

The University of Kansas Medical Center
School of Health Professions
Department of Physical Therapy and Rehabilitation Science

PhD in Rehabilitation Science Program

STUDENT HANDBOOK
2020-2021 Academic Year

Updated August 2020

Welcome to the PhD in Rehabilitation Science Program

The program is administered by the University of Kansas (KU) Department of Physical Therapy and Rehabilitation Science (PTRS) (<http://www.kumc.edu/school-of-health-professions/physical-therapy-and-rehabilitation-science.html>) and is one of many health care and research programs in the KU School of Health Professions (SHP) (<http://www.kumc.edu/school-of-health-professions.html>). The program and its facilities reside on the KU Medical Center (<http://www.kumc.edu>) campus in Kansas City, Kansas.

The Department of Physical Therapy and Rehabilitation Science

The department has two major academic programs: Doctor of Physical Therapy (DPT) (<http://www.kumc.edu/school-of-health-professions/physical-therapy-and-rehabilitation-science/doctor-of-physical-therapy.html>) and PhD in Rehabilitation Science (<http://www.kumc.edu/school-of-health-professions/physical-therapy-and-rehabilitation-science/phd-in-rehabilitation-science.html>).

The physical therapy program at the University of Kansas is one of the foremost professionally accredited physical therapy curricula in the nation. Established in 1943, the program has grown from a nine-month certificate program to a three-year Doctor of Physical Therapy program. As a leader in physical therapy education, the department has produced esteemed educators, well-established practitioners, and state and national leaders in the profession of physical therapy. According to the 2019 edition of US News & World Report Guide to America's Best Graduate Schools, the KU physical therapy program is in 20th place among all universities and is in 9th place among public universities. This ranking is based on national reputation as assessed by "a survey of knowledgeable individuals in academia and each particular profession."

The School of Health Professions

The KU School of Health Professions (<http://www.kumc.edu/school-of-health-professions.html>) is one of the country's largest schools of health professional education in an academic medical center in terms of number of programs, number of students enrolled in its graduate programs, and total enrollment. Health professionals provide 60% of health care service and continue to be in increasing demand. The other departments in the School of Health Professions are: Clinical Laboratory Sciences, Dietetics and Nutrition, Health Information Management, Hearing and Speech, Nurse Anesthesia Education, Occupational Therapy Education, and Respiratory Care and Diagnostic Science.

The Medical Center

The KU Medical Center (<http://www.kumc.edu>) offers educational programs in the Schools of Health Professions, Medicine, and Nursing. Clinical services include a full-service, independently managed, tertiary-care hospital at the University of Kansas Health System (<https://www.kansashealthsystem.com/>) that serves a wide region including Kansas, Missouri, Oklahoma, Arkansas and Nebraska. Recognized as a leader in research in the health sciences, the KU Medical Center was founded in 1905. Today, the medical center covers 41 acres and includes almost 7,000 employees (including nearly 1,500 full-time faculty), just under 3,800 students, and thousands of patients and visitors.

The University

The University of Kansas (<http://www.ku.edu>) is a major education and research institution with more than 28,500 students and 2,600 faculty members, and a member of the prestigious

American Association of Universities. The university includes the main campus in Lawrence; the KU Medical Center in Kansas City; the Edwards Campus in Overland Park; campuses of the School of Medicine in Wichita and Salina; a School of Nursing campus in Salina and educational and research facilities throughout the state.

Kansas City

Kansas City (<http://www.visitkc.com>) combines the best of urban living with Midwest hospitality. An estimated 2 million people live in the bi-state metropolitan area, enjoying the region's temperate climate. Metropolitan Kansas City boasts several tourist attractions, including the downtown business district and Power and Light entertainment district, Nelson-Atkins Museum of Art, Kemper Museum of Contemporary Art and Design, City Market, the Country Club Plaza, Crown Center, the historic Westport area, the Kansas City Crossroads Art District, Truman Center and Library, the Kansas City Zoo, and Worlds of Fun/Oceans of Fun. Professional sports teams, an integral part of the community, include the Chiefs (football), our 2015 World Champion KC Royals (baseball), Sporting KC (outdoor soccer), Missouri Mavericks (ice hockey), Missouri Comets (arena soccer), and the T-Bones (minor league baseball). Dining ranges from international cuisine to Kansas City's famous barbecue, including the perennial favorite and award winning, Joe's Kansas City BBQ in the KUMC neighborhood. Kansas City is home to Boulevard Brewery and is enjoying expansion of microbreweries and distilleries. The Kansas City community is busy throughout the year with a wide range of activities, and of course, fountains are everywhere.

PhD Program Overview

Mission Statement

The program's mission is to prepare highly qualified, professionally adaptable educators and researchers, and to lead the advancement of rehabilitation science through innovative research, teaching, and service.

Philosophy

The program recognizes that all members of society deserve to benefit from a health care system that promotes wellness and health. Rehabilitation science, a dynamic and evolving field, is an essential component of the health care research.

Goal

The program is designed to prepare suitably qualified individuals for leadership positions in research and academia. A major focus of the program is to advance the science of rehabilitation, and to elucidate the scientific basis for the procedures and processes used in clinical practice.

Areas of Research

Areas of research emphasis include human and animal studies designed to (1) promote an understanding of the pathophysiology of injury, disease, functional impairment, and associated disabilities, and (2) espouse the rationale for therapies designed to alleviate impaired human function and related physical and mental disabilities.

Applicants to the Program

The program is open to students with a bachelor's degree or its equivalent in any of the relevant sciences. Applicants to the program do not have to be physical therapists; however, each candidate is encouraged to have a broad background in biological sciences (including anatomy, physiology, neuroscience, biochemistry, genetics, and cellular and molecular biology), calculus, and statistics.

Department Contact Information

Address

Department of Physical Therapy and Rehabilitation Science
University of Kansas Medical Center
Mailstop 2002
3901 Rainbow Blvd.
Kansas City, KS 66160

Campus location

4012 Student Center

Voice: (913) 588-6799

Fax: (913) 588-6910

Website: <http://www.ptrs.kumc.edu>

Facebook page: <https://www.facebook.com/kurehabsci>

To access contact information for other KUMC individuals or departments, use the KUMC Directory Search, <http://www2.kumc.edu/directory/>.

Department Resources

Academic Faculty

To view the most recent information on faculty in the Department of Physical Therapy and Rehabilitation Science, please visit the faculty page of the department's web site at: <http://www.kumc.edu/school-of-health-professions/physical-therapy-and-rehabilitation-science/our-faculty.html>.

Research Laboratories

KU is regarded as one of the premier research institutions in the country, and researchers in the department are at the forefront of advancing knowledge in health care. A list of current research laboratories directed by PTRS faculty is located at <http://www.kumc.edu/school-of-health-professions/physical-therapy-and-rehabilitation-science/research.html>.

Faculty Adviser

A PhD program director serves as an academic adviser at the beginning of their academic program. In this capacity, the program director works closely with the student in planning the course work, especially at the initial stage in the program. Once the student has chosen a research mentor, the mentor will serve as the student's research as well as academic adviser. The program director remains an academic adviser, to ensure student's timely and successful progression through the program and fulfilling all degree requirements. The faculty advisers serve as a resource for helping students identify other support services available around the university, such as academic, psychological, or personal support.

Blackboard

A folder "PhD Students" is available in Blackboard where program related materials are posted.

Copy Machines

Copy machines are available for student use in Dykes Library. More information on making copies and printing at the library can be found on the Dykes library web page at: <http://library.kumc.edu/how-to/print-and-copy.xml>. Students are not allowed to use the departmental copy machines unless they have faculty or staff approval.

Technology

Use of technology is necessary to support your learning at KUMC. Information resources are available to assist in your technology needs, <http://www.kumc.edu/information-resources.html>. Computers are available for student use at some locations throughout the Medical Center campus (e.g., Dykes Library). All students will receive a KUMC e-mail account; it is an important tool for communicating with faculty and other students. Classrooms and PTRS labs are equipped with wireless networking. The secure network is recommended and requires KUMC credentials for logging in: <https://kumed.sharepoint.com/sites/mykumc/ir/Pages/Wireless-Networking-on-Campus.aspx?wa=wsigin1.0> (you will need your KUMC credentials to access this page)

Assistance with addressing basic computing issues related to academic work can be sought from the [Jayhawk Tech Clinics](#), available in two locations: 3rd floor of Eleanor Taylor building, and the HEB outpost on in the Health Education Building. The [Jayhawk Tech Clinics](#) offer:

- Advice and consultation sessions about any IT issue you're having
- Virus and malware clean-up
- Performance tuning your device
- Setting up email/calendars on your mobile device

Discounts on computer purchases may be available from the [KU Bookstore Tech Shop](#).

Social Media

The department has an active Facebook page, <https://www.facebook.com/KUMCPT>, and so does the PhD program, <https://www.facebook.com/kurehabsci>.

The department and PhD program related events, and PhD class schedule and are housed within Google Calendar. Students can access it through their individual Google Calendar accounts.

Student Interest Group in Rehabilitation Science

The Student Interest Group in Rehabilitation Science (SIGRS) encompasses students from the PhD in rehabilitation science program as well as other students at KU who have interest in rehabilitation science.

SIGRS officers include president and president-elect, each serving a one-year term in the respective position. When the president-elect assumes the presidential duties, a new president-elect shall be elected.

The advisor for this organization is a PTRS faculty member who is the director of the PhD in rehabilitation science program.

The following documents are located in Blackboard:

- SIGRS Constitution

- SIGRS president-elect nomination and election procedures

- SIGRS president and president-elect duties

PhD Program Requirements for Graduation

Degree Requirements.

In addition to the general requirements of the KU Medical Center Office of Graduate Studies, the basic requirements for the PhD degree in rehabilitation science include the following:

- 1) Successful completion of the following coursework:
 - core courses;
 - 9 credit hours of research tools;
 - 6 credit hours of cognate elective courses;
 - 12 credit hours of doctoral dissertation research;
- 2) Completion of Research Skills and Responsible Scholarship requirements
- 3) Demonstration of the necessary analytical, communication and writing skills to successfully complete a Ph.D. degree by successfully completing the qualifying examination
- 4) Demonstration of competence in the core areas of study, by successfully completing the comprehensive examination that qualifies the student for candidacy for the PhD
- 5) Satisfactory completion of a dissertation based on an original research work, and successful oral presentation and defense of the dissertation

It is expected that the equivalent of four to five years of full-time study will be needed to fulfill these requirements.

PhD Program Coursework Details

The basic requirements for the PhD degree in rehabilitation science coursework include the following:

A. Successful completion of the following core courses

REHS 803 (1)	Research Observations
REHS 805 (1)	Seminar in Rehabilitation Science
REHS 856 (2)	Research Design and Methods I
REHS 857 (2)	Research Design and Methods II
REHS 862 (2)	Cellular and Molecular Basis of Rehabilitation
REHS 864 (3)	Introduction to Rehabilitation Science
REHS 866 (2)	Developing Research Aims in Rehabilitation Science
REHS 870 (1-3)*	Teaching Practicum
REHS 873 (1-3)*	Research Practicum
REHS 889 (3)	Grant Writing
REHS 980 (1-10)*	Graduate Research
NRSG 870 (3)	Designing a Student Learning Environment

B. Successful completion of a minimum of 9 credit hours of research tools courses

*The courses are determined in consultation with the program director.
BIOS 714, BIOS 720, and BIOS 730 or equivalents are mandatory.*

REHS 760 (1)	Introduction to Matlab Programming
REHS 970 (3)	Instrumented Analysis of Human Biomechanical Function
BIOS 714 (3)	Fundamentals of Biostatistics I
BIOS 720 (3)	Analysis of Variance
BIOS 730 (3)	Applied Linear Regression
EPSY 710 (3)	Introduction to Statistical Analysis
EPSY 711 (1)	Lab for Introduction to Statistical Analysis
EPSY 810 (3)	Regression and ANOVA: General Linear Models

C. Successful completion of a minimum of 6 credit hours of elective courses

*The courses are determined in consultation with the program director.
Electives may be chosen from this list but are not limited to:*

REHS Elective Course Options

REHS 865 (1-3)*	Independent Study The specific number of credit hours for this course is determined in consultation with the student's academic advisor.
REHS 887 (3)	Neurorehabilitation

Elective Course Options from Other Departments

ANAT 832 (3)	Electron Microscopy Techniques
ANAT 845 (3)	Graduate Histology
GSMC 857 (1)	Biographics
HSES 805 (3)	Laboratory Experiments and Analysis--Exercise Physiology
HSES 810 (3)	Advanced Exercise Physiology
HSES 825 (3)	Skeletal Muscle Physiology

HSES 872 (3)	Exercise and the Cardiovascular System
NRSG 871 (3)	Curriculum/Program Planning and Evaluation
NRSG 873 (3)	Teaching with Technologies
NRSG 874 (3)	Nurse Educator Preceptorship
PHSL 842 (3)	Comprehensive Human Physiology
PHSL 844 (3)	Neurophysiology
PHSL 846 (3)	Advanced Neuroscience
PRVM 868 (3)	Biomedical Informatics Driven Clinical Research

- D. Successful completion of a minimum of 12 credit hours of dissertation research.
The specific number of credit hours taken in a specific semester is determined in consultation with the program director.

REHS 990 (1-10)* Dissertation in Rehabilitation Science

- E. Successful completion of the University's **Research Skills and Responsible Scholarship requirement**
Must be done prior to the semester the Oral Comprehensive Examination is scheduled.

Successful completion of the following courses meets the Research Skills requirement:

REHS 856 (2)	Research Design and Methods I
REHS 857 (2)	Research Design and Methods II

Successful completion of the following courses meets the Responsible Scholarship requirement:

REHS 856 (2)	Research Design and Methods I
REHS 857 (2)	Research Design and Methods II
PRVM 853 (1)	Responsible Conduct of Research

** The specific number of credit hours for REHS 865, 870, 873, 980 and 990 is determined in consultation with the program director.*

A typical plan of study is located in the KU Academic Catalog at <https://catalog.ku.edu/health-professions/physical-therapy-rehabilitation-science/phd/#planofstudytext>. The program recognizes that each student and research project is individual and the curricular flow, the courses, types of electives, and semesters required for research may vary with each student.

The major milestones in the program include

- qualifying examination
- comprehensive examination
- defense of the dissertation

Qualifying Examination

The Goal for the Qualifying Examination

The goal of the qualifying examination (exam) is to assess and ensure that a doctoral aspirant has necessary analytical, communication and writing skills to successfully complete PhD degree requirements.

When is the Qualifying Exam Taken

The qualifying exam is offered once a year, in August, one or two weeks before the fall semester starts, and is to be taken by all PhD students as a group after their first year of full-time course work. Any exceptions to this timeline must be approved by the PhD program director, in consultation with the student's mentor if the student already has identified a mentor. Students in the dual degree DPT/PhD program may take the qualifying exam earlier, with permission of the PhD program director.

Topics for Qualifying Exam

Four topics for the qualifying exam are established:

- Cardiometabolic
- Musculoskeletal rehabilitation
- Neurologic rehabilitation
- Neuroscience

Students are required to choose the topic in advance of the exam. The PhD program director will contact students at the end of the spring semester preceding the exam, to find out what topic they chose.

Qualifying Exam Committees

Committees are formed according to the topics selected by the students taking the exam. The program director solicits faculty volunteers to serve on the exam committees trying, if possible, to avoid apparent conflict of interest (not to include student mentor, faculty instructor of a GTA etc.). Each committee consists of three PTRS faculty members. Each committee is chaired by one of the committee members. Students do not participate in the forming of the committees. Prior to the exam, committee members will select a peer-reviewed original research article, one for each of the four topics.

Qualifying Exam Format

The qualifying exam is conducted over a five-day period and consists of two parts: written exam (day 1; Thursday, for instance) and oral presentation of the written exam paper (day 5; Monday, for instance).

Written Exam

Written Exam Details

- All students take the written exam on the same day. The students take the exam in the same room, with a proctor.
- Each student is required to bring a laptop with word processing software.
- Students are allowed to bring a dictionary (hardcopy) if needed. Alternatively, a designated laptop may be set up in the exam room, if needed, with links to online dictionaries for translating between student's native language and English.
- No other outside help or resources, including internet, are allowed.

- No outside devices with internet access may be used on the day of the exam while in the examination room. This includes checking email via smartphones.

Use of the internet or other resources while taking the written exam will result in failure of the examination.

- Students are provided with a paper copy of the written exam guidelines, as outlined in this document.

Written Exam Procedure

- At the beginning of the exam, each student is provided with one preselected article corresponding to the topic that the student selected earlier. The article is provided both as a pdf file and a hardcopy.
- No more than 8 hours is allowed for the written exam.
- Department will provide lunch that will be delivered to the exam room.

Written Exam Guidelines

The article analysis should include the following three sections:

Section 1: Study Summary (approximately 1-2 pages)

- a) **Research question(s):** Explain the research question(s), the corresponding hypothesis(-es), and why answering this/these question(s) is significant.
- b) **Methods:** Describe the methods used (e.g. study design, experimental methods, modeling, data analysis, statistical approach, etc. as applicable to the study).
- c) **Results:** Describe the results reported in the article.
- d) **Discussion/Conclusions:** Describe what the results mean and why the findings are important.

Section 2: Study Assessment (approximately 1-2 pages)

- a) **Assessment:** Assess the strengths and weaknesses of the study.

Section 3: Future Directions (maximum 1 page)

- a) **Design a study to extend the findings** of the current study.* This may or may not necessarily include overcoming limitations of the current study. Within the new study design, include the following points:
 - 1) Significance of the study
 - 2) Central hypothesis if applicable
 - 3) Specific aim(s) with hypothesis(-es)
 - 4) General study design including comprehensive explanation of methods, statistical analysis, dependent variables, independent variables

**Keep in mind that the designed study must not be too close or too remote from the article study. As in the rubric for evaluating the exam outcome, under relevance to the assigned study, the proposed study design should be a logical next step or an adequate extension in this line of research. If the proposed study simply follows author's suggested future studies, is either unrelated or repetitive of the article study, it will be scored below average or inadequate.*

The written document should not exceed 5 pages and be written using 12 point Times New Roman font, with one-inch margins and single spaced.

At the conclusion of the exam, the student provides a proctor with the file of the written exam by email. The PhD program director emails students' written exam documents to respective committee members after deidentifying the documents for blinded grading. Committee members are expected to grade the written exam document before the start of the oral exam.

Oral Exam

Within the next three days, the student prepares a formal (e.g. PowerPoint) presentation of the article. The oral presentation should address the three sections and the points as outlined for the written examination. The student is expected to utilize resources such as published manuscripts, textbooks, and references as needed to clarify the article content. The student may refine the elements of their study design; however, substantial change of the specific aims is discouraged.

The student is not allowed to seek help, discuss, or practice with anyone, including other graduate students, in preparation of the oral exam. A violation of this policy will result in dismissal from the program.

On the day of the oral exam, all students must submit a final copy of the presentation to the PhD program director by email no later than 8 am.

The oral examination is conducted in a closed session format, with only the student and committee members present. If the student's advisor is not a committee member, he/she may sit during the oral exam as a silent observer. The oral presentation should be 15 minutes. Adhering to this time frame is critical as the student will not be allowed to continue beyond 15 minutes. After student's presentation, the committee members will ask questions that probe their understanding of the material in the written exam and oral presentation. It is expected that oral examination will last approximately 1.5 to 2 hours.

Immediately after the oral examination, committee meets and discusses student's performance and determines the outcome of the exam. Committee members compose a letter to the student, based on the template provided by the PhD program director, with the committee feedback on the exam, including a summary of student's strengths and weaknesses, exam outcome, and a list of remediation if appropriate. The committee chair forwards the letter to the PhD program director who sends the letter to the student and student's mentor (if the student has a mentor already), typically no later than a week after the oral exam. The PhD program director follows up on student fulfilling the committee recommendations of remediation and determines whether those have been fulfilled.

Qualifying Exam Outcome

Based on the overall performance of both the written and oral examinations the examination committee, guided by the Rubric for evaluating the qualifying examination outcome assigns the student one of three outcomes:

Pass; 70-100% (average – excellent), with no performance elements falling into the inadequate (below 60%) category. However, areas of weaknesses may be identified by the exam committee. The committee may recommend specific tasks to improve in the areas where weaknesses were identified. If these comments are not addressed within 4 months, the student must retake the qualifying exam.

Retake; with two or more performance elements falling into the below average (60-69%) or any performance elements falling into the inadequate (below 60%) category. The student must retake within 4 months, after addressing all deficiencies identified by the committee. Only one retake may be allowed.

Fail; below 60% (inadequate). The student is expelled from the program.

Comprehensive Examination

The Comprehensive Examination is one of the major milestones in the PhD in Rehabilitation Science program curriculum and it consists of writing and orally defending the dissertation proposal.

Upon admission, the student is known as a “PhD aspirant” and remains so designated until successful completion of the Comprehensive Examination. After passing the Comprehensive Examination, the student is designated a “PhD candidate”.

Committee

Once the student has successfully completed the Qualifying Examination, selected a research mentor (major adviser) for dissertation research and has begun discussion of the dissertation project, the Comprehensive Examination committee should be formed.

The committee must consist of at least five voting graduate faculty members and must adhere to the following requirements:

- A chair must be a core faculty member of the PTRS department holding graduate faculty dissertation status. Typically, a chair of the committee would be the student’s research mentor.
- If the student’s research mentor is not a core PTRS faculty, the research mentor serves as a member of the committee. It is the responsibility of the research mentor to help prepare the student for the comprehensive exam using the PTRS Policies and Procedures.
- At least one other committee member in addition to the chair must be PTRS faculty.
- One member must meet the requirements for serving as an outside member (the “fifth member”): i.e., be a KUMC/KU faculty member holding regular or dissertation graduate faculty status and is not a PTRS faculty member (core faculty or with a joint appointment). The outside member represents the Office of Graduate Studies and is a voting member of the committee, has full rights to participate in the examination, and reports any unsatisfactory or irregular aspects of the examination to the Office of Graduate Studies. The student may seek advice from the program director to determine eligibility of a committee member to serve as an outside member.
- Committee members and the student are encouraged to interact regularly in formal meetings and informally with updates on the student’s progress.

As soon as the committee is formed, the student should submit the list of the committee members to the program director so that their eligibility to serve on the committee is verified, and, if needed, proper paper work is initiated for a graduate faculty appointment. The list must indicate who the committee outside member is.

Eligibility to take Comprehensive Examination

Before the student is allowed to take a Comprehensive Examination, he/she must:

- be in good academic standing (3.0 or higher GPA)
- fulfill the Research Skills and Responsible Scholarship Requirements

Timeline

Comprehensive Examination must be taken no later than 2 years after the student passed the Qualifying Examination. In extenuating circumstances, a student may petition the program

director to extend the 2 year timeline. The request for extension will be reviewed by the program director and the student's research mentor.

Comprehensive Examination content

The Comprehensive Examination consists of writing the dissertation proposal and its oral defense (oral examination).

Writing of the dissertation proposal

- The dissertation proposal shall be written following the format outlined at the end of this document.
- Once a draft is written, the student works on refining the proposal with feedback from his/her mentor to ensure the committee receives the best quality proposal. The student's mentor must approve the version of the proposal submitted to the committee.
- Once completed, the student will submit the proposal to each member of his/her committee. It is up to the discretion of the committee whether the student submits the written proposal to the committee electronically or as a paper copy or both. The student should consult with the committee to determine the preferred mode of proposal submission.
- The committee chair shall convene a meeting of the committee within 30 days to critique the proposal in the absence of the student or shall collect critiques of the proposal by e-mail in the event a committee member is unable to attend the meeting. The committee chair will then write a composite NIH-style critique combining input from each committee member to aid the student in improving the proposal. After all committee members approve the critique, it is provided to the student.
- Based on the critique, the student shall revise the written proposal to address the comments. The revision should follow the format of a formal grant revision with the revised sections clearly marked to make it easier for the committee to follow the revision. The revision will include a preface (2-3 pages) with replies to each of the comments in the critique. The preface and the revised proposal will be returned to the committee within 30 days (more time may be allowed at the committee's discretion).
- If the revised proposal is satisfactory, the student will proceed to orally defend the proposal on a specified date. If the revised proposal is unsatisfactory, another round of revisions will occur until the committee is satisfied with the written proposal and allows the student to proceed with the oral defense.

Oral defense of the dissertation proposal (oral examination)

- In order for the Comprehensive Examination to take place, the PhD program director must submit online a completed Progress to Degree form to the Graduate Studies at least 2 weeks prior to the scheduled examination. It is a student's responsibility to initiate submission of the Progress to Degree form by contacting the PhD program director at least 2 weeks and 1 business day prior to the scheduled examination and providing the following information:
 - Research Skills and Responsible Scholarship Requirements courses and semester and year of completion
 - list of the committee members, indicating the chair/co-chairs and the outside member, and including what departments the members are from (for members outside of KUMC provide also his/her institution)
 - date, time and place of the oral examination

- The student orally defends the Comprehensive Examination proposal in an open forum giving an approximately 45-50 min presentation followed by questions from the general audience.
- The student and the committee members continue with a closed-door session and further questioning. In addition to questions related to the dissertation proposal, questions to test general knowledge are asked.

Attendance of committee members at the oral examination

Ideally, all members of the committee are physically present at the comprehensive oral examination. A majority of committee members must be physically present for an examination to commence (for doctoral oral examinations this requirement is 3 of the 5 members).

In addition, it is required that the student being examined, the chair of the committee, and the outside committee member all be physically present at the examination or defense. Mediated attendance by the student, chair and outside member is prohibited. When a situation arises in which a member cannot be physically present, attendance via mediated means (tele/video-conferencing) is acceptable at the discretion of the committee chair. The committee members at remote locations must be contacted to submit their decision concerning the assessment of the examination before the examination results are recorded.

In cases where the student prefers an examination in which all committee members are physically present, the student's preference shall be honored.

In the case of failure of technology during the examination or if mediated means is not possible, all members of the committee present must concur that the examination was substantially complete. If any member of the committee present dissents, the examination is considered cancelled and must be rescheduled. The student may be required to meet with the committee member who was absent.

The Office of Graduate Studies will manage consideration of and decisions on exceptions to the policy outlined above. Requests for exceptions to this policy shall be submitted in writing to the Dean of Graduate Studies. If exceptions are granted, Graduate Studies will request that a member of the departmental leadership (the chair or director of graduate studies) be present at the examination.

Comprehensive Examination outcomes

Based on the overall performance of both the written and oral examinations the committee assigns the student one of following outcomes:

- Pass: no further revisions or remediation is required.
 - The committee chair gives the program director the student's grade of Satisfactory.
- Pass pending remediation: areas of weaknesses or a need for clarification may be identified by the committee that must be addressed. The committee may require specific tasks to improve in the areas where weaknesses were identified. If the remediation is not completed within 6 months, the student must retake the oral examination. Additional time to complete the remediation may be granted for extenuating circumstances by the committee.
- Retake: the committee requires the student to repeat the oral examination within 6 months if the student does not satisfactorily complete the examination. If the student

does not successfully complete the oral examination within 6 months, the student fails the comprehensive examination.

- Fail: the student is expelled from the program.
 - The committee chair gives the program director the student's grade for the comprehensive examination of Unsatisfactory.

The PhD program director will enter a grade Satisfactory or Unsatisfactory on the Progress to Degree form after obtaining the grade information from the committee chair/co-chair.

After successful completion of the oral dissertation proposal defense, the student passes the Comprehensive Examination and becomes a "PhD candidate" ("doctoral candidate").

Post-Comprehensive enrollment for doctoral candidates

Doctoral candidates are required, after passing the comprehensive oral examination, to be continuously enrolled in one or more hours of dissertation that both moves the student towards degree completion and reflect, as accurately as possible, the candidate's demands on faculty time and university facilities. During this time, until all requirements for the degree are completed (including the filing of the dissertation) or until 18 post-comprehensive hours have been completed (whichever comes first), the candidate must enroll for a minimum of 6 hours a semester and 3 hours a summer session.

Post-comprehensive enrollment may include enrollment during the semester or summer session in which the comprehensive oral examination has been passed. If after 18 hours of post-comprehensive enrollment the degree is not completed, the candidate must continue to enroll each semester and each summer session until all degree requirements have been met. The number of hours of each enrollment is determined by the candidate's advisor and must reflect as accurately as possible the candidate's demands on faculty time and university facilities.

Dissertation Proposal Format

The proposal should be single spaced, written using 12-point Times New Roman font and 1-inch margins. The proposal should not exceed 20 pages (not counting references) unless approved by the research mentor. The following sections should be included:

Specific Aims

1 page

- State concisely the goals of the proposed research and summarize the expected outcome(s), including the impact that the results of the proposed research will exert on the research field(s) involved.
- Typically, a central hypothesis should be included.
- List succinctly the specific objectives (aims) of the research proposed, e.g., to test a stated hypothesis, create a novel design, solve a specific problem, challenge an existing paradigm or clinical practice, address a critical barrier to progress in the field, or develop new technology. Hypothesis(es) should be provided for each specific aim.

Background, Significance and Innovation

not to exceed 5 pages

- Provide adequate background to support the proposed study.
- Explain theoretical framework (A theoretical framework provides a conceptual model to support your investigation. It is typically a figure that includes items representing the broader context for the problem, the variables you intend to measure, and the relationships you seek to understand [using arrows, overlapping circles, etc.]. The theoretical framework is a summary of your theory regarding a particular problem that is developed through a review of previous knowledge. It identifies a plan for investigation and interpretation of the findings.)
- Explain the importance of the problem or critical barrier to progress in the field that the proposed project addresses.
- Explain how the proposed project will improve scientific knowledge, technical capability, and/or clinical practice in one or more broad fields.
- Describe how the concepts, methods, technologies, treatments, services, or preventative interventions that drive this field will be changed if the proposed aims are achieved.
- Explain how the application challenges and seeks to shift current research or clinical practice paradigms.
- Describe any novel theoretical concepts, approaches or methodologies, instrumentation or intervention(s) to be developed or used, and any advantage over existing methodologies, instrumentation or intervention(s).
- Explain any refinements, improvements, or new applications of theoretical concepts, approaches or methodologies, instrumentation or interventions.

Preliminary Studies

not to exceed 4 pages

- Provide preliminary data that justify your study hypotheses and/or demonstrate feasibility of the study.

Research Design and Methods

not to exceed 10 pages

- Describe the overall strategy, methodology, and analyses to be used to accomplish the specific aims of the project. Include detailed description how the data will be collected, analyzed, and interpreted.
- Discuss potential problems and limitations. Include alternative strategies when appropriate to achieve the aims.

References

- Required to use reference manager software.

PhD Final Oral Examination (Dissertation Defense)

Committee

The PhD Dissertation Committee will be formed essentially in the same manner as for the Comprehensive Examination, including the following:

- A chair must be a core faculty member of the PTRS department holding graduate faculty dissertation status. Typically, a chair of the committee would be the student's research mentor.
- If the student's research mentor is not a core PTRS faculty, the research mentor serves as a member of the committee. It is the responsibility of the research mentor to help prepare the student for the comprehensive exam using the PTRS Policies and Procedures.
- At least one other committee member in addition to the chair must be PTRS faculty.
- One member must meet the requirements for serving as an outside member (the "fifth member"): i.e., be a KUMC/KU faculty member holding regular or dissertation graduate faculty status and is not a PTRS faculty member (core faculty or with a joint appointment). The outside member represents the Office of Graduate Studies and is a voting member of the committee, has full rights to participate in the examination, and reports any unsatisfactory or irregular aspects of the examination to the Office of Graduate Studies. The student may seek advice from the program director to determine eligibility of a committee member to serve as an outside member.
- Committee members and the student are encouraged to interact regularly in formal meetings and informally with updates on the student's progress.
- It is recommended that members of the Comprehensive Examination committee be included in the PhD Dissertation Committee.

Procedure

- After passing the Comprehensive Examination, the student must be continuously enrolled including the semester in which the PhD final oral examination (dissertation defense) takes place.
- The written dissertation and its defense test the achievement of the student while completing a PhD project.
- The student writes a dissertation on their PhD research project. Typically, the dissertation consists of an introduction chapter, on average three experimental chapters, and a conclusion chapter. As per Graduate Catalog, "the dissertation is to be a coherent scholarly work, not a collage of separate, distinct pieces. Its unity of theme and treatment may still accommodate several subtopics by demonstrating their relationships and interactions."
- Once a draft of the dissertation is written, the student works on refining the dissertation with feedback from their mentor, to ensure the committee receives the best quality document. The student's mentor must approve the version of the dissertation submitted to the committee. This approved version is considered a dissertation final draft.
- The student submits a dissertation final draft to each of the committee members at least 4 weeks in advance of the dissertation defense. It is up to the discretion of the committee whether the student submits the dissertation to the committee electronically or as a paper copy or both. The student should consult with the committee to determine the preferred mode of proposal submission.
- In order for the dissertation defense to take place, the PhD program Director must submit online a completed Progress to Degree form to the Office of Graduate Studies at least 3 weeks prior to the scheduled defense, to allow sufficient time to publicize the

dissertation defense so that interested members of the university community may attend. It is a student's responsibility to initiate submission of the Progress to Degree form by contacting the PhD program Director, as soon as the dissertation final draft has been submitted to the committee members, and providing the following information: dissertation title; date, time and place of the oral examination; list of the committee members, indicating the chair/co-chairs and the outside member and what department he/she is from.

- Before submitting the Progress to Degree form, the PhD program Director will contact the committee chair/co-chairs to inquire whether all committee members approved the submitted to them dissertation final draft for oral defense. When the approval is confirmed the program Director submits the Progress to Degree Form.
- After the written dissertation is submitted to the committee, the student needs to provide the PhD program Director with information for the flyer that will be distributed at the oral defense. The template for the flyer is located in Blackboard.
- The student orally defends the dissertation in an open forum giving an approximately 45-50 min presentation followed by questions from the general audience. The student and committee members continue with a closed-door session and further questioning.
- It is recommended that the student brings the dissertation Title Page to the closed session obtain to obtain signatures of all committee members. (The signatures indicate that the dissertation final draft that was submitted to the committee members 4 weeks prior has been completed and approved for oral defense. as the members communicated to the committee chair/co-chairs previously.)
- The committee may require the student to revise the dissertation final draft based on the discussion during the open and closed sessions and committee members' feedback during the closed session. The committee determines the timeline for the revision.
- The revised dissertation draft becomes the final version of the dissertation.
- When the final version of the dissertation is complete, the student must obtain committee chair/co-chairs' original signature(s) on the dissertation Acceptance Page.
- The student's performance on the final oral examination is graded as Honors, Satisfactory, or Unsatisfactory. The decision of the specific action is based on the committee's determination.
 - When the dissertation is complete and both the written dissertation and the oral defense are approved by the dissertation committee, the student is passed with a grade of Honors or Satisfactory.
 - In the case of an "Unsatisfactory" designation, the committee will identify deficiencies in the dissertation or PhD candidate's achievement in the PhD research project and suggest a course of action for improvement. The PhD candidate may be required to repeat the dissertation defense to the committee at a date set by the committee. "Failure" indicates that the student will be dismissed from the PhD program without a PhD degree at that point.
- The PhD program Director will enter a grade of Honors, Satisfactory or Unsatisfactory on the online Progress to Degree form after obtaining the grade information from the committee chair/co-chairs.
- The student proceeds with the Electronic Theses and Dissertations or ETD as per Graduate Studies requirements.
- The student provides a bound copy of the dissertation to the PhD program Director to be kept in the department.

Expectations of PhD Students

In general, the majority of students complete their program of study in approximately 4-5 years. The faculty have the following expectations of students during this time – these are not requirements or mandates, and exceptions may be made for individual circumstances as the discretion of faculty mentors.

- 1) Students are expected to be enrolled in all 3 semesters per year. An exception could be a summer semester for students who have not yet passed their comprehensive exam. However, first year students have a required summer course in which they must enroll. Students who do not enroll in courses should not expect faculty mentors to review papers or provide guidance or communicate with them about their progress. Following completion of the comprehensive exam, it is a Graduate Studies requirement that a student must continue to enroll each semester, including summer, until all degree requirements have been met.
- 2) During semesters, PhD students are expected to be on campus outside of classwork for specific projects (e.g. their own dissertation projects, lab projects, working with faculty and other students in the lab, attending seminars, and pursuing other intellectual activities). Before a student and faculty mentor commit to working together, faculty mentor should clearly communicate to the student general expectations for their lab with regard to expected time in the lab during semesters.

PhD students who choose not to enroll in classes during a pre-comp summer semester, or who do not use the time outside of classes or between semesters to work on lab projects are likely to take longer to complete the program. However, if students are not involved in a project that requires their presence on campus between semesters, their presence on campus between semesters will not be required.

Students should discuss with their mentor before undertaking any obligation that is unrelated to their PhD training. Students should discuss and obtain approval from their mentor for any planned time away in advance, including professional leave (to attend scientific meetings etc.). A student who takes an unauthorized leave may face appropriate consequences, including removal from a project, removal from a lab, or loss of funding.

Different mentors may have different preferences or expectations for how students communicate absences, schedule leave, prioritize workloads, etc. Responsibilities for specific research projects may include expected time in the lab between semesters and requirements for work during nights/weekends.

Once a student has submitted their final dissertation electronically, they are no longer obligated by the mentor to continue working in the lab. However, continued work may be required to fulfill external funding requirements. Students are strongly discouraged from starting employment as a post-doctoral fellow or faculty member prior to the final submission of their dissertation.

Guidelines for Funded Graduate Teaching/Research Assistant Positions

Graduate Teaching Assistant (GTA) or Graduate Research Assistant (GRA) stipends may be offered to students in support of their responsibilities in the classroom or in research labs, roles that also may serve to advance their teaching or research careers. These stipends are not guaranteed and are offered for individual semesters. Students who receive these stipends are not considered official employees of KUMC and do not receive benefits including paid vacation and sick leave.

Funding for the GTA stipends comes from the Graduate Studies office, and funding for the GRA stipends comes from the PTRS department. Because more teaching help is needed in the DPT curriculum than there are GTA stipends available to our department from the Graduate Studies, some students may be assigned teaching responsibilities while funded by the department on GRA positions.

When department funding for GTA/GRA positions are offered to students, clear expectations about the time commitment required will be provided to the students. Students who do not agree to these expectations will not receive the funding. Students who are funded for a GRA position with project responsibilities that require their presence on campus who want to take a leave between semesters may lose their funding temporarily or permanently. Decisions about loss of funding on a project will be made individually by the project mentor based on whether the student has met expectations.

Department GTA / GRA funding decisions are based on the following considerations in order of priority:

- 1) Match with content expertise and experience for DPT courses with labs
- 2) Match with faculty needs in research labs and / or match with faculty needs in non-lab DPT courses

One of the most important considerations is the individual PhD student's past work performance, reflecting their work ethic, communication skills, being consistently reliable and responsible, adequate progression through the PhD curriculum, and having high levels of professionalism as a role model for PhD and DPT students. Student financial needs and presence/absence of a scholarship or funding from an external source are not primary considerations in these assignments. Other factors considered in making assignments may include faculty and student preferences, and level of seniority of students.

POLICIES AND PROCEDURES

This section contains departmental policy and procedure statements that are designed to define expectations of students. The KU Medical Center Office of Graduate Studies and the School of Health Professions also have many policies and procedures that affect students. Links to all of these can be found at <http://www.kumc.edu/studenthandbook/>. Or, you can find them specifically at the following links: Graduate Studies (<https://catalog.ku.edu/graduate-studies/kumc/#regulationstext>) and SHP (<http://www.kumc.edu/school-of-health-professions/student-handbook.html>).

I. Technical Standards

Please refer to the program's Technical Standards in the Academic Catalog at <https://catalog.ku.edu/health-professions/physical-therapy-rehabilitation-science/phd/#technicalstandardstext>.

II. Technology Requirements

Students in the program are required to have a computer that meets the minimum requirements as listed at.

All students are responsible for having a working device that meets the minimum software and hardware requirements as listed at <http://www.kumc.edu/school-of-health-professions/physical-therapy-and-rehabilitation-science/student-computer-requirements.html>. Please use this guide to help in making decisions regarding purchase of a computer and software for study. High speed broadband internet service is recommended

III. Academic Support

Learning assistance, academic performance enhancement, and psychological services at KUMC are free, confidential, and available at Student Counseling & Educational Support Services by calling 913-588-6580 or visiting G116 Student Center. To schedule an appointment, you can go to the following website for more information: <http://www.kumc.edu/student-services/counseling-and-educational-support-services/schedule-an-appointment.html>.

IV. Compliance Training for Students

All KU Medical Center students are required to complete annual [compliance training](#) prior to and annually thereafter during the fall training window for students. Failure to complete the training will result in a hold placed on your student account that will prevent future enrollment until the training is completed. Students will receive instructions by email about how to access the Compliance training modules based on access granted by using your username and password.

V. [Equal Opportunity/Title IX Policy](#)

KU Medical Center is committed to the elimination and prevention of discrimination or harassment based on race, religion, color, ethnicity, sex, disability, national origin, ancestry, age, status as a veteran, sexual orientation, marital status, parental status, gender identity, gender expression, genetic information or retaliation. KU Medical Center and the KUMC Sexual Harassment Policy also prohibit all forms of sexual violence, including domestic violence, relationship violence, staking and assault. Allegations of violations of the University's Nondiscrimination Policy are investigated in accordance with the Discrimination Complaint Resolution Process. Additionally, KU Medical Center prohibits retaliation against anyone who files a complaint or otherwise participates in the complaint process. Equal Opportunity policies and procedure are available [here](#). If you believe that you are being discriminated against or harassed, contact Natalie Holick, KUMC's Title IX Coordinator, at (913) 588-8011 or noholick@kumc.edu to discuss your rights and options for filing a complaint or taking other steps to help stop the behavior.

VI. [Academic Accommodation Policy](#)

Any student who needs an accommodation because of a disability in order to complete the course requirements should contact the instructor or Cynthia Ukoko, Senior Coordinator for Academic Accommodations for Students and Residents in the Academic Accommodations Services office as soon as possible. The office is in 1040 Dykes Library; the phone number is (913) 945-7035. You may also email Cynthia Ukoko at cukoko@kumc.edu. Online appointments

may also be made at <https://medconsult.kumc.edu>. For online information about academic accommodations, please go to www.kumc.edu/student-services.

VII. [Religious Accommodation Policy](#)

KU Medical Center respects the religious diversity of its students and will make good faith efforts to provide reasonable religious accommodations for the sincerely held religious beliefs, practices or observances of its students when they conflict with University policy or procedure. Such accommodations must not fundamentally affect the University's mission or commitment to patient care or otherwise create an undue hardship. If you wish to submit a request for religious accommodations, please complete this online form with as much lead time as possible to allow time to consider the request and plan alternative learning options: <https://form.jotform.us/71005615090142>

VIII. [Childbirth Accommodation Policy](#)

The University of Kansas Medical Center acknowledges the years spent in graduate and professional degree programs can be prime childbearing years for students. KU Medical Center wishes to assert itself as an institution valuing family-friendly policies and has adopted a student-specific [Childbirth Accommodation policy](#). This policy illustrates a commitment by KU Medical Center to diversity and inclusion that allows the institution to recruit and retain the highest quality students.

IX. [Relationship Policy](#)

KU Medical Center's policy on Relationships supports the integrity and excellence of our academic and working environments. It is KU Medical Center's position that consensual romantic or sexual relationships between individuals of unequal power are unwise, often contrary to professional ethics and create a conflict of interest even if the relationship is consensual. Questions of fairness, bias, and conflict also arise when members of the same family supervise one another.

In the event that a consensual relationship prohibited by this policy exists or develops, the individual in the position of authority has a duty to report such relationship and cooperate in removing the conflict. Employees also must report existence of any familial relationship that may pose a conflict of interest at the time of application, employment, or when the relationship or conflict develops.

X. [Social Media Policy](#)

The University of Kansas Medical Center recognizes that social networking websites and applications are an important and timely means of communication. Students are reminded that they should have no expectation of privacy on social networking sites. Students must also be aware that posting certain information is illegal. Violation may expose the offender to criminal and civil liability. Offenses may be considered non-academic misconduct and be subject to the appropriate policies and procedures.

When using any social networking websites/applications, students are strongly encouraged to use a personal e-mail address, one that is separate from their KUMC email address, as their primary means of identification. Individuals also should make every effort to present themselves in a mature, responsible, and professional manner. Discourse should always be civil and respectful.

XI. [Weapons on Campus policy](#)

KU Medical Center prohibits faculty, staff, students, and visitors from carrying weapons of any type on its Kansas City, KS campus. For additional information, please see the [KUMC Procedures for Implementing University-Wide Weapons Policy](#). Students who conceal carry on the Lawrence or Edwards campuses are responsible for making alternative arrangements when attending classes in Kansas City. Students can transfer a handgun from a backpack or purse to a secure location such as the trunk of their locked vehicle. Individuals who violate the weapons policy or procedures may be asked to leave campus with the weapon and may face disciplinary action under the appropriate university code of conduct

XII. Professional Conduct

The University of Kansas Medical Center/University of Kansas Hospital is at once both a campus for education and a hospital complex devoted to the diagnosis and treatment of the sick. Thus, it is imperative that students conduct themselves in such a manner as to maintain both the professionalism which typifies those who dedicate themselves to maintenance of health through education, service and research.

XIII. Diversity, Equity and Inclusion

We expect students to express a concern and respect for the rights, dignity, and contributions of all people regardless of differences, in all interactions – including with peers, faculty, and study participants. Indeed, an ability to understand the beliefs, attitudes, and values of other individuals and to value their contributions is a crucial trait for successful and effective career. KU Medical Center offers frequent opportunities to explore and enhance your understanding of [Diversity, Equity and Inclusion](#). Your professional career will benefit from thoughtful incorporation of these principles.

XIV. Attendance

As part of the professional education process for PhD students, prompt, regular attendance is expected at all academic sessions. Students are expected to arrive to class on time. The course instructor determines specific attendance policies on a class-by-class basis. It is the instructor's prerogative to implement an attendance policy that he/she feels is appropriate for that class. Excessive absence may be grounds for failure of a course. Specific information about the attendance policy of each course (including consequences for excessive absence) may be stated in the course syllabus. The course instructor/coordinator may modify the attendance policy at any time throughout the semester as long as the students are notified in writing of the change.

XV. Academic and Non-Academic Misconduct and Subsequent Actions

The policy of the Department of Physical Therapy and Rehabilitation Science follows that provided by the School of Health Professions. The student should refer to the School of Health Professions Student Handbook found at <http://www.kumc.edu/school-of-health-professions/student-handbook.html>.

XVI. Appeals Procedure for Academic and Non-Academic Misconduct

The policy of the Department of Physical Therapy and Rehabilitation Science follows that provided by the School of Health Professions. The student should refer to the School of Health Professions Student Handbook found at <http://www.kumc.edu/school-of-health-professions/student-handbook.html>.

XVII. Student Grievance Policy

Should a grievance arise between a student and a faculty member or other person pertinent to the student's program of study, the student should follow the grievance procedure outlined below. Issues involving grades of a particular class should be resolved between the student and the instructor of the course, and will normally not be considered as grounds for grievance. Exceptional circumstance must be evident for grade matters to fall within grounds for grievance.

Procedure

1. The student (Complainant) must make a good faith effort to resolve the matter with the party involved (Respondent) before proceeding any further with this procedure.
2. If the Complainant is unable to resolve the matter after discussion with the Respondent, and if the Complainant wishes to pursue the grievance further, the Complainant discusses the matter with the department chairperson or his/her designee.
3. If the Complainant is unable to resolve the matter after discussion with the department chairperson or designee, and if the Complainant wishes to pursue the grievance further, the Complainant requests a hearing in front of a Department of Physical Therapy and Rehabilitation Science Ad Hoc Grievance Committee.

Background on Departmental Ad Hoc Grievance Committee

1. The department chair establishes the departmental Ad Hoc Grievance Committee (Committee) on an "as needed" basis.
2. The Committee shall consider no complaint if more than six (6) months have elapsed since the grieved action or event.
3. The Committee's charge is to hear evidence from both parties, deliberate, and decide by majority vote on a recommendation to be made to the Chairperson of the Department of Physical Therapy and Rehabilitation Science. The Committee has no enforcement powers and does not command sanctions.
4. Because the Committee has the responsibility to hear grievances, it cannot function to develop evidence on behalf of either Complainant or Respondent.
5. The Committee may not alter the basic requirements of the grievance procedure, as stated herein. However, the Committee may establish procedures in addition to those listed in this document concerning the operation of the Committee's activities. All procedures shall ensure prompt and fair handling of complaints but shall avoid the formalism of legal process.

Composition of the Departmental Grievance Committee

1. The Committee is composed of three faculty members from the Department of Physical Therapy and Rehabilitation Science and two students who are currently enrolled in the PhD program. The chair of the Department of Physical Therapy and Rehabilitation Science appoints the faculty members, the chair of the Committee solicits one student member and the complainant solicits the other student member of the Committee. The term of the students appointed will be limited to that period of time which is required for the Committee to determine its recommendation.
2. Should a conflict of interest exist for any of the designated Committee members, then another member will be appointed.
3. The chair of the Committee shall have the power to keep order, rule on questions of relevance and evidence, and possess other powers normal and necessary for a fair and orderly hearing.

Procedure for Hearing a Student Grievance and Making a Recommendation

1. As soon as the Committee is seated, the Complainant sends a letter to the chair of the Committee stating a desire to meet with the Committee and indicating the provision or provisions of the University rules and regulations alleged to have been violated, or officials alleged to have been arbitrary or capricious.
2. The chair of the Committee requests copies of any and all supporting documentation from both the Complainant and Respondent. The chair of the Committee makes copies of all materials for all members of the Committee as well as both the Complainant and Respondent.
3. The chair of the Committee also requests the names of any witnesses that either the Complainant or Respondent wishes to address the committee on their behalf. The chair of the Committee forwards a list of those names to all members of the Committee as well as both the Complainant and Respondent.
4. The Committee holds a hearing within five working days of submission of materials unless the Committee determines there is good cause to schedule the hearing at a later time.
5. The grievance proceedings shall be as informal as possible. The use of legal counsel is not recommended. The proceedings in which evidence and testimony are presented shall be tape recorded. The permanent record will reflect the tape recording, copies of submitted materials, and documentation of Committee recommendations.
6. The Committee meets individually with both the Complainant and Respondent. The Complainant and Respondent then have the opportunity to attend any hearing in which the Committee meets with witnesses for the other party, and to question and/or challenge said witnesses.
7. Except when all parties agree that the hearing before the Committee shall be public, all proceedings provided for in this grievance procedure shall be closed to all but the parties involved. Public reports by the Committee may refer to the types of cases heard, but no mention may be made of the names of the parties, nor any reference made which would permit their identification.
8. After hearing the evidence and arguments presented by the Complainant, Respondent and their respective witnesses, the Committee deliberates and decides by majority vote on a recommendation to the chair of the Department of Physical Therapy and Rehabilitation Science. The Committee delivers said recommendation together with all submitted documents and tape recordings to the chair within five working days of the conclusion of the hearings.
9. The chair of the Department notifies both the Complainant and Respondent in writing regarding the Committee's recommendation and the department chair's decision concerning the recommendation, within five working days of his/her receipt of the Committee's recommendation.

If the Complainant is unsatisfied with the decision reached by the department chair after considering the committee report, and if the Complainant wishes to pursue the grievance further, the Complainant requests an appeal of the department chair's decision to the Dean of the School of Health Professions (refer to "School Appeals Procedure" found in the School of Health Professions Student Handbook at (<http://www.kumc.edu/school-of-health-professions/student-handbook.html>)).