

Allied Health Sciences PHD Student Handbook 2020-2021

Nutritional Sciences Specialization or Rehabilitation Sciences Specialization

Introduction

It is very important that you be familiar with the information contained within this Department of Allied Health Sciences Graduate Student Handbook, the [OUHSC Graduate College Bulletin](#), and the [College of Allied Health Student Handbook](#).

[Please print and complete this entire form](#), with appropriate signatures, to confirm your knowledge of these three documents. Return the completed form to the Graduate Program Director within two weeks following matriculation.

Your signature also confirms your willingness and agreement to abide by the policies contained therein.

Thank you for your cooperation!

Equal Opportunity Policy: The University of Oklahoma, in compliance with all applicable federal and state laws and regulations does not discriminate on the basis of race, color, national origin, sex, sexual orientation, genetic information, gender identity, gender expression, age, religion, disability, political beliefs or status as a veteran in any of its policies, practices or procedures. This includes, but is not limited to: admissions, employment, financial aid and education.

1 - GRADUATE COLLEGE MISSION STATEMENT

The mission of the OUHSC Graduate college is to prepare world class bio-medical researchers, educators, and healthcare professionals who will identify the bases of human disease, translate their findings into relevant clinical applications, and develop solutions to state, national and global healthcare problems

2 - COLLEGE OF ALLIED HEALTH MISSION STATEMENT

We empower life by maximizing human potential through allied health inter-professional education, research, care, and community engagement.

3 - PURPOSE, ORGANIZATION AND HISTORY OF THE DOCTOR OF PHILOSOPHY PROGRAM

The **Doctor of Philosophy** (PhD) degree program in Allied Health Sciences is designed to promote knowledge and collaboration across disciplines while emphasizing research in an area of specialization. Graduates of the program will be prepared to assume leadership roles in research and education.

Students will conduct original research under the guidance and supervision of Allied Health faculty within their specialization. **The doctoral dissertation is required.**

The specializations in Nutritional Sciences and Rehabilitation Sciences are designed to meet student's educational goals within each specialization. Graduate courses throughout the University of Oklahoma may be selected as part of a student's individualized program. The program provides specialization courses, and culminates in an extended and intensive research experience supervised by faculty members with strong research activities.

Specialization is available in two areas within the College of Allied Health - Nutrition Sciences and Rehabilitation Sciences. Specialization emphases in Nutrition Sciences are primarily focused on child and family health, obesity, diabetes or cancer. Rehabilitation Science faculty have research programs available for specialization which span pediatric and adult/older adult issues with concentrated areas in pediatrics, musculoskeletal conditions, rehabilitation engineering and assistive technology, school-based therapy, community engagement, neurorehabilitation, cognitive aging, and cancer rehabilitation.

4 - CONTINUITY OF THE ALLIED HEALTH SCIENCES PH.D. DEGREE PROGRAM WITH THE OUHSC

The Allied Health Sciences PhD Program (AHS PhD) is with Specializations in Nutritional Sciences and Rehabilitation Sciences are conducted with oversight and approval to the procedures and policies contained within the [OUHSC Graduate Student Handbook](#). The handbook is found online and contains information specific to the degree programs. It is imperative that each student reads the [OUHSC Graduate College Bulletin](#) as a companion to the AHS PhD degree program. The Graduate Bulletin provides the guidance for all graduate programs. Additionally, all doctoral deadlines, timelines, and forms can be found [here](#).

5 - APPLICATION AND ADMISSION PROCESS

5.1 - Prior to Application

Prior to the submission of an application, a prospective student must identify a faculty member who has expertise in the applicant's area of interest, has authority to chair a PhD committee (i.e., level 4 graduate faculty status), and agrees to serve as the student's major advisor if admitted.

To choose a major advisor, you should complete the following process prior to application:

1. Visit the [Nutritional Sciences website](#) or [Rehabilitation Sciences website](#) for a list of faculty and their interests and research activities;
2. To determine whether a potential advisor has the authority to chair a doctoral committee (level 4), click on the name on [this list](#).
3. Contact potential major advisors and obtain a letter or memo of support from the faculty who has agreed to mentor.

5.2 - Admission Recommendations/Requirements:

After identifying a major advisor, an applicant to the AHS PhD program is evaluated based on the following criteria:

1. Have a minimum 3.0 cumulative GPA in the last 60 hours of graded coursework, or entire transcript if 60 hours is not identified. The College of Allied Health does not recognize academic forgiveness nor reprieve policies. All attempts of a course are included in the calculation of GPAs;
2. A baccalaureate or entry-level first professional degree relevant to Allied Health Sciences is required. Decisions about appropriateness of an application are made on an individual basis. If the applicant has earned a master's degree, it need not be in Allied Health Sciences. Each student's Advisory Committee reserves the right to determine the appropriateness of any graduate work previously completed by a student and may limit transfer credit. A maximum of 30-34 (depending on specialization area) hours of master's degree work may be applied to the 90 hours required for the Ph.D. degree;
3. Submit official transcripts from all colleges and/or universities attended and non-refundable application fees;
4. Take the [Graduate Record Examination \(GRE\)](#) - the General Test includes a Writing Assessment. [A combined verbal and quantitative score of 287 \(153 verbal + 144 Quantitative\) or above](#) and a minimum writing score of 4.0 are preferred. The OUHSC institution code for the GRE is 6902.
5. A one-page career goal statement, which includes a description of how the applicant expects the program to assist in meeting career goals, and the shared interests of the mentor and applicant is required. The Admissions Committee will consider the quality of the statement and the compatibility of the applicant's career goals with those of the program.
6. Provide contact information for three (3) individuals who will submit letters of recommendation on your behalf, if requested. Instructions are provided in the online application.
7. If English is a second language, take the [Test of English as a Foreign Language \(TOEFL\)](#). Minimum requirements are a score of 570 (paper-based) or 88 (internet-based) within two years prior to application. The OUHSC institution code for the TOEFL is 6902. TOEFL requirements are automatically waived for students with one of the following degrees: 1) diploma from a U.S. high school, 2) 4-year Bachelor's degree from a U.S. institution, or 3) Master's degree from a U.S. institution.
8. All international/Non US Citizen applicants are required to have all transcripts/mark sheets processed through [World Education Services \(WES\)](#) or [Educational Credential Evaluators \(ECE\)](#); and
9. Submit a completed on-line application. Application deadlines are June 1 for fall, December 1 for spring, and May 1 for summer.

Decisions on admission are made by either the Nutritional Sciences or Rehabilitation Sciences Admissions Committees. The members of the Admissions Committees are determined by the respective Departments of Nutritional Sciences or Rehabilitation Sciences.

5.3 - Application Procedures

Review and follow the instructions on the College of Allied Health General Instructions for Application.

6 - COST

Current tuition can be found here. Students may expect additional costs that include, but are not limited to, a personal computer, textbooks, lab fees, insurance, and supplies. Students are required to assume financial responsibilities for expenses associated with clinical requirements. For financial aid information, contact the Financial Aid Office at (405) 271-2118.

7 - MERIT TUITION WAIVERS

Merit tuition waivers received by the College of Allied Health will be distributed through the Office of the Dean based on student productivity. Students should be informed as to the merit criterion used in the assessment of tuition waiver distribution among the departments, which occurs near the end of the spring semester each year.

8 - FACULTY

Go to the Nutritional Sciences page or the Rehabilitation Sciences page for a list of faculty and their interests and research activities.

9 - HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)

All enrolled students must complete the online HIPAA training and provide a certificate of completion to the Office of Academic and Student Services annually. It is recommended that students retain a copy of this certificate for their records. **The HIPAA training must be completed within thirty (30) days from the first day of classes unless the department or college requires earlier completion, and annually thereafter.**

The HIPAA Privacy Regulations established national standards regarding uses and disclosures of protected health information and place stringent requirements on practitioners and researchers to protect the privacy of patients and research participants and selected others. Additional information about HIPAA is available online, and the University's Protection of Health Information Policies and Procedures Manual is available online.

When completing assignments that include patient-related information, students must follow these guidelines:

- Maintain confidentiality concerning all protected health information;
- Restrict the use and/or disclosure of protected health information, even though permitted, to the minimum necessary to accomplish the intended educational purpose.
- De-identify patient films or paperwork by removing identifying information such as the following, before leaving the clinical setting:
 - All names
 - All addresses including street, city, county, zip code, email address, URLs, Internet Protocol address
 - All dates (except year) including birth date, admission date, discharge date, procedure date, etc. and all dates including year of birth for patients or research participants 90 or older
 - All numbers including medical record, health plan, account, certificate/license, vehicle identifiers, device identifiers and serial numbers, telephone, fax, social security, etc.
 - Biometric identifiers and photographic images
 - All other unique identifying numbers, characteristics or codes

For questions regarding HIPAA or compliance in general, contact the department or the Office of Compliance at 405.271.2511.

(OUHSC Compliance Office 7-24-03)

10 - CURRICULUM REQUIREMENTS

TOTAL Number of hours of post-baccalaureate hours for graduation=Nutr Sci: 90 | Rehab Sci: 90

The courses a student will take will be determined in consultation with the student's Academic Advisory Committee.

| <u>Number of Hours</u> | <u>Nutrition Science</u> | <u>Rehabilitation Sciences</u> |
|---|--------------------------|--------------------------------|
| AHS core courses (includes 4 credit hours Seminar) | 10 | 10 |
| Specialization | 11 | 15 |
| Research Methods and Statistics (includes practicum) | 15 | 15 |
| Dissertation | 20 | 20 |
| Maximum transferable Graduate Credit hours | 34 | 30 |

11 - COURSES

11.1 - Interdisciplinary Core Courses Offered in AHS

| | | |
|-----|------|---|
| AHS | 6133 | Application of Evidence Based Practice |
| AHS | 6173 | Qualitative Research |
| AHS | 6193 | Behavioral Approach to Motor Learning |
| AHS | 6333 | Grant Writing in Health Professions |
| AHS | 6413 | Research Methods |
| AHS | 6950 | Practicum in Allied Health Sciences |
| AHS | 6960 | Directed Readings |
| AHS | 6970 | Seminar in Allied Health Sciences |
| AHS | 6990 | Special Studies (e.g. Research Practicum, Teaching Practicum) |

11.2 - Courses Offered in Nutritional Sciences

| | | |
|----|------|--|
| NS | 5233 | Research Methods |
| NS | 5823 | Energy Nutrients |
| NS | 5833 | Non-Energy Nutrients |
| NS | 5090 | Current Topics |
| NS | 5104 | Nutritional Biochemistry & Physiology |
| NS | 5132 | Adult Weight Management |
| NS | 5133 | Public Health Nutrition |
| NS | 5134 | Advanced Medical Nutrition Therapy |
| NS | 5212 | Advanced Food & Nutrition Service Mgmt |
| NS | 5253 | Experimental Foods |
| NS | 5272 | Geriatric Nutrition |
| NS | 5332 | Computers in Nutrition & Foodservice |

| | | |
|----|------|---|
| NS | 5412 | Clinical Nutrition |
| NS | 5442 | Clinical Presentations |
| NS | 5552 | Nutritional Epidemiology |
| NS | 6613 | Sports Nutrition |
| NS | 5663 | Obesity |
| NS | 5860 | Advanced Topics in Nutrition |
| NS | 5890 | Advanced Clinical Nutrition |
| NS | 5960 | Directed Readings |
| NS | 5990 | Special Studies: Diabetes and Medical Nutrition Therapy |
| NS | 6103 | Pediatric Nutrition |
| NS | 6133 | Public Health Nutrition II |
| NS | 6203 | Nutrition and Cancer |

Additional level 6000 courses in NS will be developed and offered as the program advances.

11.3 - Courses offered in Rehabilitation Sciences

| | | |
|----|------|--|
| RS | 5132 | Seminar Health Care Policy |
| RS | 5133 | Infants & Families |
| RS | 5153 | Biomechanics |
| RS | 5214 | Theories & Application in Sports Medicine |
| RS | 5222 | Emergency Care Sports Injury |
| RS | 5233 | Current Issues in Sports Physical Therapy |
| RS | 5243 | Sports Physical Therapy and Rehabilitation |
| RS | 5263 | Family and Diversity |
| RS | 5313 | Spinal Dysfunction I |
| RS | 5322 | Management Soft Tissue Dysfunction |
| RS | 5333 | Advanced Peripheral Joint Dysfunction: Assessment and Therapeutic Management |
| RS | 5343 | Spinal Dysfunction II: Assessment and Therapeutic Management |
| RS | 5443 | Early Intervention and School Based Practice |
| RS | 5450 | Introduction Assistive Technology |
| RS | 5463 | Preschool Special Needs |
| RS | 5473 | Early Intervention |
| RS | 5483 | Topics in Assistive Technology |
| RS | 5950 | Internship |
| RS | 5960 | Directed Readings |
| RS | 5970 | Seminar Rehabilitation Sciences |
| RS | 5990 | Special Studies (e.g. Supervised Teaching) |
| RS | 6113 | Physiology of Rehabilitation |
| RS | 6133 | Program Evaluation and Development in Rehabilitation Sciences |
| RS | 6152 | Differential Diagnosis in Rehabilitation Sciences |
| RS | 6173 | Rehabilitation Sciences I |
| RS | 6232 | Applied Radiology and Diagnostic Testing |
| RS | 6233 | Arthropology & Tissue Physiology |
| RS | 6243 | Sport Med-Special Populations |
| RS | 6253 | Current Topics in Pediatric Rehab |
| RS | 6263 | Community Assessment Analysis |

RS 6273 Rehabilitation Sciences II
RS 6433 Measurement and Assessment

12 - EXAMPLE PROGRAMS OF STUDY

(NOTE: Students will be required to successfully complete prerequisite courses for any course listed herein requiring a prerequisite).

12.1 – Sample Plan of Study Nutritional Sciences Specialization

Fall Year 1 (6 hr)

BMSC 6202 Preparing Future Faculty
AHS 6413 Research Methods
AHS 6960 Directed Readings (1 hr)

Spring Year 1 (9 hr)

BSE 5173 Biostatistics II*
CTS 5143 Clinical Research
BSE 5013 App of Microcomputers*

Summer Year 1 (3 hr)

NS 5990 Diabetes and Medical Nutrition Therapy

Fall Year 2 (7 hr)

AHS 6950 Practicum (3 hr)
BSE stats course (Ex. BSE 5153 Clinical Trials*)
AHS 6970 Seminar (1 hr)

Spring Year 2 (6 hr)

BSE stats course (Ex. BSE 5653 Nonparametric Analysis*)
AHS elective (Ex. 6960 Dir Reading – 2 hr)
AHS 6970 Seminar (1 hr)

Summer Year 2 (3 hr)

NS 6203 Nutrition and Cancer

GENERAL EXAM

Fall Year 3 (10 hr)

DISSERTATION PROPOSAL

AHS 6980 Doctoral Dissertation (9 hr)
AHS 6970 Seminar (1 hr)

Spring Year 3 (10 hr)

AHS 6980 Doctoral Dissertation (9 hr)
AHS 6970 Seminar (1 hr)

Summer Year 3 (2 hr)

AHS 6980 Doctoral Dissertation (2 hr)

DISSERTATION DEFENSE AND GRADUATE

Total Hours at OUHSC = 56

Total Hours at OUHSC + 34 hours transfer = 90 hours

**Prerequisite for BSE 5013 is BSE 5163 or permission of the instructor*

**Prerequisite for BSE 5173 is BSE 5163 and BSE 5013*

**Prerequisite for BSE 5153 is Basic Statistics and Epidemiology or permission of instructor*

**Prerequisite for BSE 5653 is BSE 5013; 5163; one of the following: BSE 5173 or BSE 5643 or BSE 5663*

12.2 Sample Plan of Study Rehabilitation Sciences Specialization (with approved transfer of graduate credits)

Fall Year 1 (10 hrs)

BSE 5163 Biostatistics I

BSE 5013 Microcomputer App to Statistics

RS 6113 Physiology of Rehabilitation

AHS 6970 Seminar 1/4

Spring Year 1 (10 hrs)

BSE 5173 Biostatistics II

RS 6433 Measurement and Assessment

RS 6173 Rehabilitation Sciences I

AHS 6970 Seminar 2/4

Summer Year 1 (3 hrs)

CTS 5112 Grants Management

AHS 6990 Research Practicum I

Fall Year 2 (11 hrs)

RS 6273 Rehabilitation Sciences II

AHS 6143 Research Methods

AHS 6193 Behavioral Approach to Motor Learning

AHS 6970 Seminar 3/4

Spring Year 2 (11 hrs)

RS 5990 Special Studies Teaching Practicum

AHS 6990 Research Practicum II

AHS 6173 Qualitative Research

BMSC5001 Scientific Integrity

AHS 6970 Seminar 4/4

Summer Year 2 (1 hr)

GENERAL EXAM

AHS 6980 Dissertation

Fall Year 3 (9 hrs)

PROPOSAL DEFENSE

AHS 6980 Dissertation

Spring Year 3 (9 hrs)

AHS 6980 Dissertation

DEFENSE and GRADUATION

Total Hours at OUHSC = 60

Total Hours at OUHSC + 30 hours transfer = 90 hours

13 - RESPONSIBLE CONDUCT OF RESEARCH REQUIREMENT

Each student is required by the Graduate College to complete a 1-hour course in the Responsible Conduct of Research in their first academic year. Students consult with their major advisor to determine which course is most appropriate to take and when to take it. Any one of the following courses will fulfill the Responsible Conduct of Research requirement:

- BMSC 5001: Scientific Integrity
- NURS 6101: Responsible Conduct of Research
- BSE 5111: Scientific Integrity in Research.

Further training in RCR is required after four years, so students in their 5th year are required to enroll in the Advanced RCR course:

- BMSC 6011: Integrity in Scientific Research II

14 - INDIVIDUAL DEVELOPMENT PLAN (IDP)

All PhD students, regardless of funding source, are required to develop their IDP ([Graduate College IDP Guide](#)). The IDP should be revisiting annually. This plan will facilitate the mentoring and training of graduate students by OUHSC faculty members and promote the training of graduate students to perform hypothesis driven research and to identify and achieve career goals.

This process will facilitate the successful completion of a graduate degree in a timely manner, and encourage faculty major advisors to document student progress and outcomes.

This policy and the process are provided in the [OUHSC Graduate College Bulletin](#).

15 - STUDENT COMMITTEES REQUIREMENTS

Doctoral Advisory Committee

The student's [Doctoral Advisory Committee](#) will be established as outlined in the *OUHSC Graduate College Bulletin*. "Each department or program unit will establish a

Departmental Advisory Committee in such a way that the related areas within the department are represented. A minimum of three Graduate Faculty members should comprise the Advisory Committee with the majority authorized to chair a doctoral committee. The membership of the committee must be approved by the Graduate Dean.” The Advisory Committee will be established in discussion between the student and dissertation advisor. Each student will have their own Advisory Committee tailored to their needs/interests, rather than establishing a common Advisory Committee for all PhD students. There is no requirement that both specialization areas be represented on the Advisory Committee. The Advisory Committee will be established upon the student entering the program.

The responsibilities of this committee will be to:

- Advise, encourage, and act as an advocate for students from the first day a student is in the program. This should include regularly scheduled meetings with the student through the completion of the general examination;
- Design an appropriate curriculum for each student;
- Work with the student to complete and file with the Graduate College a plan of study (Report of the Doctoral Advisory Conference). This report should be filed no later than the end of the student's first year in the program. The Committee should be sure that the student understands that the program may need to be modified or additional work may be necessary, depending on the choice of the dissertation advisor and dissertation topic;
- Coordinate the administration of the General Examination at the appropriate time;
- Perform an annual evaluation of each student's progress toward the degree and communicate the results of the evaluation to the student and the Graduate Dean.

General Examination Committee

The **General Examination Committee** for each academic unit of specialization is responsible for executing the General Examination for the PhD student. The General Examination Committee must be composed of five Graduate Faculty members with the majority authorized to chair a doctoral committee. The dissertation advisor will be one of the General Examination Committee members and will serve as the chair of the Committee, and the others will be determined in discussions between the student and dissertation advisor. Committee members should be determined taking into consideration the areas of expertise needed to best serve the needs of the student and the research area in which they are working.

Following successful completion of the General Examination, the student's **Doctoral Committee** will be established by the Advisory Committee, in coordination with the student and the dissertation advisor and with approval by the Graduate Dean. This committee will consist of at least five members with the majority from the Department of Allied Health Sciences and with at least one member from outside the department. Doctoral Committee members should be determined taking into consideration the areas of expertise needed to best serve the needs of the student and the research area in which they are working. The committee must be constituted so that no more than two members without authority to chair doctoral committees. If the Graduate Faculty appointment level of a doctoral committee member changes, the Graduate College will honor the appointment level at the time the committee was approved.

This committee must be appointed no later than the time that the General Examination is successfully completed. Any changes in the membership of the Doctoral Committee must be conducted in consultation with the student and approved by the remaining members of the

Committee and the Graduate Dean. The Graduate Dean may exercise the prerogative of appointing an additional voting representative of the Graduate College. **If the representative is appointed later than one semester prior to the time of the General Examination, he or she will serve as a non-voting member of the Committee.**

The functions of this committee will be to:

- guide the student in the selection of an appropriate dissertation topic and in the research design and methodology for the dissertation;
- approve the student's research plan or prospectus;
- advise and assist the student with specialty information necessary to design and complete the dissertation research project;
- perform an annual evaluation of the student's progress toward the degree and communicate the results of the evaluation to the student and the Graduate Dean;
- read and correct the drafts of the dissertation to ensure that appropriate standards are met; and Administer the dissertation defense.

16 - DOCTOR OF PHILOSOPHY DEGREE -PROGRAM SPECIFIC INFORMATION

16.1 - Annual Student Evaluation

Each year, the student's Doctoral Advisory Committee will complete the annual student evaluation to review the student's performance during the past academic year, and report to the graduate college on the overall progress. If the student has made unsatisfactory progress the program must attach the correspondence that informs the student that their annual evaluation was unsatisfactory which will lead to probationary status. This communication must specify the reasons for unsatisfactory evaluation, what must be done to receive a satisfactory evaluation, and specify a date for a second review. A student who does not meet the terms of probation may be continued or dismissed. Students are allowed two probationary periods (Graduate Bulletin 2.11.2 and 2.11.4). Students requiring a third probationary period are dismissed from the program Graduate College. The student may submit a response to the unsatisfactory evaluation to the Graduate Dean.

16.2 - Plan of Study

In the first year of the program, students will complete the **Report of the Doctoral Advisory Conference** with the approval of the student's Doctoral Advisory Committee and submit the form to the Department of Allied Health Sciences office (AHB 3006).

16.3 - General Examination

The purpose of the general examination is to test the students' skills at being a consumer and producer of knowledge in the field of study. Specifically the examination will evaluate the student's ability to synthesize, integrate, generalize, and expand upon all knowledge gained prior to the examination. According to the *Graduate College Bulletin*, "students should expect that material included in this examination will go beyond the subject matter covered in any individual course."

For Nutritional Sciences Specialization

The General Examination will consist of writing a grant proposal following the criteria and format of the R03 NIH grant. The content of the grant can focus on the same area of research that the

student will focus on for their dissertation project, but is not to be their dissertation project. It could be the project that could follow the student's dissertation research. The oral portion of the General Examination is a brief presentation of the written proposal, which will be held after the written proposal is approved by the committee. During the oral component, there will be a rigorous question and answer session in which the student can display their ability to critically defend his/her hypothesis, overarching goals and methodology.

The student should apply for the General Examination when their course work is almost complete. A rubric will be available to the student at the time the General Examination starts. Students can meet with any General Examination Committee member prior to completing the written portion for consultation. The student will have a maximum of 16 weeks following approval from the Graduate College to complete the written portion of the General Examination. Students will meet with the dissertation advisor (who will have received feedback from the committee members) within 2 weeks of completion of the written portion of the General Examination to receive consultation and evaluation of their performance on the written portion of the Examination. Students can meet with individual members of the committee if so desired to discuss the written portion of the exam.

For Rehabilitation Sciences Specialization

The General Examination in RS will consist of a written section and an oral section during which students will be given 12 weeks to complete. The General Examination is independently completed by the student. The student will be given all instructions and accompanying rubrics by which their examination submission will be evaluated. The written portion will consist of writing a literature review and a grant proposal in their respective areas of interest. The oral portion is an opportunity for the students to provide verbal skills to demonstrate their comprehensive scientific knowledge related to their written examination as well as how they respond to questions posed by their respective General Examination Committee. The student should apply for the General Examination when their course work is almost complete as per the Graduate College Bulletin. A rubric will be developed to evaluate the written and the portions of the Examination. The same rubric will be used for all examinations and will be available to the student prior to writing the General Examination.

For Nutritional Sciences Specialization and Rehabilitation Science Specialization

All students who expect to sit for the General Examination must apply for formal acknowledgment by the Graduate College. The student submits to the [Graduate College the Application for the General Examination](#) at least 10 working days prior to the start of the examination. The application must contain the names and signatures of the student's General Examination Committee.

Within 72 hours following completion of the General Examination, the chair of the General Examination Committee must submit to the Graduate College a written report signed by all members of the examination committee indicating whether the student passed or failed the examination. Copies of electronic signatures for committee members who have been approved to participate remotely will be accepted.

A unanimous report from the General Examination Committee is expected; however, on occasion committee members may dissent. If one committee member dissents the dissent is recorded. If two committee members dissent the dissent is recorded, a minority report must be filed, and the

Graduate Dean will investigate and make the final decision on the General Examination. If more than two committee members dissent, the General Examination is judged to be a failure.

Successful Pass: Upon notification that the student has successfully passed their General Examination and a request has been made to the Graduate Dean for admission to candidacy, the student is eligible to enroll in Doctoral Dissertation research hours (AHS 6980). The student must be eligible for candidacy by the final date to enroll in order to enroll in dissertation research hours (AHS 6980) for that semester.

Failed General Examination: If a student fails either the written or oral portion of the General Examination the examination is considered a failure. Students have the option of taking a second with the opportunity for remediation determined by the General Examination Committee. The Chair of the General Examination Committee must provide the student with a critique of the failed exam; describe the remediation plan including coursework, reading, etc. that the student is required to do prior to taking the second examination; and the proposed time for completion of the second General Examination. This must be provided as a written document to the student and a copy provided to the Graduate College Dean within 7 working days of the failed General Examination.

To take a second General Examination the student must submit a new Application for the General Examination to the Graduate College following the above procedures. The second General Examination must be scheduled no later than one academic year after failure of the first exam. Failure of the General Examination for a second time will result in dismissal from the doctoral program.

16.4 - Dissertation Research

Students will conduct original research under the guidance and supervision of program faculty. The doctoral dissertation is the final and most important component of the series of academic experiences, which culminates in the awarding of the doctoral degree. The 20 credits for the doctoral dissertation are based on the full-time effort for at least one year including one summer. Aided by the dissertation advisor, the student will select a dissertation topic and develop a dissertation proposal, which must be approved by the Doctoral Committee. The student will present their dissertation proposal to the Doctoral Committee for their suggestions and approval. It is the responsibility of the student to ensure that approval, if appropriate, has been granted from all regulatory offices, i.e., IRB, IACUC, etc, following successful completion of the General Examination, most of the student's time will be devoted to research and writing the dissertation.