

TEXAS WOMAN'S UNIVERSITY  
SCHOOL OF PHYSICAL THERAPY

Post Professional Programs  
In Physical Therapy

Certificate Programs,  
Master's Degree,  
Post Professional Doctor of Physical Therapy Degree,  
and Doctor of Philosophy Degree

STUDENT HANDBOOK

Fall 2008 Edition

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**TEXAS WOMAN'S UNIVERSITY**  
**School of Physical Therapy**

**Welcome to Texas Woman's University!**

The School of Physical Therapy at TWU has offered advanced graduate study for many years. In fact, we were the third school in the country to offer the PhD degree in physical therapy.

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 are trying 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 commencement. Your advisor will certainly be a source of guidance for you, but you also need to be sure that you understand what the requirements are. In addition to this Handbook, you can contact the physical therapy office on each campus to clear up any uncertainties you may still have about forms, procedures, etc.

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

Sincerely,

Sharon Olson, PT, PhD  
Director, School of Physical Therapy

## I. PURPOSE OF THIS HANDBOOK

The purpose of this Student Handbook is to be a guide to 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 and recent catalogs are available through a link on the TWU Graduate School home page (<http://www.twu.edu/gradschool/graduate-catalog.asp>).

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 are explained in the *TWU Graduate Catalog* (<http://www.twu.edu/gradschool/graduate-catalog.asp>) and on the Graduate Admissions web page (<http://www.twu.edu/admissions/graduate.asp>). Key sections in the catalog include:

- General Requirements for Admission to Graduate School
- General Requirements and Regulations for Master's Degrees
- General Requirements and Regulations for Doctoral Degrees

### A. The Application

All new graduate students seeking admission to TWU must submit the following to the School of Physical Therapy through the School of PT 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 (<http://www.twu.edu/admissions/graduate.asp>). Note: When you are asked to select a major, select **physical therapy – clinical** for the post professional masters degree or certificate program, **physical therapy – clinical doctorate** for the post professional DPT degree, and **physical therapy (PhD)** for the doctor of philosophy degree. For information on admission type, see below.
- If seeking a degree, official transcript(s) from all post-secondary schools attended, regardless of whether the credit will be transferred must be submitted.

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 fees are required. No additional transcripts are required unless the student attended another university between the first and second admission to TWU.

1. *Non-degree seeking students:*

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

- Students who do not plan to work toward a graduate degree or certificate but who wish to enroll in occasional courses for personal enrichment and meeting special interests.
- 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 CEU requirements for relicensure as a physical therapist in Texas. Such students will need to apply individually for CEU approval through the Texas Physical Therapy Association (exempt from the TPTA fee). Along with the TPTA CEU application (available at [www.tpta.org](http://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: <http://www.twu.edu/registrar/transcript-request.asp>. It takes approximately 6 to 8 weeks for TPTA to process the CEU application.

If at a later time students seek to change their admission status to degree or certification 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.

2. *Degree study:*

This status identifies students who are practicing physical therapists and seek either a master’s or doctoral degree. The School of Physical Therapy offers three post professional graduate degrees. The post professional Master of Science (MS) degree is offered in Dallas on a limited basis for students who wish to focus on specific practice areas for in-depth study. The Post Professional Doctor of Physical Therapy (DPT) degree is offered on both campuses to enable licensed physical therapists to improve their ability to think critically, engage in evidence-based practice, and advance their diagnostic skills in preparation for autonomous practice. The Doctor of Philosophy (PhD) degree is offered on both campuses to encourage individuals with a professional degree in physical therapy to prepare for future higher education or research careers. Students should apply for admission at the appropriate level.

3. *Certification study:*

This status identifies students holding an entry-level degree in physical therapy who seek certification rather than a graduate degree. If, at a later time, students seek to change their admission status to degree study, a maximum of 12 graduate credit hours earned for certification will subsequently apply toward a graduate degree as determined by the Dean of the Graduate School, upon recommendation of the student’s advisor.

### 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 with degree earned indicated on the transcript.
4. Standardized examinations such as the GRE are ***not*** required. However, the applicant has the option of submitting scores voluntarily.

Graduates from foreign universities must contact the Office of International Education in Denton (940) 898-3338 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 complete applications for review until a sufficient applicant pool exists. Admissions requirements for the School of Physical Therapy by admission type are as follows:

1. ***Certificate Programs***  
The only additional School of Physical Therapy requirement for certificate programs is an official transcript indicating a degree in physical therapy from an approved (CAPTE accredited or equivalent) physical therapy program.
2. ***Master of Science Degree***
  - Graduation from an approved (CAPTE accredited or equivalent) entry-level physical therapy program.
  - A license to practice physical therapy in the United States or a minimum of 24 months of full time clinical practice (beyond that required for entry-level education) within the last 3 years.
  - A basic course in statistics within the last 10 years is recommended for the Thesis option.
  - A minimum GPA of 3.0 on a 4.0 system.
  - 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.
- Foreign students must also submit a minimum acceptable score for the TOEFL tests are as follows and meet all Graduate School requirements for foreign applicants:
  - (A) Paper based TOEFL tests (pbt): TOEFL (reading/comprehension) 550; TWE (writing/essay) 5.0; TSE (speaking) 55.
  - (B) Computer-based TOEFL tests (cbt): TOEFL (reading/comprehension) 213; TWE (writing/essay) 5.0; TSE (speaking) 55.
  - (C) Internet-based (ibt): Writing 24; Speaking 26; Reading Comprehension 21; Listening Comprehension 18.
    - See the TWU International Education website for exemptions.
- All coursework from a foreign university must be evaluated by TWU's International Education Office to establish U.S. equivalencies.

3. ***Post Professional Doctor of Physical Therapy Degree***

- Proof of graduation from a CAPTE accredited (or equivalent) entry-level physical therapy program.
- Applicants must be eligible for licensure in the US as determined by a credentialing agency and obtain licensure by the completion of 12 credit hours.
- Master's degree. A master's degree in physical therapy is not required; the degree may be in a related area. Students without a master's degree may earn a master's degree while pursuing a doctoral degree.
- Current resume or curriculum vitae.
- One year of full-time physical therapy experience (may be waived with the permission of the post professional DPT coordinator).
- One letter of recommendation, preferably one from a current supervisor or employer (may be waived with the permission of the post professional DPT coordinator).
- A one-page, typed personal statement describing professional goals (may be waived with the permission of the post professional DPT coordinator).
- All coursework from a foreign university must be evaluated by TWU's International Education Office to establish U.S. equivalencies.

4. ***Doctor of Philosophy Degree***

The student for the doctor of philosophy degree must meet all the requirements listed above for the Master of Science degree. In addition, the student must submit evidence of the following:

- A basic course in statistics may be required.
- A master's degree. A master's degree in physical therapy is not required; the degree may be in a related area. Students without a master's degree may earn a master's degree while pursuing a doctoral degree.
- An interview is required. An interview by telephone or with a designated out-of-state interviewer may be arranged if circumstances preclude an on-site interview.

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

Mary Thompson, PT, PhD, GCS  
School of Physical Therapy  
Texas Woman's University  
8194 Walnut Hill Lane  
Dallas, Texas 75231-4365  
Phone: (214) 706-2310  
Email: [MThompson@twu.edu](mailto:MThompson@twu.edu)

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

For questions about the post professional DPT program, contact:

Beth Norris, PT, PhD, OCS  
Phone: (214) 706-2310  
Email: [BNorris@twu.edu](mailto:BNorris@twu.edu)

Bill Bartlett, PT, PhD  
Phone: (713) 794-2083  
Email: [WBartlett@twu.edu](mailto:WBartlett@twu.edu)

For questions about certificate areas of interest, contact the appropriate person below:

**Advanced Geriatrics or Women's Health (Dallas)**

Mary Thompson, PT, PhD, GCS  
Phone: (214) 706-2310  
Email: [MThompson@twu.edu](mailto:MThompson@twu.edu)

**Orthopaedic Manual Therapy (Dallas)**

Sharon Wang, PT, PhD, OCS, COMT  
Phone: (214) 706-2457  
Email: [SWang@twu.edu](mailto:SWang@twu.edu)

**Advanced Upper Extremity Rehabilitation (Houston)**

Charles Costello, PT, PhD, CHT  
Phone: (713) 794-2013  
Email: [CCostello@twu.edu](mailto:CCostello@twu.edu)

**Advanced Pediatrics (Dallas)**

Venita Lovelace-Chandler, PT, PhD, PCS  
Phone: (214) 706-2320  
Email: [VLovelaceChandler@twu.edu](mailto:VLovelaceChandler@twu.edu)

**(Houston)**

Betty MacNeill, PT, MEd  
Phone: (713) 794-2077  
Email: [BMacNeill@twu.edu](mailto:BMacNeill@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 or 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 are 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 during or prior to 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 course work, satisfactory completion of a degree in progress, or the completion of other conditions that indicate the student should continue graduate study. 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 (<http://www.twu.edu/gradschool/forms.asp>). Failure to meet conditions of admission results in the student's removal from a degree program.

### III. CERTIFICATE PROGRAM 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, onsite 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 their 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 4 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 look at 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. 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.

#### **IV. MASTER OF SCIENCE PROGRAM OF STUDY**

The School also offers coursework toward a post professional Master of Science degree to physical therapists interested in various specialty areas that correspond to faculty expertise. The program is offered at Texas Woman's University Dallas-Presbyterian Center on a limited basis for students in progress for a doctoral degree. In addition to the courses offered through the School of Physical Therapy, students may take courses in other departments at TWU and at other universities with their advisor's permission.

##### **A. Advisor**

When the student is accepted into the School of Physical Therapy Post Professional Program, the Coordinator of Post Professional Studies will assign a faculty advisor based on the student's area of interest and faculty availability. The formal letter of admission from the Graduate School names this advisor. 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**

Although there is no specific time limitation to complete an advanced degree, the Graduate School will not apply credit hours toward the degree that were obtained longer than 6 years prior to completion of the Master of Science degree. Students who will complete the master's degree in their seventh year may, in writing, petition the Dean of the Graduate School in the sixth 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. Students who fail to maintain this average and students who earn a D, F, or WF in a course are automatically placed on academic probation and notified of this status.

- The Graduate School will dismiss the student from the university if a student fails to restore the cumulative GPA to 3.0 or above during the next enrollment.
- No coursework below a C (e.g., D, F) can be applied toward a Master of Science degree in the post professional program of the School of Physical Therapy, and the student is not allowed to continue in the program if there are two such course grades (including WF).

## D. Planning a Program of Study

The student and advisor construct an initial degree plan with advice from the Coordinator of Post Professional Studies, if needed. 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 the course load, degree plan options, program requirements, and expected course offerings described below.

1. *Course Load:*

A graduate student is considered full-time if enrolled in 9 or more semester hours (full-time summer enrollment is 6 hours). Enrollment in fewer hours is considered part-time enrollment. Many students in the School of Physical Therapy Post Professional Program who are seeking a Master of Science degree are employed outside the university and are engaged in part-time study.

2. *Degree Plan Options:*

Graduate education that results in a master's degree requires the student to make a meaningful contribution to knowledge in the student's area of study in oral and written forms. The master's degree student may choose to take the Professional Project, Professional Paper, or the Thesis option (differences in the products and oral and written requirements between these options are explained below). Master of Science degree students ultimately considering a Doctor of Philosophy degree at TWU may benefit from the professional paper or thesis options.

a. *Thesis:*

- A thesis is an independently created and completed work that includes the statement of a problem, purpose, an extensive review of the literature, a research design and method for obtaining the data, data collection and analysis, and discussion of the results.
- According to University policy, the grade of "in progress" (PR) is assigned to indicate progress on a thesis and "credit" (CR) when the work is complete.
- The School of Physical Therapy has 2 thesis courses, Thesis I (PT 5983) and Thesis II (PT 5993) for a total of 6 credit hours. Credit for Thesis I is earned when the thesis proposal has been written, approved by the research committee, and, if the thesis involves human subjects, submitted to TWU's Institutional Review Board (IRB) with their subsequent approval. The student's next enrollment in thesis would then be Thesis II (PT 5993). The student receives credit for Thesis II when the thesis is complete, approved by the research committee and turned into the Graduate School.
- Although no more than six hours' credit can be earned for the writing of the entire thesis, the student must re-enroll in the appropriate thesis course until the writing is completed for Thesis I or Thesis II. Data collection alone does not require registration in Thesis II (PT5993), however, to receive advice and direction from the research committee members at any time and to

- According to university policy, when thesis work for the degree is undertaken during summer school, the thesis course (Thesis I or Thesis II) must be elected for both summer terms.
- The required course in research (PT 5233) should be completed prior to enrollment in Thesis I (PT 5983) and, in addition, Computer Applications in PT Research (PT 6213) and Quantitative Evaluation (PT5083) also should be completed or taken concurrently.
- A thesis proposal requires approval of the student's research committee that consists of 2 faculty members. The thesis proposal must follow guidelines from the Graduate School (<http://www.twu.edu/gradschool/degree-completion.asp>, *TWU's Guide to Preparation and Processing of Dissertations, Theses, and Professional Papers*) and adhere to either the AMA or APA Style Manual. The purpose of the guide is to provide graduate students and major professors with general guidelines for the preparation, format, and submission of papers.
- The student then submits a prospectus to the Graduate School after approval by the research committee (coversheet form available at <http://www.twu.edu/gradschool/forms.asp>) and IRB approval. This 10-page (excluding coversheet, IRB approval letter, and references) document is a condensed summary of the thesis proposal.
- After the thesis is written, and with permission from the major advisor, a formal meeting occurs where the student orally presents the research and research committee members ask questions. This meeting is referred to as the "Final Examination." Upon successful completion of this oral thesis defense and completion of the final written thesis, the committee signs the university's Certificate of Final Examination (form available at <http://www.twu.edu/gradschool/forms.asp>).
- Two copies and the original of the approved thesis 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 research committee members. In addition, the student provides a complete electronic copy on CD to the major advisor.
- The original thesis is microfilmed by University Microfilms. The student pays for this microfilming at the time of filing the thesis 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 from the Graduate School.
- Submission of article to a peer-reviewed journal within the first year after graduation and presentation of the results at a conference at the regional or state level is strongly recommended.

- b. Professional Paper or Project:
- A professional paper or project is less extensive than a thesis. It might involve one or more of the following activities: original research, part of ongoing research, a case study, a series of article critiques, an extensive review of the literature on a particular topic; survey research; a pilot study; work related to ongoing faculty research; specialty field experience with a review of the literature; or production of a videotape or an instructional program.
  - Neither option, Professional Paper or Project, requires a prospectus or Graduate School approval. However, to receive advice and direction from the research mentor at any time and to secure credit for work completed on the professional paper or project, the student must be enrolled in the appropriate course (PT 5971 or 5973; PT 5871, 5881, 5891, or 5893).
  - In the case of a professional paper, a written paper is required. The student, with the advice and approval of the faculty mentor and the student's research committee, must propose the topical content of the professional paper. The professional paper requires approval of the student's committee and submission to the IRB unless the project does not involve human subjects. The final paper does not require binding. However, the title page of the paper is submitted to the Graduate School. According to University policy, the grade of "in progress" (PR) is assigned to indicate progress on a professional paper and "credit" (CR) when the work is complete.
  - In the case of a professional project, the project is typically ongoing research or scholarly project being conducted by the faculty research advisor or by a PhD student under the direction of the advisor. Professional projects may also require IRB approval, but the primary investigator in the project obtains it. Typically, a formal paper is not required, but a written product may be required.
  - Upon successful completion of the professional paper or project as determined by the research mentor, all post professional masters students must present their professional paper or project orally and be able to respond satisfactorily to questions related to the paper or project. This presentation is to be completed at the School, but additional presentations can be made at the state, or national level. Successful completion of all coursework and this oral requirement meets the university's requirements for "Final Examination." The faculty research advisor then signs the university's Certificate of Final Examination (form available at <http://www.twu.edu/gradschool/forms.asp>).

3. *Program Requirements for the Post Professional Master of Science Degree:*  
The degree plan consists of a minimum 37 hours, including completion of the universal core (required), additional core based on the chosen degree plan option, concentration area, independent study, and elective courses. Students selecting the thesis option will earn their degree with 37 credit hours. Students selecting the professional paper or professional project option will earn their degree with 40 credit hours.

**Universal Core (required) Courses  
(9 credit hours)**

PT 5923	Analysis of Current Issues and Problems in PT
PT 5083	Quantitative Evaluation
A basic statistics course (e.g., NFS5903 Statistics for the Health Sciences)*	

\*This requirement may be waived based on individual student experience. If waived, another course must be substituted to meet the 37- or 40-hour minimum.

**Additional Core Courses for Thesis Option  
(13 credit hours)**

PT 6023	Research for the Clinical Scientist
PT 5911	Independent Study: Directed Practicum
PT 6213	Computer Applications in PT Research
PT 5983	Thesis I
PT 5993	Thesis II

**Additional Core Courses for Professional Paper Option  
(9 credit hours)**

PT 5103	Directed Practicum in PT
PT 5973	Professional Paper
PT 5233	Research in Physical Therapy
- OR -	PT 6023 Research for the Clinical Scientist

**Additional Core Courses for Professional Project Option  
(9 credit hours)**

PT 5233	Research in Physical Therapy
PT 5103	Directed Practicum in PT
PT 5871	Critical Inquiry I
PT 5881	Critical Inquiry II
PT 5891	Critical Inquiry III

**Remaining Course Work  
(15 credit hours for Thesis Option OR**

**22 credit hours for Professional Paper and Project Options)**

The remaining coursework needed to complete the post professional Master of Science degree consists of concentration area, independent study, 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.
- Independent study and practicum courses are offered to students that have progressed significantly in their coursework. The purpose of these courses is to integrate and develop students' classroom theoretical knowledge into more practical experience. Content may include teaching, administration, research, or application of advanced clinical procedures. Registering for an Independent Study course (either 1, 2, or 3 credit hours) or Directed Practicum in Physical Therapy (PT 5103)

will require the permission of the major advisor. Note that Directed Practicum in Physical Therapy (PT 5103) may be substituted for PT 5911 Independent Study: Directed Practicum as a core course in the thesis option above with the permission of the major advisor.

- Students may also take elective courses in other departments at TWU or elsewhere (up to 6 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 may be projected out over a 5-year period and is updated every 2 to 3 years. In general, required courses are offered every other year, 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 form (Appendix A) 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 go to the School web site for details.

**E. Preparing, Filing, and Changing a Post Professional Master of Science Degree Plan**

The School of Physical Therapy uses the TWU Graduate School Form for the Degree Plan (available at <http://www.twu.edu/gradschool/forms.asp>). Examples of post professional Master of Science degree plans can be found in the Appendix B. *Graduate students and their advisors share the responsibility to file the degree plan with the Graduate School on the form provided for that purpose just prior to the completion of 12 semester hours.* The Graduate School updates forms periodically. Therefore it is the student's responsibility to ensure the most current form is filed. 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 in the semester prior to the semester in which the student plans to graduate and must match the student's transcript.

**F. Thesis or Professional Paper Research Committee**

It is the graduate student's responsibility, in consultation with the faculty advisor, to recommend the membership of the Research Committee. The Research Committee consists of not fewer than two voting members of the graduate faculty, at least one of whom is in the School of Physical Therapy. This committee shall have authority with respect to the student's thesis or professional paper; and the committee chair administers this authority. This committee also serves as the candidate's committee to examine the thesis or professional paper. A person selected to serve as chair of a master's committee must hold a doctoral degree. Other members must hold a master's degree or higher.

**G. Guidelines for Publication Agreement for Theses and Professional Papers**

The faculty mentor and the student should agree on authorship of manuscripts that arise from the thesis or professional paper prior to the beginning of the thesis or professional paper. 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 benefit the student will receive, if any. For the student's contribution to the project, the student may be given first or second authorship or a listing on the author by-line in any publication or presentation, an acknowledgement in the publication, or no mention. 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 mentor. The authorship agreement can be found in the Appendix C.

In general, if the research idea, methodology, and analysis are the property of the mentor, then it is clear that the mentor should be the first author. Carrying out data collection and/or analysis or secondary analyses does not constitute ownership of intellectual property. Normally, where multiple students are working on a project over several years, no authorship will be offered. In the event that the student owns the data, but does not publish in the year following graduation (e.g., student graduates December 10, 2010, the student has until December 10, 2011), the student acknowledges that the mentor 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, and when the student **cannot** be located, then the mentor may publish the article without the student's name or consent.

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.

#### **H. Request for Reduced Tuition**

Texas residents are eligible for a reduced tuition rate when enrolling for professional paper or thesis 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 normal tuition rate (form available at <http://www.twu.edu/gradschool/forms.asp>).

#### **I. Graduation Check List for the Post Professional Master of Science Degree**

Graduation Requirements for Graduate Students and a Graduation Checklist are available on the Graduate School web page (<http://www.twu.edu/gradschool/forms.asp>). All forms required for graduation cannot be made available on this website or in this handbook; therefore, all graduate students who have been approved to apply for graduation should request a GRADUATION PACKET from the Graduate School Office, ACT 2 on the Denton campus, 940-898-3415.

#### **J. 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. 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.

## **V. POST PROFESSIONAL DOCTOR OF PHYSICAL THERAPY**

The mission of the Post Professional Doctor of Physical Therapy Program (DPT) is to provide a post professional education for licensed physical therapists that will enable them to improve their ability to think critically, engage in evidence-based practice, and advance their diagnostic skills in preparation for autonomous practice.

The objectives of the Post Professional DPT program are:

- Integrate research evidence with clinical expertise to meet needs of consumers/patients/clients with optimal efficiency and effectiveness in an ever changing, complex health care environment.
- Apply human resource management skills and knowledge to assume leadership positions for the provision of optimal care.
- Demonstrate critical thinking, reflection, and problem-solving skills in order to achieve optimal outcomes.
- Apply interventions that address/promote prevention, health, wellness and management of chronic conditions.
- Advocate for public policies that promote and protect the health of all people.
- Engage in professional activities to advance practice, research and education in physical therapy.
- Demonstrate social responsibility, citizenship, and advocacy including participation in community and human service organizations and activities.
- Provide relationship-centered care that balances individual, family, professional, and organizational needs.

The Post Professional DPT program is offered at both the Houston and Dallas campuses. 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. See subsequent sections for details.

### **A. Advisor**

The Coordinator of Post Professional DPT program on the specified campus (Dallas or Houston) will serve as the student advisor. It is the student's responsibility to schedule an appointment with the advisor to discuss areas of interest and begin the degree planning process.

### **B. Time Limitations**

All requirements toward the DPT degree, aside from a completed master's degree, must be completed within a period of 10 consecutive calendar years from the date the first DPT credit is first earned. A maximum of 12 semester credit hours taken in a non-degree-seeking format may be applied to this degree if courses meet the curricular requirements.

### 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. Students who fail to maintain this average after two consecutive semesters will not be permitted to continue registering for graduate courses. No course below a C is accepted toward a doctoral degree. If a doctoral student earns grades below C 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. A student is not allowed to continue in the doctoral program if there are two grades below a C (e.g., D, F, or WF) in the doctoral program.

### D. Planning a Program of Study

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 the course load, degree plan options, program requirements, and expected course offerings described below.

1. *Course Load:*

A graduate student is considered full-time if enrolled in 9 or more semester hours in Fall and Spring semesters. Summer enrollment in 6 or more semester hours is considered full-time. Enrollment in fewer hours is considered part-time enrollment.

2. *Program Requirements for the Post Professional Doctor of Physical Therapy Degree:*

For the physical therapist with a Master's degree, the DPT curriculum will be comprised of a *minimum* of 24 semester credit hours of courses, which are divided into 18 hours of core courses and 6 hours of electives. Note that a total of 90 approved post-baccalaureate semester credit hours are required by the state of Texas to award a doctoral degree. Therefore, additional coursework may be required to reach the total of 90 post-baccalaureate semester credit hours depending to the academic history of the student.

#### Post Professional DPT Core Courses (18 credit hours)

<b>PT 6513*</b>	Topics in Evidence-based Practice in Physical Therapy
<b>PT 6123</b>	Patient/Client Management I
<b>PT 6133</b>	Patient/Client Management II
<b>PT 6143</b>	Professional Management and Leadership in Physical Therapy
<b>PT 6153</b>	Diagnostic Imaging for Physical Therapists
<b>PT 6163</b>	Illness Prevention and Health Promotion in PT

\* PT 6513 Topics in Evidence-based Practice in Physical Therapy is a foundation course that should be taken early in the program of study to provide the student tools to critically evaluate the evidence as it pertains to topics in other courses.

#### Electives (6 credit hours)

- a. Six hours of elective credits may be completed from other post-professional offerings, including both 5000- and 6000-level courses.
- b. These electives may contribute to the completion of a certificate. 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.

- c. Independent study and practicum courses are offered to students that have progressed significantly in their coursework. The purpose of these courses is to integrate and develop students' classroom theoretical knowledge into more practical experience. Content may include teaching, administration, research, or application of advanced clinical procedures. Registering for an Independent Study course (either one, two, or 3 credit hours) or Directed Practicum in Physical Therapy (PT 5103) will require the permission of the DPT advisor.
- d. Students may also take elective courses in other departments at TWU or elsewhere (up to 3 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.

3. *Expected Course Offerings:*

Information on course offerings may be projected out over a 5-year period and is updated every 2 to 3 years. In general, required courses are offered every year, 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 form (Appendix A) completed at least one semester in advance. The School markets courses and programs to current and prospective students through various means, however, contact the Post Professional DPT Coordinator in Dallas/Houston or go to the School web site for details.

4. *Capstone Project*

In accordance with University policy, a written requirement is required for all post baccalaureate degrees. This writing requirement represents a class of achievement which involves a capstone effort in physical therapy. The capstone project is a formal paper with references based on one of the in-class major projects completed within 5 of the 6 core courses (Topics in Evidence-based Practice excluded). As appropriate, elements of other core courses may be incorporated into the capstone project.

The student must declare his/her intentions and plan to complete this assignment necessary to complete the Post Professional DPT on an internal departmental form (see Appendix D). If the plan includes publication submission, the student must also submit a publication agreement form with the appropriate signatures. All forms must be filed with the DPT coordinator prior to the last semester of enrollment at the beginning of the semester (by the 12<sup>th</sup> day of the semester prior to expected degree completion). For example, if a student plans to graduate in May, all forms must be filed in the previous September.

The capstone project is an independent work by the student and is completed under normal circumstances without faculty help beyond the guidance and mentoring received in the initial core course that is the basis of the capstone project.

To graduate in a timely manner, the capstone project must be submitted to the Post Professional DPT coordinator and scored prior to the Graduate School deadlines for "Certification of Final Exam" in the student's last semester, while the student is still enrolled in a DPT course. The DPT coordinator, as advisor for all DPT students, serves

as chair of the scoring committee, which includes the campus coordinator of post professional studies as part of their administrative duties. The student may request an additional faculty member (with his/her consent to serve) who was identified on the capstone project declaration and plan form.

The Post Professional DPT Scoring Committee will score completed projects according to a standardized rubric (see Appendix E) based upon the mission statement and the objectives of the DPT program.

In the event that the Post Professional DPT student (a) wishes formal mentoring, (b) fails to complete the capstone project prior to the Graduate School deadlines for “Certification of Final Exam” in his/her final semester, or (c) if the Scoring Committee judges the capstone project as unacceptable (failed to meet standards based on the DPT mission and objectives), the student must register for PT 6911 Independent Study: Professional Paper (minimum of 35 contact hours) in the following semester to complete DPT program requirements for graduation.

If the Post Professional DPT student wishes formal mentoring he/she must discuss this with the chosen mentor and the faculty member has the option of taking on this role or not. The faculty member may be the instructor of record for a core course, a content expert, or any faculty member who the student wishes as a mentor and who agrees to serve as mentor.

In the event that no faculty member is available to mentor the student, this role falls to the DPT Coordinator. If another faculty member agrees to be the student’s mentor in the independent study, the student must immediately notify the DPT coordinator who will modify the student’s degree plan and add PT 6911 Independent Study: Professional Paper. The student must then complete the *Post Professional Programs Independent Study* form. This form includes the objectives of the independent study and requirements to satisfactorily complete the course. The form is signed by the student, the DPT coordinator as advisor, and the independent study instructor if different from the DPT coordinator.

Immediately after receiving the unacceptable score, or if the capstone project was not completed by the Graduate School deadline for “Certification of Final Exam,” the DPT coordinator will modify the student’s degree plan and add PT 6911 Independent Study: Professional Paper. The student must complete the *Post Professional Programs Independent Study* form. This form includes the objectives of the independent study and requirements to satisfactorily complete the course. The form is signed by the student, the DPT coordinator as advisor, and the independent study instructor if different from the DPT coordinator. The independent study instructor is selected by the student with the faculty member’s agreement. The faculty member supervising the independent study may be the instructor of record for a core course, a content expert, or any faculty member who the student wishes as a mentor and who agrees to serve as mentor.

If the DPT student’s degree plan includes PT 6911 Independent Study: Professional Paper, it is expected that the capstone project will be complete at the end of the semester in which the student signs up for the independent study. If the student or DPT

coordinator is concerned about the student completing the capstone project in a short summer session, the student should be advised to register for the next long semester (Fall or Spring).

### **E. Guidelines for Publication Agreement for Article from the Capstone Project**

The mentor and the student should agree on authorship of manuscripts prior to the beginning of the capstone project. 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 project idea and prepare and submit the manuscript or presentation within a year of graduation, in consultation with the mentor. 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. In no case should publication or presentation of any part of the work be attempted without the written consent of the faculty mentor. The authorship agreement can be found in the Appendix C.

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 mentors.

### **F. Preparing, Filing, and Changing a Post Professional Doctor of Physical Therapy Degree Plan**

The School of Physical Therapy uses the TWU Graduate School Form for the Degree Plan. Examples of degree plans can be found in the Appendix B. *Graduate students and their advisor share the responsibility to file the degree plan with the Graduate School on the form provided for that purpose just prior to the completion of 12 semester hours.* 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 in the semester prior to the semester in which the student plans to graduate and must match the student's transcript.

The degree plan must be approved by the student's advisor, by the Coordinator of Post Professional Programs on the appropriate campus, by the Director of the School (or his/her designee), and by the Dean of the Graduate School of TWU.

### **G. Doctor of Physical Therapy Flow Sheet and Graduation Check List**

The typical sequence of events/activities in the doctoral program is as follows. Specific details may vary slightly depending specifics pertaining to individual students.

1. Student application for the DPT degree is accepted unconditionally and student is assigned to the campus Post Professional Doctor of Physical Therapy Coordinator as an advisor. The 10-year clock starts with this admission date. If earlier transfer courses are applied to the 24-credit (minimum) DPT degree, the 10-year clock starts from the earliest date.
2. Student completes up to the first 12 credit hours of course work.
3. Student and advisor file an initial Clinical Doctorate degree plan just prior to finishing 12 credit hours of course work but no later than 18 credit hours.

4. Student plans capstone project and files plan with campus Coordinator of Post Professional Doctor of Physical Therapy Program at least 1 semester before anticipated course completion by 12<sup>th</sup> class day of that semester.
5. Student signs Authorship form with mentor if appropriate
6. Student and advisor submit degree plan change form if needed one semester prior to graduation.
7. Student submits the signed final examination (coursework only option) form to the Graduate School. This must be filed by the date specified in the Calendar of Deadlines.
8. Student submits all forms required for graduation.

Graduation Requirements for Graduate Students and Graduation Checklist are available on the Graduate School web page (<http://www.twu.edu/gradschool/forms.asp>). All forms required for graduation cannot be made available on this website or in this handbook; therefore, all graduate students who have been approved to apply for graduation should request a GRADUATION PACKET from the Graduate School Office, ACT 2 on the Denton campus, 940-898-3415.

#### **H. 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. 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.

## **VI. DOCTOR OF PHILOSOPHY PROGRAM OF STUDY**

The Doctor of Philosophy degree in physical therapy at Texas Woman's University produces graduates who can become leaders in the field of physical therapy and who are well prepared to pursue careers in education and research in physical therapy. 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. 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 will assign an academic advisor based on the student's area of interest and faculty availability. The formal letter of admission from the Graduate School names this advisor. 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**

Although there is no specific time limitation to complete an advanced degree, all requirements toward a doctoral degree, aside from a completed master's degree, must be completed within a period of ten 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. Beyond the time limitations, students may be required to enroll in additional courses. Students who will complete the doctoral degree in their eleventh year may petition the Dean of the Graduate School in the tenth 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. Students who fail to maintain this average after two consecutive semesters will not be permitted to continue registering for graduate courses. No course below a B is accepted toward a doctoral degree. 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. A student is not allowed to continue in the doctoral program if there are two grades below a C (e.g., D, F, or WF) in the doctoral program.

### D. Planning a Program of Study

The student and advisor construct an initial degree plan with advice from the Coordinator of Post Professional Studies if needed. 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 the course load and residency, transfer credit, program requirements, and expected course offerings described below.

1. *Course Load and Residency Requirement:*

A graduate student is considered full-time if enrolled in nine or more semester hours (full-time summer enrollment is 6 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 with the exception of two semesters of residency.

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 (see Appendix A) 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.

2. *Transfer Credit:*

Doctoral students may transfer up to 12 graduate credit hours 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:*

The degree plan consists of a minimum of 60 hours beyond the master's degree, including research tools, core (required) courses, electives, and 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 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.

- To complete Tool 1, the student must take a minimum of two advanced statistics courses (6 credit hours total at the master's degree level or above, doctoral level preferred) with content equivalency determined by the student's advisor in consultation with the Coordinator of Post Professional Studies.
- 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 qualitative research methods and/or analysis course in any discipline/department at the graduate level.

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

PT 6511 University Academic Issues (may be optional with prior experience) plus  
PT 6911 x2 beginning Summer 2009  
PT 6523 Teaching and Learning in PT (may be optional with prior experience)  
PT 5083 Quantitative Evaluation  
PT 6023 Research for the Clinical Scientist  
PT 6103 Advanced Practicum  
PT 6501 Research Dissemination (to follow PT 6503)  
PT 6503 Advanced Research Problems (Grant writing)  
PT 6983 Dissertation I  
PT 6993 Dissertation II

### **Remaining Course Work (25 credit hours minimum)**

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 papers 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 (see Appendix A).
- 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, 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 form (Appendix A) 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 go to the School web site for details.

#### **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 (Appendix B).

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 undergo peer review by the 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, by the graduate faculty of School of Physical Therapy available on campus, by 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 in the semester 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. 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. Admission to Candidacy and the Qualifying Examination**

Students, in conjunction with their major advisor, request admission to candidacy by using the appropriate form found of the Graduate School webpage (<http://www.twu.edu/gradschool/downloads/graduate-school/Candidacy.doc>). In order to do so, the following conditions must be met:

- Unconditional admission to the Graduate School;
- Demonstration of professional promise as confirmed by good academic standing (B average or above);
- Completion of research tools and the majority of core courses;
- Satisfaction of the residency requirement; and
- Successful completion of the Qualifying Exam.

The advisor will place this request in the student's file and initiate the admission to candidacy process. This process occurs over the course of a semester and the student is not a doctoral candidate until all parts of the process are complete. The following paragraphs explain the process in order:

1. The advisor verifies that the above conditions have been met. If so, the process proceeds.
2. The Dean of the Graduate School appoints the research committee for the dissertation from a list of faculty members suggested by the student in consultation with the faculty advisor, the Coordinator of Post Professional Studies, or Research Coordinator. Details about this step appear in a later section.
3. The major advisor, in consultation with the entire research committee and with assistance from other graduate faculty of the School of Physical Therapy construct, administer, and evaluate the Qualifying Examination.

- a. *What is the Qualifying Examination?*  
The qualifying examination consists of written and oral comprehensive examinations conducted by the candidate's 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.
- b. *Purpose of 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.
- c. *Examination Composition:*  
The examination is composed of the following two parts, individualized for each student: (1) a written component in the student's area of research interests, and (2) an oral examination taken within 1 month after notification that the written examination has been passed.
- The written component of the qualifying exam is a summation and application of what the student has learned up to that point in time. It must be new, distinct, and independent of faculty advice, not based on a continuation of an assignment started or completed in previous courses.
  - After the written examination, copies of the examinations are circulated to the appropriate members of the School of Physical Therapy graduate faculty. Each faculty member completes a scoring rubric evaluating the student's performance on the written exam and makes an overall recommendation as to whether the student **is** or **is not ready** to sit for the oral examination. (See Appendix E for scoring rubric.) Allowing a suitable time for reading and reflection (two to four weeks), a meeting for the oral qualifying exam is scheduled **if the overall recommendation of the graduate faculty is that the student is ready to sit for the oral examination.** During this meeting, the student discusses the written portion of the exam with the campus graduate faculty in the School of Physical Therapy. At this time, the oral portion of the exam is administered and may last well over an hour, but seldom more than three hours. During the oral exam, the Committee looks for factual knowledge, but it also looks for the ability on the part of the student to reason, generalize, defend opinions and views, and converse intelligently and confidently with experts in the discipline. It is strongly recommended that the majority of graduate faculty be present at the oral examination and assist in its evaluation. Each member of the graduate faculty completes a scoring rubric evaluating the student's performance on the oral portion of the exam. (See Appendix E for scoring rubric.)
- d. *Assessment of Student Performance:*
- At the end of the oral examination the student is excused from the room, and the graduate faculty members present discuss the performance of the student on both the written and oral evidence of the qualifying examination. The

- If the answer is "Yes," the student is called in, congratulated, and is told that a recommendation for candidacy for the doctoral degree is being sent by the major research advisor to the Dean of the Graduate School.
- If the answer is "No," the faculty committee may ask for further evidence and preparation for candidacy. This can entail further coursework, a writing assignment, sitting for a portion of the exam again, or the confirmation of further competencies, or other requirements to be determined by the committee. A student will be allowed two attempts to pass each of the examinations. The second attempt may not be made sooner than 3 months after the first attempt. A student unable to pass an examination in two attempts will not be allowed to continue in the program.
- When this prescribed work is performed to the satisfaction of the major research advisor in concert with other committee members, the committee can then vote and approve a recommendation for candidacy. Alternatively, in the case of a "No" answer, the committee can recommend that the student cease the program. (Consult the TWU Student Handbook on standard appeals processes.)

After successful completion of the qualifying examination, the student's advisor submits a request for admission to candidacy and names the research committee to the Coordinator of the Post Professional Programs. The Coordinator then writes to the Dean of the Graduate School (<http://www.twu.edu/gradschool/forms.asp>). The student's status changes from doctoral student to doctoral candidate after the Graduate School has confirmed the conditions for candidacy.

## **H. 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:*
  - It is the graduate student's responsibility to recommend faculty to serve as chair of the dissertation committee and as committee members. The graduate student makes faculty recommendations with help of the current (pre-Qualifying Examination) major advisor, the Coordinator of Post Professional Studies, or the Research Coordinator.
  - The student contacts prospective research committee members to discuss their willingness to serve on the committee, their possible roles (member vs. chair; content expert, statistical expert, etc.), and to obtain their consent to serve on the research committee for the student's dissertation.
  - When selecting faculty to serve of the dissertation committee, students must keep in mind that all research committees for dissertations must consist of not fewer than three voting members of the graduate faculty, at least two of whom represent the School of Physical Therapy.

- During the candidacy process and before first registration for dissertation, the student identifies in writing the faculty who are willing to serve on the dissertation committee, including the major advisor. This letter/email is sent to the Coordinator of Post Professional Studies. The Coordinator of Post Professional Studies then recommends, in writing, the appointment of the committee and its chair to the Dean of the Graduate School. If those recommendations are different from the student's request, a written statement to that effect accompanies the recommendations to the Dean of the Graduate School. This letter is usually sent to the Graduate School at the same time as the *Request for Admission to Candidacy*. A copy of all correspondence is retained in the student's file.
3. *Qualifications for Committee Membership:*  
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. The Graduate School must approve external members of the committee.
4. *Authority and Responsibilities:*
- The 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 committee requires an approved prospectus before the student begins data-gathering procedures. To indicate approval, each committee member signs the prospectus; the committee chair forwards the approved prospectus to the Dean of the College for signature. The dissertation prospectus is then forwarded to the Dean of the Graduate School. The committee chair files it with the office of the School of Physical Therapy.
  - 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 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.

## **I. Guidelines for Publication Agreement for Articles Arising from the Dissertation**

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 in Appendix C.

In general, if the research idea, methodology, and analysis are the property of the mentor, then it is clear that the mentor should be the first author. Carrying out data collection and/or analysis or secondary analyses does not constitute ownership of intellectual property. 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.

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 mentors.

## **J. Dissertation**

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.

Only an officially registered student 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). According to university policy, when dissertation work for the degree is undertaken during summer school (PT 6983 or 6993), the dissertation course must be elected for at least two summer terms. 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. Data collection alone does not require registration in PT 6993 Dissertation II, however, 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.

Steps in the dissertation process are discussed in order below:

1. *Dissertation Proposal (student enrolled in PT 6983 Dissertation I):*
  - A dissertation proposal requires approval of the student's research committee. The dissertation proposal must follow guidelines from the Graduate School (<http://www.twu.edu/gradschool/forms.asp>) and use either the AMA or APA style manual. The purpose of the *Guide to the Preparation and Processing of Dissertation, Thesis, and Professional Papers* is to provide graduate students and major professors with general guidelines for the preparation, format, and submission of papers.
  - When the dissertation proposal is completed, it is circulated by the candidate's advisor/committee chair 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.
  - A copy of the approved proposal is placed in the student's file with original committee member signatures on the university prospectus form available on the Graduate School web site (<http://www.twu.edu/gradschool/forms.asp>).
  
2. *Institutional Review Board Forms (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). Subsequent IRB approval is required before proceeding further with the dissertation. Details concerning IRB policies and procedures are found on the IRB web page (<http://www.twu.edu/research/irb.html>).
  
3. *Prospectus (student enrolled in PT 6983 Dissertation I):*  
Before the student conducts the formal research for the dissertation, the student must prepare a 10-page (excluding references) prospectus outlining the proposed dissertation based on the dissertation proposal approved by the student's committee. The major research advisor reviews the prospectus to ensure it accurately reflects the more detailed dissertation proposal approved by the committee. If acceptable, a copy of the

prospectus is placed in the student's file, a copy of the prospectus signature page remains in the 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).

4. *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, the student provides the committee with all raw data and analysis results in 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 analysis for open discussion. Following the presentation and discussion, committee members can request that the student perform additional statistical tests or analyses prior to the final dissertation defense.
  
5. *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 <http://www.twu.edu/gradschool/forms.asp>.
  
6. *Dissertation Defense (Final Examination):*
  - When the dissertation is in final written form acceptable to the committee, a formal meeting occurs where the student orally presents the research 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 and Director or Associate Director 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 in the audience first followed by questions from the committee members.
  - During a closed session with the committee and student, the dissertation committee members may ask questions. The doctoral candidate is then asked to leave the room for the committee's final consideration. 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*: The student is advised to withdraw from the program.
- *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 <http://www.twu.edu/gradschool/forms.asp>).

#### **K. 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 Dissertation.

#### **L. 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 tuition rate (form available at <http://www.twu.edu/gradschool/forms.asp>).

### **M. Doctor of Philosophy Flow Sheet and Graduation Check List**

The typical sequence of events/activities in the doctoral program is as follows. Specific details may vary slightly depending specifics pertaining to individual students.

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 course work. If GPA 3.0 or higher, student accepted unconditionally to program.
3. File an initial degree plan just prior to finishing 12 credit hours of course work but no later than 18 credit hours. Apply for unconditional admission to the Graduate School, if necessary.
4. Present research ideas to research advisor. Begin preliminary planning for the dissertation. Upon recommendation of the research advisor, an informal (not formally appointed by the Graduate School) 3-member research committee may be formed.
5. Complete the residency requirements and 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 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.
13. Proposal written (1<sup>st</sup> three chapters or another agreed-upon segment of dissertation).
14. Schedule Proposal Meeting.
15. After committee has approved the research proposal and the Institutional Review Board approves the dissertation study, complete and file the 10-page prospectus filed in graduate office with IRB approval letter for Graduate School approval.
16. PT 6993 Dissertation course(s) can be taken.
17. When all course work 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. Orally present dissertation and be examined.
21. 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.
22. Submit all copies of the dissertation and all forms required for graduation.

Graduation Requirements for Graduate Students and Graduation Checklist are available on the Graduate School web page (<http://www.twu.edu/gradschool/forms.asp>). All forms required for

graduation cannot be made available on this website or in this handbook; therefore, all graduate students who have been approved to apply for graduation should request a GRADUATION PACKET from the Graduate School Office, ACT 2 on the Denton campus, 940-898-3415.

## **VII. 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, <http://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 students, both at the master's and doctoral level. Please consult with the Coordinator of Research on your respective campus for further information, qualifications, and deadlines.

## VIII. 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: <http://www.twu.edu/gradschool/forms.asp>. 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 graduate student may hold an assistantship for not more than 4 years. A graduate student who pursues both the master's degree and doctoral degree at TWU may hold an assistantship for no more than 6 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: <http://www.twu.edu/gradschool/graduate-assistants.asp>.

### 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.

## **IX. 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 Dishonesty**

Students are responsible for reading and understanding the TWU Academic Dishonesty policies available at: <http://www.twu.edu/o-sl/StudentLifeOffice/AcademicDishonesty.html>

## 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 when 12 credit hours are completed for the master’s student and 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 in Appendix B or at <http://www.twu.edu/gradschool/forms.asp>.
2. Final Degree Plan - The final degree plan must be verified and/or amended upon completion of all course work 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.

### B. Required Forms – Certificates

Critical Event	Form	Appendix	Internet Link
Application accepted	N/A	N/A	N/A
Draft of “Completion of Graduate School Certificate” filled out before completing 6 hours of coursework	Completion of Graduate School Certificate	B	<a href="http://www.twu.edu/gradschool/forms.asp">http://www.twu.edu/gradschool/forms.asp</a>
Successfully complete 12 hours of coursework	N/A	N/A	N/A
Advisor submits	Completion of Graduate School Certificate	B	<a href="http://www.twu.edu/gradschool/forms.asp">http://www.twu.edu/gradschool/forms.asp</a>

### C. Required Forms – Master of Science Degree

Symbol Key: For MS Degree	
▶	Required for all MS degree options: thesis, professional project, and professional paper
▣	Required for the thesis option only
*	Optional

Critical Event	Form	Appendix	Internet Link
▶ Application accepted conditionally	N/A	N/A	N/A
▶ Satisfactory completion of 12 hours of coursework – Applying for unconditional acceptance	Letter from Coordinator of Post Professional Studies (CPPS) to Graduate School	N/A	<a href="http://www.twu.edu/gradschool/forms.asp">http://www.twu.edu/gradschool/forms.asp</a>
▶ Submit degree plan before completing 12 hours of coursework	Master’s Degree Plan	B	<a href="http://www.twu.edu/gradschool/forms.asp">http://www.twu.edu/gradschool/forms.asp</a>
▶ Proposal draft is approved	N/A	N/A	N/A
* Mentor may request a publication agreement	Publication Agreement	C	N/A

<b>Critical Event</b>	<b>Form</b>	<b>Appendix</b>	<b>Internet Link</b>
▶ IRB application completed & approved	See link to the Office of Research and Sponsored Programs for details	N/A	<a href="http://www.twu.edu/research/irb.html">http://www.twu.edu/research/irb.html</a>
☐ Ten- page prospectus is written and approved.	IRB approval letter, Prospectus and Signed Prospectus Cover Sheet sent to Graduate School	N/A	<a href="http://www.twu.edu/gradschool/forms.asp">http://www.twu.edu/gradschool/forms.asp</a>
▶ Final Degree Plan (one semester prior to graduation)	Degree plan change form	N/A	<a href="http://www.twu.edu/gradschool/forms.asp">http://www.twu.edu/gradschool/forms.asp</a>
▶ Tuition Reduction Waiver (in-state residents only) – due at the beginning of the last semester of thesis	Request for Reduced Tuition	N/A	<a href="http://www.twu.edu/gradschool/forms.asp">http://www.twu.edu/gradschool/forms.asp</a>
▶ Preparing for Graduation (Forms are due early in the graduation semester)	Various forms are required for graduation, request a graduation packet online	N/A	<a href="http://www.twu.edu/gradschool/forms.asp">http://www.twu.edu/gradschool/forms.asp</a>
▶ IRB responsibilities following study completion: <ul style="list-style-type: none"> <li>◆ All signed, original Informed Consent forms must be submitted to the IRB Chair.</li> <li>◆ The chair will send the student written confirmation of the receipt of forms.</li> <li>◆ If human subjects are involved and the student has not completed this step, graduation will be delayed.</li> </ul>	See link to the Office of Research and Sponsored Programs for details	N/A	<a href="http://www.twu.edu/research/irb.html">http://www.twu.edu/research/irb.html</a>
▶ Written Thesis or Professional Paper Completed using <i>TWU's Guide to Preparation and Processing of dissertations, Theses, &amp; Professional Papers</i> .	Thesis or Professional Paper Approval Form – Final Signature Page (see page 27 of <i>Guide</i> )	N/A	<a href="http://www.twu.edu/gradschool/downloads/graduate-school/guidelines.doc">http://www.twu.edu/gradschool/downloads/graduate-school/guidelines.doc</a>
▶ Certificate of Final Examination signed & filed with Graduate School	Download form for thesis/professional paper OR coursework only option	N/A	<a href="http://www.twu.edu/gradschool/forms.asp">http://www.twu.edu/gradschool/forms.asp</a>
☐ Thesis fees paid	N/A	N/A	<a href="http://www.twu.edu/gradschool/forms.asp">http://www.twu.edu/gradschool/forms.asp</a>
▶ Complete Graduation checklist by Graduation Deadlines	Download Graduation Checklist & Graduation Deadlines	N/A	<a href="http://www.twu.edu/gradschool/forms.asp">http://www.twu.edu/gradschool/forms.asp</a>

### C. Required Forms – Post Professional Doctor of Physical Therapy Degree

<b>Critical Event</b>	<b>Form</b>	<b>Appendix</b>	<b>Internet Link</b>
Application accepted	N/A	N/A	N/A
Submit degree plan before completing 12 hours of coursework	Clinical Doctorate Degree Plan	B	<a href="http://www.twu.edu/gradschool/forms.asp">http://www.twu.edu/gradschool/forms.asp</a>
Plan capstone project	Capstone project plan	D	N/A
* Mentor may request a publication agreement	Publication Agreement	C	N/A
Final Degree Plan (one semester prior to graduation)	Degree plan change form	N/A	<a href="http://www.twu.edu/gradschool/forms.asp">http://www.twu.edu/gradschool/forms.asp</a>
Preparing for Graduation (Forms are due early in the graduation semester)	Various forms are required for graduation, request a graduation packet online	N/A	<a href="http://www.twu.edu/gradschool/forms.asp">http://www.twu.edu/gradschool/forms.asp</a>
Capstone project completed successfully	Certificate of Final Examination (Coursework option)	N/A	<a href="http://www.twu.edu/gradschool/forms.asp">http://www.twu.edu/gradschool/forms.asp</a>

**D. Required Forms – Doctor of Philosophy Degree**

<b>Critical Event</b>	<b>Form</b>	<b>Appendix</b>	<b>Internet Link</b>
Application accepted conditionally	N/A	N/A	N/A
Satisfactory completion of 12 hours of coursework – Applying for unconditional acceptance	Letter from CPPS(*) to Graduate School	N/A	<a href="http://www.twu.edu/gradschool/forms.asp">http://www.twu.edu/gradschool/forms.asp</a>
Submit degree plan before completing 18 hours of coursework	Doctoral Degree Plan	C	<a href="http://www.twu.edu/gradschool/forms.asp">http://www.twu.edu/gradschool/forms.asp</a>
Completion of tool coursework and qualifying exam (QE).	1. Letter from major advisor to CPPS confirming successful completion of QE	N/A	N/A
	2. Letter from CPPS to Graduate School recommending candidacy and names dissertation committee	N/A	<a href="http://www.twu.edu/gradschool/forms.asp">http://www.twu.edu/gradschool/forms.asp</a>
Proposal draft is approved	N/A	N/A	N/A
*Mentor may request publication agreement	Publication Agreement	C	N/A
IRB application completed & approved	See link to the Office of Research and Sponsored Programs for details	N/A	<a href="http://www.twu.edu/research/irb.html">http://www.twu.edu/research/irb.html</a>
10-page prospectus is written and approved.	IRB approval letter, Prospectus and Signed Prospectus Cover Sheet sent to Graduate School	N/A	<a href="http://www.twu.edu/gradschool/forms.asp">http://www.twu.edu/gradschool/forms.asp</a>
Final Degree Plan (one semester prior to graduation)	Degree plan change form	N/A	<a href="http://www.twu.edu/gradschool/forms.asp">http://www.twu.edu/gradschool/forms.asp</a>
Tuition Reduction Waiver (in-state residents only) – due at the beginning of the last semester of dissertation	Request for Reduced Tuition	N/A	<a href="http://www.twu.edu/gradschool/forms.asp">http://www.twu.edu/gradschool/forms.asp</a>
Preparing for Graduation (Forms are due early in the graduation semester)	Various forms are required for graduation, request a graduation packet online	N/A	<a href="http://www.twu.edu/gradschool/forms.asp">http://www.twu.edu/gradschool/forms.asp</a>
IRB responsibilities following study completion: <ul style="list-style-type: none"> <li>◆ All signed, original Informed Consent forms must be submitted to the IRB Chair.</li> <li>◆ The chair will send the student written confirmation of the receipt of forms.</li> <li>◆ If human subjects are involved and the student has not completed this step, graduation will be delayed.</li> </ul>	See link to the Office of Research and Sponsored Programs for details	N/A	<a href="http://www.twu.edu/research/irb.html">http://www.twu.edu/research/irb.html</a>
Written Dissertation completed using <i>TWU's Guide to Preparation and Processing of dissertations, Theses, &amp; Professional Papers.</i>	Dissertation Approval Form – Final Signature Page (see page 27 of <i>Guide</i> )	N/A	<a href="http://www.twu.edu/gradschool/downloads/graduate-school/guidelines.doc">http://www.twu.edu/gradschool/downloads/graduate-school/guidelines.doc</a>
Certificate of Final Examination signed & filed with Graduate School	Download form for dissertation	N/A	<a href="http://www.twu.edu/gradschool/forms.asp">http://www.twu.edu/gradschool/forms.asp</a>
Dissertation fees paid	N/A	N/A	<a href="http://www.twu.edu/gradschool/forms.asp">http://www.twu.edu/gradschool/forms.asp</a>
Complete Graduation checklist by Graduation Deadlines	Download Graduation Checklist & Graduation Deadlines	N/A	<a href="http://www.twu.edu/gradschool/forms.asp">http://www.twu.edu/gradschool/forms.asp</a>

## APPENDICIES

Appendix A

Description of Practicum, Independent Study, Supervised Teaching, & Field Research

Approval Form

Practicum/ Independent Study/ Supervised Teaching/ Field Research Experiences  
**Texas Woman's University**  
 School of Physical Therapy

### Course Description

Directed experience in a specialized area of physical therapy. Content may include teaching, administration, research, or advanced clinical skills.

**Directions:** Any post professional student who enrolls in an independent study (PT 5911, PT 5913, PT 6911, PT 6913), practicum (PT 5103, PT 6101, PT 6103), field research (PT 6303), or supervised teaching course (PT 6013) must complete the following form and submit it for advisor's approval. The student will submit:

- specific title (for 5911,5913,6911 or 6913 only)
- course objectives, and e
- evaluation criteria for the practicum or independent study experience on the Approval Form below.

**This form must be completed and approved prior to registering for the course.**

### Course Objectives

- The student will be given the opportunity to work in his/her area of special interest with supervision.
- The student will expand and improve his/her own professional knowledge and skills in the area of interest.

### III. Unit Description

Each practicum, supervised teaching, field research, or independent study experience will be designed individually by the student and the faculty advisor. Credit may be given for 1, 2, or 3 hours. Credit hours are determined as follows:

Course #	Credit Hours	Minimum Contact Hours
PT 5911	1	35
PT 5911 (2 sections)	2	70
PT 5913	3	105
PT 5103	3	105
PT 6013	3	105
PT 6101	1	35
PT 6103	3	105
PT 6303	3	105
PT 6911	1	35
PT6911 (2 sections)	2	70
PT 6913	3	105

If the student performs fewer than the above contact hours, the additional hours will be negotiated by the student and faculty advisor (e.g., the advisor may assign a special project for the student to complete the additional contact hours).

TEXAS WOMAN'S UNIVERSITY  
School of Physical Therapy

POSTPROFESSIONAL PROGRAMS  
INDEPENDENT STUDY /PRACTICUM /SUPERVISED TEACHING /FIELD RESEARCH  
**APPROVAL FORM**

*Directions:* Any post professional student who enrolls in an independent study (PT 5911, PT 5913, PT 6911, PT 6913), practicum (PT 5103, PT 6101, PT 6103), field research (PT 6303), or supervised teaching course (PT 6013) must complete this form and submit it for advisor's approval. **This form must be completed and approved prior to registering for the course.**

Student: \_\_\_\_\_

TWU ID#: \_\_\_\_\_

Semester: \_\_\_\_\_

Course #:

Section(s) #: \_\_\_\_\_

Year: \_\_\_\_\_

Specific Title (*for Independent Studies only*):

Objectives of the course:

Requirements to satisfactorily complete the course:

Grade type to be earned:

Approx. number of hours to complete course:

Anticipated date of completion: \_\_\_\_\_

Student's  
Signature: \_\_\_\_\_

Advisor's

Approval: \_\_\_\_\_

Date: \_\_\_\_\_

Instructor's Approval (*if  
different*): \_\_\_\_\_

Date: \_\_\_\_\_

## Appendix B

### Sample Degree Plans

- Certificate in a Specialization Area
- Post Professional Master's Degree
- Post Professional Doctor of Physical Therapy Degree
- Doctor of Philosophy Degree

*Note: Text in italics are instructions or comments  
and not part of the official degree plan*

*SAMPLE*

**TEXAS WOMAN’S UNIVERSITY-GRADUATE SCHOOL  
COMPLETION OF GRADUATE SCHOOL CERTIFICATE**

**TO:** Dean of the Graduate School

**FROM:** Mary Thompson, PT, PhD, GCS *Faculty advisor for this certificate*  
*For draft version to be placed in student file, copy to student - date you met/advised student, in this case, April 4, 2007*

**DATE:** *For final version to be sent to Graduate School, date when grade posted for last course on plan. In this case it will be, May 8, 2009*

**STUDENT:** Jane Doe, PT **ID #** xxxxxxxx

**NAME OF CERTIFICATE:** Geriatric Physical Therapy

Course Number	Course Title	Hours	Date Completed	Grade
PT 6513	Topics in Evidence-Based Practice	3	Fall 2007	A
PT 6413	Cardiopulmonary Integration & Application	3	Spring 2008	A
PT 5563	Women's Health: Midlife & Beyond	3	Summer 2008	A
PT 6333	Health Care Delivery Systems	3	Spring 2009	

**Committee Chair:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Chair/Director/Associate Dean:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**APPROVED** \_\_\_\_\_ **Date:** \_\_\_\_\_  
 Dean of the Graduate School

In accordance with Leg. HB 1922, an individual is entitled to: request to be informed about the information collected about them; receive and review their information; and correct any incorrect information.

Form downloaded on August 4, 2008, from <http://www.twu.edu/gradschool/downloads/graduate-school/certificate.doc>



*SAMPLE*

**TEXAS WOMAN’S UNIVERSITY-GRADUATE SCHOOL  
CLINICAL DOCTORATE DEGREE PLAN**

<b>Name:</b> John Smith	<b>ID #:</b> xyxyxyx
-------------------------	----------------------

<b>Mailing Address:</b>	<b>City:</b>	<b>State:</b>	<b>Zip Code:</b>
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<b>Telephone:</b>	<b>Work/Cell:</b>	<b>Email:</b>
-------------------	-------------------	---------------

<b>Bachelor’s Degree Held:</b> BS	<b>Major:</b> Biology	<b>Date Conferred:</b> May 1999
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<b>Institution Conferring Degree:</b> University of Big Ideas
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<b>Master’s Degree Held:</b> MS	<b>Major:</b> Physical Therapy	<b>Date Conferred:</b> August 2001
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<b>Institution Conferring Degree:</b> Texas Woman’s University
--

<b>Semester Admitted to Graduate School:</b> Spring 2008	<i>Date admitted to Graduate School following DPT application</i>
--	---

**Doctoral Degree to be earned:**

<input type="checkbox"/> <b>Doctor of Nursing Practice (D.N.P.)</b>	<input checked="" type="checkbox"/> <b>Doctor of Physical Therapy (D.P.T.)</b>
---	--

**SUMMARY OF CREDITS PROPOSED FOR THE DOCTORAL PROGRAM:**

<b>GRAND TOTALS:</b>	Semester Hours at TWU <u>90</u>	+ Semester Hours Elsewhere <u>0</u>	= TOTAL <u>90</u>
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**TENTATIVE PROGRAM APPROVED (Original Signatures Required):**

<b>Committee Chair:</b> Beth Norris, PhD	<i>the campus post professional DPT advisor</i>	<b>Date:</b>
<b>Member:</b> Mary Thompson, PhD	<i>the campus coordinator of post professional programs</i>	<b>Date:</b>
<b>Chair/Director/Associate Dean:</b> Venita Lovelace-Chandler, PhD	<i>the associate director or director of the School of PT</i>	<b>Date:</b>
<b>Dean of the Graduate School:</b>		<b>Date:</b>

**COURSES AT TWU  
(Attach Pages as Needed)**

Course Number	Course Title	Semester Hours	Date Completed	Grade
PT 6513	Topics in Evidence-based Practice in Physical Therapy	3	Fall 2007	
PT 6123	Patient/Client Management I	3	Summer 2008	
PT 6133	Patient/Client Management II	3	Spring 2008	
PT 6143	Professional Management and Leadership in Physical Therapy	3	Fall 2008	
PT 6153	Diagnostic Imaging for Physical Therapists	3	Summer 2008	
PT 6163	Illness Prevention and Health Promotion in PT	3	Spring 2008	
PT 5xxx or 6xxx	<i>Elective</i>	3	Fall 2008	
PT 5xxx or 6xxx	<i>Elective</i>	3	Spring 2009	
PT 6911 <i>optional</i>	Independent Study: Mentored Scientific Writing	1	Spring 2009	

PT 5022	Biological Principles of Disease	2	Summer	A
PT 5013	Applied Lifespan Development	3	Fall	A
PT 5011	Introduction to Physical Therapy Practice	1	Summer	A
PT 5015	Gross Human Anatomy	5	Summer	A
PT 5024	Clinical Neuroscience	4	Spring	A
PT 5042	Psychosocial Aspects of Physical Therapy	2	Summer	A
PT 5033	Medical Kinesiology	3	Fall	A
PT 5073	Evaluation and Assessment in Physical Therapy	3	Fall	A
PT 5113	Therapeutic Activities for the Orthopedic Patient	3	Spring	A
PT 5123	Extremity Manual Therapy and Rehabilitation	3	Spring	A
PT 5062	Medicine and Surgery	2	Spring	A
PT 5134	Spinal Manual Therapy and Rehabilitation	4	Fall	A
PT 5153	Physical Therapy Treatment Procedures	3	Spring	A
PT 5193	Therapeutic Activities for the Rehabilitation Patient	3	Fall	A
PT 5223	Clinical Management of Cardiovascular/Pulmonary Conditions	3	Spring	A
PT 5233	Research in Physical Therapy	3	Spring	A
PT 5871	Critical Inquiry in Physical Therapy I	1	Summer	A
PT 5881	Critical Inquiry in Physical Therapy II	1	Fall	A
PT 5891	Critical Inquiry in Physical Therapy III	1	Spring	A
PT 5935	Internship I	5	Spring	A
PT 5945	Internship II	5	Fall	A
PT 5955	Internship III	5	Summer	A
<b>TOTAL HOURS AT TWU:</b>		<i>(Between this section and the one below, 90 all courses must = 90 hrs for grand total on front)</i>		

**TRANSFERRED COURSES  
(Attach Pages as Needed)**

*If student got their MS or MPT at another university, those courses would appear in this section and not in the section above.  
Student can also transfer in one 3-hr DPT core course or elective from another university & it would appear here.*

Institution Name	Course Number	Course Title	Semester Hours	Date Completed	Grade
<b>TOTAL HOURS TRANSFERRED:</b>					

In accordance with Leg. HB 1922, an individual is entitled to: request to be informed about the information collected about them, receive and review their information, and correct any incorrect information.

Form downloaded on August 4, 2008, from [http://www.twu.edu/gradschool/downloads/graduate-school/Clinical\\_Doctorate\\_Degree\\_Plan.rtf](http://www.twu.edu/gradschool/downloads/graduate-school/Clinical_Doctorate_Degree_Plan.rtf)

SAMPLE

TEXAS WOMAN'S UNIVERSITY-GRADUATE SCHOOL  
DOCTORAL DEGREE PLAN

Name: Jane Smith	ID #: xxxxxxxx
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Mailing Address:	City:	State:	Zip Code:
------------------	-------	--------	-----------

Telephone:	Work/Cell:	Email:
------------	------------	--------

Master's Degree Held:	Major:	Date Conferred:
-----------------------	--------	-----------------

Institution Conferring Degree:
--------------------------------

Semester Admitted to Graduate School:
---------------------------------------

**Doctoral Degree to be earned:**

Ph.D. <input checked="" type="checkbox"/>	Ed.D. <input type="checkbox"/>	Major: Physical Therapy	Minor (if any)
---	--------------------------------	-------------------------	----------------

**RESEARCH TOOLS:** List courses or examination for each tool *(Note: A qualitative research course can be substituted for PT 6083 if appropriate for dissertation design)*  
 Tool #1: Tool #2

Course I	Date Completed	Grade	Course I	Date Completed	Grade
KIN 5033 Applied Statistical Principles	Summer 2005	A	PT 6213 Computer Applications	Spring 2008	A
KIN 6043 Statistical Inference	Fall 2006	A	PT 6083 Advanced Instrumentation in PT	Summer 2006	A
NA			NA		

Competency Examination--Date Passed	Competency Examination--Date Passed
-------------------------------------	-------------------------------------

**RESIDENCE REQUIRED:**  YES  NO

Spring & Fall 2007
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Date: Completed or Tentative Dates for Completion

**SUMMARY OF CREDITS PROPOSED FOR THE DOCTORAL PROGRAM:**

<i>(courses in PT)</i> MAJOR FIELD:	Semester Hours at TWU <u>48</u>	+ Semester Hours Elsewhere <u>27</u>	= TOTAL <u>75</u>
<i>(any dept. not PT)</i> MINOR FIELD:	Semester Hours at TWU <u>15</u>	+ Semester Hours Elsewhere _____	= TOTAL <u>15</u>
ALLIED FIELD, <i>if applicable</i> :	Semester Hours at TWU _____	+ Semester Hours Elsewhere _____	= TOTAL _____
<b>GRAND TOTALS:</b>	Semester Hours at TWU <u>63</u>	+ Semester Hours Elsewhere <u>27</u>	= TOTAL <u>90</u>

**TENTATIVE PROGRAM APPROVED (Original Signatures Required):** *(Signed by all PhD faculty present at degree plan meeting)*

Committee Chair:	Date:
Member:	Date:
Member:	Date:
Member:	Date:
Member:	Date:
Chair/Director/Associate Dean:	Date:
Dean of the Graduate School:	Date:

**COURSES AT TWU\***  
(Attach Pages as Needed)

<b>A. Major Area</b>					
Course Number	Course Title		Semester Hours	Date Completed	Grade
PT 5023	Neural Basis of Motion	<i>elective</i>	3	Summer 08	
PT 5233	Research in PT	<i>elective</i>	3	Spring 07	
PT 5903	Special Topics: Neuroanatomy/Physiology	<i>elective</i>	3	Summer 09	
PT 6213	Computer Applications in PT Research ( <i>tool</i> )	<i>elective</i>	3	Summer 06	
PT 6303	Field Research in PT	<i>elective</i>	3	Fall 07	
PT 6503	Advanced Research Problems ( <i>Grants</i> )	<i>elective</i>	3	Fall 08	
PT 6911	Independent Study - Residency	<i>elective</i>	1	Fall 06	
PT 6913	Independent Study - Literature Review	<i>elective</i>	3	Spring 07	
PT 6913	Neuromuscular Integration	<i>elective</i>	3	Fall 07	
PT 5083	Quantitative Evaluation	<i>required</i>	3	Summer 07	
PT 6023	Research for Clinical Scientists	<i>required</i>	3	Fall 08	
PT 6083	Advanced Instrumentation in Physical Therapy ( <i>tool</i> )	<i>required</i>	3	Spring 08	
PT 6103	Advanced Practicum:	<i>required</i>	3	Summer 07	
PT 6501	Research Dissemination ( <i>follows PT 6503</i> )	<i>required</i>	1	Spring 09	
PT 6511	University Academic Issues ( <i>may be optional with prior experience</i> )	<i>required</i>	1	Summer 07	
PT 6523	Teaching & Learning in PT ( <i>may be optional with prior experience</i> )	<i>required</i>	3	Spring 06	
PT 6983	Dissertation I	<i>required</i>	3	Fall 09	
PT 6993	Dissertation II	<i>required</i>	3	Spring 10	
<b>TOTAL HOURS IN MAJOR AREA AT TWU:</b>			48		

<b>B. Minor or Related Area</b>					
Course Number	Course Title		Semester Hours	Date Completed	Grade
KIN 5033	Statistics I ( <i>tool</i> )		3	Fall 05	
KIN 6043	Inferential Statistics ( <i>tool</i> )		3	Spring 06	
KIN 5553	Advanced Exercise Physiology		3	Fall 08	
KIN 5583	Hormonal Responses During Exercise		3	Fall 09	
PSY 6103	Human Learning and Cognition		3	Fall 06	
<b>TOTAL HOURS IN MINOR OR RELATED AREA AT TWU:</b>			15		

\* Courses taken through the Federation are listed as TWU courses.



Appendix C  
Authorship Form

TEXAS WOMAN'S UNIVERSITY  
School of Physical Therapy

### AUTHORSHIP/CREDIT EXPECTATION

The faculty of TWU's School of Physical Therapy supports the use of the Uniform Requirements for Manuscripts Submitted to Biomedical Journals, Writing and Editing for Biomedical Publication from the International Committee of Medical Journal Editors (ICMJE) for authorship and participation. The ICMJE created the Uniform Requirements primarily to help authors and editors in their mutual task of creating and distributing accurate, clear, easily accessible reports of biomedical studies. These guidelines are available at <http://www.icmje.org>

Regarding authorship, the ICMJE states:

An "author" is generally considered to be someone who has made substantive intellectual contributions to a published study, and biomedical authorship continues to have important academic, social, and financial implications.

The International Committee of Medical Journal Editors has recommended the following criteria for authorship; these criteria are still appropriate for those journals that distinguish authors from other contributors.

- Authorship credit should be based on 1) substantial contributions to conception and design, or acquisition of data, or analysis and interpretation of data; 2) drafting the article or revising it critically for important intellectual content; and 3) final approval of the version to be published. Authors should meet conditions 1, 2, and 3.
- When a large, multi-center group has conducted the work, the group should identify the individuals who accept direct responsibility for the manuscript. These individuals should fully meet the criteria for authorship/contributorship defined above and editors will ask these individuals to complete journal-specific author and conflict of interest disclosure forms. When submitting a group author manuscript, the corresponding author should clearly indicate the preferred citation and should clearly identify all individual authors as well as the group name. Journals will generally list other members of the group in the acknowledgements. The National Library of Medicine indexes the group name and the names of individuals the group has identified as being directly responsible for the manuscript.
- Acquisition of funding, collection of data, or general supervision of the research group, alone, does not justify authorship.
- All persons designated as authors should qualify for authorship, and all those who qualify should be listed.
- Each author should have participated sufficiently in the work to take public responsibility for appropriate portions of the content.
- Some journals now also request that one or more authors, referred to as "guarantors," be identified as the persons who take responsibility for the integrity of the work as a whole, from inception to published article, and publish that information.
- Increasingly, authorship of multi-center trials is attributed to a group. All members of the group who are named as authors should fully meet the above criteria for authorship/contributorship.
- The group should jointly make decisions about contributors/authors before submitting the manuscript for publication. The corresponding author/guarantor should be prepared to explain the presence and order of these individuals. It is not the role of editors to make authorship/contributorship decisions or to arbitrate conflicts related to authorship.

Regarding contributors listed in acknowledgements, the ICMJE states:

- All contributors who do not meet the criteria for authorship should be listed in an acknowledgments section. Examples of those who might be acknowledged include a person who provided purely technical help, writing assistance, or a department chair who provided only general support. Editors should ask corresponding authors to declare whether or not they had assistance with study design, data collection, data analysis, or manuscript preparation. If such assistance was available, the authors should disclose the identity of the people that provided this assistance and the entity that supported it in the published article. Financial and material support should also be acknowledged.
- Groups of persons who have contributed materially to the paper but whose contributions do not justify authorship may be listed under a heading such as "clinical investigators" or "participating investigators," and their function or contribution should be described—for example, "served as scientific advisors," "critically reviewed the study proposal," "collected data," or "provided and cared for study patients."
- Because readers may infer their endorsement of the data and conclusions, all persons must give written permission to be acknowledged.

TEXAS WOMAN’S UNIVERSITY  
School of Physical Therapy

**AUTHORSHIP/CREDIT EXPECTATION**

Agreement for authorship and presentation associated with professional papers, theses, dissertations, independent studies, and collaborative projects:

I have read the International Committee of Medical Journal Editors (ICMJE) guidelines for “authorship” and “contributors listed in acknowledgements.” For my responsibilities with the study/project entitled: \_\_\_\_\_ that might result in publication or external presentation, I, the student can expect the following credit (check one):

- \_\_\_\_\_ First authorship on any publication or oral presentation
- \_\_\_\_\_ Second authorship on any publication or oral presentation
- \_\_\_\_\_ Listing on the author by-line on any publication or oral presentation
- \_\_\_\_\_ Acknowledgement in a note on any publication
- \_\_\_\_\_ No mention
- \_\_\_\_\_ Not applicable (the project will not be published or presented orally)
- \_\_\_\_\_ Undetermined at this time

\*To retain first authorship for publication or presentation, the student must meet ICMJE guidelines for authorship, 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 mentor. 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.

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.

_____ Graduate Student	_____ Date
_____ Major Advisor	_____ Date
_____ Off-campus Advisor (if any)	_____ Date

**Original completed form remains in the student’s file**  
**Copy to Student**  
**Copy to Major Advisor**

Appendix

Post Professional DPT Capstone Project  
Declaration & Plan Form

**Texas Woman's University**  
**School of Physical Therapy**  
**Post Professional Doctor of Physical Therapy**  
**Capstone Project**

Completion of the Post Professional DPT degree requires a final written or Capstone project. The Capstone Project is to be a refined and “enhanced” version of a previously completed project, selected from any core course, except Evidence-Based Practice. As appropriate, elements of other core courses may be incorporated into the capstone project. Once the Capstone Project is selected, the student should complete the “Capstone Project Declaration and Plan Form”. This form must be filed with the Post Professional DPT coordinator by the 12<sup>th</sup> day of the semester **prior** to the final semester of the program. The student may **NOT** graduate during the same semester in which this form is completed.

The selected Capstone Project is to be refined to meet the “assessment” criteria outlined in the “Scoring Rubric for Capstone Project”. These criteria include:

- 1) the clinical relevance to physical therapy,
- 2) a review of literature, a description of the project,
- 3) interventions utilized (if applicable),
- 4) outcomes and
- 5) discussion.

Particular emphasis should be placed on the use of literature-based evidence in the selection of appropriate assessments, interventions and predicted outcomes as appropriate. Using the “Scoring Rubric for Capstone Project” the Capstone Project will be reviewed and evaluated the Coordinators of the tDPT and PhD programs, of the School of Physical Therapy. Students whose Capstone Projects are graded “Unacceptable” will be required to enroll in a one-credit hour Independent Study the following semester to satisfactorily complete this requirement.

Acceptable formats for the Capstone project, include but are limited to::

- Case Report, 5 to 10 pages in length, not including cover page and references. The guidelines for completing a Case Report are provided in the APTA publication “Writing Case Reports: A How-to Manual for Clinicians”.
- A report leading to a poster presentation at a state or national meeting.
- Administrative paper

**Texas Woman's University  
School of Physical Therapy  
Post Professional DPT Program**

**Capstone Project Declaration and Plan Form**

Student's Name: \_\_\_\_\_

Date: \_\_\_\_\_

TWU ID No: \_\_\_\_\_

- 1). Course(s) on which the Project is(are) based:
- 2). Course Instructor(s) of "Selected" course(s):
- 3). Semester and Year the "Selected" course(s) offered:
- 4). Title of Project:
- 5). A brief description of the Project:

6) Does the course project plan include an agreement for submission of this project for publication?

Yes       No

If "Yes," has a publication agreement form with the appropriate signatures been filed and copies distributed?     Yes       No

This form must be filed with the tDPT coordinator prior to the last semester of enrollment (no later than the 12<sup>th</sup> day of the semester prior to expected degree completion).

\_\_\_\_\_  
Course Director signature:

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Student signature:

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Post Professional DPT Coordinator signature:

\_\_\_\_\_  
Date:

## Appendix E

### Rubrics

**Texas Woman's University School of Physical Therapy  
Scoring Rubric for Capstone Project**

Student Name: \_\_\_\_\_

Date: \_\_\_\_\_

To receive an overall proficient rating, all boxes must be checked "Proficient". Projects with sections rated "Not Acceptable" will be returned to the student for revision of those sections.

<b>Assessment Category</b>	<b>Not Acceptable</b>	<b>Proficient</b>	<b>Not appropriate</b>
<b>Clinical Relevance to PT</b> <i>(Why this subject?)</i>	Unclear link between clinical relevance and problem <input type="checkbox"/>	Clear, concise with evidence of thought and reflection of the clinical relevance <input type="checkbox"/>	
<b>Review of Literature</b> <i>(e.g., diagnosis, outcomes &amp; interventions)</i>	Minimal idea development <input type="checkbox"/>	Complete idea development with full detail. Thorough review of literature <input type="checkbox"/>	
<b>Project Description</b> <i>(e.g., Methods, History, Exam)</i>	Unclear description of the project <input type="checkbox"/>	Complete, detailed description of project <input type="checkbox"/>	
<b>Intervention (s)</b>	Limited, vague description of the intervention <input type="checkbox"/>	Full description of evidence based intervention <input type="checkbox"/>	<input type="checkbox"/>
<b>Outcomes</b> <i>(i.e. data)</i>	Unclear description of the outcomes <input type="checkbox"/>	Well organized description of outcomes, good use of standard measures <input type="checkbox"/>	<input type="checkbox"/>
<b>Discussion</b>	Vague discussion of the significance/ relevance to PT of this project <input type="checkbox"/>	In depth discussion of relevance to PT practice using best evidence <input type="checkbox"/>	<input type="checkbox"/>
<b>Use of literature-based evidence</b>	Unclear or little/no description of literature-based evidence throughout paper <input type="checkbox"/>	Complete description of literature-based evidence throughout paper <input type="checkbox"/>	<input type="checkbox"/>
<b>Wording, grammar, references</b>	Many errors, disorganized <input type="checkbox"/>	No errors, organized <input type="checkbox"/>	
<b>Overall Rating</b>	Not approved <input type="checkbox"/>	Proficient <input type="checkbox"/>	

\_\_\_\_\_  
Post Professional DPT Coordinator signature:\_\_\_\_\_  
Date:\_\_\_\_\_  
Coordinator of Post Professional Programs signature:\_\_\_\_\_  
Date:\_\_\_\_\_  
Additional faculty member (optional) signature:\_\_\_\_\_  
Date:

**Scoring Rubric For Written Qualifying Examination**

Texas Woman's University  
School of Physical Therapy – Dallas

Student Name: \_\_\_\_\_ Examination Dates: \_\_\_\_\_

Evaluator Name (print): \_\_\_\_\_ (signature) \_\_\_\_\_

Directions: Place a checkmark within the appropriate box for each category for the examination section(s) for which you are responsible.

<b>Assessment Category</b>	<b>Not Acceptable</b>	<b>Acceptable</b>	<b>Good (Proficient)</b>	<b>Excellent (Distinguished)</b>
Purpose	No awareness of the purpose of the question; does not answer the question. <input type="checkbox"/>	Evidence of acceptable awareness of the purpose of the question. <input type="checkbox"/>	Evidence of good understanding of the question with clear focus <input type="checkbox"/>	Response focused on the purpose of the question; maintains clear focus. <input type="checkbox"/>
Idea development	Poorly developed ideas <input type="checkbox"/>	Adequate idea development <input type="checkbox"/>	Well-developed ideas with adequate support <input type="checkbox"/>	Excellent idea development supported by relevant details <input type="checkbox"/>
References (if required)	Poorly referenced work <input type="checkbox"/>	Adequate references <input type="checkbox"/>	Well-chosen references that are appropriate for topic <input type="checkbox"/>	Excellent reference list that indicates advanced knowledge of topic <input type="checkbox"/>
Organization	Lacks organization <input type="checkbox"/>	Adequate topical organization but lacks clear focus <input type="checkbox"/>	Clear, concise with logical organization <input type="checkbox"/>	Excellent organization that is clear and focused by also rich in style <input type="checkbox"/>
Mechanics	Many grammatical, typographical errors <input type="checkbox"/>	Few grammatical, typographical errors <input type="checkbox"/>	Few errors with good sentence structure <input type="checkbox"/>	Controlled and varied structure with few errors <input type="checkbox"/>

**OVERALL RECOMMENDATION:**

- This student is ready to sit for the oral examination.  
 This student is not ready to sit for the oral examination.

**COMMENTS (if any):**

## Scoring Rubric for Oral Comprehensive Qualifying Examination

Student: \_\_\_\_\_

Date: \_\_\_\_\_

Faculty member: \_\_\_\_\_

Please place a checkmark within the appropriate box for each category.

Assessment Category	<b>Not Acceptable</b> (failure)	<b>Acceptable</b> (needs remediation/ improvement)	<b>Good</b> (proficient)	<b>Excellent</b> (distinguished)
<b>Content Depth</b>	No reference is made to literature or theory. <input type="checkbox"/>	Explanations of concepts and/or theories are inaccurate or incomplete. <input type="checkbox"/>	For the most part, explanations of concepts and theories are accurate and complete. <input type="checkbox"/>	Provides an accurate and complete explanation of key concepts and theories, drawing upon relevant literature. <input type="checkbox"/>
<b>Content Accuracy</b>	Majority of information is inaccurate. <input type="checkbox"/>	Enough errors are made to distract the knowledgeable listener, but some information is accurate. <input type="checkbox"/>	No significant errors are made. Any errors attributed to nervousness or oversight. <input type="checkbox"/>	Information provided is consistently accurate. <input type="checkbox"/>
<b>References</b>	Unable to integrate references into responses as appropriate for topic(s) <input type="checkbox"/>	Limited use of references integrated into responses <input type="checkbox"/>	Adequate use of references that are appropriate for topic(s) <input type="checkbox"/>	Well-chosen references that indicate advanced knowledge of topic(s) <input type="checkbox"/>
<b>Synthesis of knowledge area(s)</b>	No evidence of synthesis <input type="checkbox"/>	Limited evidence of synthesis; overall ideas are incomplete <input type="checkbox"/>	Responses indicate consistent synthesis of knowledge areas <input type="checkbox"/>	Evidence of in depth synthesis across knowledge areas <input type="checkbox"/>
<b>Application of knowledge area(s) to research &amp;/or practice</b>	No evidence of application <input type="checkbox"/>	Limited evidence of application; little attempt is made to tie theory & practice <input type="checkbox"/>	Responses indicate consistent application of knowledge areas <input type="checkbox"/>	Evidence of in depth application across knowledge areas. <input type="checkbox"/>
<b>Organization</b>	Weak, disorganized, logic unclear <input type="checkbox"/>	Adequate topical organization but some points unclear or haphazard <input type="checkbox"/>	Clear, concise organization with adequate focus; a few minor points may be unclear <input type="checkbox"/>	Clear, logical organization that enhances understanding of the topic(s) <input type="checkbox"/>
<b>Delivery</b>	Does not make eye contact; listener unable to understand verbal communication <input type="checkbox"/>	Limited awareness of audience with some eye contact; listener has difficulty understanding verbal communication <input type="checkbox"/>	Good verbal and visual communication that reflects comfort with the group <input type="checkbox"/>	Excellent communication skills; reflecting confidence and ease <input type="checkbox"/>
<b>Response to questions</b>	Not responsive to the group; does not answer questions <input type="checkbox"/>	Direct but inadequate response to questions, lacks focus <input type="checkbox"/>	Clear, concise responses <input type="checkbox"/>	Well-focused responses with excellent clarity <input type="checkbox"/>

## Scoring Rubric for Student Presentation Oral Dissertation (or thesis) Defense

Student: \_\_\_\_\_

Date: \_\_\_\_\_

Faculty member: \_\_\_\_\_

Please place a checkmark within the appropriate box for each category.

	<b>Not Acceptable (Novice)</b>	<b>Acceptable (Intermediate)</b>	<b>Good (Proficient)</b>	<b>Excellent (Distinguished)</b>
<b>Delivery:</b> Communication, awareness of audience, eye contact	No awareness of audience; does not make eye contact; reads entire presentation <input type="checkbox"/>	Limited awareness of audience; makes eye contact but reads much of presentation <input type="checkbox"/>	Good vocal & visual communication; acceptable delivery of presentation <input type="checkbox"/>	Excellent communication skills; good interaction with audience <input type="checkbox"/>
<b>Content:</b> Background	Minimal idea development <input type="checkbox"/>	Basic idea development, lacks detail <input type="checkbox"/>	Substantial idea development with adequate detail <input type="checkbox"/>	Strong idea development with evidence of thought, reflection <input type="checkbox"/>
Purpose and Hypothesis	Limited, vague presentation of rationale <input type="checkbox"/>	Acceptable statements of purpose and hypothesis <input type="checkbox"/>	Clear focus on both purpose and hypothesis <input type="checkbox"/>	Excellent focus on both, relating purpose and hypothesis statements <input type="checkbox"/>
Methods	Confusing, difficult to follow. <input type="checkbox"/>	Clear method but lacking rationale <input type="checkbox"/>	Clear, concise method with appropriate rationale <input type="checkbox"/>	Clear, concise method with good, evidence-based support <input type="checkbox"/>
Analysis	Inappropriate type of analysis <input type="checkbox"/>	Analysis appropriate but lacks good understanding of choice <input type="checkbox"/>	Appropriate analysis with good rationale for choice <input type="checkbox"/>	Well-developed analytical choices and techniques with strong basis of support <input type="checkbox"/>
Discussion, Conclusions	Cannot communicate what results mean <input type="checkbox"/>	Brief discussion of results and implications <input type="checkbox"/>	Clearly understands implications of results <input type="checkbox"/>	Strong evidence of analysis, insight and reflection <input type="checkbox"/>
Organization of Presentation	Weak, disorganized <input type="checkbox"/>	Adequate organization, somewhat unfocused <input type="checkbox"/>	Clear, focused presentation that is logical <input type="checkbox"/>	Clear and focused but also rich in style <input type="checkbox"/>
Wording, grammar	Many errors <input type="checkbox"/>	Few errors <input type="checkbox"/>	Error-free <input type="checkbox"/>	Good variation in format and error-free <input type="checkbox"/>