



TEXAS WOMAN'S
UNIVERSITY

POST-PROFESSIONAL STUDENT HANDBOOK

SCHOOL OF PHYSICAL THERAPY

2018 Edition
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TEXAS WOMAN'S UNIVERSITY
School of Physical Therapy

WELCOME TO TEXAS WOMAN'S UNIVERSITY

We are pleased that you will be pursuing advanced graduate study with us. The faculty has developed a curriculum plan that is flexible enough to meet your goals and rigorous enough to meet Graduate School standards. We try to offer courses at times and in formats that will fit into your busy schedule.

A graduate experience is more than individual courses. During your work here you may be invited to participate in various activities in the school, such as providing input to the entry-level curriculum, providing guest lectures, participating in the research projects of the faculty or entry-level students in various ways, and providing short, directed clinical experiences for entry-level students. We hope you will take advantage of these opportunities.

The faculty has developed this Handbook to provide a central source of information to you about issues from admissions to program completion. Your advisor will certainly be a source of guidance for you, but you also are responsible for understanding what the requirements are. In addition to this Handbook, you can contact someone on each campus to clear up any uncertainties you may still have about forms, procedures, etc. (See contact information on page 6.)

I wish you success in your studies and hope that this Handbook assists you in negotiating the processes and paperwork associated with a graduate degree.



Sincerely,
Ann Medley, PT, PhD
Director, School of Physical Therapy

I. PURPOSE OF THIS HANDBOOK

The purpose of this Student Handbook is to provide information pertinent to post-professional graduate students in the School of Physical Therapy. These policies and procedures are in accordance with University guidelines presented in the *Graduate Catalog*, which supersedes all other documents. The university updates the catalog every two years. Over time, requirements and courses change. It is, therefore, recommended that each student retain a copy of the *Graduate Catalog* in effect at the time of acceptance into a program of study. Refer to it for more detailed explanations of specific rules and regulations. The current graduate catalog is available at <http://catalog.twu.edu/graduate/>.

The student is responsible for reading, understanding, and adhering to all University policies and procedures. The policies and procedures may be changed during the course of your study at Texas Woman's University; therefore, check with your faculty advisor frequently concerning your progress and any changes.

II. ADMISSIONS REQUIREMENTS

Admission requirements for the graduate school are explained in the *TWU Graduate Catalog* (<http://catalog.twu.edu/graduate/>) and on the Graduate Admissions web page (<https://twu.edu/admissions/graduate/>).

A. Application Process

All new graduate students seeking admission to TWU must submit the following to the School of Physical Therapy through the School of Physical Therapy Advisor on the Denton Campus:

Mary Beth Daugherty
Sr. Administrative Assistant
Texas Woman's University
School of Physical Therapy
PO Box 425766
Denton, Texas 76204-5766
Phone: 940-898-2460
Fax: 940-898-2853
E-mail: MDaugherty@twu.edu

- An application form is completed online. This form can be found at the TWU web site (<https://twu.edu/admissions/graduate/how-to-apply/>).
- When you are asked to select a major, select **physical therapy - post professional** for the certificate or residency programs, and **physical therapy - PhD** for the doctor of philosophy degree. For information on admission type, see below.
- If seeking a degree or academic certificate, official transcript(s) from all post-secondary schools attended must be submitted, regardless of whether the credit will be transferred.
- If applying for non-degree-seeking/non-certificate admission, a transcript demonstrating a bachelor's degree or higher is required.

When complete, your admission materials will be sent to the Graduate School in Denton, Texas to be processed.

B. Types of Admission

A student may be admitted to the Graduate School for one of several types of study as indicated below. The acceptance letter sent by the Dean of the Graduate School will specify the type of admission granted. At a later date the student may change the admission type. A change requires a new, completed application indicating the new type of admission. No additional transcripts are required unless the student attended another university between the first and second admission to TWU.

Degree Program Admission

This status identifies students who are physical therapists seeking the Doctor of Philosophy (PhD) degree. The PhD degree is offered on both campuses (Dallas and Houston) to encourage individuals with a professional degree in physical therapy to prepare for future higher education or research careers.

Non-degree Program Admission

This type of admission is appropriate for several student-specific situations.

- Students accepted into one of TWU's cooperative residency programs.
- Students seeking a certificate in a specialized field of study.
- Students are seeking additional education for the purposes of career enrichment.
- Students wishing to take a course but unsure about seeking a degree or certificate until academic advising can be arranged at a later date.
- Individuals holding a license in an allied health discipline (e.g., occupational therapist) may enroll in selected courses, with the permission of the instructor, for their own professional development or for a certificate, if qualified.
- Students wishing to take a course to be applied to the Continuing Competence (CC) requirements for re-licensure as a physical therapist in Texas. Such students will need to apply individually for CC approval through the Texas Physical Therapy Association. Along with the TPTA CC application and fee (available at www.tpta.org), students will need to submit a copy of the syllabus and a TWU transcript showing a "C" or better. Transcript requests can be made shortly after grades are posted at: <https://www.twu.edu/registrar/transcript-requests/>. It takes approximately 8 to 10 weeks for the TPTA to process the CC application.

If at a later time students seek to change their admission status to degree study, a maximum of 12 graduate credit hours earned as a non-degree seeking student will subsequently apply toward a graduate degree. The Dean of the Graduate School, upon recommendation of the student's advisory committee, will determine which credits earned as non-degree seeking are appropriate to the degree program.

C. General Admission Requirements

Regardless of the type of admission, all applicants must meet the following general requirements of the Graduate School:

1. Hold at least an earned bachelor's degree or equivalent from a U.S. college or university accredited by a regional or general accrediting agency, or an equivalent degree from a foreign college or university. The bachelor's degree must be substantially equivalent to a bachelor's degree granted by TWU.
2. Have a minimum 3.0 grade point average (GPA) for the last 60 hours of undergraduate study and a minimum 3.0 GPA for all prior graduate work.
3. Present an official transcript from each university or college attended. If a degree was earned, it must be indicated on the transcript.
4. Standardized examinations such as the GRE are *not* required. However, the applicant has the option of submitting scores voluntarily.
5. Office language proficiency exam score, if the applicant earned an undergraduate degree from a foreign college or university (see graduate school website for additional information).

Graduates from foreign universities must contact the Office of International Education in Denton (940) 898-3338 or visit their website (<https://twu.edu/admissions/international/>) for additional admission requirements.

D. Additional Admission Requirements for the School of Physical Therapy

In addition to the general university requirements, students must meet School of Physical Therapy requirements. These requirements differ depending on the type of admission and are described below.

Regardless of the type of admission, application to any of the programs in the School of Physical Therapy can be initiated at any time. However, the Coordinator of Post Professional Studies and the Post Professional Committee on each campus will not review and make recommendations regarding a student's application until all materials required by the Graduate School and the School of Physical Therapy have been received. The School reserves the right to hold completed applications for review until a sufficient applicant pool exists. Admissions requirements for the School of Physical Therapy by admission type are as follows:

1. Doctor of Philosophy Degree

The student for the doctor of philosophy degree must meet all the following requirements:

- A physical therapist from a nationally accredited program or equivalent.
- A minimum GPA of 3.0 on a 4.0 system.
- An earned bachelor's or master's degree.
- A license to practice physical therapy in the United States or a minimum of 24 months of clinical practice is preferred.
- A basic course in statistics within the last 10 years is preferred.
- Two letters of recommendation. Preferably one from an employer and one from the last school attended.
- An interview may be required. An interview by telephone or with a designated out-of-state interviewer may be arranged if circumstances preclude an on-site interview.
- A written statement indicating the current focus of experience, educational objectives, and an evaluation of personal strengths and weaknesses.
- Resume or curriculum vitae.
- A current copy of a license to practice physical therapy in Texas (if applicable)
- International students must also submit a minimum acceptable score for the TOEFL tests and meet all Graduate School requirements for international applicants (please refer to the TWU International Education website for requirements and exemptions):
<https://twu.edu/admissions/international/toefl-requirements-and-exemptions/>
 - All coursework from a foreign university must be evaluated by TWU's International Education Office to establish U.S. equivalencies.

2. Certificate Programs

- The only additional School of Physical Therapy requirement for certificate programs is an official transcript indicating a degree in physical therapy from a CAPTE accredited or equivalent physical therapy program.

For PhD information and interview scheduling contact the Coordinator of Post Professional Studies at the Dallas or Houston campus:

DALLAS

Mary Thompson, PT, PhD, GCS
School of Physical Therapy
Texas Woman's University
5500 Southwestern Medical Ave.
Dallas, TX 75235-7299
214.689.7702
Email: MThompson@twu.edu

HOUSTON

Katy Mitchell, PT, PhD
School of Physical Therapy
Texas Woman's University
6700 Fannin Street
Houston, Texas 77030
Phone: (713) 794-2078
Email: KMitchell@twu.edu

For non-degree seeking questions, please contact the appropriate person below:

Women's Health Certificate or Residency or Advanced Geriatrics Certificate (Dallas)

Mary Thompson, PT, PhD, GCS
Phone: (214) 689-7702
Email: MThompson@twu.edu

Advanced Neurologic Physical Therapy Certificate or Residency

Linda Csiza, PT, DSc, NCS or Chad Swank, PT, PhD, NCS
Phone: 214-689-7719 Phone: 214-689-7714
Email: LCsiza@twu.edu Email: CSwank@twu.edu

E. Outcomes of Admission Decisions

The Coordinator of Post Professional Studies and faculty members on the School of Physical Therapy Post Professional Committee on the specified campus (Dallas or Houston) will examine each complete application to determine if the applicant meets/exceeds the minimum requirements of the Graduate School and the School of Physical Therapy. The committee then makes an admission recommendation based on student qualifications and enrollment capacity, as well as student/program matching. The Dean of the Graduate School then reviews their admission recommendation and if the committee recommendations are accepted, sends an official letter to the applicant. There are two possible outcomes of admission decisions. Each is explained below:

1. **Denial of Admission:** Admission is denied if the applicant fails to meet the minimum requirements established by the Graduate School and the School of Physical Therapy, if the program has reached the limits of its enrollment, or if the program cannot meet the educational goals of the student.
2. **Admission:** There are two types of admission.
 - a. *Unconditional Admission:* No prerequisites are necessary, and no special qualifications must be met prior to or during graduate study.
 - b. *Provisional Admission:* Graduate degree study is permitted with the imposition of certain conditions that must be met for the student's continuation in the degree program. These conditions may require the

completion of prerequisites, satisfactory performance in initial coursework, satisfactory completion of a degree in progress, or the completion of other conditions that indicate the student should continue graduate study. Students accepted provisionally in the PhD program will not be unconditionally accepted if any PhD course grade is a C or lower. Once the conditions for full admission have been met, a request is made to the Graduate School for a change of status to Unconditional Admission by the student and faculty advisor. The Change of Status form is available through the Graduate School (<https://twu.edu/gradschool/forms/>). Failure to meet conditions of admission results in the student's removal from a degree program.

III. DOCTOR OF PHILOSOPHY PROGRAM OF STUDY

The Doctor of Philosophy program in Physical Therapy is designed to foster intellectual curiosity, prepare effective researchers and academicians, promote dissemination of knowledge to enhance the practice of physical therapy and provide effective patient care. In addition, the curriculum for the doctoral degree encourages the student to analyze available scientific literature and methodology for solving clinical problems in order to conduct productive research. Objectives of the doctoral program are: 1) to increase professional knowledge and skills relevant to physical therapy practice; 2) to expand the breadth and depth of the student's knowledge through further study in related and interdisciplinary fields; and 3) to provide the student with the tools needed to analyze, synthesize, and critically examine theory and research in the context of a substantial research area.

The PhD program is offered at both the Houston and Dallas campuses in a collaborative manner. Courses are offered in on-site weekend, internet, videoconference, or combination format. In addition, students may take courses in other departments at TWU and at other universities with their advisor's permission and in accordance with Graduate School policies concerning transfer of credit.

A. Advisor

When the student is accepted into the School of Physical Therapy Post Professional Program, the Coordinator of Post Professional Studies, in consultation with the Director of Research, will assign an academic advisor based on the student's area of interest and faculty availability. It is the student's responsibility to schedule an appointment with the advisor to discuss areas of interest and begin the degree planning process.

During the course of study, the faculty member advising the student may change based on faculty or student needs. If this occurs early, before the Graduate School receives the degree plan, then the Coordinator of Post Professional Studies handles the advisor change internally within the School of Physical Therapy. If an advisor change occurs after the Graduate School receives the degree plan, then the new advisor, in consultation with the Coordinator of Post Professional Studies, sends a formal letter notifying the Dean of the Graduate School of the change.

B. Time Limitations

All requirements toward a doctoral degree must be completed within a period of eight consecutive calendar years from the date doctoral credit is first earned. Therefore, all requirements, including transfer credit hours from another university to be applied to the PhD degree, must be completed within those time frames. If a student exceeds the time limitations, students may be required to enroll in additional courses. Students who will complete the doctoral degree in their ninth year may petition the Dean of the Graduate School in the eighth year requesting special consideration of their individual circumstances. The decision of the Graduate School is final and may require the student to take additional coursework.

C. Academic Performance

Students who enroll in graduate courses are required to maintain a 3.0 GPA on all graduate-level courses taken at TWU. In no case may a course with a grade below B apply to the doctor of philosophy degree in the School of Physical Therapy. Graduate students are expected to maintain a 3.0 average on all graduate work. When a student's cumulative grade average of graduate-level work falls below 3.0 or when a student receives a grade of D, F, or WF during any one semester or full summer session the student is automatically on academic probation and notified of this status by the Graduate School. Earning a grade of D, F, or WF or failure to restore the cumulative average to 3.0 or above during the next enrollment results in dismissal from the Graduate School. It is not possible to improve the grade record at Texas Woman's University by attendance at another university. Students who have been suspended may reapply to the TWU Graduate School when 8 years have elapsed after the suspension. If a doctoral student earns grades below B in program courses, the campus Post Professional Committee will review the student's records and make a recommendation about the student's continuation in the doctoral program. In the first 12 hours of course work, if a doctoral student who has been admitted provisionally earns less than a B in a core course, the student will be dismissed from the program.

D. Planning a Program of Study

Either the Coordinator of Post-Professional Studies on your home campus or your academic advisor will assist you in completing and filing a degree plan with the graduate school. Each graduate student and his/her advisor share the responsibility to construct the complete plan of graduate study leading to the degree. In the construction of the degree plan, the student and advisor must consider course load, residency, transfer credit, program requirements, and expected course offerings described below.

1. *Course Load and Residency Requirement.*

A graduate student is considered full-time by the University if enrolled in nine or more semester hours. Enrollment in fewer hours is considered part-time enrollment. Many students in the School of Physical Therapy Post Professional Program seeking a Doctor of Philosophy degree are employed outside the university and are engaged in part-time study. However, the residency requirement must be met.

All doctoral students must complete 2 semesters of residency. A residency requirement has been established for the purpose of ensuring that the doctoral program be reasonably compact, continuous, and coherent. The residency requirement provides the student with opportunities for practicum, individual study, and interaction with faculty and other graduate students. The School of Physical Therapy defines residency as carrying a minimum load of 6 hours in any semester including summer sessions. Time on campus may be required but, in accordance with university policy, faculty may not work with students outside the context of a course, independent study, or practicum.

In all cases, the courses an individual student takes during the two residency periods and their timing must be approved by the student's advisor and recorded on the student's degree plan. If the residency courses include individual study or practicum courses, the student must complete the appropriate form (Independent Study/Practicum Agreement). The agreement must be submitted the semester

prior to the planned residency, and indicate that the course is part of a residency, and list the learning objectives, tasks/skills to be completed, and grading criteria. This “practicum/independent study/supervised teaching/field research experiences” form can be found at <https://www.twu.edu/physical-therapy/current-students/phd-forms/>

2. *Transfer Credit.*

Doctoral students have the potential to transfer a certain number of graduate credit hours toward the PhD degree from another accredited university. However, there is no automatic transfer of graduate credit. A student may apply for consideration of transfer of credits after satisfactorily completing a minimum of nine hours of graduate credit at Texas Woman’s University and discussing the proposed credit transfer with the advisor. If approved by the advisor, the transfer credits are added to the degree plan. The Dean of the Graduate School has the ultimate authority to approve transfer credit when reviewing the degree plan for approval.

The rule governing the time limit for doctoral work also applies to transferable credits. In addition, only graduate courses in which a grade of B or better has been earned are acceptable for transfer. No credit toward a graduate degree may be obtained by correspondence; and no credit toward a graduate degree may be obtained by extension work from another institution. **At least 50% of the work counted toward a doctoral degree program must be composed of TWU courses.**

3. *Program Requirements for the Doctor of Philosophy Degree:*

At TWU, all doctoral degrees must be at least 90 credit hours beyond the bachelor’s degree. Typically, the degree plan consists of a minimum of 60 hours beyond the master’s degree, or a minimum of 49 hours beyond the doctor of physical therapy degree. Coursework includes research tools, core (required) courses, electives, independent study and practicum courses. The degree program is individualized for the student based on the student’s goals. The degree plan must be completed and filed with the graduate school prior to completion of 18 hours of graduate study.

**Research Tools
(12 credit hours)**

Doctoral studies require skills and techniques (tools) that vary with the specific need of the discipline. In the School of Physical Therapy all doctoral students are required to complete 2 research tools. Each tool typically is fulfilled by taking two 3 unit courses. If any course is 2 units, the student must take an additional course in a tool area so the total number of units is at least 12 units.

- To complete Tool 1, the student must take the following 2 courses.
PT 6043 Statistical Methods I for the Health Care Professional
PT 6243 Statistical Methods II for the Health Care Professional
- To complete Tool 2, the student must take two of the following courses or its equivalent as determined by the student’s advisor in consultation with the Coordinator of Post Professional Studies.
PT 6213 Computer Applications in PT Research AND

PT 6083 Advanced Instrumentation in Physical Therapy OR
a 3-credit hour qualitative research methods and/or analysis course
in any discipline/department at the graduate level.

**Core Courses (required)
(25 credit hours)**

PT 6193 Psychometric Properties of Rehabilitation Tests and Measures
PT 6023 Research for the Clinical Scientist
PT 6103 Advanced Practicum
PT 6191 Applied Statistical Methods for the Health Care Professional
PT 6503 Introduction to Grantsmanship in Physical Therapy
PT 6523 Teaching and Learning in PT (may be optional with prior experience)
PT 6533 Academic Issues in Physical Therapist Education (may be optional
with prior experience)
PT 6983 Dissertation I
PT 6993 Dissertation II

Remaining Coursework

**(23 credit hours minimum for master's degree to PhD,
Or 12 credit hours minimum for DPT to PhD)**

The remaining coursework needed to complete the Doctor of Philosophy degree consists of concentration area courses, independent study, field research, supervised teaching, seminars, practicum, and/or elective courses.

- As stated earlier in this Handbook, available concentration areas correspond to faculty expertise on the Dallas and Houston campuses and consist of a total of 12 credit hours if a certificate is desired.
- Individual study, field research, supervised teaching, seminar, and practicum courses (minimum of 14 credit hours) provide doctoral students opportunities to develop in the areas of scholarly activities, teaching, and service. Opportunities and expectations include such activities as writing proposals for grant funding, participating in ongoing faculty research, critiquing literature and proposals, supervising and assisting entry-level students with professional writing and statistical analyses, teaching in the professional or post professional programs, assisting in projects, developing courses, presenting papers or posters at professional meetings, and submitting manuscripts.
- Students may also take elective courses in other departments at TWU or elsewhere (up to 12 credits hours can be transferred from another university) with the advisor's permission. Suggested courses might include those in related disciplines such as Occupational Therapy, Health Care Administration, Kinesiology, Nursing or Psychology.

4. *Expected Course Offerings.* Information on course offerings is typically projected over a 5-year period and is updated every 2 to 3 years. In general, required courses are offered every other year across campuses, while concentration area/elective courses are offered every 2 to 3 years. Students may enroll in Practicum or Independent Study in any semester with the advisor's permission but the course must be planned and the appropriate agreement form (<https://www.twu.edu/physical-therapy/current-students/phd-forms/>) completed at

least one semester in advance. The School markets courses and programs to current and prospective students through various means; however, contact the Coordinator of Post Professional Studies in Dallas or Houston, or go to the School web site for details.

B. Additional Degree Plan Options

In an effort to meet the changing needs of our post-professional students in physical therapy, we offer the following degree plan options:

- For the entry-level DPT student who wishes to begin the PhD program while in the entry-level program (fast-track program)

Students undertaking two-degree programs would be expected to achieve degree completion in different semesters. (These options are consecutive degree plan options and are not meant to be combined degrees where all criteria for both degrees would have to be achieved before either degree is awarded.)

1. Entry-Level DPT/PhD Degree Plan

- To address the need to educate a younger cadre of faculty members that possess both the clinical skills and academic knowledge to prepare future PT professionals, we have developed the following program to quickly transition current entry-level students to the PhD.
- This program is conducted in a 3 (+3) year format.
- Students will apply as usual and be admitted to the entry-level program.
- This is a 3 year (+3 year) option; however, the application process will not begin until after completion of the first fall semester (DPT semester 1) of the DPT program.
- Applications will be reviewed by the post-professional committees on each campus in the spring (after midterms) and the committee may request input from the faculty at large. A decision is typically made by April (of DPT semester 2).
- Accepted students will be assigned to a research advisor who will be matched by content area, workload, and ability to mentor PhD students. This advisor will be selected during the final DPT semester and may be the same or different from the research advisor during the DPT program of study.
- Critical Inquiry I, II, and III of the DPT curriculum may be dedicated to one or all of the following: proposal exploration/development, submission of IRB materials and/or the collection of pilot data for the PhD dissertation. However, the research produced for completion of the critical inquiry courses does not have to be aligned with later projects for the PhD.
- The final DPT clinical rotation (internship) may be completed concurrent with an Advanced Practicum (required core course for the PhD) in research, scholarship, or teaching.
- In addition, students may elect (with approval of their advisor and the coordinator of post-professional studies) to take one or more PhD courses while in the entry-level program.

- Following graduation from the DPT program in May (DPT semester 8), the student would continue with the required PhD courses as described below, starting in the summer semester:
- Degree Plan:
 - 12 credit hours of Research Tools (6 credit hours of advanced statistics; PT 6213; PT 6083 or 3-credit hour qualitative research methods course)
 - 22-25 credit hours of Core Courses:
 - PT 6533 Academic Issues in PT Education
 - PT 6523 Teaching and Learning in PT
 - PT 6193 Psychometric Properties of Rehabilitation Tests and Measures
 - PT 6023 Research for the Clinical Scientist (this course may be waived, contact the campus specific coordinators for requirements)
 - PT 6103 Advanced Practicum (may be completed in E/L program - not waived)
 - PT 6191 Applied Statistical Methods for the Health Care Professional
 - PT 6503 Introduction to Grantsmanship in Physical Therapy
 - PT 6983 Dissertation I
 - PT 6993 Dissertation II
 - It is expected that the student practice clinically (or perform clinical research) for at least 2 years while completing the PhD course requirements, thereby gaining the clinical experience needed to serve eventually as physical therapy faculty.
 - Total minimum credit hours post DPT would be 37 (with >45 total semester credit hours from TWU due to hours credited from the TWU DPT degree)
 - *Note: Degree plans for the PhD would total 90 post-baccalaureate semester credit hours with inclusion of approved credits transferred from the DPT.

2. External tDPT or External DPT to PhD Degree Plan

- To appeal to practicing physical therapists that have achieved the DPT degree through post-professional programs at other Universities, we have developed the following program to transition to the PhD.
- Degree Plan:
 - 12 credit hours of Research Tools (6 credit hours of advanced statistics; PT 6213; PT 6083 or 3-credit hour qualitative research methods course)
 - 25 credit hours of Core Courses:
 - PT 6533 Academic Issues in PT Education
 - PT 6523 Teaching and Learning in PT (may be optional with prior experience)

- PT 6193 Psychometric Properties of Rehabilitation Tests and Measures
- PT 6023 Research for the Clinical Scientist
- PT 6103 Advanced Practicum
- PT 6191 Applied Statistical Methods for the Health Care Professional
- PT 6503 Introduction to Grantsmanship in Physical Therapy
- PT 6983 Dissertation I
- PT 6993 Dissertation II
- 12 credit hours of additional coursework, based on student goals
- Total minimum TWU credit hours for the PhD would be 49, with 41 credit hours transferred from the external DPT/tDPT program if appropriate.

3. Internal tDPT to PhD Degree Plan

- To appeal to TWU transitional DPT students and graduates that wish to teach and/or perform physical therapy research in institutions that require an academic doctorate, we have developed the following plan.
- Degree plan:
 - 12 credit hours of Research Tools (6 credit hours of advanced statistics; PT 6213; PT 6083 or 3-credit hour qualitative research methods course)
 - 25 credit hours of Core Courses:
 - PT 6533 Academic Issues in PT Education
 - PT 6523 Teaching and Learning in PT (may be optional with prior experience)
 - PT 6193 Psychometric Properties of Rehabilitation Tests and Measures
 - PT 6023 Research for the Clinical Scientist
 - PT 6103 Advanced Practicum
 - PT 6191 Applied Statistical Methods for the Health Care Professional
 - PT 6503 Introduction to Grantsmanship in Physical Therapy
 - PT 6983 Dissertation I
 - PT 6993 Dissertation II

- Total minimum credit hours post tDPT would be 37 (with >45 total semester credit hours from TWU due to hours credited from the TWU post-professional DPT degree)

E. Preparing, Filing, and Changing a Degree Plan

The degree plan is a basic Graduate School document that constitutes a plan-of-action for the student's program. The degree plan contains the formal assignment of the research advisor; lists the residency time periods; outlines courses to be taken; lists research tools; and includes transfer credit if appropriate (<https://www.twu.edu/physical-therapy/current-students/phd-forms/>).

The student and advisor construct an initial degree plan with advice from the Coordinator of Post Professional Studies if needed. The Doctor of Philosophy degree plans may undergo peer review by graduate faculty in the School of Physical Therapy on a campus basis. The student's advisor coordinates this meeting.

The degree plan must be approved by the student's advisor, the advisory committee members, the Director of the School (or his/her designee), by the Dean of College (if applicable), and by the Dean of the Graduate School of TWU.

Upon approval at the campus level, graduate students and their advisors share the responsibility to file the degree plan with the Graduate School on the form provided for that purpose, prior to completion of 18 hours of graduate study. The student and advisor retain copies. Another copy is filed in the School office. This is a tentative degree plan and may not represent the final degree plan. The final, updated degree plan (showing course substitutions on a separate sheet) must be submitted prior to the semester in which the student plans to graduate and must match the student's transcript.

F. Preparing and Maintaining a Current Curriculum Vitae (CV)

All students prepare a CV using a standard format as determined by the School of Physical Therapy (a CV template is available at the School of Physical Therapy website at <https://www.twu.edu/physical-therapy/current-students/phd-forms>). The CV is submitted upon admission and updated and maintained by the student. The CV is submitted annually to the Director of Research, at graduation, and one-year post graduation.

G. Qualifying Examination

The qualifying examination consists of written and oral comprehensive examinations conducted by the candidate's advisory committee and administered at least one academic year before the degree is expected to be conferred. In no case may a student be excused from the qualifying examination.

The doctoral program is a broad, research-based program that seeks to provide a thorough education in physical therapy practice. The ability to analyze, synthesize, and critically examine theory and research in the context of a substantial research issue is essential to any student's effort to complete the program. The qualifying examination tests the student's abilities in this area to (a) confirm the substantial development of these essential reasoning skills, (b) identify

areas in which further work is required, and (c) determine the student's potential ability to complete a dissertation.

1. *Qualifying Exam Advisory Committee:*

An advisory committee may be formed any time after your degree plan has been filed. This committee should be comprised of your academic advisor (who must be a full graduate faculty member) plus a minimum of two additional PT faculty members, one of which must have served previously on a qualifying exam advisory committee. The two additional members must have at least associate graduate faculty member status. You can check the graduate faculty status of Physical Therapy faculty at this website (<https://www.twu.edu/gradschool/graduate-faculty/>). Depending on the campus, advisory committee members will either rotate or will be selected in collaboration with the student, advisor, faculty member(s) and the Director of Research. You should ask your advisor on the method of committee member selection.

2. *Semester of Qualifying Exams:*

- a. During the semester in which the student will be taking the qualifying exams, the student must register for a one or three credit hour Independent Study as determined by the student's academic advisor.
- b. Please carefully read Admission to Candidacy requirements for PhD students at: <http://catalog.twu.edu/graduate/graduate-school/general-requirement-regulations-doctoral-degrees/admission-candidacy-phd-edd-students/>
- c. These are exams and therefore you should not expect your advisor or committee members to edit either of your exams prior to submission. You should emphasize your understanding of your PhD tool courses in these exams. These tools courses are PT 6043 Statistical Methods I for HC Professional, PT 6243 Statistical Methods II for HC Professional, PT 6213 Computer Applications, and PT 6083 Advanced Instrumentation or a qualitative analysis course.
- d. Students are allowed to seek grammatical and sentence structure assistance ONLY from the Write Site within TWU. There will be NO external editorial assistance outside of TWU allowed. No assistance with content will be allowed at any time.
- e. Students may seek and use statistical resources to prepare for the exam (internet, textbook, etc.) on their own. This is appropriate and allowed for the qualifying exams. However, the following is NOT allowed:
 1. Statistical consultants either inside or outside of TWU
 2. Statistical assistant from classmates, former instructors, acquaintances, etc.
- f. Qualifying exam rubrics are used by the advisory committee to judge the quality of the written and oral exams. These rubrics can be found under "forms" on the TWU-School of Physical Therapy website and should be reviewed by the student prior to submission of the qualifying exam (<https://www.twu.edu/physical-therapy/current-students/phd-forms/>).
- g. Both the written and oral exams should be completed in the same semester; however, if a student fails the written or oral exam he or she will have one opportunity to remediate and retake each exam once. Remediation will be determined by the advisor and committee members. If a student fails either exam twice, then the student will not be allowed to continue in the program. For clarification, if the written exam is failed twice, the student will not sit for the oral exam and will be dismissed from the program.

- h. The written and oral exam must be distinct from the dissertation but it can and should be related to the final dissertation. For example, pilot work can be presented for a qualifying exam; however, it alone should not serve as a complete chapter in the dissertation. As always, consult your advisor and committee for guidance.
- i. You MUST have passed the qualifying exam before you are allowed to register for Dissertation I. You cannot enroll in both simultaneously.

3. *Written Qualifying Exam:*

Your written qualifying exam should be sent to your committee members by the agreed upon date in either hard or electronic copy. With prior approval from your committee you can select one of the following two options for your written qualifying exam:

- a. Grant application for a project determined in consultation with the advisory committee. Page limits will be determined by the selected granting agency. The grant cannot be the same as the grant developed during PT 6503 Introduction to Grantsmanship in PT course.
- b. Manuscript that would be publishable in a peer-reviewed journal. The journal selection should be determined in consultation with the committee. The following are acceptable types of manuscripts:
 - Student-collected data that is ready for publication
 - Pre-existing data sets that require analysis and interpretation; student would determine the research questions based on the data
 - Systematic review or meta-analysis (not an option for Houston campus students)

4. *Oral Qualifying Exam:*

Upon successful completion of the written exam, the oral exam may be scheduled. The oral exam may not be scheduled earlier than two weeks after the written exam has been completed and passed. The oral exam is an approximately 45-minute presentation followed by oral questions by the advisory committee. The student is expected to orally defend his/her work. The topic of the oral examination must be approved by the student's advisory committee. Possible topics include (but are not limited to):

- Clarification and expansion of the written qualification topic
- Proposal for a study based on your dissertation that would follow graduation
- Pre-existing data sets that require analysis and interpretation; student would determine the research questions based on the data (different from the written exam)
- Student-collected data and analysis that is ready for publication (different from the written exam)

5. *Failure of Exam(s):*

If a student fails either exam (or both) or does not complete the oral exam in the same semester as the written exam, the student will receive a grade of "progress", and then the student will be asked to continue with the examination process in the following semester. It is up to the student's advisor whether or not the student must enroll in another one or three credit hour independent study. In the event a student fails either

exam twice, the student will receive an F for the Independent study associated with the Qualifying Exam and will be dismissed from the program.

6. *Following Successful Examinations:*

Immediately following completion of the oral qualifying exam, the student must secure their dissertation committee members. The student has the right to change any and all members from their advisory committee as long as the newly selected faculty members and the Director of Research are consulted about the appointments. A faculty member has the right to exclude him or herself from any dissertation appointment. In addition, the Director of Research has the authority to exclude any potential faculty member from a dissertation appointment. If the advisor and student wish to add an external dissertation committee member, that individual must submit a current CV to the Coordinator of Post-Professional Studies to forward to the Graduate School for approval.

The academic advisor should send a letter or email to the Coordinator of Post-Professional Studies with the final dissertation committee members as well as a statement that the student (with their TWU ID number) has passed their qualifying exams and is ready for candidacy. This letter will be forwarded to the graduate school by the Coordinator of Post-Professional Studies.

H. Admission to Candidacy and the Qualifying Examination

Students, in conjunction with their major advisor, request admission to candidacy by using the appropriate form found on the Graduate School webpage (<https://www.twu.edu/gradschool/forms/>).

In order to do so, the following conditions must be met:

- Unconditional admission
- Approved degree plan
- Good academic standing (B average or above)
- Completion of research tools and the majority of core courses (including stats III);
- Completion of the residency requirement; and
- Successful completion of qualifying exam.

The admission to candidacy proceeds as follows:

1. The major advisor verifies that the above conditions have been met. If so, the process proceeds.
2. The Request for Admission to Candidacy form is completed by the major advisor and signed by the Director/Associate Director of the program.
3. The completed, signed form is sent to the Graduate School.

I. Research Committee for Dissertations

1. Purpose:
 - The purpose of the research committee is to evaluate the student's total progress and achievement and to maintain high standards of scholarship.
2. *Selection* of Research Committee:

- The student and major advisor meet to discuss potential committee members based on faculty expertise and the research topic chosen by the student.
- The Research Committee is formed in consultation with the student, major advisor, Coordinator of Post-Professional Studies, and the Director/Associate Director.
- The Research Committee for dissertations must consist of not fewer than three voting members of the graduate faculty of TWU, at least two of whom represent the School of Physical Therapy. Ordinarily, a person selected to serve on a committee should hold a regular, full-time academic appointment at TWU and should be a member of the graduate faculty. A person selected to serve on a doctoral committee is expected to hold a post-professional doctoral degree.
- If the list contains the name of a non-TWU faculty member, the Coordinator of Post Professional Studies must review his/her CV. To qualify to serve on a doctoral committee, the non-TWU faculty member must hold a doctoral degree. The Graduate School must approve external members of the committee.
- The student contacts prospective research committee members to discuss their willingness to serve on the committee, and to obtain their consent to serve on the Research Committee for the dissertation.

3. Authority and Responsibilities:

- The research committee is an arm of the Graduate School. This committee shall have authority with respect to the student's dissertation; and the committee chair administers this authority. This committee also serves as the candidate's committee to examine the dissertation.
- Actions and decisions of the committee are subject to review and recommendation by the Director or Associate Director of the School of Physical Therapy.
- The committee chair is the committee spokesperson in dealing with the student. The student should have no uncertainty concerning the person with whom to deal in the day-to-day preparation of the major study, and it should seldom be necessary for the student to hold conferences concerning minor matters with the individual members between committee meetings.
- The student will meet with the committee as needed to prepare the dissertation proposal. Once the student has successfully defended the dissertation proposal and the prospectus is written, the Prospectus Cover Sheet is completed and signed by the major advisor, the committee members, the Director of the School and the Dean of the College. The signed Cover Sheet and prospectus are submitted to the Graduate School. It is at this point that the Graduate School is made aware of the student's Research Committee chair and membership. The Prospectus Cover Sheet can be found on the Graduate School webpage: <https://www.twu.edu/gradschool/forms/>
- The committee chair ensures that the student follows Texas Woman's University Institutional Review Board guidelines established in accordance with the Department of Health and Human Services regulations. The committee chair also ensures that the student understands that data collection cannot begin until there is an approved/signed prospectus on file in the Graduate School.

- The committee accepts or rejects the completed major study in accordance with high standards of scholarship.
 - The committee members are responsible for thorough and prompt review of the student's work throughout the dissertation process. Prompt review is the return of feedback within 10 working days during the semester in which the student is enrolled in Dissertation I or II.
5. Changes in Committee Appointment:
- If necessary, changes in committee membership can be made. The student, committee member, Coordinator of Post Professional Studies, or Director of the School of Physical Therapy may initiate a request for a change in committee appointment. The person requesting the change makes the request in writing. The request is routed to the student, committee members, the Coordinator of Post Professional Studies, and then to the Director of the School of Physical Therapy and the Dean of the Graduate School. Academic courtesy holds that, before an official change is made, the person requesting the change should inform all parties concerned.

J. Guidelines for Publication Agreement for Articles Arising from the Dissertation

1. The major research advisor and the student should agree on authorship of manuscripts prior to the beginning of the dissertation. If the mentor does not bring up the subject, it is the student's responsibility to clarify what the student's contribution will be and what the student will receive as benefit. To retain first authorship for publication or presentation, the student must originate the research idea and prepare and submit the manuscript or presentation within a year of graduation, in consultation with the mentor. In no case should publication or presentation of any part of the work be attempted without the written consent of the faculty advisor. The authorship agreement can be found at <https://www.twu.edu/physical-therapy/current-students/phd-forms/>.
2. In general, the dissertation research idea, methodology, and analysis arise from the student and as such, are the property of the student; therefore it is clear that the student should be the first author. In the event that the student owns the data but does not publish within a year of graduation, the student acknowledges that the major research advisor has primary ownership of the data and the right to disseminate the results of the study through publication or presentation. Because most journals will not accept an article until all authors have signed the copyright form, if the student cannot be located, the mentor may publish the article without the student's name or consent.
3. Authorship of an article includes preparation of the manuscript and requires that all authors are familiar enough with the manuscript so that any author is able to defend its content. Faculty and students both are cautioned to maintain contact if publication is intended. However, continuing to maintain contact is ultimately the student's responsibility, not the mentor's.

K. Dissertation

1. Graduate education that results in a doctoral degree requires the student to make a meaningful contribution to knowledge in the student's area of study in oral and written forms. Each doctoral candidate must write a dissertation based upon research that makes an original contribution to the literature and research in Physical Therapy.
2. Only students registered in dissertation may hold conferences with faculty concerning the preparation of a dissertation, including the dissertation proposal, related IRB forms, prospectus, data analysis, the writing and editing of the final dissertation, and the dissertation defense (also called the final examination). Although no more than six hours' credit can be earned for the writing of the dissertation, the student must re-enroll as needed in the appropriate dissertation course until the writing is completed. To receive advice and direction from the research committee members at any time and to secure credit for work completed on the dissertation, the student must be enrolled in the appropriate dissertation course. This requirement applies to data collection.

Steps in the dissertation process are discussed in order below:

1. *Dissertation Proposal and Prospectus (student enrolled in PT 6983 Dissertation I)*:
The dissertation *prospectus* is no longer than 10 pages and includes an introduction, statement of purpose, selected literature review, research methods and procedures. An expanded prospectus, from this point forward referred to as the dissertation *proposal*, is generally considered to be the first 2 or 3 chapters of the dissertation that consists of an introduction, review of the literature and detailed description of the proposed research methods and procedures. The exact structure of the proposal is up to the committee chair.
 - When the dissertation proposal is completed, it is circulated by the candidate's advisor/committee chair and to other members of the dissertation research committee (hereafter called the committee) for reading and criticism. The proposal must be delivered to each committee member no less than 10 working days before the committee meets to discuss it.
 - A formal meeting of the committee is called with the candidate, the proposal is discussed, and criticisms are considered. The dissertation proposal meeting is a closed meeting in that only the faculty committee members and the doctoral candidate attend. The dissertation research committee may (a) approve the proposal as submitted, (b) request that the requisite changes be incorporated under the direction of the candidate's advisor with no further meeting of the committee being necessary for approval, or (c) request that a rewritten proposal be again submitted and another formal meeting of the committee be held to consider its merits for approval.
 - Once the committee approves the proposal, the student generates the 10-page *prospectus* to be signed by the members. Guidelines for completing the prospectus can be found at <https://twu.edu/media/documents/graduate-school/Guide-to-Theses-and-Dissertation-Preparation---2017-August.pdf> in TWU's Guide to Preparation and Processing of Dissertations and Professional Papers and in the graduate catalog.

- The advisor may choose to have the student defend the prospectus itself rather than the more extensive proposal. This requirement to write the proposal versus the prospectus to be reviewed and criticized by the committee is made by the advisor but regardless of the decision, the student must be adequately familiar with the literature to effectively defend the proposed study.
 - Before the student can begin any formal research (i.e. data collection) for the dissertation, the 10-page (excluding references) prospectus outlining the proposed study must be approved by the student's committee.
 - The dissertation committee reviews the prospectus to ensure it accurately reflects the more detailed dissertation proposal approved by the committee. If acceptable, the committee members sign the prospectus cover letter. If the advisor chose to have the student defend the prospectus (rather than the proposal), then the prospectus is approved and signed at the time of the formal committee meeting.
2. *Institutional Review Board Approval (student enrolled in PT 6983 Dissertation I):* Following the research committee's approval of the dissertation proposal, and if the dissertation involves human subjects, the student must submit the appropriate forms to TWU's Institutional Review Board (IRB). Important: Houston PhD students must submit their completed IRB application to their chair for internal faculty review prior to submitting to the IRB. Subsequent IRB approval is required before proceeding further with the dissertation. Details concerning IRB policies and procedures are found on the IRB web page (<https://www.twu.edu/research/institutional-review-board-irb/>). Note: all PhD students must complete human protections training through either CITI or the NIH. This is different from the RCR training listed below. Certificate of completion must accompany your IRB application.
 3. *RCR training.* All PhD students must complete RCR training on the CITI website. This certification of completion must be attached to the prospectus submitted to the graduate school.
 4. *Submission of the Prospectus (student enrolled in PT 6983 Dissertation I):* Before the student conducts the formal research for the dissertation, the student's 10-page (excluding references) prospectus outlining the proposed dissertation must be approved by the student's committee. The dissertation committee reviews the prospectus to ensure it accurately reflects the more detailed dissertation proposal approved by the committee. If acceptable, the committee members sign the prospectus cover letter. The major research advisor puts a copy of the prospectus and signature page in the student's file, and the original signature page and prospectus is forwarded to the Director or Associate Director of the School, the Dean of the College, and then to the Graduate School for approval. The TWU Prospectus Cover sheet is available on the Graduate School web site. The Prospectus must be approved by Dean of the Graduate School before the dissertation research can proceed. Only following approval of the prospectus may a student start formal dissertation work (data collection, analysis, and subsequent writing).

5. *Data Collection.* Remember to apply at clinicaltrials.gov prior to data collection for any research that involves an intervention. Speak to your advisor as to whether or not your study requires submission to this database. It is vital to keep all consents for later submission to the IRB. Any and all changes to protocol or unexpected results from research must be reported to your chair and the IRB immediately. It is expected that your chair be kept informed of your data collection process while it is ongoing. You must be continuously enrolled once you begin dissertation 1. However, if you are collecting data for more than a semester, it may be possible to enroll in a 1 or 2 credit hour independent study, rather than dissertation, speak with your chair for additional information.

6. *Data Analysis Meeting (student enrolled in PT 6993 Dissertation II):*
This meeting is not required by the university but is strongly recommend by the graduate faculty of the School of Physical Therapy. If elected by the advisor, the student provides the committee with all raw data, analyses, and conclusions in either an electronic and/or hardcopy format no less than 10 working days prior to the open formal meeting. During the meeting the student provides a brief overview of the research and presents the data and its analyses/conclusions for open discussion. Following the presentation and discussion, committee members can request that the student perform additional statistical tests, analyses, or improve/expand in other areas as deemed necessary by the committee prior to the final dissertation defense.

7. *Writing and Editing of the Final Dissertation:*
Each dissertation should reflect the highest standards of research and scholarship. Consequently, the dissertation must conform to the most rigorous standards of content, style, and format. The Graduate School has prepared the *Guide to the Preparation and Processing of Dissertation, Thesis, and Professional Papers* to facilitate the student's efforts in achieving these goals. The purpose of the guide is to provide graduate students and major professors with general guidelines for the preparation, format, and submission of papers. It is available through the Graduate School at <https://twu.edu/media/documents/graduate-school/Guide-to-Theses-and-Dissertation-Preparation---2017-August.pdf> . In addition, the School of Physical Therapy has adopted formatting requirements for the dissertation. Please contact your advisor for a copy of these requirements.

The student's submission of all chapters of the dissertation is first reviewed by his or her dissertation chair. Once all required revisions have been completed, the dissertation is then forwarded to the remaining committee members. They then provide further revision suggestions. Once those revisions are made, the Dissertation Defense can be scheduled.

8. *Dissertation Defense (Final Examination):*

- Preparing for the final defense:
 - Work with your dissertation chair to make sure
 - the campus faculty members (including those from other disciplines), the Dean of the College of Health Sciences, and the Dean of the Graduate School are invited to the final public defense at least two weeks prior to the defense and

- the final public defense is video-conferenced between campuses. Note: live-stream is available to broadcast your defense on the internet...speak with your advisor.
 - **IMPORTANT:** Plan for your final oral defense to be as early as possible in your final semester. Check the academic calendar for final deadlines.
- When the dissertation is in final written form acceptable to the committee, a formal meeting occurs where the student orally presents the research methods and findings, and research committee members ask questions about the presented research. This meeting is referred to as the “Final Examination.”
- The dissertation, approved by the major advisor, must be distributed to Committee members (submission to the Director or Associate Director may be required at their request) at least 10 working days before the final examination.
- The defense of the dissertation is a scholarly community activity and as such, the oral examination is open to all faculty and the public. Following the student’s oral presentation, the chair will invite questions from members of the committee followed by members of the audience.
- During a closed session with the committee and student, the dissertation committee members may ask additional questions. The doctoral candidate is then asked to leave the room for the committee’s final consideration. The committee deliberates in executive session. The Chair polls the Committee to find out whether they agree on the final examination decision. A majority vote rules and the candidate is asked to come into the room alone to hear the decision.
- The Committee's decision takes one of the following forms:
 - a. *Unqualified approval:* The Committee recommends the candidate be approved for the degree by the Dean for Graduate Studies and Research.
 - b. *Qualified approval:* Suggested changes are made under the direction of the Chair without another meeting of the Committee, and the Committee then will recommend that the Dean for Graduate Studies and Research approve granting the degree. Note: If a data analysis meeting was held and requested tests or analyses were made as requested at that time, no request for additional statistical tests or analyses can be required at this time.
 - c. *Qualified disapproval:* The research needs to be repeated or modified, or the major study rewritten extensively and resubmitted at another meeting of the Committee. If a second formal defense of the major study is scheduled, two such meetings may not be scheduled in the same semester (2 consecutive summer terms are considered one semester).
 - d. *Unqualified disapproval:* This would result in failure of PT 6993.
- After successfully passing the Oral Defense, the major advisor and department chair sign off. At that time, all materials will be turned in electronically to Dr. Susan Harper at sharper2@twu.edu as a Word or PDF document (PDF recommended if you are a Mac user). Dr. Harper reviews the document for spelling, grammar, and citation errors. If there are a large number of errors, Dr. Harper will return the document to the student and request that he or she work closely with his or her chair to fix them, then submit for her for a second review. If there are a relatively few number of

errors, Dr. Harper will return the document to the student with instructions to make any changes within 5 class days. The student will then send the corrected version to Michan Chowritmootoo at mchowritmootoo@twu.edu for formatting review. When all formatting changes are completed, Michan guides the student through the process of uploading the document to the library system.

- *Note:* The Committee Chair promptly informs, in writing, the Dean of the Graduate School, the Director of the School of Physical Therapy, the Dean of the College, and the student of any decision falling into the category of unqualified approval or unqualified disapproval. The dissertation defense and final examination may be repeated only once.
- Upon successful completion of this oral dissertation defense and completion of the final written dissertation, the committee signs the university's Certificate of Final Examination (form available at <https://twu.edu/gradschool/forms/>).
- In addition, the student must complete the Record of PhD Student Publications & Presentations (form available at <https://twu.edu/physical-therapy/current-students/phd-forms/>) and submit to the major advisor at the Dissertation Defense.

L. Graduate School Requirements Following a Successful Dissertation Defense

Two copies and the original of the approved dissertation must be delivered to the Graduate School no later than the filing date listed in the Graduate School "Calendar of Deadlines." Bound at the expense of the student, one copy is placed in the University Library and the second goes to the School of Physical Therapy. It is customary that the student provides additional bound copies to committee members. In addition, the student provides a complete electronic copy on CD to the major advisor.

All dissertations are microfilmed by University Microfilms. The student pays for this microfilming at the time of filing the dissertation in the Graduate School. Copyrighting, which remains optional, may be secured through University Microfilms for an additional fee. Details concerning the abstracts, microfilming, copyrighting, and their fees are available in the Graduate School.

The School of Physical Therapy strongly recommends a minimum of 2 submissions to peer-reviewed journals within first year after graduation, as well as dissemination of results orally at a national-level conference. See details under the section entitled: Guidelines for Publication Agreement for Articles Arising from the Dissertation.

M. Request for Reduced Tuition

Texas residents are eligible for a reduced tuition rate when enrolling for dissertation only, providing those hours are the final credits required for the degree. Reduced tuition may be assigned for one semester or one summer session only. Any subsequent enrollment will be at the standard tuition rate (form available at <https://twu.edu/gradschool/forms/>).

N. Doctor of Philosophy Flow Sheet and Graduation Check List

The typical sequence of events/activities in the doctoral program is as follows.

1. Application accepted conditionally, student assigned an advisor (may be temporary). The 10-year clock starts. If earlier transfer courses are applied to the degree, the 10-year clock starts from the earliest date.
2. Student completes up to the first 12 credit hours of coursework. If GPA 3.0 or higher, student will apply for unconditional acceptance to program.
3. After completing 12 credit hours of coursework but no later than 18 credit hours an initial degree plan will be filed with the graduate school.
4. Present research ideas to research advisor. Begin preliminary planning for the dissertation. Upon recommendation of the research advisor, an advisory (not formally appointed by the Graduate School) 3-member committee may be formed.
5. Complete the residency requirements and most other coursework.
6. Once all “tools” completed and the majority of the core courses, student may begin the candidacy process.
7. Arrange for and complete the written and oral qualifying examinations. These must be passed at least one academic year before the doctoral degree is expected to be conferred.
8. Written comprehensive activity completed.
9. Oral comprehensive activity completed.
10. Dissertation committee selected by student and major advisor. Apply to Graduate School for Admission to Candidacy and formal appointment of committee.
11. Student is a doctoral candidate.
12. PT 6983 Dissertation course(s) can be taken (Fall, Spring, &/or Summer).
13. Prospectus written (additional proposal requirements may need to be written/accepted by the committee)
14. Schedule Prospectus meeting
15. After the committee has approved the research prospectus and the student has secured all necessary Institutional Review Board approvals, the 10-page prospectus is forwarded for approval and filed with the graduate school along with your RCR training certificate.
16. PT 6993 Dissertation course(s) can be taken (Fall, Spring, &/or Summer).
17. When all coursework is complete except the dissertation and no later than the semester prior to graduation, submit final degree plan to Graduate School.
18. Prior to last semester, apply for reduced tuition if PT 6993 Dissertation is the only remaining course.
19. In last semester, submit dissertation to committee for approval.
20. Schedule/conduct data meeting with committee (optional but recommended)
21. If committee is satisfied with the data analysis, the TWU community should be invited to the final defense at least 2 weeks prior to the event.
22. Orally present dissertation and be examined.
23. Submit dissertation to graduate school for format and editing review.
24. Complete and submit Record of PhD Publications & Presentations form to major advisor at dissertation defense.
25. Submit the formal notice of satisfactory completion of final examination to the Graduate School. This must be filed by the date specified in the Calendar of Deadlines.
26. Submit all copies of the dissertation and all forms required for graduation.

Graduation Requirements for Graduate Students and a Graduation Checklist are available on the Graduate School web page (<https://twu.edu/gradschool/forms/>).

IV. CERTIFICATE PROGRAMS OF STUDY

The certificate programs in physical therapy at TWU are designed for clinicians seeking recognition of advanced competency in a specific area, but without the commitment of a degree program. Certificates are available alone or in conjunction with a degree. Available concentration areas correspond to faculty expertise on the Dallas and Houston campuses and consist of 12 credit hours. Courses may be offered on the Internet, on site in 2- or 3-day weekends, in 1- or 2-week sessions, or in a combination of Internet and on-site courses.

When the concentration area of physical therapist practice corresponds to one in which board certification is available through the American Board of Physical Therapy Specialties (ABPTS), the curriculum is designed to assist students in preparing for the specialization examination. For details about board certification through ABPTS, see the web site at: <http://www.apta.org> and click on “Professional Development” bar on the left side of the screen.

Please check the TWU School of Physical Therapy web page or consult the faculty member contact person listed on page 7 about the status of certificate programs.

A. Advisor

Students in certificate programs do not have an advisor appointed by the Graduate School and do not have an advisory research committee. Instead, the Coordinator of Post Professional Studies and/or the designated faculty member contact for each certificate program monitors each student’s progress toward obtaining the certificate. This monitoring process begins when the student and certificate advisor complete the form entitled “Texas Woman’s University- Graduate School Completion of Graduate School Certificate” at the beginning of the certificate program. This form, available on the TWU Graduate School web page, is used for planning purposes and is held in the student’s file until the completion of the certificate program. Upon completion of the 12-hour certificate program, the certificate advisor then checks the form against the student transcript and files it with the Graduate School.

B. Clinical or Licensure Requirements

Certificate programs are clinical in nature and thus may require state licensure for some (or all) courses, depending on the certificate program. Check the School of Physical Therapy web site under a specific certificate program to see if licensure is required for specific courses or for the entire program.

C. Time Limitations

A certificate can be earned in as short a time as 1 year or as long as 6 years. The School of Physical Therapy will not apply credit hours toward a certificate program that were obtained longer than 6 years prior to completion of the certificate. As stated earlier in this Handbook, students beginning in a non-degree program may move to degree seeking status. Courses originally taken to complete a certificate may be applied to a degree program but are subject to the time limitations and requirements of the degree sought. Please refer to the specific information under the degree sought.

D. General Course Offerings and Sequencing

Certificate programs typically offer one or more courses (1 to 4 credit hours) each semester. Depending on the certificate program, a specified sequence may be required or the student may start a series of courses at any point as offered. For details, contact the School or consult the School of Physical Therapy web site.

E. Academic Performance Requirements

A Certificate of Completion from the TWU Graduate School or the School of Physical Therapy implies mastery of the knowledge and skills in the certificate area. Therefore, in addition to the Graduate School requirement that students who enroll in graduate courses must maintain a 3.0 GPA on all graduate-level courses taken at TWU, only one course where a C was earned will be applied toward the certificate. Students who fail to maintain a 3.0 average after two consecutive semesters will not be permitted to continue registering for graduate courses.

F. Programs of Study

A. Certificate in Advanced Geriatric Physical Therapy

The purposes of this Certificate are to (a) advance and validate the educational and clinical foundation of physical therapists choosing to practice primarily with older adults, (b) provide a means through formal higher education to address self-identified weaknesses in specialized knowledge and/or skills, and (c) assist prospective students to move from novice or intermediate practice in geriatric physical therapy toward expert and/or specialist practice.

The program of study requires the completion of 12 credits (4 courses), and students determine their individual plan in collaboration with a faculty member and based upon previous or concurrent experiences. The program contains on-line and on-site course offerings, and the student may design a plan of study consisting of courses presented entirely with on-line technology. Most courses are offered on a 2- to 3-year rotation schedule. A Graduate Certificate will be awarded upon satisfactory completion of the four courses.

Course requirements for the Certificate in Advanced Geriatric Physical Therapy

PT 6513: Topics in Evidence-Based Practice: (on-line every summer)
PT 6463: Women's Health: Mid-life and Beyond: (on-line)
PT 6403: Neuromuscular Integration & Application: (on-line and 2 weekends onsite)
PT 6453: Principles of Geriatric Physical Therapy II (Biological Aging): (on-line)
PT 6203: Orthopedic Eval. & Treatment of the Geriatric Client: (on-line & 1 Saturday on-site)
PT 6333: Health Care Delivery Systems: (on-line and 1 day at state capitol)
PT 6483: Principles of Geriatric Physical Therapy I (Psychosocial Aging)
PT 6103: Advanced Practicum in Physical Therapy (may be on-line or on-site course)
PT 6913: Independent Study: PT Education Topics (may be on-line or on-site course)

B. Certificate in Advanced Woman's Health Physical Therapy

The purposes of this Certificate are to (a) advance and validate the educational and clinical foundation of physical therapists choosing to practice primarily with women, (b) provide a means

through formal higher education to address self-identified weaknesses in specialized knowledge and/or skills, and (c) assist prospective students to move from novice or intermediate practice in women's health physical therapy toward expert and/or specialist practice.

The program of study requires the completion of 12 credits (4 courses). This certificate forms the core didactic content (*) of the Baylor-TWU Residency in Women's Health Physical Therapy. Courses are designed for the working physical therapist and are offered on-line and/or on-site. A Graduate Certificate will be awarded upon satisfactory completion of the four courses.

Course requirements for the Certificate in Advanced Women's Health Physical Therapy

*PT 6603: Female Cadaver Anatomy (taught every Summer on-site over 2 weekends, Friday-Sunday; open lab between weekend.

*PT 6613: Women's Health for Physical Therapists (taught every Fall; on-line medical science course)

*PT 6623: PT Management of WH I (taught every Fall on-site over 2, 3-day weekends; pelvic floor & beginning OB/post-partum; prerequisite for PT 6633)

*PT 6633: PT Management of WH II (advanced OB & post-partum taught every Spring on-line and 3 consecutive days on-site)

Topics in Evidence-Based Practice: Women's Health Focus (taught every Summer on-line)

Supervised Teaching in PT: Women's Health (taught as needed; may be on-line or on-site)

Advanced Practicum in Physical Therapy (taught as needed; may be on-line or on-site) Independent

Study: Women's Health Topics (taught as needed; may be on-line or on-site)

*Courses required for Baylor-TWU Residency.

C. Certificate in Advanced Neurologic Physical Therapy

The purposes of this Certificate are to (a) advance and validate the educational and clinical foundation of physical therapists choosing to practice primarily within Neurologic PT, (b) provide a means through formal higher education to address self-identified weaknesses in specialized knowledge and/or skills, and (c) assist prospective students to move from novice or intermediate practice in neurologic physical therapy toward expert and/or specialist practice.

The program of study requires the completion of 12 credits (4 courses). This certificate forms the core didactic content (*) of the Baylor-TWU Residency in Neurologic Physical Therapy. Courses are designed for the working physical therapist and are offered on-line and/or on-site. A Graduate Certificate will be awarded upon satisfactory completion of the four courses.

Course requirements for the Certificate in Advanced Women's Health Physical Therapy

*PT 6403: Neuromuscular Integration; taught every other summer, 2 weekends onsite.

*PT 6913: Vestibular Therapy and Rehab; taught every other summer, 2 weekends onsite.

*PT 6913: Clinically applied Neuroscience; taught every other summer, Houston based course with video classroom from Dallas, anatomy lab time on Dallas campus

*PT 6123: Patient Client Management; taught every other fall, with emphasis on Neurologic practice

*PT 6913: Clinical Research Project; taught every spring

*Topics in Evidence-Based Practice: Neurologic Physical therapy Focus (taught every Summer on-line)

*Courses required for Baylor-TWU Residency, Resident completes 4 of the listed courses

E. Certificate of Completion

In the semester following the completion of 12 hours in the certificate program, TWU will mail the student the certificate of completion.

V. RESIDENCY PROGRAMS

A. Houston - Neurologic Physical Therapy Residency

TIRR Memorial Hermann in Houston offers an APTA-credentialed Neurologic Physical Therapy Residency Program in collaboration with Texas Woman's University and the University of Texas Medical Branch at Galveston.

This collaborative program provides licensed physical therapists the ability to enhance their skills, while working with clinical experts in the area of neurologic physical therapy and academicians of two major educational institutions.

The mission of this 52-week residency program is to provide evidence-based, post-professional education in neurologic physical therapy and to develop expert clinicians who utilize cutting edge interventions, compassion, and interdisciplinary collaboration to achieve the best clinical outcomes. This mission is accomplished by basing the program in the foundational sciences and allowing the residents the opportunity to experience the full continuum of care.

For more information, contact:

Anna De Joya, PT, MS, NCS
Residency Director
TIRR Memorial Hermann Neurologic Residency Program
1333 Moursund
Houston, Texas 77030
713.797.7627
NeuroPT@memorialhermann.org

B. Irving - Women's Health Physical Therapy Residency

Baylor Institute for Rehabilitation and Texas Woman's University are now offering a Residency in Women's Health Physical Therapy. A credentialing application has been approved by the APTA for this program and the first residents are in place.

The mission of this 52-week residency program is to promote excellence in the lifespan of women's health across the continuum of care. This is accomplished through the evidence-based care provided by physical therapists.

For more information, contact:
Lorien Hathaway, PT, DPT, WCS, CLT
Residency Director
Baylor Scott & White Rehabilitation
411 N. Washington Ave, Suite 4000
Dallas, TX 75246
469-814-2565
LHathaway@BSWRehab.com

Mary Thompson, PT, PhD, GCS
School of Physical Therapy
Texas Woman's University
5500 Southwestern Medical Ave.
Dallas, Texas 75235-7299
214-689-7713
mthompson@twu.edu

C. Baylor- Neurologic Physical Therapy Residency

Baylor Institute for Rehabilitation and Texas Woman's University are offering an APTA Credentialed Residency in Neurologic Physical Therapy.

The mission of this 52-week residency program is to provide evidence-based, post-professional education in neurologic physical therapy and to develop expert clinicians who utilize cutting edge interventions, compassion, and interdisciplinary collaboration to achieve the best clinical outcomes. This mission is accomplished by basing the program in the foundational sciences and allowing the residents the opportunity to experience the full continuum of care.

For more information, contact:

Merri Leigh Johnson, PT, DPT, NCS
Physical Therapist--Advanced Clinical Specialist
BSW-TWU Residency in Neurologic Physical Therapy -- Director
Baylor Scott and White Rehabilitation
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214-689-7719
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VI. POST PROFESSIONAL SCHOLARSHIP AND GRANT OPPORTUNITIES

Those seeking financial assistance should first contact TWU Office of Student Financial Aid on the Denton campus, either by phone or through their web page, <https://www.twu.edu/finaid/>.

Once those options have been exhausted, limited resources are available through the School of Physical Therapy. For more information, consult your on-campus Scholarship committee member.

Other external granting opportunities are available to doctoral level students. Please consult with the Coordinator of Research on your respective campus for further information, qualifications, and deadlines.

VII. TEACHING AND/OR RESEARCH ASSISTANTSHIPS

A limited number of physical therapy teaching and/or research assistantships are available. Students desiring consideration for an assistantship should contact the Coordinator of Post Professional Studies at the Houston or Dallas Center for further information. Additional instructions regarding a research assistantship and an application can be found at: <https://www.twu.edu/gradschool/forms/>. Graduate Assistantship applications must be filed with the appropriate Coordinator of Post Professional Studies at the Houston or Dallas Center. This application will be reviewed along with the appropriate faculty mentor.

Students receiving full-time assistantships (20 hours per week) are eligible for in-state tuition rates and health insurance. In order to take advantage of the health insurance benefits (TWU will pay for 50% of the costs), the student must: 1) work at least 20 hours per week; 2) have a period of appointment of 4-1/2 months or greater; and 3) enroll for the health insurance with the Human Resources Office within 31 days of their employment/eligibility date. Students interested in this benefit should contact the Human Resources Office for specific details.

A doctoral graduate student may hold an assistantship for not more than 4 years. Students holding assistantships are expected to enroll for a minimum of 9 credit hours; the maximum number of credit hours in which an assistant can be enrolled is 12.

A. Qualifications

You must meet all of the requirements as stated in the Graduate School catalog. You may also refer to assistantship qualifications online at: <https://twu.edu/gradschool/graduate-assistants/>.

B. Application Information

Contact the Coordinator of Post Professional Studies on the Houston or Dallas Campuses.

C. Duties

Duties are as assigned in classroom teaching, supplemental learning laboratory (SLL), or in various faculty research settings.

D. Remuneration

Current rates of remuneration are established and periodically reviewed by the Graduate School. Specific current information may be obtained by contacting the Coordinator of Post Professional Studies on the Houston or Dallas Campuses.

VIII. POLICIES FOR POST PROFESSIONAL STUDENTS

A. University Policies

For University policies on grades and GPA, incompletes, adding and dropping courses, appeals, withdrawals, health requirements, etc., please refer to the current Texas Woman's University Graduate Catalog and/or the current Schedule of Classes.

B. Attendance

Attendance is required at all on site courses including videoconference courses. In online Internet courses, ongoing participation is equivalent to attendance.

C. Liability Insurance

Liability insurance is a University fee that is included in the student's tuition bill every semester in which the student is enrolled (unless the student is enrolled in selected Internet-only courses). Students must have liability insurance in order to participate in any clinical experiences. Patient-related activities engaged in for course assignments are covered by this Liability Insurance Policy. This liability insurance may not be in effect for patient-related activities engaged in outside of course assignments.

D. Academic Integrity

Students are responsible for reading and understanding the TWU Academic Integrity policies available at: <https://www.twu.edu/civility/student-code-of-conduct/academic-integrity/>

X. CHRONOLOGICAL OUTLINE OF FORMS AND TIME SEQUENCE

A. Degree Plan Forms

1. Initial Degree Plan - To be filled out by the student in consultation with the faculty mentor and/or Coordinator of Post-Professional Studies. The correct form for the degree sought should be completed before 18 credit hours are completed for the doctoral student. The courses on the degree plan are subject to change based on course availability. A copy of the degree plan will be kept in the student's file (location depends on the campus) and a copy will be given to the student. Degree plan forms for degree programs are located on the School of Physical Therapy website or at <https://www.twu.edu/physical-therapy/current-students/phd-forms/>.

2. Final Degree Plan - The final degree plan must be verified and/or amended upon completion of all coursework except the research paper. This form should be submitted to the Graduate School no later than the beginning of the semester in which the student expects to complete all requirements for graduation. The Graduate School will send the student a written approval of the degree plan.

Doctor of Philosophy Degree

Critical Event	Form	Location of Form
Application accepted conditionally	N/A	N/A
Satisfactory completion of 12 hours of coursework - Applying for unconditional acceptance	Letter from CPPS(*) to Graduate School	https://www.twu.edu/gradschool/forms/
Submit degree plan before completing 18 hours of coursework	Doctoral Degree Plan	
Completion of tool coursework and qualifying exam (QE).	1. Letter from major advisor to CPPS confirming successful completion of QE 2. Request for Admissions to Candidacy	
*Mentor may request publication agreement	Publication Agreement	https://www.twu.edu/physical-therapy/current-students/
IRB application completed & approved	See link to the Office of Research and Sponsored Programs for details	https://www.twu.edu/research/institutional-review-board-irb/
10-page prospectus is written and approved.	IRB approval letter, Prospectus and Signed Prospectus Cover Sheet sent to Graduate School	https://www.twu.edu/gradschool/forms/
Final Degree Plan (one semester prior to graduation)	Degree plan change form	
Tuition Reduction Waiver (in-state residents only) - due at the beginning of the last semester of dissertation	Request for Reduced Tuition	
Preparing for Graduation (Forms are due early in the graduation semester)	Various forms are required for graduation	
IRB responsibilities following study completion: <ul style="list-style-type: none"> ◆ All signed, original Informed Consent forms must be submitted to the IRB Chair. 	See link to the IRB	https://www.twu.edu/research/institutional-review-board-irb/

<ul style="list-style-type: none"> ◆ The chair will send the student written confirmation of the receipt of forms. ◆ If human subjects are involved and the student has not completed this step, graduation will be delayed. 		
Written Dissertation completed using <i>TWU's Guide to Preparation and Processing of dissertations, Theses, & Professional Papers.</i>	Dissertation Approval Form - Final Signature Page	https://www.twu.edu/gradschool/forms/
Record of PhD Student Publications & Presentations completed and submitted at time of Dissertation Defense	Download form	https://www.twu.edu/physical-therapy/current-students/phd-forms/
Certificate of Final Examination signed & filed with Graduate School	Download form for dissertation	https://www.twu.edu/gradschool/forms/
Dissertation fees paid	N/A	
Complete Graduation checklist by Graduation Deadlines	Download Graduation Checklist & Graduation Deadlines	

Certificates

Critical Event	Form	Internet Link
Application accepted	N/A	N/A
Draft of "Completion of Graduate School Certificate" filled out before completing 6 hours of coursework	Completion of Graduate School Certificate	https://www.twu.edu/gradschool/forms/
Successfully complete 12 hours of coursework	N/A	N/A
Advisor submits	Completion of Graduate School Certificate	https://www.twu.edu/gradschool/forms/