findings will be published in peer-reviewed journals. In research where close collaboration with faculty advisors occurs, it is entirely appropriate for publications to be co-authored by students and contributing faculty. In cases where authorship is not determined alphabetically, the student normally will be the first author in publications resulting from a dissertation. In cases of considerable revision or addition of other data, order of authorship will be subject to mutual agreement, based on the nature and extent of contribution by the parties concerned, and in accordance with accepted practices in the discipline.

If a student elects to not pursue publication of a research project or dissertation within a reasonable time period after graduation (normally about one year) or the faculty member contributes substantially to the research beyond normal expectations, the faculty member may choose to pursue publication on behalf of the student. The faculty member will list the student as

coauthor according to the conventions of the discipline involved and requirements of the selected journal, and the relative extent of contribution or additional work required. Issues relating to intellectual property rights will be managed in accordance with TTUHSC OP 52.06 and TTU System Regent's Rules Chapter 10.

37. Research Laboratories

Research laboratories associated with the Ph.D. program include state of the art equipment. Access to the laboratories must be obtained from the laboratory directors, with the knowledge and consent of the Ph.D. program director and affiliated coordinator. For additional information about the research laboratories, visit the websites of the Center for Rehabilitation Research (<https://www.ttuhs.edu/health-professions/research/center-for-rehabilitation-research.aspx>) and the Center for Speech, Language, and Hearing Research (<https://www.ttuhs.edu/health-professions/research/speech-language-hearing-research.aspx>). Information about the research interests of faculty is available on the faculty website (<http://www.ttuhs.edu/health-professions/Ph.D.-rehabilitation-science/faculty.aspx>).

38. Residence Requirement

The Ph.D. program is only offered in Lubbock, Texas, and is not a distance education program. Students who do not live in Lubbock are expected to travel to Lubbock when necessary/required.

39. Room Access

Classroom access related to student activities is possible. The students must contact the program director to reserve the space.

40. Safety

The Department of Safety Services works to promote a safe and healthy environment and ensure compliance with all applicable regulatory requirements on the TTUHSC campus. To ensure that students are aware of TTUHSC safety policies, all new students complete an online safety training program as part of the orientation. (Additional student safety tips can be found at <http://www.ttuhs.edu/safety-services/>).

41. Sexual Harassment

Sexual harassment of any kind is prohibited by law. Sexual harassment includes, but is not limited to, unwelcome behavior such as sexual advances, requests for sexual favors and verbal or physical conduct of a sexual nature. If you are sexually harassed, state your objections to the offending party at the time that the behavior occurs. Express your objections about the undesirable behavior clearly and firmly and then report the incident to either the Chairperson, Dean of Students at Texas Tech University, Dean of Health Professions, Manager of Student Services, the Women's Studies Council at Texas Tech University, or individually to each person. The Department of Rehabilitation Sciences does not tolerate sexual harassment and will use its full authority to dismiss faculty, students or staff if found to be guilty of sexual misconduct.

42. Social Media Policy

Currently enrolled students are reminded of the need to refrain from posting information about patients, research subjects and students on social media (e.g., Facebook, Twitter, Instagram, LinkedIn) that violate patient and student privacy. Think about the consequences of your post content before you post. Disclosure of such information may be a violation of federal HIPAA and/or FERPA laws, and any such violation may subject the student to disciplinary conduct pursuant to the TTUHSC Student Handbook. The TTUHSC social media policy can be found at: <https://www.ttuhsoc.edu/communications-marketing/campus-guidelines/social-media.aspx>.

43. Student Center

The F. Marie Hall Synergistic Center, located on the 2nd floor C Pod, is a smoke-free lounge with ping-pong tables, pool tables, foosball, exercise equipment, shower facilities, TV area, telephones, refrigerators, and microwaves. All students in the Health Sciences Center are able to access these facilities using their Student I.D. Card. Contact the Office of Student Services for more information.

44. Student Health

Information regarding student health can be found at <https://www.ttuhsoc.edu/student-services/health.aspx>.

45. Student Services

Students should contact the Director of Student Services (743-2300) or check the website (<https://www.ttuhsoc.edu/student-services/default.aspx>) for more information on these topics:

- ADA Compliance
- Student Handbook
- Commencement
- Request to use TTUHSC Facilities and/or Grounds
- HSC Student Government Association
- Student Organizations
- Notary
- Student Concerns
- Student Events
- Student Health Insurance
- Program of Assistance for Students
- Texas Tech University ID/Raider Card
- Recreational Sports
- Texas Tech University Career Services
- Student Legal Services
- Counseling Center
- Student Business Services
- TTUHSC Writing Center

46. Student Success

Students who need assistance with managing the demands of the program are encouraged to contact the Program of Assistance for Students (PAS) at (806)743-1327 or the Counseling Center at (806)743-1327. More information can be found through Student Services (<https://www.ttuhschool.edu/student-services/default.aspx>).

The faculty and staff want you to succeed. There is no greater satisfaction to the faculty than to hear about the excellent contributions made by our graduates. While we recognize the rigor (and in fact foster it), we know too that a well-earned degree is far more valuable than a token degree from a less challenging program.

47. Teaching and Research Assistantships

Assistantships for Ph.D. students are awarded on a competitive basis and are typically limited to a maximum of four years. Continuation of assistantships is dependent upon academic performance, performance related to assistantship duties, and availability of funding. A student who receives an assistantship must be enrolled as a full-time student.

48. Tobacco Policy

The use of tobacco products in a TTUHSC facility or anywhere in the grounds of any TTUHSC facility is strictly prohibited by the HSC OP 10.19, Smoke-Free and Tobacco-Free Environment policy. Students are required to strictly adhere to this policy.

49. TTUHSC Photo Identification Badge

All students are required to wear identification badges any time they are on the HSC premises. Your TTUHSC I.D. badge is permanent and will be used from year to year. The I.D. can also be used at many locations on the TTU campus such as the Bookstore, Student Union Building (SUB), Library, Health Service and Recreational Sports, depending on what Student Service Fees have been paid.

Upon graduation, students must return the I.D. badge to their Program Director. If you have any questions concerning your picture I.D., please call the School of Health Professions Office of Student Affairs department at 806-743-3220. Refer to the TTUHSC OP 76.02.

50. Tuition and Fees

Information about tuition and fees can be found under Helpful Links on the SHP Ph.D. in Rehabilitation Science website the School of Health Professions catalog (<https://www.ttuhschool.edu/health-professions/catalog.aspx>). Billing information and due dates can be located on the Student business Service's website (www.fiscal.ttuhschool.edu/studentbusserv/).

51. Use of Teaching and Research Laboratories and Equipment

Teaching and research laboratories, including those within the Center for Rehabilitation Research and Center for Speech, Language, and Hearing Research, serve many functions (e.g., teaching, research and clinical activities) and are used by many programs. It is important to maintain organization and

cleanliness in all lab areas. Specific information is available in each lab regarding proper set up, placement and storage of materials.

Faculty members and Laboratory Directors (where appropriate) will determine and implement the proper procedures for the use of all equipment and supplies in the laboratories, as well as the amount of supervision needed by students. This applies to teaching and research activities.

Students will use only equipment and supplies entrusted to them, and those needed for class assignments, research purposes or clinical practice. Laboratory equipment and supplies may not be used by a student without prior approval and instruction from the faculty. Any equipment used must be returned to its designated location in a clean and sanitary state, and in good working condition. It is the student's responsibility to learn the proper use of the equipment and take the initiative to report equipment malfunctions. Loss, abuse or suspected theft of equipment or supplies should be reported to the faculty immediately.

Use of departmental equipment by students is confined to the physical boundaries of TTUHSC, with one exception. The removal of departmental equipment by a student may be allowed when the removal is related to University business (i.e., educational activities, research, clinical services) and approval is granted by the Program Director, and is in accordance with the TTUHSC Operating Policy (HSC OP 61.01). Under such conditions, the student will be financially responsible for the replacement cost of the item(s) in the event of damage, loss or theft.

Students are not permitted to remove departmental equipment or supplies from TTUHSC facilities for personal use.

SECTION III: ACADEMIC REQUIREMENTS AND STANDARDS

Academic Requirements

Ph.D. in Rehabilitation Science Program Requirements

The Ph.D. in Rehabilitation Science program requires the completion of 86 credit hours including a 38 hour core curriculum that is required of all students and a 36 hour concentration in *Communication Sciences and Disorders* or in *Movement Sciences and Disorders*, plus 12 hours of doctoral dissertation.

1. Rehabilitation Science Core (38 hours)

Foundations (3 hours)

HPPH 7301 Foundations of Rehabilitation Science

Teaching (8 hours)

HPPH 7311 Curriculum Design and Teaching

HPPH 7412 Educational Evaluation

HPPH 7113 Teaching Apprenticeship

Research Design and Statistics (9 hours)

HPPH 7321 Research Design & Statistics

HPPH 7322 Intermediate Statistics

HPPH 7323 Selected Topics in Statistics

or other approved statistics course

Technical Writing (6 hours)

HPPH 7331 Writing for Publication

HPPH 7332 Writing for Grants

or other approved technical writing course

Research Methods (6 hours)

Students will select from the following courses:

HPPH 7341 Methods in Hearing Sciences and Audiology Research I

HPPH 7342 Methods in Hearing Sciences and Audiology Research II

HPPH 7343 Methods in Speech Sciences and Speech-Language Pathology Research I

HPPH 7344 Methods in Speech Sciences and Speech-Language Pathology Research II

HPPH 7345 Methods in Clinical Anatomy Research

HPPH 7346 Methods in Clinical Behavior Research

HPPH 7347 Methods in Clinical Biomechanics Research

HPPH 7348 Methods in Clinical Musculoskeletal Rehabilitation Research

HPPH 7349 Methods in Clinical Postural Control Research

or other approved research methods course

Research (6 hours)

HPPH 7099 Research

2. Concentration (36 hours)

Students will choose one concentration from the following:

Communication Sciences and Disorders (CSD)

Students in the Communication Sciences & Disorders concentration will take prescribed courses based on an area of specialization (24 hours) related to one of the following areas:

Audiology
Hearing Science
Speech-Language Pathology
Speech Science

and elective courses (12 hours) that will be approved in consultation with the faculty advisor and planning committee.

Movement Sciences and Disorders (MSD)

Students in the *Movement Sciences & Disorders* concentration will take the following prescribed courses (24 hours):

HPPH 7581 Gross Anatomy
HPPH 7482 Pathophysiology
HPPH 7383 Biomechanics
HPPH 7384 Neuroscience
HPPH 7385 Motor Control in Orthopedics
HPPH 7386 Computer Methods in Rehabilitation Science Research

three research seminar courses from the following:

HPPH 7191 Seminar in Clinical Anatomy Research
HPPH 7192 Seminar in Clinical Behavior Research
HPPH 7193 Seminar in Clinical Biomechanics Research
HPPH 7194 Seminar in Clinical Postural Control Research
HPPH 7195 Seminar in Clinical Musculoskeletal Rehabilitation Research

and elective courses (12 hours) that will be approved in consultation with the faculty advisor and planning committee.

3. Doctoral Dissertation (12 hours)

HPPH 8000 & 8001 Dissertation

4. Transfer Hours

Each student must earn a total of 86 graduate semester credit hours to meet the requirements for a Ph.D. in Rehabilitation Science. All students must complete a minimum of 62 semester credit hours in the TTUHSC Ph.D. program. Note that the total degree requirement hours may consist of a combination of graduate transfer hours and graduate hours completed within the program.

- A. Students with a graduate degree in a rehabilitation science discipline may transfer up to 24 graduate semester credit hours to the Ph.D. program. Transfer of graduate credit hours will be subject to approval by the student's Planning Committee and the Program Director.
- B. Students with a graduate degree in a related discipline may transfer up to 12 graduate semester credit hours to the Ph.D. program. Transfer of graduate credit hours will be subject to approval by the student's Planning Committee and the Program Director.

5. Research Project

A research project is required of all students in the Ph.D. RS program prior to sitting for the Comprehensive Qualifying Examination for Admission to Candidacy. The aims of the research project are to: 1) provide the student with the experiences necessary to learn how to conduct research, and 2) ensure that the student possesses the knowledge, skills and abilities to conduct research. Although not an explicit requirement for completing the research project, the student is also encouraged to submit the finished manuscript for publication. See Appendix B for detailed procedures and requirements.

6. Comprehensive Qualifying Examination

Each student will be required to pass a comprehensive qualifying examination. The comprehensive qualifying examination for admission to candidacy is one of the major features of the Ph.D. program and will encompass the academic and research emphases as indicated on the official plan of study. The purpose of the exam is to evaluate the student's preparedness to advance to the dissertation phase of the program. Students will sit for the exam after completing all course work and other program requirements except for the dissertation. Students may sit for the comprehensive qualifying examination while enrolled in their final semester of course work. The examination requires synthesis, evaluation, and application of knowledge acquired during the course of study in the Ph.D. program, including formal and informal educational experiences. Consequently, satisfactory performance in course work does not necessarily guarantee successful performance on the comprehensive qualifying examination. The examination consists of written and oral components that must be completed successfully. Refer to Appendix C for detailed procedures and requirements.

7. Doctoral Dissertation

The doctoral dissertation represents the most scholarly work produced by a graduate student in the School of Health Professions and is the capstone event for the Ph.D. degree. The dissertation must demonstrate a mastery of the techniques of research, a thorough understanding of the subject matter and its background, and a high degree of skill in organizing and presenting the materials. A doctoral dissertation should embody a significant contribution of new information to a subject or a substantial

reevaluation of existing knowledge presented in a scholarly style. The candidate is expected to complete the work independently under the supervision of a dissertation committee and within a specified period of time prior to graduation. See Appendix D for detailed procedures and requirements.

ADDITIONAL REQUIREMENTS

1. Committee Requirements: Advising and Academic Committees

During matriculation, students will be required to interact with many different faculty members, both within and outside of the Ph.D. program. These faculty members will serve as advisors, instructors, and mentors to the student. The Program Director will serve as the initial advisor to all students entering the program and will continue in that capacity until the student selects a major advisor. The major advisor will be a core faculty member of the Ph.D. program whose teaching and research areas are aligned with the student's interests and goals. The major advisor will be selected by the student in consultation with the Program Director and program faculty. The student is encouraged to identify the major advisor as early as possible, and is required to select the major advisor after nearing completion of 15-18 hours of course work.

Each student will be required to select and assemble a series of committees. Note that the following committees may or may not include the same members with the exception of the student's major advisor, who typically serves as the committee chairperson. (See Section VI: Required Forms in the Handbook for Committee Selection Form).

- A. Planning Committee (3 members including the Program Director and other Ph.D. RS program faculty members representing the student's academic and/or research interests)
- B. Research Committee (3 members including the advisor who serves as Chair of the Committee and at least one other Ph.D. RS program faculty member)
- C. Comprehensive Qualifying Examination Committee (3 members including the advisor who serves as Chair of the Committee and at least one other Ph.D. RS program faculty member)
- D. Dissertation Committee (5 members including the advisor who serves as Chair of the Committee, 2-3 members from within the concentration area, 0-1 members from the Ph.D. RS program, and 1 member from outside the program)

2. Enrollment Requirements: Credit Hours

A. Full-time Study

Full-time enrollment for Ph.D. students varies between 9 and 13 hours in regular fall and spring semesters, and between 6 and 9 hours in full (HSC) summer semesters. Minimum enrollment for full-time graduate status is 9 hours in regular semesters and 6 hours in full summer semesters. Maximum enrollment for Ph.D. students is 13 hours in a regular semester and 9 hours in a full summer semester. Students typically will not be allowed to enroll in more than the maximum allowable hours per semester.

B. Maximum Allowable Hours

Students not making timely progress toward completion of the doctoral degree are subject to termination by the Dean of the School of Health Professions. Doctoral students beyond the maximum allowable graduate hours as determined by the Texas Legislature (129 hours) may be required to pay out-of-state tuition, regardless of residence status. Students approaching the maximum allowable hours should meet their Major Advisor to establish a plan to complete the degree promptly. Extensions must be requested in advance and be approved by the Department Chairperson and the Dean.

C. Minimum Enrollment

The required minimum enrollment for part-time students is 3 credit hours each semester (6 credit hours per year) until the student is admitted candidacy. After admission to candidacy, the required minimum enrollment is 2 hours each semester. Additional hours may be required depending on the candidate's level of involvement in research, use of university facilities, and demands upon faculty time.

A minimum of 12 hours of HPPH 8000/8001 Doctoral Dissertation must be completed while working on the dissertation. The candidate must maintain continuous enrollment (except in the case of an approved Leave of Absence) throughout the dissertation process until graduation.

If the student has met the minimum annual enrollment (6 hours) in fall/spring, a summer enrollment would not be required. If the student has not met this minimum in fall/spring, the student must enroll in summer to meet the minimum annual enrollment requirement. If the student has not met minimum but cannot enroll in summer, a leave of absence must be requested.

Students are responsible for verifying their minimum number of annual and semester enrollment hours for financial aid and health insurance purposes. If the student receives a stipend, full-time enrollment in each semester (including summers) is required. If the student on stipend cannot register in the summer, a leave of absence must be requested.

Academic Standards

1. Grading Procedures

The Ph.D. in Rehabilitation Science program adheres to the School of Health Professions grading criteria. For each course, the procedures for determining your grade will be clarified by the instructor at the beginning of the course, and will be included in the course syllabus. Also, refer to the SHP grading policy: <https://hscweb.ttuhs.edu/health-professions/current/policies.aspx>

2. Grading criteria for all courses are as follows:

GPA of:	4.0=	A	>=90%
	3.0=	B	>=80.0 and <90%
	2.0=	C	>=70.0 and <80%
	1.0=	D	>=60.0 and <70%
	0.0=	F	<60%

W Withdraw

Given when a course is officially dropped during the first five weeks of the semester

WF Withdraw failing

Given when a course is officially dropped after the first five weeks of the semester, and the student's work is not passing when the course is dropped (*WF is calculated into the GPA as an F*)

3. Pass/Fail or Credit/No Credit

Courses (e.g., clinic or research enrollments) may also be pass/fail or credit/no credit. Receiving a "fail" or a "no credit" constitutes a failing grade for that enrollment.

4. Incomplete or In Progress

A course grade of "Incomplete" ("I") is assigned by an instructor when a student is not able to complete a course due to unforeseen personal circumstances, such as illness or emergency. A course grade of "In Progress" ("PR") is assigned by an instructor when the requirements of a course extend beyond a semester, but when satisfactory progress has been demonstrated by the student.

Refer to the following link for the School policies (SHP OP ST. 08 and SHP OP ST. 10) regarding grade assignments of "I" and "PR": <https://hscweb.ttuhs.edu/health-professions/current/policies.aspx>. To resolve the "In Progress" or "Incomplete" grade assignment, the student must meet in person or communicate via phone conversation or electronically with the course instructor(s) for the applicable course(s). The course instructor(s) will assign, in writing, deadlines for completion of all academic work required of the student to complete the course. A student who does not resolve an "I" course grade by the deadline established by the instructor or within a maximum time period of one year will be subject to receiving a course grade of "F." Requirements for a course in which a "PR" was earned must be completed by the following semester.

All "I" and "PR" grades must be resolved prior to sitting for the Comprehensive Qualifying Exam for Admission to Candidacy.

5. Academic Probation

A student will be placed on academic probation for any one or more of the following reasons:

- A. Earning a cumulative GPA of less than 3.0 after accumulating at least 24 credit hours in the program.
- B. Earning a semester GPA of less than 3.0 at any time in the program.
- C. Earning a grade of "D," "F," "fail," or "no credit" in any course. If a student earns a grade of "D" or lower (including "no credit") in any course, the student must re-take the course and earn a grade of "C" or higher or obtain approval from the planning committee and the program director to take a different course. Both the original and new grade will be used to calculate the cumulative GPA, and both course grades will appear on the student's transcript after retaking the course.

As per the SHP policy on Academic Probation (SHP OP ST. 04), students will be notified that they are being placed on academic probation in a letter signed by the Program Director. Copies of the letter will be provided to the student, the Program Director, the Department Chair, and the Associate Dean for Admissions and Student Affairs. (Policies of the School of Health Professions can be accessed through the following URL:
<https://hscweb.ttuhsu.edu/health-professions/current/policies.aspx>

6. Dismissal from the Program

A student enrolled in the Ph.D. program will be subject to dismissal on academic grounds for any of the following reasons:

- A. Meeting the conditions of academic probation for a third semester.
- B. Failing to earn a grade of "C" or better or "credit/pass" when repeating a course in which the student previously earned a grade of "D," "F/fail," or "no credit."
- C. Failing to pass the research project proposal defense after two attempts.
- D. Failing to pass the comprehensive qualifying examination for admission to candidacy after two attempts.
- E. Failing to pass the dissertation proposal or defense after two attempts.
- F. Failing to complete the curriculum within the maximum allowable time. All requirements for the doctoral degree must be completed within a period of 8 consecutive calendar years or 4 years from admission to candidacy, whichever comes first. Students who have extenuating circumstances may request an extension that is subject to approval by the Program Director and Department Chair.

- G. Failing to complete the required number of credit hours within each academic year (See the Academic Requirements: Additional Requirements section of this handbook).
- H. Violating academic and/or non-academic misconduct policies of the Texas Tech University Health Sciences Center. For policies and procedures related to behavioral deficiencies and misconduct, refer to the *TTUHSC Student Affairs Handbook: Code of Professional and Academic Conduct*.

As per the SHP policy on Academic Dismissal (SHP OP ST. 02) (see <https://hscweb.ttuhsu.edu/health-professions/current/policies.aspx>) students will receive an “intent to dismiss” letter generated by the Office of Admissions and Student Affairs and signed by the Department Chair. This letter will provide information about the student’s right to appeal the dismissal. Copies of the letter will be provided to the student, the Program Director, the Department Chair, and the Associate Dean for Admissions and Student Affairs.

SECTION IV: REQUIRED FORMS

(Forms are available upon request from the Administrative Assistant and from the Ph.D. RS website: <https://www.ttuhsu.edu/health-professions/phd-rehabilitation-science/>)

Date:

Full Legal Name:

Student's R#:

Current Mailing Address (include zip code):

Committee Selection Form

New

Revised

Planning Committee (3 members including the Program Director and other Ph.D. RS program faculty members representing the student's academic and/or research interests)

Research Committee (3 members including the advisor who serves as Chair of the Committee and at least one other Ph.D. RS program faculty member)

Comprehensive Qualifying Examination Committee (3 members including the advisor who serves as Chair of the Committee and at least one other Ph.D. RS program faculty member)

Dissertation Committee (5 members including the advisor who serves as Chair of the Committee, 2-3 members from within the concentration area, 0-1 members from the Ph.D. RS program, and 1 member from outside the program)

Signatures

Doctoral Student: _____

Committee Chairperson: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____ (Dissertation ONLY)

Committee Member: _____ (Dissertation ONLY)

TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER – SCHOOL OF HEALTH PROFESSIONS
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Plan of Study Form

Date:
Full Legal Name:

Catalog Year:
Student's R#:

Program Director: _____

Members: _____, _____, _____

New Revised

Academic Emphasis: (1) _____, (2) _____

Research Specializations: (1) _____, (2) _____

Coursework requirements (prefix and number as it appears in catalog or on official transcript)

Only 4 online courses total are allowed as part of the 86 required hours.

Semester and Year	Completed	Online or Face to face	Course Prefix & Number	Title	Credit Hours	Category
				<i>Prematriculaton graduate courses transferred*</i>		<i>Non-resident Grad Transfer (24 SCH max)</i>
			HPPH 7301	Foundations of Rehabilitation Science	3	Foundation/ Introductory
			HPPH 7311	Curriculum Design & Teaching	3	Teaching
			HPPH 7412	Educational Evaluation	4	Teaching
			HPPH 7113	Teaching Apprenticeship	1	Teaching
			HPPH 7321	Research Design & Statistics	3	Research Design & Statistics
			HPPH 7322	Intermediate Statistics	3	Research Design & Statistics
			HPPH 7322	Selected Topics in Statistics	3	Research Design & Statistics
			HPPH 7331	Writing for Publication	3	Technical Writing
			HPPH 7332	Writing for Grants	3	Technical Writing
					3	Research Methods

					3	Research Methods
			HPPH 7099	Research	6	Research
						Concentration
						Concentration
						Concentration
						Concentration
						Concentration
						Concentration
						Concentration
						Concentration/ Elective
						Concentration/ Elective
						Concentration/ Elective
						Concentration/ Elective
			HPPH 8000 / 8001	Doctoral Dissertation	12	Dissertation

Summary of the Plan of Study by Curriculum Category

Category	Required	Proposed	Completed
Foundation/Introductory	3	0	0
Teaching	8	0	0
Research Design and Statistics	9	0	0
Technical Writing	6	0	0
Research Methods	6	0	0
Research	6	0	0
Concentration Prescribed	24	0	0
Elective	12	0	0
Doctoral Dissertation	12	0	0
TOTAL:	86	0	0

Total # of face to face

0

Total # of online

0

Research Project (Manuscript):

Original Data Set

Existing Data Set

Signatures:

Student

Date

Program Director

Date

Academic Advisor

Date

Planning Committee Member

Date

Planning Committee Member

Date

Department Chair

Date

Remarks or Conditions of Approval:

Approval of this form indicates that the proposed plan of study is acceptable; it carries no assurance of the student's attainment of a degree. Changes to this plan may be made only with approval of the Program Director.

TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER – SCHOOL OF HEALTH
PROFESSIONS
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Date:

Full Legal Name:

Student's R#:

Current Mailing Address (include zip code):

Dissertation Defense Announcement Form

(This form must be filed 3 weeks before the oral defense. The defense must be completed before the deadline in the semester of graduation.)

Date of Defense: _____ Time of Defense: _____

Location of Defense: _____

Dissertation Title: _____

Committee Chair: _____

Committee Members: _____, _____

_____, _____

The above date and time have been agreed upon by all dissertation committee members.

	Signature	Date
--	-----------	------

Doctoral Candidate:

Committee Chair:

Committee Member:

Committee Member:

Committee Member:

Dissertation Proposal Checklist

Student's Name _____ Year in Program _____ Semester/Year _____

Project Title:

Note: "Yes" indicates $\geq 80\%$ proficiency on each item. "No" indicates $< 80\%$ proficiency on each item.

	Yes	No
Project Scope		
1. Student has identified an area of study that makes an original and relevant contribution to rehabilitation science.	_____	_____
2. Scope of student's research study is appropriate for a dissertation-level project.	_____	_____
3. Student's level of independence in developing dissertation research is appropriate.	_____	_____
Literature Review		
4. Student provides a concise, well organized, and integrated review of relevant literature in the Introduction section.	_____	_____
5. Student provides a more extensive review of research related to the project or some relevant part of the project in an Extended Literature Review.	_____	_____
6. Extended literature review is integrative, thorough, and well organized.	_____	_____
7. Student adequately evaluates existing literature.	_____	_____
8. Student addresses strengths and limitations of existing literature.	_____	_____
9. Student makes a clear argument for need to conduct research on proposed topic.	_____	_____
Purpose of Study		
10. The purpose of the study is clearly stated.	_____	_____
11. Research questions are appropriate and clearly articulated.	_____	_____
12. If applicable, hypotheses are appropriate and clearly articulated.	_____	_____
13. If applicable, supporting literature is provided for hypotheses.	_____	_____
14. Student is able to clearly identify different types of variables (independent, dependent, mediators, moderators).	_____	_____

	Yes	No
Research Design/Methods		
15. If applicable, research design is appropriate to address hypotheses/research questions.	_____	_____
16. Measures included in study are appropriate for study (i.e., valid measures of target constructs).	_____	_____
17. Description of measures used in study is provided.	_____	_____
Data Analysis		
18. Student identifies, provides rationale, and adequately describes statistical procedures chosen to analyze data.	_____	_____
Proposal Document		
19. Student adheres to guidelines set forth by the American Psychological Association (APA) Publication Manual (current edition).	_____	_____
20. Document is well organized, written in a clear, concise and grammatically correct manner.	_____	_____
Professionalism		
21. Student demonstrates mastery of relevant literature, research study, and is able to adequately answer questions in a thoughtful and scholarly manner.	_____	_____

A minimum of 80% of the items need to be marked 'Yes' to have dissertation proposal approved.

- _____ Yes, student meets or exceeds expected level of competency for dissertation proposal.
 _____ No, student does not meet expected level of competency for dissertation proposal.

Comments:

_____	_____	_____	_____
Doctoral Student	Date	Committee Chairperson	Date
_____	_____	_____	_____
Committee Member	Date	Committee Member	Date
_____	_____	_____	_____
Committee Member	Date	Committee Member	Date
_____	_____		
Department Chair	Date		

Dissertation Defense Checklist

Student's Name _____ Year in Program _____ Semester/Year _____

Project Title:

Note: "Yes" indicates $\geq 80\%$ proficiency on each item. "No" indicates $< 80\%$ proficiency on each item.

	Yes	No
Project Scope		
1. Scope of student's research study is appropriate for a dissertation-level project.	_____	_____
Literature Review		
2. Student provides a concise, well organized, and integrated review of relevant literature in the Introduction section.	_____	_____
3. Student adequately evaluates existing literature, addressing strengths and limitations of the existing literature.	_____	_____
Purpose of Study		
4. The purpose of the study is clearly stated.	_____	_____
5. Research questions are appropriate and clearly articulated.	_____	_____
6. If applicable, research questions/hypotheses are appropriate and are supported by literature.	_____	_____
7. Student is able to clearly identify different types of variables (independent, dependent, mediators, moderators).	_____	_____
Research Design/Methods		
8. If applicable, research design is appropriate to address hypotheses/research questions.	_____	_____
9. Measures included in study are appropriate for study (i.e., valid measures of target constructs).	_____	_____
10. Description of measures used in study is provided.	_____	_____
11. Student recognizes limitations of proposed dissertation research project.	_____	_____
Data Analysis		
12. Student identifies, provides rationale, and adequately describes statistical procedures chosen to analyze data.	_____	_____
13. Student accurately performs and interprets data analysis.	_____	_____

	Yes	No
Results		
14. Written results are complete and appropriate for statistical research questions/hypotheses.	_____	_____
15. All figures and tables clearly depict results.	_____	_____
16. If applicable, statistics are correctly presented and reported.	_____	_____
Discussion/Conclusion		
17. Student relates findings to research questions and to previous literature.	_____	_____
18. Student appropriately describes implications of current study.	_____	_____
Final Document		
19. Student adheres to guidelines set forth by the American Psychological Association (APA) Publication Manual (current edition).	_____	_____
20. Document is well organized, written in a clear, concise and grammatically correct manner.	_____	_____
Professionalism		
21. Student's level of independence in completing dissertation research is appropriate.	_____	_____
22. Student demonstrates mastery of relevant literature, research study, and is able to adequately answer questions in a thoughtful and scholarly manner.	_____	_____

A minimum of 80% of the items need to be marked 'Yes' to have dissertation defense approved.

- _____ Yes, student meets or exceeds expected level of competency for dissertation defense.
 _____ No, student does not meet expected level of competency for dissertation defense.

Comments (include if changes are required to final document):

_____	_____	_____	_____
Doctoral Student	Date	Committee Chairperson	Date
_____	_____	_____	_____
Committee Member	Date	Committee Member	Date
_____	_____	_____	_____
Committee Member	Date	Committee Member	Date
_____	_____	_____	_____
Department Chair	Date		

Dissertation Defense Dean’s Representative Report

Doctoral Candidate:

Dean’s Representative:

Were all committee members present? Yes No

Were others in attendance? Yes No

Was a copy of the dissertation available for reference? Yes No

Was the defense conducted in a proper manner? Yes No

Comments:

SHP Dean’s Representative

Date

DOCTOR OF PHILOSOPHY IN REHABILITATION SCIENCE

Date: _____

Full Legal Name: _____

Student's R#: _____

Current Mailing Address (include zip code): _____

Completion of Degree Requirements Form

Research Proposal

Title: _____

Chair of Committee / Advisor Date Member Date

Member Date

Research Defense

Title: _____

Chair of Committee / Advisor Date Member Date

Member Date

Coursework (74 SCH)

Program Director Date

Comprehensive Qualifying Examination for Admission to Candidacy

The qualifying examination Committee, Program Director, and Department Chair recommend to the Dean of the School of Health Professions that the student be admitted to doctoral candidacy.

Starting Date of Written Examination: _____

Completion Date of Written Examination: _____

Date of Oral Defense: _____

_____ Date Member _____ Date

_____ Date Member _____ Date

The Program Director approves the student for admission to candidacy.

_____ Date

The Chair of the Department of Rehabilitation Sciences approves the student for admission to candidacy.

_____ Date

The Dean of the School of Health Professions approves the student for admission to candidacy.

_____ Date

Dissertation Proposal

Title: _____

Chair of Committee / Advisor Date Member Date

Member Date Member Date

Member Date

Dissertation Defense

Title: _____

Chair of Committee / Advisor Date Member Date

Member Date Member Date

Member Date



All degree requirements met.

Program Director Date

Department Chair Date

SECTION V: APPENDICES

APPENDIX A: MAJOR STEPS CHECKLIST FOR COMPLETING THE PHD RS DEGREE

These steps may vary in each individual case. This list is not intended to be binding in time. It is the student's responsibility to meet all semester deadlines for graduation.

Step	Action	Form	Initiated by	Submitted to	Time
1.	Select advisor / chair of committees & planning committee	Committee Selection Form	Student	Program Director (PD)	After completion or 15-18 credit hours
2.	Planning committee meeting	Plan of Study Form	Student/PD	PD	End of second semester
3.	Submit changes to the plan of study	Plan of Study Form	Advisor/PD	PD	As needed
4.	Select research project committee*	Committee Selection Form	Student	PD	Prior to enrolling in HPPH 7099
5.	Research project proposal *	Completion of Degree Requirement Form	Student/Advisor		Concurrent with HPPH 7099
6.	Research project research *		Student/Advisor		Concurrent with HPPH 7009
7.	Research project defense *	Completion of Degree Requirement Form	Student/Advisor		Concurrent with HPPH 7099
8.	Submit finished research project manuscript		Student/Advisor	PD	In fulfillment of Research Project requirement
9.	Select comprehensive qualifying (comprehensive) examination committee	Committee selection form	Advisor/Student	PD	Prior to final semester of coursework
10.	Confirmation of coursework completion	Completion of degree requirement	Student/PD	PD	Final semester of coursework
12.	Comprehensive qualifying exam	Completion of degree requirement	Advisor	PD	Final semester of coursework
13.	Select dissertation committee	Committee selection form	Ph.D. candidate / Advisor	PD	Following completion of comprehensive qualifying exam
14.	Obtain dissertation formatting information from the Program Director and SHP office.		Ph.D. candidate / Advisor / PD		Beginning of dissertation
15.	Enroll in HPPH 8000 Dissertation -- at least 2 hours per semester.		Ph.D. candidate	Via normal registration procedures	In fulfillment of HPPH 8000
16.	Dissertation proposal	Completion of degree requirement	Advisor	PD	In fulfillment of HPPH 8000
17.	Dissertation research		Ph.D. candidate		In fulfillment of HPPH 8000
18.	Submit "Intention to graduate" form	Intention to graduate form	Ph.D. candidate	SHP Office of Admission & Student Affairs	Semester of graduation
19.	Pay graduation and ETD processing fees; these fees are associated with HPPH 8001		Ph.D. candidate	Via normal procedures	Semester of graduation
20.	Consult with Michelle Broselow in the SHP office to ensure proper formatting. Michelle.Broselow@ttuhsc.edu		Ph.D. candidate	SHP office	4-5 wks before defense
21.	Schedule dissertation defense	Dissertation defense announcement form	Ph.D. candidate /Advisor	PD	3 wks before defense; Defense must occur before deadline in graduation semester
22.	Submit dissertation manuscript to committee		Ph.D. candidate	Dissertation committee	Two weeks prior to oral defense
	Contact Program Director to confirm Dean's representative for defense		Advisor	Program Director	Two weeks prior to oral defense
25.	Dissertation defense	Completion of degree requirement form & Report of the SHP dean's representative	Advisor	PD	In fulfillment of HPPH 8001
26.	Submit the ETD registration form to Michelle Broselow in the SHP office. Consult with Michelle to ensure proper formatting.		Ph.D. candidate	SHP office	Following oral defense and completion of revisions
27.	Submit official copy of dissertation to Michelle Broselow in the SHP office.		Ph.D. candidate	SHP office	Prior to deadline
28.	Final grade for HPPH 8001 Dissertation		Advisor/PD	Registrar's office	End of graduation semester

APPENDIX B: RESEARCH PROJECT

The following describes the Ph.D. RS program's policy for the research project.

Part 1. Procedures and Requirements

A research project is required of all students in the Ph.D. RS program prior to sitting for the Comprehensive Qualifying Examination for Admission to Candidacy. The aims of the research project are to: 1) provide the student with the experiences necessary to learn how to conduct research, and 2) ensure that the student possesses the knowledge, skills and abilities to conduct research. Although not an explicit requirement for completing the research project, the student is also encouraged to submit the finished manuscript for publication.

There are two research project pathways that are defined by the source of the data: 1) new original data obtained for the expressed purposes of the research project, and 2) pre-existing data that were obtained previously as part of a different project. Students who have not previously completed a master's thesis or an equivalent graduate-level research project in a related area must complete a project that involves the acquisition of new original data. Students who have previously completed a master's thesis or equivalent in a related area have the option of using data that have been previously acquired. However, projects that use pre-existing data must aim to provide a unique contribution to the literature. This might be accomplished by examining new research questions, testing new hypotheses, or analyzing the data in a different way that leads to novel results that have not been previously reported. The appropriate pathway is determined during the student's planning meeting and documented on the official Plan of Study form.

Completion of the research project occurs in three stages: (1) proposing the project to the committee, (2) conducting the research, and (3) defending the research to the committee, other faculty and students. The research project may take place concurrently with the completion of coursework. The research project must be defended prior to sitting for the Comprehensive Qualifying Examination. Additionally, the final committee-approved research project manuscript must be submitted to the program director prior to the student's admission to candidacy and subsequent enrollment in dissertation hours.

The requirements for completing the research project are outlined below:

- A. A minimum of 6 hours of HPPH 7099 Research must be completed while working on the research project. Additional hours might be required depending on the scope and nature of the project. The research project normally will span two or more semesters. The student should enroll in HPPH 7099 in each semester in which work on the project is performed and the number of hours should be concomitant with the amount of work performed.
- B. Selection of a research project topic should be influenced primarily by the student's interests and secondarily by the faculty's expertise, as well as by the availability of necessary resources that may be required for successful completion of the project.
- C. The student is required to pass a formal research proposal consisting of a written document and an oral presentation to the research project committee. A proposal meeting must be convened before the student proceeds with the project, and the committee determines if the proposed project is suitable for continuation. Students should be prepared to submit to the committee a written proposal of the research project two weeks in advance of the scheduled proposal meeting. The written proposal should follow the format described in Part 2 (below). All arrangements for

the proposal meeting should be initiated by the committee chair and assisted by the program director and administrative assistant.

Students must not collect any data until their proposed research project has been approved by the research project committee and other approval boards, as applicable (see below).

At the conclusion of the proposal meeting, the committee will vote to approve the project, conditionally approve the project (with conditions specified), or disapprove of the proposed project. Approval (and conditional approval) constitutes an agreement between the student and the committee regarding the scope and nature of the research. Committee approval, which requires a majority vote, will be documented in writing and signed by all committee members. Any substantive changes in study design must be approved by the entire committee in writing.

In the event that a student does not successfully propose his or her research project and the scope of the problem exceeds what would typically be required in a major revision, the committee may not approve the project as proposed. In this case, the student will follow the remediation guidelines set by the research project committee, and normally will repeat the proposal one time in a subsequent semester. Failure to successfully repeat the proposal a second time normally will result in dismissal from the program.

- D. The student will conduct the research (collect and analyze data) as approved by the research project committee. The committee chair will provide oversight and committee members will provide guidance, as needed. Projects that use human subjects must first obtain approval from the TTUHSC Institutional Review Board for the Protection of Human Subjects (IRB) and any other IRBs at participating sites, as applicable. Projects that use human cadavers must first obtain approval from the TTUHSC Anatomy Research Board. Projects that use live animals must first obtain approval from the TTUHSC Institutional Animal Care and Use Committee (IACUC).

The student will prepare a final written manuscript using an approved journal manuscript format, as described in Part 2 (below). The student must submit drafts of the manuscript to the committee chair for feedback and approval periodically during the writing process, as directed by the chair. This writing-feedback-revision process normally occurs several times before the final draft is suitable for distribution to the committee. The chair of the committee determines when the manuscript is suitable for distribution to the committee members.

After the chair approves the final draft, then the manuscript can be sent to the committee in preparation for the oral defense. The final draft must be sent to the committee at least two weeks prior to the scheduled oral defense date.

- E. The student may defend the research project any time between the first and last days of a semester as approved by the committee. The student must pass the oral defense of the research project and the written document. The oral defense takes place in a semi-public forum in which the student presents the research project and answers questions about the research directed to him or her by the committee members, other faculty, and students. Members of the general public are welcome at the presentation, but this is not a requirement. The presentation should provide a concise review of the salient literature and the hypothesis and rationale. In addition the presentation should describe the subject population, methods and procedures, and an overview of the results. Finally, the student should make brief comments concerning the implications of the research. Recommended formatting of the slide presentation is provided in Part 3 (below). The oral presentation and general question/answer session normally will not exceed one hour.

Following the oral presentation, the student will defend his or her research project in a closed-door meeting with the committee. This examination may include additional questions about the research, as well as specific recommendations for the written manuscript.

Following the completion of closed-door examination period, the committee chair will ask the student to be excused while the committee reviews the student's performance. Evaluation of the research project by the committee will be based on the quality of the research, quality of the manuscript, quality of the presentation, and ability to defend the project under examination. After all due deliberations have concluded, the chair will call for a vote from the committee to determine whether the student has passed, passed with revisions (as specified in writing by the committee), or failed the research project defense. A majority vote will be used in reaching a decision. The chair will record the votes for future reference. The student will then be invited back into the room and given the decision of the committee. Revisions, if warranted, will also be explained at that time.

The room number, date, and time of the research project defense must be approved by all committee members and scheduled at least two weeks in advance of the defense meeting. Email announcements should be sent to Ph.D. RS program faculty and students **at least one week in advance**. All arrangements for the defense meeting should be initiated by the committee chair with help from the program director and administrative assistant.

In the event that a student does not successfully defend his or her research project and the scope of the problem exceeds what would typically be required in a major revision, the committee may fail the student. In this circumstance, the student is advised to follow the remediation guidelines set by the research project committee and approved by the program director and department chair. The student may re-defend the research project one time in a subsequent semester. Failure to successfully defend the research project a second time normally will result in dismissal from the program.

- F. The research project proposal and defense must not occur in the same semester. The proposal may take place via video conference, but the research project must be defended by the student on campus and in person.

Part 2. Formatting of the Written Proposal and Final Manuscript

The written proposal will consist of a title page, introduction and methods sections, and a list of references. The formatting of these sections should follow the guidelines of the selected journal. The introduction section normally will include a statement of the problem, need for the study, an abbreviated review of literature, purpose statement, and research questions and/or hypotheses. The methods section normally will include a description of the experimental design, subjects (including inclusion and exclusion criteria), procedures and instruments, data reduction/processing, and statistical analysis. A projected timeline and an estimated budget should also be included for consideration by the committee.

The final manuscript must be formatted according to the official author's guidelines of the selected journal, and should be as journal-ready as possible at the time the manuscript is distributed to the committee in preparation for the oral defense.

Part 3. Formatting of the Slide Presentation for the Proposal and Defense

The slide presentation should be structured to include the typical sections of a research presentation, normally including the following sections:

- Title slide
- Introduction/Background, including a statement of the problem, need for the study, and review of relevant literature
- Purpose statement and research questions or hypotheses
- Materials and Methods, including experimental design, subjects, procedures and instruments, data reduction/processing, statistical analysis
- Estimated budget (proposal only)
- Projected Timeline (proposal only)
- Results (defense only)
- Discussion (defense only)
- Conclusions (defense only)
- References

APPENDIX C: COMPREHENSIVE QUALIFYING EXAMINATION

Each student will be required to pass a comprehensive qualifying examination.

Introduction

The comprehensive qualifying examination for admission to candidacy is one of the major features of the Ph.D. program and will encompass the academic and research emphases as indicated on the official plan of study. The purpose of the exam is to evaluate the student's preparedness to advance to the dissertation phase of the program. Students will sit for the exam after completing all course work and other program requirements except for the dissertation. Students may sit for the comprehensive qualifying examination while enrolled in their final semester of course work. The examination requires synthesis, evaluation, and application of knowledge acquired during the course of study in the Ph.D. program, including formal and informal educational experiences. Consequently, satisfactory performance in course work does not necessarily guarantee successful performance on the comprehensive qualifying examination. The examination consists of written and oral components that must be completed successfully.

Steps for Planning and Completing the Exam

- Intent to sit for the exam is initiated by the student through the advisor and Program Director and begins the preparation process. The Program Director will confirm that the student has met all program requirements and is eligible to sit for the exam. Declarations to sit for the exam must be made by the following dates in the semester preceding the exam:
 - **October 15 for a Spring semester examination**
 - **March 15 for a Summer semester examination**
 - **July 15 for a Fall semester examination**
- The student with input from the advisor (Committee Chair) selects the members of the examination committee. The members of the committee must represent the student's academic and research emphases.
- The Program Director arranges the exam (date, room, etc.) with assistance of the Administrative Assistant. There will be one examination period in a given semester. More than one student may sit for the exam during the examination period. The written portion of the exam normally will take place between the fifth and tenth weeks in the Fall and Spring semesters, and between the fifth and eighth weeks in a full Summer semester.
- The student develops a list of "topics of interest" and works with the Chair and other committee members to refine this list. The list may be used by the Committee to assist in the development of exam questions for the student, but the exam topics are not limited to this list.

About Two or Three Months Prior to the Exam

- The Chair calls a meeting of the examination committee to initiate discussion about exam content, format and questions. The Chair may present the student's list of "topics of interest" for

discussion. The Committee agrees upon general topics of examination and the role of each member in writing or contributing to questions.

- The Chair will mentor the student through the preparation process, but it is the student's responsibility to prepare adequately. The Chair may suggest topics or content areas for the student to review including specific readings, written or intellectual exercises, etc. The student must also seek mentorship from individual committee members.
- The student continues preparation for the exam in consultation with the Chair and committee members until preparation is complete.

About One Month Prior to the Exam

- The Chair calls for the exam questions from the committee members.
- The Chair compiles the questions into a cohesive exam, seeking input from committee members as necessary.

About Two Weeks Prior to the Exam

- The Chair submits a copy of the exam to the Program Director for the Ph.D. RS program files.
- The Program Director/Administrative Assistant will prepare the official copies of the exam for the student and will confirm proctoring duties to be shared among faculty.

The Written Exam

The written exam normally will take place on two consecutive days as arranged by the program.

Day 1: 8:30 AM to 12:30 PM: Academic Emphasis

Day 2: 8:30 AM to 12:30 PM: Research Emphasis

The exam questions will be customized to the individual student. However, as a general guideline the student will be expected to answer approximately 3-5 questions within each four hour testing session, depending on the length of each question and the number of subparts.

Students will write the exam on a computer provided or arranged by the program. During the academic emphasis session, students will not be permitted any outside resources. During the research emphasis session, students will be permitted to use up to five original research articles screened and approved by the examination Chair to assist in the development of a research prospectus. The articles will be submitted to the Chair several days in advance and the exam proctor will provide clean copies of the articles (absent of extraneous notes) to the student for use during the exam.

At the conclusion of each testing day the student will submit written answers to the Chair using an approved procedure. The Chair will distribute the student's answers to the committee members and copy the Program Director. The committee members will read and evaluate the student's answers.

Evaluation of the Written Exam

The student's written answers will be evaluated by section (academic and research) and a performance score will be assigned to each section based on the following criteria: PASS (equivalent to $\geq 75\%$), MARGINAL PASS ($\geq 70\%$ and $< 75\%$), or FAIL ($< 70\%$).

The student will not receive feedback on any portion of the written exam until the oral examination meeting. Additionally, the *questions and answers from the academic section will not be returned to the student*. However, the Program Director will *return questions and answers from the research section to the student* in order to facilitate preparation for the oral exam.

The Oral Examination

The oral examination is required of all students and will take place no later than two weeks after completion of the written exam and before the final day of the semester as published in the official SHP academic calendar. The oral exam will be scheduled and coordinated by the Chair of the examination committee. All committee members will participate in the oral examination and the meeting typically will last no more than two hours.

During the oral examination the committee will further evaluate the student's preparedness to advance to the dissertation phase of the program. This evaluation may include follow-up or clarifying questions about portions of the written exam that were marginal or unsatisfactory, and other related questions that arise during the discussion.

Final Decision

Committee members will vote PASS (equivalent to $\geq 70\%$) or FAIL ($< 70\%$) considering the entire (written academic, written research, oral) exam. Failing any section constitutes failing the exam. A simple majority vote of committee members carries the decision. In the event of a failing score, the committee will determine which specific aspects of the student's performance were deficient in the written and oral components of the exam. The student will be required to repeat in a subsequent semester only the specific sections (written academic, written research, oral) of the examination that were deficient.

The student will be notified by the Program Director of the final decision no later than the final day of the semester as published in the official SHP calendar.

Procedure when the Comprehensive Qualifying Examination is Completed Successfully.

If the comprehensive qualifying examination is completed successfully the Chair of the examination committee (advisor) will send confirmation to the Dean of the SHP, through the Program Director and Department Chair, that the student is recommended for admission to candidacy. Following approval by the Dean, the student may then proceed to the dissertation phase of the curriculum.

Procedure when the Comprehensive Qualifying Examination is Not Completed Successfully.

If the comprehensive qualifying examination is not completed successfully the Chair of the examination committee (advisor) will notify the Dean of the SHP, through the Program Director and Department Chair, that the student is not recommended for admission to candidacy. The student will be required to repeat in a subsequent semester only the sections of the exam that were determined to be unsatisfactory. Failure to pass the comprehensive qualifying examination a second time normally will result in dismissal from the program.

APPENDIX D: DOCTORAL DISSERTATION

This document describes the Ph.D. RS program's policy for the doctoral dissertation. The doctoral candidate should also refer to the more general SHP Operating Policy on Thesis and Dissertation (SHP OP: ST. 18).

Part 1. Procedures and Requirements

The doctoral dissertation represents the most scholarly work produced by a graduate student in the School of Health Professions and is the capstone event for the Ph.D. degree. The dissertation must demonstrate a mastery of the techniques of research, a thorough understanding of the subject matter and its background, and a high degree of skill in organizing and presenting the materials. A doctoral dissertation should embody a significant contribution of new information to a subject or a substantial reevaluation of existing knowledge presented in a scholarly style. The candidate is expected to complete the work independently under the supervision of a dissertation committee and within a specified period of time prior to graduation.

The dissertation process occurs in three stages: (1) proposing the dissertation to the committee, (2) conducting the research, and (3) defending the dissertation to the general public concurrent with a final examination by the committee. Dissertation work may only occur after the candidate has successfully completed the Comprehensive Qualifying Examination and all required coursework for admission to candidacy.

Above all, scientific rigor and scholarly performance characterize dissertation research. These guiding principles are especially embodied in the oral defense of the dissertation. Successful completion of the oral defense indicates, in part, that a candidate has mastered the information and therefore has earned the right to be considered an expert in his or her area of research. Additionally, all Ph.D. candidates must adhere to the highest ethical standards of research practice, including integrity in the analysis and presentation of data.

The requirements for completing the dissertation are outlined below:

- A. A minimum of 12 hours of HPPH 8000/8001 Doctoral Dissertation must be completed while working on the dissertation. The candidate must maintain continuous enrollment (except in the case of an approved Leave of Absence) throughout the dissertation process until graduation.
- B. The required minimum enrollment is 2 hours each semester. Additional hours may be required depending on the candidate's level of involvement in research, use of university facilities, and demands upon faculty time.
- C. Selection of a dissertation topic should be influenced primarily by the candidate's interests and secondarily by the faculty's expertise, as well as by the availability of necessary resources that may be required for successful completion of the project.
- D. The candidate is required to pass a formal dissertation proposal consisting of a written document and an oral presentation to the dissertation committee. A proposal meeting must be convened before the candidate proceeds with the dissertation project, and the committee determines if the proposed project is suitable for continuation. Students should be prepared to submit to the committee the first three chapters of the dissertation (i.e., Introduction, Review of Literature, and Methods) two weeks in advance of the scheduled proposal meeting. Evidence of a well-developed rationale, literature review, statement of the hypothesis, and research design is expected.

Candidates must not collect any data until their proposed dissertation has been approved by the dissertation committee and other approval boards, as applicable (see below).

At the conclusion of the proposal meeting, the committee will vote to approve the project, conditionally approve the project (with conditions specified), or disapprove of the proposed project. Approval (and conditional approval) constitutes an agreement between the candidate and the committee regarding the scope and nature of the research. Committee approval, which requires a majority vote, will be documented in writing and signed by all committee members. Any substantive changes in study design must be approved by the entire committee in writing.

In the event that a candidate does not successfully propose his or her dissertation and the scope of the problem exceeds what would typically be required in a major revision, the committee may not approve the project as proposed. In this case, the candidate will follow the remediation guidelines set by the dissertation committee, and normally will repeat the proposal one time in a subsequent semester. Failure to successfully repeat the proposal a second time normally will result in dismissal from the program.

- E. The candidate will conduct the research (collect and analyze data) as approved by the dissertation committee. The dissertation chair will provide oversight and committee members will provide guidance, as needed. Projects that use human subjects must first obtain approval from the TTUHSC Institutional Review Board for the Protection of Human Subjects (IRB) and any other IRBs at participating sites, as applicable. Projects that use human cadavers must first obtain approval from the TTUHSC Anatomy Research Board. Projects that use live animals must first obtain approval from the TTUHSC Institutional Animal Care and Use Committee (IACUC).

The candidate will prepare a final manuscript using one of the two approved SHP dissertation formats, as described in Part 2 (below). The candidate must submit drafts of the manuscript, chapters, or sections to the chair for feedback and approval during the writing process. This writing-feedback-revision process normally occurs several times before the final draft is suitable for distribution to the committee. The chair of the committee determines when the manuscript is suitable for distribution to the committee members.

After the chair approves the final draft, then the manuscript can be sent to the committee in preparation for the final oral defense. The final draft must be sent to the committee at least two weeks prior to the scheduled oral defense date.

- F. The candidate must defend the dissertation before the deadline in the graduation semester. Deadlines are published in the official SHP academic calendar. The candidate must pass a formal oral defense of the dissertation and the written document. The oral defense takes place in a public forum in which the candidate presents the research and answers questions about the research directed to him or her by the committee members, other professionals, and the general public. The presentation should provide a concise review of the salient literature and the hypothesis and rationale. In addition the presentation should describe the subject population, methods and procedures, and an overview of the results. Finally, the candidate should make brief comments concerning the implications of the research. The oral presentation and public question/answer session normally will not exceed one hour. A School of Health Professions Dean's Representative must attend the oral dissertation defense to ensure that the defense proceedings are conducted in a proper manner.

Following the public presentation, the candidate will defend his or her dissertation in a closed-door meeting with the dissertation committee. This examination may include additional questions about the research, as well as specific recommendations for the dissertation document.

Following the completion of closed-door examination period, the committee chair will ask the candidate to be excused while the committee reviews the candidate's performance. After all due deliberations have concluded, the chair will call for a vote from the committee to determine whether the candidate has passed, passed with revisions (as specified in writing by the committee), or failed the dissertation defense. A majority vote will be used in reaching a decision. The chair will record the votes for future reference. The candidate will then be invited back into the room and given the decision of the committee. Revisions, if warranted, will also be explained at that time.

The room number, date, and time of the dissertation defense must be approved by all committee members and scheduled at least two weeks in advance of the defense meeting. Public notices of the defense must also be posted two weeks in advance of the defense meeting. The public notices must use the format designated in the approved template that is available from the administrative assistant. The posting of notices will be coordinated through the program director and administrative assistant. Members of the general public may request an electronic or paper copy of the dissertation document for review two weeks prior to the defense date. A copy of the dissertation manuscript will be provided for public viewing at the oral defense meeting.

In the event that a candidate does not successfully defend his or her dissertation and the scope of the problem exceeds what would typically be required in a major revision, the committee may fail the candidate. In this circumstance, the candidate is advised to follow the remediation guidelines set by the dissertation committee and approved by the program director and department chair. The candidate may re-defend the dissertation one time in a subsequent semester. Failure to successfully defend the dissertation a second time normally will result in dismissal from the program.

- G. The dissertation proposal and defense must not occur in the same semester. The proposal may take place via video conference, but the dissertation must be defended by the candidate on campus and in person.

Part 2. Written Document Formatting Options

The candidate (in consultation with the committee chair) will select from two dissertation formatting options: (1) a traditional dissertation consisting of five chapters, and (2) a hybrid dissertation consisting of six chapters. The hybrid option combines elements of the traditional dissertation with the preparation of two stand-alone manuscripts organized in a journal style. The written dissertation must conform to the current American Psychological Association (APA) citation and bibliography style guidelines throughout, regardless of any specific journal requirements.

Additionally, all dissertations must follow the guidelines specified in the current TTU *Graduate School Thesis-Dissertation Formatting Guidelines*, as well as any additional specific requirements for electronic dissertation formatting.

(<http://www.depts.ttu.edu/gradschool/academic/FormattingGuidelines.php>). Students must coordinate approval of the final document with Michelle Broselow (michelle.broselow@ttuhsc.edu) in the School of Health Professions Office of the Dean.

- The traditional dissertation must consist of the following five chapters (plus the required title page, table of contents, lists of tables and figures, and other front and back matter as specified in the TTU guidelines for dissertation formatting):
 1. Introduction
 2. Review of Literature
 3. Methods
 4. Results
 5. Discussion and Conclusion

- The hybrid dissertation must consist of the following six chapters (plus required front and back matter):
 1. Introduction
 2. Review of Literature
 3. Methods
 4. Journal Manuscript 1
 5. Journal Manuscript 2
 6. Discussion and Conclusion

Chapters 1-3 serve as the written proposal document and are identical for the traditional and hybrid formats.

Chapter 1. Introduction

The Introduction chapter normally will include the following information:

1. Statement of the Problem
2. Background and Theory
3. Need for the Study
4. Purpose of the Study and Research Hypotheses (and/or Research Questions)

Chapter 2. Review of Literature

The Review of Literature chapter must be organized to include topics that relate to the central theme of the dissertation. The scope and nature of the review of literature should substantiate the statement of the problem and need for the study presented in Chapter 1. Upon completion of the review of literature, the candidate is expected to be an expert on the published literature in the area.

Chapter 3. Methods

The Methods chapter normally will include the following information presented in a logical order:

1. Experimental Design and Independent Variables
2. Subjects
3. Procedures and Instruments
4. Data Reduction and Dependent Variables
5. Statistical Analyses

Chapter 3 might also include *assumptions* and *operational definitions*, as appropriate.

Traditional Dissertation

Chapter 4. Results

In the traditional dissertation, Chapter 4 will consist of a comprehensive report of the results/findings of the study presented in a logical order.

Chapter 5. Discussion & Conclusion

In the traditional dissertation, Chapter 5 will consist of a discussion and interpretation of the findings of the study in context with the literature, implications of the research, and an overall conclusion. This chapter should also include *limitations* and *delimitations* of the study and *recommendations for future research* presented in a logical order.

Hybrid Dissertation

Chapter 4. Journal Manuscript 1

In the hybrid dissertation, Chapter 4 will consist of the first journal manuscript organized according to the guidelines of an appropriate journal. References and citations should continue to conform to APA format, regardless of the journal's requirements.

Chapter 5. Journal Manuscript 2

In the hybrid dissertation, Chapter 5 will consist of the second journal manuscript organized according to the guidelines of an appropriate journal. References and citations should continue to conform to APA format, regardless of the journal's requirements.

Candidates whose projects are larger in scope than two journal manuscripts may wish to seek publication of additional manuscripts that originate from the dissertation research. However, any such additional manuscripts are not considered a requirement of the dissertation. The inclusion of more than two manuscripts in the dissertation document requires approval of the dissertation committee and program director. In this circumstance, subsequent chapters in the dissertation should be numbered accordingly.

Chapter 6. Discussion & Conclusion

In the hybrid dissertation, Chapter 6 will consist of an overall discussion and interpretation of the findings from both journal manuscripts considered collectively and in context with the salient literature, implications of the research, and an overall conclusion. This chapter should also include *limitations* and *delimitations* of the study and *recommendations for future research* presented in a logical order.