

PhD in Rehabilitation Science
Student Handbook

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PhD in Rehabilitation Science Student Handbook

Mission, Goals, and Objectives of the Program

The PhD in Rehabilitation Science degree program by design is inclusive of the many rehabilitation professions and offers opportunities for qualified clinical professionals in allied health to prepare for careers in independent research, teaching, and administration (current areas of emphasis are physical therapy, orthotics and prosthetics, occupational therapy, nutrition and dietetics, and communication sciences and disorders).

Mission: The mission of the PhD in Rehabilitation Science degree program is to prepare educators, administrators, and researchers who will serve as leaders in the rehabilitation science professions to further the teaching and healing ministries of Jesus Christ.

Program Objectives: Graduates of this program will:

- Provide vision and direction for the integration of the rehabilitation professions in health care
- Commit themselves to whole person care
- Advance the theory and practice of rehabilitation science through research
- Acquire and integrate knowledge related to the social and basic medical sciences
- Assess, develop, and implement interdisciplinary community-based services

Program Outcomes for the Areas of Emphasis:

Domain 1: Rehabilitation Science and LLU Values

- Demonstrate knowledge of political advocacy related to the rehabilitation professions
- Demonstrate knowledge of social and public health policy
- Demonstrate knowledge of theories in rehabilitation and integrated health care
- Understand, practice, and advocate for the values of Loma Linda University

Domain 2: Leadership

- Demonstrate knowledge of the ethical, legal, financial, organizational, and managerial aspects of health care delivery

Domain 3: Education

- Demonstrate knowledge of elements of educational leadership
- Demonstrate knowledge of higher education principles and practices

Research and Statistics

- Demonstrate understanding of the literature and the basic science foundations related to a specific research topic
- Develop an original research question and successfully answer the question using the scientific method

- Demonstrate knowledge of research design, statistical analysis, and interpretation of data
- Accurately interpret, analyze, and evaluate scientific information
- Demonstrate the ability to reason and develop evidence-based decisions using numerical information
- Objectively justify conclusions and assimilate content into an honest and thorough presentation of research findings
- Successfully disseminate research findings through peer-reviewed publications and presentations

Governing Committees for the PhD in Rehabilitation Science Program

PhD in Rehabilitation Science Advisory Committee: The PhD in Rehabilitation Science Advisory Committee is chaired by the Program Director for the PhD in Rehabilitation Science program. It has one member from each of the five areas of study (Physical Therapy, Orthopedics and Prosthetics, Occupational Therapy, Nutrition and Dietetics, and Communication Sciences and Disorders). This member is appointed by the study area. It also has two representatives from the school at large. These members are chosen by the Program Director and approved by the members from the study areas.

The PhD in Rehabilitation Science Advisory Committee has the final vote on acceptance of students recommended by the program area/department, and passing of the written comprehensive exam. The committee recommends advancement to candidacy, and program completion to the Faculty of Graduate Studies for PhD students in Rehabilitation Science. The committee also reviews the curriculum and votes on addition or deletion of courses from the program. Policies that are made by the Faculty of Graduate Studies are reviewed and implemented for the program.

PhD in Rehabilitation Science Guidance Committee: As the PhD in Rehabilitation Science student begins to determine his/her research questions within his/her topic area, his/her research mentor will work with the him/her to select a tentative Research Guidance Committee. The Research Guidance Committee will be formalized at the time the student passes his/her Preliminary Oral Examination and is Advanced to Candidacy (Files Form A with the Faculty of Graduate Studies, see page 8).

The PhD in Rehabilitation Science Guidance Committee must have a minimum of three members (including the chair/research mentor). At least half of the committee members must be members of the Faculty of Graduate Studies. At least two of the committee members must be faculty from the program, department, or school sponsoring the degree. One committee member must be outside of the student's program area /department at Loma Linda University. There may be additional committee members from outside the discipline or from outside Loma Linda University. Individuals who are not Loma Linda University faculty must be approved by the program faculty to serve on the guidance committee. The research guidance committee members individually or as a group need to meet regularly with the student while he/she is completing the research for his/her PhD in Rehabilitation Science degree.

Admission Requirements

Applicants must meet the following minimum requirements for admission to the program.

- Master's degree in any allied health professions area or discipline related to rehabilitation science (current areas of emphasis are physical therapy, orthotics and prosthetics, occupational therapy, nutrition and dietetics, and communication sciences and disorders).
- Minimum GPA of 3.0 in academic and professional course work
- Applicants are required to submit the following:
 1. A formal letter of support from a primary research faculty member at Loma Linda University, whose research interests and availability most closely match those of the applicant. The program director will coordinate meetings between applicants and prospective research faculty.
 2. Curriculum vita, including work history, formal education, continuing education, licensure or certification, professional organizations, honors, awards, publications, presentations, and grants.
 3. At least one example of written work (e.g., term paper, course assignment, publication, master's degree research project or thesis).

The Application/Acceptance Process

Inquiries about the PhD in Rehabilitation Science program may come through the Web site, emails, phone calls to the Program Director, or through communication with faculty members in the program area of interest. Current areas for the PhD in Rehabilitation Science are physical therapy, orthotics and prosthetics, occupational therapy, nutrition and dietetics, and communication sciences and disorders. All interests in the program are referred to the Program Director.

The evaluation and acceptance process consists of the following steps:

- 1) The Program Director determines whether the prospective student qualifies for any of the current program areas and informs the prospective student of the qualification decision. If the prospective student qualifies for one of the program areas, the Program Director shares information about the PhD in Rehabilitation Science program with the prospective student and also makes the prospective student aware of any other graduate programs that are available in his/her area of interest at Loma Linda University .
- 2) For qualified potential students, the Program Director forwards the information about the potential student to the program area/department of interest for review.
- 3) The program area/department of interest considers the potential student's qualifications and whether or not a research mentor is available in an area of mutual research interest. The availability of an appropriate research mentor is determined prior to acceptance into the PhD in Rehabilitation Science program and is an important consideration in determining acceptance.
- 4) The program area/department makes a recommendation to the Program Director to open or not open an application for this potential student. This information is conveyed to the potential student by the Program Director.

- 5) If the recommendation is to open an application for the potential student, the Program Director makes contact with the SAHP Admissions Office to open an application for this potential student.
- 6) When the potential student has completed his/her application to the PhD in Rehabilitation Science program, the applicant's folder is forwarded to the Program Director.
- 7) The Program Director forwards the applicant's folder to the program area through the program's representative on the PhD in Rehabilitation Science Advisory Committee.
- 8) The program area/department makes a decision to accept or reject the applicant and forwards this recommendation to the Program Director along with the name of the faculty member who will be that applicant's research mentor.
- 9) The Program Director takes this recommendation to the PhD in Rehabilitation Science Advisory Committee for their approval or disapproval of the program area's decision.
- 10) The Program Director informs the SAHP Admissions Office of the PhD in Rehabilitation Science Advisory Committee's action.
- 11) The SAHP Admissions Office sends the applicant an official acceptance or rejection letter.
- 12) The typical PhD in Rehabilitation Science student enters the program Fall quarter, but students can enter the program any quarter.
- 13) After arriving on campus, new students should meet with the Program Director to plan their program for the first year of studies.

Description of the Program

Didactic Education: A minimum of 80 units is required for students holding a masters or doctoral degree in an appropriate professional area. The student's program coursework for the degree must be approved by the PhD in Rehabilitation Science Advisory Committee.

The first two years of the PhD in Rehabilitation Science program consist of didactic course work that will give the student a knowledge base in the following areas: Domain 1) Rehabilitation Science and LLU Values; Domain 2) Leadership; Domain 3) Education; 4) Research/Statistics. The PhD in Rehabilitation Science student will typically complete the didactic coursework with a grade of B or higher within the first two years of the program. Coursework with grades of C+ or below cannot be used to satisfy requirements for the PhD program.

Certain courses in the Domains are required for the program, and other courses can be chosen from a list of suggested courses to complete the course requirements for each Domain. The required courses for each Domain, as well as other areas, are given below.

Domain 1: Rehabilitation Science and LLU Values (16 units)

*RESC 517: Professional Advocacy in Allied Health Professions (4 units)

This course includes a trip to Sacramento to see the political process in action with expenses covered by tuition for the course.

*RESC 519: Rehabilitation Theories and Applications in Health Care (3 units)

Three additional courses chosen from this area (9 units)

Domain 2: Leadership (6 units)

Two courses chosen from this area (6 units)

Domain 3: Education (6 units)

Two courses chosen from this area (6 units)

Religion (10 units)

* AHCJ 519 Graduate Wholeness Portfolio (1 unit) is required unless the student has completed this course as a student at LLU.

Three units each in RELE, RELR and RELT coursework areas.

Research and Dissertation: Didactic coursework (15 units)

*AHRM 581: Research and Statistics I (3 units)

*AHRM 582: Research and Statistics II (3 units)

*EPDM 509: Principles of Epidemiology (3 units)

Two additional courses chosen from this area (6 units)

Research and Dissertation: Proposal, Data Collection and Analysis, Paper and Dissertation Writing (21 units)

Advanced Coursework in Specialty Area (6 units)

The research mentor and the Program Director will guide the student in choosing Selective courses that will enhance the student's knowledge base in regards to their research topic or advanced coursework in a specialty area in his/her area of expertise.

Directed Study

If a PhD in Rehabilitation Science student wishes to do a directed study to gain additional or special information, have experience in a particular area, use or develop special equipment, or do a special project under one of the program faculty members, they should register for an appropriate number of units of Directed Study. It is important that they register using AH CJ 699 Directed study, which is the graduate registration.

Research

During the time that the student is completing the didactic coursework for his/her degree, the student will meet with his/her research mentor to explore possible research topics and develop an original research question.

PhD in Rehabilitation Science Examinations

There are three examinations/presentations that the PhD in Rehabilitation Science student must complete satisfactorily in the process of completing his/her degree. They are a written comprehensive examination over Domain 1, a preliminary oral examination where he/she demonstrate knowledge in his/her area of research and gets approval of the research proposal, and a final oral examination/presentation of the completed research project. In addition, each student writes and submits at least two research papers to appropriate peer-reviewed journals and submits a dissertation in the publishable paper format to the Faculty of Graduate Studies. One of the research papers must be accepted by a peer-reviewed journal before graduation.

Written Comprehensive Examination: Students are eligible to take the written comprehensive exam after completion of a the required courses in Domain 1 plus two additional courses selected from Domain 1 and at least one course from Research and Statistics. The following procedure is followed for the examination.

- 1) The Program Director identifies students who are eligible to take the examination and determines which courses have been completed by each student.
- 2) The teachers of the identified courses are asked to submit either 3 questions (for which the student writes on 2 questions) or 2 questions (for which the student writes on 1 question).
- 3) The examination is given over one eight hour day. The date of the examination is determined by the Program Director and the students who are taking the written examination.
- 4) The answers are graded by the teacher who wrote the examination questions with a second grader reading the paper as necessary. Each question is graded as High Pass, Pass, Remedial Work Needed, or Not Pass.
- 5) If a given area is graded as Remedial work needed, the student will be allowed to do remedial work to get a passing grade. If any area is graded Not Pass, the student will be required to retake the examination for this area. If the student has more than one area that would require a retake examination, the student will be required to retake the entire written examination.

The student will be allowed to retake the entire written examination one time. If the student fails two or more areas of the exam this second time, the student will not be allowed to continue in the program. If the student does not pass one area of the retake exam, the student will be allowed to do one additional retake of this area or complete remedial work in this area to satisfy the written comprehensive examination requirement.

- 6) The final decision for passing or not passing the written examination is made by the PhD in Rehabilitation Science Advisory Committee.

Preliminary Oral Examination: The preliminary oral examination is designed to establish that the student has adequate foundational information in appropriate content areas, as well as a plan to answer a research question appropriate for a doctoral dissertation. The student is eligible to take the preliminary oral examination after he/she has completed the majority of the required coursework for the degree and has successfully passed the written comprehensive examination. Approval of the proposal by the IRB is not needed before the preliminary oral examination.

- 1) The preliminary oral examination is scheduled by the student's Research Mentor in consultation with the Program Director.
- 2) The preliminary oral examination includes basic science areas that are relevant to the research topic area, literature which is relevant to the research topic area, and the research question and proposal for the research needed to answer the research question. At the time of the oral presentation, the student should present a preliminary budget to the Research Advisory Committee and the PhD in Rehabilitation Science Advisory Committee.
- 3) Notification of the examination must be posted in public places in Nichol Hall at least two weeks before the examination takes place.
- 4) The examination is open to the public, including faculty, students, and other interested individuals.
- 5) The examination is directed by the student's research mentor.
- 6) The examining committee includes the student's research mentor, proposed members of the student's research committee and members of the PhD Advisory committee. This group makes the decision for passing or not passing the student.
- 7) At the end of the presentation, questions are taken from members of the audience. The audience is then dismissed, and the student meets with the examining committee for further questions and clarifications.
- 8) The examining committee then dismisses the student, and after further discussion, the examining committee does one of the following: 1) Approves the research topic and question; 2) Approves the research topic and question with modifications; or 3) Rejects the research topic and question. This committee's action is based on the following criteria: 1) Feasibility of the study; 2) Rigor of the study; 3) Appropriateness and relevance of the study; 4) Faculty expertise;

and 5) originality, novelty, and creativity. The action of the examining committee is communicated to the student.

- 9) After passing the preliminary oral examination, the student completes Form A, Advancement to Candidacy, and files it with the Faculty of Graduate Studies with copies for the Program Director for the PhD in Rehabilitation Science and the Research Mentor. Candidacy is not official until the Faculty of Graduate Studies (FGS) formally approves the advancement to candidacy during the monthly FGS Graduate Council meeting.
- 10) Major changes in the PhD student's research topic or question following approval of the research proposal require authorization from the student's Dissertation Guidance Committee and should be reported to the PhD in Rehabilitation Science Advisory Committee.

Final Oral Examination/Defense of Dissertation: Each PhD candidate will orally defend the results and findings of his/her research project.

- 1) The student will be approved to give his/her oral defense once the dissertation chair and the Research Guidance Committee has had adequate time to review the student's preliminary dissertation and has determined that the student has demonstrated an adequate understanding of his/her research to successfully defend the study.
- 2) The oral defense will occur no later than 25 days before graduation and must be advertised at least 14 days before the oral defense occurs.
- 3) The dissertation chair will work with the Program Director to schedule the defense. This includes scheduling a room, printing announcement posters, and sending out public notices via email. It is the responsibility of the PhD candidate to post the announcements in the SAHP.
- 4) The presentation is expected to last 30 minutes maximum. At the conclusion of the presentation, the floor will be opened for questions from the general audience, members of the PhD Advisory Committee, and the Research Guidance Committee.
- 5) Once these questions have been answered, the audience will be excused and the PhD Advisory Committee members in attendance and the Research Guidance Committee members will meet privately with the PhD candidate to ask additional questions, or request further clarification. The candidate will then be excused and the members from the two committees will determine if the candidate demonstrated competency in the research area consistent with what would be expected of candidate of a research-oriented doctorate. At this time, additional edits or study-related clarification may be assigned as deemed appropriate and necessary.
- 6) If the decision is positive, the Research Guidance Committee members will sign the Faculty of Graduate Studies Form D, Certification of Completion of Requirements for Degree with assurances that the final corrections or clarifications of the dissertation will be made according to the committee's recommendation.
- 7) If the decision is that the candidate has failed to pass the oral dissertation defense, the Research Guidance Committee will inform the candidate of the failure and will file a written analysis of the candidate's performance with a plan and timetable for remediation or other course of

action with the Program Director. The PhD candidate will receive a copy of the Research Guidance Committee's decision, analysis, and recommendations.

Research Registration

The PhD in Rehabilitation Science program has 36 units of research and statistics registration, 15 units of didactic work, and 21 units of research registration (RESC 697 Research) to cover the development and approval of the proposal, data collection and analysis, and writing of publishable papers and the dissertation.

- 1) Students can begin registering for research units after they have passed the written comprehensive exam.
- 2) Registration for research units should be done a few units at a time (1-4 and sometimes 6) and should have definite goals of what must be completed for the research units to be signed off with a satisfactory grade.
- 3) A research registration can be carried with an in progress (IP) grade for up to 5 quarters, at which time it must be graded out.
- 4) Care should be taken in choosing the number of research units to register for in a given quarter and whether or not to carry these units into the following quarters with an IP.
- 5) Research courses which are carried from one quarter to a subsequent quarter must be validated with a Load Validation Form, which is found on my LLU, can be filled out online and submitted for needed signatures.
- 6) At the end of each quarter, the student should discuss his/her research registration with both his/her Research Mentor and the Program Director, to determine the appropriate research registration for the following quarter. The Program Director of the PhD in Rehabilitation Science program in consultation with the Research Mentor and student will submit the grade (S or IP) for each of the students who are registered for research.
- 7) Students who have not completed the entire research process (submission and acceptance of a research paper by a peer-reviewed journal, submission of a second research paper to a peer-reviewed journal, and submission of the dissertation to FGS), but have been graded out for all 21 units of research, will be required to register for one unit of research to maintain registration while completing the degree.

Research, Publishable Papers, and Dissertation

The Research Proposal: One of the most important phases of the research process is the development of the research proposal. The proposal is developed by the student with continuing input from the research mentor and potential members of the student's guidance committee. After a careful review of the relevant literature and the careful statement of the research question(s) including identifying the population to be studied and the dependent and independent variables, the student needs to carefully

outline tools, methods, and procedures that will be used to collect appropriate data to answer the research question(s).

- 1) The role of the research mentor is to probe the student's understanding of his/her proposal and its implementation. The research mentor and potential members of the student's guidance committee can initiate research topic enhancement, but at each step, it is expected that the student will take the lead in the project's design and implementation.
- 2) During the planning stages of the study, the student will do a power analysis to attempt to determine the sample size that will be needed for the study. The research guidance committee may recommend a pilot study that will allow the student to make reasonable estimates for mean difference, variances, and correlations which need to be used in the power analysis.
- 3) As the proposal writing progresses, the student needs to develop a budget for the project to determine whether there is funding for the expenses of the project. The PhD in Rehabilitation Science program has \$4000 funding for any PhD project, but there may need to be additional sources of funding for the project to move forward.
- 4) After appropriate review by the student's research committee, including a review by a statistician (if not a member of the research committee), the proposal, with appropriate informed consent documents, application forms, and appendix material should be submitted to the Institutional Review Board (IRB) through the Office of Sponsored Research.
- 5) Upon approval by the IRB, a copy of the approval letter and the approved stamped Informed Consent Document should be sent to the Program Director for inclusion in the student's file.
- 6) If the student's research project requires more than one year for data collection (more than the amount of time approved by the IRB), an extension request must be submitted to the IRB a month before the approved time expires.

Data Collection and Analysis: Once the proposal has been approved by the Institutional Review Board, the data collection process should begin. The data collection process is expected to progress as a relatively continuous process.

- 1) In human research, it is not uncommon that subject recruitment will yield fewer subjects than initially expected. The Research Guidance Committee should work with the student to develop a contingency plan, such as alternative recruitment sites or lengthening of the enrollment period for research subjects. A student in a research-oriented doctoral program cannot simply lower the number of subjects, since sample size directly affects the statistical power of the study. Lack of appropriate subjects may delay the expected graduation date for the student, so choosing appropriate inclusion/exclusion criteria to define the population to be studied is a very important part of developing the research proposal.
- 2) During data collection, it is very important that the student maintain good quality control in terms of calibration of instruments and following the details of the research protocol. Data should be monitored to be sure that questionnaires and paper and pencil data collection tools

are completely and accurately completed and that data obtained from equipment is giving numbers that are reasonable for the variables that are being measured.

- 3) If any changes in terms of increasing the sample size, changing inclusion/exclusion criteria, changing methods of data collection are made after approval by the IRB, a Change Request Form needs to be filed with and approved by the IRB before any changes can be implemented.
- 4) When data collection is completed, the student should work with a statistician (who may or may not be a member of his/her committee) to create appropriate data files for analysis, complete the data analysis, and interpret the output of the analyses. The student should be responsible for as many of these activities as possible and should use the statistician as a consultant, not a data analyst. The student must demonstrate a good understanding of the conceptual foundations of the statistical tests used in the study.

Preparation of Manuscripts and Dissertation: Ethical research requires that the findings of the research endeavor are disseminated to the scientific community. Presentation at meetings, preparation of manuscripts, and submission of a dissertation to the Faculty of Graduate Studies are an important part of the research program for the PhD in Rehabilitation Science.

- 1) The PhD in Rehabilitation Science requires that the student produce at least two manuscripts that are submitted to appropriate peer reviewed journals before graduation. One of these manuscripts must be accepted for publication before graduation. The PhD candidate should be listed as first author on these papers.
- 2) The PhD candidate will also prepare a dissertation in the multiple-chapters format. This format consists of a beginning chapter that introduces the research area and using the literature shows the need for additional research in this area, middle chapters that are the papers that have been accepted/submitted for publication, and a final chapter putting the current research in the context of previous research. The PhD candidate is expected to continue to update his/her literature review chapter in pace with emerging research.
- 3) Dissertations must be formatted following the Loma Linda University formatting style. The dissertation editor of the Faculty of Graduate Studies (FGS) will assist all students in getting their dissertations ready for submission. You may contact the dissertation editor (dissertationeditor.fgs@llu.edu) to request the dissertation Writing Options, and the Formatting Guide. The guide provides samples of the preliminary pages and formatting instructions for headings, tables, figures, and other elements of a dissertation
- 4) You may begin working with the dissertation editor once you have the green light from your guidance committee chair to release your dissertation to the rest of the committee and schedule the defense. You can save time by working on perfecting the formatting while you wait for your defense to take place. When you complete your defense your committee may ask that you do further editing on the content of your dissertation. These are typically small edits that can be done in one session, and once you complete these edits you must send this final draft again to the dissertation editor for final review until you arrive at the final version and receive the Printing Instructions.

- 5) Dissertations must be printed and turned in to the dissertation editor in their final version by the last day of the quarter in order to qualify for completion of the degree in that quarter. Other completion requirements include uploading the dissertation to ProQuest, filling the Survey of Earned Doctorates, the Library Permission, and the Filing Form. Complete details are included in the Printing Instructions. The dissertation editor will sign your Statement of Completion once you fulfill all requirements.
- 6) Although not required, students are encouraged to submit abstracts from their pilot study or dissertation findings to professional meetings for poster or podium presentations. There is no charge for the production of a PhD student's poster for a professional meeting. The secretary for the Program Director will help a student with the construction and printing of the poster.

Extension of Time to Complete the Program

Although a PhD in Rehabilitation Science student has seven years from his/her first registration to complete the program, most students complete the program in 4-5 years.

- 1) If there are circumstances such as a leave of absence, need to change the research topic area, or a change of research mentor, a student may need to apply for an extension of time for completion of the program.
- 2) The request for an extension is initiated by the student with advisement and approval of the Program Director and Research Mentor.
- 3) The request for an extension including a written document indicating the reason for the extension and a time line for research activities to be accomplished during the one year extension is submitted to the PhD in Rehabilitation Science Advisory Committee. The student may be requested to appear before the Committee to answer questions about his/her research progress.
- 4) If the request for extension is approved by the PhD in Rehabilitation Science Advisory Committee, the request is forwarded to the Faculty of Graduate Studies (FGS). If the request is approved by the Executive Committee of FGS and approved by the Provost of the University, the extension is granted and the student is allowed to register for one additional year.
- 5) The maximum number of extensions that can be requested by a PhD in Rehabilitation Science student is three and these extensions must be requested and approved one year at a time.

Preparation for Graduation

In addition to the examinations, research proposal, data collection and analysis, and the preparation of at least two papers and the dissertation, there are certain communications that take place between the University Records Office, The Faculty of Graduate Studies, the Program Director, and the student. These will be summarized below.

- 1) When a student first registers for courses in the PhD in Rehabilitation Science program, University Records begins a Degree Compliance Report (DCR). This report will indicate

coursework in the various domains that has been completed with the appropriate letter grade, and also indicates coursework for which the student is currently registered. The DCR indicates whether written and oral exams have been completed with dates of completion and whether Form A (Advancement to Candidacy after passing the preliminary oral examination) and Form D (indicating completion of the program requirements) have been submitted and accepted by the Faculty of Graduate Studies.

- 2) The Program Director reviews the DCR for each student every quarter to determine whether the student is making appropriate progress toward his/her degree and whether the DCR documents this progress. The student should be in contact with the Program Director at least twice a year to discuss progress and make plans for completion of the program.
- 3) Form A indicates the student's passing of the preliminary oral examination and his/her advancement to candidacy. It is submitted to the Faculty of Graduate Studies for approval and is recorded by University Records on the DCR.
- 4) When the PhD in Rehabilitation Science candidate, the PhD in Rehabilitation Science Guidance Committee, and the Program Director determine that it is very likely that the candidate will be ready for graduation within the coming year, the student in consultation with the Program Director completes the Intent to Graduate Form. For Spring or Summer graduations, this form must be submitted to the SAHP Records Office no later than November 1 (for Fall completion, the date is April 1, and for Winter Completion, the date is August 1).
- 5) If the PhD candidate is planning to march for graduation, the candidate must order appropriate graduation regalia through the SAHP Records Office.
- 6) Form D, the Statement of Completion of Requirements for the Degree, must be completed by the PhD in Rehabilitation Science candidate, signed by all PhD in Rehabilitation Science Guidance Committee members after the final oral presentation, and then signed by the student, Program Director, and the SAHP Associate Dean for Academic Affairs before submission to the Faculty of Graduate Studies for approval. After Form D is signed by the Dean of the Faculty of Graduate Studies, Form D will be submitted to University Records and recorded on the DCR. This must take place a minimum of nine days before the end of the contemplated quarter of graduation.
- 7) Diplomas will not be processed until Form D has been received by University Records. Diplomas will be issued with the name of the sponsoring school (SAHP) and the additional statement "Awarded in conjunction with the Faculty of Graduate Studies" on the diploma.
- 8) Students may graduate at the end of any quarter, but graduation ceremonies take place only at the end of Spring Quarter.
- 9) On the Friday before Spring Graduation, the Graduate Programs in the School of Allied Health Professions holds a Hooding Ceremony. During this ceremony graduating doctoral students make a short presentation of their research finding and receive their doctoral hoods.
- 10) SAHP has two graduation ceremonies. The PhD in Rehabilitation Science graduate will march in the graduation ceremony which includes students from their area of emphasis.