

HANDBOOK

HEALTH and REHABILITATION SCIENCES PhD PROGRAM

APPROVED AUGUST 19, 2021

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Section I – Mission and Vision of the HRS PhD Program in The School of Health and Rehabilitation Sciences

Mission 1.1: To develop transformative health and rehabilitation sciences leaders at the forefront of scientific discovery.

- Students are expected to become stewards of their science by applying rigorous and ethical scientific methods, and cutting-edge analytical approaches in a focused domain of science. Being at the scientific forefront facilitates stewardship of their professions. Our graduates will lead their disciplines by engaging in life-long research, effectively disseminating scientific discoveries in the classroom, and performing service to their profession.

Vision 1.2: To be a global leader in advancing scholarship and leadership by developing excellent interdisciplinary scientists. Our students are expected to:

- Grow through close mentorship with faculty;
- Thrive in interdisciplinary discussion, debate, and collaboration;
- Develop evidence-based educational practices, curricular design, and program evaluation;
- Expect the best of themselves by engaging in constructive self-criticism, bringing passion to their professional duties, and being committed to collegiality;
- Serve the profession through scholarly pursuits, translating discovery into practice, and training future practitioners and future scientists;
- Develop In-depth foundational knowledge within a focused area of study;
- Develop mastery of innovative scientific methods to produce rigorous, original research, culminating in independent, scholarly thought;
- Advance their science and the profession through pursuit of grant funding, publication of their scientific discoveries and dissemination in scientific and professional forums as well as in the classroom; and
- Serve as an ambassador for the profession and the program in interactions with others locally, regionally, nationally, and internationally.

Section II – Administration of the HRS PhD Program in The School of Health and Rehabilitation Sciences

Governance for the HRS PhD program will be shared by the HRS Graduate Studies Committee Chair and Director of the HRS PhD program, the HRS Graduate Studies Committee, and the HRS graduate faculty. The responsibilities of the Graduate Studies Chair serving as Director of the HRS PhD program are to:

- Convene regular meetings of the HRS Graduate Studies committee
- Determine PhD Student progress and update the committee
- Maintain student records
- Provide oversight and guidance for faculty advisors
- Conduct regular reviews of the PhD curriculum
- Engage in faculty development to improve graduate education in the school
- Develop and update policies and procedures for PhD education

HRS Graduate Faculty 2.1: The HRS PhD Graduate Faculty will be comprised of faculty recognized by the graduate school by P status. Faculty must apply to be members of the HRS PhD Program using the Application for HRS Faculty Status (**Appendix A**) and be approved by the HRS PhD Graduate Studies Committee. To serve as a Primary Advisor to an HRS PhD student, the faculty member must meet the following criteria:

- Hold P status in the Graduate School
- Apply to and be admitted as a Graduate Faculty Member in the HRS PhD Program (form below)
- Have a primary appointment in the School of Health and Rehabilitation Sciences

– or –

For faculty whose primary appointment is not in the school, a formal request will be made to the HRS PhD Graduate Studies Committee using the Application for HRS Faculty Status (below). The applicant will meet either with the program director or the PhD Graduate Studies Committee to determine the alignment of goals between the applicant and the HRS PhD Program and to orient the applicant to requirements of the program.

- Maintain good standing as an HRS PhD Graduate Faculty Member
- Additionally, for each PhD student mentee, the advisor and student must each review and agree to the terms of (i.e., sign) the Accountable Mentorship Form (**Appendix B**), outlining the expectations of an HRS PhD student mentor.

HRS PhD Graduate Studies Committee 2.2: The committee, in conjunction with the HRS PhD Program Director, provides oversight to the HRS PhD program, including admissions, curricular review, approval of candidacy and dissertation committees, mentorship of PhD advisors, evaluation of student progress, and implementation of disciplinary procedures. The committee will be responsible for developing the policies and procedures of the HRS PhD program and appropriately conveying them to the P faculty.

The committee is chaired by the Graduate Studies Chair, who is appointed by the School Director and reviewed annually. The appointment may be terminated for unsatisfactory performance; the chair may also be re-appointed. There are at least five additional members (two appointed by the School Director and others elected by the P faculty); terms are staggered 3 year terms. All committee members must have P level graduate status, be members in good standing of the HRS PhD Graduate Faculty, and be elected by a vote of P level faculty who are members of the HRS PhD Graduate Faculty.

Review of HRS PhD Program Faculty and Good Standing 2.3: The objective of reviewing faculty with an appointment in the HRS PhD Program is to ensure that students receive excellent training from recognized national and international experts, that the program is comprised of active faculty who regularly contribute their expertise to strengthen the program.

The PhD Graduate Studies Committee will review all affiliated faculty every four years to determine their status with the HRS PhD Program. The following criteria will be used:

1. A stated desire to remain a faculty member of the HRS PhD Program by submitting documents for review
2. A substantial record of ongoing scholarship within an area of Health and Rehabilitation Sciences with an average of at least 1 peer-reviewed publication per year on average
3. Record of active funding during the 4 year review period which is sufficient to support graduate student stipends and willingness to accept HRS PhD students
4. Act as a mentor, dissertation advisor and/or candidacy exam committee member for HRS PhD students on a regular basis
5. Teach graduate PhD courses for the HRS program
6. Serve on HRS PhD Graduate Studies Committee, and/or perform service focused on graduate education at College or University levels
7. Clear evidence of creating a productive, supportive training environment for HRS PhD trainees including student completion of milestones on time, regular attendance at Grand Rounds, regular attendance at school-wide mentorship workshops, and holding regular mentorship meetings with trainees

To maintain affiliation with the HRS PhD Program, the faculty member must demonstrate a sustained record of contributing to HRS graduate education and clear evidence of an active, focused research program sustained over multiple years. Thus, multiple criteria must be met yearly with items #1 and #2 being required of all faculty. The PhD Graduate Studies Committee will make one of 3 recommendations:

Retention of Faculty Status with the HRS PhD Program – criteria are met and faculty member demonstrates research expertise and a commitment to HRS graduate education. Affiliation with the PhD program will continue until the next review.

Removal of Faculty Status with the HRS PhD Program but Retention of P Status – This will be based on finding any of the following - failure to demonstrate sustained or substantial research program, lack of active participation in the HRS PhD Program, or difficulty creating positive training environment.

Recommendation to remove faculty status with the PhD program and to remove P Status – This option will only be considered if the faculty member's affiliation with the HRS PhD program is removed. It will be based on how extensive or severe the limitations are determined to be. The decision may be made to reduce the status to M or remove graduate faculty status altogether, or to recommend probationary P status until certain conditions are met. A guiding principle shall be that if a faculty member who once qualified for P status is no longer engaged in an active program of research as evidenced by a lack of publication, a lack of funding, and a lack of participation in graduate education over a four year time frame, the P status should be removed. In this case, the faculty member is given two weeks to respond in writing if they wish to challenge the decision. The letter from the faculty member is included with the letter reflecting the decision made by the HRS PhD Graduate Studies Committee and sent to the Graduate School for consideration.

Section III – HRS PhD Program Admissions

Application 3.1: Applicants must apply in conformance with graduate school requirements using the on-line application: <http://gpadmissions.osu.edu/apply/grad.html> . In addition to documents required by the Graduate School (i.e., proof of degree, TOEFL, minimum GPA of 3.0, etc.), all applicants must provide the following to be considered for acceptance into the HRS PhD program:

- **A Personal Statement** specifically addressing the following areas:
 - What type of research do you want to pursue as a PhD student at OSU? Ideally, pose a question, define a problem, or indicate a theme you might like to address as part of your graduate training. Show depth of understanding in your chosen research area and a capacity for creative, original thought. Include how/why a chosen mentor is right for you and how you fit within their research program.
 - What is your motivation for pursuing a PhD in Health and Rehabilitation Sciences? How is the program a strong fit for your career goals?
 - What is your preparation for the HRS PhD program? Talk about your background and training in the health and rehabilitation sciences field and/or related fields along with your relevant research experience in terms of class projects, fieldwork, laboratory research, etc. For research experience, discuss your specific role in the work, the scientific questions you asked, methods, results, and conclusions. Without duplicating responses from elsewhere on the application, briefly relate your past experience to the research you would like to conduct in graduate school and to your future goals
 - What circumstances in your life have contributed to your development as an individual and a researcher? How will these experiences influence your success? Is there any other information you wish to share?

- **Three Recommendations** – there are two components to each recommendation:
 - 1- Prospective PhD Student Attributes Survey: the survey will be sent via Qualtrics by the HRS Graduate Program Office to each recommender once the student has provided their name and email address. This survey must be completed *before* the Letter of Recommendation is written.
 - 2- Letter of Recommendation: the letter should be submitted to the OSU Graduate and Professional Admissions Office *after* the Student Attributes Survey and should build on responses to the survey (strengths and weaknesses). All letters of recommendation should address at least the following:
 - Based on at least one example, provide your opinion of the applicant’s ability to think critically and problem solve
 - Comment on the integrity and ethical standing of the applicant and provide supporting evidence
 - Describe any other noteworthy attributes you feel speak to the likelihood of the success of the student in the HRS PhD program.

- A **Writing Sample** that provides evidence of the highest standards of research the applicant has taken part in (e.g., Masters or Undergraduate Honors Thesis, published manuscript, etc.)

Admission Timeline 3.2: To be considered for admission to the HRS PhD program and a University Fellowship, the applicant must submit a completed application by **November 15th** for consideration to enter the program the following year. Matriculation into the PhD program is generally restricted to only the Autumn semester. If accepted into the PhD program, the student must make a final decision of their commitment to matriculate by April 1st.

Required Admission Criteria 3.3: To be considered for admission to the HRS PhD program, the applicant must fulfill the following criteria:

- Completed application meeting at least minimum requirements of the Graduate School:
 - 3.0+ GPA
 - Proof of degree from an accredited institution/program
 - TOEFL (if applicable)
- Hold a Master's or professional degree or equivalent (applicants can apply with an *expected* degree completion date prior to matriculation into the HRS PhD, if accepted)
- HRS potential Faculty Advisor Agreement form signed by the proposed advisor (**Appendix G**)
- Strong Personal Statement addressing all required information
- Exceptional recommendations (3) including the Attributes Survey and Letter
- High quality writing sample highlighting research experience
- Curriculum vita (CV) outlining all relevant experience

Supplemental information may be submitted at the discretion of the applicant in order to provide the Graduate Studies Committee additional data for consideration. The following are some examples of such supplemental information:

- Additional writing examples (e.g., thesis, abstract submission for presentation, authorship on peer-reviewed manuscript, involvement in grant application, publications)
- Additional letters of recommendation
- Professional certifications
- GRE scores

A standardized interview, including a brief writing exercise, will also be required of competitive applicants. An admission decision will be determined utilizing quality indicators of all elements of the application. Additionally, the prospective advisor will be consulted for goodness of fit within their own research program as well as the HRS PhD program. The decision by the Graduate Studies Committee will be final.

Admission Classifications 3.4: The HRS PhD program is a rigorous program of study based on biomedical and health related sciences which demand a full-time commitment and availability to be successful. As

such, special or conditional admission will be rare. Most if not all admissions will be in the regular classification.

- **FULL-TIME STATUS:** The program of study is designed as a full-time, year-round curriculum including summer semesters. A full-time commitment to education is expected of all PhD students. Outside employment while enrolled in the HRS PhD program must be approved by the HRS PhD Graduate Studies Committee (see policy on outside employment).
- **PART-TIME STATUS:** Part-time students will be considered into the program with a maximum of three part-time students per year admitted to the PhD program. During any period of time, a faculty member may have a maximum of two part-time students as advisees. Faculty members have the right to not accept part-time students. Once an admitted part-time student completes candidacy, they must engage in full-time study. Part-time students must adhere to all admission criteria as listed in 3.2 of the Handbook and must meet all academic and professional standards including the Program Milestones listed in 6.3 of the Handbook. Students must meet all requirements of the Graduate School including residency (see below).

Residency Requirements: The purpose of the residency requirements is to give students the opportunity to engage in intensive, concentrated study over an extended period of time in association with faculty members and other students in an atmosphere conducive to a high level of intellectual and scholarly activity.

The following requirements must be fulfilled after the master's degree has been earned or after the first 30 hours of graduate credit have been completed:

1. A minimum of 24 graduate credit hours required for the Ph.D. must be completed at this university
2. A minimum of two consecutive pre-candidacy semesters or one semester and a summer session with full time enrollment must be completed while in residence at this university
3. A minimum of six graduate credit hours over a period of at least two semesters or one semester and a summer session must be completed after admission to candidacy

Transfer of Graduate Program 3.5: Students may apply to transfer into the HRS PhD program from another PhD program within the university. The graduate school will verify student-provided information of the student's academic performance to date. In addition, the student will provide all application materials required for HRS admission. The HRS Graduate Studies Committee will review these materials and provide approval or denial. Written acknowledgment of the decision will be given to the student and the transfer form will be signed electronically through GRADFORMS by the Graduate Studies Chair if the decision is approved.

SECTION IV: Registration and Scheduling

Semester requirements for full and part time status 4.1:

GRADUATE ASSOCIATES AND SEMESTERS

Approved by the Graduate School March 2012

GRADUATE CREDIT HOUR SUMMARY

- 8 hours = fulltime per semester (including graduate associates and international students)
- 4 hours = fulltime in summer session
- 3 hours = fulltime per semester and in summer session for PhD candidates
- 4 hours = minimum course load per semester for GAs on 25% appointment
- 2 hours = minimum course load in summer session for GAs on 25% appointment
- 12 hours = fulltime per semester for Fellows/Trainees
- 6 hours = fulltime in summer session for Fellows/Trainees
- 16 hours = maximum credit hour load per semester without approval of the Graduate School
- 8 hours = maximum credit hour load in summer session without approval of the Graduate School
- 6 hours = fulltime per semester for students for veterans' benefits purposes
- 4 hours = fulltime in summer session for students for veterans' benefits purposes
- 30 hours = minimum required for master's degree
- 80 hours = minimum required for PhD (50 hours past master's)

Course Load 4.2: Full-time course load may vary for each student but may never be less than 8 credits per semester or 4 hours in the summer session. Based on graduate school requirements, students may take no more than 18 credit hours per autumn or spring semester and 8 to 15 credit hours per summer term including audited courses, without advisor and graduate school approval.

Doctoral Candidates 4.3: Full time status is 3 credits per semester including summer session.

Continuous Enrollment 4.4: The HRS PhD program requires continuous enrollment by full-time and part-time students including summer semester upon beginning coursework in the program.

Graduate Associates 4.5: Graduate associates in the HRS program holding 50% or greater appointments must register for at least 8 credits hours per semester and 4 credit hours in summer. Doctoral candidates must register for at least 3 credits per semester including summer session an appointment is held.

Fellows and Trainees 4.6: Students holding the titles Graduate Fellow or Graduate Trainee, regardless of source of funding, must register for 12 credit hours per semester and 6 credit hours in summer session for as long as the appointment is held. Doctoral candidates designated as Graduate Fellows or Graduate Trainees must register for 3 credit hours per semester including summer session.

Unless specific HRS policies are described below, the Policies and Procedures from the Graduate School handbook will be followed.

SECTION V: Graduate Course Credits

All credits earned toward the HRS PhD must be graduate credits only. The level of instruction and the work required in courses numbered 6000 and above are designated only for graduate credits. Enrollment in these courses is restricted to graduate students, combined program students and undergraduate students taking courses under Senior Petition. Courses numbered 5000 -5999 can be designated as either undergraduate or graduate level and may be counted as graduate credit as long as they are considered and taught as graduate courses. Graduate credit for these courses will appear on the graduate record of students within the program offering the course and for non-program students.

Senior Petition 5.1: An undergraduate may submit the senior petition to take courses for graduate credit provided that:

1. The student is a senior
2. The credit for the course is not used to meet baccalaureate degree requirements
3. The student's cumulative point-hour ratio is 3.3 or above in all undergraduate work
4. The student secures permission by the end of the first day of classes from
 - a. The instructor in charge of the course
 - b. The secretary of the student's college or school
 - c. The Graduate School
5. The course is offered for graduate credit

These courses may not be counted toward a graduate degree until the student has been admitted to the Graduate School and until the Graduate Studies Committee accepts them and notifies the Graduate School. If approved, the hours are counted in the student's graduate earned and cumulative credit hours, and the grades are counted in the student's graduate cumulative point hour ratio. No more than nine graduate credit hours may be completed under Senior Petition.

Non-Graduate Credit 5.2: A student enrolled in the Graduate School does not earn graduate credit for any of the following reasons:

1. The course is numbered at the 3999-level or below
2. The course is numbered at the 4000-4999 level in the student's own academic unit
3. The course is one of the following foreign language courses: German 6101 or 6102; Russian 6171 or 6172, French 6571 or 6572
4. The course is designated "non-graduate credit" (undergraduate "UG" option) by the student's advisor at the time the student registers or adds the course
5. The course is taught by another graduate student enrolled at this university

A student registered for a non-graduate credit course must complete the course requirements. A grade is reported by the instructor. The course title, credit hours, and grade appear on the student's official permanent record. The credit hours are not included in the cumulative or earned graduate credit hours, and the credit points are not included in the cumulative points. The Course Enrollment Permission form or change ticket is marked with a "UG" to indicate that the course is a non-graduate credit course.

The HRS PhD Program will follow the [Graduate School Handbook](#) for policies on Marks, earned hours, cumulative hours, repeating courses, fresh start, and audits.

Credit by Examination 5.3: The HRS PhD program does not allow graduate credit by examination (EM credit). Earned credits will be via classroom instruction or hands-on learning.

Transfer Credit 5.4: Graduate credits earned as part of another graduate program outside of the School of Health and Rehabilitation Sciences may be transferred to the HRS program if the following conditions are met:

- Credits may be transferred if they fulfill specific requirements of the HRS PhD program. Independent study credits are unlikely to transfer since they will not meet a specific requirement of the HRS PhD Program.
- Eligible course credit must be above and beyond the degree requirements for the previous graduate degree (i.e., MS or PhD degree).
- The student earned at least a grade of “B” or satisfactory in each course for which credit is to be transferred.
- Transfer credit will apply to electives or research design but not to core courses.
- Approval by the HRS PhD Graduate Studies Committee

These guidelines do not apply to dual degree students in the School of Health and Rehabilitation Sciences (e.g., OTD, DPT). Transfer of credit should be initiated at the time of admission into the HRS PhD program or no later than the end of the second semester of enrollment in the OSU graduate school.

Grade Grievance Procedure 5.5: will be as stated in University Rule 335-8-23.

HRS PhD Program Curriculum Requirements 5.6: The graduate school requires a minimum of 80 graduate credit hours beyond the baccalaureate degree or 50 graduate credit hours beyond a master’s degree. The HRS PhD degree requires a minimum of 47 semester hours pre-candidacy. Once a PhD student becomes a PhD candidate, they must enroll in at least 3 credits per semester. These credit hours are distributed in the PhD Course Curriculum Guide (**Appendix C**) as well as the Suggested Plan of Study (**Appendix D**).

Dual Graduate Degree Programs 5.7: There are several dual degree options with the HRS PhD Program including OTD/PhD (**Appendix E**), DPT/PhD (**Appendix F**), and MD/PhD in collaboration with the Medical Scientist Training Program.

Change of Advisor Assignment Policy 5.8: Students who wish to change primary advisors should write a letter to the PhD Graduate Studies Committee which identifies the new mentor and the reason for the change. The new advisor must be a faculty member of the HRS PhD Program and confirm their agreement with a signed Prospective Advisor Form (**Appendix G**). Common reasons for changing advisors could be: original advisor leaves the university or program; change in research scope which

better aligns with another advisor; better fit with work style of another advisor; change in financial support.

Waiver of Credit Policy 5.9: Under rare circumstances, a substitution of a previously completed course for a required PhD course may be considered. The student and advisor will petition the PhD Graduate Studies Chair for a waiver for the course. If the waiver is approved, the student must make up the course credit hours with other appropriate coursework.

Grievance Policy 5.10: The first step in any grievance procedure is an honest discussion between the student and the supervisor. The aggrieved party (student or supervisor) should calmly and with specific examples explain the problem and say why the situation is unacceptable. The person receiving the complaint must listen carefully and be certain to understand the complaint. The complainant should propose an alternative situation that would be acceptable, and then the two parties should negotiate to reach a mutually agreeable solution. The solution should be put in writing with specific objectives, including deadlines if indicated, and this agreement should be signed and dated by both parties.

If this process does not provide satisfaction to either party, then the next step will be a joint meeting between the student, the supervisor, and a member of PhD program committee. At this meeting, the results of the initial step will be reviewed and the PhD program committee member will serve as a mediator, encouraging the parties to reach a mutually agreeable solution. If it is apparent that little effort has been put into the initial step before coming for help, the PhD program committee member may direct the parties to meet privately on their own and work harder to reach a solution.

If, after this process, a mutually agreeable solution is not found, then a grievance committee will be formed to decide the matter. The PhD program committee will sit on the grievance committee, and the program director will be its chair. If an outside party, such as a division director providing GTA funding, is also involved, such a person will also be included on the grievance committee. If a member of the PhD program committee or the named administrator is a party to the grievance, then that person will be recused from the committee and replaced by a person appointed by the chair. The grievance committee meeting will begin in closed session without the aggrieved parties present to review the documentation of the situation. Then the aggrieved parties will be invited to present their arguments. The complainant will begin, and the respondent will be allowed to rebut after the complainant is finished. Then the respondent will present, and the complainant will have a turn to rebut. The committee may ask clarifying questions after each presentation. The committee will set time limits on each portion of the proceeding, including the time for questioning, and an administrative associate present to take notes will serve as the time keeper. Once the arguments have been heard, the aggrieved parties will leave but remain available as the committee deliberates. If the committee needs further information from either party, both will be invited re-enter the room, never one or the other.

At the conclusion of the meeting, the committee will render a decision, and that decision will be drafted for approval by the chair. The committee will have the opportunity to review the draft before it is distributed. The written decision will be shared with each member of the grievance committee and with

each of the aggrieved parties. A signed confidentiality agreement will be completed by each person receiving a copy of the decision.

If either party remains dissatisfied with the decision, the next step is the graduate school, which has a grievance process defined in the graduate handbook.

Outside Work Policy 5.11: Full-time PhD students who wish to be employed while enrolled in the program must receive the approval of their PhD advisor and the HRS PhD Graduate Studies committee. In order to receive this approval, the student must attest to and provide a written explanation for the following:

- The work to be performed has a meaningful relationship to professional development (e.g., maintaining a small clinical practice, providing data analysis consulting services, etc.)
- The work schedule will not interfere with the student's ability to attend courses, seminars, professional meetings, or other activities such as interacting with visiting faculty.
- The effort devoted to work will not reduce the student's rate of progress in the program.

While the committee understands the need to meet financial obligations, the student must also recognize that there are substantial costs to the program associated with continued enrollment of the student. The stipend plus tuition, along with the provision of faculty and staff time, present an annual cost to the school that is roughly the equivalent of a full time administrative associate. Further, the ranking of the program is largely influenced by whether students move to the degree in a timely manner as well as by how much the students publish. A student who devotes effort to outside work to the detriment of progress in the program hurts the program's reputation, and in turn, hurts all the faculty and students in the program. This is why the committee has adopted this policy. If the committee determines that the student's work schedule is interfering with reasonable progress in the program, then permission may be revoked or denied. A student 'moonlighting' under this circumstance without the committee's permission is subject to disciplinary action, including removal from the program.

Leave of Absence Policies 5.12: Leave may be granted at the discretion of the HRS PhD student's primary advisor. A HRS PhD student does not automatically receive breaks off. The expectations for service during breaks will be determined by the HRS PhD student's advisor. In some cases, the research program may require continued attention during breaks, while in other cases, a reduced work schedule is appropriate. During the summer term, a HRS PhD student is expected to be on duty throughout the time between spring and fall terms, without regard to the break between May session and fall terms. In general, a PhD graduate student may request up to two weeks of leave annually for a 12 month period. To qualify for this privilege, the student must be making satisfactory progress on assigned projects, in good standing academically, and the leave must not interfere with critical progress on the student's projects. This would be roughly equivalent to a week over the Winter break and another week on Spring break or during the summer. There is no accrual of this time from year to year if not used. Leave requests by HRS PhD students should be restricted to one week at a time, though longer periods may be approved for special circumstances. Required attendance at professional meetings or training activities approved by the PI does not constitute leave for the purposes of the two week limit.

Long Term Leave of Absence 5.13: Long term leave of absence will apply for any leave that extends beyond 2 weeks (14 days) in a year and/or any absence which might necessitate withdrawing from coursework, research, or teaching responsibilities. Students seeking long term leave of absence will apply to the HRS PhD graduate studies committee and provide a description of the circumstances necessitating the leave. The PhD graduate studies committee will base its determination on the anticipated impact of the leave on the student's progress. A long-term leave of absence must be requested prior to the actual leave period begins and the circumstances for the leave must be verified. The length of the leave must be stated in the written request and by graduate school rule cannot be longer than 1 year. For PhD candidates, if the HRS PhD Graduate Studies Committee approves the long term leave of absence, the Graduate studies chair must formally request the leave in writing to the dean of the graduate school prior to the beginning of the leave period. Any withdrawal for more than a single term will require an approval of reinstatement by the HRS PhD Graduate Studies Committee. Failure to seek reinstatement at the end of the leave period will result in dismissal from the HRS PhD program.

Electronic GRADFORMS Process 5.14: The following forms are available on the GRADFORMS website:

- Application to Graduate
- Application for Candidacy Exam
- Application for Final Examination
- Minors and Interdisciplinary Specializations
- Delay of Final Document
- Committee and Examination Petition

Electronic forms can be found at GRADFORMS.OSU.EDU. To access the electronic forms, students need to use their OSU login (Name.# and password). The student initiates the submission of all electronic forms except for the Minors and Interdisciplinary Specializations form. The School of Health and Rehabilitation Science's deadline is no later than 3 business days prior to the posted Graduate School deadline.

GRADFORMS Approvers 5.15: There are 5 categories of approvers

Graduate studies chair/coordinator

Advisor

Co-advisor

Committee members (OSU graduate faculty)

External [committee] members

- Approvals can take place in parallel, i.e., all approvals can take place at the same time.
- Email notification of a form submission (with a link to that form) is sent to all approvers.
- A list of forms awaiting approval can be viewed by logging into GRADFORMS.OSU.EDU. (Not available to external members.)
- Forms do not appear on the Graduate School's worklist until all approvals have occurred.

Approvers by Form

	Graduate Studies Chair or Program Manager	Advisor	Committee Members (OSU Graduate Faculty)	External Committee Members
App for Candidacy	X	X		
App to Graduate	X	X		
App for Final Examination	X	X	X	
Report on Candidacy		X	X	X
Report on Final Exam		X	X	X
Report on Final Document		X	X	X
Specializations	Initiator			
Minors & GIS	Minor/GIS Department			
Committee & Examination Petition	X	X		
Delay of Final Document		X		

Candidacy Exam 5.16: As defined by the graduate school handbook (Candidacy Examination VII.4), the candidacy examination is a test of the student’s comprehension of the field, allied areas of study, his or her capacity to undertake independent research and his or her ability to think and express ideas clearly. The candidacy examination is a single exam consisting of two portions – written and oral – administered under the auspices of the HRS PhD graduate studies committee in conjunction with the student’s approved candidacy exam committee and the Graduate School.

Timing of Candidacy Exam 5.17: The candidacy examination may be taken upon completion of the required core courses, practicums, electives and research design courses as outlined above in Curriculum Requirements. While the HRS PhD program is not a lock-step program, it is designed to allow the candidacy examination to occur between 2 and 2.5 years of full time study. Determination of the appropriate time to take the candidacy examination is determined by the advisor and candidacy examination committee but must be taken no later than 2 semesters or one semester and a summer

session before graduation. The student must be in good standing in the HRS PhD Program and the Graduate School in the semester or summer session in which any part of the exam is taken. A student must be registered for at least 3 graduate credit hours during the semester(s) or session(s) of the candidacy examination.

Candidacy Exam Committee Approval Procedures 5.18: At least 3 months prior to the exam, the student and their advisor propose potential faculty members to the PhD Graduate Studies Committee for approval to serve on the candidacy examination committee using the Proposed Candidacy Committee form. Students are encouraged to choose committee members who can remain on their committee from candidacy through the dissertation exam. The Graduate Studies Committee will review the expertise of the proposed faculty to ensure the examination will have sufficient breadth and depth with minimal overlap. The Graduate Studies Committee also requires the committee proposal to include a summary of the candidacy topic with the Proposed Candidacy Committee form.

The Composition of the Candidacy Exam Committee complies with the rules set forth by the Graduate School which state that a minimum of 4 authorized graduate faculty members are required. In the HRS program, one member of the candidacy exam committee will be the student's advisor/mentor who has Category P level status with the HRS PhD Program and is a primary member of the HRS PhD Faculty. This advisor serves as the chair of the candidacy examination committee. An additional candidacy exam committee member will have Category P level status in the HRS program and their primary faculty appointment can be within or outside SHRS. The remaining members may be comprised of faculty with Category M or P level status. At least 50% of the candidacy exam committee will be comprised of HRS faculty. Once the Candidacy Examination Committee has been approved by the HRS Graduate Studies Committee, the student must submit the candidacy exam committee to the Graduate School for approval using the Application for Candidacy Exam form (GRADFORMS). Any changes to the make-up of the approved Candidacy Examination Committee will need to be reapproved by the Graduate Studies Committee to ensure the examination will have sufficient breadth and depth with minimal overlap. The Proposed Candidacy Committee form can be found in **Appendix H**, and the Candidacy Exam Assessment in **Appendix I**.

Written Portion of the Candidacy Examination 5.19:

After the HRS Graduate Studies Committee approves the candidacy exam committee, the student writes three abstracts proposing research projects that are within the realm of expertise of their advisor. Each should have substantive potential to become a grant and the student's dissertation. Although the topic of the grant proposal should be within the realm of the dissertation advisor's area of expertise, a topic is not acceptable if it overlaps extensively with existing written research proposals. The student's candidacy examination committee reviews the abstracts and selects the concept deemed most appropriate for writing a research proposal.

Once the abstract is selected, the candidacy examination committee establishes a timeline for completion of the proposal. ***The format of the candidacy written portion of the examination will be a comprehensive research proposal including the following sections: (1) Introduction; (2) Specific Aims;***

and (3) Research Strategy including significance, innovation and approach. The length of the written examination should be approximately 25 pages, single spaced.

Faculty guidance should be general at this state. It is appropriate for the student to seek mentoring and guidance to ensure they are on the right track and are employing appropriate resources in preparation of the research proposal. It is also appropriate for faculty to identify weak, missing, or difficult to read sections of the proposal. However, detailed editing from the faculty as might be done to help the student submit a manuscript is *not* appropriate for the proposal. The intellectual content of the proposal must represent the student's own thinking and scientific writing. When in doubt, try to guide the student by asking questions.

The final research proposal is evaluated as the student's written candidacy examination by the candidacy examination committee. Because it is often difficult to coordinate faculty schedules, it is acceptable to internally schedule a *tentative* oral exam date 2-3 months in advance of the intended exam in order to accommodate faculty schedules. The written candidacy document must be provided to the advisor *at least* 3 weeks before the tentative oral exam date. Once the advisor deems the proposal is sufficient to defend, the oral exam is formally scheduled by the student by submitting an Application for Candidacy on GRADFORMS *at least* two weeks before the oral exam date. The written proposal is then distributed to the committee in preparation for the oral candidacy exam (*at least* 2 weeks before the oral exam).

Oral Portion of the Candidacy Examination 5.20: The oral portion of the candidacy examination lasts approximately 2 hours and is held after completion of the written portion. The oral exam must be completed within one month of the written portion. The Graduate School must be notified at least 2 weeks in advance of the oral's proposed time and place by the submission of the Application for Candidacy Exam form through GRADFORMS. The candidacy exam must take place during announced university business hours, Monday through Friday.

Attendance and Format 5.21: Attendance is limited to the student and the members of the candidacy examination committee. Except when video conferencing is involved, all members of the candidacy exam committee must be present during the entire oral examination. Oral presentation of any proposal or other prepared materials must be made prior to or after the oral examination which lasts 2 hours. Questioning the student should occupy the entire 2 hour period of the examination. All committee members are expected to participate fully in the questioning during the course of the exam and in the discussion of and decision on the result of the candidacy examination.

Video conferencing 5.22: Virtual participation and videoconferencing usually requires prior approval by the Graduate School. See the Graduate School Handbook for necessary procedures (<http://www.gradsch.osu.edu/Depo/PDF/Handbook.pdf>)

Halting an Oral Examination in Progress 5.23: If for reasons of illness, fire or other emergency, the candidacy exam committee members, including the graduate faculty representative (during a second examination), agree that it is necessary to halt the oral portion of the exam, the exam shall be rescheduled without prejudice to the student. If, however, the committee members unanimously decide that the exam has been sufficient to reach a decision to pass the student, then they shall consider the exam concluded and report the result to the Graduate School.

Postponement 5.24: Postponement of a scheduled exam may occur using the procedures described in the Graduate School handbook (<http://www.gradsch.osu.edu/Depo/PDF/Handbook.pdf>)

Decision 5.25: The decision about the outcome of the candidacy exam is reached in the absence of the student. After discussion, the satisfactory/unsatisfactory decision is reached by means of a vote. Each examiner indicates judgment by logging into GRADFORMS.OSU.EDU and electronically completing the Report on Candidacy Examination form that must be submitted to the Graduate School. A unanimous affirmative vote is required to receive a satisfactory and successfully pass the candidacy examination. If the vote is unsatisfactory, the committee must decide whether the student will be permitted to take a second candidacy examination and must record that decision on the Report on Candidacy Examination form. Procedures for a second candidacy examination, failure and review are available in the Graduate School handbook (<http://www.gradsch.osu.edu/Depo/PDF/Handbook.pdf>).

Students who pass the written and oral candidacy examination are encouraged to take feedback from the candidacy examination process and submit the grant proposal for extramural funding. Prior to starting the dissertation project itself, the student must convene a separate dissertation proposal meeting, as explained in the policy for the dissertation proposal.

Conditions of Candidacy 5.26: Are as described in the Graduate School handbook (<http://www.gradsch.osu.edu/Depo/PDF/Handbook.pdf>)

Presidential Fellowship Consideration 5.27: Once a PhD student passes candidacy, they are eligible to be considered for a Presidential Fellowship (PF) as a regular full-time PhD Candidate. The PF is the most prestigious award given by the Graduate School. Recipients of this award embody the highest standards of scholarship in the full range of Ohio State's graduate programs.

Awarded competitively, the PF gives fellows one year of full-time financial support so PhD Candidates can complete their dissertation. Competitions are held once each year in Autumn semester. Students cannot apply directly for the PF. Faculty advisors must first nominate their students to the HRS Graduate Program Office before the start of Autumn semester to be considered, and then official nominees will be selected from this pool by the HRS Graduate Studies Committee for submission to the Graduate School.

To be eligible, a nominated student must:

- have a cumulative GPA of at least 3.6 for all OSU graduate coursework

- have completed all degree coursework by the time the fellowship is activated
- have passed the candidacy examination by the nomination deadline

Nominations are due by 5:00 PM on the third Friday of October. Fellows are selected through a university-wide competition led by a faculty committee. Results are released by early December. For more information, please refer to the Graduate School's website and read more about the [Presidential Fellowship process](#).

The Dissertation 5.28: A student must be registered for at least 3 graduate credit hours during the semester(s) or session(s) of the final oral examination and the semester or session of expected graduation.

Dissertation Committee 5.29: A dissertation committee composition will be at least the following 4 members: 1) the primary advisor who has category P status in the HRS PhD Program; 2) one additional Category P faculty within the HRS PhD program (*either 1 or 2 must have their primary TIU within SHRS), and 3-4) two Category M or P faculty within or outside HRS. The primary advisor serves as chair of the dissertation committee. Non-graduate faculty members may be appointed to the dissertation committee by approval of the HRS PhD Graduate Studies Committee and petition to the Graduate School using the electronic Committee and Examination form found at GRADFORMS.OSU.EDU. Non-Graduate Faculty members are in addition to the required 4, current graduate faculty members.

Approval of the Dissertation Committee 5.30: Once candidacy has been established, the student with their advisor will begin to develop the research projects that will form the basis of the dissertation. The student and their advisor will work together to select Dissertation Committee Members with sufficient expertise in the area of research to ensure the science is rigorous, that it makes an important contribution to the field, and that it is part of an independent line of inquiry from the mentor. Members of the committee are expected to be part of an active working group and provide feedback during the design and implementation phase of the research project as well as set a scientific standard which will result in peer-reviewed publications of the studies. The committee members will also ensure that good progress is being made by the student and the research remains relevant and feasible to complete during the dissertation period.

The Proposed Dissertation Committee Form (**Appendix J**) will be completed by the PhD student and submitted to the committee for review and approval at least 1 month prior to the first dissertation committee meeting. Approval will be based on demonstrated scientific rigor and expertise of the members within the specific scope of inquiry for the dissertation. A brief summary of the proposed dissertation topic must also be included with the Proposed Dissertation Committee Form. Any changes to the make-up of the approved Proposed Dissertation Committee members must be reapproved by the Graduate Studies Committee.

Approval of the Proposal 5.31: Within 3 months of passing the candidacy exam, the student should meet with their proposed dissertation committee. The purpose of this meeting is to work as a group to develop research objectives, methodologies and scope of work sufficient for a dissertation. Initial

meetings will typically be working meetings in which the committee will review the research plan, discuss available pilot data, explain their expectations and amend items as needed. Regular meetings will likely occur as the dissertation moves forward. As these meetings progress, the mentor and committee will be evaluating whether the scope of studies are sufficient to support a PhD and if the proposed experiments are feasible and have a reasonable chance of success.

Once the student and mentor have developed a feasible project of sufficient depth to support a PhD, the student will prepare a written dissertation proposal. This proposal should:

- Be of sufficient detail and length that the committee can critically appraise the proposed research
- Establish the feasibility of the research to end successfully
- Place the scope and breadth of the research within the field of study
- Identify the novel, innovative contribution the research will make within the field of study
- The structure of the proposal will be 8-10 page written document double-spaced, 12 point font and 1 inch margins. The following sections will be provided:
 - Dissertation Proposal Approval Form (**Appendix K**) to serve as the title page containing: Working Title, Student Name, Meeting Date, Typed Name of Each Committee Member and a line for each signature.
 - Background and significance which will justify the scope and rationale of the proposed research. It will also demonstrate the students' command of the literature and ability to critically think and write.
 - Methods section will provide experimental design, number of experiments, methodological details which align with the hypotheses being tested.
 - Preliminary data will be shown which support the feasibility of the design.
 - Publication plan will estimate the type and number of publications emanating from the dissertation work.

Once the document is approved, the final proposal containing all required signatures will be submitted to the Director of the HRS PhD Program. By signing the proposal, the committee and student agree that the work described within the document will constitute the dissertation.

Amending the Signed Proposal 5.32: Should circumstances arise which prevent the execution of some of the studies within the signed Dissertation Proposal, the student and mentor will need to work with the committee to replace those studies with others that align with the overall scope of the dissertation. Any major changes to the scope of work approved by the committee will require an amendment to the signed dissertation proposal. The amendment will describe the new changes and explain the rationale for the replacement studies. The proposal committee will sign an additional Dissertation Proposal Form to amend the original agreeing to the revisions. All changes to a signed proposal must be vetted by the dissertation committee and approved before new studies are implemented.

Dissertation Committee Review 5.33: Upon approval of the dissertation, the dissertation committee will meet at a minimum each six months to review the status of the candidate's research. The meeting will

be scheduled by the PhD candidate. This meeting is expected to be a short summary of forward progress of the student, allows the student to ask questions of the committee members and for all committee members to evaluate the progress of the student in conducting the research as agreed upon in the proposal as well as the student's writing progression. The meeting timeframe is expected to be approximately 30 minutes.

Final Oral Examination 5.34: The dissertation committee plus a Graduate Faculty Representative conducts the oral examination of the dissertation. The primary advisor serves as chair of the oral examination.

Draft Approval 5.35: The advisor must approve the dissertation draft before the student submits it to their entire committee for review. After this approval, the student must then submit a dissertation draft to the dissertation committee for review and approval. Approving the dissertation draft means that the dissertation committee members judge it to be of sufficient merit to warrant holding the final oral exam. The draft should be submitted to the committee no later than one month before the proposed date of the final exam. Each dissertation committee member indicates approval of the dissertation draft by logging into GRADFORMS.OSU.EDU and electronically completing the Application for Final Examination form that must be completed no later than 2 weeks before the date of the final oral exam.

Attendance and Format 5.36: Except when video conferencing is approved by the Graduate School, all members of the final oral examination committee must be present during the entire exam. All members are expected to participate fully in questioning during the course of the examination and in the discussion of and decision on the result. Other faculty members and graduate students may attend the formal presentation of the dissertation research by the student. All HRS PhD students are expected to attend the public dissertation presentation of each HRS doctoral candidate. The public presentation will typically be no longer than 35 minutes with 10-15 minutes of questions from the audience. After the public presentation, the oral examination committee and student will begin a closed session. Only the oral examination committee will be present for the questions of and answers by the student during the closed session. The closed session of the oral examination will last at least 1.5 hours.

Procedures described in the graduate school handbook (<http://www.gradsch.osu.edu/Depo/PDF/Handbook.pdf>) regarding appointment of the graduate faculty representative, negative judgment of the dissertation draft, video conferencing, postponement, and halting an oral exam will be applied.

Decision of Final Oral Examination 5.37: Only the final oral examination committee members are to be present for discussion of the student's performance and the decision about the outcome. The student will leave the room during the discussion. After discussion, the satisfactory/unsatisfactory decision is reached by means of a vote. Each examiner indicates judgment by logging into GRADFORMS.OSU.EDU and electronically completing the Report of Final Examination form that must be submitted to the Graduate School within 24 hours of the exam. A unanimous affirmative vote indicates satisfactory completion of the final oral exam. If the examination is judged unsatisfactory, the final oral examination

committee must decide whether the student will be permitted to take a second final oral examination and must record that decision on the Final Oral Examination Report form. Should the Graduate Faculty Representative cast the only negative vote or find that the examination does not meet required standards, the examination should be halted and the matter referred to the Graduate School for review. The examination may then be rescheduled without prejudice to the student once the issues raised by the GFR have been satisfactorily resolved.

Second Final Oral Examination 5.38: If a second examination is held, the final oral examination committee must be the same as the original one unless a substitution is approved by the Dean of the Graduate School. All other rules pertaining to final oral examinations must be followed.

Failure 5.39: A student who fails the final oral examination twice is not allowed an additional examination. After two unsatisfactory attempts at the final oral examination, a student is not permitted to be a doctoral candidate in the same or in any other graduate program at this university. A doctoral student in this situation is automatically dismissed from the Graduate School and is not eligible to use the transfer-of-graduate-program procedure.

Review 5.40: Upon written appeal by the student or a member of the final oral examination committee, the Graduate School Grievance Committee reviews that student's final oral examination to ensure its conformity to Graduate School rules and to determine if it was conducted fairly and without prejudice to the student. The Graduate Council has established review procedures (Appendix D in the graduate school handbook).

Final Copy of the Dissertation 5.41: The advisor will indicate final approval of the dissertation, which cannot occur until the Report of Final Examination has been completed satisfactorily, by logging into GRADFORMS.OSU.EDU and electronically signing the Report of Final Document form. Each dissertation committee member indicates approval by electronically signing the Report of Final Document form that must be submitted to the Graduate School by the published deadline for the semester or summer session of graduation. A final copy of the dissertation must be submitted to the HRS PhD Program Director. The graduate school requires an electronic version be submitted through OhioLink. Please see the Graduate School Handbook for details (<http://www.gradsch.osu.edu/Depo/PDF/Handbook.pdf>).

Graduation Requirements 5.42: are specified in the Graduate School Handbook.

SECTION VI: Academic and Professional Standards

Good Standing 6.1: Students will be considered to be in good standing by achieving all of the following:

- Compliance with Graduate School requirements for good standing
- Compliance with all HRS School and PhD Program policies
- Exhibits collegiality and professionalism within all research, teaching, clinical, and classroom environments according to Policy 11 in the HRS Student Handbook and the following professional behaviors expectations:
 - Attendance and participation in mandatory PhD program events as determined by HRS senior leadership and Graduate Program Director
 - Commitment to adhering to the Mentorship Agreement with advisor
 - Regular and clear communication with Graduate Program Director, Graduate Program Manager, and advisor
 - Exemplifies teamwork in lab and classroom settings, providing support for peers
 - Supports rigorous research practices to make meaningful contributions to science
- Demonstrates accomplishment of appropriate milestones
 - Updated Milestone Forms must be submitted to Graduate Program Office at the end of each Spring semester for annual review

HRS PhD Program Milestones for Full-Time Students 6.2:

	Pre-Candidacy*		Pre-Proposal	Pre-Defense
	Year 1	Year 2	Year 3	Year 4
Scientific Presentation	<ul style="list-style-type: none"> • SHRS Grand Rounds 	<ul style="list-style-type: none"> • SHRS Grand Rounds • COM Research Day • 1 State/Regional conference 	<ul style="list-style-type: none"> • Poster presentations of Original Data at a national meeting • COM Res. Day 	<ul style="list-style-type: none"> • Poster or platform presentation of Original Data at a national meeting • COM Res. Day
Manuscript Writing	<ul style="list-style-type: none"> • Contribute data analysis and write-up of that analysis for a manuscript – or – • Co-author a review article within scientific focus area 	<ul style="list-style-type: none"> • Co-Author (first or middle) on a manuscript in preparation or in submission 	<ul style="list-style-type: none"> • Contribute to manuscript revisions & resubmissions as needed 	<ul style="list-style-type: none"> • To defend, the dissertation should be comprised of at least 3 original, journal level manuscripts • At least 1 first author, original manuscript will be submitted and under review before defending

Grant Development	<ul style="list-style-type: none"> • Critically review NIH research grant proposal 	<ul style="list-style-type: none"> • Prepare RO1 or equivalent grant proposal* for candidacy exam using topic influenced by committee (*use full 25 pg proposal format) 	<ul style="list-style-type: none"> • Submit NRSA or other grants as available for pre-doctoral traineeships 	<ul style="list-style-type: none"> • Delineate scope of future research for mentor and student to avoid conflict • Identify postdoc positions, faculty positions or future research options • Find grant opportunities for next phase of career
Experimental Training	<ul style="list-style-type: none"> • Actively participate in: <ul style="list-style-type: none"> – data collection – analysis – preparation of results – preparation of figures • Critical review of literature 	<ul style="list-style-type: none"> • Formulate hypotheses & specific aims • Contribute to experimental design • Collect preliminary data • Critical review of literature 	<ul style="list-style-type: none"> • Create one or more original hypotheses within scientific focus area • Complete pilot study/ systematic review to support proposal • Within 3 months of passing the candidacy exam, establish the proposal committee and meet to determine availability of resources, originality of idea, sufficient scope of work 	<ul style="list-style-type: none"> • Complete data collection • Data analysis • Data write-up • Meet proposal requirements

*Candidacy also requires completion of coursework according to graduate school guidelines.

Attendance at each dissertation presentation by HRS PhD candidates is expected of all HRS PhD students.

HRS PhD Program Milestones for Part-Time Students 6.3:

	Pre-Candidacy*			Pre-Proposal**	Pre-Defense**
	Year 1	Year 2	Year 3	Year 4	Year 5
Scientific Presentation	<ul style="list-style-type: none"> • SHRS Grand Rounds 	<ul style="list-style-type: none"> • SHRS Grand Rounds 	<ul style="list-style-type: none"> • SHRS Grand Rounds • COM Research Day 	<ul style="list-style-type: none"> • Poster presentations of Original Data at a 	<ul style="list-style-type: none"> • Poster or platform presentation of Original Data at

			<ul style="list-style-type: none"> • 1 State/Regional conference 	<ul style="list-style-type: none"> national meeting • COM Res. Day 	<ul style="list-style-type: none"> a national meeting • COM Res Day
Manuscript Writing	<ul style="list-style-type: none"> • Contribute data analysis and write-up of that analysis for a manuscript – or – • Co-author a review article within scientific focus area 	<ul style="list-style-type: none"> • Contribute data analysis and write-up of that analysis for a manuscript – or – • Co-author a review article within scientific focus area 	<ul style="list-style-type: none"> • Co-Author (first or middle) on a manuscript in preparation or in submission 	<ul style="list-style-type: none"> • Contribute to manuscript revisions & resubmissions as needed 	<ul style="list-style-type: none"> • To defend, the dissertation should be comprised of at least 3 original, journal level manuscripts • At least 1 first author, original manuscript will be submitted and under review before defending
Grant Development	<ul style="list-style-type: none"> • Critically review Specific Aims Page of an extramural research grant 	<ul style="list-style-type: none"> • Critically review NIH research grant proposal 	<ul style="list-style-type: none"> • Prepare RO1 or equivalent grant proposal* for candidacy exam using topic defined by committee (*use full 25 pg proposal format) 	<ul style="list-style-type: none"> • Submit NRSA or other grants as available for pre-doctoral traineeships 	<ul style="list-style-type: none"> • Delineate scope of future research for mentor and student to avoid conflict • Identify postdoc positions, faculty positions or future research options • Find grant opportunities for next phase of career

Experimental Training	<ul style="list-style-type: none"> • Actively participate in: <ul style="list-style-type: none"> – data collection – analysis – preparation of results – preparation of figures • Critical review of literature 	<ul style="list-style-type: none"> • Actively participate in: <ul style="list-style-type: none"> – data collection – analysis – preparation of results – preparation of figures • Contribute to experimental design • Critical review of literature 	<ul style="list-style-type: none"> • Formulate hypotheses & specific aims • Collect preliminary data • Critical review of literature 	<ul style="list-style-type: none"> • Create one or more original hypotheses within scientific focus area • Complete pilot study/ systematic review to support proposal • Within 3 months of passing the candidacy exam, establish the proposal committee and meet to determine availability of resources, originality of idea, sufficient scope of work 	<ul style="list-style-type: none"> • Complete data collection • Data analysis • Data write-up • Meet proposal requirements
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*Candidacy also requires completion of coursework according to graduate school guidelines.

Attendance at each dissertation presentation by HRS PhD candidates is expected of all HRS PhD students.

**Full-time status is expected for all PhD candidates.

HRS PhD Program Milestones for Dual Degree Students 6.4:

	Professional	PhD Program: Pre-Candidacy*		Pre-Proposal	Pre-Defense
	Transitional Yrs	Year 1	Year 2	Year 3	Year 4
Scientific Presentation	<ul style="list-style-type: none"> Attend SHRS Grand Rounds but presenting is not required 	<ul style="list-style-type: none"> SHRS Grand Rounds 	<ul style="list-style-type: none"> SHRS Grand Rounds COM Research Day 1 State/Regional conference 	<ul style="list-style-type: none"> Poster presentations of Original Data at a national meeting COM Res Day 	<ul style="list-style-type: none"> Poster or platform presentation of Original Data at a national meeting COM Res Day
Manuscript Writing		<ul style="list-style-type: none"> Contribute data analysis and write-up of that analysis for a manuscript – or – Co-author a review article within scientific focus area 	<ul style="list-style-type: none"> Co-Author (first or middle) on a manuscript in preparation or in submission 	<ul style="list-style-type: none"> Contribute to manuscript revisions & resubmissions as needed 	<ul style="list-style-type: none"> To defend, the dissertation should be comprised of at least 3 original, journal level manuscripts At least 1 first author, original manuscript will be submitted and under review before defending
Grant Development		<ul style="list-style-type: none"> Critically review NIH research grant proposal 	<ul style="list-style-type: none"> Prepare RO1 or equivalent grant proposal* for candidacy exam using topic defined by committee (*use full 25 pg proposal format) 	<ul style="list-style-type: none"> Submit NRSA or other grants as available for pre-doctoral traineeships 	<ul style="list-style-type: none"> Delineate scope of future research for mentor and student to avoid conflict Identify postdoc positions, faculty positions or future research options Find grant opportunities for next phase of career

Experimental Training	<ul style="list-style-type: none"> • Actively participate in: <ul style="list-style-type: none"> – data collection – analysis – preparation of results – preparation of figures • Critical review of literature • Complete Research Specialization Requirements as applicable 	<ul style="list-style-type: none"> • Actively participate in: <ul style="list-style-type: none"> – data collection – analysis – preparation of results – preparation of figures • Critical review of literature 	<ul style="list-style-type: none"> • Formulate hypotheses & specific aims • Contribute to experimental design • Collect preliminary data • Critical review of literature 	<ul style="list-style-type: none"> • Create one or more original hypotheses within scientific focus area • Complete pilot study/ systematic review to support proposal • Within 3 months of passing the candidacy exam, establish the proposal committee and meet to determine availability of resources, originality of idea, sufficient scope of work 	<ul style="list-style-type: none"> • Complete data collection • Data analysis • Data write-up • Meet proposal requirements
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*Candidacy also requires completion of coursework according to graduate school guidelines.

Attendance at each dissertation presentation by HRS PhD candidates is expected of all HRS PhD students.

Probation and Reasonable Progress 6.5: Student progress will be measured according to maintaining appropriate professional standards and behaviors as well as accomplishing the appropriate milestones within the time periods described. A formal review of the student’s behavior and work toward the milestones will be completed at least annually by the HRS PhD Program Director. If progress is deemed insufficient, a written warning of probation and description of expected progress will be provided to the student and the advisor by the PhD Program Director. Written expectations within a specific time frame will be determined mutually by the PhD Program Director and the student’s advisor. These written expectations will be reviewed, amended, and approved by the HRS PhD Graduate Studies Committee. The student, advisor, and graduate school will be notified in writing of the student being placed on probation, a full listing of the expected performance criteria approved by the HRS PhD Graduate Studies Committee, and that failure to meet these expectations within an established timeframe will result in disenrollment from the program. Failure to meet the approved expectations under the stipulated time frames will constitute failure to progress and warrant disenrollment from the program.

Students may also be placed on academic probation due to poor grades as stipulated by the Graduate School handbook. A student whose GPA falls below 3.0 after 9 graduate credit hours have been attempted is placed on probation by the Dean of the Graduate School. A student who raises their GPA to 3.0 or above is removed from probation by the graduate school.

A student on probation may not be appointed or reappointed as a graduate associate.

A student who has been placed on probation and who then satisfies the expected performance criteria within the specified time is placed in good standing by the HRS PhD Graduate Studies committee. The Graduate School, student and faculty advisor will be notified in writing of the change in status.

Disenrollment Policy 6.6: Disenrollment from the HRS PhD program will occur if a student:

- Fails to adequately progress in the HRS PhD program
- Does not meet performance criteria established as part of probation
- Is found to engage in prohibited conduct as listed in Code of Student Conduct 3335-23-04 (<https://studentconduct.osu.edu/documents/codestudentconduct-effective-august-1-2019.pdf>)
- Is found to engage in prohibited conduct as listed in the Graduate Student Code of Research and Scholarly conduct (Appendix C of the Graduate School Handbook)
- Is found to engage in prohibited conduct as listed in the HRS Student Handbook or the HRS PhD Program Handbook
- Has two unsatisfactory attempts at the candidacy examination or final oral examination

Procedures:

If the student is found to not meet expectations or is not making adequate progress, probation is issued by the Graduate School. The student will be warned that dismissal from the graduate program will occur if the record does not improve according to a plan for improvement agreed upon by the Graduate Program Director and the faculty advisor. Procedures for disenrollment will conform to the HRS policies for disenrollment from graduate programs. A student may appeal this disenrollment decision to the Director of the School. Once all appeals have been exhausted at the School of Health and Rehabilitation Sciences, Graduate School appeal processes will apply.

See: <https://gradsch.osu.edu/handbook>

Dismissal from the University and Reinstatement 6.7: will follow OSU Graduate School policies (Graduate Handbook section V.7 – V.8).

Section VII – Graduate Appointments

PhD Graduate Assistantship Funding 7.1: An important objective of the PhD program in HRS is to provide financial support to students as it is available to the PI/mentor. PI/mentors accept responsibility for seeking grant support for all students they accept. In lieu of funded research grants, PI/mentors may also use training programs and start-up funds. Neither school-supported GAships nor student self-funding should be considered until all other funding sources such as grant support and/or start-up funds have been fully expended. Student self-funding should be avoided whenever possible.

Graduate Associate Appointments 7.2: Standard graduate associate appointments in the HRS PhD program will be for 50 percent time with an average load of 20 hours per week over the duration of the appointment. GA appointments over 50 percent time must be approved by the PhD graduate studies committee and may be granted under rare circumstances depending on the stage of the student’s training, scope of additional duties, adequate academic progress, and other factors. GAs who are pre-candidacy and have an additional opportunity to teach or do research during a light academic term may be approved for up to but no more than 75 percent time. PhD candidates are unlikely to be approved for greater than 50 percent time. If rare and exceptional circumstances exist, candidate GAs and their advisor may seek an exception from the PhD Graduate Studies Committee. As per graduate school rule (Section 9.2), no GA appointment singly or in combination may exceed 75 percent time. Additionally, international students may not be appointed for more than 50 percent time. Appointments for less than 50 percent time must be approved by the graduate studies committee and the graduate school and will result in only part of the fees being authorized.

To Appoint a PhD student as a Graduate Associate the following Procedures will occur:

- 1) Two months prior to the start of each semester, the Graduate Program Manager will distribute a Qualtrics survey to faculty soliciting information regarding possible contracts that will begin that semester. This survey is to be completed for new and renewing contracts.
- 2) The Qualtrics survey will collect the following information from the faculty member appointing the student:

Date of Request	FTE of purposed appointment
Student Name	Appointment semesters
Student Employee ID	Stipend amount (must meet HRS minimum)
Student’s Academic Unit	Funding availability per semester
Appointing Faculty Member’s Name	Funding Source (Workday Tags) Cost Center (CC) Fund (FD) Program (PG) or Grant (GR)
Information Regarding Existing Appointments/Employment	Description of Duties
Graduate Assistant Type	

- 3) The appointing faculty member should consult with the Graduate Program Manager regarding completing the survey.
- 4) The Qualtrics survey information must be returned and complete by the established deadline. Incorrect or missing information will delay the processing of the contract. This delay can result in financial implications for both the student and appointing faculty member.
- 5) From the spreadsheet information, the Graduate Program Manager:
 - a. Will confer with HRS Fiscal to ensure that the spread sheet information is correct
 - b. Notify HRS HR of new hires so the appropriate paperwork can be sent by HRS HR
- 6) Once the information is confirmed, the Graduate Program Manager will begin to build the contract in Docusign.
- 7) All Docusign contracts will be signed in this order:
 - a. The Graduate Program Manager
 - b. The Director of the School
 - c. The Appointing Faculty Member
 - d. The Graduate Student
- 8) HRS HR/Fiscal will receive a copy to begin processing with Shared Services.

Application for School-Supported Teaching Assistantships 7.3: The School of Health and Rehabilitation Sciences offers a limited number of TA positions to full time Health and Rehabilitation Sciences PhD students entering the program. Students are eligible to apply if their mentor holds a primary academic appointment within the School of Health and Rehabilitation Sciences. These funds are awarded based on need and merit and will provide one year of support during the first year in the HRS PhD program. Exceptions will rarely be made to provide support for students in subsequent years, but will be based on needs of the student as well as teaching needs within the School, and are not guaranteed. Students who receive support may serve as a TA for at least 1 course per semester for a total of 2 courses per year in the semester system. Teaching assignments will be decided according to course size, student expertise and/or faculty need across the educational programs in the school. Students selected for HRS TAs will incur the rights and responsibilities defined in the GA APPOINTMENT GUIDELINES (section 7.5). The application form for faculty to request a School Supported TA can be found in **Appendix L**.

Graduate Associate Rights and Responsibilities 7.4: All graduate associates will review the HRS PhD program GA Appointment Guidelines prior to the appointment. By signing the appointment contract provided by the Graduate Program Manager and Human Resources, the student confirms that they have read and understand all of the policies and procedures governing the GA appointment conveyed in the GA appointment Guidelines (below).

Health and Rehabilitation Sciences GA Appointment Guidelines 7.5: GA appointments at the University are governed by the Graduate School. Section 9 of the Graduate School Handbook has the rules for GA's. The following document satisfies the requirement in section 9.3, and sets forth the guidelines for GA's appointed in the Health and Rehabilitation Sciences PhD Program. By signing your appointment contract, you confirm that you have read and understand all of the policies and procedures governing GA appointments conveyed in this GA appointment Guideline Document.

1. Local criteria and procedures for selecting GA's

GRA's are selected by faculty members who have research programs appropriate for GRA training and funding sufficient to appoint the GRA. In most cases, the faculty member will be the PI for the research program and the student's dissertation advisor. It is also possible for a student to serve as a GRA under a PI who is not the dissertation advisor, but in this case, the dissertation adviser must be closely aligned with the research program of the PI and must have regular input into the GRA's activities.

GTA's in the PhD program are selected by the PhD program committee and Director of Academic Affairs in conjunction with the faculty instructor for the course to be taught and the head of the administrative unit responsible for funding the GTA position. The choice among competing applicants, when required, will be based on qualifications in terms of previous experience and coursework to support the ability to teach in the subject. In some cases, a specific license may be required to teach in certain classes for professional programs. GTA applicants will be rated on a three point scale: not qualified, qualified, and exceptionally well qualified. This highest ranking will be rarely given, and is reserved for individuals with solid teaching experience in the course material and a demonstrated record of excellent teaching. In cases where there are more students qualified and interested than needed to cover GTA duties, the selection will be based on additional factors. The first factor is the availability of alternative funding, with the goal of minimizing the expenditure of school funds. For example, if one student could be supported on a grant as a GRA and the other would require school funds for support as a GRA or GTA, then the one requiring school funds would get the GTA position. The second factor is the training needs of each competitor. If one student has had GTA experience but does not have strong teaching goals, but the other has no experience and a commitment to teaching, then this could be the deciding factor.

GAA positions are not expected to be used for PhD students; a GRA or GTA position will usually be more appropriate. If a GAA position is to be offered, it will be based on experience related to the administrative requirements of the position and the availability of funds. The PhD program committee makes policy decisions related to funding for PhD students, and must approve PhD student responsibilities as assigned for any GA position, regardless of the source of funds. This allows the PhD program committee to provide oversight to make sure that duties assigned GA's are appropriate and consistent with the best interests of the student and the program as a whole.

2. Local criteria and procedures for reappointing GA's

The criteria for reappointment will be as follows:

- satisfactory performance in the position
- satisfactory progress towards the degree
- availability of funds

For a GRA, reappointment will be at discretion of the faculty member supervising the work and providing the funds. If the PI has funds and the GRA is performing adequately, then reappointment should follow.

For a GTA, appointments are on a course by course basis, and there is no expectation for reappointment.

Reappointments for a GAA are at discretion of administrator providing funds.

3. Period of Appointments

The school is able to fund a limited number of PhD students for their first year in the program. This is a one-year appointment, and the student may serve in a combined capacity as a GRA and a GTA. The terms of the appointment will be determined by the student's advisor in coordination with the PhD program committee and appropriate faculty, such as course instructors and division directors, as indicated by the job duties assigned.

A GRA appointment is normally for a period of one year, starting with fall term. Students on a one-year GRA appointment are required to perform research duties as assigned throughout this time frame, including breaks and summer term. There is a leave policy for GRA detailed below. GRA appointments for less than one year may be offered if funds are limited, or if an off calendar schedule for initial enrollment or graduation occurs.

A GTA appointment is normally for one or two terms based on assigned teaching responsibilities. When GTA duties are anticipated only for a particular term, and the remaining terms are expected to be funded as a GRA, every effort will be made to present the student with a one year funding plan including combined service as a GRA and GTA, based on availability of funds.

4. Availability of Summer Term Appointments

Summer is treated like any other term, and GRAs are expected to continue over the summer. For a one-year appointment, service throughout the summer, including the break between summer and fall terms, is required. GTAs should not expect to hold appointments during summer term and should seek other funding options for summer semester (e.g., GRA).

5. Stipend Levels

The base stipend level for the Health and Rehabilitation Sciences PhD program 5% greater than the Graduate School minimum. The current rate for HRS appointed GAs (regardless of their home program) is a base minimum of \$2,249 per month, \$26,988 per year for a 50% FTE appointment. Faculty may choose a higher pay rate based on availability of their grant funds (for GRAs) but can never pay less than the approved base. Faculty members who have students from multiple graduate programs working together in a research area may elect to pay all the students the same stipend level as long as this is equal to or higher than the base stipend. School funds will never cover more than the base amount, but may be supplemented from other sources through a split appointment.

6. Dates for Notifying Students of Appointments and for Receiving Acceptances or Refusals

Applications received by the normal deadline of January 1st will be considered and acceptance decisions will be made by April 15th. If a GA position is to be offered with acceptance, then the student will be informed of the amount of the stipend, the duration, and the general nature of the duties.

Decisions for reappointment of continuing graduate students will be made by the beginning of summer term.

In either case, the specific duties for the appointment will be determined at least one month before the fall term begins, giving the GRA an opportunity to review and discuss the appointment with the supervisor before accepting. The GRA form must be signed before the term of service begins, or on the first day of employment.

7. GA Appointment Document

The school will retain a completed Graduate Associate Appointment Document, including a statement of duties and responsibilities, and the student and the supervisor will also receive a copy.

8. Criteria and Procedures for Evaluating and Reporting GA Performance

A GTA will be required to submit an SEI form for each course taught, and the SEI results will be shared with the student, the student's advisor, the faculty instructor for the course, and the PhD Graduate Studies Committee. In some cases, alternative evaluations are used by certain units for lab experiences, clinical work, etc. In this case, the student will use the same form that a faculty member teaching that material would be required to use in that situation, and this information will also be shared. Any information on such a form that represents performance of other faculty or GTA's will be redacted.

A GRA will be evaluated according to policy and procedures enforced in the research program under the direction of the PI. PIs are encouraged to develop policy documents covering the following issues:

- Organization and Responsibilities in the Research Program
- Scientific Communications and Intellectual Property
 - Data, Materials, Lab Notebooks and Other Experimental Records
 - Authorship
 - Presentations and Travel to Scientific Meetings, Training Programs, etc.
- Work Hours and Leave
- Lab Business and Use of Resources
 - Lab Meetings
 - General Duties
 - Professional Behavior and Conduct
 - Appropriate use of Supplies and Equipment

- Activities Appropriate for Specific Areas
- Other rules and policies as indicated (e.g., lab safety protocols, confidentiality, etc.)

9. Criteria and Procedures for Terminating GA Appointments

A GA appointment may be terminated prior to the end of the term of service for two reasons, either documented cause warranting termination, or financial exigency due to lack of funds.

To terminate for cause, documentation will be required. A supervisor who is considering this course of action should consult with the human resources professional to determine an appropriate process. Likewise, a student who thinks termination may be imminent should consult the human resources professional to ensure that the process is fair.

A student may request an end to a current GRA appointment or GTA. In this case, the student is expected to continue the appointment until the end of the current term, unless approval to stop sooner is received from the supervisor. This is particularly important for a GTA. A GTA who decides to quit mid-term without completing their responsibilities without an approved reason justifying leave will be barred from future service as a GTA for the remainder of the program and will be placed on professional probation. Any further acts of unprofessional behavior resulting in formal disciplinary action to this individual will subject the student to expulsion.

10. Grievance Procedures

The first step in any grievance procedure is an honest discussion between the student and the supervisor. The aggrieved party (student or supervisor) should calmly and with specific examples explain the problem and say why the situation is unacceptable. The complainant should propose an alternative situation that would be acceptable, and then the two parties should negotiate to reach a mutually agreeable solution. The solution should be put in writing with specific objectives, including deadlines if indicated, and this agreement should be signed and dated by both parties.

If this process does not provide satisfaction to either party, then the next step will be a joint meeting between the student, the supervisor, and a member of PhD program committee. At this meeting, the results of the initial step will be reviewed and the PhD program committee member will serve as a mediator, encouraging the parties to reach a mutually agreeable solution. If it is apparent that little effort has been put into the initial step before coming for help, the PhD program committee member may direct the parties to meet privately on their own and work harder to reach a solution.

If, after this process, a mutually agreeable solution is not found, then a grievance committee will be formed to decide the matter. The PhD program committee will sit on the grievance committee, and the program director will be its chair. If an outside party, such as a division director providing GTA funding, is also involved, such a person will also be included on the grievance committee. If a member of the PhD program committee or the named administrator is a party to the grievance, then that person will be recused from the committee and replaced

by a person appointed by the chair. The grievance committee meeting will begin in closed session without the aggrieved parties present to review the documentation of the situation. Then the aggrieved parties will be invited to present their arguments. The complainant will begin, and the respondent will be allowed to rebut after the complainant is finished. Then the respondent will present, and the complainant will have a turn to rebut. The committee may ask clarifying questions after each presentation. The committee will set time limits on each portion of the proceeding, including the time for questioning, and an administrative associate present to take notes will serve as the time keeper. Once the arguments have been heard, the aggrieved parties will leave but remain available as the committee deliberates. If the committee needs further information from either party, both will be invited re-enter the room, never one or the other.

At the conclusion of the meeting, the committee will render a decision, and that decision will be drafted for approval by the chair. The committee will have the opportunity to review the draft before it is distributed. The written decision will be shared with each member of the grievance committee and with each of the aggrieved parties. A signed confidentiality agreement will be completed by each person receiving a copy of the decision.

If either party remains dissatisfied with the decision, the next step is the graduate school, which has a grievance process defined in the graduate handbook.

11. Appropriate Space and Facilities Necessary to Carry Out GA Teaching, Research, or Administrative Duties

Anyone appointed as a GA in the school is eligible to have an OSUMC account and associated space on the file server in SHRS. The school provides computers for student use in labs on the 4th floor of Atwell Hall.

For a GRA, space and facilities are to be provided by the director of the research program. For a GTA, space sufficient to prepare for class and meet with students will be provided by the program in which the GTA is teaching if the GTA does not already have access to suitable space. For a GAA, space and appropriate resources are provided by supervisor.

Work Hours

As stated on the Graduate Associate Appointment form:

3. *Duties. The specific duties of GA positions are determined by appointing units.*

Note for GRA Appointments: Graduate Research Associate (GRA) appointments fall into two broad categories:

- a. *GRAs on 50 percent appointments should spend 20 hours per week on their appointment duties when they are supporting faculty research that is not directly related to their dissertations or theses.*

b. For many GRAs, their appointment duties overlap with research for their own dissertations or master's theses. In these cases, it is difficult to separate the number of hours devoted specifically to the associateship. It is the responsibility of the faculty member to clarify expectations, including policies related to publication and intellectual ownership.

In this program, the situation described in 3b applies. A GRA should expect to work on projects that will contribute to the dissertation, and on other projects in the lab as assigned by the PI. Early in the GRA's training, pre-candidacy, many of the activities may contribute to ongoing projects in the lab that may not be included in the dissertation, but have training value, and the GRA will also have significant responsibilities for coursework. During this time frame, every effort will be made to adjust the GRA's duties to allow success in their coursework. As time goes on, the effort will be increasingly dedicated to activities such as data analysis and experimental procedures that have both training value and will contribute to the dissertation. As such it will be difficult to separate the hours spent learning from those 'on the job.' After candidacy, the GRA will be expected to be fully devoted to the PI's research and their dissertation studies.

If a GRA feels they are spending in excess of 20 hours per week on assigned activities with no relation whatsoever to training for, or ultimate completion of, the dissertation, then the advisor should be consulted and alternative arrangements requested. If the GRA is not satisfied with the results of this consultation, the grievance procedure should be followed.

As a future scientific leader, a GRA is expected to devote an extraordinary commitment of time to PhD training. Whenever the student is not enrolled in regular courses, including summer, a full commitment to grants and dissertation studies is expected. Additional time as needed for special procedures such data collection, subject recruitment, etc., will be expected whenever necessary for the success of the experiment.

It is the shared responsibility of the student and the advisor to ensure that the student meets all requirements of the graduate program in a timely manner. For example, the candidacy exam should be completed late in the second or early in the third year. The student must be afforded sufficient time to succeed in this responsibility, but cannot expect a complete release from GRA duties. Likewise, students are required to attend certain seminars even after courses are completed. The student is expected to arrange their schedule to attend these seminars, and the advisor must allow this. The student is expected to be an active participant in such activities and to contribute to building a strong program and setting a good example for beginning students.

Funds to Support PhD Student Travel 7.6: School appropriated funds are available to support PhD student travel for scientific purposes. Students can apply for these funds by completing the HRS PhD Travel Funds Application (**Appendix M**) and submitting it to the Graduate Program Manager. Each PhD candidate may receive up to \$500 in travel support to present their research in a national setting. Funds will be available for use once per academic year. Criteria for use of the travel funds are the following:

1. Travel has not yet been taken (retroactive requests will not be allowed).
2. The purpose for the travel will be to present original research in one of two settings
 - a. At a University or Government/funding organization as an invited speaker
 - b. At a National scientific meeting
3. The student is the primary presenter and first author
4. Travel is within the contiguous US
5. Funds will support registration and/or transportation costs but not food and will not exceed \$500.

Access to these funds will be administered through the Graduate Studies Chair and HRS Director. For cases that fall outside of these guidelines, special requests can be made.

APPENDIX A

HEALTH AND REHABILITATION SCIENCES PHD PROGRAM

Application for HRS Graduate Faculty P-Status

NAME:	
DEPARTMENT/DIVISION:	
CAMPUS ADDRESS:	
OFFICE PHONE:	EMAIL:
Academic Rank: _____ Full Professor _____ Associate Professor _____ Assistant Professor	

Explain why you wish to become a Graduate Faculty member of the HRS PhD Program?

(OSU Graduate P status is required)

Please attach a comprehensive CV and provide a short statement that addresses the following:

- a. Describe the training environment and/or research facilities you have available to students
- b. Mentoring experience of graduate students
- c. Define your area of research emphasis
- d. Describe how you will contribute to the education of PhD students

APPENDIX B



School of Health & Rehabilitation Sciences
Graduate Program Office

Accountable Mentorship Agreement for PhD Students

Student's Name:

Advisor's Name:

HRS Commitment

The mission of the PhD in Health and Rehabilitation Sciences program is to: develop transformative leaders at the forefront of scientific discovery with a vision to be a global leader in advancing scholarship and leadership by developing excellent interdisciplinary scientists.

The PhD Program in Health and Rehabilitation Sciences aims to train independent scientific researchers who will make meaningful contributions to their field in research-focused careers in academia, government, or industry. HRS PhD students will become stewards of their science by applying rigorous and ethical scientific methods, and cutting-edge analytical approaches in a focused domain of science that aligns with their professional goals. Our graduates will lead their disciplines by engaging in life-long research.

Commitments of Graduate Student

- ***I acknowledge that I have the primary responsibility for the successful completion of my degree.***

I will be committed to my graduate education and will demonstrate this by my efforts in the classroom and the research laboratory.

- ***I will maintain a high level of professionalism, self-motivation, engagement, scientific curiosity, and ethical standards.***

I will establish regular one-on-one meetings with my advisor and provide him/her with updates on the progress of my research and results of my activities and experiments.

- ***I will work with my advisor to develop a suitable dissertation project within their area of expertise.***

This will include establishing a timeline for each phase of my work. I will strive to meet the established deadlines.

- ***I will work with my advisor to select an exam committee and a dissertation committee.*** I will commit to meeting with these committees often and be responsive to the advice of and constructive feedback from my committee.

- ***I will be knowledgeable of the policies and requirements of the OSU graduate school and my graduate program, including academic program milestones and will commit to meeting these requirements.***

I will provide an updated Milestone Tracking sheet to the Graduate Program Office as

well as discuss these milestones with my advisor at least once per semester. I will communicate all aspects of my academic progress with my advisor.

- ***I am responsible for understanding and remaining in compliance with all OSU policies involving students.*** This will include but is not limited to policies on research data handling, ownership and storage (<http://orc.osu.edu/files/ResearchDataPolicy.pdf>), intellectual property (<https://ceo.osu.edu/sites/default/files/pdfs/IP-Policy.pdf>), plagiarism and research misconduct (http://orc.osu.edu/files/Misconduct_Policy.pdf), and Title IX (https://policies.osu.edu/assets/docs/policy_pdfs/SexualMisconduct_FINAL.pdf).

- ***I will attend and participate in required educational programming for PhD students.*** This includes any required programming offered by the School of Health and Rehabilitation Sciences, dissertation defenses of my peers, orientations, info sessions, and anything else that will significantly contribute to my development as a PhD student.

- ***I will be respectful of university policy and employee obligations.*** I will participate in my institution's required online trainings through BuckeyeLearn to remain compliant within OSU's training and professional development system.

- ***I will be a good lab citizen.*** I will agree to take part in shared laboratory responsibilities and will use laboratory resources carefully and frugally. I will maintain a safe and clean laboratory space. I will be respectful of, tolerant of, and work collegially with all laboratory personnel.

- ***I will discuss policies on work hours, sick leave, and vacation with my advisor and any other person I may work for as a graduate associate (GTA/GRA/GA).*** I will consult with my advisor and current GA supervisor and notify fellow lab members and/or GAs in advance of any planned absences.

- ***I will discuss policies on authorship with my advisor. I will be sure to inquire, when appropriate about data ownership and both intellectual property and contributions.***

- ***I will discuss policies on attendance at professional meetings with my advisor.*** I will be aware of policies and timelines regarding requesting PhD Travel Funds through the Graduate Program Office.

- ***I will be mindful of deadlines involving my education and degree completion.*** I will work with my advisor to submit all relevant research results that are ready for publication in a timely manner prior to my graduation.

- ***I acknowledge that it is primarily my responsibility to develop my career during and following the completion of my doctoral degree.*** I will seek guidance from my advisor, career counseling services, dissertation committee, other mentors, and any other resources available for advice on career plans.

Commitments of Faculty Advisor

- ***I will be committed to mentoring the graduate student.*** I acknowledge I have a responsibility to train the PhD student as a member of the scientific community.

- ***I will be committed to the research project of the graduate student.*** I will help to plan and direct the graduate student's project, set reasonable and attainable goals, and establish a timeline for completion of the project. I recognize the possibility of conflicts between the interests of externally funded research programs and those of the graduate student, and will not let these interfere with the student's pursuit of their dissertation research.

- ***I will be cognizant of the PhD student's funding and degree completion timeline.*** I will be committed to providing financial resources for the graduate student when possible in order for them to conduct dissertation research. I will be knowledgeable of, and guide the graduate student through, the requirements and deadlines of the HRS PhD program as well as those of the institution, including human resources guidelines. Within a reasonable timeframe, I will work with the student to ensure the coursework they are completing is sufficient and appropriate based on their individual research goals.
- ***I will help the graduate student select appropriate advisory committees.*** I will assure these committees meet often to review the graduate student's progress.
- ***I will be understanding and aware of the PhD student's level of skills and mentor them accordingly.*** I will lead by example and facilitate the training of the graduate student in complementary skills needed to be a successful scientist, such as oral and written communication skills, grant writing, lab management, animal and human research policies, the ethical conduct of research, and scientific professionalism.
- ***I will orient the student to lab policies and expectations.*** I will explain all lab policies and consistently check in with the graduate student to make sure he/she understands lab policies. I will provide feedback to ensure the student's research is appropriate and aligned with the purpose of the lab space and that they understand my expectations for research progress and milestones for skills in the lab.
- ***I will discuss authorship policies regarding published works with the graduate student.*** I will acknowledge the graduate student's scientific contributions to the work in my laboratory, and I will work with the graduate student to publish his/her work in a timely manner prior to the student's graduation.
- ***I will be sure the student is aware of all intellectual policy issues.*** I will discuss issues regarding disclosure, patent rights, and publishing research discoveries.
- ***I will remain aware of the student's professional and academic development.*** I will encourage the graduate student to attend scientific/professional meetings and make an effort to secure and facilitate funding for such activities. I will be mindful of the student's goals and not let a personal agenda interfere with the development of the student. I will check in regularly with the student about their academic progress and work proactively with them to correct and improve any behaviors or roadblocks preventing them from program completion.
- ***I will provide sound career advice.*** I will advise the student on employment opportunities in both the academic and private sector. I will provide honest letters of recommendation for his/her next phase of professional development. I will also be accessible to give advice and feedback on career goals.
- ***I will mentor with respect.*** I will provide for every graduate student under my supervision an environment that is intellectually stimulating, emotionally supportive, safe, and free of harassment. I will foster the graduate student's professional confidence and encourage critical thinking, skepticism, and creativity.

Our signatures below indicate that we have read and discussed this document, and agree to all statements contained within.

Advisor's Signature

Date

Student's Signature

Date

*to be submitted to Graduate Program Office by faculty advisor

Appendix C
Course Curriculum Guide
Health and Rehabilitation Sciences PhD Program

Course #	Course Title	Credits	Term
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REQUIRED COURSES

CORE (19 credits)			
ESEPSY 7403 or 7404	Motivation in Teaching and Learning or College Teaching (choose one)	3	AU
HTHRHSC 7250	Teaching and Curriculum in the Health & Rehabilitation Sciences	3	SP
BSGP 7070	Fundamentals of Grant Writing	4	AU
HTHRHSC 7100	Health and Rehabilitation I	3	AU
HTHRHSC 7150	Health and Rehabilitation II	3	SP
HTHRHSC 7883	Responsible Conduct of Research	3	SU
PRACTICUM (6 credits)			
HTHRHSC 8289	Teaching	1	AU, SP, SU
HTHRHSC 8998 (Pre-Candidacy)	Research	5 Total (1 per experience)	AU, SP, SU
SEMINAR (at least 5 credits)			
HTHRHSC 7888 (Pre-Candidacy)	Grand Rounds	4 pre-candidacy (one per course)	AU, SP
HTHRHSC 8888 (Post-Candidacy)	Grand Rounds	1 post-candidacy	AU, SP
RESEARCH (1-15 credits)			
HTHRHSC 8999 (Post-Candidacy)	PhD Research (TBD with advisor)	1-15	AU, SP, SU

COGNATE COURSES

RESEARCH METHODS and DESIGN (choose any 6 credit hours in consultation with advisor; not an exhaustive list)			
AEE 8855	Research Methods and Design	3	AU
AEE 8877	Data Collection, Analysis and Interpretation	3	SP
AEE 8880	Instrumentation and Procedures for Data Collection	2	SP
PUBHBIO 6210	Design and Analysis of Studies in the Health Sciences I	3	AU, SP, SU
PUBHBIO 6211	Design and Analysis of Studies in the Health Sciences II	3	AU, SP
HTHRHSC 7900	Evidence Based Practice I	1	AU
HTHRHSC 7910	Evidence Based Practice II	1	SP
PSYCH 6810	Statistics Methods in Psychology I	4	AU
PSYCH 6811	Analysis of Variance	4	SP
AREA OF EMPHASIS (at least 12 credits)			
<i>Consult with your advisor and choose courses that are relevant to your area of research. These credits may be taken within any department on campus as long as they are graduate-level courses.</i>			

APPENDIX D

Suggested Plan of Study

PHD PROGRAM SCHEDULE (SUGGESTED)

Total – at least 65 credits (80 credits required with no previous graduate degree)

Pre Candidacy - 47 credit hours			
Year	Fall Semester	Spring Semester	Summer Semester
1	<p>HTHRHC 7100-Health and Rehab I (3) ESEPSY 7403 <u>or</u> 7404-Motivation in Learning & Teaching/College Teaching (3) HTHRHC 7888-Grand Rounds (1) HTHRHC 8998-Research Practicum (1) Research Course I-(? credits)</p> <p>Total-at least 11 credits</p>	<p>HTHRHC 7150-Health and Rehab II (3) HTHRHC 7250-Teaching & Curriculum in the Health Sci (3) HTHRHC 7888-Grand Rounds (1) HTHRHC 8998-Research Practicum (1) HTHRHC 8289-Teaching Practicum (1) Research Course II-(? credits)</p> <p>Total-at least 12 credits</p>	<p>HTHRHC 7883-Responsible Conduct in Research (3) HTHRHC 8998-Research Practicum (1) Area of Emphasis Course I-(? credits)</p> <p>Total-at least 7 credits</p>
2	<p>BGSP 7070-Fundamentals of Grant Writing (4) HTHRHC 7888-Grand Rounds (1) HTHRHC 8998-Research Practicum (1) Area of Emphasis Course II-(? credits)</p> <p>Total-at least 8 credits</p>	<p>HTHRHC 7888-Grand Rounds (1) HTHRHC 8998-Research Practicum (1) Area of Emphasis Course III-(? credits)</p> <p>Total-at least 8 credits</p>	<p>Area of Emphasis Course III-(? credits) HTHRHC 8998-Research Practicum (1)</p> <p>*Any additional course still needed</p> <p>Total-at least 5 credits</p>
Post Candidacy - 18 credits			
3	<p>HTHRHC 8888-Grand Rounds (1) HTHRHC 8999-Dissertation Research (2)</p> <p>Total-3 credits</p>	<p>HTHRHC 8888-Grand Rounds (1) HTHRHC 8999-Dissertation Research (2)</p> <p>Total-3 credits</p>	<p>HTHRHC 8999-Dissertation Research (3)</p> <p>Total-3 credits</p>
4	<p>HTHRHC 8888-Grand Rounds (1) HTHRHC 8999-Dissertation Research (2)</p> <p>Total-3 credits</p>	<p>HTHRHC 8888-Grand Rounds (1) HTHRHC 8999-Dissertation Research (2)</p> <p>Total-3 credits</p>	<p>HTHRHC 8999-Dissertation Research (3)</p> <p>Total- 3 credits</p>

Red-Core Courses

Blue-Seminars Courses

Purple-Research Courses

Green-Research Practicum Courses

Brown-Teaching Practicum Courses

APPENDIX E

Guidelines for Dual OT/PhD Students

	OTD Year 1	OTD Year 2	OTD Year 3
Scientific Presentation	<p>Attend SHRS grand rounds (presenting is not required)</p> <p>Attend Hite lecture;</p> <p>Suggestion: Review an abstract to be submitted to AOTA, OOTA, or another professional meeting; go over the abstract and its requirements for submission with your primary lab mentor or research mentor (if known) or a HRS faculty member</p>	<p>Attend SHRS grand rounds (presenting is not required)</p> <p>Attend AOTA, Hite, and/or another national scientific meeting;</p> <p>Attend OSUMC research day and visit posters of HRS students</p> <p>Suggestion: Assist in submission of an abstract to AOTA, OOTA, or another professional meeting with your primary lab mentor, research mentor, or another faculty member</p>	<p>Attend SHRS grand rounds (presenting is not required)</p> <p>Attend AOTA, Hite, and/or another national scientific meeting;</p> <p>Attend OSUMC research day and visit posters of HRS students</p> <p>Present results of research experience or an area of interest with an HRS faculty member at AOTA, OOTA, a national meeting, and/or OSUMC Research Day</p>
Manuscript Writing		<p>Help a faculty member prepare a section of a manuscript; review the elements of a manuscript with your primary lab mentor, research mentor, or another faculty member</p>	<p>Submit outcomes of research experience with faculty member for publication. Contribute to data analyses and write up of publication.</p> <p>Suggestion: help a faculty member perform a peer review of a manuscript</p>
Grant Development		<p>Suggestion: Serve as a reader on a faculty member's grant application</p>	<p>Prepare and submit an application for a Rosa Hartsook Endowed Scholarship from AOTF</p> <p>Prepare a section of a grant with the assistance of your faculty/lab mentor</p>

			Serve as a reader on a faculty member's NIH grant application
Experimental Training	<p>Complete CITI training</p> <p><i>Start a research rotation in the Summer</i></p> <p><i>Sign up for a research rotation for the Fall</i></p> <p>Start the process for a research specialization (does not have to be with PhD advisor)</p> <p>Take PhD-required course in Responsible Conduct of Research (if offered this year; only required once)</p>	<p>Help a PI with an IRB application</p> <p>Attend an IRB workshop at OSU</p> <p>Attend scientific talks or grand rounds outside of HRS e.g., Nisonger; Assistive Technology; Neuroscience)</p> <p>Take PhD-required course in Responsible Conduct of Research (if offered this year; only required once)</p>	<p>Practicum with PhD advisor</p> <p>Suggestion: gain experience in a specialized technique that you may use in your later work (an assessment; an intervention) in your mentor's lab</p> <p>Actively participate in data collection, analysis, preparation of results, and preparation of figures on a faculty member's project.</p>
Other	<p><i>Rotate through at least 3 labs, interview potential PhD advisors, find the best match</i></p> <p><i>Complete dual degree plan and have appropriate advisors and Director of PhD program sign off on it</i></p>	<i>Lab home</i>	

*All of these suggestions and events are for days/weeks when you are on campus, and not on a clinical rotation.

Reminders:

1. *Choose a PhD advisor with P status as soon as possible and ID a lab.*
2. *Be immersed in the culture of the PhD program as soon as possible.*

APPENDIX F

Guidelines for Dual PT/PhD Students

	DPT Year 1	DPT Year 2	DPT Year 3
Scientific Presentation	<p>Attend SHRS grand rounds but presenting is not required</p> <p>Attend OSUMC research day and visit posters of HRS students</p> <p>Suggestion: Submit an abstract to CSM as you will be attending with your DPT class in your 2nd year</p>	<p>Attend SHRS grand rounds but presenting is not required</p> <p>Attend CSM</p> <p>Attend OSUMC research day and visit posters of HRS students</p> <p>Suggestion: Present at OSUMC Research Day</p>	<p>Attend SHRS grand rounds but presenting is not required</p> <p>Attend OSUMC research day and visit posters of HRS students</p> <p>Suggestion: Present OSUMC Research Day</p>
Manuscript Writing			Suggestion: DPT case study for publication
Grant Development		Prepare and Submit and application for a Mary McMillan scholarship from the APTA	Prepare and Submit and application for a PODS I scholarship from the APTA
Experimental Training	<p>Complete CITI training</p> <p>Sign up for DPT research rotation in the Fall Semester</p> <p>Start the process for a research specialization (does not have to be with PhD advisor)</p>	<p>Help a PI with an IRB application</p> <p>Attend an IRB workshop at OSU</p> <p>Attend scientific talks outside of HRS</p>	<p>DPT Practicum with PhD advisor</p> <p>DPT case study with PhD advisor</p>
Other	Rotate through at least 3 labs, interview potential PhD advisors, find the best match		

*All of these suggestions and events are for days/weeks when you are on campus, and not on a clinical rotation.

APPENDIX G

Potential Advisor Agreement Form

Applicant Name:

The potential faculty advisor for a student applying to the SHRS Health and Rehabilitation Sciences PhD program must check statements below, as appropriate, and sign this form.

- I have communicated with this applicant and his or her research interests seem to align with mine.
- I have seen the complete application packet for this applicant and am satisfied with the student's academic record and preparation.
- If this student is admitted, I will act as his or her advisor pending satisfactory progress in the program.
- I am requesting SHRS support to fund this student in year 1.
- I am requesting SHRS support in the form of a GTA.
- If admitted, I plan to fund this applicant as follows:

Year 1 _____

Year 2 _____

Year 3 _____

Year 4 _____

Agreement to act as a potential advisor is prerequisite to admission, but does not equal admission. Faculty may encourage multiple applications for each position they may have available. Once all applications are received, the faculty in conjunction with the Graduate Studies Committee will choose whether to admit each student based on academic qualifications, fit with the PhD program, and fit with the faculty member's research. Therefore, a student may succeed in finding a potential advisor but not succeed in gaining admission to the program.

If the prospective student is admitted, I agree to enter into an active, working partnership with the student and will provide accountable mentorship and be accessible to the student. I understand I will be responsible for guiding the student with curriculum choices, committee selections, program requirements, and overall professional development. Additionally, I am responsible for fostering rigorous PhD-quality scientific research that the student will engage in within my research program.

X _____

Potential Advisor Printed Name

X _____

Potential Advisor Signature

APPENDIX I

Candidacy Exam Assessment

The candidacy examination is a test of student’s comprehension of their field of study, capacity to undertake independent research, and ability to think and express ideas clearly. While discussions may inform future work, including the dissertation, the qualifying exam discussions should not be viewed as preparation for the dissertation project nor should the dissertation or components of the dissertation be an explicit outcome of the qualifying examination.

Student:

Date of Exam:

Exam Committee Member:

Learning Outcome	Able to critically analyze literature related to the project, think intellectually about the direction of the scientific discipline, demonstrate intellectual curiosity about the scientific discipline
Excellent 4	Thorough understanding of content and scientific context Appropriate and relevant sources to explore ideas within the discipline Critically develops a well-articulated scientific theme Clear demonstration of independent intellectual contribution, creativity, and original thinking
Competent 3	Demonstrates an adequate understanding of content and scientific context Appropriate and relevant sources, presents literature reasonably well Critically develops a scientific theme Demonstrates some insight and creativity
Marginal 2	Demonstrates awareness of content and scientific context Appropriate and relevant sources through most of the work Organization of ideas not always logical or consistent with composing a scientific argument Minimal evidence of original thinking
Deficient 1	Demonstrates minimal awareness of content and scientific context Relevant sources develop limited areas of the work, inappropriate literature citations common Frequent lapses of logic when composing a scientific argument Lack of creativity or original thinking
Insufficient data to assess 0	
Comments	

Learning Outcome	Able to formulate relevant and testable hypothesis, devise clear experiments for addressing the hypothesis, and analyze and interpret data appropriately
Excellent 4	Thorough understanding of the scientific method Clear ability to understand and design complex experimental protocols Analyzes and presents data with a clear and proper interpretation
Competent 3	Good understanding of scientific method Designs experiments appropriate for addressing hypotheses Presents data in an appropriate context
Marginal 2	Satisfactory understanding of scientific method Some assistance with complex experimental design and analyzing data Presents and interprets data with some guidance from the PI
Deficient 1	Minimal understanding of scientific method Limited ability to conceive of experimental design to address hypotheses Needs significant faculty input for data analysis and interpretation
Insufficient data to assess 0	

Comments	
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Learning Outcome	Able to effectively communicate data and interpretation with scientific peers, answers questions, communicates ideas
Excellent 4	Articulates intimate understanding of the project Orally communicates and defends new ideas Thinks effectively on his/her feet Integrate knowledge from multiple disciplines Experience in solving problems
Competent 3	Appropriate understanding of the project Articulates ideas but lacks some creativity Think through basic problems when questioned Has adequate knowledge base Integrate appropriately to solving problems
Marginal 2	Basic understanding of the project but lacks depth Answers basic questions about the project Difficulty thinking on his/her feet Gaps in knowledge base Difficulty problem solving
Deficient 1	Lacks understanding of the project Unable to communicate rationale for interpretation of data or direction of the project Substantial gaps in knowledge base Unable to draw from different areas or experiences to solve problems
Insufficient data to assess 0	
Comments	

Learning Outcome	Able to communicate effectively through scientific writing
Excellent 4	Thorough understanding of context, audience, and purpose of the scientific work Relevant and compelling content to convey the contribution to the scientific discipline Successful grantsmanship - organization, content presentation, formatting, and style Appropriately uses relevant and credible references to support ideas Uses graceful language that skillfully communicates meaning with clarity and fluency Document is nearly error free
Competent 3	Adequate consideration of context, audience and purpose of the scientific work Relevant and compelling content to convey the contribution to the scientific discipline Successful grantsmanship - organization, content presentation, formatting, and style Appropriately uses relevant and credible references to support ideas Uses straightforward language that generally conveys meaning Document has few errors
Marginal 2	Awareness of context, audience, and purpose of the scientific work Appropriate and relevant content to explore ideas through most of the work Adequate grantsmanship - organization, content, and presentation Attempts to use credible and/or relevant references to support ideas Uses language that generally conveys meaning with clarity Document has some errors
Deficient 1	Minimal attention to context, audience, purpose of the scientific work Appropriate and relevant content to develop simple ideas in parts of the work Attempts to use a consistent system for basic organization and presentation Attempts to use sources to support ideas Uses language that sometimes impedes meaning Document has errors

Insufficient data to assess 0	
Comments	

APPENDIX K

HRS PhD in Health and Rehabilitation Sciences Dissertation Proposal Approval Form

The Dissertation Committee for _____
Name of Candidate

met on _____ and approved the attached dissertation proposal.

Date

Proposed Title: _____

Approved by:

Chairperson's (Advisor) signature

Candidate's signature

Committee member's signature

Committee member's signature

Committee member's signature

Committee member's signature (optional)

Committee member's signature (optional)

Please return this form and completed dissertation draft proposal to the Graduate Program Office by sending to
Graduate Program Manager, Ashley McCabe, at ashley.mccabe@osumc.edu

APPENDIX L

Application Form for School Supported TA Position

The faculty advisor will apply for TA support for their student. To be considered, the faculty advisor must have exhausted any funds for a graduate assistant provided as part of their start-up package. The mentor may have no more than one school-supported TAsip at a time. Dual degree students are eligible at the time they enter the PhD program on a full time basis. Each applicant is expected to seek funding to support the student once the school-supported TAsip ends. A funding plan will be part of the application. All applications must be supported by the HRS school director.

To apply, please complete the following information.

Faculty Mentor Name:

Student Nominee:

Student's Planned Start Date in the PhD Program:

Describe the merits of the student. These merits might include but are not limited to leadership, research, academics and/or community outreach.

Describe any prior teaching experience the student might have or specific areas of expertise that make them suited for particular courses. Provide a summary score of teaching evaluations if they are available.

Describe the Funding Plan for the student for the length of the PhD Program. Include a description of the steps you have taken to secure additional funds. If part of your funding plan is for the student to be self-supporting, please indicate that you have discussed this with the student and they accept this option.

Faculty Signature:

Date: _____

HRS Director Signature:

Date: _____

APPENDIX M

HRS PHD TRAVEL FUNDS APPLICATION

Students applying for travel funds must 1) be an HRS PhD candidate; 2) attach verification of abstract acceptance; 3) attach a detailed budget including all conference costs; 4) be the presenter

Student Name: _____

Student ID: _____

OSU name.# _____

Name of Conference/Location: _____

Date(s) of Travel: _____

Title of Presentation: _____

Please describe how being awarded travel funds will contribute to your professional development:

Primary/Sole Presenter? Yes No

Type of Presentation: Poster Podium Other, please explain:

Are you the Primary Author? Yes No

Total Amount of Funds Requested: _____ (cannot exceed \$500.00)

For Office Use Only

Approved by Graduate Studies Chair: Yes No

Signature of Graduate Studies Chair: _____ Date: _____

Approved by HRS Director: Yes No

Signature of HRS Director: _____ Date: _____

All documents should be emailed to Ashley McCabe, Graduate Program Manager, at ashley.mccabe@osumc.edu.

APPENDIX N

HRS PHD GRADUATE STUDIES LEADERSHIP

PhD Program Director & Graduate Studies Chair

Dr. Amanda Agnew	2019 – Present
Dr. Jimmy Onate	2015 – 2019
Dr. Kay Wolf	2013 – 2015
Dr. D. Michele Basso	2010 – 2013
Dr. Jane Case Smith	2005 – 2010

Graduate Program Manager

Ashley McCabe (<i>ex-officio</i>)	2019 - present
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GTA Supervisor

Dr. Marcia Nahikian-Nelms (<i>ex-officio</i>)	2019 - present
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