



Auditory and Language Neuroscience, MS

Student Handbook
2022-2023 Catalog

ASU Charter

ASU is a comprehensive public research university, measured not by whom we exclude, but rather by whom we include and how they succeed; advancing research and discovery of public value; and assuming fundamental responsibility for the economic, social, cultural and overall health of the communities it serves.

Justice, Equity, Diversity and Inclusion at the College of Health Solutions

At the College of Health Solutions, we are focused on improving the health of the communities we serve. Every student, every faculty and staff member, every individual and community member should have the opportunity for better health throughout their lifespan. To improve health, we must embrace and support greater diversity, equity and inclusivity in everything we do, including teaching, research and service. We are committed to doing better. You are welcome at the College of Health Solutions, and this is what you can expect from us.

Commitments to Justice, Equity, Diversity and Inclusion

We create leaders who advance the principles of justice, diversity, equity and inclusion, shaping a future in which all community members can fully realize their potential.

We embed diversity, equity and inclusion as a transformational force in every aspect of our teaching, research and service as we work to address the challenges facing people and communities to stay healthy, improve their health and manage chronic disease.

We believe that diversity and inclusion are essential for excellence and innovation, and thus it is stated in our college values: We maximize opportunities for people of diverse backgrounds, abilities and perspectives.

We support underrepresented and historically marginalized groups and will not tolerate discrimination or hate of any kind.

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Introduction

Welcome

A warm welcome to the College of Health Solutions at Arizona State University (ASU) and to the master's degree program in Auditory and Language Neuroscience! You have chosen an outstanding institution, program, and environment. This is the place for pioneers, visionaries, and doers. This is where innovation takes place daily. The newly restructured College of Health Solution at Arizona State University is the home of the Auditory and Language Neuroscience MS Program. Becoming an expert in the neuroscience of hearing and communicating will open many doors for you, whether you envision a future in academia, industry, healthcare, or technology. We look forward to working with you on your journey.

Sincerely,
Xin Luo, Ph.D.
Program Director

Vision and mission

To educate graduate students in the scientific fields of auditory and language neuroscience; to train these students to contribute to the community by generating neuroscience research of public value.

Program overview

The Auditory and Language Neuroscience (ALN) program will provide you with intensive training in neuroscience approaches as they relate to auditory and language processing and human communication. The training covers both basic knowledge and applied research techniques. You will complete two lab rotations and conduct research projects to gain expertise in neuropsychology, neurophysiology, neuroimaging, biological signal processing and/or psychoacoustic approaches to speech, language and hearing science research. ASU has a strong cohort of faculty members who focus on innovative approaches to the neuroscience of speech, language and hearing. You will be assigned to a committee consisting of three faculty members who will be selected based on your interests as you work on your thesis or applied project. We welcome students with a wide range of different training backgrounds (e.g., psychology, speech and hearing science, neuroscience, bioengineering) who are interested in auditory and language neuroscience. Graduates of the ALN MS program will be highly competitive for careers in academic research, clinical research, and technology settings, as well as for more advanced doctoral programs in neuroscience, communication sciences and disorders, psychology, bioengineering, and related fields. Perhaps you are planning on adding Ph.D. training in neuroscience in the area of auditory or language functions. ASU offers this advanced training, and the ALN MS training serves as an ideal pathway.

This handbook will provide you with the basic information needed throughout the course of study and assist you in navigating through the graduate degree program. The Handbook is the main source of information regarding policies, regulations, and academic requirements necessary to complete the MS degree. It is not an exhaustive collection of all policies of ASU; you should also review the ASU Graduate Policies and Procedures, which is the final source regarding University policies on graduate programs. You are responsible for being informed about all academic requirements of the graduate program. Additional questions and concerns may arise that are not formally addressed in these sources. Your graduate support coordinator will be a valuable asset as you progress through the program. You are

urged to maintain close contact with your graduate support coordinator and to seek additional information as the need arises. Academic faculty members also are available for advice, guidance, and consultation regarding all academic requirements, policies, and procedures.

Program contacts

Program director: Xin Luo, xinluo@asu.edu

Graduate support coordinator: Molly Gonzalez, chsgrad@asu.edu

Program faculty: see [Appendix A](#)

Admission

Admission to the Auditory and Language Neuroscience, MS is available for Fall and Spring terms. Deadlines to apply can be found [here](#). Applications will be reviewed by the admissions committee only once all materials have been received. Submissions received after the priority deadlines will be reviewed on a space-available basis. Application status can be monitored in MyASU. Official admission decisions will be emailed to the student.

Quick Facts:

- Location: Tempe campus
- Start terms: Fall, Spring
- Time to completion: two years

Graduate admission requirements

ASU maintains minimum standards for consideration for admission to graduate programs. The program may establish requirements in excess of those established by the university.

- An earned bachelor's degree or higher from a regionally accredited institution in the U.S., or the equivalent of a U.S. bachelor's degree from an international institution officially recognized by that country.
- A minimum grade point average of 3.00 (scale is 4.00 = "A") in the last 60 semester hours or 90 quarter hours of undergraduate coursework is required to be considered for admission to an ASU graduate degree program.
- International applicants must provide proof of English proficiency. The following are accepted to meet his requirement
 - Test of English as a Foreign Language (TOEFL): score of at least 550 (PBT) or 80 (iBT). ASU's institutional code is 4007. Only electronic copies of scores are accepted.
 - International English Language Testing System (IELTS): overall band score of at least 6.5. No institutional code is needed.
 - Pearson Test of English (PTE): score of at least 60.
 - Individual academic units or programs may have higher requirements for English proficiency

Academic program requirements

In addition to the graduate admission requirements, the program requires the following as part of the application:

Undergraduate or graduate degrees – bachelor's or master's degree, in any field, from a regionally accredited college or university; a previous bachelor's or master's degree in neuroscience, speech and hearing science, biology, linguistics, psychology, or related field is preferred.

Letter of intent – include the following: why you would like to pursue a master's degree in auditory and language neuroscience, specific experiences that have prepared you to be successful in the program, what you ultimately want to do after completing your degree, and potential research mentors with whom they are interested in working; limit of 500 words

Three letters of recommendation – preferably written by instructors, research mentors or clinical supervisors who can speak to the applicant's aptitude for research and master's-level coursework

Resume – indicate academic/research/professional activities

Writing sample (optional) – if you already published some literature, please upload samples of your work (examples: honors thesis, conference abstracts, articles, chapters, etc.)

Provisional acceptance guidelines

In some instances, a student may be admitted provisionally and/or with a deficiency. Students should refer to the official admission letter sent by the Graduate College via MyASU to determine if they have been admitted with a provision and/or deficiency.

A provisional admission requires a student to maintain a 3.0 or higher GPA within a specified timeframe. If the 3.0 is not achieved by the end of the timeframe specified on the official admission letter, the student will be automatically dismissed from the degree program.

A deficiency requires a student to fulfill a competency area within a given timeframe. The academic program will monitor students with deficiencies. If a deficiency is not completed within the timeframe indicated on the official admission letter, the student may be recommended for dismissal from the academic program.

Pre-admission credit policy

Credit hours completed at ASU or at another regionally accredited U.S. institution or international institution officially recognized by that country, before the semester and year of admission to an ASU graduate degree program, are considered pre-admission credits. With the approval of the academic unit and the Graduate College, students may include a maximum of 12 graduate-level credit hours with grades of "B" or better that were not used toward a previous degree. Preadmission credits must have been taken within three years of admission to the ASU degree or certificate program to be accepted. Official transcripts must be sent to Graduate Admission Services from the records office of the institution where the credits were earned.

Per program policy, a maximum of 6 graduate credits from another accredited institution may be used toward ALN MS requirements, pending program approval.

Accelerated program (4+1)

The College of Health Solutions offers an accelerated 4+1 program designed to enable highly qualified undergraduate majors to earn a Bachelor of Science in [Speech and Hearing Science](#) and a Master of Science in Auditory and Language Neuroscience in five years. Undergraduates interested in this program should connect with their advisor regarding the program in the first semester of their junior year. For more information about the MS ALN 4+1 program and how to apply, please visit the [4+1 Accelerated MS Programs](#) page.

Additional Application Information

- In the personal statement, indicate three potential research mentors with whom you would like to work, and why. We cannot automatically guarantee that your top choices will be available, but we will do our best to pair you with the closest matches, given your research

and training interests. Your thesis/applied project committee will consist of one primary mentor and two additional faculty members.

- Letters of recommendation should be written by instructors, research mentors, and/or clinical supervisors who can speak to your aptitude for research and master's level coursework.

Accelerated Bachelor's/Master's (4+1) programs may use a maximum of 12 pre-admission credits which may include up to a maximum of 12 hours shared between the bachelor's and master's program. Students in accelerated programs should contact their academic advisor to ensure proper sharing of credit hours.

Tuition and assistance

Tuition and fees

Tuition is set by ASU and the Arizona Board of Regents each year. View the general [Tuition and Fees Schedule](#), or calculate a more specific estimate of charges using the [ASU Tuition Estimator](#). Information on residency requirements can be found at [Residency for Tuition Purposes](#).

The Auditory and Language Neuroscience, MS has a program fee of \$500 per semester. This fee covers access to and use of high-tech equipment and supplies including MRI and EEG instrumentation.

Financial assistance

Financial assistance is available through a variety of sources, including:

- College of Health Solutions [scholarships](#)
- Graduate College [fellowships](#)
- Traditional financial aid (loans and grants). Visit the [Financial Aid website](#).

Assistantships

Hourly Graduate Student Assistant (GSA) positions may be available within research labs. If you are interested in a research hourly position, contact faculty directly to inquire about availability of these positions in their lab. It is strongly suggested that you email faculty that you would be interested in working with, explaining what skills and/or interests you have that would make you a good candidate for a position in their laboratory, and include a CV or resume.

In some cases for exceptional students, there may be Research Assistant (RA) positions available. These positions are rare for MS students, but to inquire about possible RA positions, please contact faculty directly - it is strongly suggested that you contact faculty who have a laboratory for which you have experience and/or skills that would contribute; include a CV or resume in your email. All RAs employed at 25 percent time (10 hours/week) or more are considered to be residents for tuition purposes. Moreover, those employed between 25-49 percent time receive a 50% reduction in resident tuition. Those employed at 50 percent time receive a full waiver of resident tuition and health insurance benefits. The specific duties of RAs will vary depending on faculty and laboratory needs each semester.

Curriculum and graduation requirements

Program requirements

The Auditory and Language Neuroscience, MS is comprised of 31 credits, including a thesis or applied project.

Required Core (6 credits)

- SHS 541 Data Analysis in Auditory and Language Neuroscience (3)
- SHS 542 Applied Research Methods in Auditory and Language Neuroscience (3)

Restricted Electives (12 credits)

- See [Plan of Study](#) for options

Research (6 credits)

- SHS 592 Research (6)

Other Requirement (1 credit)

- SHS 590 Research Integrity and Conduct in ALN (1)

Culminating Experience (6 credits)

- SHS 593 Applied Project (6), or
- SHS 599 Thesis (6)

Note: A minimum grade of B- or better is required in all courses.

An alternative statistics course may be used in place of SHS 541. Examples include EXW 501, PSY 530, and STP 530. Contact the graduate support coordinator for more information.

No 400-level coursework may be used toward the requirements of this program.

Lab rotations

Two lab rotations must be completed during the first year in the program; one in each semester. During the application process, students must indicate preferences for faculty members with whom they would like to complete these rotations. However, lab rotation assignments are selected based on a variety of factors, including faculty availability, lab and project personnel needs, and student interest. For each lab rotation, students register for 3 credits of SHS 592 with a faculty supervisor who will assign a grade based on performance. At the beginning of each lab rotation, the faculty supervisor will review with student the general plan and expected outcomes for the lab rotation. Students may be assigned specific tasks and activities, readings, and training tutorials. Students are required to attend any lab meetings or other meetings noted by the faculty supervisor. There may also be opportunities to participate in presentations at local or regional meetings. Please note that as a 3-credit research course, each SHS 592 lab rotation will involve an average of 9 hours per week. The exact number of hours per week will vary depending on current research activities. Prior the first week of each semester's lab rotation, students are required to communicate with the faculty mentor for the lab rotation to complete the Lab Rotation Agreement form ([Appendix B](#)). Students are required to email the completed form, signed by both the student and the faculty mentor, to the program director and graduate support coordinator no

later than the end of the first week of classes of that semester. Note that each lab rotation must be completed in a different lab / with a different faculty supervisor. If there is interest in continuing a lab rotation project beyond the duration of one semester lab rotation, students consult with the lab rotation faculty supervisor about the possibility of continuing to volunteer in their lab, or enrolling in research credits (SHS 592) or an independent study course (SHS 590) with that faculty member. A minimum of 6 credits of SHS 592 are required in the program, under at two different faculty supervisors. An additional 6 credits of SHS 590 or SHS 592 may be used toward the elective requirement, provided those experiences are with different faculty supervisors.

Culminating experience

Students must complete either a thesis or an applied project for a total of 6 credits. The decisions regarding topic and thesis or applied project should be made by the end of the first year. Generally, a thesis should be chosen if the student is interested in applying for research-focused doctorate-level programs (e.g. PhD) or medical degree (e.g. MD), while an applied project may be more suitable if the student intends to find a position in industry or a clinical degree after this program.

Students can indicate a preference for faculty members to work with toward the thesis or applied project early on, but are required identify a faculty member who agrees to serve as a mentor by the indicated deadline. Through the first two terms of coursework and lab rotations, students will interact with numerous faculty members as an opportunity to identify a faculty mentor. Email or arranging a meeting either via Zoom or in-person is the typical way to contact a potential faculty mentor. The faculty mentor will help form the research topic, decide whether to complete a thesis or an applied project, and form the 3-member committee. Students who need assistance with identifying a faculty mentor can contact the program director for recommendations and help in finding an appropriate faculty mentor.

Once a faculty member has agreed to mentor a student through a thesis or applied project, the student must work with the faculty mentor to complete the Culminating Experience Agreement form ([Appendix C](#)). The completed form, with signatures from both the student and the faculty mentor, must be emailed to the program director no later than May 15th for Fall start students and no later than December 15th for Spring start students.

The thesis or applied project will be defended in April of your second year in the program for Fall start students and November of the third year for Spring start students. Students must submit a final draft of the thesis or applied project to their committee no later than two weeks prior to the defense date. More information about the defense can be found [here](#). In the intervening time, the students and their committee will set specific goals for each semester and evaluate student progress twice per semester. Students are encouraged, but not required, to publish their work!

ASU has several Writing Centers where students can get help with various aspects of writing, for instance organizing the information, integrating and citing sources, and even finding places to write. Information on these Writing Centers can be found [here](#).

Thesis Requirements

The thesis is graded on a pass/fail basis. The student's committee is responsible for determining the final grade based on student performance. ASU has specific requirements for graduate theses. Details regarding formatting, style guides, revisions, and the submission process can be found [here](#). For information about how to format your thesis, check this online [manual](#). Students must formally schedule the defense through MyASU. For more information about the defense, including the 10-working day

calendar please visit this [site](#). It is the student's responsibility to follow all dates and deadlines set by the Graduate College.

Applied Project Requirements

Students who choose to pursue an applied project must formulate one or more research questions, design and carry out an experiment, analyze the results, and describe the project in a written document. The applied project is graded on a letter grade basis. The faculty mentor is responsible for determining the final grade based on student performance.

Application to graduate

Students should [apply for graduation](#) during the semester of planned graduation and must apply no later than the [dates specified](#) on the University Registrar Services website. Students can apply for graduation online through MyASU or in-person through the ASU Graduation Office, located in the [university registrar services locations](#). Students must have an approved iPOS on file before applying for graduation.

Plan of study

To graduate in a timely manner, students should follow a recommended plan of study. Deviation from a plan of study should be discussed with the graduate support coordinator and program director. Failure to follow a plan of study may result in delayed graduation.

ALN MS Plan of Study, Fall Start

Term/ Session	Course	Credits
Year 1 - Fall	SHS 542 Applied Research Methods in Auditory & Language Neuroscience	3
	SHS 590 Research Integrity and Conduct in ALN	1
	SHS 592 Research	3
	Statistics course or Elective	3
Year 1 - Spring	SHS 592 Research	3
	Statistics course or Elective	3
	Elective	3
Year 2 - Fall	SHS 593 Applied Project or SHS 599 Thesis	3
	Elective	3
	Elective to maintain full-time status (optional)	3
Year 2 - Spring	SHS 593 Applied Project or SHS 599 Thesis	3
	Elective	3
	Elective to maintain full-time status (optional)	3

ALN MS Plan of Study, Spring Start

Term/ Session	Course	Credits
Year 1 - Spring	SHS 592 Research	3
	Statistics course or Elective	3
	Elective	3
Year 2 - Fall	SHS 542 Applied Research Methods in Auditory & Language Neuroscience	3
	SHS 590 Research Integrity and Conduct in ALN	1
	SHS 592 Research	3

	Statistics course or Elective	3
Year 2 - Spring	SHS 593 Applied Project or SHS 599 Thesis	3
	Elective	3
	Elective to maintain full-time status (optional)	3
Year 3 - Fall	SHS 593 Applied Project or SHS 599 Thesis	3
	Elective	3
	Elective to maintain full-time status (optional)	3

Part-time status

Students who wish to pursue the program at a part-time status must contact the program director and graduate support coordinator for approval and to create an individualized plan of study. For an approved part-time plan of study, students must complete required core and elective courses either prior or concurrently with the SHS 592 Research lab rotations and the subsequent SHS 599 Thesis or SHS 593 Applied Project. A part-time plan of study will be reviewed and approved on an individual, case-by-case basis.

Elective offering schedule

Course	Term/ Session
BME/ NEU 556 Human Systems Neuroscience (3)	Spring
BME 561 Clinical Neuroscience (3)	Fall
BMI 515 Applied Biostatistics in Medicine & Informatics (3)	Spring
BMI 591 Topic: Image Analytics & Informatics (3)	Spring
PSY 535 Cognitive Processes (3)	Fall
PSY 591 Topic: Advanced Neurobiology of Cognition (3)	Fall
PSY 591 Topic: Neuroscience of Attention (3)	Fall
PSY 598 Topic: Cognition, Action, & Perception (1)	Spring
PSY 598 Topic: SAMBA Science of Art, Music & Brain Activity (2)	Fall, Spring
SHS 513 Neurophysiology of the Auditory System (3)	Fall
SHS 543 Functional Neuroimaging of Language & Related Processes (3)	Fall (every other year)
SHS 544 Introduction to Genetics: Implications for Health, Disease & Society (3)	Spring
SHS 555 Cochlear Implants (3)	Spring
SHS 567 Neural Bases of Communication Disorders (2)	Fall
SHS 576 Neuromotor Speech Disorders (3)	Spring
SHS 577 Current Assessment, Intervention and Research in Autism (2)	Fall
SHS 598 Topic: Health Neuroscience (3)	Fall
SHS 598 Topic: Speech & Audio Processing & Perception (3)	Fall

Note: Courses may have enrollment requirements or require instructor consent; please see the [Class Search](#) and/or contact the instructor for more information.

Students are encouraged to choose electives that best fit their training needs and future goals. If students are interested in taking a course not listed above to fulfill elective credit hours, a petition must be submitted to the program director for consideration. Students may be asked to provide a syllabus of the course.

Interactive plan of study (iPOS)

The Interactive Plan of Study, or iPOS, is an agreement between the student, the academic unit, and the Graduate College. The iPOS must be submitted by the time the student has enrolled in 50 percent of the minimum credit hours required for the degree program, and before completing comprehensive exams, thesis/dissertation. Students are encouraged to submit their iPOS at the beginning of their program. More information on iPOS can be found [here](#).

Faculty advisor/chair: faculty mentor (applied project) or faculty mentor and committee (thesis)

Change of coursework: If a change of coursework is needed, the student must update the courses listed in the iPOS and submit a course change for review. This process is required if you projected a course you did not complete, or if you need to change courses listed. The iPOS will be routed electronically to the graduate support coordinator for review and approval, and then for auditing by the Graduate College.

Specializations and certifications

The College of Health Solutions prepares graduates for excellence upon entering the workplace. Since certification and licensure requirements vary by profession and from state-to-state, we recommend that you visit the [ASU licensure website](#) to determine if your program meets the requirements of individual state licensures or national certifications, as applicable. If you have specific questions, please contact your program director or degree coordinator.

Satisfactory academic progress

All graduate students are expected to make systematic progress toward completion of their graduate program. This progress includes satisfying the conditions listed below, and achieving the benchmarks and requirements set by the individual graduate programs as well as the Graduate College. If a student fails to satisfy the requirements of their program and/or the benchmarks outlined below, the student may be dismissed from their program based on the academic unit's recommendation to the Graduate College at which time the dean of the Graduate College makes the final determination.

Satisfactory academic progress includes:

1. Maintain a minimum 3.00 for all GPAs.
2. Satisfy all requirements of the graduate program.
3. Satisfy the maximum time limit for graduation for the student's graduate program (six years for masters and certificates, ten years for doctoral)
4. Successfully pass comprehensive exams, qualifying exams, foreign language exams, and the oral defense of the proposal/prospectus for the thesis or dissertation.
5. Successfully complete the culminating experience.
6. Graduate students must remain continuously enrolled in their graduate program. Failing to do so without a Graduate College approved Leave of Absence is considered to be lack of academic progress and may result in the Graduate College withdrawing the student from their program.

Additionally, students in the ALN MS program are expected to:

1. Earn no more than one unsatisfactory grade during their entire program (i.e., a grade below a B- in a course, or a W/E [withdraw while failing]).
2. Earn no more than one instance of a grade below B- in a course. Note that a minimum grade of B- is required for a course to be included on iPOS.
3. Receive no more than one incomplete in a given semester.

4. Pass thesis or applied project requirements.

These standards may be updated at the discretion of the program. In such instances, an updated summary of expectations will be posted to the program's Canvas site.

GPA and grades

Graduate students must maintain a minimum 3.00 (scale is 4.00 = "A") grade point average (GPA) to maintain satisfactory academic progress and to graduate. The minimum 3.00 GPA must be maintained on all GPA's (Plan of Study (iPOS) GPA, Overall Graduate GPA and Cumulative GPA):

1. The iPOS GPA is calculated on all courses that appear on the student's approved iPOS
2. Cumulative GPA represents all courses completed at ASU during the graduate career.
3. The Overall Graduate GPA is based on all courses numbered 500 or higher that appear on the transcript after admission to a graduate program or graduate non-degree. This includes shared coursework if in an approved accelerated bachelor's/master's program.

Transfer credits and some courses taken in the Sandra Day O'Connor College of Law are not calculated on in the iPOS GPA or the Graduate GPA. Courses lower than a "C" cannot appear on the iPOS but will be included when calculating the Graduate GPA. Courses with an "I" grade (incomplete) or "X" grade (audit) cannot appear on the iPOS.

University grade definitions and policies can be found [here](#).

The Auditory and Language Neuroscience, MS program required that courses must be complete with a B- or better in order to be included on the iPOS.

Incomplete grade requests

An incomplete grade request may be considered when the following factors are present:

- The student has been completing acceptable work (grade of "C" or better) and has completed 80% of the course.
- The student is unable to complete the course due to illness or conditions beyond the student's control.
- The student can complete the unfinished work with the same instructor.

Students have up to one calendar year to finish incomplete work. If a student does not complete the missing coursework by the date that is agreed upon on the incomplete request form, the instructor may change the grade to what was earned based on the work completed in the class. If the coursework is not completed after a calendar year, the incomplete becomes permanent. Repeating a class in which an incomplete is awarded will not replace the "I" on the student's transcript. Students must complete the [incomplete request form](#) and submit it to their instructor for review and processing.

Academic probation and dismissal

Failure to maintain a minimum 3.0 GPA or failure to satisfactorily progress in the program as referenced in this handbook will result in the student being placed on academic probation. Students will be notified of probationary status and expectations for improvement by the program director or graduate support coordinator. Time limits for probationary status may vary. Typically, students have 9 credit hours or one year, whichever comes first, to raise their GPA.

Students who fail to meet requirements or timeline needed to demonstrate satisfactory improvement will be recommended for dismissal from the program. Notice will be provided by the program director and will include procedures for appeal.

Students may be dismissed from the Auditory and Language Neuroscience, MS program for the following reasons:

- Following two instances of unsatisfactory academic performance, regardless of the semester in which the poor performance occurred.
- A single violation of academic integrity.
- Seriously compromising the relations of the program with the public.
- Breaches of ethical judgment or professional responsibility.
- Serious instances of personality or character traits inappropriate for the professional roles for which the student is attempting to prepare.

Time to completion limit

All work toward a master's degree must be completed within six consecutive years. Graduate courses taken prior to admission that are included on the Interactive Plan of Study must have been completed within three years of the semester and year of admission to the program. The six-year period begins with the term of admission to the program OR the earliest term of applied pre-admission credit.

Any exception to the time limit policy must be approved by the program director, the College of Health Solutions, the dean of the Graduate College. The Graduate College may withdraw students who are unable to complete all degree requirements and graduate within the allowed maximum time limits.

Appeal and grievance processes

Grade appeal

The final grade appeal process may only be initiated by a student once the course has concluded and a final course grade has been posted to the student's transcript. Per university policy, grade appeals must be processed in the regular semester immediately following the issuance of the final grade in dispute (by commencement for fall or spring) regardless of whether the student is enrolled at the university.

The process begins with a discussion about the matter between the student and the course instructor. If the matter is unresolved, the student should submit a Grade Appeal Form for further review. If this review does not adequately settle the matter, the student should begin the formal procedure of appealing to the College of Health Solutions Academic Standards and Grievance Committee. More information on all steps of this process can be found [here](#).

Student grievance

Students who wish to file a grievance about a non-grade-related matter may use the established procedure (more information can be found [here](#)). Non-grade-related grievances may include dissatisfaction with an instructor, problems with a classmate or other unresolved situations.

Appealing recommendation for dismissal

1. Students may appeal a decision for dismissal from the program by submitting a letter to the program director.

- a. The appeal letter must be received within 10 business days of the date of the letter of dismissal. The letter should state the reasons justifying a reversal of the original decision and provide substantive evidence in support of the request.
 - b. Letters received after the 10 business-day interval will not be reviewed and the dismissal will be final.
 - c. The program committee will review all letters of appeal that are received within the 10 business-day time frame. The committee will submit their decision to the program director within 10 business days of receipt of the student's letter.
2. The program director will then notify the Student Success Hub of the decision. The Student Success Hub will inform the student of the decision.
 3. If the appeal is denied, the student may appeal to the CHS Academic Standards and Grievances Committee within 10 business days of receiving the denial of the appeal. The CHS Academic Standards and Grievances Committee will review the dismissal and appeal materials and make a recommendation to the dean of the College of Health Solutions. The dean will have 20 calendar days to make a final decision.
 4. If at any stage, a timely appeal is not submitted by the student, the program director will recommend dismissal to the Graduate College via the Student Success Hub. The Graduate College will then inform the student of the dismissal by letter.

Student code of conduct and academic integrity

ASU expects and requires its students to act with honesty, integrity, and respect. Required behavior standards are listed in the [ASU Student Code of Conduct and Student Disciplinary Procedures](#), the [ABOR Code of Conduct](#), the [Computer, Internet, and Electronic Communications Policy](#), the [ASU Student Academic Integrity Policy](#), and outlined by the [Office of Student Rights & Responsibilities](#). Violations of a Graduate College, College of Health Solutions, or Arizona State University policy will result in academic review and may consequently result in student disciplinary procedures.

Academic integrity

The [ASU Student Academic Integrity Policy](#) lists violations in detail. These violations fall into five broad areas that include, but are not limited to:

1. Cheating on an academic evaluation or assignment.
2. Plagiarizing.
3. Academic deceit, such as fabricating data or information.
4. Aiding academic integrity policy violations and inappropriately collaborating.
5. Falsifying academic records.

Information on the Academic Integrity procedure within the College of Health Solutions can be found at <https://catalog.asu.edu/policies/chs>.

Newly admitted graduate students will receive a "priority task" on their MyASU directing them to complete a canvas module on academic integrity. The module consists of a PowerPoint that outlines academic integrity and students must take a quiz and pass with an 80% or higher.

Student code of conduct

Violations of the ASU Student Code of Conduct, other than the provision concerning academic dishonesty, are more generally considered inappropriate behavior. The [Office of Student Rights and Responsibilities](#) reviews and sanctions these matters. If a student violates both the academic integrity provision and additional provisions of the Student Code of Conduct, both the college and the Office of Student Rights and Responsibilities will review the matter. Each independently makes determinations concerning violations and appropriate sanctions.

Professional conduct

ASU is a community and a professional work environment. Graduate students are expected to treat their peers, teachers, students, staff, and members of the ASU community with respect and work with them in a professional manner. Graduate students are representatives of their program, the College of Health Solutions, and ASU. Students must demonstrate the requisite qualifications for successful professional performance, including interpersonal skills, basic communication skills, appropriate professional conduct, and satisfactory performance in field experiences.

Graduate students who demonstrate behaviors or characteristics which make success in their related fields questionable will be reviewed by the program committee. The committee's review may result in a recommendation for dismissal from the program or implementation of probational conditions for continued participation. Students may appeal a recommendation for dismissal by following [established procedures](#).

College and university procedures and policies

All policies and procedures outlined in this handbook are in accordance with policy set by the [Graduate College](#) and [Office of the University Provost](#). In some cases, program policies may be more restrictive than those set by Graduate College and Provost.

Continuous enrollment policy

Students must be registered for a minimum of one credit hour during all phases of their graduate education, including the term in which they graduate. This includes periods when students are engaged in research, conducting a doctoral prospectus, working on or defending theses or dissertations, taking comprehensive examinations, taking Graduate Foreign Language Examinations, or in any other way using university resources, facilities or faculty time.

Registration for every fall semester and spring semester is required. Summer registration is required for students taking examinations, completing culminating experiences, conducting a doctoral prospectus, defending theses or dissertations, or graduating from the degree program. More information on this policy can be found [here](#).

Requesting a leave of absence

Graduate students planning to discontinue registration for a semester or more must submit a leave of absence request via their Interactive Plan of Study (iPOS). This request must be submitted and approved **before** the anticipated semester of non-registration. Students may request a maximum of two semesters of leave during their entire program. Students with a Graduate College-approved leave of absence are not required to pay tuition or fees, but in turn are not permitted to place any demands on university faculty or use any university resources. These resources include university libraries, laboratories, recreation facilities or faculty and staff time. More information on this policy can be found [here](#).

Registration policies

Students are strongly encouraged to enroll in courses well in advance of the start of the term. Enrollment must be complete by the Add/Drop deadline for the session in which the class is offered. Courses that are dropped by the Add/Drop deadline will not appear on a student's transcript. If a course is removed from a student's schedule after this deadline, it will be considered a withdrawal and a grade of "W" will be recorded. Term dates and deadlines, including the Add/Drop, Tuition Refund, Course Withdrawal, and Session Withdrawal deadlines, can be found on the [Academic Calendar](#).

Discrimination, harassment, and retaliation

Title IX of the Education Amendments of 1972 is a federal law which provides that no person be excluded on the basis of sex from participation in, be denied benefits of, or be subjected to discrimination under any education program or activity. Both Title IX and university policy [ACD 401](#) make clear that sexual violence and harassment based on sex is prohibited. An individual who believes they have been subjected to sexual violence or harassed on the basis of sex can seek support, including counseling and academic support, from the university. For information on resources, visit the sexual violence awareness, prevention, and response [website](#).

Student support resources

Academic program support

Graduate students in the College Health Solutions have access to the [Graduate Student website](#), which houses college resources and advising information.

Students are encouraged to explore related student organizations such as:

- Student Academy of Audiology, Advisors [Erica Williams](#) and [Mollie Harding](#)
- National Student Speech-Language-Hearing Association, Advisor [Myra Schatzki](#)
- [Graduate and Professional Student Association](#)

University resources

- [Graduate College](#)
- [Office of the University Provost](#)

Academic and career support

- [ASU Libraries](#)
- [Graduate Writing Center](#)
- [Career and Professional Development Services](#)
- [Handshake](#)
- [Graduate and Professional Student Association](#)
- [Student Clubs and Organizations](#)

Business and finance services

- [Financial Aid and Scholarship Services](#) (financial aid)
- [Student Business Services](#) (tuition, fees, and payments)
- [Parking and Transit Services](#) (permits, shuttles, public transit)
- [Sun Devil Card Services](#) (ID cards)
- [University Technology Office](#) (technology assistance)
- [Sun Devil Dining](#) (meal plans, M&G, hours)

Counseling services

ASU Counseling Services provides confidential, time-limited counseling and crisis services for students experiencing emotional concerns or other factors that affect their ability to achieve their goals. Support is available 24/7.

In-person counseling: Monday-Friday 8 a.m. – 5 p.m.

ASU Counseling Services, Student Services Building 234 Tempe, AZ 85287

480-965-6146

After-hours/weekends

Call EMPACT's 24-hour ASU-dedicated crisis hotline:

480-921-1006

For life threatening emergencies

Call 911

Disability accommodations

Reasonable accommodations are determined on a case-by-case, course-by-course basis to mitigate barriers experienced due to a disability ([SSM 701-02](#)). Students with disabilities who require accommodations must register with the [Student Accessibility and Inclusive Learning Services](#) and submit appropriate documentation. It is recommended students complete this process at the beginning of the term and communicate as appropriate with their instructor.

- Email: Student.Accessibility@asu.edu
- Phone: (480) 965-1234
- FAX: (480) 965-0441

Pregnancy: Students requesting services due to pregnancy ([SSM 701-10](#)) should be prepared to submit documentation regarding the pregnancy, any complications and clearance to return to school related activities. Student Accessibility can work with students to foster continued participation in a program, whether that be with academic accommodations such as absences or assistance requesting a leave, or through other requested accommodations.

Health and fitness

All ASU students enrolled in in-person programs have access to Sun Devil Fitness facilities on all campuses. For more information about facilities, membership and group fitness classes, please visit: <https://fitness.asu.edu>

For information about health insurance and appointments with care providers, please see the ASU Health Services website: <https://eoss.asu.edu/health>

International students

ASU's International Student and Scholars Center can provide support and answers to questions about visas, employment, scholarships and travel. To find more information or schedule an appointment with an ISSC adviser, visit the website: <https://issc.asu.edu/>

Veterans and military

The Pat Tillman Veterans Center provides guidance and support for students who are veterans, active-duty military or military dependents. For more information, please call the office at 602 496-0152 or visit: <https://veterans.asu.edu/>

Appendix

A: Program faculty

Not an exhaustive list

Tamiko Azuma, Ph.D., Associate Professor. ([profile](#)) Ph.D, Psychology, Arizona State University. Language, particularly semantic, processing, and memory impairments underlying communication disorders in normal aging, stroke, Alzheimer's disease, and Parkinson's disease.

Visar Berisha, Ph.D., Associate Professor. ([profile](#)) Ph.D, Electrical Engineering, Arizona State University. Human auditory cognition, computational psychoacoustics, automatic phoneme recognition, artificial bandwidth extension of speech and audio, human and machine learning.

B. Blair Braden, Ph.D., Associate Professor. ([profile](#)) Ph.D, Psychology, Behavioral Neuroscience, Arizona State University. Cognitive and brain aging in autism spectrum disorders.

Gene Brewer, Ph.D., Associate Professor. ([profile](#)) Ph.D, Psychology, University of Georgia. Learning and memory, attention, neuroimaging, cortical electrophysiology.

Ayoub Daliri, PhD, Assistant Professor, ([profile](#)) Speech and Hearing Sciences, University of Washington. Computational cognitive neuroscience; speech production; sensorimotor integration; stuttering.

Stephen Goldinger, Ph.D., Professor (Dpt. of Psychology). ([profile](#)) Ph.D. Cognitive Psychology, Indiana University. Memory, speech perception, spoken and printed word recognition, memory,

Xin Luo, Ph.D., Assistant Professor, ([profile](#)) Ph.D., Speech Processing, University of Science and Technology of China. Signal processing and pitch perception with cochlear implants.

Samuel McClure, Ph.D., Professor (Dpt. of Psychology). ([profile](#)) Ph.D. Neuroscience, Baylor College of Medicine. Cognitive neuroscience, brain systems of decision processes

Edward Ofori, Ph.D., Assistant Professor. ([profile](#)) Ph.D. Kinesiology, University of Illinois. Biomechanics, Alzheimer's Disease, Parkinson's Disease, sensorimotor abilities

Beate Peter, Ph.D., CCC-SLP, Associate Professor. ([profile](#)) Ph.D. Speech and Hearing Sciences, University of Washington. Molecular and statistical genetics; genetic etiologies of speech sound disorders; cortical electrophysiology; biomarkers of speech, language, and reading disorders; early intervention.

Corianne Rogalsky, Ph.D., Associate Professor, ([profile](#)) Ph.D. Psychology, University of California, Irvine. Neuroscience of language, cognition and music; aphasia, functional and structural neuroimaging.

Yi Zhou, Ph.D., Associate Professor, ([profile](#)) Ph.D. Auditory Neuroscience, Boston University. Auditory Neuroscience, study of the central auditory nervous system, especially auditory cortex.

B: Lab rotation agreement



Auditory Language Neuroscience

Lab Rotation Agreement

Instructions:

1. Student and supervising faculty meet to review expectations and fill out form.
2. Submit an electronic copy of the signed form (e.g., scan or a clear picture of the form) to Dr. Xin Luo (xinluo@asu.edu) and chsgrad@asu.edu by the end of the first full week of the semester.

Please type information

Student: _____
 Supervising Faculty: _____
 Semester and Year _____

The student's responsibilities in this lab rotation (specify the activities, meetings, products, etc. that are expected of the student):

Student signature: _____ Date: _____

Faculty signature: _____ Date: _____

C: Culminating experience agreement



Auditory Language Neuroscience Culminating Experience Agreement

Instructions:

1. Once you have found a faculty mentor, meet to review the requirements and expectations of your selected culminating experience. Refer to the program handbook for guidance.
2. Submit an electronic copy of the signed form (e.g., scan or a clear picture of the form) to Dr. Xin Luo (xinluo@asu.edu) and chsgrad@asu.edu by the indicated deadline:
 - a. Fall start students: May 15th, directly following your second term
 - b. Spring start students: December 15th, directly following your second term

Student Name:	Faculty Name (Director):
<input type="checkbox"/> Thesis	<input type="checkbox"/> Applied Project
General description of the thesis or applied project:	
Expectations:	
Other requirements:	
Student signature:	Date:
Faculty signature:	Date: