

**Graduate Student Handbook**

**Doctor of Philosophy (PhD) in Health and Human Physiology**

**Department of Health and Human Physiology**

**The University of Iowa**

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## COMMONLY USED TERMS

**CLAS:** College of Liberal Arts and Sciences

**Degree Candidate:** A Ph.D. student is considered a degree candidate after completing the Application for Degree which requires successful completion of the Ph.D. comprehensive examination.

**Departmental Executive Officer:** The Departmental Executive Officer (DEO or Department Chair) is the administrative officer of the department and makes all administrative decisions on matters related to departmental programs.

**Director of Graduate Studies:** The Director of Graduate Studies (DGS) is responsible for overseeing the departmental graduate programs.

**Formal Plan of Study:** A (formal) plan of study must be submitted and approved by the Graduate College at the time of the application for the comprehensive examination. This plan of study reflects all changes that have been made in the preliminary plan of study and includes all degree requirements which must be completed satisfactorily in order to graduate.

**GCM:** The Manual of Rules and Regulations of the Graduate College ([Graduate College Manual](#))

**HHP:** Health and Human Physiology (the name of our department)

**Preliminary Plan of Study:** A candidate must have the program advisor's approval of a preliminary plan of study which is completed during the first semester of graduate study. This preliminary plan lists all courses and other degree requirements that must be completed satisfactorily by the candidate.

**Program Advisor:** The program advisor is the department faculty member directly responsible for advising the student. The program advisor is appointed by the DEO in consultation with the student and the faculty in the area of specialization.

## PART I: GENERAL INFORMATION

All graduate degrees offered by The University of Iowa are granted by the Graduate College in accordance with the requirements set forth in the [Manual of Rules and Regulations of the Graduate College](#) (GCM). Departments may impose requirements that are more stringent than those of the Graduate College; however, in no instance may departmental requirements be less stringent than Graduate College requirements.

The materials presented in this handbook provide an official source of information about departmental requirements, regulations, procedures, and policies that relate to Ph.D. students in the Department of Health and Human Physiology (HHP). Where appropriate, certain requirements of the Graduate College are also presented. Students are urged to consult the GCM for full details about Graduate College requirements.

### Degree Programs

The Department of HHP offers programs of graduate study leading to (1) the Ph.D. degree in HHP, (2) the M.S. degree in HHP, and (3) the M.A. degree in Sport and Recreation Management. In addition, the department offers opportunities for students to pursue individualized programs of study for the purpose of professional improvement but not leading to a graduate degree. *This document is the Graduate Student Handbook for the Ph.D. degree in HHP.* There are separate Graduate Student Handbooks for the M.S. degree in HHP and for the M.A. in Sport and Recreation Management.

### Admission Requirements

Minimum Requirements: Applicants must have an U.S. bachelor's degree from a regionally accredited college or university, or an equivalent degree from another country as determined by the Office of Admissions. In addition, a minimum grade-point average (GPA) of 3.00 or foreign equivalent as determined by the Office of Admissions is required.

Departmental Requirements: In addition to the university's minimum requirements for admission to graduate programs, the department expects applicants for the Ph.D. program to hold a Masters' degree in a related area of expertise. Only in rare and exceptional circumstances will the department accept a Ph.D. student without a Masters' degree.

Graduate Record Examination (GRE): All applicants for the Ph.D. in HHP are encouraged (not required) to have their Graduate Record Examination (GRE) scores on file with the department before they are admitted.

English Proficiency for International Students: Prior to consideration for admission, international student applicants whose native language is other than English must take either the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS), unless they have received a degree from an accredited college or university in the United States, the United Kingdom, Canada (except Quebec), Australia, or New Zealand. The minimum scores are 550 for the paper based (PBT) TOEFL, 81 for the internet based (IBT) TOEFL, a total score of 7.0 with no sub score less than 6 for the IELTS, and a minimum score of 120 for the Duolingo (DET) test. Beginning in spring 2020, the Graduate College approved limited acceptance of the Duolingo English Test (DET). The DET will be accepted on a limited-term basis through the Fall 2027 admission cycle. All students admitted using DET will be required to take the [English Proficiency Evaluation](#) (EPE) when they arrive on campus.

International students transferring from unfinished degree programs of other universities in the United States who have not taken either of these examinations, or who have received a score lower than the minimum established by the Graduate College Dean, must take the TOEFL or IELTS examination and receive a passing score prior to consideration for admission. Students who score below 600 for the PBT, below 100 for the IBT (TOEFL), or below 8.0 for the IELTS are required to complete an EPE on campus before their first registration for classes. The Graduate College may require students scoring below a proficiency threshold to take and pass coursework in English reading skills, oral skills, listening skills, and academic writing designed especially for English as a Second Language (ESL) students. Those who are required to take course work in English usage are allowed to count up to 6 SH from these courses toward their degree program and will be unable to graduate until all required courses are completed with a passing grade. In order to be eligible for a teaching assistantship, international students must pass a separate English usage and presentation examination, which can include multiple steps and additional preparation courses. For more information see [EPE Page](#)

Application Procedure: All students seeking to register for the first time in the Graduate College of the University of Iowa must secure formal admission from the director of Admissions. Applicants may obtain the proper forms from: Director of Admissions, 107 Calvin Hall, The University of Iowa, Iowa City, Iowa 52242. Prospective students may apply online from the [admissions web site](#).

For following materials need to be uploaded with your application or submitted to:

The Department of HHP:

Official academic records/transcripts  
Three letters of recommendation  
Application for graduate awards (if relevant)  
A resume or curriculum vitae  
A personal statement

Graduate Admissions:

A second set of official records/transcripts  
TOEFL or IELTS scores (international students)  
Financial statement (international students)

Admission to the Ph.D. in HHP is granted by the Department Executive Officer (DEO) in consultation with the Director of Graduate Studies (DGS) and department faculty. Admission to the Ph.D. program is not the equivalent of acceptance to candidacy for an advanced degree. A Ph.D. student is considered a degree candidate after completing the Application for Degree, which requires successful completion of the Ph.D. comprehensive examination.

Admission Cycles and Deadline: Admission to the Ph.D. in HHP is typically only granted for the fall semester. The application deadline is February 1.

Admission Criteria: The GRE scores (if submitted), together with grade-point averages (GPA), letters of recommendation, resume or curriculum vitae, and personal statement serve as the basis for admitting applicants to the Ph.D. program. In general, if GRE scores are submitted, successful applicants typically score in the upper 30<sup>th</sup> percentile of all test takers for a given year.

### Graduate Appointments

Two types of graduate appointments may be awarded: teaching assistantships and research assistantships. These are described in the latter portion of this section. To be considered for an appointment, the student must also have on file in the department office (1) a statement of admission by the Graduate College; (2) TOEFL, IELTS, or DET scores, if required; and (3) at least three letters of recommendation from persons acquainted with the student's academic performance and work experience.

Appointments: Graduate appointments for the academic year are made in March, if possible, and become effective the following August. Application for graduate appointments together with all supporting data should be on file in the department office by **February 1**.

All graduate appointments are made on a semester basis but are ordinarily honored for the full academic year. Students may apply for reappointment, which is subject to the provisions stated below in the Reappointments and Limits of Support paragraphs.

A limited number of summer TA and/or RA appointments are available. These are awarded on the basis of available funding, specific need, demonstrated quality of previous work and seniority. Such support is in addition to the academic year support and is not considered in determining an individual's limits of support.

Reappointments: To be eligible for reappointment, the student must (1) have satisfactorily completed no less than 15 semester hours of graduate course work during each academic year enrolled unless permission to enroll for less credit has been granted; (2) be in good academic standing, i.e., not on academic probation; (3) be recommended for reappointment by the program advisor; and (4) not have utilized all of the years of appointment available (see Limits of Support paragraph which follows).

Students currently holding graduate assistantships are asked in **February** of each year whether they wish to be considered for reappointment for the following year. The DEO, in consultation with the department faculty, evaluates all such applicants in terms of (1) progress toward the degree for which each is a candidate, and (2) performance rendered in the position held by the appointee. On the basis of this evaluation, the DEO makes a decision regarding each student's application for reappointment. Students are notified by letter of the action taken as soon as possible after the evaluation is completed.

Limits of Support: The department has adopted the following policy concerning the length of time financial support in the form of teaching assistantships, research assistantships, fellowships, etc., may be provided:

1. Students beginning the PhD program after having completed only the bachelor's degree may receive support for not more than a total of five years in obtaining the Ph.D. degree.
2. Students beginning the PhD program after having completed the M.A./M.S. degree within the past two years may receive support for not more than four years in obtaining the Ph.D. degree. If the time lapse between receiving the M.S. and starting the Ph.D. degree has been more than two years, the candidate will be considered for five years of support.
3. If unforeseen circumstances develop which make it impossible for a student to complete their degree within the above time frames, a formal appeal may be made requesting additional funding. Such appeals should be made to the program advisor who will convey the information to the faculty for a final decision.

Pay Schedule and Tuition: See [Graduate Student Employment Standards](#) for college level policies on graduate pay and work schedules. Minimum salary rates for all graduate assistants are established through collective bargaining between the Campaign to Organize Graduate Students (COGS) and the Iowa Board of Regents. Stipends are paid to students in ten equal installments beginning September 1 and ending June 1. Graduate teaching and research assistants holding one-quarter-time or greater appointments will be assured a tuition scholarship that covers approximately the tuition costs for a 9 s.h. registration. The scholarship will be pro-rated, so that students who are registered for less than 9 s.h. will receive the appropriate percentage, according to the number of hours for which they are registered.

Work Schedule: Departmental policies related to the work schedule for all graduate teaching and research assistants are as follows.

1. Half-time graduate assistants (GAs) are required to average twenty (20) hours of service each working week; one-third-time graduate assistants, thirteen (13) hours of service each working week; and one-quarter-time graduate assistants, ten (10) hours of service each working week. For graduate teaching assistants, allowances are made for time spent in preparing lesson plans, getting equipment and facilities ready for class use, and evaluating and grading student performances.
2. GAs with appointments for the academic year are typically required to report for work and be on campus three (3) working days before the beginning of the first semester and work through final examination week and until final course grades are recorded. They are typically required again to report for work and be on campus three (3) working days before the beginning of second semester classes and work through the end of final examination week and until final course grades are recorded.
3. Graduate assistants with appointments for the summer session typically report for work and be on campus two (2) working days before the beginning of summer session classes and typically work through the last day of classes for the session and until final course grades are recorded.
4. A working day is a day an employee is scheduled to work. All GAs with an academic year or semester appointment shall be allowed five (5) working days of absence per semester, without pay deduction. All GAs with a fiscal year appointment shall be allowed fifteen (15) working days of absence without pay deduction. All paid leave must be scheduled with the approval of the employee's supervisor, to assure the maintenance of university operations. Such approval will not be unreasonably denied. In the event that the department specifically requires the GA to remain at work during previously approved leave time, the department shall give such employee thirty (30) days' notice except in case of emergency. At such time, the employee and the department shall reschedule the leave time. See [Graduate College Paid Leave and Holidays](#) policy.

Employees shall receive the following paid holidays during the term of their appointment:

- New Year's Day
- Dr. Martin Luther King Jr.'s Birthday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Friday after Thanksgiving Day
- Christmas Day
- A day before or after Christmas Day

Monday will be recognized as a holiday for all holidays occurring on a Sunday and Friday for all Holidays occurring on a Saturday. Employees may be absent for the above holidays unless the department specifically requires the employee to be on duty. At such time, the department and the employee shall schedule alternate paid time off. Departments will make an effort to minimize holiday work for employees and if it requires work on a holiday, shall provide such employees with no less than thirty (30) days written notice, whenever feasible. Employees taking paid leave contiguous with a holiday shall not have the holiday counted against their paid leave.

5. Departures from this schedule are permitted only when the graduate assistant makes previous arrangements with the supervising faculty member in consultation with the DEO. Makeup work for such absences is expected.

Teaching Assistantships: In selecting graduate students for teaching assistantship appointments, the following items are considered: (1) grade-point average and scores on the GRE (if submitted), (2) teaching experience, (3) scores on the English language proficiency test, if required, and (4) past performance as a teaching assistant. Graduate teaching assistants may be assigned to teach any HHP courses. The University of Iowa requires that all graduate teaching assistants complete a department specific training before beginning teaching duties.

Oral Communication Competence for Teaching Assistants: The Iowa Board of Regents has adopted a policy on oral communication competence designed to ensure that all instructors have “the ability to communicate appropriately in the language of instruction to students attending Regents’ Institutions.” Teaching assistants are evaluated at the middle and end of each semester by their supervisor for oral communication competency as part of a departmental teaching evaluation process.

Research Assistantships: Research assistants are appointed by the DEO. In making such appointments, seniority, expertise in an area of specialization and scholarly productivity are considered. Research assistants are assigned to and supervised by specific faculty members and assist in conducting the research carried out by the faculty member. Appointments of students to be supported by grants and other external funding sources will be made by the project director in consultation with the DEO.



### Course Loads and Grading Scales

As per [GMC II](#), a full-time course load for a graduate student making satisfactory academic progress toward a degree is nine (9) semester hours or more of graduate credit. Half-time graduate assistants must have special permission to carry more than 12 semester hours of graduate credit each semester.

Courses Taken for S and U Grades: The following department policies regarding courses that may be taken for grades of S and U apply to all students pursuing programs leading to graduate degrees.

1. All core and required prerequisite courses for graduate degrees must be taken for conventional letter grades, i.e., such courses may not be taken for S and U grades.
2. Except in unusual circumstances, all elective courses for the Ph.D. degree must be taken for conventional letter grades. The DEO, in consultation with the student's program advisor, shall determine whether the circumstances warrant the waiver of this policy.

Grades of S and U for Graduate Seminars, Internships and Practicums, Research, and Thesis: Grades of S and U may be awarded for work completed in graduate seminars, internships and practicums, research, and thesis.

### Academic Standing, Probation and Dismissal

The department follows the standards and procedures relating to academic standing, probation, and dismissal that are established by the Graduate College and the College of Liberal Arts and Sciences ([GMC IV](#)).

Academic Standing: A doctoral student on regular status shall be placed on academic probation if, after completing 9 semester hours of graded (A, B, C, D, F) graduate work at The University of Iowa, the student's UI Cumulative GPA falls below 3.00. A student regains good academic standing when the student's UI Cumulative GPA returns to 3.00. If, after completing 9 more semester hours of graded (A, B, C, D, F) graduate work at this University, the student's UI Cumulative GPA remains below 3.00, the student will be dropped from the degree program and denied permission to re-register within any Graduate College doctoral degree program. The student may apply for and be accepted into a non-doctoral degree or certificate program.

Restriction on Students on Probation: A student on probation shall not be permitted to take comprehensive or final examinations leading to any degree or certificate, nor may the student receive any graduate degree or certificate.

Academic Fraud: Academic fraud, such as plagiarism and cheating, is defined in the [CLAS Academic Handbook](#). Plagiarism is presenting someone else's words or ideas as your own whether in writing or in speaking and includes these and other misrepresentations:

- Presentation of ideas from any sources you do not credit
- Use of direct quotations without quotation marks and/or without credit to the source
- Paraphrasing information and ideas from sources without credit to the source
- Failure to provide adequate citations for material obtained through electronic research
- Downloading and submitting work from electronic databases without citation
- Participation in a group project which presents plagiarized materials
- Taking credit as part of a group without participating as required in the work of the group
- Submitting material created/written by someone else as one's own, including purchased term/research papers

Academic cheating includes all the following and any other activities that give a student an unfair advantage in course work:

- Copying from someone else's exam, homework, or laboratory work
- Allowing someone to copy or submit your work as his/her own
- Accepting credit for a group project without doing your share
- Submitting the same paper in more than one course without the knowledge and approval of the instructors involved
- Using notes, text messaging, cell phone calls, pre-programmed formulae in calculators, or other materials during a test or exam without authorization
- Not following the guidelines specified by the instructor for a "take home" test or exam

*Disciplinary Actions for Minor Transgressions:* If the departmental graduate faculty determine that the transgression is not major, or else feel that there is a misunderstanding of the acts which constitute plagiarism, the graduate faculty will work with the student so as to prevent future occurrences of plagiarism on the part of the student. Written notification of the offense and the remediation for the offense will be sent to the Graduate College for inclusion in the student's file.

*Disciplinary Actions for Major Transgressions:* If the departmental graduate faculty discover an act (or acts) of plagiarism that is (are) sufficiently egregious that expulsion from the program is warranted, the student will be terminated from the graduate program for reasons of plagiarism. In this case, the student will be simultaneously terminated from the Graduate College of The University of Iowa. The department will notify the student of his or her termination in writing. All relevant facts, as well as the process for appealing the decision, will be contained in the termination letter. The Graduate College will receive a copy of the termination letter. If the graduate student resigns from the program to avoid being terminated for reasons of plagiarism, the student will be considered to have simultaneously resigned from the Graduate College.

*Review Procedures for Suspension or Dismissal:* Should a student who is suspended or dismissed (for reasons other than failing to meet the grade-point requirements given above) feel that such suspension or dismissal is unjust or discriminatory, the student may request that the case be reviewed in accordance with the following procedures:

1. The student should first discuss and attempt to resolve any grievance with the DGS.
2. Prior to the formal initiation of the suspension or dismissal review process, the student should discuss the grievance with the DEO in an attempt to resolve the grievance informally.
3. If the student continues to feel that suspension or dismissal is improper and the grievance cannot be resolved through the discussion provided for in one and two above, the student shall forward a written request for review of the suspension or dismissal to the DEO. The letter should outline the alleged grievance in reasonable detail.
4. The DEO shall designate a chair of a review committee that is appointed for the specific purpose of reviewing the grievance.
5. The review committee chair shall convene the committee as soon as possible. Normally, it is expected that the review process will be completed within two weeks of its formal initiation by the student.
6. The student requesting the review shall have the opportunity to discuss the grievance directly with the committee and provide any supporting material relevant to the review.
7. The review committee shall then determine what additional information or consultation is necessary to complete the review.
8. Upon review of relevant information, the review committee shall communicate their findings and recommendations in writing to the student and to the DEO. The committee's report should include major considerations in the decision.

9. The recommendations of the review committee shall represent final departmental action. Should the student still believe that the suspension or dismissal is unjust the student may request a review by the Graduate College in accordance with Section IV, paragraphs F and G, of the GCM.

Record of Disciplinary Action: Reports of student academic misconduct reside only in the Office of Academic Affairs and are destroyed when the student graduates, or after five years if the student has left the University or has not graduated. A notation of disciplinary action does not appear on a student's permanent record.

Further Information: If you have questions about the procedures described above, you may consult a program assistant in the Office of Academic Affairs, 205 Gilmore Hall (telephone 335-2144). If you are unsure about the proper use of sources or the extent to which collaboration on an assignment is permissible, talk to your instructor.

#### Student Complaints Concerning Faculty Actions

The procedures described below apply to complaints concerning any member of the teaching staff in the College of Liberal Arts and Sciences. Complaints may concern grading grievance, inequities in assignments, inappropriate course materials, or incompetency in oral communication.

1. You should first attempt to resolve the matter with the instructor.
2. If the complaint is not resolved to your satisfaction, you should go to the DEO or course supervisor.
3. If the matter remains unresolved, the student may submit a written complaint to the Associate Dean for Graduate Education in the College of Liberal Arts and Sciences, SH 240. For complaints involving the assignment of grades, it is College policy that grades cannot be changed without the permission of the department concerned. If the Associate Dean for Graduate Education in the College of Liberal Arts and Sciences is unable to work with the department to resolve the concern and the student wishes to grieve the decision, the student will be referred to the Office of Academic Affairs at the Graduate College.

If your complaint cannot be resolved through the mechanisms described above, you may file a formal complaint which will be handled under the procedures established for alleged violations of the statement on "Professional Ethics and Academic Responsibility" in the *University Operations Manual*.

Faculty misconduct should be reported to the [Office of Institutional Equity](#), [Research Integrity Office](#), and/or to the CLAS Associate Dean for Graduate Education.

The University has a policy on sexual harassment and consensual relationships in the instructional context. You may obtain the full text of the policy in the Office of Equal Opportunity and Diversity, 202 Jessup Hall (telephone 335-0705).

The Office of the University Ombudsperson (C108 Seashore Hall, telephone 335-3608) responds to problems and disputes brought forward by all members of the University community--students, staff, and faculty--that appear unresolvable through existing channels. Before consulting the ombudsperson, however, you normally should try to resolve problems by following the procedures described above.

### Miscellaneous Information

Mail: The department receives a morning and noon campus mail delivery daily, Monday through Friday, which includes both intra-campus and federal mail. Students on appointment are provided a shared mailbox and are held responsible for checking them regularly. Personal mail should not be sent to your departmental mailbox.

Office Supplies and Services: Office supplies and services of the department staff are available only for departmental business. Supplies, such as stationary, paper, copying, etc., may not be utilized for personal use but may be used for matters directly related to instruction or research. An effort is made to provide typing and copy service for materials directly utilized in the instruction of students. Graduate assistants requiring such service should contact their immediate faculty supervisor, not a departmental administrator, about the service required. The supervisor will request that the work be done if, in his/her judgment it qualifies as departmental business.

Offices: Graduate assistants are entitled to an office (usually two or three assistants to an office) in the Field House, Iowa Bioscience Innovation Facility, or Carver Biomedical Research Building if office space is available. Office assignments may be obtained from the department office. Persons occupying offices are responsible for always keeping the offices in a presentable condition. No telephones are located in these offices. In addition, study carrels in the Main Library are available to graduate students.

Keys: Each graduate assistant may obtain a Field House, Iowa Bioscience Innovation Facility, or Carver Biomedical Research Building access card and an office key from the department office. These are to be checked in to the departmental secretary before the graduate assistant leaves the department. Keys are checked out only to persons on the University payroll; hence, graduate students who do not hold graduate appointments may not check out keys and are not assigned office space.

Parking: Parking at the University is extremely limited. A student parking sticker may be obtained during the registration period as part of the registration procedure. Such parking permits do not provide for parking in the lots adjacent to the Field House, Iowa Bioscience Innovation Facility, or Carver Biomedical Research Building during working hours.

Teaching Assistant Training Workshops: Before the academic year begins, the UI Center for Teaching and the department conducts training workshops for graduate teaching assistants. Attendance at these workshops is mandatory.

Graduate Student Senate: A department member of the Graduate Student Senate is appointed annually at the beginning of the academic year by the DEO. If you are interested in serving in this capacity, contact the DEO or DGS.

Student Membership on Department Committees: At the beginning of the academic year, the DEO may appoint graduate students to a one-year term on standing or ad-hoc department committees.

Human Subjects Review Committee: For any research involving human subjects, written approval from [The University of Iowa Institutional Review Board for human subjects](#) is first required in order to protect the rights and privacy of the subjects. Discuss these procedures with your program advisor or thesis chair during the early planning stages of such research.

General Principles Guiding Publication Credit: Journal articles submitted for publication that are based on research primarily performed by a student (i.e., the student's thesis) will normally list the student as first author and the thesis chair or program advisor as second or last author. Whenever an authorship issue arises, the matter should be discussed fully among those involved and resolved, if necessary, with assistance from the DEO and the appropriate Dean.

### Departmental and Tuition Scholarships

Louis E. Alley: Louis E. Alley served as chairman of the department from 1960-1978. He retired in 1983 and died in 1991. A memorial fund established by his family provides one annual Louis E. Alley Memorial Scholarship for a graduate student. Nominations for the award are made by the faculty.

Ray-Tai and Ray-Fong Chang: Ray-Tai Chang was a Ph.D. student in the department from 1988-1996. He worked in the area of thermoregulation under the direction of Professor Carl Gisolfi. Upon his graduation, he returned to Taiwan and became professor and chair of the Department of Physical Education at the National Kaohsiung Normal University in Taiwan from 2000 to 2003. In 2003, he established a scholarship fund for graduate students in appreciation of the opportunities provided to him and in recognition of his brother, Ray-Fong Chang, who made it possible for him to attend The University of Iowa. Nominations for the award are made by the faculty.

Carl V. Gisolfi: Carl V. Gisolfi was an exercise physiology professor in the department from 1969-2000. During his tenure, he established an Exercise Physiology Laboratory Fund in the Iowa Foundation. Dr. Gisolfi died in June 2000, and the remaining funds in the Iowa Foundation were converted to a scholarship fund for graduate students. Nominations for the award are made by the faculty.

C.H. McCloy: Charles H. McCloy was a professor in the department from 1930-1954. He was considered by many to be the most respected person internationally that American exercise science ever had. Upon his retirement in 1954, a C.H. McCloy Scholarship fund was established that provides scholarships for departmental graduate students. Nominations for the award are made by the faculty.

Tuition Scholarships: Graduate teaching and research assistants holding one-quarter-time or greater appointments will be assured a tuition scholarship that covers approximately the tuition costs for a 9 s.h. registration. The scholarship will be pro-rated, so that students who are registered for less than 9 s.h. will receive the appropriate percentage, according to the number of hours for which they are registered.

For a full list of funding opportunities available to graduate students, please visit the Graduate College website at: <https://grad.uiowa.edu/dei/funding-opportunities>

## PART II: SPECIFIC INFORMATION

The Ph.D. in HHP program is based on the concept that the successful candidate should have a basic general knowledge in Health Promotion and Human Physiology. In addition, a strong working knowledge of the research techniques which may appropriately be applied to problems in Health Promotion and Human Physiology together with an in-depth knowledge in at least one area of specialization within Health Promotion and/or Human Physiology is expected.

By closely working together with an individual mentor, Ph.D. students will also obtain training in the general areas of grantsmanship, oral and written communication of scientific research data in the form of journal articles and presentations at scientific conferences, and teaching. Thus, the Ph.D. program in HHP will prepare students for a successful career in academic and non-academic settings.

To ensure that each Ph.D. candidate becomes a true expert in one area of specialization, the student is required to complete a minimum of 30 semester hours of graduate work in the area of specialization (included in the total requirement of 72 semester hours) and to write an acceptable Ph.D. thesis (dissertation) on a topic in the area of specialization. Many of the courses in the areas of specialization are offered by departments other than the Department of HHP. Professors from these departments participate in evaluating the comprehensive examinations, serve on thesis committees for the initial presentation of the proposed topic and participate in the final examination in which the candidate defends the thesis. Additional detail on the requirements for Ph.D. Degrees can be found on the Graduate College website: <https://grad.uiowa.edu/academics/manual/academic-program/section-xii-doctors-degrees>.

*Semester Hour Credits:* Only level 3000 or higher courses are accepted towards the Ph.D. degree. Academic credit that carries a grade below “C-” or “I-incomplete”, or “W-withdrawn”, or “R-registered for zero credit” is not accepted toward the Ph.D. degree. Academic credit that carries the grade of “S-satisfactory” is only accepted in the cases outlined under “Course Loads and Grading Scales”.

### *Residence Requirements*

All doctoral programs will contain a minimum of 72 semester hours of graduate work. Of those 72 semester hours, at least 39 must be earned while registered in The University of Iowa Graduate College, and after formal program admission. For example, the academic registration requirement cannot be fulfilled by coursework completed under the non-degree or non-departmental student classification or with transfer credit. A student must be registered in the semester in which they earn their degree.

*Registration Requirements:* Student registration should reflect accurately the amount and kind of work undertaken in the Graduate College. The Ph.D., D.M.A., DNP, and Ed.D. are granted primarily on the basis of achievement, and engagement with one’s discipline is an important part of achieving quality in a dissertation. The purpose of the registration requirement is to promote a high level of intellectual and scholarly activity at The University of Iowa. These requirements foster intensive, concentrated engagement with the faculty members and graduate students in a student's program.

*Time Limitations:* Courses taken ten or more years before the comprehensive examination will be evaluated by the candidate’s program advisor to determine the amount of credit to be allowed for such work. This evaluation is reported to the Graduate College at the time the candidate’s formal plan of study is submitted which is immediately prior to the comprehensive examination. Normally no credit is allowed for courses more than 10 years old.

The candidate must complete all work required for the Ph.D. degree (including the final examination over the dissertation) no later than five years after passing the comprehensive examination. Failure to meet this deadline will result in a re-examination, i.e., the candidate must again pass the Ph.D. comprehensive examination. Ph.D. students are required to register each semester after passing the comprehensive examination until the degree is awarded.

Acceptable Grades: Credit that carries a grade below “C-” or “S” is not accepted toward the Ph.D. degree.

Advising: Students pursuing the Ph.D. degree are advised by their academic mentor. Ph.D. degree candidates should arrange meetings with their mentor for the purpose of preparing a preliminary plan of study during the first session in which they are enrolled.

Preliminary Plan of Study: The student in consultation with the program advisor lists on the preliminary plan of study (1) the core requirements for the Ph.D. degree which the student must complete; and (2) courses in the area of specialization that the student must complete for the Ph.D. degree together with any prerequisite courses related to the area. A copy of the preliminary plan of study should be submitted via email to the Graduate Program Coordinator using the departmental template.

Formal Plan of Study: The development of a formal Plan of Study at the doctoral level is the responsibility of the student working together with his or her mentor. The plan will provide a listing of all graduate courses taken that apply toward the degree and a list of courses in progress or to be completed after the comprehensive examination. A formal Plan of Study must accompany the departmental request to the Graduate College for permission to conduct the comprehensive examination. If a current UI graduate student in another program changes their program of study to HHP, a plan of study will need to be completed and attached with their change of status form. An updated plan of study will be completed when they are ready to take their exams and graduate.

Individual Development Plan: Students must complete an Individual Development Plan (IDP) in the first semester of the program (example: <https://myidp.sciencecareers.org/>). The student should discuss the IDP with his or her mentor and continue to review the IDP annually until degree completion.

### Requirements

Changes in Requirements: Should the requirements for the Ph.D. degree in HHP change after a student has filed a preliminary plan of study with the department, but before the student receives the degree, the student may choose to graduate under either the original requirements listed in the preliminary plan of study, or the “new” requirements created by the change.

Prerequisites: Students seeking admission to the PhD in HHP must hold a BS or BA degree with a minimum GPA of 3.0. In most circumstances, the department of HHP also expects applicants for the Ph.D. program to hold a Masters’ degree.

Total Semester Hour Requirements: 72 semester hours of graduate coursework, which includes all research-related coursework.

Semester Hour Requirement in Area of Specialization: A minimum of 30 semester hours of the total requirement of 72 semester hours must be related to the area of specialization of the student.

Independent Research Semester Hour Requirement: A minimum of 10 semester hours of the total requirement of 72 semester hours must be independent research (HHP:6000). Ph.D. Thesis semester

hours (HHP:7900) do not count towards the 10-semester hour requirement of independent research. The intent of the independent research requirement is to provide students with additional opportunities to conduct research projects. Students are strongly encouraged to submit such completed projects for presentation at scientific conferences and publication in appropriate journals.

*Ph.D. Thesis Semester Hour Requirement:* A minimum of 12 semester hours of the total requirement of 72 semester hours must be Thesis Ph.D. (HHP:7900). Enrollment typically starts following the semester in which the comprehensive exam is completed. The Thesis Ph.D. semester hours should be used to prepare the thesis document. The dissertation (thesis) must deal with a topic related to the area of specialization selected by the student. It is expected that a manuscript based on the dissertation will be submitted for publication to a reputable journal.

*Required courses:* The following courses are required by all students. Requirements can be waived if equivalent coursework has been taken previously and approved by the DGS and DEO.

Course #	Course Title	SH	Offered
<b><i>One introductory course in statistics such as:</i></b>		<b>9</b>	
BIOS:4120	Introduction to Biostatistics	3	Fall/Spring
PSFQ:6242	Selected Applications of Statistics	3	Fall/Spring
TAT:3510	Biostatistics	3	Fall/Spring
STAT:4143	Introduction to Statistical Methods	3	Fall/Spring
**waived if taken as graduate student (waiver needs approval by DGS)			
<b><i>*Two advanced courses in statistics such as:</i></b>			
BIOS:5120	Regression & ANOVA in Health Sciences	3	Spring
STAT:6513	Intermediate Statistical Methods	4	Fall/Spring
<b><i>Graduate Seminar Courses (4 enrollments at 1 SH each)</i></b>		<b>4</b>	
selected from:			
HHP:6300	Seminar in Motor Control	1	Fall/Spring
HHP:6400	Integrative Physiology Seminar	1	Fall
HHP:6500	Seminar in Health Promotion	1	Spring
<b><i>Research-related coursework</i></b>		<b>25</b>	
HHP:6020	Advanced Research Methods and Ethics	3	Fall
HHP:6000	Research (minimum of 10 SH over several semesters)	10	Fall/Spring
HHP:7900	Thesis PhD (minimum of 12 SH over several semesters)	12	Fall/Spring
<b><i>Teaching related coursework</i></b>			
HHP:7000	Practicum in College Teaching	2	Fall/Spring
Optional for students, primary audience is for those <i>not</i> serving as Teaching Assistant			

\*With written approval by the primary mentor and DGS, the second advanced statistics course can be taken in applied statistics (e.g., Epidemiology), bioinformatics, data visualization, or another relevant topic.



Elective courses: are used to enhance a student’s knowledge in the special area of interest and to broaden the student’s knowledge in the general area of HHP. Elective courses will be selected in consultation with the academic advisor/mentor and the Director of Graduate Studies. Examples of elective courses include:

<b>Course #</b>	<b>Course Title</b>	<b>SH</b>	<b>Offered</b>
HHP:3450	Immunology in Health & Disease	3	Fall
HHP:4020	Health Coaching	3	Fall/Spring
HHP:4320	Nutrition Interventions	3	Fall/Spring
HHP:4365	Internship in Health Coaching	3	Fall/Spring
HHP:4390	Understanding Human Disease	3	Fall/Spring
HHP:4420	Planning/Evaluating Health Interventions	3	Spring
HHP:4450	Genetic Basis of Disease	3	Fall
HHP:5200	Physical Activity Epidemiology	3	Fall
HHP:6030	Physical Activity & Dietary Behavior Change	3	Fall
HHP:6150	Advanced Clinical Exercise Physiology	3	Spring
HHP:6200	Advanced Metabolic Exercise Testing & Prescription	3	Fall/Spring
HHP:6260	Advanced Respiratory Pathophysiology	3	Spring
HHP:6310	Advanced Sport & Exercise Nutrition	3	Spring
HHP:6410	Advanced Exercise Physiology	3	Fall
HHP:6460	Advanced Cardiovascular Physiology	3	Fall
HHP:6470	Advanced Physiology of Aging	3	Fall
HHP:6510	Advanced Energetics in Health and Disease	3	Spring
HHP:7300	Advanced Neural Control of Posture & Movement		Fall
HHP6130	Advanced Skeletal Muscle Physiology	3	Fall
ACB:5203	Gross Human Anatomy for Graduate Students	6	Summer/Fall
ACB:5205	General Histology for Graduate Students	4	Spring
BIOL:3253	Neurobiology	4	Spring
BMB:3110	Biochemistry	3	Fall/Spring
BMB:3120	Biochemistry and Molecular Biology I	3	Fall/Spring
BMB:3140	Experimental Biochemistry	2	Spring
BMBC:3130	Biochemistry and Molecular Biology II	3	Fall/Spring
BME:5610	Musculoskeletal Biomechanics	3	Fall
CBH:5305	Evaluation I: Approaches and Application	3	Fall
CBH:6205	Design and Implementation of Interventions	3	Spring
EPID:4400	Epidemiology I: Principles	3	Fall/Spring
EPID:6100	Writing A Research Protocol	3	Fall
EPID:6110	Grant Writing for Clinical Interventions	3	Fall
EPID:6350	Nutritional Epidemiology	2	Spring
EPID:6370	Nutrition Intervention in Research Lab	3	Fall
EPID:6400	Epidemiology II: Advance Methods	4	Spring
EPID:6900	Design of Intervention and Clinical Trials	3	Fall
FRRB:7000	Free Radicals in Biology and Medicine	4	Spring
IE:3400	Human Factors	3	Fall
ME:5150	Intermediate Mechanics of Deformable Bodies	3	Fall
ME:5210	Intermediate Thermodynamics	3	Fall
MPB:5153	Graduate Physiology	4	Fall
NSCI:4353	Neurophysiology	3-4	Spring
OEH:4310	Occupational Ergonomics: Principles	3	Fall/Spring
OEH:6310	Occupational Ergonomics: Applications	3	Spring
PCOL:3101	Pharmacology I: A Drug’s Fantastic Journey	3	Fall

PCOL:3102	Pharmacology II: Mechanisms of Drug Action	3	Spring
PCOL:4130	Drugs Mechanisms and Action	3	Spring
PSY:5210	Fundamentals of Behavioral Neuroscience	3	Fall/Spring
PTRS:5210	Kinesiology and Pathomechanics	4	Fall
PTRS:6224	Activity-Based Neural & Musculoskeletal Plasticity in Health Care	4	Fall
PTRS:7812	Biomedical Instrumentation & Measurement	3	Fall
PTRS:7875	Analyses of Activity Based Plasticity	3	Fall
PTRS:7885	Biomechanical Analysis in Rehabilitation	3	Fall

*Practicum in College Teaching (HHP:7000)*

The Practicum in College Teaching is optional for students who are not serving as Teaching Assistant. The purposes of this course are (1) to ensure that each Ph.D. student has experience in teaching at the college level, and (2) to provide the student's course supervisor with opportunities to critique the student's teaching performance. The practicum guidelines are as follows:

1. Practicum students are limited to teaching undergraduate and lower-level graduate courses and must enroll for at least 2 s.h. but not more than 3 s.h. (or to multiple enrollments that total 2 or 3 s.h.).
2. The course supervisor must make it clear to the practicum student and to the students enrolled in the course that the supervisor is in charge of and responsible for all aspects of the course. This includes the supervisor being present in the class a sufficient number of times to ensure that the quality of instruction is adequate.
3. The nature of the responsibility assigned depends upon the supervisor's assessment of the student's strengths and weaknesses. However, the student should be exposed to teaching environments in lecture and laboratory settings. The requirement of exposure to laboratory teaching may be fulfilled outside of the Practicum in College Teaching (e.g., serving as a teaching assistant in departmental laboratory courses).
4. The quality of instruction in courses taught by practicum students must be maintained at an acceptable level and should be evaluated by the class (using ACE evaluation forms) as well as by the course supervisor.
5. The supervisor and practicum student should work out details of the teaching experiences well in advance, including the preparation and approval of appropriate lesson and unit plans, lecture notes and laboratory instructions.
6. Regular conferences must be held between the supervisor and practicum student in order to evaluate and provide feedback concerning the student's teaching.

### Comprehensive Examination and Dissertation Proposal

To be authorized by the Dean of the Graduate College to take the comprehensive examination, the student must (1) file a formal plan of study with the program to be submitted to the Graduate College; (2) have completed all specialization and related course requirements; (3) have completed all core course requirements, except Ph.D. thesis enrollments; and (4) have a cumulative graduate work GPA at this University of not less than 3.00.

Examination Schedule: The comprehensive examination should be taken in the fall or spring semesters only. The student must be registered for the semester that the examination is taken. After the committee is approved a mutually agreeable schedule will be set for the examination.

Students who are accepted into the Ph.D. program with an M.A. or M.S. degree will typically take the comprehensive examination at the end of their fourth semester (spring semester of 2<sup>nd</sup> year) in the Ph.D. program. If the student plans to submit a predoctoral fellowship to an extramural agency in the third semester (e.g., fall semester of 2<sup>nd</sup> year), this proposal can be used as the comprehensive exam proposal. In this case, it is important that the student identify the committee at the beginning of the semester and follow the fall semester (3<sup>rd</sup> semester in program) timeline as listed below. This timeline may be altered (accelerated) if necessary to meet the actual deadline of the extramural agency but should be clearly outlined to the committee by the student and mentor.

Under some circumstances, the student may sit for the comprehensive exam in the fifth semester (first semester of 3<sup>rd</sup> year) but a reason must be provided in the fourth semester to the DGS and approved by the February or Sept 1<sup>st</sup> deadline for the Aims page. **Important note:** If research progress is unsatisfactory to the point that precludes the sitting of the comprehensive exam by the fifth semester (fall semester of 3<sup>rd</sup> year), this could be grounds for dismissal by the department even if the GPA is >3.0. The student will be notified of unsatisfactory research progress by the end of the fourth semester (spring semester of 2<sup>nd</sup> year) in the PhD program by the DGS and the mentor. In this situation, an outline of plans for expectations and benchmarks the student would need to complete during the summer in order to sit for the comprehensive examination will be discussed with the student and a written document formed that is agreed upon and signed by the student, mentor, and DGS. If the expectations and benchmarks are not met the department may dismiss the student from the graduate program.

Those students with only the B.A. or B.S. degree **must** take the comprehensive examination no later than during their sixth semester (spring semester of 3<sup>rd</sup> year) in the program. The comprehensive exam can be scheduled earlier than the sixth semester if the student has made significant progress towards completion of their coursework. **Important note:** If research progress is unsatisfactory to the point that precludes the sitting of the comprehensive exam by the sixth semester (spring semester of 3<sup>rd</sup> year), this could be grounds for dismissal by the department even if the GPA is >3.0. The student will be notified of unsatisfactory research progress by the end of the fifth semester (fall semester of 3<sup>rd</sup> year) in the PhD program by the DGS and the mentor. In this situation, an outline of plans for expectations and benchmarks the student would need to complete during the summer in order to sit for the comprehensive examination will be discussed with the student and a written document formed that is agreed upon and signed by the student, mentor, DGS,. If the expectations and benchmarks are not met the department may dismiss the student from the graduate program.

### Purposes of Examination:

1. To determine the ability of students to (1) demonstrate an understanding of their areas of specialization; (2) integrate information in a comprehensive fashion, and (3) apply the appropriate scientific and/or educational concepts and principles acquired through course work.

2. To determine if students are knowledgeable about the relevant literature and body of knowledge (theories and models) in their areas of specialization.
3. To determine if students can use the information in items 1 and 2 above to demonstrate critical thinking, i.e., the ability to interpret, critique and apply previous results to current problems and to demonstrate an understanding of research design.
4. To assess the creativity and research ability of students, i.e., their ability to identify problems and to propose appropriate solutions based on current technology and methodology.
5. The comprehensive examination also serves as the dissertation proposal with the expectation of the student becoming proficient in writing an independent research grant proposal with in-depth knowledge in at least one area of specialization within Health Promotion and/or Human Physiology. This final proposal should be deemed ‘submittable’ as a predoc fellowship to an extramural funding agency in the student/mentor’s area of research (e.g., NIH, American Heart Association, American Diabetes Association, Multiple Sclerosis Society, American Cancer Society, American College of Sports Medicine, etc.)

Examination Committee: The Comprehensive Examination Committee will consist of a minimum of four faculty members, two of whom must be tenure-track faculty from the Department of HHP and three of whom must be members of the University of Iowa tenure-track faculty. At least one of the four members must be from outside of HHP.

- If the outside committee member is not from the University of Iowa, they must be approved by the Graduate College. The student should work with the Graduate Coordinator to provide the following information:
  - A rationale for why the individual is valuable to the student's committee (~1 paragraph). If this individual commonly serves on HHP students' committees, it may be helpful for the student's mentor to write the rationale.
  - External member's CV, email, and phone number
- The committee will be appointed by the dean of the Graduate College upon recommendation by the DEO of HHP in consultation with the student’s program advisor.
- The chair of the Comprehensive Examination Committee *will* be the student’s mentor.

Instructions for Preparing Requests for the Doctoral Comprehensive Examinations: Once the comprehensive examination is scheduled, the department office should be notified and given the following information so that the appropriate materials can be prepared and submitted to the Graduate College. The following material needs to be submitted to the Graduate College via “Exam Request” workflow at [Academic and Administrative Forms | Graduate College - The University of Iowa \(uiowa.edu\)](#) at least two weeks before the start of the comprehensive examination by the graduate program coordinator on behalf of the student:

1. “Exam Request” for doctoral comprehensive examination containing the following information:
  - a) Names of committee members (indicate chair)
  - b) Ranks of committee members
  - c) Departments of committee members
  - d) Date of examination
2. “Doctoral Plan of Study Summary Form”
3. Submit “Committee Member Approval Request” to the Graduate College if a committee member’s primary appointment is from outside the University of Iowa

Examination/Proposal Format: The examination consists of a take-home (written) examination followed by an oral examination that requires the student to demonstrate expertise by preparing (in the written component of the comprehensive examination) and defending (in the oral component of the comprehensive examination) a research proposal in his or her emphasis area. (See also Section XII K. in the [Manual of Rules and Regulations of the Graduate College](#).)

Content of Written Examination: The written examination will include a Specific Aims page and Research Strategy (see below for detailed explanations of each document). Through the committee chair, the student will inform the committee of the topic of her/his chosen field of research two weeks before the Feb 1 or Sept 1 Specific Aims page deadline. The chair, in consultation with the student, will select 2-3 key references that will be used in the proposal to send to the committee at the time of the Specific Aims page submission. These materials will be distributed via email by the student to all committee members.

- a) Specific Aims page: This page should demonstrate a problem, a gap in current knowledge, and suggest a solution. The specific aims page serves as a concept sheet with project milestones, hypotheses, and the most important elements of the approach. The student should develop a specific aims page (1 page, single-spaced) and can seek guidance from the mentor and other members of the doctoral dissertation committee concerning appropriate research topics/hypotheses, design and methods while developing the specific aims. The student will then submit the Specific Aims page to the committee by Feb 1 (if spring semester) or Sept 1 (if fall semester). The student will set up a meeting with the committee within 2 weeks to discuss and defend the Specific Aims page and make revisions. The aims page must be approved by the committee no later than 3 weeks from submission (Feb 22- spring semester; Sept 22 fall semester). Once the aims page is approved the student will have 5 weeks to write the full proposal. **Important: once the specific aims are approved by the committee and the student begins the 5-week writing period of the proposal, the student can discuss the proposal with the mentor only and NOT committee members or lab peers in writing the proposal.** The proposal should represent the independent work of the student with mentor feedback.
- b) Research Strategy: The student will have five weeks to synthesize concepts and methods into a research proposal that represents a logical extension of research in the provided papers and will significantly advance the knowledge in the field beyond what is already known and described in the provided papers. The research strategy must be a ‘hypothesis-driven’ grant proposal that will be a framework for the dissertation project of the student, not a descriptive or ‘needs-based’ proposal. The following proposal formatting guidelines can be followed by the candidate or the candidate can follow the formatting guidelines of the extramural funding agency that the predoc application would be submitted (with approval by the committee) at the time of the Aims page submission (Feb 1 or Sept 1):
  - The written proposal must be no longer than **7 single-spaced pages total** (1-page Specific Aims and 6-page Research Strategy, excluding reference list) with 0.5 or 1.0 inch margins and 11-point Arial or Times Roman Numeral font.
  - The reference list should be formatted in a standard style of a major journal in the field.
  - The written examination should include no more than two specific aims. *Importantly the aims are expected to advance scientific understanding of the emphasis area addressed in the review or meta-analysis or primary research article(s).*
  - All examination committee members will read the written examination proposal and judge the scientific merit and overall impact of the proposed study.
  - The committee will recommend a grade of satisfactory, reservations or unsatisfactory for the examination.

**Important information about the examination:** The student is allowed to discuss the research proposal with the mentor and the exam committee during the development of the Aims page, however, only the mentor may provide feedback during the 5-week written examination period. However, the proposal will need to be defended successfully by the student independently during the oral examination, thus the oral examination will be weighted more heavily by the committee. The student shall not use the services of the University of Iowa Writing Center or similar writing services for their grant proposal during the 5- week examination period.

Requirements for Written Research Proposal: The written research proposal should consist of a single-spaced 1-page Specific Aims plus up to 6 pages of Research Strategy OR formatting of the approved extramural funding agency that the predoc application is applying to can be followed. The following text is extracted from PHS SF424 Application Guide for NIH and Other PHS Agencies (July 2013):

- 1) **Specific Aims** should concisely state the goals of the proposed research and summarize the expected outcome(s), including the impact that the results of the proposed research will exert on the research field(s) involved.

List succinctly the specific aims of the research proposed, e.g., to test a stated hypothesis, create a novel design, solve a specific problem, challenge an existing paradigm or clinical practice, address a critical barrier to progress in the field, or develop new technology. (No more than two specific aims should be addressed.)

- 2) **Research Strategy** should be organized in the specified order and use the instructions provided below. Start each section with the appropriate section heading: Significance, Innovation, Approach. (Address the Significance, Innovation and Approach for both Specific Aims collectively.)

(a) *Significance*

- Explain the importance of the problem or critical barrier to progress in the field that the proposed project addresses.
- Explain how the proposed project will improve scientific knowledge, technical capability, and/or clinical practice in one or more broad fields.
- Describe how the concepts, methods, technologies, treatments, services, or preventative interventions that drive this field will be changed if the proposed aims are achieved.

(b) *Innovation*

- Explain how the application challenges and seeks to shift current research or clinical practice paradigms.
- Describe any novel theoretical concepts, approaches or methodologies, instrumentation or interventions to be developed or used, and any advantage over existing methodologies, instrumentation, or interventions.
- Explain any refinements, improvements, or new applications of theoretical concepts, approaches or methodologies, instrumentation, or interventions.

(c) *Approach*

- Describe the overall strategy, methodology, and analyses to be used to accomplish the specific aims of the project.

Optional: Discuss potential problems, alternative strategies, and benchmarks for success anticipated to achieve the aims.

Oral Examination: The committee should first determine if the proposal is ‘satisfactory’ to proceed with the oral examination. If deemed ‘satisfactory’ by at least three members of the committee, the oral examination should follow within approximately two weeks of the written proposal. If the written proposal

is graded ‘unsatisfactory’ by three or more members of the committee, a grade of ‘unsatisfactory’ will be recommended to the Graduate College and no oral examination will be held.

It is the student’s responsibility to schedule the time and place of the oral examination and confirm this with committee members. Committee members will typically ask the student questions to further probe aspects of the written document but may also address other areas within the student’s course work or formal research training. The student’s performance will be evaluated with respect to the ability to:

1. present and defend the written research proposal.
2. clarify and qualify ambiguous statements or concepts presented in the written research proposal.
3. discuss the feasibility of the proposed research and to recognize alternative experimental approaches.
4. defend assumptions made in the proposal.
5. justify the proposed statistical analyses.
6. project future directions for the proposed research.
7. respond effectively to questions related to the general topic of the proposal.

Note: the student may wish to schedule a mock/practice oral examination with lab peers (but not with mentor or committee members) after submission of the proposal in the 2 weeks before the oral exam.

Below is a sample checklist for timeline of comprehensive exam proposal to be completed Spring of 2<sup>nd</sup> year (4<sup>th</sup> semester in program) or Fall of 2<sup>nd</sup> or 3<sup>rd</sup> year (3<sup>rd</sup> or 5<sup>th</sup> semester in program):

- Two weeks prior to Feb 1/Sept 1 student must finalize the dissertation committee (at least 4 members), inform the committee of the timeline, and schedule the Specific Aims meeting and oral exam defense date.
- Student must ensure that HHP Grad Administrator or DGS submit “Exam Request” in workflow and attached the “Doctoral Plan of Study Summary Form” PDF to Graduate College no later than 2 weeks BEFORE the oral exam (see link below). See link: [Academic and Administrative Forms | Graduate College - The University of Iowa \(uiowa.edu\)](https://uiowa.edu/graduate/forms)
- Feb 1<sup>st</sup>/Sept 1<sup>st</sup> – Specific Aims page submitted to dissertation committee along with 2-3 key references to be used in the application (for background reading for committee)
- Feb 8<sup>th</sup>/ Sept 8<sup>th</sup> – Committee evaluation of Specific Aims returned to student within 1 week
- Feb 15<sup>th</sup>/Sept 15<sup>th</sup>- Specific Aims page meeting (in-person or virtual) with committee w/in 2 weeks
- Feb 22<sup>nd</sup>/Sept 22<sup>nd</sup> – Specific Aims page revised and approved or revised again
- Feb 22<sup>nd</sup>/Sept 22<sup>nd</sup>- Candidate begins writing of proposal for 5 weeks
- Sept 30<sup>th</sup> / Feb 28<sup>th</sup> – Candidate provides the Grad Coordinator with exam information (time & location) Work with Graduate Coordinator to reserve exam room; exam request must be submitted at least 2 weeks prior to the exam date
- March 29<sup>th</sup>/Oct 29<sup>th</sup>- Proposal submitted to committee who have 2 weeks to review
- Week of April 13<sup>th</sup>/Nov 13<sup>th</sup>- Oral exam defense of proposal within 2 weeks; Committee votes on the exam either 1) “satisfactory”, 2) “reservations”, or 3) “unsatisfactory”. Note: see table below for details on how many votes are needed to receive a “satisfactory”, “reservations”, or “unsatisfactory” vote. If the final decision is “reservations” then additional required work is to be determined by the committee before the grade is changed to “satisfactory”.

**TABLE**

<b>COMMITTEE SIZE</b>	<b>PASS</b>	<b>STILL PASS WITH</b>	<b>FAIL WITH</b>	<b>RESERVATIONS (FOR COMP EXAMS ONLY)</b>
7 members	5 positive votes	2 negative votes *	3 negative votes	3 reservations votes
6 members	4 positive votes	2 negative votes *	3 negative votes	3 reservations votes
5 members	4 positive votes	1 negative vote *	2 negative votes	2 reservations votes
4 members	3 positive votes	1 negative vote *	2 negative votes	2 reservations votes

\* Or a member who is unable to attend.

**IMPORTANT:** The committee must return the “Report of Doctoral Comprehensive Exam Form” signed by all committee members to the Graduate College within 14 days of the completed exam.

*Evaluation Standards for Comprehensive Examination (Grading):* Immediately after the oral examination the committee will discuss (in the absence of the student) the performance of the student during the oral examination and the overall performance of the student (including the quality of the written document). Based on the discussion the examination committee will recommend a final grade of ‘satisfactory’, ‘reservations’, or ‘unsatisfactory’. An exam is considered passed when at least 2/3rds (or 66%) of the committee evaluates it as satisfactory.

If the committee gives a grade of ‘reservations’, additional requirements will be identified by the committee in writing to the student and the dean of the Graduate College. Requirements for remediation of the ‘reservations’ is at the discretion of the committee and may include, but is not limited to, responding to a written set of questions prepared by the committee, revising the grant proposal based on recommendations of the committee, or enrolling in a graduate course in a specific area where the committee deems the student is deficient. The committee will also establish a timeline for the removal of the ‘reservations’ and change to ‘satisfactory’.

*Re-examination:* In the case of an unsatisfactory (failure) report, the candidate may, in accordance with the *Manual of Rules and Regulations of the Graduate College*, request a reexamination not sooner than four months after completion of the first examination. Thus, the re-examination cannot take place during the same semester as the initial examination. *Permission to repeat the examination is at the discretion of the examination committee. The examination may be repeated only once.* If a candidate is not allowed to retake an examination which is judged unsatisfactory, the candidate may be allowed to complete an M.A. or M.S. degree program.

*Continuous Registration after Completion of the Comprehensive Examination:* The student is required to register each fall and spring semester after passing the Ph.D. comprehensive examination until the degree is awarded. If a student has no courses to take, the student can fulfill this requirement by registering for Graduate College course GRAD:6002:0001 (000:002:001) Doctoral Continuous Registration. Tuition and fees for Doctoral Continuous Registration are the equivalent of 2 s.h. of coursework. For details, see Section XII-L of the [Manual of Rules and Regulations of the Graduate College](#).



### Following the Successful Completion of Comprehensive Exam Proposal

**The purpose of the comprehensive exam/dissertation proposal is to serve as a measure of the student's progress and preparedness to continue in the PhD program, and a general blueprint for dissertation studies planned.** Importantly, the proposal may be modified and/or amended any time after the passing of the comprehensive exam proposal at the discretion of the mentor and student with approval of the committee. Thus, the student must work diligently with the mentor to outline a thesis plan.

Subsequently, the student and committee should meet at regular intervals of at least once annually, but possibly more often if necessary. The frequency of these meetings will be agreed upon by the student and committee members. At the completion of each of these meetings, the committee must provide a written report to the DGS and the student indicating whether the student's progress is considered satisfactory or unsatisfactory.

If a student's progress is deemed unsatisfactory at any of the subsequent committee meetings, a report outlining reasons for this decision must be presented to the DEO and the student. The report will be written and communicated to the DEO and the student by a committee member other than the student's mentor.

After reviewing a report of unsatisfactory progress, the DEO may decide how to proceed. Actions are not limited to but could include: 1) granting an extension of the period required to show acceptable progress;

2) meeting with the student and mentor separately and/or together to design a plan to expedite the student's progress; and 3) discussing the reasons for the lack of progress with the student and mentor and asking input from the dissertation committee or other faculty members. The goal of the DEO in specifying remedy should be to promote and expedite the student's progress.

### Final Examination

All graduate degree programs in this department require the satisfactory completion of a final examination. The final examination for a Ph.D. candidate consists of an oral examination over the dissertation and whatever related topics the Final Examination Committee deems appropriate. The final examination is conducted by a committee appointed by the dean of the Graduate College upon recommendation by the DEO. The committee must consist of at least four members. At least two of the four must be from the Department of HHP, with one from outside the department, and at least three of the four must be members of The University of Iowa tenure-track faculty. The examination should include: (1) a critical inquiry into the purposes, methods, and results of the investigation outlined in the dissertation and (2) intensive questioning on areas of knowledge constituting the immediate context of the investigation.

It is the responsibility of the candidate to initiate procedures that terminate in the final examination with the assistance of the Graduate Program Coordinator. The candidate must (1) file an Application for Degree in the Office of the Registrar by the published deadline and (2) at the same time, place on record in the departmental office the intention to graduate.

The DEO with assistance from the Graduate Program Coordinator (1) determines if the candidate has fulfilled all requirements listed on the formal plan of study filed with the Graduate College at the time the comprehensive examination was taken; (2) requests the permission of the Graduate College to administer the final examination; and (3) approves a Final Examination Committee of not less than four members of the graduate faculty. At least two members of the committee must be tenure-track faculty from within the department and one from outside the department, and three must be members of The University of Iowa tenure-track faculty. With the approval of the Graduate College, the final examination is administered as scheduled.

Before depositing the thesis, the candidate: (1) requests a pre-deposit check by the Graduate College, (2) distributes at least two weeks before the date for the final examination copies of the thesis to the thesis committee; (3) takes the final examination at the scheduled time; (4) makes any corrections or changes required by the thesis chair or members of the committee or by the Graduate College; and (5) deposits, at the published deadline, the thesis in its final form with the Graduate College after receiving final approval by the committee (see [submission instructions](#) and [Graduate College deadlines](#)).

*Ultimate Responsibility for Thesis:* Although the thesis chair and thesis committee members give the student such advice and guidance as they deem appropriate, the responsibility for the scholarship evidenced by the thesis lies with the student. Theses that do not show high levels of scholarship are not accepted by examining committees at the final examination.

*Instructions for Preparing Requests for the Doctoral Final Examination:* The Graduate College requires that the Request for Final Examination be submitted two weeks prior to the thesis defense and no later than the indicated Graduate College deadline for that session. It is necessary that the candidate provide the main office with the following information:

1. The names of committee members (indicate chair)
  - a) Ranks of committee members
  - b) Departments of committee members
2. Date of thesis defense
3. Time of thesis defense
4. Place of thesis defense
5. Thesis title

If the candidate is unable to meet the Graduate College deadline, the main office must be notified. The Final Examination Request is then canceled, and a new exam request is submitted during the session in which the student defends.

*Procedures for Final Examinations:* Final examinations are administered in accordance with Graduate College regulations and deadlines. It is the responsibility of the student who wishes to take the final examinations to file in the department office a written request to do so before the published deadline. Upon receipt of the request to take the final examination, the Graduate Program Coordinator files with the Graduate College a request for permission to administer the examination, together with recommendations of personnel for the examining committee. The Graduate Program Coordinator also files with the Graduate College any change in the formal plan for the degree. **An exam is considered passed when at least 2/3rds (66%) of the committee evaluates it as satisfactory (see Table).**

**TABLE**

<b>COMMITTEE SIZE</b>	<b>PASS</b>	<b>STILL PASS WITH</b>	<b>FAIL WITH</b>	<b>RESERVATIONS (FOR COMP EXAMS ONLY)</b>
7 members	5 positive votes	2 negative votes *	3 negative votes	3 reservations votes
6 members	4 positive votes	2 negative votes *	3 negative votes	3 reservations votes
5 members	4 positive votes	1 negative vote *	2 negative votes	2 reservations votes
4 members	3 positive votes	1 negative vote *	2 negative votes	2 reservations votes

\* Or a member who is unable to attend.

Submission of the Thesis: All doctoral theses must be submitted to the Graduate College in electronic format. The student's dissertation, complete and in final form, must be presented in ETD (electronic thesis/dissertation) format at the office of the Graduate College by the deposit deadline date in the session in which the degree is to be conferred. The approved ETD must be deposited at the office by the appropriate deadline date in the student's graduation semester. The final deposit can be no later than the end of the semester (summers excluded) following the session in which the final examination is passed; failure to meet this deadline will require reexamination of the student. Failure to deposit the dissertation by the deadline dates established by the Graduate College will result in the postponement of graduation to a future session. Please review the Graduate College web site for detailed submission and formatting requirements.

Regulations regarding preparation of the dissertation copy shall be promulgated by the dean of the Graduate College. An external abstract of the dissertation, not to exceed two, double-spaced pages (text and approval lines), is to be deposited with the dissertation. The abstract must be approved and signed by the dissertation advisor. Approved ETDs will be forwarded to ProQuest for microfilming and digital archiving; the doctoral abstracts will be published in Dissertation Abstracts International. The PDF format of all electronic submissions will be forwarded by ProQuest to The University of Iowa Libraries, where they will be catalogued and made available for public use.

Electronic copies of the dissertation shall be made available to all members of the examining committee no later than two weeks before the date of the examination.

## Important Deadlines for Ph.D. Candidates

Preliminary Plan of Study: Submitted the first semester of enrollment

- October 1 – (*For students transferring in credit*) Course syllabi submitted to DGS for approval
- October 30 – (*For students transferring in credit*) DGS informs student and Graduate Coordinator of approved transfer credit and enters information in MAUI under an advising note
- Students should make note of approved transfer credit on Preliminary Plan of Study
- November 5 – Preliminary Plans of Study due to the Grad Coordinator

Comprehensive Examination: (See sample checklist including suggested dates on page 23 of this handbook). At least two weeks before the scheduled examination, the following information must be given to the Graduate Program Coordinator to be submitted to the Graduate College:

1. “Exam Request” for doctoral comprehensive examination containing the following information:
  - a) Names of committee members (indicate chair)
  - b) Ranks of committee members
  - c) Departments of committee members
  - d) Date of examination
2. “Doctoral Plan of Study Summary Form”
3. Submit “Committee Member Approval Request” to the Graduate College if a committee member’s primary appointment is from outside the University of Iowa

Failure to comply with this requirement may result in rescheduling of the oral examination.

Final Examination: The Request for Final Examination must be submitted at least three weeks prior to the defense and no later than the Graduate College deadline for that session. The following information must be given to the Graduate Program Coordinator at the time the request is submitted:

- Names of thesis committee members and committee chair
- Ranks of committee members
- Departments of committee members

### Final Examination Timeline:

- September 1 / January 20 – Student informs the Grad Coordinator that they will be defending their dissertation this semester
  - Provide committee names and info (chair, if a member is a non-UI faculty member, etc.)
- September 15 / February 15 – Updates to Plans of Study due to Grad Coordinator
  - Preliminary Plans of Study should be completed during a student’s first semester. If any updates have been made to a Plan of Study this information must be communicated with the Grad Coordinator.
- September 30 / February 28 – Candidate provides Grad Coordinator with exam information (time, location, title of defense)
  - Work with Grad Coordinator to reserve exam room; exam request must be submitted at least 2 weeks prior to the exam date
  - (*optional*) The Grad Coordinator will send out a defense flyer to the Dept close to the start of your exam. If there is any information besides the time, date, and title of the defense that you would like included, please send info to the Grad Coordinator (e.g. headshot, zoom link, etc.)
- October 15 / March 5 – Final Exam Request due to Grad College (Grad Coordinator submits through workflow)
- December 2 / April 16 – Final Exam Reports due to Grad College (Committee submits through workflow)

workflow)

- December 9 / April 23 – Thesis deposit due to Grad College

### **PART III: CHANGES IN DEGREE REQUIREMENTS OR OBJECTIVES**

#### *Changes in Degree Requirements*

Should the department's requirements for the Ph.D. degree program change after a student has filed a preliminary plan of study with the department, but before the student receives the degree, the student may choose to graduate under either the original requirements listed on the preliminary plan of study or under the new requirements created by the change.

#### *Changes in Degree Objectives*

*From M.S. to Ph.D.:* Students who receive the M.S. degree in HHP with thesis from this department are normally encouraged to continue on toward the Ph.D. degree if they choose to do so. Such students should obtain from the Graduate College a form, "Request for Change of Graduate College Status," and submit it to the mentor and DEO for the required signatures.

Under unusual circumstances, students who receive an M.S. degree without thesis may be permitted to pursue the Ph.D. degree with the approval of the DEO in consultation with faculty members.

*From Ph.D. to M.S.:* With the approval of the DEO and the mentor, a Ph.D. candidate may change from a program leading to the Ph.D. degree to an M.S. degree program. Such a change requires that the student completes all of the requirements for the M.S. degree program of interest.