Programs in Human Physiology

GRADUATE PHD STUDENT MANUAL

2023-2024

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I. Introduction to Sargent College, Boston University

Sargent College of Health and Rehabilitation Sciences became part of Boston University in 1929. It was originally founded as a School of Physical Training in Cambridge, Massachusetts by Dr. Dudley Allen Sargent in 1881. Dr. Sargent built an international reputation as an innovator in health promotion and physical conditioning. With the expansion of knowledge about health and the increase in complexity of society’s health care needs, Sargent College continuously improves our degree programs to meet the needs of future professionals in health fields.

Graduate Academic Programs

Graduate programs are offered in Human Physiology, Nutrition, Audiology, Occupational Therapy, Physical Therapy, Rehabilitation Counseling, Rehabilitation Sciences and Speech-Language Pathology. The Programs in Human Physiology are in the Department of Health Sciences.

Scope of the Program Manual

Information in this manual is not intended to be fully comprehensive. The student should also refer to policies, data, or listings that are found in:

- Sargent College Graduate Bulletins
- Academic Conduct Code
- The Boston University or Sargent College Websites

While every effort is made to keep all of these sources accurate, up-to-date and in agreement with one another, occasional discrepancies may occur and will be resolved by consultation with your Program Director.

Mission of Sargent College

The mission of Boston University Sargent College is to advance, preserve, disseminate, and apply knowledge in the health and rehabilitation sciences. BU Sargent College strives to create an environment that fosters critical and innovative thinking to best serve the health care needs of society.
II. Introduction to The Department of Health Sciences and the PhD Program in Human Physiology

Welcome to the Department of Health Sciences in Sargent College of Health and Rehabilitation Sciences. We look forward to having you as a graduate PhD student in the Program in Human Physiology and welcome the opportunity to work with you.

This manual has been assembled to provide you with information about your program of study as well as policies and responsibilities therein. Please review it thoroughly. If you have any questions about the curriculum or policies outlined, speak with your faculty adviser. Information in this manual is not intended to replace information available from the following resources:

- Sargent College Graduate Bulletin
- Boston University Telephone Directory
- Mugar Library Guidelines for Preparation of Thesis and Dissertations
- Academic Conduct Code
- http://www.bu.edu/sargent

The Department offers graduate programs leading to the Master of Science (M.S.) and Doctor of Philosophy (Ph.D.) degrees in Human Physiology. For the PhD in HP Program, each student, working together with a faculty adviser/mentor, can design their individual program based on their academic background, professional experience, and career objectives. This planning includes scheduling of required courses, selection of electives, inclusion of directed study, research, professional or teaching experiences, and selection of projects for dissertation research. The adviser and the Program Director will evaluate transcripts for courses to be transferred for credit from other educational institutions and set-up committees and dates for examinations and thesis defense, where applicable. Students are assigned to an academic adviser on the basis of academic and scientific interests but, the student may request reassignment if the expertise of another faculty member is more suitable.
### III. Faculty In PhD Program In Human Physiology

#### Faculty and Areas of Specialization

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<tr>
<th>Faculty Name</th>
<th>University/Title</th>
<th>Specialization</th>
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<tbody>
<tr>
<td>Helen Barbas, PhD</td>
<td>McGill University, Canada; Professor, Neuroscience</td>
<td>organization of prefrontal cortex.</td>
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<tr>
<td>Tel: 617-353-5036</td>
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<tr>
<td><a href="mailto:barbas@bu.edu">barbas@bu.edu</a></td>
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<tr>
<td>Christina Dieli-Conwright, PhD</td>
<td>University of Southern California; Adjunct Associate</td>
<td>Professor, Exercise in medicine</td>
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<tr>
<td>Tel: 5828321</td>
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<tr>
<td><a href="mailto:christinam_dieliconwright@dpci.harvard.edu">christinam_dieliconwright@dpci.harvard.edu</a></td>
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</tr>
<tr>
<td>Jingyan Han, PhD</td>
<td>University of Illinois, Assistant Professor, Vascular</td>
<td>Biology, Whitaker Cardiovascular Institute, Boston University</td>
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<td>Tel: 617-358-7736</td>
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<td><a href="mailto:jingyanh@bu.edu">jingyanh@bu.edu</a></td>
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<tr>
<td>Peter M. Kang, MD</td>
<td>George Washington University School of Medicine,</td>
<td>Adjunct Assistant Professor, Cardiac apoptosis and heart failure</td>
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<tr>
<td>Tel: 6-7-735-4290</td>
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<td><a href="mailto:pkang@bidmc.harvard.edu">pkang@bidmc.harvard.edu</a></td>
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<tr>
<td>Deepak Kumar, PT, PhD</td>
<td>University of Delaware, Assistant Professor, Movement</td>
<td>Movement and Physical therapy</td>
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<td>Tel: 617-358-3037</td>
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<td><a href="mailto:kumard@bu.edu">kumard@bu.edu</a></td>
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<tr>
<td>Cara L. Lewis, PT, PhD</td>
<td>Washington University in St. Louis, Associate Professor, Rehabilitation Sciences</td>
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<td>Tel: 617-353-7509</td>
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<td><a href="mailto:lewisc@bu.edu">lewisc@bu.edu</a></td>
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<tr>
<td>Kathleen G. Morgan, PhD</td>
<td>University of Cincinnati, Professor, Cardiovascular</td>
<td>cell biology and cytoskeleton</td>
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<td>Tel: 617-353-7464</td>
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<td><a href="mailto:kmorgan@bu.edu">kmorgan@bu.edu</a></td>
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<tr>
<td>Katya Ravid, DSc</td>
<td>Technion-Israel Institute of Technology, Barbara E.</td>
<td>Corkey Professor, Cardiovascular Medicine</td>
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<td>Tel: 617-358-8242</td>
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<td><a href="mailto:krawid@bu.edu">krawid@bu.edu</a></td>
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<tr>
<td>LaDora V. Thompson, PhD, BS,</td>
<td>Marquette University, Milwaukee, WI, Travis M. Roy</td>
<td>Professor, Department of Physical Therapy, Programs in Human</td>
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<tr>
<td>Tel: 617-353-7531</td>
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<td>Physiology; Skeletal Muscle Physiology.</td>
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<td><a href="mailto:lvthomp@bu.edu">lvthomp@bu.edu</a></td>
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<tr>
<td>Vasileios (Basilis) Zikopoulos, PhD</td>
<td>University of Crete, Heraklion, Greece, Associate Professor; Neuroscience, Human Systems</td>
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<tr>
<td>Tel: 617-353-8375</td>
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<td>Neuroscience and Mental Health Disorders</td>
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<tr>
<td><a href="mailto:zikopoul@bu.edu">zikopoul@bu.edu</a></td>
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IV. Ethical Standards and Policies of Sargent College of Health and Rehabilitation Sciences; Petitions; Appeals

Sargent College has a commitment to excellence in the education of Health and Rehabilitation Professionals. Individually and collectively, those associated with Sargent are responsible for maintaining and promoting those ethical standards below:

**RESPONSIBILITY OF THE COLLEGE TO STUDENTS:**

1. In the process of recruiting students, the College and its program should be represented accurately.
2. The admissions procedures should indicate a fair and impartial review of student's credentials.
3. A learning environment should be provided which is safe and conductive to learning.
4. The curriculum should be consistent with the best practices, philosophies, and patterns within the allied health professions.
5. The College and its programs should attempt to respond to changing patterns and concepts in the process of educating allied health professionals.
6. The faculty should be competent educators in their respective field.
7. Procedures used to evaluate students should be fair and clearly presented to the students at the beginning of each course and throughout the program.
8. Grievance and appeals procedures for students should exist and be clearly presented to students.
9. The College should make every effort to ensure that the students will be competent in their professional areas at the completion of program requirements.

**RESPONSIBILITY OF THE COLLEGE TO CONSUMERS OF HEALTH CARE SERVICES**

1. The College should make every effort to ensure that each graduate of the college should be competent for service in his or her respective profession.
2. The College should emphasize through its instruction that the graduates of the college should respect the dignity and privacy of each individual with whom they come in contact in a professional setting.

**PROFESSIONAL BEHAVIOR STATEMENT**

The mission of Sargent College is to advance, preserve, disseminate, and apply knowledge in the health and rehabilitation sciences. Sargent College strives to create an environment that fosters critical and innovative thinking to best serve the health care needs of society. This environment is made possible only through full participation of all members of the Sargent College community. A key expectation of this community of scholars, educators, practitioners and students is the adherence to the highest standards of professional and ethical behavior.
Academic performance is only one indicator of success for Sargent College students. Students are expected to demonstrate professional behavior, to accept responsibility for their actions, and to expect the same from their peers. Professional behavior is expected across environments, whether the student is engaged in clinical practice, classroom instruction, peer or faculty interaction, and research or laboratory activities. Students are expected to know and comply with the specified rules for each of their academic and clinical experiences.

Students are evaluated on professional behavior in addition to academic performance. Failure to meet the standards for professional behavior may result in dismissal from the program. The specific responsibilities of students are outlined in the manual for each program of study.

**ACADEMIC HONESTY**

Sargent College of Health and Rehabilitation Sciences is committed to creating an intellectual community in which both faculty and students participate in the free and uncompromising pursuit of learning. This is possible only in an atmosphere of mutual trust where the discovery and communication of truth are marked by scrupulous, unqualified honesty. The college expects all students to adhere strictly to the accepted norms of intellectual honesty in their academic and clinical work. It is the responsibility of the student to abide by the Sargent College Academic Conduct Code that is distributed annually to each student at the college. Copies are available in the Academic Service Center (Room 207).

**ABSENCE FOR RELIGIOUS REASONS**

1) According to Chapter 151C of the General Laws, Commonwealth of Massachusetts, any student in an educational or vocational training institution, other than a religious or denominational educational or vocational training institution, who is unable, because of his or her religious beliefs, to attend classes or to participate in any examination, study, or work requirements on a particular day, shall be excused from any such examination or study or work requirement, and shall be provided with an opportunity to make up such examination, study, or work requirement that may have been missed because of such absence on any particular day; provided, however, that such makeup examination or work shall not create an unreasonable burden upon such school. No fees of any kind shall be charged by the institution for making available to the said students such opportunity. No adverse or prejudicial effects shall result to students because of their availing themselves of the provisions of this section.

2) Students are asked to identify potential schedule conflicts with religious observances (class attendance, exams, assignment due dates) within the first week of receiving the course syllabus and to communicate these to the course instructor. This will enable the course instructor to work with the student to set alternative due dates or exam dates and to identify appropriate methods well in advance for the student to obtain information that may be missed from class.

**DISABILITY ACCOMMODATIONS (ALSO ON THE BU WEBSITE)**

Boston University provides reasonable accommodations to eligible individuals with disabilities in conformance with Section 504 of the Rehabilitation Act of 1973 and with the Americans with Disabilities Act of 1990. Requests for disability accommodations must be made in a timely fashion to the Office of Disability Services, 19 Deerfield Street, Boston, MA 02215; 617-353-3658 (Voice/TTY). Students seeking accommodations must submit appropriate medical documentation and comply with the policies and procedures of the Office of Disability Services. Please see also, http://www.bu.edu/disability/policy/policyindex.htm
GRADUATION

All students must fill out an application for Graduation after they meet with their advisers to certify that all degree requirements are met. The application for Graduation must be signed by your adviser and returned to the ASC Office (Room 207). It is essential that this form be submitted by February 1st of your last year of study to ensure that your name is included in the May graduation list and commencement programs. Doctoral students must check with their adviser as to their eligibility to participate and it is recommended that the dissertation defense be scheduled by mid April if the student is to receive their hood and diploma in the May ceremony.

All students (January, May and September grads) are invited to participate in the May commencement ceremony if they have completed all coursework by that date. Commencement materials will be sent by email and postal mail so please be sure that BU has your updated contact information. Check the Sargent College and Boston University websites for important details about the ceremonies or stop by the Academic Services Center (Room 207) if you have any questions.
V. Doctor of Philosophy (Ph.D.) in Human Physiology

1. CURRICULUM, GRADE AND REGISTRATION REQUIREMENTS

Students admitted with a bachelor’s degree must complete the equivalent of 63 credits; 19 credits of a core curriculum (see Appendix B), 16 credits of specialization courses defined in consultation with the academic advisor, and at least 28 credits of research.

Those admitted with a master’s degree must complete 33 credits; between 8 - 17 credits from the core and specialization curriculum defined in consultation with the academic advisor and a minimum of 16 credits of research (These requirements are consistent with the Graduate School of Arts and Sciences at Boston University).

In both cases a minimum grade point average of 3.0 must be maintained. No more than 8 credits of any C+ grade will be acceptable for inclusion in the requirement.

A doctoral student must take a comprehensive examination at the end of formal coursework after which he/she is admitted to candidate status. A candidate must complete the dissertation and defend it orally before the department, college, and university faculty. A candidate must be a full time (full-time: 12-18 credit hours per semester or, for a teaching or research fellow, 8-12 semester hours per semester) student for a minimum of two consecutive semesters and complete the degree in 5 years (post master’s) and 7 years (post-bachelor’s).

All doctoral degree candidates must register continuously for academic credit (minimum: 0.5 credit hrs.) during the Fall and Spring semesters of each year. After registering each semester, contact Janet Turner (SAR Graduate Financial Aid: jmt98.bu.edu) to let her know that you have registered. She will then update your records. Failure to register will result in administrative withdrawal of the candidate and necessitate reapplication to the program. Degree candidates must be registered for academic credit or pay the continuing student fee during the final semester in which the dissertation defense is conducted. Leave of absence may be requested by petition for specified lengths of time provided an appropriate justification is presented. Such a petition should be formulated with the guidance of the advisor and the Academic Services Center (ASC) and subsequently addressed and presented to the Chair of the Department. Candidates must submit an Application for Graduation at least three months prior to the expected date of graduation. These can be obtained from the Academic Service Center (Room 207).

2. ACADEMIC ADVISOR

The PhD program in Human Physiology has been designed around a mentorship model to prepare individuals for careers as independent scientists – whether in academia or industry. You will begin your academic experience by assisting your faculty mentor with a specific inquiry. Over time as you gain experience you will identify your own related line of investigation to pursue for your dissertation. Students must commit to a full-time, consistent involvement in their mentor’s research program. Your mentor serves as a professional role model throughout the program and will guide you in developing and achieving your professional and academic goals.

The primary advisor will either:
1. Have a full-time appointment as a member of the Department of Health Sciences OR
2. Have an adjunct or secondary appointment as a member of the Department of Health Sciences, in which case, a full-time department faculty member will serve as co-director of the dissertation and must serve on the committee.
3. PREPARATION BY THE CANDIDATE OF PROPOSED COURSE OF STUDY

By the end of the second semester of study each doctoral student, in consultation with his/her advisor, will develop a proposed course of study including learning goals and performance expectations (e.g., work schedule, responsibilities, supervision format, and required tasks), along with an agreed-upon timeline for the remainder of the formal coursework and dissertation research. Courses and dissertation credits should be indicated for each semester of the candidate's program. This will serve as an initial contract which will be reviewed and updated annually at the end of the Annual Dissertation Committee meeting based on committee input. The proposed course of study as well as the other requirements for the doctoral degree will be monitored by use of the Doctoral Checklist (Appendix E). Beginning in the 2nd year, it is recommended that the annual progress report be submitted within one week of the Annual Dissertation Committee meeting (see below), or no later than November 30 of the year in which the meeting is held (Appendix F: Ph.D. Annual Report).

4. COMPREHENSIVE EXAMINATION REQUIREMENTS

The comprehensive examination is taken after coursework is completed, usually at the end of the second year of study. Any delays beyond this date must be agreed upon by the primary research advisor. The purpose of this exam is to test your ability to think independently and with depth and breadth about the major questions that you intend to pursue in the future. The steps for the comprehensive exam include:

- a. Selection of the examining committee
- b. Written exam
- c. Oral exam

a. Examining Committee

Four to six months before the comprehensive exam, the examination committee is selected. The advisor will suggest examiners with inputs from the candidate about the composition of the committee, which should consist of at least 3 faculty members and may include departmental faculty (at least 2, including the mentor or co-director), other University faculty, and individuals from other institutions, as appropriate. Each member should have expertise in at least one aspect of the proposed research and at least one member (often the committee Chair) who is not directly involved in the student’s research. The committee Chair cannot be the primary mentor. Once decided upon, the committee membership should be submitted to the Program Director (zikopoul@bu.edu) for approval and inclusion in the student’s record.

b. Written Exam

The written exam consists of a proposal in support of the student’s proposed research in the form of an individual National Research Service Award (NRSA F31) training fellowship application. (n.b., while generally the exam is written to align with the proposed thesis work, as the research progresses, at the discretion of the thesis committee and mentor, the aims may change.)

The student completes the following sections of the NRSA fellowship application:

1. Project summary/Abstract
2. Specific Aims
3. Research Plan (including Significance, Innovation, and Approach)
4. Vertebrate Animal Welfare/Protection for Human Subjects (as appropriate)
5. Bibliography and References Cited

Information about the NRSA program and instructions for writing the grant can be found at:
https://researchtraining.nih.gov/programs/fellowships/F31

Guide for Grant Applications:
http://deainfo.nci.nih.gov/extra/extdocs/gntapp.pdf#

Abridged instructions for these sections from the SF424 (R&R) instruction set are provided in Appendix G: Comprehensive Exam Format for your convenience.

The written exam should be the student’s own work. Mentors can give advice regarding research direction and help the student to think through their experiments, but mentors are not to edit the written document, as it is an exam. The written exam must be approved by the student’s thesis mentor and distributed to all committee members at least two weeks prior to the oral exam. Once the student passes the written exam, the oral defense takes place.

c. Oral Exam
The oral exam is essentially a defense of the student’s proposal. The student will be expected to present their hypotheses and demonstrate their ability to anticipate potential problems and probable methods of overcoming those obstacles. The student will also be expected to demonstrate competence developed from core coursework. The student is encouraged to ask their mentor for specific advice on how to prepare for the exam and the level of expertise they are expected to demonstrate. The exam will last approximately 1.5 hours. Students make a 20-25 minute PowerPoint presentation based on the written proposal that gives the context for the hypotheses, explains the experimental approach, and presents results of any pilot studies. A question and answer period with the examining committee follows the presentation. At the conclusion of the question and answer period, the committee will consider in private session the acceptability of the oral exam and, upon reaching a decision, meet with the candidate to present the decision of the committee. After the oral exam, the committee may require edits to improve the proposal, increasing its readiness for submission to NIH/NSF. If the oral exam is unsatisfactory, it may be repeated only once and only following approval of a written petition to the members of the Human Physiology Program. Disapproval by a majority of members will result in the candidate's termination from the program.

Upon successful completion of the oral exam, the committee must complete and sign the Comprehensive Exam Approval Form (see Appendix H). Two weeks prior to the oral exam, students must inform the HP PhD Program Director (zikopoul@bu.edu) of the scheduling of the exam and identify the Qualifying Committee Chairperson. The Program Director will forward the Comprehensive Examination Form to the Chairperson, who will be instructed to return the completed form to the Program Director for processing.

Although the written comprehensive exam is not expected to be ready for submission to a funding agency at the time it is presented to the Qualifying Examination Committee, after receiving feedback from the committee as part of successfully passing the written and oral components of the examination, the student should be able to revise their proposal to apply for an NRSA (if deemed appropriate by both the student and their advisor).

To download application materials and read the most current information on the NRSA application, see http://grants.nih.gov/grants/forms.htm.

5. DOCTORAL DISSERTATION REQUIREMENTS

Candidates are strongly encouraged to begin preparation for their dissertation research as soon as possible after entering the PhD program. This preparation should include selecting a primary advisor, initiating
laboratory work under the supervision of the advisor and reviewing the literature of original research in the subject area of the dissertation. For an overview of Sargent College Policies for Ph.D. Dissertations, see Appendix L (n.b. in the case of conflicting information, the content of the Human Physiology Program Graduate Manual supersedes that of Sargent College Policies.)

Careful attention to planning each candidate’s program, including formal coursework, independent study and dissertation research, will enable the candidate to meet the objective of having at least one original research paper submitted for publication in a peer-reviewed scientific journal prior to receiving the doctoral degree. The original research paper must be closely related in content area and be part of the series of dissertation research experiments designed by the candidate under the guidance of the advisor(s). In meeting the requirement for having at least one original research paper submitted for publication, it must be clear that the candidate was the primary person responsible for the research effort leading to the publications, i.e., they should be first author. Presentation at a regional or national professional meeting is encouraged.

The steps for completing your doctoral dissertation are as follow:

a. Dissertation committee formed
b. Annual dissertation committee meeting
c. Final progress report
d. Graduation application
e. Abstract and oral defense scheduling
f. Oral defense
g. Timeline
h. Steps in submission of dissertation

a. **Dissertation Committee**
After successfully completing the comprehensive exam, the student and his/her advisor form the dissertation committee. The dissertation committee may be composed of the same or different members as the comprehensive exam committee and may have either 4 or 5 members. The advisor is the first reader, and a second member serves as second reader. At least one committee member must be from outside the College (this member may or may not be a reader). The Chair of the dissertation committee cannot be involved in the student’s research and cannot be the primary mentor or a reader.

b. **Annual dissertation committee meeting**
Every year the student schedules an annual meeting with their committee (3 members minimum). The student makes a short PowerPoint presentation demonstrating the prior year’s accomplishments and the committee provides feedback. This meeting should last no more than an hour. It is recommended that the student submit their Annual Report (Appendix F) within one week of this meeting. In no case may it be turned in later than **November 30th** of the current year’s annual dissertation committee meeting.

c. **Final progress report**
The last annual dissertation committee meeting takes the form of a formal Progress Report and serves as the equivalent to the proposal defense. Students schedule the final Progress Report once they have enough preliminary data to indicate that their Aims are sound and there is sufficient progress in their research direction for presentation and discussion. This is commonly during the fourth year in the program and at least one year before the final defense date. The student prepares a written outline of their dissertation indicating what each section is expected to contain in the end product. Findings in support of each section are summarized along with any publications or meeting abstracts that resulted from this work. The written document is given to the committee members one week before the student gives an oral presentation to the committee. This is followed by a formal committee meeting to discuss the student’s progress and whether he/she is on target to finish.
Upon successful completion of the final Progress Report, the committee must complete and sign the **Final Progress Report Approval Form** (see Appendix I). **Two weeks** prior to the oral presentation, students must inform the HP PhD Program Director (zikopoul@bu.edu) of the scheduling of the presentation. The Program Director will forward the **Final Progress Report Approval Form** to the major advisor, who will be instructed to return the completed form to the Program Director for inclusion in the student’s file.

d. **Graduation application**
Students must submit their Sargent College Graduation Application by the end of the semester prior to the planned graduation. Students may not submit their dissertation unless a diploma application has been submitted to the Registrar by this deadline. The diploma application can be found here: [http://www.bu.edu/sargent/graduation-application/](http://www.bu.edu/sargent/graduation-application/)

e. **Abstract and oral exam scheduling**
The abstract must be included with the dissertation manuscript that is circulated to all dissertation committee members **five weeks** before the scheduled oral dissertation defense. **At least two weeks prior to the oral defense** students must schedule their oral exam, submitting Appendix J: Schedule of the Final Oral Defense, to the HP PhD Program Director (zikopoul@bu.edu).

f. **Oral defense**
On completion of the dissertation research and the preparation of the completed dissertation manuscript, the candidate must defend the dissertation orally in a session open to other faculty, students, the academic community and the public. The dissertation defense consists of a 45-50 minute summary presentation of the thesis project, including a statement of the problem and discussion of the conclusions. After the presentation 10-15 minutes will be allowed for open discussion and questions. This will be followed by a closed session for further discussion between the committee and candidate. It is in this private session that the student’s ability to defend his/her dissertation research will be evaluated by challenges to aspects of their research. If the candidate's dissertation defense is unsatisfactory, it may be repeated only once and only following approval of a written petition to the members of the Human Physiology Program. Disapproval by a majority of members will result in the candidate's termination from the program. Successful defense of the dissertation will be recorded on the **Approval of Dissertation** (Appendix K). The major advisor will turn in the completed form to the Program Director for inclusion in the student’s file.

g. **Timeline**
To ensure adequate time for reading and revision, the following timeline **MUST** be followed. **After review and approval by the first reader,** the completed dissertation must be presented to the second reader **five weeks prior** to the scheduled oral defense. Within **two weeks** the document will be returned to the student for any requested revisions. The student has **one week** to incorporate these edits before returning the document to the entire committee **two weeks** prior to the scheduled oral defense. At this time the remaining committee members complete their review of the dissertation in preparation for the oral defense and subsequent committee meeting.

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<th>-3 weeks</th>
<th>-2 weeks</th>
<th>-1 week</th>
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<td>Manuscript to 2nd reader</td>
<td>Manuscript returned to student</td>
<td>Abstract to committee and to Program Director</td>
<td>Manuscript to committee</td>
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</table>
h. **Steps for submission of dissertation:**

1. A candidate must be registered for the semester in which the degree requirements are completed and during the preceding semester. While conducting research on the dissertation project, the student should register for an appropriate number of credits for HS 905 - Dissertation Research. If satisfactory progress is made, the student receives a "J" grade for each semester or summer term so registered until the final presentation/defense is held and the dissertation is accepted by the candidate's committee. At this time, the academic advisor determines a letter grade commensurate with the quality of the project and this grade takes the place of all J-grades appearing on the student's record.

2. Mugar Library has published a guide for the writers of Dissertations and Theses. Proper formatting and other useful information concerning writing your dissertation is available at this link: [http://library.bu.edu/theses](http://library.bu.edu/theses) which includes the *Guide for Writers of Theses and Dissertations*. These instructions should be carefully studied before initiating preparation of the dissertation. For the purposes of the BU Library and all other archival opportunities, the **name of the college** is Sargent College of Health and Rehabilitation Sciences.

3. Students may not submit their dissertation unless a diploma application has been submitted to the Registrar by this deadline. The diploma application can be found here: [http://www.bu.edu/sargent/graduation-application/](http://www.bu.edu/sargent/graduation-application/)

4. To be eligible for the May commencement hooding ceremony:
   a. The dissertation defense and public hearing must be scheduled at least **30 days prior to the Commencement date**.
   b. After a successful defense, doctoral candidates are expected to complete their edits and submit a final document to the BU Library at least **one week** in advance of the Sargent Convocation date.
   c. Only students who have successfully deposited their dissertation in the library will be permitted to participate in the hooding ceremony.
   d. At the same time that the dissertation is submitted to the BU Library, the *Approval of Dissertation (Appendix K)*, which has been approved and signed by the dissertation committee, is submitted to Sharon Sankey, who registers the degree.
VI. Appendices

A. GRADUATE COURSES FOR HUMAN PHYSIOLOGY PROGRAM
B. PH.D. CHECKLIST & DEGREE REQUIREMENTS
C. PH.D ANNUAL REPORT
D. COMPREHENSIVE EXAM FORMAT
E. COMPREHENSIVE EXAM APPROVAL FORM
F. FINAL PROGRESS REPORT APPROVAL FORM
G. SCHEDULING OF FINAL ORAL EXAM WITH ABSTRACT APPROVAL
H. APPROVAL OF DISSERTATION
I. SARGENT COLLEGE POLICIES FOR PH.D. DISSERTATIONS
J. GUIDELINES FOR INDEPENDENT/DIRECTED STUDY OR RESEARCH
K. ADDITIONAL RESOURCES FOR GRADUATE STUDENTS (INCLUDING CHILDBIRTH AND ADOPTION ACCOMMODATION FOR FULL-TIME PHD STUDENTS)
### APPENDIX A: GRADUATE COURSES IN HUMAN PHYSIOLOGY

Programs in Human Physiology, Sargent College of Health and Rehabilitation Sciences

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>HS542</td>
<td>Exercise Physiology (4)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HS550</td>
<td>Neural Systems (4) -Spring</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HS575</td>
<td>Cardiopulmonary Pathophys (4) Spring</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HS581</td>
<td>Gross Anatomy (4)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HS582</td>
<td>Neuroanatomy/Neuropys (4) Spring</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HS547</td>
<td>Ex. Phys. Varied Populations (4) Spring</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HS745</td>
<td>Advanced Regional Anatomy (var. cr)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HS755</td>
<td>Readings in Neuroscience (4) - Spring</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HS776</td>
<td>Nutritional Epidemiology (4)</td>
<td></td>
<td></td>
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<tr>
<td>HS791</td>
<td>Ind/Dir Study/Thesis (4)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HS792</td>
<td>Research Design (2)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HS793</td>
<td>Critical Literature Review (0-4)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HS901</td>
<td>Directed Study &amp; Research (4)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HS905</td>
<td>Dissertation Research</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Note: For additional elective/specialization courses see other departments in Sargent College as well as other colleges within Boston University, e.g. the Graduate School of Arts and Sciences, Graduate School of Engineering, Medical School and School of Public Health. A copy of their catalogs is in the Health Sciences office (Room 443). A selection of offerings from these departments follows.

### A Selection of Elective/Specialization Courses in Other Departments at Boston University

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>SAR HP565</td>
<td>Biomechanics</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SAR HP771</td>
<td>Foundations of Motor Control</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CAS BB522</td>
<td>Molecular Biology Laboratory</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CAS BI525</td>
<td>Biology of Neurodegenerative Diseases</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CAS BI560</td>
<td>Systems Biology</td>
<td></td>
<td></td>
</tr>
<tr>
<td>GMS AN707</td>
<td>Neurobiology of Aging</td>
<td></td>
<td></td>
</tr>
<tr>
<td>GMS AN716</td>
<td>Developmental Cognitive Neuroscience</td>
<td></td>
<td></td>
</tr>
<tr>
<td>GMS AN777</td>
<td>Fundamentals of Cellular and Molecular Neuroscience</td>
<td></td>
<td></td>
</tr>
<tr>
<td>GRS CH621</td>
<td>Biochemistry I</td>
<td></td>
<td></td>
</tr>
<tr>
<td>GRS BI655</td>
<td>Developmental Neurobiology</td>
<td></td>
<td></td>
</tr>
<tr>
<td>GRS BI755</td>
<td>Cellular and Systems Neuroscience</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

SAR PT520 Functional Anatomy
CAS CN500 Computational Methods in Cognitive and Neural Systems
CAS BI556 Membrane Biochemistry and Cell Signaling
GMS AN709 Neural Development and Plasticity
GMS AN718 Methods in Neuroscience
GMS AN811 Cognitive Neuroscience
GRS CH622 - Biochemistry II
GMS AN702 Neurobiology of Learning & Memory
GRS BI756 Systems & Behavioral Neuroscience
### Checklist & Degree Requirements

Name: ___________________________ I.D. # ____________________ Advisor: ________________

Address (local): __________________________ Telephone: ________________

Master's Degree ____________________ Hrs Transferred ________________

<table>
<thead>
<tr>
<th>Core Courses</th>
<th>Post BA/BS</th>
<th>Post MA/MS</th>
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</thead>
<tbody>
<tr>
<td>SPH BS 704 Biostatistics</td>
<td>3</td>
<td>3*</td>
</tr>
<tr>
<td>SAR HS 750 Analysis of Physiological Literature</td>
<td>4</td>
<td>2</td>
</tr>
<tr>
<td>plus three (3) of the following:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SAR HS 542 Exercise Physiology</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>SAR HS 581 Gross Human Anatomy</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>SAR HS 582 Neuroanatomy/Neurophysiology</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>SAR HS 575 Cardiopulmonary Pathophysiology</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>CAS BI 552 Molecular Biology I</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>CAS BI 553 Molecular Biology II</td>
<td>4</td>
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<td>Core (credits)</td>
<td>19</td>
<td>17</td>
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<tr>
<td>Specialization (credits)</td>
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<td></td>
</tr>
<tr>
<td>Research (credits)</td>
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<td>16</td>
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<tr>
<td>TOTAL</td>
<td>63</td>
<td>33</td>
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</table>

*or evidence of prior accomplishment

**Electives / Specialization**

<table>
<thead>
<tr>
<th>Course</th>
<th>When Taken</th>
<th>Grade</th>
<th>Credits</th>
<th>Comments</th>
</tr>
</thead>
</table>

**Research (SAR HS 905)**

<table>
<thead>
<tr>
<th>Course</th>
<th>When Taken</th>
<th>Grade</th>
<th>Credits</th>
<th>Comments</th>
</tr>
</thead>
</table>

Planned Comprehensive Exam Date: __________
Pass_______ Fail_______ Date________

Planned Proposal Defense Date: __________
Pass_______ Fail_______ Date________

Planned Dissertation Defense Date: __________
Pass_______ Fail_______ Date________

---

PhD Graduate Manual  Page 17
Goals & Expectations

Year 1:
Learning goals:

Performance expectations/required tasks (work schedule, responsibilities, supervision format):

Year 2:
Learning goals:

Performance expectations/required tasks (work schedule, responsibilities, supervision format):

Year 3:
Learning goals:

Performance expectations/required tasks (work schedule, responsibilities, supervision format):

Year 4:
Learning goals:

Performance expectations/required tasks (work schedule, responsibilities, supervision format):

Year 5:
Learning goals:

Performance expectations/required tasks (work schedule, responsibilities, supervision format):
# APPENDIX C: ANNUAL REPORT

Programs in Human Physiology, Sargent College of Health and Rehabilitation Sciences

Period covered: academic year ‘16/17

<table>
<thead>
<tr>
<th>Name</th>
<th>E:mail</th>
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<tr>
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<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>ID</th>
<th>Major Professor</th>
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</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date of Dept. Entry:</th>
<th>Committee Members*</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

<table>
<thead>
<tr>
<th>Qualifying Exam Date:</th>
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<tbody>
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<td></td>
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</table>

<table>
<thead>
<tr>
<th>Last OR Next Scheduled Committee Meeting Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

*Please indicate department if other than Health Sciences; Leave blank if committee not yet formed.

Course Work  ‘16/17
Attach a copy of your transcript from the Student Link

---

Total Number of Credits to Date:
Course credits completed +_____
Research credits completed +_____
Current +_____
Total =_____  
GPA _____
Teaching Activities  ‘16/17

<table>
<thead>
<tr>
<th>Year/Semester</th>
<th>Course Title</th>
<th>Instructor</th>
<th># Students</th>
<th>Duties (be specific)</th>
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</thead>
<tbody>
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<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

Support (TFs, Grants, Research, etc.)  ‘16/17

<table>
<thead>
<tr>
<th>Year/Semester</th>
<th>Type of Support, e.g., Full- or Half-TF, RA (grant support)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Grants/Fellowships applied for this period
Indicate whether funded or not and type of support received

<table>
<thead>
<tr>
<th>Funded (Y/N)</th>
<th>Title/Agency</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Publications  ‘16/17
Please give COMPLETE information

<table>
<thead>
<tr>
<th>Papers Presented at Meetings or Seminars ‘16/17</th>
</tr>
</thead>
<tbody>
<tr>
<td>Include date, meeting and reference information if published.</td>
</tr>
<tr>
<td>*Also list meetings even if no paper was presented.</td>
</tr>
</tbody>
</table>
Research Activity - Abstract of Thesis Research Project
Include objectives, general methods and significance

Summary of Research Completed to Date
Indicate specific progress during the past year)
Recommendations from last committee meeting and research goals for the next calendar year:
Major Professor's Assessment of Progress
Please include comments relevant to overall progress toward thesis project, specific progress over the last year, significant achievements and results of the last thesis committee meeting. Any other comments are helpful and are appreciated.

Major Professor's Signature and Date

Reviewed by the Graduate Committee on

Initials:

Initials:

Initials:

Initials:

Student acknowledgment of major professor’s assessment:

Name

Date
**APPENDIX D: COMPREHENSIVE EXAM FORMAT**  
Programs in Human Physiology, Sargent College of Health and Rehabilitation Sciences

*Instructions.* The proposal should follow the format of a formal NRSA (F31) research grant proposal. For more complete instructions see:

Quick Guide for Grant Applications:  

The full application can be found at:  
[https://researchtraining.nih.gov/programs/fellowships/F31](https://researchtraining.nih.gov/programs/fellowships/F31)

<table>
<thead>
<tr>
<th>1. <em>Title of Investigation</em></th>
<th>Title should be descriptive of research investigation and developed in consultation with the advisor</th>
</tr>
</thead>
</table>
| 2. *Project Summary/Abstract* | This section concisely describes every major aspect of the project, including: 1) brief background; 2) specific aims, objectives, or hypotheses; 3) significance and relevance to public health; 4) unique features and innovation; 5) methodology; 6) expected results; and 6) description of how your results will affect other research areas.  
**No longer than 30 lines of text.** |
| 3. *Specific Aims* | Generally, the Specific Aims section should begin with a brief narrative describing the long-term goals or objectives of the research project and the hypothesis to be tested. This is followed by a numbered list of the Aims.  
State concisely the goals of the proposed research and summarize the expected outcome(s), including potential impact on the field of research. List specific objectives of the proposed research, for example, 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.  
**One page is recommended.** |
| 4. *Significance* | This is the rationale for your project. Critically evaluate existing knowledge, and specifically identify the gaps that the project is intended to fill. Does the project address an important problem or a critical barrier to progress in the field? If the aims of the project are achieved, how will scientific knowledge, technical capability, and/or clinical practice be improved? How will successful completion of the aims change the concepts,  

*Research Plan*  
The Research Strategy/Plan is organized into three sections: Significance, Innovation, and Approach. For an application with multiple Specific Aims, the applicant may address Significance, Innovation and Approach for each Specific Aim individually, or address Significance, Innovation and Approach for all of the Specific Aims collectively.
methods, technologies, treatments, services, or preventative interventions that drive this field?

**One to two pages.**

5. **Innovation**

Explain how the application challenges and seeks to shift current research or clinical practice paradigms. Describe novel theoretical concepts, approaches or methodologies, instrumentation, or interventions and any advantages they have over current paradigms. Explain any refinements, improvements, or new applications of theoretical concepts, approaches or methodologies, instrumentation, or interventions.

**One half to one page.**

6. **Approach**

The purpose of the approach section is to describe how the research will be carried out. Number the sections to correspond with the Specific Aims. Describe the research design conceptual or clinical framework, procedures, and analyses to be used to accomplish the specific aims of the project. Include PI's preliminary studies, data, and experience relevant to the application and experimental design. Describe how the data will be collected, analyzed, and interpreted; any new methodology and its advantage over existing methodologies; any novel concepts, approaches, tools, or technologies for the proposed studies. Discuss the potential difficulties and limitations of the proposed procedures and alternative approaches to achieve the aims. As part of this section, provide a tentative sequence or timetable for the project.

**Nine to ten pages.**

7. **Vertebrate animals**

This purpose of this section describing the use of vertebrate animals is to ensure the humane treatment of live animals involved in the proposed research. It should be a concise, complete description of the animals and proposed procedures that addresses the following five points:

1. Provide a detailed description of the proposed use of animals in the work outlined in the Research Strategy section. Identify species, strains, ages, sex, and numbers of animals to be used in the proposed work.

2. Justify the use of animals, choice of species, and numbers to be used. If animals are in short supply, costly, or to be used in large numbers, provide an additional rationale for their selection and numbers.

3. Provide information on the veterinary care of the animals.

4. Describe procedures for ensuring that discomfort, distress, pain, and injury will be limited to that which is unavoidable in the conduct of scientifically sound research. Describe the use of analgesic, anesthetic, and tranquilizing...
drugs, and or comfortable restraining devices, where appropriate, to minimize discomfort, distress, pain, and injury.

5. Describe method of euthanasia and the reasons for its selection. State whether this method is consistent with the recommendations of the American Veterinary Medical Association Guidelines on Euthanasia. If not, include a scientific justification for not following the recommendations.

8. Bibliography and References Cited

Provide a bibliography of any references cited in the Research Plan. Each reference must include the names of all authors (in the same sequence in which they appear in the publication), the article and journal title, book title, volume number, page numbers, and year of publication. Make sure that only bibliographic citations are included. Be especially careful to follow scholarly practices in providing citations for source materials relied upon when preparing any section of the application.

Formatting

Font
- Arial, Helvetica, Palatino Linotype, or Georgia typeface, black font color, and font size of 11 points or larger. (A Symbol font may be used to insert Greek letters of special characters; font size requirement applies.)
- Type density must be no more than 15 characters per inch.
- Type may be no more than six lines per inch.

Paper size and page margins
- Use standard paper (8 ½ x 11)
- Use at least ½” margins (top, bottom, left, and right) for all pages. No information should appear in the margins, including the PI’s name and page numbers.

Page formatting
- For ease of reviewing, use only standard, single-column format for the text.
- Figures, graphs, diagrams, charts, tables, figure legends, and footnotes
- You may use a smaller type size but it must be in a black font color, readily legible, and follow the font typeface requirement. Color can be used in figures. However, all text must be in a black font color, clear, and legible.

Grantsmanship

Use English and avoid jargon. If terms are not universally known, spell out the term the first time it is used and note the appropriate abbreviation in parentheses. The abbreviation may be used thereafter.

References Cited

References should be in a numbered list in which publications are in alphabetical order with respect to the first author's last name and should include all of the authors’ last names and first and middle initials, the full title of the article or book cited, the standard abbreviation of the scientific journal, the volume number, first and last page numbers, and year of publication. When citing articles that fall under the Public Access Policy, provide the NIH Manuscript Submission reference number (e.g.,
NIHMS97531) or the PubMed Central (PMC) reference number (e.g., PMCID234567) for each article. Citations that are not covered by the Public Access Policy, but are publicly available in a free, online format may include URLs or PMCID numbers along with the full reference.

To cite previous work, use numbers in parentheses in the text which correspond to those in the reference list.
## APPENDIX E. COMPREHENSIVE EXAMINATION APPROVAL FORM (CEF)

Programs in Human Physiology, Sargent College of Health and Rehabilitation Sciences

| Candidate: ______________________________ |  |
| Date of Exam: _____________________________ |  |
| Advisor: ______________________________ |  |

### Committee Members:

<table>
<thead>
<tr>
<th>Chair (Name printed)</th>
<th>(Signature)</th>
<th>(Pass/Fail)</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Reader (Name printed)</td>
<td>(Signature)</td>
<td>(Pass/Fail)</td>
</tr>
<tr>
<td>Second Reader (Name printed)</td>
<td>(Signature)</td>
<td>(Pass/Fail)</td>
</tr>
<tr>
<td>_______________________</td>
<td>_______________________</td>
<td>_______________________</td>
</tr>
<tr>
<td>_______________________</td>
<td>_______________________</td>
<td>_______________________</td>
</tr>
</tbody>
</table>

Comprehensive Exam: Pass_______ Fail_______

This form should be placed in candidate’s file.
APPENDIX F: FINAL PROGRESS REPORT APPROVAL FORM
Programs in Human Physiology, Sargent College of Health and Rehabilitation Sciences

Candidate: ________________________________

Date of Exam: _____________________________

Advisor: ________________________________

Committee Members:

____________________________ ________________ (Signature) (Pass/Fail)
Chair (Name printed)

____________________________ ________________ (Signature) (Pass/Fail)
First Reader (Name printed)

____________________________ ________________ (Signature) (Pass/Fail)
Second Reader (Name printed)

____________________________ ________________ (Signature) (Pass/Fail)

____________________________ ________________ (Signature) (Pass/Fail)

____________________________ ________________ (Signature) (Pass/Fail)

Progress Report: Pass_______ Fail_______

This form should be placed in candidate’s file.
APPENDIX G: SCHEDULING OF THE FINAL ORAL DEFENSE
Programs in Human Physiology, Sargent College of Health and Rehabilitation Sciences

Candidate: ________________________________  Advisor: ______________________________

Title of Dissertation: ________________________________

Committee Member Information:

1st reader: __________________________________________
Name  Title  Email

2nd Reader: __________________________________________
Name  Title  Email

Committee Chair: ______________________________________
Name  Title  Email

Additional Members:
_______________________________________________________
Name  Title  Email

_______________________________________________________
Name  Title  Email

_______________________________________________________
Name  Title  Email

_______________________________________________________
Name  Title  Email

**Required signatures**

Advisor: ______________________________
Program Director: ______________________________

**Scheduling information**

Date of Defense: ______________________
Time: _______________________________
Location: ___________________________

This form should be placed in candidate’s file.
APPENDIX II: APPROVAL OF DISSERTATION
Programs in Human Physiology, Sargent College of Health and Rehabilitation Sciences

The final copy of the dissertation must adhere to the formatting requirements of Mugar Library.

Submission to Mugar Library is required prior to graduation.

Date of dissertation hearing: __________________________________________

Name of PhD Candidate ____________________________________________

Title of Dissertation _____________________________________________

Dissertation is ☐ Approved with no changes required  
☐ Approved with corrections (attach a list of needed corrections)  
☐ Not Approved

Readers: Please sign if Dissertation is acceptable (minimum 3 signatures required).

1. ___________________________ 3. ___________________________

2. ___________________________ 4. ___________________________

5. ___________________________

Note: Separate signatures are required for the approval page for the library copies.

Date

Dissertation Committee Chair’s Signature

Date

PhD Candidate’s Signature

Approval form submitted to PhD Program Director on ___________________ date

PhD in HP Program Director’s Signature: ________________________________
APPENDIX I: SARGENT COLLEGE POLICIES FOR PH.D. DISSERTATIONS

General guidelines for the dissertation defense:

- All students who plan to receive a research doctoral degree (Ph.D.) must complete a dissertation and present a public seminar about their work.
- It is expected that the committee will require the student to submit a final draft for their review at least 2 weeks ahead of time to ensure that a complete and high-quality document is available for the faculty to review prior to the defense.
- Preparation of the dissertation must follow all applicable guidelines in the Sargent College Academic Conduct Code as well as the scholarly standards of the student’s specific research interest.
- A doctoral dissertation defense can be held during the summer months if all members of the committee agree to attend. A public seminar must still be scheduled and announced to the Sargent community.
- Please see [http://library.bu.edu/theses](http://library.bu.edu/theses) for further details about the Boston University Library procedures for dissertations. For the purposes of the BU Library and all other archival opportunities, the name of the college is Sargent College of Health and Rehabilitation Sciences.

Participation in the May Hooding Ceremony:

- To be eligible for the May commencement ceremony, the dissertation defense and public hearing must be scheduled at least 30 days prior to the Commencement date. At an absolute minimum, if the student is planning to receive a doctoral hood in the May ceremony, the dissertation draft must be completed by 3/30.
- After a successful defense, doctoral candidates are expected to complete their edits and submit a final document to the BU Library at least one week in advance of the Sargent Convocation date.
- Only students who have successfully deposited their dissertation in the library will be permitted to participate in the hooding ceremony.

Registration and graduation form requirements:

- Students must maintain continuous registration during their doctoral studies. Specific requirements for credits can vary by department but the minimum expectation is for the student to be registered for 0.5 credits with his/her dissertation advisor.
- Doctoral students must complete the Sargent College Graduation Application by February 1st to be included in the Boston University Commencement Program and by April 1st to be listed in the Sargent College Convocation program.
APPENDIX J: GUIDELINES FOR INDEPENDENT/DIRECTED STUDY OR RESEARCH
Programs in Human Physiology, Sargent College of Health and Rehabilitation Sciences

Introduction:

The primary goal of a directed study/research course or contract is to provide the student with an opportunity of working more closely with an experienced faculty member(s) or clinician(s). The experience to be gained through this arrangement is unlikely to be attained in the typical lecture/laboratory course offering. In order for this experience to be worthwhile to the student, faculty member, or the site supervisor they must come to agreement regarding the scope of the work to be completed. This is true whether it involves laboratory research, clinical experience, or pilot work leading to the master's thesis, or doctoral dissertation.

Independent Study/Research Policies and Procedures:

The following course numbers qualify as independent/directed study courses for graduate students:

  HS 791 Directed Study and Research (MS)
  HS 901 Directed Study and Research (PhD)
  HS 905 Dissertation Research

A. Prior to initiation of directed study/research in HS 791 or 901 the student must:
   1. complete a Declaration of Intent (Form DSR) obtainable from the departmental secretary or adviser;
   2. discuss the project or directed study completely with the faculty member who is responsible for overseeing the project
   3. if a third party is involved, e.g. a clinician or researcher at another site, the project must be discussed with them and approved
   4. sign and obtain signatures from all parties involved
   5. return complete DSR form to adviser and one to departmental secretary for student's record

B. If the research (HS 791, HS 905) is partial fulfillment of the requirements for the master's or doctoral degree the procedures for committee membership, proposals, progress reports, defense, etc., is found in another section of this Graduate manual. The above mentioned form (DSR) is not to be used in the case of direct thesis or dissertation research.
APPENDIX K: ADDITIONAL RESOURCES FOR GRADUATE STUDENTS

General resources: https://www.bu.edu/grad/
Cross-registration/ consortium: https://www.bu.edu/reg/registration/consortia/
Responsible conduct of research (RCR), CITI and IRB procedures: http://www.bu.edu/researchsupport/training-how-to/responsible-conduct-of-research-training/
BU and Sargent research administration: http://www.bu.edu/sargent/research/research-funding-administration/
BU Sexual misconduct policy/Title IX: http://www.bu.edu/safety/sexual-misconduct/reporting/
Personal Counseling: https://www.bu.edu/shs/behavioral-medicine/

For PhD students only:
Scholarships, assistantships, loans and summer funding: https://www.bu.edu/grad/funding/phd-funding/
Childbirth/ adoption accommodation: http://www.bu.edu/academics/policies/childbirth-and-adoption-accommodation/
Vacation policy: https://www.bu.edu/academics/policies/vacation-policy-for-phd-students/
https://www.bu.edu/disability/accommodations/