

The University of Kansas Medical Center

School of Health Professions

Department of Physical Therapy, Rehabilitation Science, and Athletic Training

PhD in Rehabilitation Science Program

STUDENT HANDBOOK

All students must sign the PROOF OF NOTIFICATION, the last page of this handbook, and return the signed page to the PhD program director. This signed page serves as verification that the student has read through the Student Handbook and related policies and agree to abide by them. This signed page will be maintained in the student's file.

Updated July 2025

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Welcome to the PhD in Rehabilitation Science Program

The program is administered by the [University of Kansas](#) (KU) [Department of Physical Therapy, Rehabilitation Science, and Athletic Training](#) (PTRSAT) and is one of many health care and research programs in the KU [School of Health Professions](#) (SHP). The program and its facilities reside on the [KU Medical Center](#) (KUMC) campus in Kansas City, Kansas.

Department of Physical Therapy, Rehabilitation Science, and Athletic Training

The department has three major academic programs: [Doctor of Physical Therapy](#) (DPT), [PhD in Rehabilitation Science](#), and [Master of Science in Athletic Training](#).

School of Health Professions

The KU School of Health Professions 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.

University of Kansas Medical Center

The KU Medical Center offers educational programs in the School of Health Professions, School of Medicine, and School of Nursing. Clinical services include a full-service, independently managed, tertiary-care hospital at the [University of Kansas Health System](#) 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.

University of Kansas

The University of Kansas 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](#) 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.

Mission, Vision, and Values

University of Kansas

Mission

To educate leaders, build healthy communities, and make discoveries that change the world.

Vision

To be an exceptional learning community that lifts each member and advances society.

Values

The acronym "IRISE" spells out the first letter of each of the university's five values:

- Integrity
- Respect
- Innovation
- Stewardship
- Excellence

University of Kansas Medical Center

Mission

To educate leaders, build healthy communities and make discoveries that change the world.

Vision

To improve lives and communities in Kansas and beyond through partnership and innovation in education, research and health care.

Values

The acronym "IRISE" spells out the first letter of each of the university's five values:

- Integrity
- Respect
- Innovation
- Stewardship
- Excellence

School of Health Professions

Mission

To serve the citizens of Kansas, the region, the nation and to develop tomorrow's leaders through exemplary education, research and service.

Department of Physical Therapy, Rehabilitation Science, and Athletic Training

Mission

To achieve excellence and leadership in education, research, and healthcare through a collaborative, innovative, and evidence-based approach.

PhD in Rehabilitation Science Program

Mission

To prepare outstanding leaders who advance innovative interdisciplinary research in rehabilitation science.

PhD Program Overview

Philosophy

The program empowers students to pioneer solutions to critical challenges in rehabilitation science and make a meaningful impact on the future of healthcare.

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 align with the department's research themes: (1) rehabilitation and lifestyle interventions, (2) motor control and mobility, and (3) health professions education.

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, Rehabilitation Science, and Athletic Training
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: <https://www.kumc.edu/school-of-health-professions/academics/departments/physical-therapy-rehabilitation-science-and-athletic-training.html>

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

Department Resources

Academic Faculty

To view the most recent information on PTRSAT faculty, please visit the [Our Faculty and Staff](#) page of the department's web site.

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. You can learn more about each research lab through the [Research](#) page on the departmental website.

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. Information on making copies and printing at the library can be found on the Dykes library [web page](#). 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 Technology](#) is available to assist in your technology needs. 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 PTRSAT labs are equipped with [wireless networking](#). The secure network is recommended and requires KUMC credentials for logging in.

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

Social Media

The [department](#) has an active Facebook page, and so does the [PhD program](#).

The department and PhD program related events, and PhD class schedule are housed within Microsoft Outlook Calendar. Students can access it through their individual Outlook 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 PTRSAT 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
 - research tools (8 credit hours)
 - elective courses (6 credit hours)
 - doctoral dissertation research (12 credit hours)
- 2) Completion of Research Skills and Responsible Scholarship requirements
- 3) Demonstration of competence in the core areas of study, by successfully completing the comprehensive examination that qualifies the student for candidacy for the PhD
- 4) Satisfactory completion of a dissertation based on an original research work, and successful oral presentation and defense of the dissertation

Degree requirements are normally completed within 4-5 years of admission to the program.

A [typical plan of study](#) is located in the KU Academic Catalog. 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

- comprehensive examination
- defense of the PhD dissertation

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 <i>(Take a minimum of one semester during the first year.)</i>
REHS 805 (1)	Seminar in Rehabilitation Science <i>(Take in fall and spring semesters for the first two years. After that, voluntary participation is highly encouraged.)</i>
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 8 credit hours of **research tools courses**

REHS 970 (3)	Instrumented Analysis and Application in Rehabilitation Science
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Statistics courses – mandatory

The courses are determined in consultation with the program director and/or the student's mentor.

Yr 1 fall semester

BIOS 714 (3)	Fundamentals of Biostatistics I
or	
EPSY 710 (3)	Introduction to Statistical Analysis
EPSY 711 (1)	Lab for Introduction to Statistical Analysis

Yr 1 spring semester

BIOS 720 (3)	Analysis of Variance
or	
NRSG 700 (2)	Analysis of Variance

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

The courses are determined in consultation with the program director and/or the student's mentor. Electives may be chosen from this list but are not limited to:

i. **REHS** Elective Course Options

REHS 760 (1)	Introduction to Matlab Programming
REHS 865 (1-3)*	Independent Study
REHS 883 (3)	Landscape of Exercise and Physical Activity for Health
REHS 887 (3)	Neurorehabilitation

ii. Elective Course Options from Other Departments

Statistics

BIOS 725 (3)	Applied Nonparametric Statistics
BIOS 730 (3)	Applied Linear Regression
BIOS 740 (3)	Applied Multivariate Methods
EPSY 810 (3)	Regression and ANOVA: General Linear Models
HP&M 874 (3)	Statistics for Decision Making

Presentation skills

GSMC 857 (1)	Biographics
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Exercise and physiology

DN 865 (3)	Nutrition in Sports and Exercise
HSES 805 (3)	Laboratory Experiments and Analysis--Exercise Physiology
HSES 810 (3)	Advanced Exercise Physiology
HSES 817 (3)	Practical Aspects of Aerobic and Resistance Training
HSES 825 (3)	Skeletal Muscle Physiology
HSES 872 (3)	Exercise and the Cardiovascular System
NRSG 951 (3)	Biomarkers
PHSL 835 (3)	Integrative Physiology of Exercise
PHSL 842 (5)	Comprehensive Human Physiology
PHSL 843 (3)	Physiology of Disease

Neuro

NEUS 851 (1)	Clinical Biology of Dementia
PHSL 844 (3)	Neurophysiology
PHSL 846 (3)	Advanced Neuroscience
PSYC 838 (3)	Pain and its Management

Teaching/Education

ELPS 714 (3)	Foundations of Learning Technology
ELPS 780 (3)	Introduction to Higher Education Administration
ELPS 814 (3)	Online Learning Design and Development
EPSY 715 (3)	Understanding Research in Education
NRSG 871 (3)	Curriculum/Program Planning and Evaluation
NRSG 873 (3)	Technologies for Teaching and Learning
NRSG 874 (3)	Health Professions Educator Preceptorship
NRSG 877 (3)	Foundations in Education and Learning

Research methods

BIOS 715 (3)	Introduction to Data Management using RedCap and SAS
ELPS 871 (3)	Introduction to Qualitative Research.

NRSG 804 (3)	Interpreting Research for Applied Science
NRSG 952 (4)	Qualitative Research Methods and Application
NRSG 953 (4)	Quantitative Research Methods and Application
PRVM 875 (3)	Management of Public Health Data
PRVM 868 (3)	Biomedical Informatics Driven Clinical Research [learning HERON]
PRVM 869 (3)	Systematic Review

Scientific writing

NRSG 722 (3)	Scholarly Writing for the Health Professional (on hold: old instructor retired)
PRVM (3)	Scientific Writing

Health psychology

HSES 892 (3)	Psychology of Physical Activity
PSYC 832 (3)	Clinical Health Psychology: Health Promotion and Disease Prevention
PSYC 833 (3)	Clinical Health Psychology: Acute and Chronic Illness
PSYC 834 (3)	Clinical Health Psychology: Physical Aspects of Health and Disease
PSYC 840 (3)	Psychology of Women's Health
PSYC 993 (3)	Social Determinants of Aging and Life Course

Behavioral modifications

DN 870 (3)	Health Behavior Counseling
HSES 823 (3)	Behavior Modification in Health and Exercise

Leadership

DN 910 (3)	Leadership Essentials in Clinical Nutrition
ELPS 786 (3)	Introduction to College Leadership
NRSG 941 (3)	Preparing for Doctoral Leadership

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 and the student's mentor.

REHS 990 (1-10)*	Dissertation in Rehabilitation Science
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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 and/or the course instructor/student's mentor.*

***Some elective courses are part of KU graduate certificates available to PhD students (additional courses may be needed to complete the certificate):*

- [Biostatistical Applications Graduate Certificate](#) (KUMC Department of Biostatistics and Data Science)
- [Health Data Science Graduate Certificate](#) (KUMC Department of Biostatistics and Data Science)
- [Health Professions Educator Certificate](#) (KUMC School of Nursing)
- [Graduate Certificate Health Psychology](#) (KU Department of Psychology)
- [Graduate Certificate in Professional Management](#) (KU Graduate Studies)

Comprehensive Oral Examination

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

The Comprehensive Examination is taken when a student has completed the major portion of the coursework at a satisfactory level and met all other program and general requirements, including the [research skills and responsible scholarship requirement](#).

Committee

Once the student has selected a research mentor for dissertation research and has begun discussion of the dissertation project, the Comprehensive Examination committee should be formed.

- The formation of the committee must adhere to the following requirements:
 - The committee must consist of at least five voting graduate faculty members
 - A chair must be a core faculty member of the Department of Physical Therapy, Rehabilitation Science, and Athletic Training (PTRSAT) 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 PTRSAT faculty, the research mentor serves as a member of the committee. This person may serve as a co-chair with a core PTRSAT faculty committee member with graduate faculty dissertation status serving as a co-chair.
 - At least one other committee member in addition to the chair must be PTRSAT 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 PTRSAT 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.
- It is the responsibility of the research mentor to help prepare the PhD candidate for the comprehensive examination using the PTRSAT Policies and Procedures.
- The committee chair shall familiarize the committee members with the Comprehensive Examination procedure described in this document.
- Committee members and the student are encouraged to interact regularly in formal meetings and informally with updates on the student's progress.
- There is an expectation to discuss co-authorship of future publications from student's dissertation project with the committee members as soon as possible, as appropriate.

As soon as the committee is formed, the student shall 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, a process is initiated for a graduate faculty appointment. The list must indicate which committee member will serve as the committee outside member.

Procedure

Eligibility for taking Comprehensive Examination

Before the student is allowed to take a Comprehensive Examination, they must:

- complete the major portion of the required coursework at a satisfactory level
- 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 the end of year 3 after the student started in the program. In extenuating circumstances, a student may petition the program director to extend the 3-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 a comprehensive dissertation proposal and its oral defense (oral examination). A comprehensive dissertation proposal is a detailed plan for student's dissertation research that demonstrates their research skills and readiness to begin the project.

Preparation for writing of the dissertation proposal – creating Specific Aims page

- The first item the student should prepare is the Specific Aims page. The student develops the Specific Aims of the dissertation proposal in collaboration with their mentor. When the Specific Aims are developed, the student writes the Specific Aims page following traditional NIH format and using guidelines provided at the end of this document. The student works on refining the Specific Aims page with feedback from their mentor.
- It is recommended that once the mentor approves the Specific Aims page the student sends it electronically to the committee members and arranges a meeting with the committee to present the Specific Aims and solicit feedback. It is beneficial to obtain committee's feedback and revise the Specific Aims accordingly if needed before proceeding with developing a full dissertation proposal.

Writing of the dissertation proposal

- The dissertation proposal shall be written following the format outlined at the end of this document, which resembles a format of a typical grant proposal.
- Once a draft is written, the student works on refining the proposal with feedback from their 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 electronically to each member of their committee.
- 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. 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 document, the committee chair provides it 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 as defensible and allows the student to proceed with the oral defense.
- On average, it takes 2.5-3 months between the time the student submits the dissertation proposal to the committee (with one round of revisions) and the oral exam day. It is recommended that the student schedules a tentative oral exam day at the time or shortly after submitting the proposal to the committee, to secure a 3-hr slot for the oral examination (~1 hour for the open session and ~2 hours for the closed session). If the time frame for the above listed steps needs to be extended the tentative oral defense day is moved for a later date.

Preparation for the Progress to Degree form submission

- The Office of Graduate Studies, which uses the Progress to Degree system to track and monitor graduate student progress, must approve the Comprehensive Examination to take place. For this, 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 provide the PhD program director with the following information at least 2 weeks and 1 business day prior to the scheduled examination:
 - list of the committee members, indicating the chair/co-chairs and the outside member
 - date, time and place of the oral examination
- 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 student proceeding with the oral defense. When the approval is confirmed the PhD program director submits the Progress to Degree Form.

Oral defense of the dissertation proposal (oral examination)

- The student orally defends the comprehensive dissertation 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 session and further questioning for approximately 1.5-2 hr. 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, the student and all members of the committee are physically present at the Comprehensive Examination. 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. Attendance via mediated means (tele/video-conferencing) is acceptable at the discretion of the committee chair. In cases where the student prefers an examination in which all committee members are physically present, the student's preference shall be considered.

In the case of failure of technology during the examination, all members of the committee in attendance 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 committee members at remote locations must be contacted to submit their decision concerning the assessment of the examination before the examination results are recorded.

Comprehensive Examination outcomes

Based on the overall performance of both the written dissertation proposal and the oral examination 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 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-chairs.

Comprehensive Examination outcome announcement

It is up to the student if they would like to announce the passing of their Comprehensive Examination to their peers, faculty and staff. Faculty mentors shall not be announcing the outcome of the Comprehensive Examination. In compliance with the FERPA guidance faculty cannot publicly announce academic information about a student.

PhD candidacy

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

A PhD candidate becomes eligible to enroll in the dissertation research course in the following semester if they passed the oral Comprehensive Examination before the first day of the semester.

Post-comprehensive enrollment for PhD candidates

PhD candidates are required, after passing the Comprehensive Examination, to be continuously enrolled in one or more hours of dissertation research 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 fall or spring semester and 3 hours a summer semester.

Post-comprehensive enrollment may include enrollment during the semester in which the Comprehensive 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, 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)

The written dissertation and its defense test the achievement of the student while completing a PhD research project.

The candidate for the PhD degree must present a dissertation showing the planning, conduct, and results of original research and scholarly creativity. The purpose of the dissertation is to encourage and ensure the development of broad intellectual capabilities as well as to demonstrate an intensive focus on a problem or research area. The dissertation itself should be an evident product of the candidate's growth and attainment of the ability to identify significant problems; organize, analyze, and communicate scholarly results; and bring to bear on a useful area of interest a variety of research skills and scholarly or creative processes. It must show some original accomplishment, but it should also demonstrate without doubt the candidate's potential to make future contributions to knowledge and understanding.

Completion of the dissertation is the culminating academic phase of a doctoral program and is comprised of the defense of the dissertation during the final oral examination. At the final oral examination, during the closed session, in addition to questions related to the dissertation content questions to test general knowledge are asked.

Throughout this document, the PhD final oral examination will be referred to as the dissertation defense.

Committee

- The PhD Dissertation committee will be formed essentially in the same manner as for the Comprehensive Examination, including the following:
 - The committee must consist of at least five voting graduate faculty members.
 - A chair must be a core faculty member of the Department of Physical Therapy, Rehabilitation Science, and Athletic Training (PTRSAT) holding graduate faculty dissertation status. Typically, a chair of the committee would be the PhD candidate's research mentor.
 - If the PhD candidate's research mentor is not a core PTRSAT faculty, the research mentor serves as a member of the committee. This person may serve as a co-chair with a core PTRSAT faculty committee member with graduate faculty dissertation status serving as a co-chair.
 - At least one other committee member in addition to the chair must be PTRSAT 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 PTRSAT 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 Graduate Studies. The PhD candidate may seek advice from the program director to determine eligibility of a committee member to serve as an outside member.
- It is the responsibility of the research mentor to help prepare the PhD candidate for the dissertation defense using the PTRSAT Policies and Procedures.
- The committee chair shall familiarize the committee members with the PhD Final Oral Examination (Dissertation Defense) procedure described in this document.

- Committee members and the PhD candidate are encouraged to interact regularly in formal meetings and informally with updates on the PhD candidate's progress.
- It is recommended that members of the Comprehensive Examination committee be included in the PhD Dissertation Committee.
- There is an expectation to discuss co-authorship of future publications from student's dissertation project with the committee members as soon as possible, as appropriate.

Procedure

Timeline

- At least 5 months must elapse between the successful completion of the Comprehensive Examination and the date of the dissertation defense. Under normal circumstances, the doctoral candidacy period between passage of the oral Comprehensive Examination and the dissertation defense must last no longer than 5 years. If a PhD candidate took the oral Comprehensive Examination more than 5 years prior to the dissertation defense, a re-evaluation of the PhD candidacy status is necessary. Re-evaluation of the PhD candidacy status could include retaking the Comprehensive Examination.

Writing of the dissertation and its oral defense

Dissertation structure

- The PhD candidate writes a dissertation on their PhD research project. The dissertation consists of an introduction chapter, three (on average) chapters resulting from the original PhD research, and a final chapter for the conclusions, clinical application, limitations and future directions.
- As per [Academic 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."
- The dissertation should be composed at the level of a high-quality scholarly work, with the research chapters (whether original or secondary analyses) being suitable for peer-reviewed publishing as separate manuscripts. It is expected that the research chapters, if not submitted, accepted or published already, are in the state of close to being submitted. The PhD candidate must be a first author on the manuscripts included as research chapters. Any exceptions need to be approved by the dissertation committee.

Dissertation formatting template and resources

- KUMC Graduate Studies established specific formatting requirements for a dissertation. PhD candidates must use a specific template for a dissertation.
- Resources for formatting a dissertation are available at the [Graduate Studies](#) website, including the required [template for dissertations](#) and a separate document with [formatting guidelines](#) to accompany the required template. PhD candidates shall review these documents carefully as they start writing a dissertation, so it is formatted correctly.
- Meeting KUMC standards for dissertation formatting is required for dissertation electronic submission and graduation.
- Each fall and spring semester an [ETD Formatting Workshop](#) offered on the KUMC campus. The workshop provides a step-by-step guide for setting up of the required KUMC Microsoft Word template to assist in proper formatting of a dissertation. A [recording of this workshop](#) is posted on the Graduate Studies website.
- The [KUMC Writing Center](#) provides support in the writing of a dissertation.

Previously published portions of a dissertation

- If any portion of a dissertation has been previously published, accepted or has already been submitted for publication, a PhD candidate must contact a research librarian in the Dykes Library to discuss the proper style citation for each publication instance. Copyright issues related to PhD candidate's previously published work(s) included in the dissertation will also be discussed.
- The librarians have created [Copyright Guidance on EDT](#) and recommend reviewing it in advance of the meeting with them.
- Dykes librarians can be contacted either by e-mail at dykesresearch@kumc.edu or by phone (913) 945-5990, and appointments can be made through their [online scheduling tool](#). This must be done prior to electronic submission of the dissertation.

Working on the written dissertation

- Once a draft of the dissertation is written, the PhD candidate works on refining the dissertation with feedback from their mentor and/or respective committee members, to ensure the committee receives the best quality document. The PhD candidate's mentor must approve the version of the dissertation submitted to the committee. This approved version is considered a *dissertation final draft*.
- The PhD candidate submits a dissertation final draft electronically to each of the committee members at least 4 weeks in advance of the dissertation defense.

Preparation for the Progress to Degree form submission

- The Graduate Studies, which use the Progress to Degree system to track and monitor PhD candidate progress, must approve the dissertation defense to take place. For this, the PhD program director must submit online a completed Progress to Degree form to the 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 PhD candidate'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:
 - list of the committee members, indicating the chair/co-chairs and the outside member
 - date, time and place of the dissertation defense
 - dissertation title
- 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 dissertation final draft for oral defense. When the approval is confirmed the program Director submits the Progress to Degree Form.

Preparation for and oral dissertation defense

- After the written dissertation is submitted to the committee, the PhD candidate 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 in the folder PhD Students -- Resources of the PhD Program.
- The PhD candidate orally defends the dissertation in an open forum giving an approximately 45-50 min presentation followed by questions from the general audience.

- The PhD candidate and the committee members continue with a closed session and further questioning for approximately 1.5-2 hr.

Post dissertation defense

- The committee may require the PhD candidate to revise or edit the dissertation final draft based on the discussion during the open session and committee members' feedback during the closed session. The committee determines the timeline for the revision.
- The revised dissertation final draft becomes the *final version of the dissertation*, and after the approval of the committee chair/co-chairs and the program director it becomes ready for the [electronic submission](#) as detailed on the Graduate Studies website and briefly referenced below.

Attendance of committee members at the dissertation defense

Ideally, the PhD candidate and all members of the committee are physically present at the dissertation defense. It is required that the PhD candidate being examined, the chair of the committee, and the outside committee member all be physically present at the examination. Attendance via mediated means (tele/video-conferencing) is acceptable at the discretion of the committee chair. In cases where the PhD candidate prefers an examination in which all committee members are physically present, the PhD candidate's preference shall be considered.

In the case of failure of technology during the examination, all members of the committee in attendance 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 committee members at remote locations must be contacted to submit their decision concerning the assessment of the examination before the examination results are recorded.

PhD dissertation defense outcomes

Based on the overall performance of both the written dissertation and the oral defense the PhD candidate's performance 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 PhD candidate 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 PhD candidate 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.

PhD dissertation defense outcome announcement

It is up to the PhD candidate if they would like to announce the passing of their dissertation defense to their peers, faculty and staff. Faculty mentors shall not be announcing the outcome of the dissertation defense. In compliance with the FERPA guidance faculty cannot publicly announce academic information about a student.

Enrollment

- After passing the Comprehensive Examination, the PhD candidate must be continuously enrolled including the semester in which the dissertation defense takes place.
- The PhD candidate must be enrolled in a minimum of 1 hour of the dissertation research course the semester the PhD candidate defends the dissertation.
- PhD candidates who complete degree requirements (including electronic filing of the dissertation) during the first week of the summer semester or within the first 2 weeks of the fall or spring semester are not required to be enrolled for that term.

Dissertation submission (electronic filing) and publication

- PhD candidates are required to submit a dissertation as part of their degree requirements. A dissertation will be submitted to ProQuest, where it will be published.
- [Formatting requirements and resources](#) for the proper format of the dissertation are included on the Graduate Studies website.
- When the PhD candidate has passed the dissertation defense and all requested changes have been made to the dissertation, the PhD candidate arranges for the dissertation committee chair/co-chairs to review changes and approve the final dissertation on behalf of the dissertation committee.
- The committee chair then sends the dissertation to the PhD program director for review and approval. When the program director has determined the dissertation meets program requirements and is formatted correctly for publishing by ProQuest, they send approval on behalf of the program via email to the Graduate Studies. At that time, the date of the program director's approval is entered by the PhD candidate on the PhD candidate's acceptance page in their dissertation prior to uploading to ProQuest.
- The PhD candidate is then required to arrange publication with ProQuest of the dissertation and payment of all associated fees (including copyright fee, if applicable), through the [electronic submission](#) process detailed on the Graduate Studies website.
- Once the PhD candidate has completed the upload process, the Graduate Studies will review the dissertation for formatting. The PhD candidate will be notified via email whether the submission is approved as submitted or if formatting changes are required.
- A form regarding publication permissions and embargo preferences is one of the required documents that is submitted to the Graduate Studies following successful defense of the dissertation. Dissertations will be made available through ProQuest and KU ScholarWorks unless there is an embargo in place or special circumstances pertain as outlined in the [Embargo of Theses and Dissertations](#) section of the Academic Catalog and briefly referenced below.

Embargo of dissertations

Dissertations at the University of Kansas are made available in two electronic databases: KU ScholarWorks and ProQuest Dissertations and Theses. Items in KU ScholarWorks are publicly accessible on the world-wide web and can be indexed by search engines. An embargo provides a temporary, delayed public release of the work.

- A request for an embargo affects only the publication of the dissertation in KU ScholarWorks. It is the PhD candidate's responsibility to additionally request an extension through ProQuest for the copy published by them.
- Considerations that may be deemed reasonable for granting permission for an embargo include, but are not limited to:

- The work contains content that has already been submitted or will be submitted to a peer-reviewed journal that may require an embargo.
- Patentable rights or other issues are contained in the work the disclosure of which may be detrimental to the rights or interests of the author.
- PhD candidates who do not wish to have their dissertation made public in these two venues must receive permission from their committee chair or program director to embargo their dissertations.
- Embargo periods of six months, one year, or two years are available.
- While embargoes are not intended to be permanent, renewals of the original embargo period are permissible.
- While there is no limit to the number of times a PhD graduate can request an embargo extension, embargoes that have been allowed to expire without a request for an extension will result in the dissertation being made publicly available.
- It is crucial for PhD candidates who desire the embargo option to request it *prior* to graduation and to request extensions, if needed, *prior* to the work being exposed to public search engines.
- For the full guidance on the steps necessary for embargoing a dissertation PhD candidates should refer to the respective section of the [Academic Catalog](#).

Dissertation defenses are open to the public. In the event that an embargo is deemed necessary for a dissertation, the committee should consider holding an additional question period for the defense that is closed to the public. Any sensitive data may be discussed in the closed session.

Bound dissertation

A PhD graduate is expected to provide a copy of a bound dissertation to the PTRSAT department for its collection of dissertations.

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 the [Student Handbooks](#) web page.

I. Technical Standards

Please refer to the program's [Technical Standards](#) in the Academic Catalog.

II. Technology Requirements

Students in the program must meet the minimum requirements for [computer hardware and software](#). 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 KU Medical Center are free, confidential, and available at Student [Counseling & Educational Support Services](#) by calling 913-588-6580 or visiting G116 Student Center.

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. Academic Accommodation Policy

KU Medical Center is committed to a culture of inclusion and equal access for students with disabilities. Any student who believes they may need an academic accommodation due to a disability should contact the Office of [Academic Accommodation Services](#) (AAS) to request reasonable accommodations. Students will be required to complete a [New Application for Academic Accommodations](#). A member of AAS will work with you to explore your options. Contact Academic Accommodation Services by email at ada-kumc@kumc.edu, by phone at 913-945-7035, or visit the office located in Dykes Library 1040. For online information about academic accommodations, please [visit the accommodations page](#).

VI. Religious Accommodation Policy

KU Medical Center respects the religious pluralism 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.

VII. Childbirth Accommodation Policy

KU 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](#).

VIII. 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.

IX. Social Media Policy

KU Medical Center recognizes that social networking websites and applications are an important and timely means of communication. The purpose of the [Social Media](#) policy is to establish baseline rules for using social media outlets for those representing KU Medical Center in an official capacity. 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.

X. 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.

XI. Professional Conduct

KU 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.

XII. Impact and Belonging

The program fosters an environment where every individual feels valued, respected, and empowered to contribute their unique perspectives and talents. The program affirms the KU prioritization of access, respect, and belonging. For the information related to impact and belonging across all KU campuses,

please see the Office of Civil Rights & Title IX - [Impact and Belonging](#) website.

XIII. 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.

XIV. Academic and Non-Academic Misconduct and Subsequent Actions

The policy of the Department of Physical Therapy, Rehabilitation Science, and Athletic Training follows that provided by the School of Health Professions. The student should refer to the [School of Health Professions Student Handbook](#).

XV. Appeals Procedure for Academic and Non-Academic Misconduct

The policy of the Department of Physical Therapy, Rehabilitation Science, and Athletic Training follows that provided by the School of Health Professions. The student should refer to the [School of Health Professions Student Handbook](#).

XVI. 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, Rehabilitation Science, and Athletic Training 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, Rehabilitation Science, and Athletic Training. 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, Rehabilitation Science, and Athletic Training and two students who are currently enrolled in the PhD program. The chair of the Department of Physical Therapy, Rehabilitation Science, and Athletic Training 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, Rehabilitation Science, and Athletic Training. 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>).

PROOF OF NOTIFICATION

My signature below denotes the following:

- I have read the preceding information provided by the Department of Physical Therapy, Rehabilitation Science, and Athletic Training.
- I agree to abide by the guidelines presented in this document.
- I agree to notify the program director (in writing) of changes that may affect my ability to comply with guidelines in this document.

Student's Name (please print legibly)

Date

Student's Signature

This signed page will be kept on file in the Department of Physical Therapy, Rehabilitation Science, and Athletic Training.