

University of Central Arkansas

Department of Physical Therapy

PhD in Physical Therapy

<http://uca.edu/pt/programs/phdprogram.php>

I. INTRODUCTION AND DEPARTMENT OVERVIEW

The department of physical therapy at the University of Central Arkansas offers both clinical (DPT) and academic (PhD) doctoral degrees in the field of physical therapy. Administratively, the Department of Physical Therapy is one of nine departments in the College of Health and Behavioral Sciences, the largest college at the university. The PhD in Physical Therapy was instituted at UCA in 1999 and was the first PhD degree offered at the University of Central Arkansas.

Mission of the University:

The University of Central Arkansas, a leader in 21st-century higher education, is committed to excellence through the delivery of outstanding undergraduate and graduate education that remains current and responsive to the diverse needs of those it serves. The university's faculty and staff promote the intellectual, professional, social, and personal development of its students through innovations in learning, scholarship, and creative endeavors. Students, faculty, and staff partner to create strong engagement with the local, national, and global communities. The University of Central Arkansas is dedicated to academic vitality, diversity, and integrity. The entire strategic plan of the university, including vision, mission, core values, and goals, may be viewed at <http://www.uca.edu/strategicplan>.

Accreditation

The University of Central Arkansas is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools as a bachelor's, masters, specialist's, and doctoral degree granting institution.

Mission of the Department of Physical Therapy:

The Mission of the UCA Department of Physical Therapy is to develop outstanding physical therapy professionals and scholars who are practicing autonomously in the global, clinical, and research communities and to model excellence in education, research, and service.

Core Purpose and Values of the Department of Physical Therapy:

The faculty and staff of the Department of Physical Therapy are guided by the following core purpose and values:

Our core purpose is to advance and improve the profession and practice of physical therapy.

All of our actions and interactions are guided by the following core values:

1. Mutual respect and support
2. Honesty and integrity
3. Pursuit of excellence
4. Commitment to hard work and continual self improvement
5. Service centered attitude

Educational Principles:

The Physical Therapy Faculty at the University of Central Arkansas adheres to the following principles in providing professional and post-professional physical therapy education and research:

1. The physical therapist is an autonomous practitioner who holds the doctoral degree. As such, the graduate should be prepared to engage in the moral, ethical, and legal practice of all components of physical therapy delivery.
2. The optimal environment for doctoral education is one in which active learning, critical inquiry, and clinical decision-making is modeled by the faculty and fostered in students.
3. Professional students are obligated to play a role in contributing to the body of knowledge in physical therapy through participation in collaborative research and other activities that may include service, administrative, and educational projects.
4. Both faculty and graduates of the program have committed to lifelong personal and professional development by engaging in self-assessment activities, establishing professional goals, being critical consumers of educational opportunities, and implementing action plans which will enhance the ability of graduates and faculty to assume ever-evolving and changing roles in the current dynamic health care environment.
5. Physical therapy practice is optimized when evidence-based care and reflective practice is delivered. Evidence-based care is the use of critical inquiry and the application of best available evidence to appropriate patient populations utilizing clinical reasoning within the context of the patient's goals and values.
6. Clinical education is an essential and integral component of physical therapy education. The clinical education environment should be one in which effective and efficient application of skills is fostered and intellectual curiosity, critical thinking, and problem solving is stimulated.
7. Physical therapists are obligated to serve the diverse humanity and the physical therapy profession. Such service should be modeled by the faculty and fostered in the students and may include involvement in legislative activity, human service organizations and the provision of pro bono services.
8. Educators and researchers are developed through post-professional academic growth and faculty mentoring. Academic growth is the outcome of focused study and is student/advisor-driven based on the needs and interests of the student. Students in the post-professional programs should be supported by appropriate faculty who exemplify a high level of commitment to physical therapist education and research endeavors.

9. Faculty and students will strive to achieve and demonstrate the seven core values of professionalism: accountability, altruism, compassion and caring, integrity, professional duty, and social responsibility.

II. PROGRAM OVERVIEW

The Department of Physical Therapy Doctor of Philosophy (PhD) program supports focused exploration in an environment of interdisciplinary collaboration where intellectual and cultural diversities are encouraged.

Purpose and Goal the PhD Program:

The **purpose** of the University of Central Arkansas PhD Program in Physical Therapy is to prepare a student to assume the role of a scholar who is capable of discovering, integrating and applying knowledge as well as communicating and disseminating new knowledge. Additional skills include the ability to understand and critically evaluate the literature in order to recognize, interpret and understand the issues and problems associated with research.

The primary **goal** of the program is to assist the scholar in the development of skills of discovery and application of knowledge in a variety of settings, including college and university teaching, research and administration, as well as health care in general.

Student Outcomes:

Upon completion of the program, the PhD graduate will have the ability to make a significant contribution to the body of evidence in physical therapy by demonstrating the following competencies:

1. Demonstrate skill in original research, providing evidence of an understanding of research design and the ability to implement the scientific method for qualitative or quantitative research;
2. Engage in scholarship through dissemination of knowledge to advance understanding of the theoretical principles underlying the framework of the discipline;
3. Exhibit a breadth of knowledge of the discipline and the skill to critically evaluate the published literature with respect to evidence-based models;
4. Organize and integrate current evidence and best practice in teaching clinical and didactic physical therapy courses; and
5. Display leadership traits that guide the profession in identifying and resolving important questions, issues, and problems.

Program Emphasis

The curriculum leading to a PhD in physical therapy emphasizes development of the student's role as a scientist and teacher while encouraging original thought and expression in a mentoring environment. The faculty in the Department of Physical Therapy is dedicated to higher education and the pursuit of relevant research as a means of practical and professional growth. The curriculum is a combination of core courses, research requirements, and focused electives allowing sufficient flexibility to orchestrate

a meaningful doctoral experience. A description of the curriculum is provided in Appendix A.

Diversity

The program embraces diversity and makes every effort to recruit and accept students with diverse backgrounds and learning styles. Diversity is important in the development of a well-rounded doctoral experience that is reflective of current society and the global community. The goal of diversity promotion is to increase the number of qualified applicants from a variety of backgrounds, both economically and culturally. Ethnic and cultural diversity promotes sensitivity and understanding among individuals and supports compassionate growth as researchers and teachers. The Department plan for promoting diversity includes:

1. Identifying new venues for reaching minority candidates.
2. Advertising all open faculty positions through outlets accessible to minority populations.
3. Increasing minority recruitment through recruiting activities at institutions with high minority populations, developing learning experiences on campus for minority students, and establishing minority student ambassadors to assist with recruitment efforts.
4. Providing diversity training annually to all matriculating DPT and PhD students.

Student Characteristics

The program offers flexibility and individualized management of the plan of study; therefore, the program is suited best for the highly-motivated, self-directed adult learner with a sincere desire to improve themselves and the profession through extensive topical study. The student should have a keen inquisitive mind- open to new ideas while not losing sight of the significance of history. The student should be accepting of direction and mentoring from his/her chosen advisor and the scholarly community. The student should be knowledgeable about physical therapy and the foundational and clinical constructs inherent to the field. *The student is expected to hold a license to practice physical therapy in Arkansas or be eligible for such a license.* In addition to the above traits and requirements, students are expected to develop the following characteristics while in the program:

1. active acceptance of responsibility for self-regulation and other behaviors that positively influence outcomes of the profession and the health needs of society;
2. understanding of the need for evidence-based research on health care delivery and treatment outcomes in all cultures and socioeconomic circumstances;
3. demonstration of integrity in all interactions including but not limited to research and teaching;

4. effective management of positive and negative outcomes inherent in the PhD experience;
5. culturally competent communication with mentors, advisors, students and others;
6. use of critical judgment and reflective contemplation to identify areas lacking evidence to support current practice and to anticipate future practice needs that will potentially enhance patient outcomes and impact educational methodology;
7. ability to formulate and test theory driven hypotheses for research; and
8. skills in teaching methodology.

Student Resources

The Department of Physical Therapy supports doctoral students through graduate assistantships, lab instructor appointments, and a variety of mentoring and advising opportunities. Additionally, the student is encouraged to actively seek mentoring and collaboration from faculty, fellow doctoral students, and professional students.

Other resources for PhD students include campus facilities such as housing, University library system, grants, development, research funding, E-mail/Internet access, and use of the department's technology resources. More detailed information may be found in Appendix B and at www.uca.edu.

III ADMISSIONS INFORMATION

Regular Admission Requirements

Students are reviewed by the PhD Admissions Committee based on the following submitted materials.

1. A completed application for admission to the PhD program from the Department of Physical Therapy (online application and resources at <http://uca.edu/pt/programs/phdprogram.php>)
2. An application for admission to Graduate Study at the University of Central Arkansas. (online application and resources at <http://uca.edu/graduateschool/admission-process/>)
3. Scores of the Graduate Record Examination (GRE).
4. Score of the Test of English as a Foreign Language (TOEFL) is also needed for international students. Contact the Graduate Office for the minimal acceptable score.
5. Two letters of reference.
6. A brief letter indicating a statement of purpose.
7. Verification (transcripts) of completion of a CAPTE accredited physical therapy curriculum or equivalent* with a *cumulative grade point average of at least 3.0 (4.0 scale)*

* International students should refer to the following URL for important additional requirements concerning graduate admissions.
<http://uca.edu/international/admissions/>

8. A current copy of a license to practice physical therapy in Arkansas or a letter from the Arkansas State Board of Physical Therapy (<http://www.arptb.org/>) as proof of license eligibility (Arkansas license must be in place within six months of admission to PhD program or student will not be allowed to continue doctoral studies)

Although applications are accepted at all times during the year, the preferred dates for receipt of applications are March 1 for summer and fall admission and October 1 for spring admission.

Admission Process

Upon receipt of the required items, the PhD Admissions Committee will determine whether the applicant meets the criteria for acceptance including academic credentials, grade point average, scores on the GRE and TOEFL (if required), and appropriate interest area and statement of purpose. Applicants who meet the criteria are invited for an interview. An onsite interview at the University of Central Arkansas is preferred; however, a telephone interview may be arranged if warranted.

The PhD Admissions Committee uses the student's stated interest area and proposed time frame to suggest an appropriate research advisor. Applicants should note that the number of advanced degree students admitted each year varies and depends on the student's interest areas and the availability of a willing research advisor.

The PhD Admissions Committee, with approval by the Department of Physical Therapy Chairperson, will make recommendations to the Dean of the Graduate School concerning the applicant's acceptability. Acceptance letters will be forwarded to the successful applicant from the University of Central Arkansas Graduate School and from the Chairperson of the PhD Admissions Committee in the Department of Physical Therapy.

DPT-PhD Admission Requirements

Students are reviewed by the PhD Admissions Committee based on the following submitted materials.

1. A completed application for admission to the PhD program from the Department of Physical Therapy (online application and resources at <http://uca.edu/pt/programs/phdprogram.php>)
2. Two letters of reference.
3. A brief letter indicating a statement of purpose.

Transcripts, GRE scores, and TOEFL scores on file for DPT admissions would be accessed as part of the admissions review. The additional fee for admission to the PhD program will be waived.

DPT-PhD Admission Process

Applications should be complete by the Fall of the first year of study in the DPT program. Upon receipt of the required items, the PhD Admissions Committee will

determine whether the applicant meets the criteria for acceptance. If accepted, DPT students would have a contingent admission to the PhD program that would move to regular admission at the successful completion of the DPT program and the following conditions.

1. Completion of a minimum of 6 hours in the PhD curriculum (PSYC 6330 and 6331) if admitted in the first year of the DPT
2. No C grades in any DPT or PhD coursework.
3. Entry level or above in Professional Behavior assessments.
4. Passing score on the NPTE licensure test.
5. Approval by a vote of the PhD Admissions Committee.

IV. PROGRAM OF STUDY

Overview

A preliminary *Program of Study* is designed with the appropriate advisor upon full admission to the PhD program. Following approval of the dissertation proposal, the preliminary *Program of Study* should be developed with the research advisor and submitted to the Coordinator of the PhD Program for review.

The *Program of Study* for the **Doctor of Philosophy in Physical Therapy** includes:

- Core requirements (27 credits + 12 dissertation)
- Guided electives (6 credits in area of focus)
- Cognate Electives (15 credits in area of focus) *if required*
- Qualifying Examination
- Proposal
- Candidacy
- Dissertation
 - Oral defense
 - Written document submission to Graduate School

The core courses encourage students to exercise critical thinking and to integrate theory, research and practice. The elective courses foster development of breadth in the area of interest. Research courses foster the development of skills in research design and statistical analysis essential for dissertation and professional scholarship.

Curriculum Requirements

Requirements for PhD students with:

- BS in PT: A minimum of **90 credits** must be completed beyond the bachelor's degree.
- MS in PT: A minimum of **60 credits** must be completed beyond the master's degree.
- Clinical doctorate (DPT): A minimum of **60 credits** must be achieved by completing at least **45 credits** within the Ph. D. program at UCA (all core and research courses) transferring up to **15 credits** from previous graduate coursework.

Core Requirements (27 credits + 12 dissertation)

- SPTH 7110 Grant writing internship
- SPTH 7210 Grant writing pedagogy
- PTHY 7388 Lifespan Motor Development
- PTHY 7316 Advanced Biomechanical and Kinesiological Analysis
- PTHY 7310 Professional Leadership in Physical Therapy
- PTHY 7315 College Teaching in Physical Therapy
- PSYC 6331 Research Design
- PTHY 7322 Evidence Based Practice
- PSYC 6330 Advanced Psychological Statistics
- KPED 6316 Data Analysis
- PTHY 7102 – 7902 Dissertation (variable credit 1 – 9, for total of 12)

Guided Electives (6 credits in area of focus)

- PTHY 7101 – 7901 Advanced Research in Physical Therapy
- PSYC 7315 Application of general linear models
- PSYC 7320 Regression and multivariate analysis
- PTHY 7385 Teaching Practicum
- PTHY 7390 Advanced Gross Anatomy
- PTHY 7305 Scientific Basis for Motor Control and Development

Cognate Electives (15 credits in area of focus)

Students may not receive credit for any course equivalent to a course taken for a previous degree.

- PTHY 6250 Pharmacology in Physical Therapy
- PTHY 6330 Transdisciplinary Assessment of Young Children
- PTHY 6335 Advanced Spinal Cord Injury Management
- PTHY 7211 Diagnostic Imaging
- PTHY 7220 Wellness and Advanced Health Management

- PTHY 7304 Foundations in Sports Physical Therapy
- PTHY 7306 Sports Physical Therapy: The Lower Extremity
- PTHY 7308 Evaluation and Treatment of the Cervical Spine
- PTHY 7309 Lumbopelvic Dysfunction
- PTHY 7312 Sports Physical Therapy: The Upper Extremity
- PTHY 7334 Aquatic Therapy
- PTHY 7360 Advanced Examination and Evaluation in Pediatrics I
- PTHY 7365 Differential Diagnosis in Physical Therapy
- PTHY 7390 Advanced Gross Anatomy
- PTHY 7101-7109* Adv. Research in Physical Therapy (variable credit 1 – 3)
- PTHY 7385 Teaching Practicum
- PTHY 6138- 6338* Directed Graduate Study (variable credit 1 – 3)
- PTHY 6101-6301* Special Problems in Physical Therapy (variable credit 1 – 3)
- Courses from other Departments or Universities may be considered on a case by case basis and require approval from the advisor and Department Chair.

*PTHY 6301, 6338, and 7101 may be repeated.

DPT/PhD Tract Coursework

Substitutions for DPT coursework will be allowed for up to 12 hours. As a minimum, the DPT research series, PTHY 6340 and PTHY6353, would be substituted for by PSYC 6330 and PSYC 6331. In addition, based on availability, Advanced Research (PTHY 7301) may be substituted an Elective, 73xx, and one Clinical Education Practicum in the 3rd year may be structured to be in a research setting, working with patients.

Qualifying Examination

The Qualifying Examination will take place during the final semester of coursework or in the first semester following completion of coursework. This examination is designed to assist the research advisor and the Doctoral Dissertation Committee in determination of the student's readiness to move into dissertation research. The examination will be written, will be developed using questions from the faculty, and will be pass/fail. The examination will be of sufficient length to demonstrate the student's content knowledge of the PhD coursework, with emphasis on essay and discussion. The student who fails the first attempt will be allowed a second attempt to demonstrate adequate content knowledge.

V. SUPERVISED RESEARCH

Research

Original research and scholarly contributions to the body of knowledge are important components of the Ph. D. experience. Students will engage in mentored research in a variety of ways. Doctoral students may serve as research assistants on sponsored research grants or contracts under the guidance of a faculty member. In all cases,

however, students will be expected to make original contributions if the research is to form part of the doctoral dissertation.

Research Advisor/Doctoral Dissertation Committee

The student should give careful consideration to the formation of a Doctoral Dissertation Committee early in the process. Refer to Appendix D for a description of the responsibilities of the research advisor and Doctoral Dissertation Committee. The Doctoral Dissertation Committee consists of five members, three members must be from the Department of Physical Therapy and at least one member must be from outside the Department. The student's research advisor serves as the Chair of the Doctoral Dissertation Committee. The student will meet formally with this committee on at least two occasions – once for the proposal defense and a second time for the dissertation defense. Committee members will be available by appointment as mentors and advisors. In addition, the committee may request meetings when necessary. All members of the Doctoral Dissertation Committee must be approved by the research advisor and the Department of Physical Therapy Chairperson and all must be members of the graduate faculty or adjunct graduate faculty. If the department chair is the research advisor, the chair of the PhD Admissions Committee will be responsible for Doctoral Dissertation Committee approval.

General Guidelines for the Dissertation Proposal

A dissertation research proposal should be prepared, presented, and defended before the student's committee as early as possible within the plan of study. The dissertation proposal details the student's proposed line of research and provides the opportunity for committee review and feedback. The proposal must be presented to the committee orally and in written form for formal approval prior to beginning the dissertation research. Upon approval of the dissertation proposal, a formal *Program of Study* along with a *Petition for Admission to Candidacy* should be submitted to the Graduate School. The proposal must have signed approval by the Doctoral Dissertation Committee, the research advisor, and the Department of Physical Therapy Chairperson before candidacy can be granted by the Graduate School.

The dissertation proposal will follow the guidelines described in the *UCA Thesis and Dissertation Preparation Guide* available on the UCA Graduate School (<http://uca.edu/graduateschool/thesisdissertation/>) All students should become familiar with the proposal formats as described in this document. The proposal format may follow three models: Chapter format – quantitative research; Chapter format – qualitative research; or Alternate format. In all of the proposal formats, the student should work closely with the research advisor to select the most appropriate format for the specific research.

Dissertation Proposal Process

Once the student identifies the specific dissertation topic, the following guidelines should be followed:

1. Submission of a short (3 to 4 page minimum) summary of the dissertation outlining the researchable question topic to the research advisor for consideration.

2. Approval of the dissertation topic by the research advisor.
3. Selection of the dissertation committee.

The proposal defense process should proceed as follows:

1. document submitted to the research advisor for review and approval;
2. date established for defense of the dissertation proposal with the research advisor and the dissertation committee;
3. submit “final” document to the research advisor, the department chair, and the dissertation committee at least two weeks prior to the defense date*;
4. oral defense with the research advisor and the dissertation committee present; and
5. decision by the committee to approve or approve with minor revisions. In the case of major revisions, the student may be required to repeat the proposal process.

* If the department chair and dissertation committee members have concerns about the quality or content of the proposal document, notification to the research advisor should occur at least one week prior to the date of the defense.

The dissertation proposal defense should be an oral presentation in which the student outlines the researchable questions with an overview of the related literature. The aim of the defense should be to demonstrate the student’s understanding of the research question, methodology, and existing literature; therefore, the student should be prepared to answer questions concerning the research and be able to defend the suggested method to explore the researchable question. The dissertation committee should advise the student on procedural issues and clarify any inefficiency in the proposal. At the end of the defense, the committee votes on the proposal and informs the student of the decision.

Petition for Candidacy

Following successful defense of the dissertation proposal, the student should submit a *Petition for Admission to Candidacy* to the Graduate Office. This includes a formal declaration of the student’s *Program of Study*. The *Petition* must indicate the proposed title of the dissertation. In addition, the *Petition* must include the positive recommendations of the candidate’s research advisor and the department chair.

Following approval, the research related to the dissertation may take place at any time during the doctoral coursework. The following courses will assist the student in development of the dissertation proposal and defense and in doctoral research: PSYC 6330, PSYC 6331, SPTH 7110, SPTH7210, PTHY 7322, and KPED 6316.

Continuous enrollment: Students who have applied and been approved for candidacy must register for Dissertation credits in all subsequent semesters, including summers. Dissertation credits can be taken in units of 1-9 credit hours.

General Guidelines for the Dissertation

The student must successfully conduct research, write the dissertation, and complete an oral defense of the dissertation in order to obtain committee approval before the Doctor of Philosophy (PhD) degree can be granted.

The process of writing the dissertation includes development of hypotheses, comprehensive review of related literature, description of research methodology, analysis and interpretation of research findings, and conclusions. The dissertation should fulfill two major purposes:

1. Demonstrate the candidate's ability to address a major intellectual problem and arrive at a successful conclusion independently with a high level of professional competence.
2. Constitute an original contribution to knowledge in the field.

The student should, therefore, participate actively in identifying an appropriate research topic. The Graduate School requires that the research activities connected with a dissertation be approved in advance and performed under the direct and continuing supervision of an appropriate member of the university faculty. Prior work, not previously approved and supervised, is not acceptable for a doctoral dissertation.

Scope of Dissertation Project: The allowable scope of the dissertation project will be determined by the research advisor. The dissertation should clearly be a substantial and significant undertaking, yet not so extensive or open-ended that it cannot be successfully concluded in a reasonable period of time. The dissertation should be the introduction to a career of research and scholarship, not its apex.

The dissertation topic must be approved by the research advisor, the student's Doctoral Dissertation Committee, and the Department of Physical Therapy Chairperson. A tentative title of the dissertation must be filed in advance in the UCA Graduate Dean's office.

Off-Campus Research: Some situations may involve a significant component of off-campus dissertation research. In such instances, the site must be approved by the research advisor, Graduate Dean, and the Department of Physical Therapy Chairperson. Consultation with the research advisor may be difficult in such situations; therefore, the student should identify a person at the off-campus site who can act as an off-campus advisor. This person will be approved by the research advisor and the Department of Physical Therapy Chairperson and must be duly qualified and available at the off-campus site to advise the student. The off-campus advisor must also hold or obtain Adjunct Faculty status at the University of Central Arkansas (UCA) and be member of the UCA Graduate Faculty. The off-campus advisor should act as a member of the student's Doctoral Dissertation Committee. For research at an off-campus site, approval must be obtained from the UCA IRB and from the off-campus site. The off-campus site must send a letter of approval to the university prior to implementation of the research.

Human Subject Research: Human subject research requires that the student demonstrate evidence of training in the rights and protections of human subjects (Collaborative Institutional Training Initiative online training at <https://www.citiprogram.org/Default.asp>.)

Animal Research: Animal research requires that the student demonstrate evidence of training in the care and protection of animals as subjects (Collaborative Institutional Training Initiative online training at <https://www.citiprogram.org/Default.asp>). In addition, students involved in animal research must complete the *Occupational Health for Animal Care Personnel* form and obtain documentation from Student Health Services prior to beginning research with animals. **Graduate students are not allowed to be listed as primary investigators on research involving animals as subjects.**

Additional information and forms on human subject and animal research can be found at the UCA Office of Sponsored Programs
<http://uca.edu/sponsoredprograms/researchcomppp/irb.php>.

Dissertation Process

The following information is intended to guide the dissertation process, but the final plan of study and completion of the dissertation should be determined through consultation with the research advisor and the Doctoral Dissertation Committee. The student must accept responsibility for initiation and completion of the steps in the dissertation process and maintain close communication with the research advisor.

1. Conduct dissertation research.
 - a. The student will be responsible for arrangements associated with the implementation of the dissertation research which will include securing the research setting, obtaining IRB approval, recruiting subjects, and any other planning required for data collection.
 - b. The student will be encouraged to seek intramural and/or extramural funding to help defray expenses associated with their research.

2. Complete the dissertation document using guidelines from the research advisor and the *UCA Thesis and Dissertation Preparation Guide*.
 - a. The research advisor will guide the development of the dissertation document through regularly scheduled meetings with the student arranged either by the student or the research advisor.
 - b. Following submission of a “draft” document, at least one meeting is will be scheduled with each dissertation committee member in order to address concerns or the need for clarification in the further development of the dissertation document.
 - c. The research advisor may recommend that the student make appointments with each committee member to discuss the dissertation defense.

3. Schedule the dissertation defense.
 - a. Upon completion of data collection, data analysis, and preparation of the final copy of the dissertation in accordance with all guidelines, the student will schedule the dissertation defense meeting.
 - b. Once the meeting date and time has been confirmed with all members of the committee, the student will notify the Chair of the PhD Program who will in turn extend a formal invitation to the Department Chairperson, the Dean of the College and the Graduate Dean.
 - c. All committee members, as well as the Dean of the College and the Graduate Dean, will be given a copy of the dissertation **at least two weeks** in advance of the meeting to allow for preparation and/or expressions of concern.

4. Complete the oral dissertation defense.
 - a. The defense will be an open defense with the Dean of the College, the Graduate Dean, the faculty, and other graduate students invited.
 - b. The research advisor and the dissertation committee will be present.
 - c. The oral defense will be an overview of the literature review, methods, results, and conclusions of the dissertation research. (not to exceed 30 minutes)
 - d. The student will use the most appropriate method for presentation involving technology media, audiovisuals, and demonstrations.
 - e. A short time (approximately 15 minutes) will be allowed for general audience questions. The audience will be asked to leave, allowing the research advisor and the dissertation committee the opportunity to ask questions and make comments.
 - f. At the conclusion of the meeting, the dissertation committee will vote to “approve” or “disapprove” the defense, and the student will be informed of the decision. The dissertation committee may request revisions to be reviewed and approved by the research advisor or may request revisions to be submitted to a majority of the committee for review and final approval.

5. Complete the written dissertation.
 - a. The written dissertation will be completed according to the *UCA Thesis and Dissertation Guide* with particular attention to the type, pagination, paper, and binding requirements.
 - b. The department requires that the student bind one copy of the dissertation for the department at the student’s expense. The copy must be bound in black hard cover. In addition, the student is expected to present the research advisor with a bound copy (soft bound).
 - c. Upon successful completion of the written dissertation and defense and any remaining program requirements, the student will formally be

approved for graduation with the degree of Doctor of Philosophy (PhD) in Physical Therapy.

Residence Requirements

We anticipate that in most cases a minimum of 3 years of study will be necessary to attain the level of achievement required for completion of the Doctor of Philosophy in Physical Therapy degree. To assist in achieving the required level and to have ample opportunity to be part of the scholarly environment, the student is required to be in residence onsite in the Department of Physical Therapy in the form of two full academic semesters (Fall/Spring), or three Summer semesters. The minimum time for a Summer semester will be 10 weeks, while the minimum for a Spring/Fall semester will be 15 weeks each semester. During this residency, the student is required to be registered full time (9 credits) or part time (6 credits) and serve as a research or teaching assistant within the Department. Specific requirements of the residency will be negotiated with the research advisor.

Time Limitations

A full time student should allow a minimum of 3 years to complete the requirements for attainment of the PhD. All students must complete the degree in no more than 10 years and within four years of approval of the dissertation proposal. However, consideration may be given by the research advisor in special circumstances. The student is required to submit a written request outlining the need for an exception to the time requirement. The request must be made in a timely manner that allows for discussion to take place between the student's research advisor, the Doctoral Dissertation Committee, and the Department of Physical Therapy Chairperson.

Deadline Dates for Dissertation

These dates are to be used as a general guide for the student who is considering graduation in a certain semester. For the actual deadlines, the student is responsible for contacting the Graduate School.

Spring – May Graduation

- Jan 12 - Final day to submit *Petition for Admission to Candidacy**
- Feb 1 - Final day to apply for graduation*
- March 1 - Last day for final draft of dissertation (as approved by Dissertation Committee)
- March 15 - Final day to defend dissertation
- April 15 - Final day to complete dissertation (all forms signed by committee*) and submit dissertation to Graduate Dean. Letter of verification sent to graduate office by Department Chairperson.

Summer – August Graduation

- April 15 - Final day to submit *Petition for Admission to Candidacy**
- May 1 - Final day to apply for graduation*

- June 1 - Last day for final draft of dissertation (as approved by Dissertation Committee)
- June 15 - Final day to defend dissertation
- July 15 - Final day to complete dissertation (all forms signed by committee*) and submit dissertation to Graduate Dean. Letter of verification sent to graduate office by Department Chairperson.
- Fall – December Graduation
- Aug 15 - Final day to submit *Petition for Admission to Candidacy**
- Sept 1 - Final day to apply for graduation*
- Oct 1 - Last day for final draft of dissertation (as approved by Dissertation Committee)
- Oct 15 - Final day to defend dissertation
- Nov 15 - Final day to complete dissertation (all forms signed by committee*) and submit dissertation to Graduate Dean. Letter of verification sent to graduate office by Department Chairperson.

*Forms may downloaded from <http://uca.edu/graduateschool/>

VI. EVALUATION AND REVIEW OF PERFORMANCE

Minimum Academic Performance Level for the PhD Curriculum

In addition to completion of required courses, the student must meet established scholarship standards for the Department of Physical Therapy in order to complete the professional program successfully. Refer to the UCA Student Handbook (Academic Polices) for information regarding the University's policy on academic probation and expulsion. At the end of each academic semester, all faculty members are required to report grades to the Department of Physical Therapy Chairperson. Final grades are posted online by the University in secure student accounts. At the end of each semester, the department sends a letter to each student who is not meeting departmental expectations of academic performance. Students in the PhD program in Physical Therapy may receive grades of A, B, or C for graduate course work. All grades, once reported, become a part of the permanent record. Any appeal or question concerning an assigned grade must follow due process (see below). A graduate student is expected to maintain a cumulative 3.0 average.

Further information on calculation of GPA can be found on the Graduate School Bulletin website at <http://www.uca.edu/gbulletin/>.

In addition, the student's research advisor may communicate a midterm status report to the student. This may be of added importance if the student is conducting off-campus research under the mentorship of an on-site advisor.

1. **Departmental Academic Warning:** Notice, oral or written, that the student's academic performance is unacceptable to the point that without intervention (such as tutoring) the most likely result is more serious academic action, i.e. probation or expulsion. The notice serves as an official warning that continued

unacceptable academic performance will result in more serious action by the Department of Physical Therapy.

2. **Departmental Academic Probation:** A student will be placed on academic probation when the cumulative grade point average (GPA) for the curriculum or the GPA for any semester falls below a 3.0. A UCA graduate student is expected to maintain a cumulative 3.0 average. A student whose cumulative grade point average is less than 3.0 is on UCA academic probation. **The student has responsibility for reporting probationary status to the advisor regardless of notification by the Graduate Dean or Department of Physical Therapy Chairperson.** A student on academic probation must meet with the research advisor to discuss academic performance and devise a written plan for improvement. The written plan must be approved by the research advisor and the Department Chairperson. For students on academic probation, the written plan must be approved by the Academic Probation Committee (Section D of the Department Policy and Procedures Manual). Generally, a student must be removed from probation in one semester, or at least show meaningful improvement towards a 3.0 GPA as determined by the Academic Probation Committee, the Department Chairperson and the Graduate Dean. Probation is removed when the student earns a cumulative GPA of 3.0. If the cumulative 3.0 is not met or meaningful improvement shown, the student will be deemed ineligible to continue graduate studies at UCA and will be expelled from the Department of Physical Therapy.
3. **Departmental Academic Expulsion:** A student will be expelled from the curriculum if a grade of D or F is received in any course. Students on probation will be expelled if they fail to make progress toward a 3.0 for the curriculum as outlined in the probation plan (Item 2 above). In addition, a student will be expelled from the Department of Physical Therapy with any of the following occurrences:
 1. Cheating/academic misconduct
 2. Academic Probation Committee determines lack of consistent progress toward removal of probationary status.
4. **Graduation:** Graduate students must have a 3.0 grade point average in graduate course work to graduate from the university.

Due Process

The Department of Physical Therapy adheres to Due Process for students as established in the UCA Student Handbook (Academic Policies), the UCA Graduate Bulletin. Students' rights and responsibilities may be found in Appendix E. Departmental procedures are outlined below:

1. The Department of Physical Therapy has established an Academic Progress Committee for the purpose of considering student appeals from department academic policies. This ad hoc committee consists of two academic faculty

- members or one academic faculty member and one PhD Doctoral Dissertation Committee member, two doctoral students, and the Department of Physical Therapy Chairperson. The Chairperson will vote only in cases of a tie vote. The faculty members are appointed by the Chairperson. The committee establishes procedures for appeal and meets when called by the Department Chairperson.
2. The University has established an Academic Appeals and Adjustment Committee for the purpose of considering student appeals from university academic policies. Petitions for appeal are available in the office of the Provost and the Registrar.

Inactive Status

Students who are not enrolled in course work for **more than one year** without written approval from the Department of Physical Therapy Chairperson will be removed from the graduate program and must apply for readmission.

Voluntary Withdrawal

A student in good standing who voluntarily withdraws from the program with cause (e.g. illness or injury, pregnancy, severe financial strain) may request, and upon departmental and Graduate Dean approval, be granted an extension of the time limitation to complete the requirements of the PhD program. Requests for voluntary withdrawal must be made in writing to the Department of Physical Therapy Chairperson and the Coordinator of the PhD Program prior to the semester in which the student wishes to withdraw. The length of withdrawal cannot exceed **one year**. If the student wishes to withdraw for more than one year, the student must apply for readmission.

Review of Student Performance

The review of the student's performance is an ongoing process involving the PhD faculty, the student, the research advisor, and the Doctoral Dissertation Committee. A formal review will take place on an annual basis and will serve as a review of the status and progress of all students in the PhD program. The student will receive a summary of the annual review and a copy will be placed in the student's departmental record.

The solicitation of more frequent individual feedback on the scholarly project /qualifying examination, proposal development, and dissertation development is the responsibility of the student. However, the research advisor may elect to meet at different points during the semester to discuss or make recommendations on the student's progress.

VII. PUBLICATION

The Department of Physical Therapy assumes that the student has completed original work and, therefore, should apply for copyright of the dissertation. Upon completion of the dissertation defense and approval by a majority of the dissertation committee, the student is required to complete and sign the *Permission to Publish Student's Manuscript* form (Appendix G), granting the doctoral advisor permission to rewrite or revise as co-author. If the student has not submitted the manuscript for publication or presentation, the form also grants the research advisor the right to initiate that action after 12 months.

However, the research advisor should still seek the student's permission to disseminate the dissertation, any documents, and scholarly work related to the dissertation.

VIII. FACULTY

A listing of the PhD faculty in the Department of Physical Therapy and their research interests may be found on the department website.

Appendix A

Plan of Study

University of Central Arkansas
College of Health and Behavioral Sciences
Department of Physical Therapy

Plan of Study for the Doctor of Philosophy in Physical Therapy

Student Name: _____

ID#: _____

Address: _____

City/State/Zip: _____

Telephone: (Home) _____ (Work) _____

Date admitted to program _____

Major requirements for the degree (to be completed) include:

- A. 60 hours of coursework
- B. Qualifying Examination
- C. Proposal
- D. Petition for Candidacy to Graduate School
- E. Dissertation [written document(s)]
- F. Application for graduation (submitted at the beginning of the *final* semester)
- G. Oral Defense
- H. Submission of dissertation to Graduate School

These forms must be completed and advisor identified by the time the student has completed 18 hrs. in the program

A. 60 hours of coursework:

Core Courses (27 credits + 12 dissertation)

Through seminars and specific courses, students learn to interpret the implications of research and identify complex questions and possible answers for the profession. The core emphasizes pertinent issues for physical therapy researchers and educators as well as continuous involvement in scholarship. Enter Date that course was/ will be completed and grade received.

Date expected	Date completed	Grade	Course Number	Course Title	Course Credit
			SPTH 7110	Grant Writing Internship	1
			SPTH 7210	Grant Writing Pedagogy	2
			PTHY 7388	Lifespan Motor Development	3
			PTHY 7316	Advanced Biomechanical Analysis	3
			PTHY 7310	Professional Leadership in PT	3
			PTHY 7315	College Teaching in Physical Therapy	3
			PSYC 6331	Research Design	3
			PTHY 7322	Evidence Based Practice	3
			PSYC 6330	Advanced Psychological Statistics	3
			KPED 6316	Data Analysis	3
			PTHY 7x02-	Dissertation	
			PTHY 7x02-	Dissertation	
			PTHY 7x02-	Dissertation	
			PTHY 7x02-	Dissertation	
			PTHY 7x02-	Dissertation	
			PTHY 7x02-	Dissertation	
					<u>12</u>
TOTAL					27 + 12 = 39 Credits

Guided Electives (6 credits in area of focus)

Research courses foster the development of skills in research design and statistical analysis. Students acquire the tools essential for conducting research and effectively disseminating the findings.

Date expected	Date completed	Grade	Course Number	Course Title	Course Credit
			PSYC 7315	Application of general linear models	3
			PSYC 7320	Regression and multivariate analysis	3
			PTHY 7385	Teaching Practicum	3
			PTHY 7390	Advanced Gross Anatomy	3
			PTHY 7305	Scientific Basis for Motor Cont. & Dev.	3
			*PTHY 7301	Advanced Research in Physical Therapy	3
			*PTHY 7301	Advanced Research in Physical Therapy	3

*This variable credit hour course may be repeated as needed. The student will learn to use the research tools necessary for the dissertation and professional scholarship.

TOTAL **6 Credits**

Cognate Courses (15 credits chosen from the following)

The elective courses foster development of breadth in student's area of interest. The student's committee will approve specific courses to complement the research focus. Students may not repeat for credit any course equivalent to one taken for a previous degree.

Date expected	Date completed	Grade	Course Number	Course Title	Course Credit
_____	_____	_____	PTHY 6250	Pharmacology in Physical Therapy	2
_____	_____	_____	PTHY 6330	Transdisciplinary Assessment of Young Children	3
_____	_____	_____	PTHY 6335	Advanced Spinal Cord Injury Management	3
_____	_____	_____	PTHY 6354	Transdisciplinary Intervention of Young Children	3
_____	_____	_____	PTHY 7211	Diagnostic Imaging	2
_____	_____	_____	PTHY 7220	Wellness and Advanced Health Management	2
_____	_____	_____	PTHY 7304	Foundations in Sports Physical Therapy	3
_____	_____	_____	PTHY 7306	Sports Physical Therapy: The Lower Extremity	3
_____	_____	_____	PTHY 7308	Evaluation and Treatment of the Cervical Spine	3
_____	_____	_____	PTHY 7309	Lumbopelvic Dysfunction	3
_____	_____	_____	PTHY 7312	Sports Physical Therapy: The Upper Extremity	3
_____	_____	_____	PTHY 7334	Aquatic Therapy	3
_____	_____	_____	PTHY 7360	Advanced Examination and Evaluation in Pediatrics I	3
_____	_____	_____	PTHY 7365	Differential Diagnosis in Physical Therapy	3
_____	_____	_____	PTHY 7390	Advanced Gross Anatomy	3
_____	_____	_____	PTHY 7385	Teaching Practicum	3
_____	_____	_____	PTHY 7101-7109*	Adv. Research in Physical Therapy (variable credit 1 – 3)	1-9
_____	_____	_____	PTHY 6138-6338*	Directed Graduate Study (variable credit 1 – 3)	1-3
_____	_____	_____	PTHY 6101-6301*	Special Problems in Physical Therapy (variable credit 1 – 3)	1-3
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

TOTAL

15 Credits

(PTHY 6301 and 6338 may be repeated)

Date expected

Date completed

B. Qualifying Examination

The intent of the examination is to enable the student's committee to confirm that the student (1) has acceptable academic performance in early course work for the doctoral degree, (2) exhibits sufficient understanding and application of the basic concepts within the student's interest area to continue pursuing a PhD degree in physical therapy, and (3) has potential to conduct research. The qualifying examination further assists the student in planning course work and reviewing, organizing, and assimilating course material into a coherent and readily accessible body of knowledge in preparation for research and scholarship. The student's committee prepares an examination (written and oral) over course work completed at the time the student is ready to develop the dissertation proposal and initiate research. Pass or fail is determined by the student's committee; the examination may be repeated only once in six months.

Date expected

Date completed

C. Dissertation Proposal

Working with the faculty advisor and committee, the student will select a topic for research, prepare a research proposal, and successfully present the proposal to the committee. The topic of the dissertation must relate to the discipline of physical therapy. Dissertation work may begin at any time during the course of the student's study, but approval of the dissertation topic by the advisor and dissertation committee is required. The committee will generally require successful completion of the qualifying examination and scholarly project before the dissertation proposal is formally accepted. Guidelines for the preparation of the proposal are included in the *Thesis and Dissertation Preparation Guide* available from the Graduate School. Following successful defense of the dissertation proposal, the student should submit a *Petition for Admission to Candidacy* to the Graduate School.

Date expected

Date completed

D. Candidacy

Students desiring admission to candidacy must complete **B and C** above

Date expected

Date completed

E. Dissertation

Students must successfully conduct research, write the dissertation, and complete an oral examination (defense) of the dissertation. The *Thesis and Dissertation Preparation Guide* provides information on the elements and style of the dissertation.

Date expected _____ Date completed _____

F. Oral Defense

The oral defense provides an opportunity for the student to present the work to the committee formally and for the committee to indicate its acceptance or to require further work.

Date expected _____ Date completed _____

G. Submission to Graduate School

The defense must be successfully completed in time for the dissertation to be submitted to the office of the graduate dean at least two weeks prior to the expected date of graduation.

Date expected _____ Date completed _____

H. Application for Graduation

The application for graduation must be completed by the deadline set for the term in which the dissertation is expected to be complete.

Summary

_____ Core Hours

_____ Research Hours

_____ Elective Hours

_____ Total hours (A minimum of 60 semester hours depending on the hours in your master's program. With your master's hours added, the total must be a minimum of 90 semester hours beyond a bachelor's degree. With a clinical doctorate, the total must be 45 semester hours with 15 transfer hours from previous graduate coursework)

Student _____

Date _____

Committee Chair _____

Date _____

Program Coordinator _____

Date _____

Department Chair _____

Date _____

Appendix B

Student Resources

Financial Assistance

Graduate Assistantships and Other Forms of Financial Assistance

Doctoral-level graduate assistantships will be available in the Department of Physical Therapy. Students can contact the departmental secretary (501-450-5548) for information on applying for assistantships.

Other graduate assistantships are available through the university's Graduate School office for qualified students in 20 academic areas and in approximately 20 non-academic areas. Recipients of these assistantships serve as laboratory assistants, research assistants, or teaching assistants. For the current status of this information and related information, refer to the print version of the Graduate Bulletin or see the web site:
<http://www.uca.edu/divisions/academic/gradbulletin/general/gbull011.html>

The primary goal of an assistantship is to augment the student's educational objectives **and** to assist in the successful completion of the student's degree program. The student and the department share responsibility in the student's education. The graduate assistant, while making progress in the degree program, has special opportunities to receive varied educational experiences under the supervision of a faculty mentor. Although such students serve the University of Central Arkansas with teaching, research, and/or supervisory/administrative duties, they are first and foremost students. Accordingly, the assistantship tasks assigned to a student must be consistent with the program's educational objectives.

Various funding sources exist for graduate assistantships. In addition to assistants who receive funding from the Graduate School, other sources for support include grants, gifts, contracts, community service agencies, or various university departments, divisions, or centers. Approximately 150 UCA graduate students receive assistantship funds each semester.

To qualify for an assistantship, the student should have achieved an excellent academic record and completed substantial course work in the major field. The student must have been admitted to Graduate School and to the PhD Program in Physical Therapy program with full qualifications in accordance with the admission policies and procedures of the Graduate School.

Graduate assistants on Graduate School sponsored appointments may be appointed for up to 12 months per contract period. Nine-month appointments would generally correspond to thirty-six (36) weeks of service (nine monthly pay periods). Twelve month appointments would generally correspond to fifty-two (52) weeks of service (12 monthly pay periods). The start and end dates of all Graduate School sponsored appointments

must be within the university's fiscal year, July 1 to June 30. In order to continue an appointment from semester to semester during the academic year, all graduate assistants must remain in acceptable academic standing. If an assistant's cumulative grade point average falls below a 3.0 during the academic year of an appointment, the student may be terminated from the assistantship. Typically, the maximum number of years that a graduate student may hold an assistantship is negotiated with the Department of Physical Therapy.

Application for Research Assistantships

Application forms and specific requirements for assistantships may be obtained in the Graduate School. Information about other forms of financial aid, including loans, may be obtained from the Financial Aid Office, located in Bernard Hall Room 201, (501) 450-3140. Students receiving graduate assistantships and other forms of financial aid need to contact the Financial Aid Office to determine their combined financial package.

Information about financial aid may be obtained from the Office of Financial Aid: <http://www.uca.edu/financialaid/> and from the Department of Physical Therapy.

Library Resources

Torreyson Library, the state's first totally automated university library, holds 1,414,545 items, a volume equivalency of 658,601, including more than 7,720 books on physical therapy and health care. The library offers the latest electronic services, including resources for electronic bibliographic searches and Web-based searches and resources for faculty and students. The textbook holdings in physical therapy and rehabilitation are numerous and very adequate to support the Department of Physical Therapy PhD program. The library subscribes to all major research journals in physical therapy and rehabilitation, including the major research journals specific to physical therapy: Physical Therapy Journal with many others available full text electronically.

Research Funds

The graduate school funds small grants for graduate students. These funds cover travel, equipment, and related expenses. Contact the Office of Sponsored Programs (450-3451) for more information.

Current Instructional Facilities, Equipment, and Technology

The Department of Physical Therapy is housed in the Physical Therapy Center. The building offers an excellent environment for faculty and students with state of the art media and research equipment. The Department of Physical Therapy has two conference rooms, three research laboratories, and a computer room for graduate student use. Generally, the full time PhD will be given work space within the selected research laboratory. Faculty and students have adequate computer and statistical capabilities to carry out research within the program.

Laboratory equipment will be available for doctoral student and faculty research. Please ask your advisor if you would like to find out about available equipment or if you would like to use some of the equipment for research purposes.

Appendix C

Graduate Office Forms

Links to the following forms can be obtained at the Graduate School Website at
<http://uca.edu/graduateschool/>

Graduation Forms

Petition for Candidacy

Change in Petition for Candidacy

Appendix D

Responsibilities of Research Advisor and Doctoral Dissertation Committee

Ethical Responsibilities of the Research Advisor and the Doctoral Dissertation Committee:

1. The research advisor will assist the student to define a manageable dissertation topic and do so in a timely manner by:
 - a. Advising the student to choose a topic as early as possible
 - b. Reviewing the student's initial ideas
 - c. Asking questions that direct and focus the student
 - d. Assisting the student to formulate research questions that are relevant, sufficiently broad, meet the standards of doctoral research, and valued in the field of physical therapy
2. The research advisor will structure the research process in ways that help the student complete the dissertation in a timely manner by:
 - a. Establishing clear deadlines for milestones – committee selection, completion of the scholarly project/qualifying examination, completion of the literature review, preparing the proposal and the dissertation, submission of each chapter to the advisor for review, submission for committee review, doctoral defense, and graduation.
 - b. Schedule regular meetings and individual reviews to discuss the student's progress
 - c. Clear statement of goals and expectations of the student
 - d. Practicing ethical research methodology
3. The research advisor and the Doctoral Dissertation Committee will guide development of the research proposal and dissertation toward attainment of scholarly expectations by:
 - a. Providing prompt and constructive feedback on the dissertation proposal and drafts
 - b. Being reasonably available for committee meetings and the final defense
 - c. Conducting a rigorous and fair final defense
 - d. Maintaining contact with the student throughout the research process
 - e. Being apprized of milestone and institutional deadlines
4. The research advisor will assist the student in dissemination of the dissertation through publication as a co-author by:
 - a. Establishing clear and shared expectations as to the writing responsibilities and deadlines for revisions
 - b. Establishing understanding of ownership and copyright requirements

Adapted from *On the Right Track: A Manual for Research Mentors*. Council of Graduate Schools. 2003.

Appendix E

Student Rights and Responsibilities

A. **UNIVERSITY RIGHTS AND RESPONSIBILITIES:** The Department adheres to the rights and responsibilities of students as established in the University Student Handbook. Information regarding Student's Rights and Responsibilities may be found in the University Student Handbook

B. **DEPARTMENTAL RIGHTS AND RESPONSIBILITIES**

1. **The Department expects students to adhere to the APTA Code of Ethics** and Guide for Professional Conduct and the Standards of Ethical Conduct regardless of whether membership is held in the APTA.
2. **The Department adheres to student rights regarding access to records** as published in the University Student Handbook.
3. **Records Maintained by the Department:**
 - a. **Permanent Cumulative Personal Folder for the Department of Physical Therapy**

This record originates with application to a curriculum in the Department of Physical Therapy. Upon acceptance, the record is maintained in the Department. Information contained may be released to University officials and teachers without the consent of the student. Release to agencies, institutions, and persons outside the University is made only upon the written request of the student. The personal folder and is considered confidential student information and will not be available outside of the department without the signed permission of the student. The cumulative personal folder contains the following.

1. Application for admission to the curriculum
2. Graduate Record Examination scores
3. Completed recommendation forms for consideration of admission to the PhD program
4. Grade reports for each semester enrolled in the curriculum
5. Record of advisement sessions
6. Copies of recommendations completed in the annual and individual reviews
7. All correspondence and replies from the student or regarding the student

b. Research Advisor Folder

This record may be maintained by the assigned faculty advisor, is considered confidential, and will not be available outside of the department without the signed permission of the student.

The record may contain the following:

1. Record of advisement sessions
2. Record of communications between student and advisor
3. Copy of annual and individual reviews
4. Copy of proposal and dissertation drafts, documentation related to dissertation, and copies of dissertation data

4. Directory Information

The department may disclose, without consent, "directory" type information as defined in the following paragraph. The student who does not wish the department to disclose such information will be given the opportunity to notify the department within 10 days of first official day of class (and may notify the Office of the Registrar in writing within 10 days as outlined in the University Student Handbook). Federal law requires the release of some information. Directory information consists of:

1. student's major
2. class level
3. dates of UCA attendance
4. date and place of birth
5. marital status
6. permanent home address and telephone number
7. university address and telephone number
8. degrees and awards
9. full or part-time student status
10. activities and sports participation

5. Photo Releases

Photo releases are required for all pictures of students, including the posting of pictures on the department web-site and pictures used by faculty or students in educational presentations.

- 6. Institutional Review Board (IRB)-** Use of physical therapy students as subjects in research is under the review of the UCA Institutional Review Board. Students will receive in-depth information concerning this policy in Research Design.

- C. AVAILABILITY OF COPIES OF RECORDS:** The Department will make available copies of records requested by the student for the cost of duplication.

- D. COMPLAINTS ABOUT THE PROGRAM:** Complaints about the program may be provided to the Chairperson or the Dean of College of Health and Behavioral Sciences. Records of complaints are kept in the office of the Chairperson when the complaint is brought in writing. Generally, complaints would go to the Dean when the chairperson was a part of the complaint. Such complaints are kept in the Dean's office.

- E. **DEPARTMENTAL POLICY**: The student has the right to make recommendations regarding departmental policy. Recommendations should be made in a professional manner according to the organizational structure of the department.
- IV. **UNIVERSITY RULES AND REGULATIONS**: Refer to the University Graduate and Undergraduate Bulletin and the Student Handbook for additional information.
- A. Refer to the University Student Handbook for information regarding the following rules and regulations:
- | | |
|--------------------------------|-----------------------------------|
| Standards of Student Conduct | Business Office Policies |
| Student Organizations Policies | Student Organizations/Campus Life |
- B. Refer to the Graduate and Undergraduate University Bulletin for information regarding the following University rules and regulations.
- | | |
|------------------------------|----------------------|
| Academic Programs & Policies | Academic Regulations |
|------------------------------|----------------------|
- V. **DEPARTMENTAL RULES AND REGULATIONS**
- A. Refer to the Departmental Code of Conduct and Behavioral Expectations section for information regarding the following departmental rules and regulations.
- B. **CLASS ATTENDANCE**
Attendance and tardiness are primarily a student-teacher-class relationship, but the University has a concern in the proper fulfillment of such obligations by the student. In case of absences that indicate the student has been negligent about class attendance, registration in the given class may be canceled, a grade of “WF” recorded and, in flagrant cases, the student may be suspended from the University.

Appendix F

Annual Performance Form

Annual Performance

Student Name: _____

Date of Meeting: _____

Persons Present:

Summary of Progress:

Recommendations:

Research Advisor

Date

Coordinator of PhD Program

Date

Chairperson, Dept of Physical Therapy

Date

Student Signature

Date

Appendix G

Permission to Publish Student's Manuscript Form

Date: _____

Students Name: _____

Student's Address: _____

I hereby grant Professor _____ the right to copy, distribute, publish, make derivative works from and otherwise use for scholarly purposes the manuscript titled _____

By granting this permission, I hereby relinquish any sole benefits of presentation, publication, or other avenues of distribution. As author I will always be given appropriate credit for my work on the manuscript.

Professor _____ my rewrite or revise as co-author of this manuscript as appropriate. If, after 12 months from completion, I have not submitted this manuscript for presentation/publication, I grant Professor _____
The right to initiate that action.

Student's Signature

Witness

Professor's Signature

Witness