The University of Michigan-Flint
School of Health Professions and Studies
Physical Therapy Department
Ph.D. in PT Program
Student Handbook

FALL 2016 – SPRING/SUMMER 2019

*if issues arise that are not discussed in this handbook, please see the Associate Director of the Ph.D. in PT program (who will consult with the PTD Director and the Ph.D. in PT Advisory Committee)

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SUB-SECTION: DOCTOR OF PHILOSOPHY IN PHYSICAL THERAPY DEGREE REQUIREMENTS

This sub-section of the Post-Professional Programs Student Handbook focuses on the degree requirements for the PhD. in Physical Therapy degree. This sub-section is a guide to completing the Doctor of Philosophy in Physical Therapy (Ph.D. in PT) degree course requirements, qualifying examination, preliminary examination, and the dissertation.

DOCTORAL DEGREE REQUIREMENTS

Doctoral education has two stages: Pre-candidacy and Candidacy. During the Pre-Candidacy stage, graduate students in the Ph.D. in PT program first take preliminary coursework to prepare for their specific teaching and scholarship activities.

As a pre-candidate student in the Ph.D. in PT program, students must complete at least 39-49 credits of graduate coursework (depending on your previous degree upon admission to the Ph.D. in PT program.

Core course content which all Ph.D. in PT students must take include: 6 credit hours in Teaching and Higher Education Leadership, 15 credit hours in research design and statistics, and 2 credits in the Ph.D. Seminar course series, and a minimum of 3 credits preparing and successfully completing both the Qualifying examination and the Preliminary Examination.

Elective courses may include: 18 credit hours (online) in the student’s chosen area of specialization/advance practice, independent study courses (credits TBD), Advance Biomechanics and Instrumentation, and/or Motor Control & Motor Learning courses.

Candidacy stage: Students who are successful in their pre-candidacy coursework, who meet other program requirements including passing their qualifying and preliminary examinations, and who demonstrate readiness to do original and independent research are admitted to the candidacy stage of the Ph.D. in PT program. During the candidacy stage, students initiate their own research agenda by engaging in their dissertation research (minimum of 11 credits).
A total of 50 (DPT prepared) or 60 (Master’s prepared) credit hours is the minimum number of credits required to grant the Ph.D. in Physical Therapy degree.

**Pre-Candidacy Requirements**
The pre-candidacy stage of the doctoral program prepares students for undertaking original independent research, and allows them to acquire knowledge and tools needed to be successful in an academic and/or research position. Students learn about their area of advance physical therapist practice and research and gain familiarity with standards of evidence, methods, and practice in preparation for candidacy when they focus intensively on a narrower focus of research.

The pre-candidacy component has three distinct, yet overlapping curricular elements that we believe are essential characteristics for the next generation of leaders in physical therapist education. 1) Specialization/Advanced Practice (18 credits) or other electives specific to the individual Ph.D. in PT student’s needs. Students may choose one of the three key areas of specialization/advanced practice including Orthopedic Physical Therapy (PT), Neurologic PT, or Pediatric PT or the student may generate a plan of study with their Chair that includes appropriate elective coursework; 2) Teaching and Higher Education Leadership (6 credits) to prepare students to fully engage as educators in the classroom, PT department, School and University academic environments and 3) Scholarly Activity/Research (total of 15 credits): Students need a grounding in quantitative, qualitative and epidemiologic research methods, design and biostatistics to generate new knowledge, apply knowledge, and translate knowledge. Students will also enroll in the two course Ph.D. Seminar series (1 credit in each of 2 semesters) in order to explore their chosen area of specialization and scholarship through development of a publishable systematic review and explore more in-depth movement systems or other student-identified needs to prepare them for the qualifying and preliminary examinations. In the Pre-Candidacy course series (PTP 990, minimum of 3 credits), the student will prepare for and successfully pass their qualifying (comprehensive) exam and develop and present their dissertation research proposal (Preliminary examination).

**The Ph.D. in PT Learning Environment**
In order to foster an interactive learning environment, it is expected that each Ph.D. in PT student will spend sufficient time on campus for face-to-face coursework, interacting with other graduate students and their Chair/Committee, conducting research, and fostering intellectual activities. All students in the Ph.D. in PT program are expected to attend brown bag research discussions, grand rounds and graduate seminars on campus. If at all possible, these will be schedule on face-to-face class days.

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Formation of the Ph.D. in PT Student’s Qualifying and Preliminary Examination and Dissertation Committee

During the application and admission process, each student will seek and determine an appropriate physical therapy faculty member to serve as the Dissertation Chair. The AD for the Ph.D. in PT program will assist in this process. The faculty member must sign an agreement form to verify acceptance of this role (see Ph.D. in PT Committee Chair Acceptance form (Appendix A)). The Dissertation Chair must be approved by the AD for the Ph.D. in PT program and the Physical Therapy Department (PTD) Director.

Within the second year of the Ph.D. in PT program, each student must form a doctoral qualifying and preliminary examination and dissertation committee and submit this information to the AD for the Ph.D. in PT program and PTD Director for approval (see Qualifying and Preliminary Examination and Dissertation Committee form (Appendix B)). It is a high possibility that the members on this committee may change over time. For example, the committee for the qualifying examination may consist of only PTD faculty, whereas, a member external to the PTD must be on the preliminary and dissertation committee. Please submit any revisions to the AD for the PhD in PT program for approval by both the AD for the PhD in PT program and the PTD Director.

Dissertation committee Chair and members are expected to have specific and complementary knowledge of a student’s area of research and to provide guidance and support throughout the research and writing process. Nominations for dissertation committee service must be approved by the AD for the Ph.D. in PT program and PTD Director and are subject to the following guidelines:

- Dissertation committee members must be “Graduate Faculty” which is defined as persons who are tenure or tenure-track instructional faculty holding an “unmodified” (i.e. not research, visiting, clinical, adjunct, etc.) appointment at the University of Michigan-Flint, UM-Ann Arbor and/or UM-Dearborn campuses. “Graduate faculty” are Professors, Associate Professors, and/or Assistant Professors who hold a terminal doctorate degree from an accredited institution.
- Graduate faculty may serve as sole chair, co-chair, or as a committee member.
- It is recommended that the Dissertation committee consist of at least four members. However, if the Dissertation Chair determines that three members have sufficient knowledge in the student’s chosen area of research and has enough experience in the dissertation process, then a minimum of three members is satisfactory.
- The Dissertation committee must include at least two Graduate Faculty members.
- At least two of the committee members must be from the PTD.
- One of the members must be from outside the PTD.
- One of the dissertation committee members will be the Chair of the dissertation committee.
  - The Dissertation Chair must be a member of the Physical Therapy department.
  - The Dissertation Chair must have appropriate expertise in the dissertation process including designing rigorous research, carrying out the dissertation process and writing the dissertation in an acceptable format as judged by the PTD Director in consultation with the AD for the Ph.D. in PT program.
  - A committee may have a sole chair or two co-chairs. The chair (or co-chairs) is/are responsible for guiding the candidate’s design and execution of an original, high quality,
doctoral-level research project. The end result of this effort is expected to be a dissertation that makes a substantive contribution to the candidate’s discipline.

- Individuals who may serve as co-chair, but not sole chair, include Research faculty; similarly qualified faculty or staff from outside the University; and former Graduate faculty members who have moved to a faculty position at another university.
- University faculty who were approved to serve as sole chair but who are no longer affiliated with the University may not continue to serve as the sole chair. The faculty member may serve as a co-chair or as a committee member based upon the eligibility guidelines for dissertation committee service.

- Depending on the dissertation topic, other members, such as a statistician or a qualified industry member may be included on the dissertation committee.
- Instructors and Lecturers who have no appointment as members of the Graduate Faculty may serve as additional dissertation committee members if they hold an earned Doctorate from an accredited institution. They may not serve as Dissertation Chair.
- Committees may include a cognate member (Education and Leadership) or a person that is a research professor/scientist, visiting, adjunct, instructor, or lecturer appointment, or clinical practitioner with advanced practice/specialization such ABPTS clinical specialization. These members broaden the scholarly representation of the dissertation committee beyond the PTD and provide a perspective on the specific topic of the dissertation. They will be subject to review on a case-by-case basis. The cognate member or other committee members may not serve as chair or co-chair.
  - Research Professors (i.e. Research Professors and Research Associate Professors) who are affiliated with a doctoral program may serve on dissertation committees if they hold an earned Doctorate from an accredited institution. They may serve as a co-chair or committee member.
  - Research Scientists (i.e. Research Scientists, Associate Research Scientists, Assistant Research Scientists, Research Assistant Professors, and Research Investigators) who are affiliated with a doctoral program may serve on dissertation committees if they hold an earned Doctorate from an accredited institution. They may serve as a co-chair or committee member.
- By special arrangement, retired emerti faculty members who were affiliated with PTD may serve as a committee member.
- All those who do not have an earned Doctorate, whether affiliated with a doctoral program or not, must be approved for dissertation committee service on a case by case basis. If approved, they may serve as a member of the committee.
Qualifying Examination

a. Ph.D. in PT students will come to a mutual decision upon entry into the Ph.D. in PT program as to a Chair or Co-Chairs (Appendix A).
b. The Ph.D. in PT student with the Chair(s) will determine who will be members of the Qualifying examination committee and then seek approval by the PTD Director and AD for the PhD in PT program (Appendix B).
c. It is recommended that the qualifying examination be taken within 24 months after beginning the Ph.D. in PT program or upon completion of the pre-candidacy coursework.
d. The student must be in good academic standing at the time of undertaking the qualifying examination.
e. The student must demonstrate knowledge/competency (breadth and depth) in 1) their chosen area of Specialization/Advanced Practice, 2) Teaching and Higher Education Leadership and 3) Research design, methodology and statistics.
f. The Chair and Committee will oversee the process of developing an approved plan to demonstrate competency in the above three areas.
g. The student’s Chair and Committee will evaluate the outcomes/results of the three components of the qualifying examination and make a recommendation to the Associate Director (AD) for the Ph.D. in PT program and the Physical Therapy Department (PTD) Director that the student has demonstrated competency in all three areas (see Qualifying Examination form (Appendix C)).
h. The AD for the Ph.D. in PT program and the PTD Director will review and approve the examination plan and results.
i. A student failing the individual components of the qualifying examination the first time will be allowed to take each component again; however, if the student fails it a second time, he/she will be terminated from the program. Either results (completion satisfactory or unsatisfactory) will be noted on the student’s transcript.

Suggested Plan for the Qualifying Examination

Research Design and Methodology
Description: The student will provide written and oral/verbal evidence of critical thinking and application of knowledge of research design, statistics (quantitative, qualitative, and epidemiology), data processing, and interpretation of data results.
● **Example Written Assessments:**
  - Critical review of 6-8 complex journal article(s)
  - Publishable systematic review
● **Oral Assessment:** 45-60 minute presentation and question and answer session concerning the written assessment above

**Higher Education Leadership and Teaching**

**Teaching Portfolio**

Description: The written component will consist of a teaching portfolio completed as part of the Ph.D. In PT teaching course series including PTP 883, PTP 885 and the student’s teaching practicum (PTP 884) as well as other teaching experiences the student may participate in as a PhD student. The teaching portfolio shall consist of the following components:

- Introductory overview
- Teaching philosophy
- Professional development plan
- CAPTE-formatted curriculum vitae
- Teaching practicum materials
  - Course syllabus including course description
  - Instructional materials (e.g. power point or other presentations, online materials, assignments, examinations, other assessments, etc.)
  - Assessment and evaluation of student learning
  - Self-reflections
  - Assessment and evaluation of instructor’s teaching (e.g. mentor feedback, peer-assessment, other faculty assessment)
- Other teaching experiences (e.g. professional presentations). Provide acceptance letter and any other supporting materials.

**Oral Assessment**

The oral examination will consist of a 30-45 minute presentation on the student’s teaching philosophy including evidence to support. After the presentation, the student will participate in a 30-45 minute question and answer session.

**Specialization/Advanced Practice**

Description: The student will provide written and oral/verbal evidence of the ability to synthesize and integrate information including the diseases and disorders, examination and outcomes, intervention/plan of care, and the health care system information within the student’s chosen area of specialization/advanced practice (Neurology, Orthopedics, or Pediatrics).

**Potential Written Assessments**

- Written summary of best practices in the student’s area of specialization including evidence to support
- Written response to a complex clinical case (i.e. including examination, evaluation, diagnosis, prognosis, intervention, outcomes) citing appropriate, supportive evidence
- **Oral Assessment:** 30-45 minute presentation followed by a 30-45 minute question and answer session concerning the written assessment above

**DISsertATION REQUIREMENTS**

**Formation of the Dissertation Committee**
Nominations for the dissertation committee service are made by completing the *Qualifying and Preliminary Examination and Dissertation Committee form* found in the Appendix B, which must be approved and signed by the AD for the Ph.D. in PT program and PTD Director. If the Chair and/or committee members have changed subsequent to the Qualifying examination, please resubmit the form (Appendix B).

Doctoral students must submit the *Qualifying and Preliminary Examination and Dissertation Committee form* (Appendix B) to the AD for the Ph.D. in PT program at least a semester prior to the preliminary examination, and if the committee members have changed, again submit at least one semester prior to the presentation/defense. If the committee membership changes, the student must submit a revised form at least one month prior to the oral presentation.

**Preliminary Examination**

a. The Dissertation Chair and Committee must approve the dissertation topic and the written proposal prior to preparation for the oral preliminary examination.

b. The research proposal should include a literature review (Introduction/Background), purpose(s), methods [design, participants, variables, tests/measures, and statistical analyses], expected results, clinical relevance, timeline and budget.

c. The student will present an oral presentation, which has been prepared in consultation with the dissertation chair and committee, in defense of the proposal.

d. Students will present their Research Proposal in an oral platform presentation with the following individuals present: the Dissertation Chair and Committee, the AD for the Ph.D. in PT program (if possible) and the PTD Director (if possible).

e. The oral platform presentation will be 30-45 minutes in duration with an additional 45 minutes for questions, answers and suggestions. The student’s Chair and committee will evaluate the outcomes/results of the preliminary examination and determine if the student is ready to proceed with their dissertation research.

f. The Associate Director (AD) for the Ph.D. in PT program and the Physical Therapy Department (PTD) Director will review and approve the examination results.

**Candidacy Requirements**

Student in pre-candidate phase of the PhD in PT program will need to enroll in PTP 990 for the duration of their completion of their Qualifying and Preliminary Exams for a total of three (3) credits. If the student does not pass both exams within this period, they will be required to enroll in one (1) additional credit for each semester until they pass.

Upon passing both exams, the student matriculates from the pre-candidate to candidate phase of the PhD in PT program. At that time, the student will then enroll in PTP 995 for a total of eleven (11) total credits as they complete their dissertation research. These credits should be completed
as a part of a plan to ensure dissertation research is completed while enrolled in PTP 995 (11 total credits) over a designated number of semesters. Should the student not complete their research within the 11 credit registration period, they will be required to enroll in one (1) credit each semester until completion.

A student will become a candidate for the Ph.D. in PT degree after completing the required pre-candidacy courses with a minimum GPA 3.0 out of 4.0 and after passing both the qualifying and the preliminary examinations. At this point, the student will be allowed to register for the dissertation (PTP 995) coursework. At this point in time, the student will receive an “All but Dissertation” certificate and the Candidacy status will be recorded on the student’s transcript.

**Dissertation**

In order to facilitate the Ph.D. in PT student’s research agenda progress, it is strongly recommended that the dissertation consists of a series of three, stand-alone manuscripts and an introduction and a discussion that integrates and synthesizes the three manuscripts. At a minimum, the manuscripts should be written in an appropriate, peer-reviewed, journal-submission-ready format; however, it is preferable that the manuscripts have been submitted and/or accepted for publication. An example of the three manuscripts may be a systematic review of literature, a reliability/validity study of the outcome measure(s) utilized, and the final results of the examined hypotheses. Another example may be three manuscripts with three related research questions and results. Exception to the three manuscript requirement must be submitted in writing by the student to the Dissertation Chair and committee and requires approved by the AD for the Ph.D. in PT program and PTD Director.

**Time Limit for Completing a Doctoral Degree**

Students should demonstrate readiness to undertake independent dissertation research by achieving candidacy no later than three calendar years after the first enrollment in the doctoral program. Faculty determines candidacy requirements, and may set earlier deadlines. A student who does not achieve candidacy within three years will be placed on academic probation, unless the student petitions the AD for the Ph.D. in PT program for a maximum of a 2 year extension because of extenuating circumstances (see the Academic Integrity and Academic Standards Policy).

Students are expected to complete the Ph.D. in PT degree within 2 years of achieving candidacy. The student may petition the AD of the Ph.D. in PT program for a maximum of a one year extension. Annual planning and evaluation reviews will be conducted to assess progress of students toward meeting candidacy requirements and to assess progress toward completion of the degree. See **Appendix D: Dissertation Timeline and Checklist** to complete dissertation and degree requirements.

**Dissertation Formatting Requirements**

The style and format of the dissertation must meet formatting requirements of the International Committee of Medical Journal Editors (ICMJE) Uniform Requirements for Manuscripts Submitted to Biomedical Journals: Writing and Editing for Biomedical Publications (http://www.icmje.org/). Appropriate manuscript guidelines are available at the Journal of Physical Therapy website (http://ptjournal.apta.org/content/author-guide). The Dissertation
Format Guidelines and Dissertation Self-Editing Checklist (Appendix E) is the formatting required for the title page and includes self-checklist for the dissertation.

**Statistical Analysis**
It is strongly recommended that student utilize the statistical services of the Consulting for Statistics, computing and Analytics Research (CSCAR) office on the UM-Ann Arbor campus (http://cscar.research.umich.edu/about/). A member of the CSCAR team regularly is on the UM-Flint campus once per month for consultation. Contact the Office for Research and Sponsored Projects (ORSP) to schedule a CSCAR meeting both on the Ann Arbor and Flint campuses (https://www.umflint.edu/research/research-and-sponsored-programs).

**Authorship**
Students are required to complete the Authorship module in the UM-Flint web-based certification program: Program for Education and Evaluation in Responsible Research and Scholarship (PEERRS) (http://my.research.umich.edu/peerrs). Authorship and Contributorship guidelines from ICMJE (http://www.bmj.com/about-bmj/resources-authors/article-submission/authorship-contributorship) should be used to determine authorship using their three criteria: “Authorship credit should be based on 1) substantial contribution to conception and design, 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, multicenter 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 manuscript authored by a group, the corresponding author should clearly indicate the preferred citation and identify all individual authors as well as the group name. Journals generally list other members of the group in the Acknowledgments. The National Library of Medicine (NLM) indexes the group name and the names of individuals the group has identified as being directly responsible for the manuscript; it also lists the names of collaborators if they are listed in Acknowledgments.
- Administrative duties, acquisition of funding, collection of data, or general supervision of the research group alone does not constitute 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.
- Authorship rights should be discussed early in the dissertation process in order to minimize potential authorship conflicts. Order of authorship on subsequent publications should be discussed and agreed upon. With rare exception, the Ph.D. in PT student is the first author on all publications resulting from the dissertation process.
- An example of an authorship agreement form is found in Appendix F.

**Ethical Considerations**
**Use of Copyrighted Material**
Doctoral students are required to receive written permission from the copyright owner for any material to be used in the dissertation that falls outside the Guidelines of fair use (http://www.copyright.gov/fls/fl102.html, http://fairuse.stanford.edu/overview/fair-use/four-factors/).

**Human Subject and Other Research Approval**

Federal regulations and University policy require that all investigations using human beings as subjects of research be reviewed and approved by an appropriately constituted Institutional Review Board (IRB) before such investigations may begin. On the University of Michigan – Flint (UM-Flint) campus, the IRB review process is conducted by the UM-Flint IRB. Detailed information is available at the following website (http://www.umflint.edu/humansubjects/). No dissertation based on the use of human beings as subjects can be accepted without prior review and approval by the appropriate IRB. In many instances, graduate students will request the review, but the Dissertation Chair should verify with their graduate student that the necessary review has taken place and approval for the investigation has been granted. Special approval may also be required for animal research. See the Website of the University Committee on Use and Care of Animals.

Graduate students conducting research must complete the University of Michigan's Program for Education and Evaluation in Responsible Research and Scholarship (PEERRS) process (http://my.research.umich.edu/peerrs) and be current in their PEERRS certification during the duration of their pre-candidacy and candidacy phases. All IRB applications are conducted through eResearch (http://www.eresearch.umich.edu/).

**Conflict Of Interest (COI)**

COI is discussed in the PEERRs training. COI requirements are available at https://www.umflint.edu/hr/COI-COC_Policy “When authors submit a manuscript, whether an article or a letter, they are responsible for disclosing all financial and personal relationships that might bias their work. To prevent ambiguity, authors must state explicitly whether potential conflicts do or do not exist.” Authors should do so in the manuscript on a conflict-of-interest notification page that follows the title page, providing additional detail, if necessary, in a cover letter that accompanies the manuscript.

- Authors should identify individuals who provide writing or other assistance and disclose the funding source for this assistance.
- Investigators must disclose potential conflicts to study participants and should state in the manuscript whether they have done so.
- Scientists have an ethical obligation to submit creditable research results for publication. Researchers should not enter into agreements that interfere with their access to all of the data and their ability to analyze them independently, and to prepare and publish manuscripts. Authors should describe the role of the study sponsor, if any, in study design; collection, analysis, and interpretation of data; writing the report; and the decision to submit the report for publication. If the supporting source had no such involvement, the authors should so state. Biases potentially introduced when sponsors are directly involved in research are analogous to methodological biases. Some journals, therefore, choose to include information in the Methods section about the sponsor’s involvement.
Informed consent, HIPPA/Privacy and Confidentiality

Patients and study participants must read, understand, and indicate their understanding of their involvement in a research study by signing an informed consent. “Patients have a right to privacy that should not be violated without informed consent. Identifying information, including names, initials, or hospital numbers, should not be published in written descriptions, photographs, or pedigrees unless the information is essential for scientific purposes and the patient (or parent or guardian) gives written informed consent for publication. Informed consent for this purpose requires that an identifiable patient be shown the manuscript to be published. Authors should disclose to these patients whether any potential identifiable material might be available via the Internet as well as in print after publication. Patient consent should be written and archived with the journal, the authors, or both, as dictated by local regulations or laws. Applicable laws vary from locale to locale, and journals should establish their own policies with legal guidance. Since a journal that archives the consent will be aware of patient identity, some journals may decide that patient confidentiality is better guarded by having the author archive the consent and instead providing the journal with a written statement that attests that they have received and archived written patient consent.

Nonessential identifying details should be omitted. Informed consent should be obtained if there is any doubt that anonymity can be maintained. For example, masking the eye region in photographs of patients is inadequate protection of anonymity. If identifying characteristics are altered to protect anonymity, such as in genetic pedigrees, authors should provide assurance, and editors should so note that such alterations do not distort scientific meaning.

All signed informed consent and HIPPA forms must be stored on campus in a locked file unless data collection is performed at an off-site location and it is more appropriate to store the documents in a locked file at that site. When informed consent has been obtained, it should be indicated in the published article.

Oral Presentation/Defense of the Dissertation

In the semester prior to the planned dissertation defense, the Ph.D. in PT candidate must complete the online application for Graduation via SIS. Deadlines for application for graduation are:

- May graduation: Apply by December 31st
- August graduation: Apply by June 30th
- December graduation: Apply by August 31st

In order to meet all of the Physical Therapy and University deadlines, the Ph.D. in PT candidate must schedule the dissertation defense within the first 2-3 weeks of the student’s final semester. This should allow time for the processes described below to occur including any required edits to the dissertation. A candidate must request a pre-defense meeting with the Chair as representative of Dissertation Committee (Appendix G: Ph.D. in PT Pre-Defense Committee Meeting Request form). The form is submitted to AD for the PhD in PT program to schedule a meeting with the Dissertation Chair and committee. The pre-defense group meeting must take place at least 20 working days before the oral defense presentation (therefore, in the previous semester). The Post-Professional Education Program Coordinator and the candidate will review the steps to complete the degree.
• The oral presentation of the dissertation defense must be public. The Post-Professional Education Program Coordinator and the candidate provide the Dissertation Committee chair, committee and the PTD with the date, time, and location of the defense presentation. The PTD Post-Professional Education Program Coordinator will publicize the event information.

• As soon as possible, but no later than 20 working days before the oral defense, the candidate should distribute electronic copies of the dissertation, abstract, and dissertation evaluations (Appendix H: Ph.D. in PT Pre-Defense Dissertation Evaluation form) to all committee members and to the Post-Professional Education Program Coordinator. A committee member who does not receive an electronic copy of the dissertation materials at least 20 working days before the defense may ask for a postponement.

• At least 8 working days before the oral defense presentation, Dissertation Committee Chair must receive and review the Ph.D. in PT Pre-Defense Dissertation Evaluations from the committee members so that PTD may authorize the presentation.

• The student will present an open, public, oral defense presentation, which has been prepared in consultation with the dissertation chair and committee.
  o The presentation should be a summary of all work completed in an appropriate presentation format.
  o Students will present their research defense as an oral platform presentation in a public forum of 45 minutes duration with an additional 30-45 minutes for questions, answers and suggestions.

During and After the Oral Defense
The student will bring the research dissertation packet to the oral defense and hand it to the Chair of the dissertation committee. Immediately after the defense presentation, the committee signs the Oral Defense Examination Report form (Appendix I) included in the packet and writes the a summary of the oral presentation results in the space provided and returns the Oral Defense Examination Report to the AD for the Ph.D. in PT program. The student should confirm with the Dissertation Chair that the report has been submitted.

Candidates must submit final revisions of the dissertation to the Dissertation Chair and the AD for the Ph.D. in PT program within 10 weeks after the date of the defense. If the student does not complete the required edits/changes during this time period, the student must register for PTP 995 (1 credit) for each subsequent semester until approval of the dissertation has been acquired.

The Chair retains the Certificate of Dissertation Committee Approval form (Appendix J) until he/she has reviewed and approved the Committee’s required revisions and corrections, and then checks the appropriate box on the form and signs his/her name. The Certificate of Dissertation Committee Approval form must be returned to the AD for the Ph.D. in PT program and the PTD Director by 1 week after classes end and before the deadline for grades submission date (see the UM-Flint calendar).

Any disagreement over the acceptability of a dissertation will be resolved by the AD for the Ph.D. in PT program, who will act as final arbiter in consultation with the Dissertation Committee members.

Deadlines
Each year the Registrar publishes deadlines for conferral of degrees in the same term in which a candidate meets all requirements. Students meeting this deadline may participate in commencement exercises, which are held fall and winter terms only. Students completing in spring/summer may participate in the December commencement.

The University annually publishes the last day to complete and submit all degree requirements without a new registration. If all requirements are not met by the published deadline, a new registration will be required.

By 5:00 PM EST on the published date, the candidate must have completed and submitted all degree requirements, including all format revisions to AD for the PhD in PT program. A candidate who does not meet the final deadline cannot be listed among the degree recipients for that particular term, nor participate in commencement.

Post-Defense Meeting
The candidate must register with the Dissertation Chair and AD for the Ph.D. in PT program for a post-defense meeting. Requirements to be submitted to the Dissertation Chair, and the AD for the Ph.D. in PT program include:

- Final Oral Defense Examination Report (Appendix I)
- Certificate of Dissertation Committee Approval (Appendix J)
- Ph.D. in PT Student Exit Survey (Appendix K)
- A completed Survey of Earned Doctorates Awarded in the United States (Appendix L)
- Application for graduation via SIS
- Three (3) unbound, original copies of the dissertation (the approved version) need to be submitted to the Office of Graduate Programs using standard guidelines. The 3 copies will be bound with one bound copy stored in the Office of Graduate programs, one bound copy returned to the student, and one unbound copy is sent to the Thompson library. A fee of $25 will be applied to cover binding costs. Typically, the student receives the bound student copy within 4-6 weeks.
- An Electronic copy of the final, correctly-formatted dissertation and abstract which will be the official copy of record should be submitted electronically to the Physical Therapy department and the University’s Deep Blue digital archive. (See ‘Submitting the Dissertation to the Thompson Library’)

Submitting the Dissertation to the Thompson Library
Every dissertation will be submitted electronically to the AD for the Ph.D. in PT program as the official copy of record. After the post-defense format check, the candidate will upload a PDF of the final corrected and complete dissertation for electronic access in the PhD in PT Dissertation Submission Organization in Blackboard (mandatory). The PTD Post-Professional Education Program Coordinator will submit to Deep Blue on behalf of the student.

Submitting the Dissertation

How do I submit my dissertation?
All dissertations will be submitted electronically to PTD Post-Professional Education Program Coordinator during the post-defense meeting. The final digital copy will be the copy of record.
To submit your dissertation, you will access the PhD in PT Student Dissertation Submission Organization in Blackboard. You will be asked to provide bibliographic keywords, or tags, that describe the content of your dissertation, including subject, concepts, theory and methods. These will help others to find and retrieve your dissertation. You will copy your abstract to the website and upload a PDF of the final digital copy of your dissertation. The PTD Post-Professional Education Program Coordinator will review your submission, and may require you to make final changes before the submission is approved. No further changes will be allowed once the dissertation is approved and submitted. PTD Post-Professional Education Program Coordinator will hold your dissertation until your degree is conferred. After your degree is conferred, PTD Post-Professional Education Program Coordinator will forward your dissertation as the copy of record to Deep Blue, the permanent digital repository of the University Library.

**What is Deep Blue?**

Deep Blue is a digital repository that is part of the University Library. It provides permanent, safe and accessible digital archiving, preservation and distribution functions for the University of Michigan. Deep Blue’s primary goal is to provide access to the work that makes Michigan a leader in research, teaching, and creativity.

**Will I be able to find my dissertation online when it is made available through Deep Blue?**

Yes. It will be available through the University Library’s online catalog about 3-4 weeks after your degree is conferred. You will be able to find it listed in the University Library’s online catalog and via Google Scholar, a freely accessible web search engine that indexes the full text of scholarly literature.

**Dissertation Release/Embargo**

**Am I required to release my dissertation to the general public?**

Yes. From the inception of the modern doctorate in the early 19th century, a central purpose of doctoral education has been to prepare students to make significant scholarly contributions to knowledge in their field of study. The dissertation is submitted as public evidence of your scholarly accomplishment meriting the conferral of the doctoral degree. In keeping with this long-standing tradition, which is consistent with the University’s public mission, it has always been the University’s expectation that every doctoral dissertation and abstract will be released upon conferral of the degree. Only in specific circumstances may release of a dissertation be deferred, and then only for a limited period of time.

Doctoral dissertations and abstracts are normally made publicly available upon degree conferral when they are deposited electronically in Deep Blue. In limited circumstances, a doctoral student may wish to postpone public release of the final dissertation of record that is deposited in Deep Blue, the permanent digital repository of the University of Michigan Library.

A student who is considering such a postponement, also called a dissertation embargo, should discuss this option with his or her Dissertation Chair and committee. The student is responsible for requesting an embargo of the dissertation, and the request must be approved by the Dissertation Chair (and co-chair, if applicable). Embargo requests must be submitted before the final dissertation submission deadline.
Two dissertation embargo options are available.
1. **U-M-only access.** A student may choose to restrict access to the dissertation to members of the University of Michigan community (those with a uniqname and a Kerberos password) for up to one year from the date of degree conferral. The title and abstract will be displayed in online listings of the Thompson Library, but the content of the dissertation will not be available to view or to download.

2. **Full restriction.** A student may seek permission from the PTD for an embargo that restricts all access to the dissertation for up to one year from the date of degree conferral. Permission will be granted only when:
   - The student (or his or her collaborators) is applying for a patent on research contained in the dissertation and does not wish to make the contents public until the patent application has been filed; or
   - The dissertation includes information that is covered for a limited period of time by a confidentiality agreement or contains third-party proprietary information.

   Dissertations that are fully restricted are not included in the online listings of the Thompson Library and the title and abstract are not available to the public or the University Community. Unless the graduate requests and is granted permission for an additional year of U-M-only access, the dissertation will be fully released.

**What if I want to restrict access to my dissertation for more than one year?**
To extend a U-M-only embargo, you may ask permission of the PTD Post-Professional Education Degree Program to delay full public release for up to two additional one-year renewals, for a total of three years. Permission will be given only for specific reasons, such as your intention to publish work from the dissertation with a publisher or journal that restricts consideration of manuscripts derived from dissertations which have been made available online. Please note that, at this time, most publishers do not have these restrictive pre-publication policies. You are responsible for requesting renewals.

**Can my advisor restrict access to my dissertation?**
No. It is your dissertation and an embargo request must come from you, with the approval of your Dissertation Chair/Co-Chairs.

**Whom should I contact if I have further questions?**
You should discuss any questions you may have with your Dissertation Committee Chair (Co-Chairs, if applicable) and/or the AD for the Ph.D. in PT program. You may also e-mail the Post-Professional Education Program Coordinator.

**Dissertation Resources.**
- Dissertation Resources

- Deep Blue link
Appendices

Appendix A: Ph.D. in PT Committee Chair Acceptance form
Appendix B: Qualifying and Preliminary Examination and Dissertation Committee form
Appendix C: Qualifying Examination form
Appendix D: Dissertation Timeline and Checklist
Appendix E: Dissertation format guidelines and Dissertation self-editing checklist
Appendix F: Sample Authorship Agreement form
Appendix G: Ph.D. in PT Pre-Defense Committee Meeting Request form
Appendix H: Ph.D. in PT Pre-Defense Dissertation Evaluation form
Appendix I: Final Oral Defense Examination Report form
Appendix J: Certificate of Dissertation Committee Approval form
Appendix K: Ph.D. in PT Student Exit Survey form
Appendix L: Survey of Earned Doctorates (SED) Awarded in the United States
Appendix A: PhD COMMITTEE CHAIR ACCEPTANCE FORM

PPE Degree Programs - STUDENT SERVICES
Physical Therapy Department, Rm. 2157 William S. White Building
509 North Harrison St., Flint MI 48502-1950
810-762-3373 • Fax: 810-766-6668
E-mail: cwixson@umflint.edu

Please refer to the PhD in Physical Therapy Admissions Procedures.

Student name:_____________________________ Program Name: PhD in Physical Therapy

Student E-Mail: __________________________

Action Requested: □ PhD Committee Chair acceptance □ Create Committee □ Revise Committee

If defense date is in less than 6 months, give approximate date: _________________ MM/DD/YY

PHD Committee Chair Name*        Department        Title
__________________________________________  ____________________________  _____________

*Under certain circumstances, the student can have co-chairs (Please discuss with the Associate Director of the PhD in Physical Therapy Degree program.

________________________   __________________________ Date: __________
Chair Signature (Co-Chair)       Chair Name Printed        MM/DD/YY

________________________   __________________________ Date: __________
Chair Signature (Co-Chair)       Chair Name Printed        MM/DD/YY

Submit this form to:
Program Coordinator for the Post-Professional Programs, PTD Office, 2157 William S. White Building

This section for PTD Office Only
☐ Request Granted  ☐ Request denied

Signature: ____________________________  Date: __________
Associate Director for PhD in Physical Therapy Program  MM/DD/YY

Print Name: ____________________________

Signature: ____________________________  Date: __________
Director of PTD  MM/DD/YY

Print Name: ____________________________
Appendix B: QUALIFYING AND PRELIMINARY EXAMINATION AND DISSERTATION COMMITTEE FORM

PPE Degree Programs - STUDENT SERVICES
Physical Therapy Department, Rm. 2116G, William S. White Building
303 E. Kearsley St., Flint MI 48502-1950
810-762-3373 • Fax: 810-766-6668
E-mail: cwixson@umflint.edu

Please refer to the Guidelines for forming the Committee. When revising the Ph.D. in PT student’s Committee, list all members of the committee as well as the revision(s).

Student name:_____________________________ Program Name: Ph.D. in PT
Student U-M ID:___________________________ Academic Program Number:___________
Student E-Mail: ____________________________

Action Requested: □ Create Committee or □ Revise Committee

Provide approximately date of the Qualifying Examination:

Research Design & Methodology

Teaching and Higher Education Leadership

Specialization/Advanced Practice

Provide approximately date of the Preliminary Examination:

Provide approximately date of the dissertation defense:

---

Proposed Committee Membership (PLEASE NOTE: In certain circumstances, additional documentation must be submitted with this form. See Guidelines for the Dissertation Committee).
Chair/ Co-Chairs:
Name_________________________ Department_________________________ Title_________________________

_________________________ ________________________________ __________________________

UMID: _______________________ Date:______________

_________________________ ________________________________ __________________________

UMID: _______________________ Date:______________

Committee Members:
Name_________________________ Department_________________________ Title_________________________

_________________________ ________________________________ __________________________

UMID: _______________________ Date:______________

_________________________ ________________________________ __________________________

UMID: _______________________ Date:______________

_________________________ ________________________________ __________________________

UMID: _______________________ Date:______________

Submit this form to: Program Coordinator for Post-professional Education

This section for PTD Office Only

_____Request Granted  _____ Request denied

Signature:_________________________ Date:_________________________

Associate Director of Ph.D. in PT program MM/DD/YY

Print Name:_________________________
Appendix C: **QUALIFYING EXAMINATION FORM**

Physical Therapy Department, Rm. 2116G, William S. White Building
303 E. Kearsley St., Flint MI 48502-1950
810-762-3373 • Fax: 810-766-6668
E-mail: cwixson@umflint.edu

Student name: _______________________________________________________________

Student U-M ID: ___________ Student email address: __________________________

Program Name: **Ph.D. in PT** Academic Program Number: _________________

**HIGHER EDUCATION TEACHING AND LEADERSHIP**

Completion Date: _______________________(MM/DD/YYYY)

**Teaching Portfolio**

☐ Pass
☐ Revisions or Other Activities requested Due date: ____________ (MM/DD/YYYY)
☐ Not acceptable

**Oral Assessment**

☐ Pass
☐ Revisions or Other Activities requested Due date: ____________ (MM/DD/YYYY)
☐ Not acceptable

**Comments:**

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<tr>
<th>Name</th>
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<td>Chair/Co-Chairs:</td>
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| Other Members: |       |      |
|________________|-------|------|
| __________________ | __________ | __________ |
| __________________ | __________ | __________ |
| __________________ | __________ | __________ |
SPECIALIZATION/ADVANCED PRACTICE

Completion Date: _______________________(MM/DD/YYYY)

Written Assessment
☐ Pass
☐ Revisions or Other Activities requested Due date: ____________ (MM/DD/YYYY)
☐ Not acceptable

Oral Assessment
☐ Pass
☐ Revisions or Other Activities requested Due date: ____________ (MM/DD/YYYY)
☐ Not acceptable

Comments:

Name       Title       Date
Chair/Co-Chairs:
________________________   ___________________________   ___________
________________________   ___________________________   ___________

Other Members:
________________________   ___________________________   ___________
________________________   ___________________________   ___________
________________________   ___________________________   ___________

RESEARCH DESIGN & METHODOLOGY

Completion Date: _______________________(MM/DD/YYYY)

Written Assessment
☐ Pass
☐ Revisions or Other Activities requested Due date: ____________ (MM/DD/YYYY)
☐ Not acceptable

Oral Assessment
☐ Pass
☐ Revisions or Other Activities requested Due date: ____________ (MM/DD/YYYY)
☐ Not acceptable
Comments:

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<th>Name</th>
<th>Title</th>
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**This section for PTD Office Only**

Signature: ___________________________ Date: ____________

**Associate Director of Ph.D. in PT program**

MM/DD/YY

Print Name: ___________________________

---

Signature: ___________________________ Date: ____________

**Physical Therapy Department Director**

MM/DD/YY

Print Name: ___________________________

---

Submit the completed form to: Program Coordinator for Post-professional Education

(A copy of this completed form will be routed to the UM-Flint Graduate Programs Office)
Appendix D. Dissertation Timeline and Checklist

Steps in Dissertation

Step 1
Verify your committee has been approved by reviewing your Qualifying and Preliminary Examination and Dissertation Committee form (Appendix B) at least a semester prior to the presentation/defense.

Step 2
Verify that you have submitted an agreed upon Authorship Agreement form (sample: Appendix E).

Step 3

Step 4
Apply for graduation in SIS during the semester prior to the semester you are planning to defend your dissertation.

Step 5
Request a Pre-Defense meeting (Appendix G). The pre-defense group meeting must take place at least 20 working days before the oral defense presentation.

Step 6
Distribute Dissertation Evaluation forms (Appendix H) and electronic copies of your abstract and dissertation to committee members at least 20 working days prior to your oral defense of dissertation.

Step 7
Follow up with your committee members if the Dissertation Evaluation forms have not been received by your Dissertation Chair. At least 8 working days before the oral defense presentation, Dissertation Committee Chair must receive and review the Ph.D. in PT Pre-Defense Dissertation Evaluation forms from all members of the committee members so that PTD may authorize the presentation.

Step 8
On the day of your defense, pick up your Defense Packet from PTD Post-Professional Education Program Coordinator. This packet will include the Oral Defense Examination Report (Appendix I) and the Certificate of Dissertation Committee Approval form (Appendix J).

Step 9
Oral Defense of Dissertation

Step 10
Verify with your Dissertation Chair that the Oral Defense Examination Report (Appendix I) has been submitted to the PTD Post-Professional Education Program Coordinator within 8 working days following the defense.

Step 11
Complete any changes, corrections, or revisions to your dissertation as required by your committee Chair, Co-Chairs (if applicable) and Committee members within 10 weeks following your defense.

Step 12
Obtain a signed Certificate of Dissertation Committee Approval *(Appendix J)* form from your Dissertation Chair or Co-Chair.

**Step 13**
Register for Post-Defense meeting with PTD Post-Professional Education Program Coordinator referencing the Doctoral Degree Deadlines.

**Step 14**
Submit the signed Certificate of Dissertation Committee Approval *(Appendix J)* and Oral Defense Examination Report *(Appendix I)*, electronic copy of the dissertation, two copies of abstract, one extra Title Page, Ph.D. in PT Student Exit Survey form *(Appendix K)*, and Survey of Earned Doctorates(SED) *(Appendix L)* at the Post-Defense meeting. Receive instructions for online submission of dissertation at Post-Defense meeting. Follow up with any outstanding PTD Post Professional Programs and Graduate Programs requirements. The above documents must be received by the PTD by 2 weeks after classes end (see the UM-Flint calendar).

**Step 15**
Graduate Degree Completed

**Step 16**
Graduate Degree Conferred
DISSERTATION FORMAT GUIDELINES & DISSERTATION SELF-EDITING CHECKLIST

PPE Degree Programs Student Services may be able to help with formatting problems. There are no approved PTD templates but the Knowledge Navigation Center can teach you how to create a template. Do not use any other student’s dissertation or thesis as an example of how to format your dissertation. Your dissertation must follow these guidelines.

1. Margins are a minimum of one inch on each side. Single-sided paper.
2. Text is in a professional looking embedded font, minimum size of 12 point. Smaller font size or type may be appropriate for tables, footnotes or other material outside of the main text. Black text is used although figures, tables, etc. may be in color.
3. Line spacing is 1 ½ or double with the exception of tables, lists, quotations, footnotes/endnotes, figure/table legends/captions and bibliographic entries, which should be single-line spaced.
4. The first page of each section, chapter and appendix start on a new page and should have a two inch top margin.
5. Bibliography or Reference section(s) is/are at the end of each chapter or the very end of the dissertation, in the format preferred by the discipline.
6. If including more than one figure, table, illustrations, appendix, etc., there are separate lists of each that include the figure/table number, caption/legend and page number on which it is located.
7. Tables, figures, illustrations, etc. are uniquely and consecutively numbered throughout.
8. Chapter numbers, chapter titles, and page numbers (on which chapters begin) are listed in Table of Contents.
10. Front matter is in the following order (first numbered page must be page ii)…

Title page: Mandatory; no page number (see following page for format)
Frontispiece: Optional; no page number
Copyright page: Optional; no page number
Dedication: Optional; must have page number (lowercase Roman numerals start here)
Acknowledgements: Optional; must have page number
Preface: Optional; must have page number
Table of Contents: Mandatory; must have page number
List of Tables, List of Figures, etc.: Mandatory when there are more than one; must have page number
List of Appendices: Mandatory when there are more than one; must have page number
List of Abbreviations, List of Acronyms, List of Symbols: Optional; must have page number
Abstract: Optional; must have page number

NOTE: Separate abstract text of up to 350 words, with no special characters, is required for the online submission of the dissertation. No specific format is necessary. 10.12

Title of the Dissertation

by

Student’s Name

This dissertation is submitted in partial fulfillment of the requirements for the degree of Doctor of Philosophy (Physical Therapy) in the University of Michigan-Flint 2015

No mention of “Program in” or “Department of” before program name. Must have parentheses.

Use year of degree conferral not year that dissertation was finished

Committee is listed with the chair or co-chairs first. The rest of the members should follow in alphabetical order by last name.

Committee name listing is single line spaced.

Title (Professor, etc.) is before the name and does not include degree citation (Dr. etc.) or department.

If a member is deceased “(Deceased)” is added at the end of the line after their name, i.e. Professor John Smith (Deceased).

For academic members from outside U of M, a comma and the full name of the academic institution name follows the member's name, i.e. Assistant Professor Jane Smith, University of Chicago.

For members of the private sector, a comma and the full
DISSERTATION SELF-EDITING CHECKLIST

Title Page

- Paragraph centered on title page matches title page example
- Names match names in Thompson Library and Deep Blue
- No mention of “Program in” or “Department of” before program name
- Year is the year degree is being conferred, not the year the dissertation was completed

Page Numbers

- Front matter page numbers start with page ii
- Front matter pages are all numbered with lower case Roman numerals (no page i)
- No page numbers on Title Page, Frontispiece, or Copyright Page
- Main body of dissertation starts on page 1

Table of Contents

- Table of Contents is not listed in the Table of Contents
- All front matter sections (excluding Title Page, Frontispiece, Copyright Page, and Table of Contents) are listed in Table of Contents as well as the page number on which section begins
- Three Manuscripts including Titles, Manuscript level one headings, and page numbers (on which Manuscripts begin) are listed in Table of Contents

Tables, Figures, Et cetera

- When more than one Table, Figure, Appendix, etc. exists, separate lists are in Front Matter
- Tables and Figures in Appendices are included in List of Tables, List of Figures, etc.
- Tables, Figures, Appendices, etc. are uniquely and sequentially numbered in the lists
- Lists include (Table, Figure, Appendix, etc.) number, legend/description, and page number

Miscellaneous

- There are no blank nor missing pages
- Format should be consistent
- Footnotes (if included) and Bibliography/References section(s) are in the format preferred by discipline
Appendix F. Sample Authorship Agreement Form

PPE Degree Programs - STUDENT SERVICES
Physical Therapy Department, Rm. 2116G, William S. White Building
303 E. Kearsley St., Flint MI 48502-1950
810-762-3373 • Fax: 810-766-6668
E-mail: cwixson@umflint.edu

Student name:_____________________________  Program Name: Ph.D. in PT

Student U-M ID:__________________________  Student E-mail: ________________________

Date: _____________________________

“Authorship credit should be based only 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. Conditions 1, 2, and 3 must all be met. Acquisition of funding, the
collection of data, or general supervision of the research group, by themselves, do not
justify authorship.”

Authorship contributions for the manuscript entitled, “[Insert Title Here]” are as follows:

Insert names under each section indicating responsibility:

• Conception and design
• Acquisition of the data
• Analysis and interpretation of the data
• Drafting of the article
• Critical revision of the article for important intellectual content
• Final approval of the article
• Provision of study materials or patients
• Statistical expertise
• Obtaining of funding
• Administrative, technical, or logistic support

Therefore, the order of authorship is:

1. [First Author]  ____________________________________________________________

2. [Second Author]  _________________________________________________________
3. [Third Author] ____________________________________________

4. [Fourth Author] ____________________________________________

5. [Fifth Author] ____________________________________________

Submit this form to:

PPE Degree Programs - STUDENT SERVICES
Physical Therapy Department, Rm. 2116G, William S. White Building
303 E. Kearsley St., Flint MI 48502-1950
810-762-3373 • Fax: 810-766-6668
E-mail: cwixson@umflint.edu

This section for PTD Office Only

________________________________________ Date: ___________
Chair Signature (Chair/Co-Chair) Chair Printed Name MM/DD/YY

________________________________________ Date: ___________
Chair Signature (Co-Chair) Co-chair Printed Name MM/DD/YY

________________________________________ Date: ___________
AD for Ph.D. in PT Signature Printed Name MM/DD/YY

________________________________________ Date: ___________
PTD Director Signature Printed Name MM/DD/YY
Appendix G. Ph.D. in PT Pre-Defense Committee Meeting Request form

PPE Degree Programs - STUDENT SERVICES
Physical Therapy Department, Rm. 2116G, William S. White Building
303 E. Kearsley St., Flint MI 48502-1950
810-762-3373 • Fax: 810-766-6668
E-mail: cwixson@umflint.edu

Please fill out the form below. Required fields are marked with an asterisk (*).

Last Name:*  

First Name, Middle Name or Initial:*  

UM ID#:* (8-digit student identification number that appears on your MCard)  

Daytime Phone Number:* (please include area code, e.g. 123-456-7890)  

Academic Program: Ph.D. in Physical Therapy  

Student Doctoral Deadline:*  

Date of Oral Defense:* (mm/dd/yyyy format, e.g. '12/20/2014')  

Time of Oral Defense:* (12-hour format with no spaces, e.g. '12:00PM', '9:30AM')  

Location of Oral Defense:* (room and building)
Dissertation Title:* (please limit your response to 255 Characters--upper and lower case)

Dissertation Title contains special characters that I could not type on this form: * (Yes/No)

No

Please provide names and e-mail address(es) for your chair or co-chairs
Chair or Co-Chair Name and E-mail:

Chair or Co-Chair Name and E-mail:

Committee member Name and E-mail:

Committee member Name and E-mail:

Committee member Name and E-mail:

Committee member Name and E-mail:
Appendix H: Ph.D. in PT Pre-Defense Dissertation Evaluation form

PPE Degree Programs - STUDENT SERVICES
Physical Therapy Department, Rm. 2116G, William S. White Building
303 E. Kearsley St., Flint MI 48502-1950
810-762-3373 • Fax: 810-766-6668
E-mail: cwixson@umflint.edu

Before the Oral Defense
The Pre-Defense Dissertation Evaluation form enables the PTD to:
1. Alert the dissertation chair of potential problems before the defense
2. Assists committee members in recognizing common and diverging concerns in planning the defense
3. Serves as a record of the committee’s evaluation

If the student does not supply each committee member with a Dissertation Evaluation form and a copy of the dissertation and abstract at least 20 working days before the oral defense, the committee member may ask for a postponement of the defense.

Because divergent evaluations submitted by the members of a committee may require further discussion prior to the oral defense, we ask that evaluations be submitted to the Dissertation Chair at least 8 working days prior to the day of the oral defense.

The evaluation form asks the committee to rank and/or comment on:
1. Whether the dissertation and abstract are acceptable:
   o As submitted
   o After minor typographical and stylistic corrections
   o After minor substantive changes
   o After substantial revisions
   o Not acceptable
2. the scholarly rigor
3. the quality of the writing
4. the quality and quantity of the research
5. the originality
6. the contribution to the field of physical therapy or other discipline

Returning the Ph.D. in PT Pre-Defense Dissertation Evaluation form

By Fax
Fax to (810) 766-6668

By E-Mail
E-mail to cwixson@umflint.edu (Include the student name, ID number and committee members name in the message). Note that there are no electronic forms available; an e-mail message is used as a substitute for the form.
In Person
The student can hand carry it (if it is in a sealed envelope) to the Post-Professional Education Office in the Physical Therapy Department, Rm. 2116G, William S. White Building; 303 E. Kearsley St., Flint MI 48502-1950

U.S. Postal Service
Mail to:
Attn. Christina Wixson, Post-Professional Education Dissertations
Physical Therapy Department, Rm. 2116G, William S. White Building
303 E. Kearsley St., Flint MI 48502-1950

Campus mail is not recommended.

If you lose your Pre-Defense Dissertation Evaluation form and need a new one, you can call Post-Professional Education Program Coordinator at the PT Department at (810) 762-3298.

After all of the evaluations are received and reviewed by the PTD, a defense packet will be prepared. The student must pick up this packet before the defense. The packet includes the Pre-Defense Dissertation Evaluation form, Oral Defense Examination Report form and the Certificate of Dissertation Committee Approval form.

Please note: The dissertation evaluations are considered part of the student’s public file and the student has the right to see them after all requirements for the dissertation have been completed.

During and After the Oral Defense
The student will bring the defense packet to the oral defense and hand it to the Chair of the dissertation committee. Immediately after the defense presentation, the committee signs the Oral Defense Examination Report form (Appendix G) included in the packet and writes the a summary of the oral presentation results in the space provided and returns the Oral Defense Examination Report to the PTD Post-Professional Education Program Coordinator and AD for the Ph.D. in PT program. The Chair retains the Certificate of Dissertation Committee Approval until he/she has seen all the required revisions and corrections; then checks the appropriate box on the form and signs his/her name. The Certificate of Dissertation Committee Approval as well as the Oral Defense Examination Report must be returned to Post-Professional Education Program Coordinator in the PT department by the appropriate deadline.
Ph.D. in PT Pre-Defense Dissertation Evaluation form

Student name:_____________________________ Program Name: Ph.D. in PT
Student U-M ID:__________________________ Student email: ______________________

Did you make direct comments on the dissertation? (e.g. track changes) (Yes/No)

[ ] Yes
[ ] No

At this time, has the candidate addresses those edits/comments? (Yes/No)

[ ] Yes
[ ] No

After review of the student’s Dissertation abstract and dissertation, please comment on:

The scholarly rigor

The quality of the writing

The quality and quantity of the research

The originality

The contribution to the field of physical therapy or other discipline

Please indicate whether the dissertation and abstract are acceptable:

[ ] As submitted
[ ] After minor typographical and stylistic corrections
[ ] After minor substantive changes
[ ] After substantial revisions
[ ] Not acceptable

____________________________________  __________________
Signature                                           Date

First Name, Middle Name or Initial, Last Name:

Email address:

Daytime Phone Number:* (please include area code, e.g. 123-456-7890)

Page 38 of 44
Appendix I. Oral Defense Examination Report form

PPE Degree Programs - STUDENT SERVICES
Physical Therapy Department, Rm. 2116G, William S. White Building
303 E. Kearsley St., Flint MI 48502-1950
810-762-3373 • Fax: 810-766-6668
E-mail: cwixson@umflint.edu

Program Name: Ph.D. in PT

Student name:_____________________________  Student U-M ID: ______________________

The following Dissertation committee members are in attendance for the above candidate’s Dissertation defense and agreed to the statements below.

______________________________   ___________________________ Date: ___________
Chair Signature (Chair/Co-Chair)  Chair Printed Name  MM/DD/YY

______________________________   ___________________________ Date: ___________
Chair Signature (Co-Chair)  Co-chair Printed Name  MM/DD/YY

______________________________   ___________________________ Date: ___________
Committee Member Signature  Printed Name  MM/DD/YY

______________________________   ___________________________ Date: ___________
Committee Member Signature  Printed Name  MM/DD/YY

______________________________   ___________________________ Date: ___________
Committee Member Signature  Printed Name  MM/DD/YY

______________________________   ___________________________ Date: ___________
Committee Member Signature  Printed Name  MM/DD/YY

Please indicate whether the dissertation defense presentation is acceptable:

☐ As presented
☐ Minor suggestions were made that require the student’s attention (see summary below)
☐ Minor substantive suggestions were made that require the student’s attention (see summary below)
☐ Substantial issues arose that require major revisions (see summary below)
☐ Not acceptable

Summary of suggestions, comments and/or revisions:
Appendix J. Certificate of Dissertation Committee Approval form

PPE Degree Programs - STUDENT SERVICES
Physical Therapy Department, Rm. 2116G, William S. White Building
303 E. Kearsley St., Flint MI 48502-1950
810-762-3373 • Fax: 810-766-6668
E-mail: cwixson@umflint.edu

Student name:_____________________________ Program Name: Ph.D. in PT
Student U-M ID:_______________________ Student email: ______________________

Dissertation Title: ____________________________

As the Dissertation Chair (or Co-Chairs, if applicable), I/we agree that all required revisions and corrections that were identified

• in the dissertation defense presentation and/or
• in the Ph.D. in PT Pre-Defense Dissertation Evaluation form and/or
• edits/comments made directly in the electronic copy of the dissertation (e.g. track changes)

were completed to the Dissertation Committees satisfaction. (Yes/No)

Yes

If no, what is the status of this Ph.D. in PT Candidate?

______________________________ Date: ___________
Chair Signature (Chair/Co-Chair) Chair Printed Name MM/DD/YY
______________________________ Date: ___________
Chair Signature (Co-Chair) Co-chair Printed Name MM/DD/YY
Appendix K: Ph.D. in PT Student Exit Survey form

PPE Degree Programs - STUDENT SERVICES
Physical Therapy Department, Rm. 2116G, William S. White Building
303 E. Kearsley St., Flint MI 48502-1950
810-762-3373 • Fax: 810-766-6668
E-mail: cwixson@umflint.edu

Date: _________________________

Physical Therapy Department (PTD) Director or the Associate Director for the Ph.D. in PT program
Do you have any comments regarding internal organization and information sharing by the PTD Director or the Associate Director for the Ph.D. in PT program?

If you had any questions or issues arise while in the Ph.D. in PT program, do you feel you were able to express your concerns and your concerns were attended to in an appropriate fashion?

Do you have any suggestions for change in the overall Ph.D. in PT program?

Dissertation Chair(s)
Do you have any comments regarding the overall communication between you and your Chair(s)?

Do you feel that your Dissertation Chair had the expertise needed to assist you in your educational and dissertation process?

Dissertation Committee members
Do you have any comments regarding the overall communication between you and your Dissertation Committee?

Do you feel that your Dissertation committee members were available to you?

Specialization/Advanced Practice (Certification) Curriculum
Please indicate your specific area of Specialization/Advanced Practice

☐ Orthopedics      ☐ Neurology        ☐ Pediatrics
Do you believe that you achieved the goal of advancing your knowledge in your area of Specialization/Advanced Practice?

Do you have any suggestions for change in the Specialization/Advanced Practice curriculum?

**Higher Education Leadership and Teaching courses**
Please comment on the merits of and state suggested changes to the three course Higher Education leadership and Teaching curriculum.

Please comment on your overall preparedness for future teaching and academic life in a potential job at an academic institution.

**Scholarly Activity, Research Design, Statistics and Critical Review of the Literature**
Please comment on the merits of and state suggested changes to the three course Research curriculum.

Please comment on the merits of and state suggested changes to the series of two Ph.D. Seminar courses.

Did the above research courses prepared you for completion of your dissertation?

**Dissertation: Pre-Candidacy and Candidacy Research**
Please comment on the merits of and state suggested changes to the Pre-Candidacy portion of the Ph.D. in PT. program.

Please comment on the merits of and state suggested changes to the Candidacy portion of the Ph.D. in PT. program

Please comment on your overall preparedness for conducting research at an academic or research institution.

**Final Comments concerning the Ph.D. in PT program**

Please list three strongest aspects of the Ph.D. in PT program.

What was challenging in your learning process in the Ph.D. in PT program?

Do you have any suggestions for improving the Ph.D. in PT program?
Appendix L: Survey of Earned Doctorates in the United States

General Information about the SED
The Survey of Earned Doctorates is an ongoing survey sponsored by the National Science Foundation, the National Institutes of Health, the US Department of Education, the National Endowment for the Humanities, the US Department of Agriculture and the National Aeronautics and Space Administration. The survey helps these and many other agencies and entities assess the availability of highly educated personnel. The survey gathers data from all research doctorate graduates each year on their educational history, sources of support and post-graduation plans. The completed survey responses become part of the Doctorate Records File, a nearly complete data bank on doctorate recipients from 1920 to the present and the major source of doctoral data at the national level. The profiles of doctorate recipients that emerge from these data assist policymakers at the federal, state, local and university levels. The information provided on the survey questionnaire remains confidential and is safeguarded in accordance with the Privacy Act of 1974, as amended. The survey data are reported only in aggregate form or in a manner that does not identify information about any individual. For more information, please see http://www.pitt.edu/~graduate/etd/pdf/SED_Purpose_Use.pdf.

Requirements to complete the SED
Recording our doctorate degrees nationally is very important. Regulations Governing Graduate Studies states: “Prior to the end of the term in which they are graduated, all doctoral candidates must submit to the physical therapy office a completed Survey of Earned Doctorates Awarded in the United States.

In the online implementation of the SED, the following demographic data fields are required: name, institution, graduation month and year, and doctoral degree type. Note that this information will eventually appear publically when the ETD is published. The completion of these fields will satisfy the university-wide graduation requirement. As stated in the SED, responses to the survey questions are voluntary and students will not be adversely affected if they do not choose to answer.

The online survey is administered independently, and schools will not have immediate access to their students’ responses. Please encourage your students to complete the survey, as student responses will enhance UM-Flint’s national reputation.

Instructions for the Online Survey of Earned Doctorates (SED) for ETD Staff: 10/09/2012
Distribute the link to the survey registration web site to doctoral graduates: https://sed.norc.org/survey. You can either distribute this link individually, or post it on your school’s “graduation checklist” website.

1. At the survey registration website, the student will be asked to provide his/her name, institution, graduation month and year, and an e-mail address. Currently, the only option for “School/College” is Graduate School; you will be updated if this changes. Shortly after filling out the registration page (typically within seconds), the student will receive an email
with the URL to the actual survey, and a unique PIN and Password. A student can suspend the survey before he/she completes it without losing their previous responses and can return to it at a later time by using the PIN and Password.

2. Each school has two methods to secure proof of completion. Options include:

E-mail confirmation.

There is a space provided at the end of the survey for the student to enter in two email addresses. You can instruct your students to enter in your email address so that you will be automatically notified as soon as one of your students completes the survey.

Certificate of completion.

The web page immediately following the e-mail confirmation page displays the certificate of SED completion. This certificate includes the same information as in the confirmation e-mail, and can be printed out by the student and submitted to the school.

3. Submit either a copy of the email or the certificate of completion to the Physical Therapy Department.

If your students have general questions about the survey, please instruct them to contact NORC who administers the survey at 1-800-248-8649 or at sed@norc.uchicago.edu