

Doctoral Program in Rehabilitation Science
Department of Physical Therapy and Athletic Training

Graduate Program Handbook

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For updates and feedback, contact micah.drummond@hsc.utah.edu

Welcome to the Doctoral Program in Rehabilitation Science

Welcome to the doctoral program in Rehabilitation Science within the College of Health at the University of Utah. The rehabilitation of individuals with injury, disease or disability is an important aspect of quality health care. There is a corresponding need to prepare scholars committed to advance the scientific basis of rehabilitation and examine the clinical outcomes of evidence-based rehabilitation activities. The mission of the doctoral program in Rehabilitation Science is to advance the scientific knowledge underlying the clinical practice of rehabilitation by preparing students to conduct independent scientific research and function as an academic faculty member.

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Contact Information

Administrative Staff



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Administrative Director

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801.585.3122

The Administrative Manager for the Rehab Sciences PhD program handles administrative duties, such as tuition benefit processing, payroll, travel, purchasing, etc.



Elizabeth Southwell
Admissions Counselor

Elizabeth.Southwell@hsc.utah.edu

801.585.9510

The Admissions Counselor for the Rehab Sciences PhD program submits required documents to the Graduate Record, such as a student's *Plan of Study*, *Request for Supervisory Committee* and *Qualifying Examination Record* forms. She maintains PhD student files and manages admissions and alumni information.

Taylee Duncan
Executive Secretary

Taylee.Duncan@utah.edu

801.581.8681

The Executive Secretary provides services related to room availability and maintenance within the Departments of Physical Therapy & Athletic Training and Occupational & Recreational Therapy. Students scheduling meetings with the supervisory committee at the Health Professions Education Building should contact the Executive Secretary regarding room availability.

Faculty & Leadership Contacts



Julie Fritz, PhD, PT, ATC
Director of Rehabilitation Science PhD Program
Physical Therapy & Athletic Training

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801.581.6297



Micah Drummond, PhD
Director of Graduate Studies
Physical Therapy & Athletic Training
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The Director of Graduate Studies is responsible for providing Rehab Sciences PhD students with information regarding program requirements and milestones, as well as serving as a liaison between the students and the Dean of the Graduate School. Any appeals or alterations to a student's enrollment in the Rehab Sciences PhD program that require approval from the Graduate School will be submitted through the Director of Graduate Studies.



Lee Dibble, PhD, PT, ATC
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Important Deadlines

Fall semester application deadline:

April 1st

Spring semester application deadline:

November 1st

Academic calendar deadlines

- <https://registrar.utah.edu/academic-calendars>

International Teaching Program deadlines

- <https://gradschool.utah.edu/ita/important-dates-and-deadlines>

Thesis Office manuscript submission deadlines

- <https://gradschool.utah.edu/thesis/calendar>

University Fellowship deadlines, including Teaching Assistantship & Research Assistantship deadlines

- <https://gradschool.utah.edu/tbp/graduate-fellowship-opportunities>

Graduation deadlines

- <https://registrar.utah.edu/graduation>

Program Requirements

Graduate Programs in Rehabilitation Science

Doctor of Philosophy (PhD) in Rehabilitation Science

Expected Learning Outcomes

The mission of the Rehabilitation Science PhD is to advance the scientific knowledge underlying the clinical practice of rehabilitation through the development of expertise in research, teaching, and professional service. Learning outcomes for the Rehabilitation Science PhD include:

1. Graduates will demonstrate critical thinking and planning skills while developing a line of inquiry that fosters their ability to seek funding and pursue future independent research programs.
2. Graduates will demonstrate the ability to plan, implement, and interpret scientific literature, research studies and report results.
3. Graduates will demonstrate the ability to utilize collaborative skills with fellow graduate students and faculty to complete their projects.
4. Graduates will demonstrate grant writing skills and the ability to clearly state a research agenda.
5. Graduates will demonstrate the ability to professionally interact and communicate with research participants, colleague students and other students, mentors and program staff.

Admission Requirements & Procedures

Potential PhD students should contact a faculty member with a common research interest prior to applying to the PhD program, as students will only be accepted to the program under the mentorship of a specific faculty member. A commitment from a potential PhD program mentor, however, does not guarantee acceptance into the Rehabilitation Science PhD program.

Both the Graduate School and the Department of Physical Therapy and Athletic Training at the University of Utah must admit applicants for admission to the Rehabilitation Science PhD. Applicants should have a strong interest in research, teaching, and service in a rehabilitation-related field. Applicants should also have a master's or clinical doctoral degree in an area related to the health sciences and rehabilitation (e.g. DPT, MD, etc.). The exceptional student with a bachelor's degree and compelling clinical/research experience in the health sciences will also be considered.

The following information must be submitted to the Graduate School through the online ApplyYourself Application Network (<https://app.applyyourself.com/?id=utahgrad>):

- 1) The application for admission to Graduate School with the designated Program of Interest being "Rehabilitation Science PhD"
- 2) Official transcripts of undergraduate and graduate course work
- 3) For international students, a Test of English as a Foreign Language (TOEFL) score
- 4) A current curriculum vitae
- 5) A statement of purpose (less than 1000 words) describing their professional interests and career aspirations. Students should include their research experiences and interests.

Importantly, students should identify a faculty member(s) with common research interests.

- 6) A Writing-Sample-Essay-Publication: applicants should submit one of their publications or a scholarly example of their writing.
- 7) 3 letters of recommendation from individuals with knowledge of the applicant's potential for success in a doctoral program.

Admission to the Doctoral Program in Rehabilitation Science will require:

- 1) Acceptance to the Graduate School at the University of Utah
- 2) A minimum cumulative grade point average of 3.0 in all college work
- 3) Commitment of a REHABILITATION SCIENCE PhD faculty member to mentor the prospective student. Potential applicants are encouraged to contact potential faculty mentors with matching research interests to negotiate a commitment to mentor before submitting a formal application.
- 4) TOEFL score of at least 90 iBT (550 pBT) or IELTS 6.5 or above, if applicable.

Application information can be found here: <https://health.utah.edu/physical-therapy-athletic-training/degree-programs/rehab-science/>

Transfer Credits

The University of Utah allows 6 transfer credits from another university, but they must be credits that were not used for the completion of a prior degree. Therefore, doctoral students who received a master's degree at another university cannot transfer credits obtained at that university that were completed as a part of the master's degree. If a master's or doctoral student transfers to the University of Utah from another graduate program without completing a degree, six of the credits from the previous program may be transferred to the program at the University of Utah. Transfer credits must have been considered the equivalent of graduate level at the University of Utah and must have earned a grade of B or higher. Whether transfer credits can be applied to the student's program of study is the decision of the student's supervisory committee.

International Students

The Rehabilitation Science PhD program welcomes students from all countries. We recognize that there are unique advantages and challenges to being an international student, especially as you adjust to your studies as well as a new country and new culture. We encourage all our international students to make use of the resources available to them (see pages 25-28) and to seek involvement in departmental, campus, and civic communities.

Program Coursework

A minimum of 66 credit hours are required for completion of the Rehabilitation Science PhD, including at least 48 hours of course work in the four different core areas listed below and at least 18 hours of dissertation credits. Specific coursework will be determined by the student and primary advisor/supervisory committee chair and will be subject to approval by the student's supervisory committee and the Director of Graduate Studies. See **Appendix 1** for an example of a plan of study.

Core areas for coursework and credit requirements:

- 1) Research Design and Statistics: minimum 12 credit hours. We recommend that students take RHSCI 7120, 7130, 7140, 7150 to fulfill this minimum requirement. Students with more advanced statistical background may select advanced courses offered by various departments as recommended by their supervisory committee to fulfill the 12 CH requirement. Students who require more extensive statistical knowledge may of course take additional advanced statistics courses to be counted in the elective category.
- 2) Courses in the Rehabilitation Science Area of Emphasis: minimum 18 credit hours required.
- 3) Rehabilitation Science Seminar: minimum 2 credit hours required. One of these course requirements (1 CH) is fulfilled by completing the *Responsible Conduct of Research (RCR) Certificate* through the Office of Research Education (REd). See <https://education.research.utah.edu/student-portal.php> for specific requirements.
- 4) Electives, independent study, etc. to suit the needs of the individual student: minimum 16 credit hours required.
- 5) Dissertation credits: minimum 18 credit hours required.

Maximum Number of Credits

Per University of Utah Graduate School policy, no candidate for a graduate degree is permitted to register for more than 16 credit hours in any single semester. A schedule of nine credit hours is considered a full course load.

Non-Matriculated Credits

University of Utah regulations specify that a student may not apply more than 9 hours of non-matriculated credit toward any graduate degree unless the Dean of the Graduate School specifically approves the student's registration for additional credit hours in advance. Specific courses may be considered based upon relevance to their graduate program and approval by the supervisory committee and Director of Graduate Studies.

Incomplete (I) Grade

The grade incomplete (I) may be given for work not completed because of circumstances beyond the student's control, providing the student is passing the course and has completed at least 80% of the work required for the course. Arrangements must be made between the student and the instructor concerning completion of the work. If incomplete work has not been finished and a grade has not been reported within the calendar year after the (I) was given, the (I) is changed to an (E) by the Registrar's Office. Students on a Leave of Absence still must adhere to this timeline.

Withdrawal from the University

If a student finds it necessary to withdraw from the University during any semester, an application to withdraw from school should be filed with the Registrar's Office. Failure to do so may jeopardize eligibility for readmission to the University.

Communication

The official means of communication between University officials and faculty and the student shall be Email to the student's Umail account, i.e., [your uNID]@utah.edu. Please check this email often or have it forwarded to an email that you regularly check.

Mandatory Exams and Milestones

The Rehabilitation Science PhD requires the following milestones and exams to be achieved during enrollment:

- 1) Plan of study
- 2) Formation of supervisory committee
- 3) Qualifying examination
- 4) Dissertation and defense

Note: although a timeframe for completing each milestone is provided, each student should work with their mentor and supervisory committee to establish appropriate completion of milestones throughout enrollment in the program.

1) Program of Study

The supervisory committee chair and the graduate student have the responsibility to plan a Program of Study, which requires approval from the supervisory committee and the Director of Graduate Studies. An initial plan of study should be completed with the assistance of the primary advisor/supervisory committee chair and submitted to the Director of Graduate Studies and department administrative assistant by the end of the second semester of coursework (see Appendix 1 for example). A final copy of the Program of Study should be submitted to the Director of Graduate Studies and department administrative assistant before completion of the qualifying examination. The department administrative assistant will enter the Program of Study into the Electronic Graduate Record File for formal approval by all supervisory committee members and the Director of Graduate Studies. Students can check their Electronic Graduate Record File by logging into Campus Information Services (<http://cis.utah.edu>) and clicking on Graduate Student Summary under the Graduate Students section.

2) Supervisory Committee Formation

Students in the doctoral program in Rehabilitation Science should form their Supervisory Committee by the beginning of the second year of their graduate program. Students should submit a [Request for Supervisory Committee Form](#) to the Director of Graduate Studies and the Academic Advisor for the department. When the committee is formed, an Electronic Graduate Record File is established and approved by The Graduate School. Students can view their Electronic Graduate Record File by logging into Campus Information Services (<http://cis.utah.edu>) and clicking on Graduate Student Summary under the Graduate Students section.

Chair

The chair of the supervisory committee must be a tenure-line faculty member at the University of Utah with either a primary or adjunct appointment in the Department of Physical Therapy and Athletic Training. The chair of the supervisory committee will be responsible for the oversight of the student's research and progress throughout the plan of study.

Committee Selection

The supervisory committee must consist of five faculty members, the majority (3) of whom must be tenure-line faculty in the Department of Physical Therapy and Athletic Training. At least one member of the supervisory committee must be from another department.

All University of Utah faculty members including tenure-line, career-line, adjunct, visiting and emeritus are eligible to serve as supervisory committee members. The faculty member must hold an academic or professional doctorate, the terminal degree in the relevant field, and/or must have demonstrated competence to do research and scholarly or artistic work in the student's general field (see **Appendix 3** for a list of potential chairs and committee members currently associated with the Rehabilitation Science PhD program).

Persons not from the University of Utah may also serve as committee members upon approval of the Dean of the Graduate School (a curriculum vitae for each proposed external committee member must accompany the ***Request for Supervisory Committee Form***). Immediate family members are not eligible to serve on a student's supervisory committee.

Exceptions to these guidelines must be recommended and justified to the Director of Graduate Studies, who will facilitate a petition for approval by the Dean of the Graduate School.

Required Meetings

The supervisory committee has three (3) required meetings:

- 1) Qualifying Examination Part I: Identifying Specific Aims
- 2) Qualifying Examination Part II: Grant Proposal
- 3) Dissertation Defense

Optional Meetings

Although the committee has three required meetings, it is highly recommended for the student to hold meetings with individual members or group meetings as necessary. The student will be held responsible for maintaining communication with the supervisory committee throughout the duration of enrollment.

Supervisory Committee Roles

The supervisory committee will have the responsibility for approving the student's academic program, preparing and judging the qualifying examinations, approving the dissertation subject and final dissertation, and administering and judging the dissertation defense. Specific roles of committee members are not required but may be designated if approved by the committee members.

3) Qualifying Examination

Students will be eligible to complete the Qualifying Examination after completing a minimum of three semesters and a minimum of 24 credit hours of course work and steps #1 (Assigning a Topic for the Qualifying Examination) and #2 (Identifying Specific Aims) as outlined below. After finalizing the Specific Aims, the Qualifying Examination is performed in two parts (steps #3 and #4 as outlined below): a) a written examination consisting of an NIH-format grant proposal, and b) an oral examination involving a defense of the student's written grant proposal. The student's supervisory committee needs to be established and approved before scheduling the qualifying examination and will be responsible for grading the written examination and judging the adequacy of the oral examination.

- Step #1 (Pre-Qualifying Exam) - Assigning a Topic for the Qualifying Examination: At least 3 months prior to completion of the qualifying examination, the student's

supervisory committee chair and the student will identify the topic for the student's dissertation research. In preparation for meeting with their chair, the student will write a one-page abstract outlining the dissertation research idea. Following agreement with the chair regarding the topic and abstract, the student should distribute the abstract to the committee members and meet with committee members as needed in preparation for step 2.

- **Step #2 (Pre-Qualifying Exam) - Identifying Specific Aims:** The student will develop 6-8 potential specific aims for a grant based on the research topic assigned. The student will present a 3-6 page introduction along with these specific aims to the supervisory committee in writing at least one week prior to the oral presentation. The oral presentation shall be approximately 30 minutes, with additional time for discussion with the committee. The rationale for each specific aim based on the existing literature in the topic area must also be presented. The supervisory committee in collaboration with the student will select 2-3 specific aims for the student's written examination. The focus of this presentation is the background and specific aims for the grant proposal.
- **Step #3 (Qualifying Exam) - Written Examination:** Following the selection of the specific aims, the student will have a maximum of 3 months to develop a full, NIH-format grant application addressing the assigned specific aims. Unless otherwise agreed upon by the committee, the application will be based on the NIH formatting and standards for an F31 application. Other federal funding agencies grant formats (for example: NSF, VA, CDC) may be used if approved by the committee.
- **Step #4 (Qualifying Exam) - Oral Examination:** Within 1 month after completion of the written portion of the qualifying examination, the student will give a 30-minute presentation of the proposal, and will be examined by the supervisory committee on the proposal. This oral examination will also serve as the student's formal dissertation proposal. The focus of this presentation is the research strategy (including, but not limited to the significance, innovation and approach).

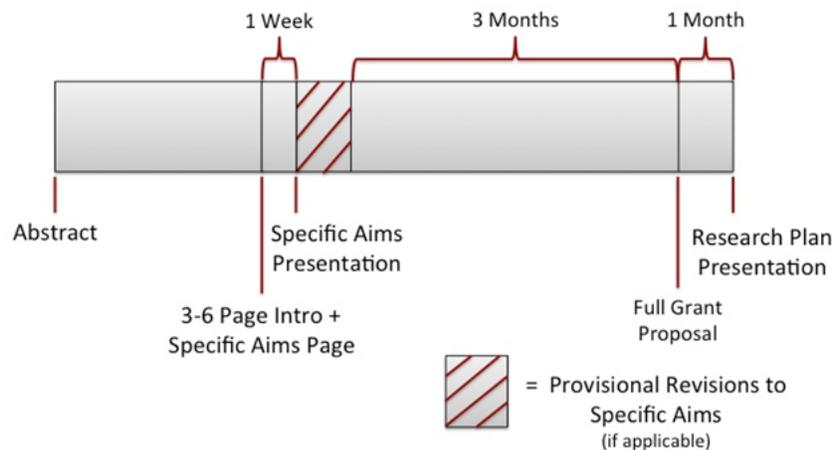


Figure 1. Schematic of Rehabilitation Science PhD program Qualifying Exam process. Adjustments to Qualifying Exam timeline must be approved by the supervisory committee.

The student's supervisory committee will judge steps 2-4 in the Qualifying Examination process described above. The supervisory committee will judge the student's performance using one of the categories outlined below.

Pass: A judgment of "pass" will permit the student to progress to the next step in the qualifying examination process. When the student receives a "pass" upon completion of the written and oral examination, the student submits the signed ***RHSCI-PhD Qualifying Examination Record*** form to the Director of Graduate Studies who will facilitate entry into the Electronic Graduate Record File indicating an endorsement of the student's progression to candidacy.

Provisional Pass: A judgment of "provisional pass" indicates that significant revisions are required. A second oral presentation may or may not be required prior to approval by the supervisory committee, as determined by the supervisory committee chair in consultation with the supervisory committee.

No Pass: A judgment of "no pass" indicates the student must make substantial revisions and must present their revised work to the supervisory committee. The same timeline for completion of the step requiring revision will be applied. If the second attempt at completion of the step also results in a judgment of "no pass", the student may be dismissed from the PhD program.

4) Dissertation

The student will be required to submit a dissertation with the results of the student's dissertation research. The dissertation will be judged and approved by the student's supervisory committee.

Written Dissertation Formats

There are two options for meeting the dissertation requirement:

- The first option, submitting three academic manuscripts to peer-reviewed journals, is the preferred format for most students. Students pursuing this option are required to submit three full-length manuscripts containing the student's original work to journals approved by the student's supervisory committee. The number of manuscripts required for submission may be adjusted by the student's supervisory committee. The manuscripts must be related and form a cohesive whole. The text of the submitted manuscripts will form the central part of the student's written dissertation. The dissertation must also include an abstract, introduction, conclusion or discussion, references, and other required pages in the same manner as a traditional dissertation. Additional chapters to connect the individual manuscripts may also be required by the student's supervisory committee.
- The second dissertation option is the traditional 'book' style dissertation. Students will work closely with their supervisory committee to determine their own dissertation option.

Dissertation Defense

Following completion of the dissertation the student will present a public oral defense of their work. The student should submit the dissertation in final form to supervisory committee chair at least three weeks prior to the dissertation defense. The supervisory

committee should receive copies of the final dissertation at least two weeks prior to the defense.

The student should work with the supervisory committee to plan the defense. The student shall announce the defense date and dissertation topic by E-mail and posted flyer (approved by the supervisory committee chair) to the Rehabilitation Science PhD faculty and student body (and other departments, individuals or institutions who may have interest in attending) two weeks in advance. It is Graduate School policy that the candidate must be registered for a minimum of one graduate credit hour in the semester in which the dissertation is defended. This number may be increased by the Department and should be based on the level of faculty assistance that will be necessary for the student to complete the dissertation defense.

The dissertation defense is under the direction of the chair of the supervisory committee. The defense should follow the general order of the dissertation. The dissertation defense presentation should allow time for questions from the supervisory committee, the academic community, and the general public. Revisions of the dissertation may be required as a result of feedback from the review of the written dissertation or discussion and questions raised by the supervisory committee during the dissertation defense. The supervisory committee chair ensures that the approval of the dissertation defense is entered into the Electronic Graduate Record File.

Dissertation Submission Requirements

Students must submit copies of the approved dissertation to the Thesis and Dissertation Editor as required by University policy. See the following: (<http://gradschool.utah.edu/>). Once required forms are completed, the student must submit the dissertation to the Graduate School to obtain the signature of the dean of the Graduate School. Further details on submission of the dissertation are available in the Handbook for Theses and Dissertations, available at (<http://gradschool.utah.edu/>).

5) Applying for Graduation

All graduate students must apply in advance for graduation to receive a degree from the University of Utah. Before applying to graduate, students should meet with their supervisory committee chair and review the degree requirements set by the Graduate School.

Information regarding graduation application deadlines and requirements can be found at: <https://registrar.utah.edu/handbook/graduategraduation.php>

Exit Interview

Students who successfully complete their degree should obtain an **Exit Interview Form** from the Department webpage, complete the form and make an appointment with their supervisory committee chair to provide information on their graduate school experience. Students may choose to provide this information to the Director of Graduate Studies or the Department Chair rather than their supervisory committee chair. Students who leave the program under different circumstances should provide feedback directly to their supervisory committee chair, the Director of Graduate Studies, or the Department Chair.

Academic Requirements and Policies

Minimum GPA

Graduate students are required to maintain a 3.0 or higher GPA in required coursework for the PhD degree in Rehabilitation Science. A student who demonstrates a GPA of less than 3.0 will be placed on academic probation. A student who remains on academic probation for one year will be dismissed from the program. Students are required to earn a grade of "B-" or higher in a core course in order to have that course apply towards the credit requirements for graduation. If a grade of "C+" or lower is received, that grade cannot be included on the Candidacy Form and the course must be repeated. All non-core courses must be passed according to University policy (C- or better).

Continuous Registration

All graduate students must be registered for at least one course from the time of formal admission through completion of all requirements for the degree they are seeking, unless granted an official leave of absence. Students not on campus and not using University facilities are not expected to register for summer term. Students must, however, be registered during summer term if they are taking examinations or are defending their dissertation. If students do not comply with this continuous registration policy and do not obtain an official leave of absence, they will be automatically discontinued from graduate study. In this case, students will be required to reapply for admission to the University through Graduate Admissions upon approval of the home department. Students should be registered for graduate level courses (6000-7000 level for doctoral studies) until they have completed all requirements for the degree including the dissertation.

Note: Maintaining Continuous Registration status may differ from full-time enrollment status. Please see The Office of the Registrar (<https://gradschool.utah.edu/graduate-catalog/registration>).

Leave of Absence

A student wishing to discontinue study for one or more semesters must file a [Request for Leave of Absence](#) form available from the Office of Academic Affairs and Student Services. Leaves of Absence (LOA) are only granted for extenuating and unusual circumstances and must be approved by the supervisory committee chair, the Director of Graduate Studies, the Associate Dean for Research, and the Dean of the Graduate School. Leaves are granted for a maximum of one academic year at a time. In making a decision to grant a Leave of Absence to a student, the supervisory committee chair and Director of Graduate Studies will take into consideration if faculty resources will be available for students upon return to the program. The committee reserves the right to deny a LOA request. The LOA is void if a student registers for classes in a semester for which a leave was granted. See the [University of Utah General Catalog](#) for additional information.

Requests for leaves of absence may be granted for up to one year for circumstances related to:

- A serious health condition of the student or family member,
- Parental leave to care for a newborn or newly adopted child (please see **Appendix 3: College of Health Graduate Student Parental Leave Policy**)
- A call to serve in military service, or
- Other compelling reasons that the student's department believes is in the best interests of both the student and the University.

Leaving the PhD Program Early

When a student terminates their relationship with the Department (due to termination –see Dismissal Policies & Procedures), or the student wishes to leave the PhD program for personal reasons, the student is required to submit all research data and research project related notebooks and materials to their research advisor. Furthermore, the student is responsible for turning in all keys issued in their name. The keys must be returned to the executive secretary of the Department of Physical Therapy and Athletic Training, not to the supervisory committee chair or research advisor. Students should obtain an "Exit Interview" form from the Department webpage, complete the form and make an appointment with their supervisory committee chair to provide information on their graduate school experience. Students may choose to provide this information to the Director of Graduate Studies or the Department Chair rather than their supervisory committee chair.

Changing Committee Chair & Committee Members

If a student chooses to terminate their relationship with their supervisory committee chair, the following guidelines should be followed:

- a. Provide the current supervisory committee chair 30 days written notice outlining the reasons for leaving the group.
- b. During the 30 days, the research should be brought to a point where it could easily be passed onto another person.
- c. All notebooks and data should be returned to the primary research advisor before the student is placed with another faculty advisor.
- d. Notify in writing the change of supervisory committee chair to the Director of Graduate Studies.
- e. Re-form the supervisory committee if necessary.
- f. At the discretion of the new advisor, additional requirements may be necessary (i.e., oral presentation of new research direction).

Timely Completion of the PhD Degree

It is expected that each student should be able to complete all of the requirements for the PhD degree in 4 to 6 years. In order to encourage the timely completion of the degree, students who have not completed their qualifying exams within 4 years are required to meet with their supervisory committees at least once each year. The first of these meetings must take place no later than the beginning of the 5th year in residence. This meeting may be brief and informal. The purpose will be to bring the supervisory committee up to date on the research progress made and to formulate a timetable for completing the remaining goals, including estimated dates for the qualifying exams and dissertation defense. This plan must be approved by the supervisory committee and then forwarded to the Director of Graduate Studies for inclusion in the student's permanent file.

Time Limit for PhD Degree Completion

The time limit for completing the Rehabilitation Science PhD degree is seven years from the date of initial enrollment in the PhD program. Requests to exceed established time limits must be recommended by a candidate's supervisory committee and approved by the departmental Director of Graduate Studies and the Dean of the Graduate School. Students whose studies have been interrupted for long periods of time and who have been granted extended time to complete their degrees may be required to repeat courses taken longer than 10 years before graduation or to complete additional courses, repeat examinations, or otherwise to demonstrate that they are current in their field, based on the recommendations by their supervisory committee.

Petition for Extension

A petition for an extension of a Graduate student career beyond the established time limits will consist of a formal letter of request to the Graduate School Dean. The letter will demonstrate that the student is in good standing. Good standing requires that the student has a satisfactory GPA for graduation, formed a supervisory committee, that a program of study has been completed and approved by the supervisory committee and Director of Graduate Studies, and that they have taken all required preliminary exams and dissertation proposal exams required by the department. These must be fully updated in Graduate Tracking. The letter must demonstrate a firm commitment by the department, supervisory committee chair, and the student to complete the agreement, including any commitments for financial support, and must provide a demonstration that the proposed path to graduation is feasible. The letter will be accompanied by a written completion plan that is signed by the student, the supervisory committee chair, and the Director of Graduate Studies and Department Chair.

The completion plan lays out specific milestones leading to completion, and dates for the completion of the milestones. The milestones must include formal evaluation meetings with the supervisory committee at least once per semester (if a dissertation defense does not occur within the semester). Failure to complete the milestones by the specified deadline may result in the dismissal from the program (the supervisory committee would review such a situation and make a recommendation). The petition may request either a one-semester or two-semester extension. Further extensions will be considered for single semester extensions only, and any such request must provide a written update and a revised completion plan with updated milestones, dates, and signatures.

Formal letters of petition should be sent to dean@gradschool.utah.edu.

Dismissal Policies & Procedures

Termination/Dismissal

- 1) The Doctoral Program Committee may terminate/dismiss students. Reasons for termination or dismissal from the program include, but are not limited to the following:
 - a. Failure to meet grade requirements, as stated on the University's Graduate School webpage (<https://gradschool.utah.edu/graduate-catalog/grading-and-credit-policies/>). Candidates for graduate degrees are required to maintain a 3.0 or higher GPA in course work counted toward the degree. PhD students in Rehabilitation Science are required to earn a grade of "B-" or higher in each core course in order to have that course apply towards the credit requirements for graduation. If a grade of "C+" or lower is received, that grade cannot be included on the Candidacy Form and the course must be repeated. All non-core courses must be passed according to University policy (C- or better). A student who demonstrates a GPA of less than 3.0 will be placed on academic probation. Students on academic probation may not receive departmental financial support. A student who remains on academic probation for one year will be dismissed from the program.

Students have only 20 business days to appeal grades & other "academic actions". The date that grades are posted on the web is considered the date of notification. A

“business day” is every day the University is open for business, excluding weekends and University - recognized holidays. If the student cannot get a response from the faculty member after ten days of reasonable efforts to contact him or her, the student may appeal to the Department Chair if done within 40 days of being notified of the academic action.

- b. Failure to meet Qualifying Examination requirements
- c. Failure to progress in the doctoral program
- d. Failure to meet terms of probation
- e. Violations of the University of Utah Student Code (as outlined in the Code of Student Rights and Responsibilities, (<http://www.admin.utah.edu/ppmanual/8/8-10.html>))
- f. Failure to meet dissertation requirements
- g. Failure to meet research requirements

Policy for providing student feedback prior to dismissal

The primary faculty advisor/supervisory committee chair should make every effort to communicate to the student the concerns they may have about the level of quality of the student’s work and reasons why they may be terminated. This communication should be documented by email to the student’s University email account.

Appeals

The Academic Misconduct and Appeals Committee of the University of Utah College of Health provides students and faculty with a vehicle for the making of decisions relative to student contested academic actions; academic sanctions for misconduct; and dismissals from participating in class. The Committee functions in accordance with the directives outlined in the University of Utah Code of Student Rights at <https://regulations.utah.edu/academics/6-400.php>.

Important Forms

- [Program of Study - EXAMPLE](#)
- [Request for Supervisory Committee Form](#)
- [RHSCI-PhD Qualifying Examination Record](#)

Financial Support

Students, who receive funding through their faculty advisors from departmental graduate assistantships, research grants, clinical contracts or other university partnerships or programs, shall receive a contract letter from their primary faculty advisor at the time of admission and annually before the beginning of each academic year. This contract letter shall define the amount and duration of funding, other included benefits such as tuition waivers etc., and the specific requirements expected from the student for the financial support. The faculty advisor shall have regular communications with the student to monitor performance. Concerns about the level of quality of the student’s work or behavior, which may lead to termination of the contract, shall be communicated as soon as they arise and shall be documented by email to the student’s University email account.

Graduate students receiving a tuition benefit are expected to fulfill the responsibilities appropriate to their specific assignments. No student is required to work more than 20 hours a week (0.50 FTE) in order to receive a tuition benefit. Faculty may expect up to 20 hours of work a week (0.50 FTE) from students receiving a 100% tuition benefit, 15 hours a week (0.375 FTE) from students receiving a 75% tuition benefit, and 10 hours a week (0.25 FTE) from students

receiving a 50% tuition benefit. Students working one or more on-campus jobs with a combined FTE greater than a 0.74 FTE are ineligible to participate in the Graduate Tuition Benefit Program.

Teaching Assistant Responsibilities & Policies

A Teaching Assistant (TA) is a graduate student with instructional responsibilities as instructor of record, assistant to the instructor of record or tutor. Duties may include lecturing, holding discussion or problem sessions, conducting laboratory sections, conducting studio or performance work, online instruction, grading, tutoring, and holding office hours. International students must be cleared through the International Teaching Assistant Program before being placed in jobs coded 9416.

Research Assistant Responsibilities & Policies

A Research Assistant (RA) is a graduate student assigned directly to an externally funded research grant (5000 fund only) and doing research for that project.

Graduate Assistant/Graduate Fellows Responsibilities & Policies

Graduate Assistant (GA): A graduate student assigned work related to his/her degree program and not covered in the previous two categories. A GA must be funded by their department and not supported by external 5000 funding. If a student wishes to work as a GA outside their home department, the Dean of the Graduate School must grant prior approval.

Graduate Fellow (GF): A graduate student on a fellowship, whose tuition is not paid by the award. Tuition Benefit Program (TBP) has right of first reversal if other sources of tuition funding are available, meaning if tuition money is included in the fellowship award, the student should not use tuition benefit. Fellowship payments may be distributed as a scholarship through the University's Scholarship Administration System, or in special cases as a monthly traineeship disbursement. Fellowship payments made through the Scholarship Administration must be paid from item types set up as fellowships in order to count toward the student's TBP-eligible income (with budget category code 66900). No employer-employee relationship exists in a fellowship. The University administers the award and a service expectation may or may not accompany it.

Tuition Waivers

Students who receive tuition waivers in conjunction with a graduate assistantship should be aware that these tuition waivers do not include additional course fees and differential tuition charged by various departments. More information regarding the Tuition Benefit Program (TBP) can be found on the [Graduate School website](#).

Student Health Insurance

Subsidized insurance is available to TAs and RAs who are receiving a full 100% tuition benefit. They may hold both a TA and an RA position (with the total adding up to 100% tuition benefit) to qualify. The insurance is the same Student Health Insurance policy offered to all U of U students, as well as dental and vision insurance provided through Educators Mutual Insurance. Coverage for dependents is not subsidized. Rates and brochures are available at <http://www.uhcsr.com/utah> and <https://emihealth.com/groupplans/refid/ugrads>.

Qualifying students are billed for 20% of the premium through Income Accounting. The Graduate School pays the remaining 80% at the start of the semester. The Graduate School is then reimbursed via employer payroll deduction from the TA benefit pool or RA benefit allotment. For this reason, RA's must be paid from a grant (5000 fund) that has a benefit

allotment for each student researcher. If there is no benefit pool on the grant that the student is paid from, they should be coded as a GA and not included on the subsidized health insurance.

Residency

As approved by the University of Utah President and according to Utah law and the Board of Regents' policy, out-of-state TBP students are exempt from paying nonresident tuition. Their graduate tuition benefit is at the in-state rate for the appropriate TBP level (100%, 75%, or 50%). Tuition and fees not covered by the TBP are the student's responsibility. Out-of-state, non-international graduate students receiving a tuition benefit must apply for Utah residency upon fulfilling 40 semester credit hours at a regionally accredited Utah institution of higher education. Comprehensive and aggressive action should be taken by departments to ensure that U.S. citizens apply for Utah residency once 40 graduate credit hours are reached. A student's ability to establish residency will not affect receipt of a tuition benefit. (Go to <http://admissions.utah.edu/apply/residency/> for details on how to apply and qualify for residency reclassification).

Financial Resources

Students have access to a variety of financial resources including:

Personal Money Management Center

- <https://personal-money-management.utah.edu>

Pivot

- <https://osp.utah.edu/news/pivot.php>

Feed-U Pantry

- <https://union.utah.edu/resources-spaces/feed-u-pantry/hours-about-us>

Graduate School Code of Conduct

The Graduate School is committed to fostering excellence in our community of scholars and leaders. We recognize that diverse and inclusive teams are most likely to produce creative and impactful scholarship and are eager to ensure that each member of our academic community is respected and valued for their unique contributions. This Code of Conduct upholds the Graduate School's commitment to conduct graduate and postdoctoral education according to the highest ethical and professional standard in compliance with all applicable University, state, and federal regulations.

The Graduate School is committed to providing a safe, harassment-free and discrimination-free environment for everyone. Harassment includes offensive comments or denigrating jokes related to nationality, gender, sexual orientation, disability, age, physical appearance, body size, race, religion, or veteran status, sexual images in public spaces, deliberate intimidation, stalking, following, harassing photography or recording, inappropriate physical contact, unwelcome sexual attention, and harassment through social media.

All University faculty, staff, and students are expected to comply with the applicable anti-harassment, anti-discrimination, and scientific and professional ethics laws and policies in effect at the University of Utah and at the institutions where they may be visiting.

Members of the University of Utah community who wish to report a violation of this Code of Conduct are encouraged to speak to or contact the appropriate administrator or Dean, including the Department Chair or Director of Graduate Studies of their academic program, the Dean of the

Graduate School (David Kieda) and/or Associate/Assistant Deans of the Graduate School (Katie Ullman, Amy Barrios, Araceli Frias), or the University's Title IX coordinator (Sherrie Hayashi).

Visitors, including participants at any University or Graduate School sponsored events, are expected to comply with these same standards, as well as to policies at their place of employment. In addition to any applicable reporting requirements at their home site, visitors are encouraged to report violations here as above.

Informal Dispute Resolution

Students are encouraged to contact the department Director of Graduate Studies for conflict resolution if mediation is needed.

Students are also welcome to make an appointment with one of the Graduate School deans to voice complaints or concerns. Appointments can be requested through info@gradschool.utah.edu or by calling 801.585.5529. The University Ombudsman's Office also provides dispute resolution, resources, and the potential for mediation. More information: <https://academic-affairs.utah.edu/office-for-faculty/facultyombudsman>.

Formal Dispute Resolution

The University [Code of Student Rights and Responsibilities](#) outlines the formal process for conflict resolution.

Title IX

Title IX is a federal law that prohibits sex discrimination against all genders in educational institutions. Schools are required to ensure that campuses are free of sex discrimination and have an established procedure for handling complaints. The University of Utah has a Title IX coordinator to handle complaints of sex discrimination, including complaints of sexual assault and harassment:

Sherrie Hayashi, Title IX coordinator
Office of Equal Opportunity and Affirmative Action/Title IX
Park Building, Room 135
801-581-8365
sherrie.hayashi@utah.edu

Student Safety

Your safety is our top priority. In an emergency, dial 911 or seek a nearby emergency phone (throughout campus). Report any crimes or suspicious people to 801-585-COPS; this number will get you to a dispatch officer at the University of Utah Department of Public Safety (DPS; dps.utah.edu). If at any time, you would like to be escorted by a security officer to or from areas on campus, DPS will help — just make a call.

The University of Utah seeks to provide a safe and healthy experience for students, employees, and others who make use of campus facilities. In support of this goal, the University has established confidential resources and support services to assist students who may have been affected by harassment, abusive relationships, or sexual misconduct. A detailed listing of University Resources for campus safety can be found at <https://registrar.utah.edu/handbook/campussafety.php>

Your well-being is key to your personal safety. If you are in crisis, call 801-587-3000; help is close.

The University has additional excellent resources to promote emotional and physical wellness, including the Counseling Center (<https://counselingcenter.utah.edu>), the Wellness Center (<https://wellness.utah.edu>), and the Women's Resource Center (<https://womenscenter.utah.edu>). Counselors and advocates in these centers can help guide you to other resources to address a range of issues, including substance abuse and addiction.

Safety Resources

University Police: <https://dps.utah.edu>

Phone: 911 or 801.585.2677

Emergency services

Crisis Line (24/7): <https://healthcare.utah.edu/uni/programs/crisis-diversion.php>

Phone: 801.587.300

For crisis intervention, emotional support, and mental health needs

Suicide Prevention Hotline – Utah: <http://www.suicide.org/hotlines/utah-suicide-hotlines.html>

Crisis Prevention – SafeUT Smartphone App: <https://www.uofuhealth.org/safeut>

Free 24/7 access to counselors for crisis prevention and emotional support

University Counseling Center: <https://counselingcenter.utah.edu>

Room 246, Student Services Building (SSB)

Phone: 801.581.6826

Sexual Assault Victim Advocacy: <https://advocate.wellness.utah.edu>

Room 328, Student Services Building (SSB)

Phone: 801.581.7779

Student Health Center: <https://studenthealth.utah.edu/services>

Madsen Health Center, 555 Foothill Drive

Phone: 801.581.6431

Women's Resource Center: <https://womenscenter.utah.edu>

Room 411, Olpin Union Building

The Office of the Dean of Students: <http://deanofstudents.utah.edu>

Room 270, Olpin Union Building

Research Policies & Training

The University offers a variety of research training opportunities that incorporate University policy and ethics.

Research Education (REd) Courses

The University provides Research Administration Training Series on a variety of research subjects. Information regarding class topics and availability can be found on the Research Education website here: <https://education.research.utah.edu/>

Institutional Review Board

The Institutional Review Board is charged with the review of all research projects that involve humans to ensure they comply with local, state, and federal laws, as well as the high ethical standards set forth in University policy. All students working with human subjects research should be familiar with and compliant to IRB rules.

More information here: <https://irb.utah.edu>

Occupational Safety

Information regarding laboratory or working conditions can be found on the Office of Environmental Health & Safety website here: <https://oehs.utah.edu>

Research Misconduct

Research misconduct is defined as fabrication, falsification, plagiarism, or other serious deviation from commonly accepted practices in the relevant scientific community for proposing, performing or reviewing research, or in reporting research results (i.e. publications, grant submissions, presentations).

Research Misbehaviors

Research misconduct does not just happen. It is a slippery slope of bad behaviors. Bullying, discrimination and harassment in the research context is also research misbehavior.

What are other research misbehaviors? Examples include not getting informed consent, not admitting missing data, gifting authorship, not attributing other authors, not disclosing conflict of interests, failing to conduct an adequate literature review, ignoring outliers without admitting, or not including data on side effects in clinical trials. Although these behaviors are not considered research misconduct, they can contribute.

Additional information can be found at: <https://integrity.research.utah.edu/services.php>

Student Access to Physical Resources

Departmental Resources

Graduate Assistant Office

Students have access to the Graduate Assistant Office located in the Health Professions Education Building. Desks are subject to availability and can be requested through the Executive Secretary of the department.

University Resources

University ID Card

University card information: <https://ucard.utah.edu>

TRAX Pass

UTA University pass: <https://commuterservices.utah.edu/mass-transit>

TRAX Schedules & Maps: <https://www.rideuta.com/Rider-Tools/Schedules-and-Maps>

Wireless Connections

Onboard to Utah wireless: https://onboard.utah.edu/enroll/uofu/prod_3/process

Software

Grammarly Access: <https://gradschool.utah.edu/grammarly>

New Student Guide to Digital Resources:

https://it.utah.edu/help/it_guides/new_student_guide.php

Hardware

University Bookstore: <https://www.campusstore.utah.edu/utah/home>

Surplus & Salvage: <https://fbs.admin.utah.edu/surplus/>

Paychecks & Direct Deposit

HR Paycheck Information: <https://www.hr.utah.edu/payroll/paycheck.php>

Housing

Graduate Student Housing Resources & Options:

<https://housingoptions.utah.edu/graduate-housing/>

Meals & Food

Utah Meal Plans: <https://housing.utah.edu/dining>

Arts & Entertainment

Arts Pass: <https://www.finearts.utah.edu/arts-pass>

Student Awards

College/University Fellowships and Awards

A list of internal awards available through the Graduate School can be found here:

<https://gradschool.utah.edu/tbp/graduate-fellowship-opportunities/>

Graduate Fellowship Opportunities: <https://gradschool.utah.edu/tbp/graduate-fellowship-opportunities>

Thesis & Dissertation Awards: <https://gradschool.utah.edu/current-students/awards>

Union Scholarships/Awards may also be applicable to graduate students:

<https://union.utah.edu/union-scholarships>

External Fellowship & Award Opportunities

Graduate students may apply for external funding available to doctoral students. A list of external fellowships is available at: <https://gradschool.utah.edu/tbp/external-opportunities>

Students also have access to Pivot, a new tool for finding foundation funding.

<https://osp.utah.edu/news/pivot.php>

Student Travel Assistance

Students may request conference travel assistance through the department or College. There are also awards offered through the Graduate School - the Graduate Student Travel Assistance Award (GSTAA) and the Early Career Professional Development Program (ECPDP).

More information on these awards can be found here:

Graduate Student Travel Assistance Award: <https://gradschool.utah.edu/current-students/graduate-student-travel-assistance-award>

Early Career Professional Development Program: <https://gradschool.utah.edu/current-students/graduate-student-travel-assistance-award>

Funding through the Associated Students of the University of Utah (ASUU) is additionally available. More information on these opportunities can be found here:

<https://asuu.utah.edu/funding>

Student Resources

Graduate School Resources

The Graduate School offers an abundance of resources for graduate students for training, development, and administrative needs.

Events

Event & Workshop Calendar: <https://gradschool.utah.edu/events-calendar>

Events & Workshops Description: <https://gradschool.utah.edu/upcoming-events>

Administrative & Records

Graduate Records Office: <https://gradschool.utah.edu/graduate-catalog/graduate-records-office>

Electronic Graduate Record File: <https://gradschool.utah.edu/current-students/electronic-graduate-record-file-tutorial>

Advocacy

Graduate School Diversity Office: <https://gradschool.utah.edu/diversity>

Graduate School Dean: dean@gradschool.utah.edu

Training & Workshop Programs

International Teaching Assistant Program (ITAP): <https://gradschool.utah.edu/ita>

Three Minute Thesis Training & Competition: <https://gradschool.utah.edu/3MT>

Past Workshops & Trainings: <https://gradschool.utah.edu/resource-library/workshops-videos>

Research Communication: <https://gradschool.utah.edu/science-communication>

Writing & Manuscript Editing

Thesis Office: <https://gradschool.utah.edu/thesis>

Grammarly: <https://gradschool.utah.edu/grammarly>

University Resources

Graduate Writing Center & Graduate Student Reading Room

More information: <https://writingcenter.utah.edu/grad-student-services.php>. The Graduate Writing Center is located in the Marriott Library in the Graduate Student Reading Room. To access the Reading Room, students must fill out a Graduate Resources Access Form, found at <https://lib.utah.edu/services/education/gradstudents.php>. eTutoring for Graduate Writing is also available. Students can sign up for this service at <https://writingcenter.utah.edu/graduate-services/e-tutoring.php>

University Libraries

Eccles Health Science Library

The Eccles Health Science Library (EHSL) provided a variety of services related to health science literature to graduate students. Access to journals and other resources can be obtained through the EHSL website, or appointments with librarians can be made to receive assistance with literature and database searches.

More information on resources available through the EHSL can be found here:

<https://library.med.utah.edu/>

Marriott Library

The Marriott Library has events and programs specifically for graduate students. Check <https://lib.utah.edu/services/education/gradstudents.php> for schedules and more information.

Professional Development

Career & Professional Development Center Graduate Student Career Coaching:

<https://utah.craniumcafe.com/group/graduate-student-career-coaching>

Graduate Student Teaching Training from Center for Teaching & Learning Excellence:

https://ctle.utah.edu/events/ctle_events.php

Higher Education Teaching Specialist Program: <https://ctle.utah.edu/hets>

Student Health, Wellness, & Recreation

Student Health Center: <https://studenthealth.utah.edu>

University Counseling Center (including Mindfulness Center): <https://counselingcenter.utah.edu>

Center for Student Wellness: <https://wellness.utah.edu>

Campus Recreation Services: <https://campusrec.utah.edu>

Leadership & Dispute Resources

Dean of Students Office: <https://deanofstudents.utah.edu>

Faculty Ombudsman: <https://academic-affairs.utah.edu/office-for-faculty/facultyombudsman>

Graduate School: <https://gradschool.utah.edu/contact-us>

Support Groups & Services

Center for Disability & Access: <https://disability.utah.edu>

Office of Equal Opportunity, Affirmative Action, and Title IX: <https://oeo.utah.edu>

Office for Equity & Diversity: <https://diversity.utah.edu>

International Student & Scholar Services: <https://ic.utah.edu>

LGBT Resource Center: <https://lgbt.utah.edu>

Veteran's Support Center: <https://veteranscenter.utah.edu>

Women's Resource Center: <https://womenscenter.utah.edu>

Rehabilitation Science PhD Faculty/Research Groups

Steven Bell, PhD, is an Associate Professor (Lecturer) in the Department of Occupational and Recreational Therapies.

Research Interests: Social interaction, ethnic identity and culture.

Contact Information:

Email: steven.bell@health.utah.edu

Stephan Bodkin, PhD, ATC, is an Assistant Professor in the Department of Physical Therapy and Athletic Training at the University of Utah.

Research Interests: His primary research interest is structured around post-traumatic muscle morphology, particularly in patients following Anterior Cruciate Ligament Reconstruction. His research goal is to understand the mechanisms of persistent muscle weakness that commonly follows sport-related injuries. In addition to investigating physiologic origins of skeletal muscle dysfunction, his work strives to provide clinical recommendations to healthcare providers in order to safely and effectively return patients to activity following common orthopedic procedures. PubMed Bibliography:

<https://www.ncbi.nlm.nih.gov/myncbi/stephan.bodkin.1/bibliography/public/>

Contact Information:

E-mail: Stephan.bodkin@utah.edu

Office phone: 801-213-6559

Elizabeth Cardell, PhD, is an Associate Professor (Lecturer) in the Department of Occupational and Recreational Therapies.

Research Interests: Beth is interested in improving the lives and health of people with disabilities through the investigation of cognitive rehabilitation, occupation-based practice, healthy promotion, technology use, and participation.

Contact Information:

Email: beth.cardell@health.utah.edu

Lee Dibble, PhD, PT, ATC, is a Professor and Department Chair in the Department of Physical Therapy and Athletic Training.

Research Interests: Dr. Dibble's research is centered around 3 long-term objectives: Objective 1: Characterize the benefits of exercise in neurodegenerative diseases in terms of CNS effect and alteration of the trajectory of disability. Objective 2: Understand anticipatory and reactive postural control deficits in persons with neurodegenerative diseases. Objective 3: Explore treatments targeted at augmenting sensory input, normalizing sensory integration, and improving motor output during postural reactions.

Contact Information:

Email: lee.dibble@hsc.utah.edu

Micah Drummond, PhD, is a Professor in Physical Therapy and Athletic Training and carries adjunct appointments in the Departments of Nutrition and Integrative Physiology, Pathology and Internal Medicine. He is also the Director of the Exercise Physiology and Mobility Lab within the Center for Clinical & Translational Science.

Research Interests: Dr. Drummond's research team focuses on mechanisms underlying physical inactivity-induced insulin resistance and loss of muscle mass in older adults. The research projects involve both clinical and mouse studies and hold to two general research themes:

- 1) Understanding the cellular and molecular mechanisms of skeletal muscle growth and metabolic function in aging muscle during disuse and recovery.
- 2) Utilizing therapeutic tools (nutritional, exercise, pharmacological) to limit muscle and metabolic deficits that occur with physical inactivity in aged muscle.

Contact Information:

Email: micah.drummond@hsc.utah.edu

Office Phone: 801-213-2737

Lab website: <http://drummond.u2m2.utah.edu/>

Kenneth "Bo" Foreman, PhD, PT, is a Professor in the Department of Physical Therapy and Athletic Training and Director of the Motion Capture Core Facility.

Research Interests: Biomechanics.

Contact Information:

Email: bo.foreman@hsc.utah.edu

Maggie French, PhD, PT, is an Assistant Professor in the Department of Physical Therapy and Athletic Training

Research Interests: Dr. French's research focuses on understanding variability in functional outcomes and healthcare utilization in individuals with neurologic conditions, particularly stroke, in order to provide more targeted rehabilitative care to patients.

Contact Information:

Email: maggie.french@utah.edu

Julie Fritz, PhD, PT, is a Professor in the Department of Physical Therapy and Athletic Training and Director of the Rehabilitation Science PhD program.

Research Interests: Evidence-based standards in low back pain care.

Contact Information:

Email: julie.fritz@hsc.utah.edu

Heather Hayes, DPT, PhD, is an Associate Professor (Clinical) in the Department of Physical Therapy and Athletic Training.

Research Interests: Clinical management of individuals with neurological disorders, including but not limited to stroke, multiple sclerosis, Parkinson's disease, ALS, balance and vestibular disorders.

Contact Information:

Email: heather.hayes@hsc.utah.edu

Jaewhan Kim, PhD, is an Associate Professor in the Department of Physical Therapy and Athletic Training. He is an associate director of the Health Economics Core.

Research Interests: Healthcare cost and utilization, Bariatric surgery

Contact Information:

Email: jaewhan.kim@utah.edu

Office Phone: 801-581-7291

Anne V. Kirby, PhD, OTR/L, is an Assistant Professor in Occupational and Recreational Therapies.

Research Interests: Dr. Kirby's research focuses on supporting individuals with autism spectrum disorder and other disabilities as well as their families. Dr. Kirby uses qualitative, quantitative (survey research and secondary data analysis), and mixed methods research approaches to conduct descriptive as well as intervention research. Current specific areas of research include supporting the transition to adulthood for autistic youth and studying suicide risk and avenues for prevention in the autistic community.

Contact Information:

Email: anne.kirby@hsc.utah.edu

Office Phone: 801-581-4248

Amit Kumar, PhD, PT, is an Associate Professor in the Department of Physical Therapy and Athletic Training.

Research Interests: Health disparities in rehabilitation.

Contact Information:

Email: amit.kumar@hsc.utah.edu

John "Jake" Magel, PhD, PT, is a Research Assistant Professor in the Department of Physical Therapy and Athletic Training.

Research Interests: Evidence-based management of back pain.

Contact Information:

Email: jake.magel@hsc.utah.edu

Rhonda Nelson, PhD, is an Assistant Professor in the Department of Occupational and Recreational Therapies.

Research Interests: Virtual reality, music therapy, creative arts and assistive technology in recreational therapy.

Contact Information:

Email: rhonda.nelson@health.utah.edu

Reva Rauk, PhD, PT, is an Assistant Professor (Clinical) in the Department of Physical Therapy and Athletic Training.

Research Interests: Clinical education in physical therapy.

Contact Information:

Email: reva.rauk@hsc.utah.edu

Lorie Richards, PhD, OTR/L, FAHA, FAOTA is Chair and an Associate Professor in Occupational and Recreational Therapies.

Research Interests: Dr. Richards's research focuses on developing and testing interventions to facilitate neuroplasticity, reduction of impairment, and increases in the ability to successfully perform daily activities and participate in society after neural injury, particularly after stroke. She is interested in motor rehabilitation and cognitive rehabilitation (unilateral neglect in particular) and finding neural biomarker or algorithms that predict response to interventions that allow clinicians to personalize rehabilitation approaches for clients. An additional area of interest is in the use of drama techniques to facilitate neuroplasticity for building social skills for children with autism.

Contact Information:

Email: lorie.richards@hsc.utah.edu

Office Phone: 801-585-1069.

Justin Rigby, PhD, ATC, is an Associate Professor (Clinical) in Physical Therapy and Athletic Training.

Research Interest: Dr. Rigby's research focuses on the injury prevention and recovery aspect of therapeutic interventions and modalities in sports medicine. Collaborating with healthcare providers to determine injury precursors and risk factors in muscle and tendons, he seeks to determine proper therapeutic modality parameters and concurrent treatments that help reduce future pain and encourage higher exercise training.

Contact Information:

Email: Justin.Rigby@health.utah.edu

Office Phone: 801-213-1315

Yda Smith, PhD, is an Associate Professor (Lecturer) in the Department of Occupational and Recreational Therapies.

Research Interests: Current research is in the area of refugee resettlement in an American city with a focus on the role of occupational therapy in assisting with the adaptation process

Contact Information:

Email: yda.smith@hsc.utah.edu

Alexandra L. Terrill, PhD, is an Associate Professor in Occupational and Recreational Therapies and has adjunct appointments in the Department of Physical Medicine and Rehabilitation and the Department of Physical Therapy and Athletic Training

Research Interests: Dr. Terrill's research aims to promote resilience and well-being in individuals with chronic neurological conditions and disability and their families. As a licensed clinical psychologist with specialized training in rehabilitation populations, her work focuses on psychosocial adjustment and mental health in these populations. She uses quantitative, mixed methods, and stakeholder-engaged approaches to conduct descriptive and intervention research. Current specific areas of research include novel dyadic and strengths-based intervention approaches, and utilizing mHealth technology to increase accessibility of interventions.

Contact Information:

Email: alex.terrill@hsc.utah.edu

Office Phone: 801- 581-5951

Anne Thackeray, PhD, PT, is an Assistant Professor in the Department of Physical Therapy and Athletic Training.

Research Interests: Evidence-based management of back pain.

Contact Information:

Email: a.thackeray@utah.edu

Scott Ward, PhD, PT, is a Professor in the Department of Physical Therapy and Athletic Training.

Research Interests: Dr. Ward's interests in research are related to burn injury and rehabilitation, specifically how to better define the pattern of muscle loss and recovery, and the return of function following burn injury, wounding and scarring.

Contact Information:

Email: scott.ward@hsc.utah.edu

Melissa Zahl, PhD, is an Associate Professor in the Department of Occupational and Recreational Therapies.

Research Interests: Dr. Zahl's research has two prongs. The first prong investigates rehabilitation interventions on secondary health conditions and health care utilization among individuals with spinal cord injury. The second prong investigates advancement and advocacy of recreational therapy within health and human services.

Contact Information:

Email: melissa.zahl@hsc.utah.edu

Appendix 1 – Sample Program of Study

TERM	COURSE	CREDITS
Year 01_FALL	RHSCI 7000 Translational Research in Rehabilitation-Part 1	3
	RHSCI 7120 Introduction to Research Methods	3
	RHSCI 7500 Rehabilitation Sciences Seminar	1
	<i>RHSCI 7900 Ind. Study in Rehabilitation Sciences</i>	2-3
Year 01_SPRING	RHSCI 7100 Translational Research in Rehabilitation-Part 2	3
	RHSCI 7130 Research Methods 1	3
	RHSCI 7500 Rehabilitation Sciences Seminar*	1
	<i>Elective Courses in Emphasis Area</i>	2-4
Year 01_SUMMER	<i>Course enrollment optional</i>	
Year 02_FALL	RHSCI 7140 Research Methods 2	3
	<i>RHSCI 7500 Rehabilitation Sciences Seminar</i>	1
	<i>HLTH 7890 The American Professoriate</i>	3
	<i>Elective Course in Emphasis Area or Advanced Statistics</i>	2-4
Year 02_SPRING	RHSCI 7150 Research Methods 3: Grantwriting	3
	<i>RHSCI 7900 Ind. Study in Rehabilitation Sciences</i>	2-3
	<i>RHSCI 7500 Rehabilitation Sciences Seminar</i>	1
	<i>Elective Course in Emphasis Area</i>	3-4
Year 02_SUMMER	<i>Course enrollment optional</i>	
Year 03_FALL	<i>RHSCI 7900 Ind. Study in Rehabilitation Sciences</i>	2
	<i>Elective Courses in Emphasis Area</i>	6-8
	COMPLETION of QUALIFYING EXAMINATION	
Year 3_SPRING – Year 4_SUMMER	RHSCI 7970 Dissertation Thesis Research	18 credits total
	COMPLETION of DISSERTATION DEFENSE	

Please note that this program of study is only an example. Students will select their individual program of study based on their needs and interests in consultation with their supervisory committee.

* The requirement for RHSCI 7500 during Spring Semester of Year 1 is to complete the *Responsible Conduct of Research (CRC) Certificate* (Office of Research Education – “REd”). You should enroll in RHSCI 7500 during this semester with your primary advisor. Credit for this course will be given when you present your completed certificate to your primary advisor. (For a listing of requirements check:

<https://education.research.utah.edu/student-portal.php>

Appendix 2: College of Health Graduate Student Parental Leave Policy (v3/2018)

Definitions: College (College of Health), Graduate School (University of Utah Graduate School), University (University of Utah)

Preamble

The purpose of this policy is to provide Department Chairs and Directors of Graduate Studies with guidelines regarding support for graduate students, paid Teaching Assistants, and paid Research Assistants when they are requesting parental leave for family responsibilities. The College has a collective commitment to fostering a family-friendly environment for its students with policies that support families and gender equity. This policy applies to all pregnant and parenting persons, regardless of sex/gender, gender identity, or gender expression, as long as the caregiver is providing the majority of the care for the child, and applies to the birth or adoption of a child. This policy seeks to support graduate students if they choose to expand their families and continue participation in their educations.

Procedures

During Pregnancy/Immediately Following Childbirth

The College follows all federal, state, and University anti-discrimination laws and policies.

Therefore, it explicitly prohibits discrimination on the basis of pregnancy status. The Office of Equal Opportunity (OEO; <https://oeo.utah.edu/>) oversees the University's adherence to Title IX. The OEO is responsible for granting accommodations for pregnancy and parenting based on medical needs in accordance with federal law. Students who need accommodations during pregnancy or as a result of the childbirth process should contact the OEO directly. The role of the faculty is not to determine appropriate accommodations, but rather to refer students to the OEO.

The link below describes pregnancy accommodations:

<https://oeo.utah.edu/how-can-we-help/pregnancy-and-pregnancy-related-accommodations.php>

The following is a link to form requesting accommodations:

https://oeo.utah.edu/_resources/documents/pregnancy_accommodation-request-form-FINAL-fillable-3-1-17.pdf

Caregiving after Childbirth or Adoption

Graduate students seeking time off from classes for caregiving and bonding with a new child can request a leave of absence through the Graduate School. The link to the procedures and form for requesting a leave of absence follows: http://registrar.utah.edu/_pdf/graduate-leave-absence.pdf. Students may take up to one year of leave from classes. A leave of absence request does not need to be completed for Summer terms.

If a student wishes to take leave starting in the middle of a regular semester (Fall or Spring), grades of Incomplete ("I") may be possible if the student has completed 80% of the work (per University policy). If the student has not completed 80% of the work, they will need to withdraw from classes, complete the request form, and obtain the necessary signatures. The student needs to bear in mind the potential ramifications of withdrawing in terms of financial aid, health insurance, etc. If a student has health insurance during the semester in which eligibility requirements were met, the policy would be in effect until it expires. After that point the student has the option to enroll in the Continuation Plan. The Enrollment form is located at www.uhcrs.com/utah.

A student on a leave of absence is not eligible for University assistantship or fellowship funding during the leave. However, if a student is receiving a University assistantship or fellowship, a leave of absence shall not jeopardize their position provided that the original funding mechanism is still viable at the time of their return.

Additional arrangements can be negotiated between the Department Chair and the student. Such arrangements might include, but are not limited to, reduced work schedules, extended deadlines, or extended eligibility clocks. Departments may also compensate a student on an assistantship while releasing them from work responsibilities for up to one semester (recognizing that the student must maintain full-time enrollment during this time in order to be eligible for the assistantship). If a student is receiving an assistantship funded by a grant, a leave of absence may result in termination of that position depending on the specifics of the internal or external grant that is funding the student. Students who are funded by grants external to the University of Utah must follow the rules of the granting agency with respect to absences from academic and research work. Similarly, students who are funded by Fellowships must follow the sponsoring organization's guidelines. The student requesting such arrangements must first submit a written request to their Department Chair. Discussions among the Department Chair and the student must occur and must result in document with the following components:

1. Attestation by the student that they will be providing the majority of the care for the child during regular working hours;
2. Conditions and arrangements to be met and made;
3. Dates covered by the agreement; and
4. Signatures of both parties.

If a student is dissatisfied with the arrangements or cannot reach an agreement with the Department Chair, they may appeal to the Associate Dean for Faculty and Academic Affairs within the College. If the student feels that they have been discriminated against, the student may contact the Office of Equal Opportunity and Affirmative Action: <http://oeo.utah.edu>.