

# **Structural Anatomy and Rehabilitation Sciences**

## **Graduate Student Handbook**

**2016-2017**

## **INTRODUCTION**

Policies and procedures set forth in this document pertain to all students in the graduate program of Structural Anatomy and Rehabilitation Sciences at the University of North Texas Health Science Center. These policies and procedures are in addition to those of the Graduate School of Biomedical Sciences (GSBS), and serves as a supplement to the student handbook of the GSBS. Students are referred to that handbook for general policies of the institution. All students should familiarize themselves with both the departmental and GSBS handbooks.

## **PROGRAM DESCRIPTION**

The Structural Anatomy and Rehabilitation Sciences (SARS) Graduate Program is a collaborative, inter-professional program offered by the Center for Anatomical Sciences and the Department of Physical Therapy. Our program offers both M.S. and Ph.D. degrees aligned with research opportunities, coursework, and teaching experiences. These activities are designed to develop and train students who will be qualified to serve as faculty members and independent researchers in various departments at health science centers and universities. The program will focus on anatomy, biomechanics, and movement science using advanced experimental, computational, and clinical tools. The major impetus of the research in the discipline will consist of but not be limited to: 1) neuroscience of movement production, learning and control; 2) biomechanics, including the study of the structure, function, evolution/adaptive significance, and mechanical behavior of musculoskeletal soft and hard tissues, 3) anatomical studies linked to clinical applications in orthopedics and physical therapy, 4) the analysis, design, and/or development of rehabilitation protocols, assessment tools and techniques, assistive devices and instrumentation used in rehabilitation practice, 5) studies of educational pedagogy in anatomy/movement science through the development of unique educational tools, techniques, and assessment strategies.

All students entering the program will complete an integrated biomedical science core curriculum that includes fundamental principles of biochemistry, cellular and molecular biology, microbiology and immunology, pharmacology, physiology, and neurobiology. During the second semester, students will enroll in additional core courses for the program such as Applied Biomechanics, Principles of Movement and Motor Control, or anatomy systems core courses, to be completed by the end of their second year. Students are required to participate in seminar/work in progress and journal club for their first two years. Students will conduct original, publishable research and will be expected to present their results at national scientific conferences. The completion of the M.S. degree typically requires two to three years; the Ph.D. degree is generally completed in four to five years.

## ACADEMIC POLICIES

### DEGREE REQUIREMENTS

The degree requirements are determined by the graduate catalog currently in place at the time the student's degree plan is approved by the GSBS Office of Admissions and Services.

#### *Master of Science Degree*

The Structural Anatomy & Rehabilitation Sciences M.S. program is designed to develop and train students who will be qualified to serve as faculty members at community colleges and other institutions, allied health centers, and high school science/health departments across the U.S. The program's coursework will focus on anatomy, physiology, biomechanics, and movement science.

The candidate for a Master of Science degree must earn 30 or more semester credit hours (SCH), depending upon the specific degree requirements. These degree requirements are governed by the graduate catalog currently in force at the time the student's degree plan is approved by the graduate dean. Since this is a specialized Master's program, students will be required to take the graduate core curriculum the first semester, and then continue with the SARS core curriculum after that. The timeline for the master's degree in the SARS program is usually two semesters longer than the traditional master's program because of the anatomy coursework. The use of special problems is limited to a maximum of 6 SCH.

These degrees are awarded to:

1. A student choosing to obtain an M.S. degree, or
2. A Ph.D. student who does not fulfill the requirements for a Ph.D. and elects to pursue an M.S. degree

#### *Doctor of Philosophy Degree*

The candidate for a Doctor of Philosophy degree must earn a minimum of 60 SCH beyond the master's degree or 90 SCH beyond the bachelor's degree. Doctoral students who have earned a Master of Science degree in a relevant field from an accredited university will be awarded up to 30 SCH of advanced standing, requiring 60 SCH of course work to complete the Ph.D. degree.

#### *Enrollment Requirements*

To be considered full-time in a long semester, M.S. students must enroll in a minimum of 9 SCH while Ph.D. students must enroll in a minimum of 12 SCH. Enrollment in a total of 6 SCH is considered full-time for the summer semester.

Ph.D. students who have advanced to candidacy are required to enroll in a minimum of 9 SCH each long semester and 6 SCH for each summer semester.

### ***Leave of Absence***

If a situation arises where a student must set aside his/her graduate studies for a period of time, a leave of absence (LOA) may be requested. LOA may be requested for up to three semesters. If additional leave is needed, a new form must be submitted. The maximum amount of LOA is six semesters (two academic years). A student on LOA cannot receive funding as a graduate student. LOA status may affect student loans. Graduate advisors will be notified of any change to the LOA.

The student initiates the request by obtaining a LOA form from the Office of the Registrar and then returns the completed form to the Office of the Registrar.

Toward the end of a period of approved LOA, the student must take steps to resume studies at the beginning of the next semester, extend the LOA, or withdraw from the GSBS. To resume studies, the student obtains approval from the major professor and graduate advisor and registers for classes. To extend the LOA, the student completes and submits a new LOA Request. To withdraw from school, the student follows the normal procedures for withdrawal, including completion of the clearance process.

### ***Temporary Leave of Absence***

Students are required to notify their account holder (if funded), major professor, and graduate advisor if they will be away from campus for more than five consecutive days by completing the Temporary Leave of Absence form. The account holder reserves the right to withhold funding during the time of separation. Typically, a student will be placed on funding hiatus if he/she is away from campus for more than two weeks.

### **Graduation**

It is the responsibility of the student to stay abreast of progress toward the degree and to file the appropriate degree application in the GSBS Office of Admissions and Services. Consult the GSBS Academic Calendar for the deadlines. The student's final cumulative grade point average must be at least a 3.0 to qualify for graduation.

Information concerning graduation fees is contained in the Tuition and Fees Register. Students anticipating graduation should consult the GSBS Academic Calendar for final dates for payment of fees and meeting other graduation requirements and deadlines. All fines, fees, etc. must be cleared before the diploma will be issued. All necessary forms and instructions are available on the GSBS Graduation website.

Commencement exercises are held each year in May; however, degrees are conferred at the end of each semester. All information related to commencement exercises is available from the Office of the Registrar. Diplomas may be obtained from the Office of the Registrar after verification is received from the Graduate School of Biomedical Sciences that all requirements for the degree have been satisfied.

## **SELECTION OF STUDENTS INTO THE STRUCTURAL ANATOMY AND REHABILITATION SCIENCES GRADUATE PROGRAM**

A special admission committee (appointed by the Dean) will review all applicants for acceptance into the Structural Anatomy and Rehabilitation Sciences Graduate Program. The applications are evaluated on overall GPA, science GPA and major, GRE scores, letters of recommendations, transcripts, students' essays and experiences. A student must meet the general requirements of the graduate school as described in the current graduate catalog. All applications must be completed and received into the Graduate School according to the deadlines on the academic calendar posted by the Graduate School.

## **GRADING SYSTEM**

Graduate students must maintain an overall 3.0 GPA. The student whose GPA earned at another institution is below 3.0 will be required to make up deficiencies either at the other institution or at UNT Health Science Center (UNTHSC). This regulation applies not only to graduate work attempted elsewhere before the student was first admitted to the GSBS, but also to the graduate work attempted elsewhere after the student's admission to the UNTHSC.

Students must make satisfactory progress toward completion of degree requirements in order to remain in good standing within a specific degree program. Students whose progress is unsatisfactory may be removed from the program by the graduate dean on recommendation of the student's discipline.

Each student's semester grades and semester GPA will be reviewed at the completion of every semester. To remain in good academic standing, an overall GPA of 3.0 or better must be maintained. The student who does not maintain the GPA will be placed on probation and have one long semester to correct the deficient GPA. Failure to do so may result in dismissal from the GSBS. Dismissals may be appealed in writing to the graduate dean within five working days of notification of dismissal. Students involved in an appeal continue to attend class and sit for examinations until final conclusion of the process.

Students receiving state-supported assistantships will remain on assistantship during the semester the student is attempting to correct the deficient GPA, unless otherwise specified by the dean.

A student earning an "F" in any graduate level course will be dismissed from the GSBS. Dismissals may be appealed in writing to the graduate dean within five working days of notification of dismissal. Students involved in an appeal continue to attend class and sit for examinations until final conclusion of the process. If the student is allowed to continue in graduate school, his/her program discipline may have additional requirements/stipulations for continuation in the discipline. The course in which the student achieved the "F" grade must be repeated. No student may graduate with an unresolved "F" on his/her record.

### ***Grades***

For either the M.S. or Ph.D. program, it is **required that a student maintain a minimum grade average of B**. However, each student must make a grade of at least B in all Structural Anatomy and Rehabilitation Sciences courses.

## ***Research***

The Ph.D. degree will require demonstrated research productivity and originality. A minimum of one first author manuscript accepted into publication is required for the Ph.D. degree. The M.S. degree may require the student's research to be written and submitted for publication. Since research is a major part of the degree requirement for both the M.S. and Ph.D. degree, **it will be expected that the student spend a minimum of 40 hours per week at the UNTHSC campus.** Prior to the time the student chooses a research topic, this research time may be spent in the laboratory of one of SARS faculty as part of a special problems course. Early and continuous involvement in research is a top priority of the department. Students will acquire their most important skills during this time, including skills in independent and critical thinking, grant and manuscript writing, use of computer software applications, and research techniques.

## ***Teaching***

For the teaching requirement in the SARS program, M.S. students will be required to take 1 SCH, while for the Ph.D. students the requirement will be a minimum of 2 SCH of Anatomy Laboratory Teaching Practicum. Another major priority for this program is to train students to teach cadaver-based human anatomy, and this training will give students valuable experience in teaching laboratory-based anatomy. These skills will largely determine the future success of a student in obtaining a faculty position in academia, often straight out of graduate school, skipping the post-doctoral process.

## **SELECTION OF THE MAJOR PROFESSOR AND ADVISORY COMMITTEE**

During the student's first year, a major professor will be chosen by the student with the consent of the faculty member from within the program faculty. In addition, an advisory committee consisting of at least two other graduate faculty members for the M.S. degree and three additional UNTHSC faculty for the Ph.D. degree will be determined. One of the two faculty members has to be from the SARS program, and the others can be faculty members from another department in the GSBS, or school in the UNTHSC, or at another university if their participation will aid a student in obtaining specific expertise needed for their thesis research. After receiving consent from all committee members, the student must complete and submit the Designation of Advisory Committee form to the GSBS office. The major professor and/or the graduate advisor assist the student in selecting members to serve on the advisory committee. The committee guides the student in selecting course work appropriate for the degree program, defines the research goals, monitors research progress, approves the research proposal, and provides scientific guidance. The advisory committee approves the research proposal and administers the final examination for the degree. All advisory committee members must have UNTHSC GSBS graduate faculty status.

**The major professor serves as the chair of the advisory committee. Each student is required to meet with his/her advisory committee at least once each academic year.**

All students in programs requiring thesis/dissertation will be assigned a university member who ensures that the policies and procedures of the GSBS and UNTHSC are upheld.

## ***University Member***

When the advisory committee has been formed, the dean will appoint a University Member.

The primary responsibility of the university member on both the MS and PhD committees is to ensure that the policies, procedures, and standards of the GSBS and the UNTHSC have been upheld. The university member may choose to participate but must be present in any formal hearing (see below for list of such events); however, such participation is not mandated by the GSBS. The university member's signature on appropriate forms indicates that the integrity of the review process has been preserved. It is the responsibility of the university member to report to the dean any inappropriate due process.

The university member must be present at all formal hearings that require a vote which include the oral qualifying examination; the public seminar and private defense associated with Grant Writing (if needed); the dissertational (research) proposal presentation and defense; and the final dissertation seminar and defense.

## **ADVANCEMENT TO CANDIDACY**

### ***Ph.D. Oral Comprehensive Examination (Qualifying Exam)***

The oral comprehensive (qualifying) examination within the Structural Anatomy and Rehabilitation Sciences program must be successfully completed prior to completing 60 hours. Students are eligible to take their qualifying exam after they have completed their core BMSC, SARS, and DPHT courses with a GPA of at least 3.0. The course requirement to take the exam will be slightly modified for dual degree students. The main goal of the examination is to ensure that each doctoral student has a broad knowledge base in the biomedical sciences and has mastered the fundamental principles of anatomy and rehabilitation science in order to be a successful doctoral candidate, a qualified educator, and/or an independent researcher. Basic knowledge and understanding of biostatistics, immunology, and physiology may be assessed; however, the emphasis of this assessment will be on anatomy and/or biomechanics and the principles of movement and motor control. A student in the Ph.D. program will successfully defend his/her knowledge on these topics in an oral defense before a qualifying exam committee and the university member. The exam committee will be appointed by the Director of the Center for Anatomical Sciences and the graduate advisor, and the graduate advisor will chair these examinations. The university member must be in attendance for the qualifying examination. The student's major professor may not serve on the examination committee, but may, at the request of the student, be present for the examination as a silent observer. The student will be given an hour preparation time, at the end of which the committee will enter the room. The student will answer the questions he/she picked, and answer any questions arising from the committee.

The oral comprehensive examination committee will determine successful completion of this requirement. If unsuccessful on the first attempt, a student may be allowed to retake the examination. The second examination should be completed within twelve weeks of the original examination, unless otherwise specified by the examination committee. If unsuccessful on the second attempt, the student will be required to transfer to the M.S. degree program.

### ***Master/Doctoral Research Proposal***

Each student will be required to submit a research (thesis/dissertation) proposal to his/her advisory committee. The research proposal will consist of the following: Summary, Background and Pilot Studies, Problem/Hypothesis with Significant Aims, Significance, Research Design and Methods, Anticipated Results, Limitations, and Projected Titles of Thesis/Dissertation. Use the Research Proposal Guidelines found on the GSBS website.

The student will set a meeting with his/her mentor and advisory committee including the university member to present and defend the proposal. The student's advisory committee will determine if the proposal is satisfactory.

For Ph.D. students, the proposal should be completed within a year of having passed their qualifying examination. The proposal must be approved by the student's advisory committee and submitted to the GSBS, at the latest, during the semester prior to the student's final semester.

**The research proposal should be provided to the advisory committee no later than 10 days prior to the defense.**

Ph.D. students who have advanced to candidacy are required to enroll in a minimum of 9SCH each long semester and 6 SCH each summer semester.

## **OTHER PROGRAM REQUIREMENTS**

### ***Seminars***

All M.S. and Ph.D. students in the SARS Graduate Program are required to attend all departmental seminars in their entirety whether they are taking the associated course for credit or not. Students are required to register for SARS 5140 or the DPHT seminar course for only 1 SCH.

### ***Journal Clubs/Work in Progress***

M.S. students in the SARS Graduate Program are required to attend all journal clubs until they graduate.

Ph.D. students in the SARS Graduate Program are required to attend all journal clubs for 3 long semesters (Year 1: Spring, and Year 2: Fall/Spring).

Once students have finished their qualifying exams, they will be required to present their Work in Progress at a Journal Club meeting once a year until graduation.

### ***Publication and Thesis Requirements***

It will normally be required that the Ph.D. candidate be **first author on a minimum of one peer-reviewed research paper** (published or in press) prior to his/her being awarded the terminal degree.

A student may use these manuscripts as chapters in his/her doctoral thesis in accordance with the requirements of the Graduate School.

**The thesis or dissertation should be provided to the advisory committee no later than 10 days prior to the defense.**

## **COURSE OFFERINGS**

### **Core Courses**

Structural Anatomy and Rehabilitation Science students are required to take the following BMSC core, SARS core and Additional courses.

#### BMSC core and required courses

BMSC 6201 – Fundamentals of BMSC 1  
BMSC 6202 – Fundamentals of BMSC 2  
BMSC 6203 – Fundamentals of BMSC 3  
BMSC 6204 – Fundamentals of BMSC 4  
BMSC 6200 – Experimental Design and Biostatistics  
BMSC 5160 – Biomedical Ethics  
BMSC 6100 – Scientific Communication Competencies  
BMSC 5150 – Lab Rotations

#### SARS core courses

SARS 5330 – Structural Anatomy of the Human Reproductive System  
SARS 6340 – Structural Anatomy of the Musculoskeletal System  
SARS 5630 – Structural Neuroscience  
SARS 5332 – Structural Anatomy of the Cardiopulmonary System  
SARS 5334 – Structural Anatomy of the Human Digestive and Renal System  
SARS 6307 – Principles of Movement and Motor Control  
SARS 6308 – Applied Biomechanics

#### Additional Courses

SARS 5140 – Seminar in Current Topics  
SARS 6000 – Teaching Practicum  
SARS 6100 – Anatomy Laboratory Teaching Practicum  
SARS 6150 – Anatomy Journal Club

#### Optional Courses

SARS 5400 – Histology  
SARS 5401 – Structural Anatomy

**MASTER OF SCIENCE DEGREE**

The typical degree plan leading to the M.S. degree is outlined below. The degree plan may vary depending on availability of course offerings in a given semester and each student's background and progress toward the thesis project.

| <b>MS Degree Plan for Structural Anatomy and Rehabilitation Sciences Track</b> |   |            |
|--|---|------------|
| <b>Year 1: Fall</b>  |   | <b>SCH</b> |
| BMSC 6201  | Fundamentals of BMSS1                                       | 2          |
| BMSC 6202  | Fundamentals of BMSC2                                       | 2          |
| BMSC 6203  | Fundamentals of BMSC3                                       | 2          |
| BMSC 6204  | Fundamentals of BMSC4                                       | 2          |
| BMSC 5150  | Lab Rotations   | 1          |
| BMSC 5150  | Lab Rotations   | 1          |
| BMSC 6200  | Experimental Design and Biostatistics                       | 2          |
|  |   | 12 SCH     |
| <b>Year 1: Spring</b>  |   |            |
| SARS 5140<br>DPHT ????   | Seminar in Current Topics                                   | 1          |
| BMSC 5160  | Biomedical Ethics   | 1          |
| BMSC 5315  | Principles of Biomedical Communication                      | 2          |
| SARS 5330  | Structural Anatomy of the Human Reproductive System         | 3          |
| SARS 6150  | Anatomy Journal Club  | 1          |
| BMSC 5998  | Individual Research   | 1-4        |
|  |   | 12 SCH     |
| <b>Year 1: Summer</b>  |   |            |
| BMSC 5400  | Scientific Communications Competencies                      | 1          |
| BMSC 5390  | Special Problems  | 1-2        |
| BMSC 5998  | Individual Research   | 1-5        |
|  |   | 6 SCH      |
| <b>Year 2: Fall</b>  |   |            |
| SARS 6340  | Structural Anatomy of the Musculoskeletal System            | 3          |
| SARS 5630  | Structural Neuroscience                                     | 4          |
| SARS 5332  | Structural Anatomy of the Cardiopulmonary System            | 2          |
| SARS 5334  | Structural Anatomy of the Human Digestive and Renal Systems | 3          |
|  |   | 12 SCH     |
| <b>Year 2: Spring</b>  |   |            |
| SARS 6000  | Teaching Practicum  | 1          |
| SARS 6150  | Anatomy Journal Club  | 1          |
| BMSC 5998  | Individual Research   | 4          |
| BMSC 6308  | Applied Biomechanics  | 2          |
| BMSC 6307  | Principles of Movement and Motor Control                    | 4          |
|  |   | 12 SCH     |
| <b>Year 2: Summer</b>  |   |            |
| BMSC 5998  | Individual Research   | 5          |
| BMSC 6100  | Scientific Communications Competencies                      | 1          |
|  |   | 6 SCH      |
| <b>Year 3: Fall</b>  |   |            |
| SARS 6100  | Anatomy Laboratory Teaching Practicum                       | 1          |
| SARS 5390  | Special Problems  | 1-3        |

|           |        |        |
|-----------|--------|--------|
| BMSC 5385 | Thesis | 1-9    |
|           |        | 12 SCH |

**DOCTOR OF PHILOSOPHY (Ph.D.) DEGREE**

| <b>PhD Degree Plan for Structural Anatomy and Rehabilitation Sciences Track</b> |   |            |
|---|---|------------|
| <b>Year 1: Fall</b>   |   | <b>SCH</b> |
| BMSC 6201   | Fundamentals of BMSS1                                       | 2          |
| BMSC 6202   | Fundamentals of BMSC2                                       | 2          |
| BMSC 6203   | Fundamentals of BMSC3                                       | 2          |
| BMSC 6204   | Fundamentals of BMSC4                                       | 2          |
| BMSC 5150   | Lab Rotations   | 1          |
| BMSC 5150   | Lab Rotations   | 1          |
| BMSC 6200   | Experimental Design and Biostatistics                       | 2          |
|   |   | 12 SCH     |
| <b>Year 1: Spring</b>   |   |            |
| SARS 5140<br>DPHT XXXX  | Seminar in Current Topics                                   | 1          |
| BMSC 5160   | Biomedical Ethics   | 1          |
| BMSC 5315   | Principles of Biomedical Communication                      | 2          |
| SARS 5330   | Structural Anatomy of the Human Reproductive System         | 3          |
| SARS 6150   | Anatomy Journal Club  | 1          |
| BMSC 5998   | Individual Research   | 4          |
|   |   | 12 SCH     |
| <b>Year 1: Summer</b>   |   |            |
| BMSC 6100   | Scientific Communications Competencies                      | 1          |
| BMSC 6390   | Special Problems  | 1-2        |
| BMSC 6998   | Individual Research   | 1-5        |
|   |   | 6 SCH      |
| <b>Year 2: Fall</b>   |   |            |
| SARS 6340   | Structural Anatomy of the Musculoskeletal System            | 3          |
| SARS 5630   | Structural Neuroscience                                     | 3          |
| SARS 5332   | Structural Anatomy of the Cardiopulmonary System            | 2          |
| SARS 5334   | Structural Anatomy of the Human Digestive and Renal Systems | 3          |
| BMSC 6998   | Individual Research   | 1          |
|   |   | 12 SCH     |
| <b>Year 2: Spring</b>   |   |            |
| SARS 5140<br>DPHT XXXX  | Seminar in Current Topics                                   | 1          |
| SARS 6150   | Anatomy Journal Club  | 1          |
| BMSC 6998   | Individual Research   | 1-3        |
| SARS 6000   | Teaching Practicum  | 1          |
| SARS 6100   | Anatomy Laboratory Teaching Practicum                       | 1          |
| BMSC 6308   | Applied Biomechanics  | 2          |
| BMSC 6307   | Principles of Movement and Motor Control                    | 4          |
|   |   | 12 SCH     |
| <b>Year 2: Summer</b>   |   |            |
| SARS 6391<br>DPHT XXXX  | Special Problems  | 1-2        |
| BMSC 6998   | Individual Research   | 1-4        |
| BMSC 6100   | Scientific Communications Competencies                      | 1          |
| XXXX  | Qualifying Exam   | 0          |
|   |   | 6 SCH      |

|                       |  |       |
|-----------------------|--|-------|
| <b>Year 3: Fall</b>   |  |       |
| BMSC 6998             | Individual Research                    | 2-4   |
| SARS 6100             | Anatomy Laboratory Teaching Practicum  | 2-4   |
| Elective              | Elective Course                        | 1-3   |
|                       |  | 9 SCH |
| <b>Year 3: Spring</b> |  |       |
| BMSC 6998             | Individual Research                    | 2-4   |
| SARS 6100             | Anatomy Laboratory Teaching Practicum  | 2-4   |
| SARS 6390<br>DPHT6390 | Special Problems                       | 1-3   |
|                       |  | 9 SCH |
| <b>Year 3: Summer</b> |  |       |
| BMSC 6998             | Individual Research                    | 1-3   |
| SARS 6390             | Special Problems                       | 1-2   |
| BMSC 6100             | Scientific Communications Competencies | 1     |
|                       |  | 6 SCH |
| <b>Year 4: Fall</b>   |  |       |
| BMSC 6998             | Individual Research                    | 2-4   |
| SARS 6100             | Anatomy Laboratory Teaching Practicum  | 2-4   |
| BMSC 6395             | Doctoral Dissertation                  | 3     |
|                       |  | 9 SCH |
| <b>Year 4: Spring</b> |  |       |
| BMSC 6395             | Doctoral Dissertation                  | 9     |
|                       |  | 9 SCH |

**Shaded text indicates required courses for Structural Anatomy and Rehabilitation Sciences Students**

Students may take courses from other programs as electives with consent from the major professor and the SARS graduate advisor.

***D.O./Ph.D. and P.T./Ph.D. DEGREES***

At least 60 hours of credits not included in the D.O. or P.T. program is required to obtain the Ph.D. degree in Structural Anatomy and Rehabilitation Sciences as a second terminal degree. Those degree plans will be designed with input from the major professor and graduate advisor and approved by the Dean of the GSBS.

**Program Advisors**

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