



Speech and Hearing Science, PhD

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 PhD program in Speech and Hearing Science at Arizona State University (ASU)! You have chosen an outstanding institution, program, and environment. This program is administered through the College of Health Solutions. Our faculty are excited to work with you and help you gain the skills and knowledge necessary to be innovative, impactful scientists in our field.

This handbook provides the foundation for your success in Speech and Hearing Science. It sets shared expectations for both faculty and students. Please keep this handbook as a reference as you navigate through the degree program. Let us know if any policies seem unclear. As a graduate student it is your responsibility to make sure you are following it in letter and in spirit.

As program director, I speak for the graduate faculty in reiterating our commitment to an innovative and rewarding educational journey. I look forward to working with you to achieve your PhD in Speech and Hearing Science, and beyond.

Corianne Rogalsky, PhD
Program Director

Vision and mission

To train graduate students to conduct independent research in the fields of speech, language and hearing, and to train future educators in the fields of speech, language, and hearing, thereby training our students to contribute to the community by generating research of public value.

Program overview

The PhD in Speech and Hearing Science is an academic research degree designed to prepare scholars for careers in basic and applied research. This program is highly customizable to each student's interests, and is guided by individual mentorship from each student's faculty mentor. Our faculty mentors are exceptionally strong in terms of research productivity, grant funding, and teaching/mentoring. As such, our students are rigorously trained in theories and applications of speech and hearing science, as well as professional skills such as grant writing, scientific presentations, and course development.

Faculty research spans the range from basic research to applied research in the areas of speech production and perception, hearing science, language development in monolingual and bilingual populations, professional and curriculum development, assessment and intervention of English language learners, memory and attention in clinical populations, discourse production in adults, early literacy development, cochlear implants, speech signal-analysis, the genetics of speech-language disorders, autism spectrum disorders, neuroscience of aphasia, and neural correlates of speech and hearing processing. Depending on a student's research interests, they may pursue the PhD in Speech and Hearing Science, or the PhD in Speech and Hearing Science with one of two concentrations (described below). All of our PhD students are well-prepared for tenure-track positions in academia, and leadership positions in industry.

- [Auditory and Language Neuroscience concentration](#): Provides integrated, intensive training in neuroscience approaches to the investigation of human communication disorders. Future treatments for many communication disorders rely heavily upon neuroscience, including biological interventions, neural prosthetics, and pharmacological interventions in addition to

individualized behavioral therapies. This concentration is based on an integrated approach in which speech, language, and hearing are all viewed as critical areas in students' academic and research training. Students will have the opportunity to conduct research projects and gain expertise through coursework and research experiences in neuropsychology, neurophysiology, neuroimaging, biological signal processing and/or psychoacoustic approaches to the field of speech, language and hearing science. Our college is in a unique position to provide this interdisciplinary training experience. Our faculty's backgrounds include engineering, neuroscience, and psychology, in addition to world-class expertise in speech-language pathology and auditory neural prosthetics.

- Translational Genetics of Communication Abilities concentration: Provides pioneering dual training in genetics and communication behaviors. Expertise in molecular genetics and bioinformatics equips students to investigate genetic etiologies and their downstream effects on cognitive and behavioral phenotypes inclusive of all levels of functioning from typical to disordered. Knowledge of genotype-phenotype associations provides the foundation for the translational components of this program: early identification and intervention, individualized management, and inter-professional approaches. This concentration leverages our strong research and clinical expertise across biosciences and translational clinical sciences. It closely interfaces with the Auditory and Language Neuroscience concentration by studying genetic effects on brain structures and functions to enhance our understanding of biological substrates. Program graduates will have the skills to understand and use techniques to build a network of genotype-phenotype associations and contribute to more effective clinical management of communication disorders using preventative, targeted, and inter-professional methods.

Program contacts

Program director: Corianne Rogalsky, corianne.rogalsky@asu.edu

Graduate support coordinator: Aaron Falvey, chsgrad@asu.edu

Program faculty: see [Appendix A](#)

Admission

Admission to the Speech and Hearing Science, PhD is available for Fall terms. Deadlines to apply can be found here: [SHS PhD](#), [SHS PhD - ALN concentration](#), [SHS PhD - TGCA concentration](#). Applications will be reviewed by the admissions committee only once all materials have been received. Applications received after the deadline will be reviewed; however, applicants are advised that funding availability is limited and typically awarded to applicants who submit their completed application by the deadline. Application status can be monitored in MyASU. Official admission decisions will be emailed to the student.

Quick Facts:

- Location: Tempe campus
- Start terms: Fall
- Time to completion: 4 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 degree in a related field and do not wish to earn a clinical master's degree; or a master's degree or equivalent in speech and hearing science, psychology, linguistics, or a related discipline from a regionally accredited institution. Note that typically applicants will have completed a master's or AuD degree or equivalent in speech and hearing science, speech language pathology, auditory and language neuroscience, psychology, linguistics, or a related discipline.

Personal statement – approximately 1-2 pages (double spaced); include motivation to pursue a PhD with a specific faculty mentor in our program, evidence of applicant's potential to succeed in a research-

intensive doctoral program, and goals for the future; examples of evidence of potential to succeed include technical skills, clinical experiences, and research achievements and interest.

Three letters of recommendation –from three individuals who can speak to one or more of the following: academic performance, clinical performance, or potential to succeed in a research-intensive doctoral program; recommenders are typically faculty, clinical or research supervisors; if the applicant has spent some time away from research or academia, it is still recommended to have some letters from those experiences, in addition to a more recent clinical or research supervisor.

Resume or curriculum vitae – include educational history, employment history, presentations and publications, and the name, mailing address, phone number, and email address for three academic references.

Writing sample (optional) – include publications, research manuscripts, or a sample of academic writing.

Mentor approach

Students work with a mentor from the beginning to the end of the doctoral program. The mentor is selected by mutual agreement between student and faculty based upon shared research interests of the student and research expertise of the faculty. *Prior to admission, the faculty member must state their willingness to mentor the student.* Therefore, you are encouraged to identify potential mentors prior to submitting your application materials and to visit with potential mentors virtually or in person to discuss your mutual research interests. This will allow you to consider important factors that may affect your decision to continue with your application. All mentors must be approved by the Graduate College to serve on a student's committee as a chair. See [Appendix A](#) for a list of program faculty who may serve as faculty mentors.

Review and selection process

Applications are first reviewed by Graduate Admission. Complete applications are reviewed by the PhD admission committee and the Speech and Hearing Science graduate faculty. Criteria for admission include:

- Evidence of excellence in scholarship and research potential based on previous academic record and research and/or clinical experiences.
- Professional goals compatible with a PhD degree
- Scholarly interests compatible with one or more Speech and Hearing Science graduate faculty
- Agreement by at least one member of the graduate faculty to serve as the primary mentor and chair of the student's supervisory committee.

The SHS PhD Executive Committee selects students for admission and prioritizes funding based on the quality of materials presented in the program application. To be eligible for federal grants, scholarships, and fellowship opportunities, applicants should complete a Federal Student Aid (FAFSA) application. The FAFSA application should be submitted at the same time as the program application. Ensure FAFSA results are sent to ASU (ID number: 001081).

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.

The Speech and Hearing Science, PhD program limits prior graduate credit transferred from other institutions to 6 credits. Additionally, up to 28 credits from a previous master's degree may be applied toward the program's elective area, with program approval.

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 Speech and Hearing Science, PhD does not have a program fee.

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

Depending on available funding, doctoral students may be employed as graduate assistants (GA). **Applicants are considered for these positions during the admissions process.** All GAs (teaching assistants and research assistants) 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 GAs will vary depending on faculty and academic program needs each semester.

If you have special skills, you should inform the program director accordingly. Faculty ultimately request GAs to assist them in teaching and research. Examples of duties performed by teaching and research assistants, are listed below, but may include additional duties as needed. International students must demonstrate English proficiency before they can begin a TA appointment. Refer to the [Graduate College TA/RA Policies and Procedures Handbook](#) for more information.

Teaching Assistants – College Funding:

- Preparation of materials for classroom presentations.
- Giving, monitoring, and grading examinations.
- Classroom demonstrations and presentations.
- Teaching laboratory sections.
- Library research.
- Holding office hours for students.
- Review sessions for course material and exams.

Research Assistants – College or Faculty Grant Funding:

- Setting up and maintaining equipment and instruments used in experiments.
- Running subjects and collecting data.
- Statistical treatment of data.
- Preparation of materials for presentations, manuscripts, and grant proposals.

- Library research.
- Transcription and data coding.

Curriculum and graduation requirements

Program requirements

The Speech and Hearing Science, PhD is comprised of 84 credits, including a written comprehensive exam, an oral comprehensive exam, and a dissertation.

Required Core (2 credits)

- SHS 701 Scientific Writing and Presentation in Communication Sciences and Disorders I (1)
- SHS 702 Scientific Writing and Presentation in Communication Sciences and Disorders II (1)

Concentration or Focused Electives (12 credits)

Research (21 credits)

- SHS 792 Research (12)
- research methods and statistics (9)

Electives or Additional Research (28 credits)

Other Requirements (9 credits)

- professional seminars (9)
- preliminary exam (0)
- comprehensive exams (0)

Culminating Experience (12 credits)

- SHS 799 Dissertation (12)

Note: Grades of B or better are required in the research methods and statistics courses.

Up to 28 credits from a completed master's degree may be used to fulfill the elective area, with program approval.

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

Committees

In addition to their faculty mentor, students will work with various faculty committees throughout the program. Each committee must have a chair, which is typically the faculty mentor, or two co-chairs. Additionally, each committee must have at least two other members, typically from the Speech and Hearing graduate faculty. Students can expect to interact with the following committees throughout their program:

- Supervisory committee – The purpose of this committee is to guide the student through the completion of the individual program of study, the initiation of programmatic research, the preliminary examination, and the comprehensive examinations. Faculty from other units and schools may be approved as Speech and Hearing graduate faculty for the purpose of serving on student committees. The composition of the supervisory committee should reflect both the range and depth of the student's academic focus areas and will often include members from other academic disciplines.

- Preliminary examination committee – The supervisory committee will constitute the preliminary exam committee to guide and assess students in the preliminary examination.
- Comprehensive examination committee – Faculty on the supervisory committee may continue and serve as the comprehensive examination committee or different faculty may be selected to serve on the comprehensive examination committee. This committee formulates and administers the written and oral comprehensive examinations.
- Dissertation committee – Upon advancement to doctoral candidacy and completion of the comprehensive examinations, the faculty mentor, in consultation with the student, selects a dissertation committee. The dissertation committee includes at least three members of the Speech and Hearing graduate faculty. This committee is usually the same as the comprehensive examination committee, although this is not a requirement. Any changes to the committee must be submitted to the Graduate College via the iPOS.

Annual review

Students are expected to finish their doctoral training in four years. This is important for funding and for professional reasons.

By *September 1st* during the first year of study the student and their mentor should complete an Individual Development Plan (a google form for the plan will be emailed by the program director to all students by early August). This plan is tailored to each student's individual interests and must be updated by September 1st each year in conjunction with the mentor to best meet the student's educational goals. The coursework portion of the plan should include (1) classes in one or more areas of concentration; (2) classes to meet the research methods and statistics requirement; (3) enrollment in professional seminars; and (4) fulfillment of the research credit requirements. The Individual Development Plan also includes a list of milestones and their anticipated completion dates as well as planned research, teaching, and service activities.

By *March 1st* each year of study the student and their mentor should complete the PhD Student Progress Report and submit this to the SHS PhD Executive Committee (a google form for the plan will be emailed by the program director to all students by early February). Funding decisions for the following year will be based, in part, on the student's progress in the program.

Teaching requirement

Students must complete successful teaching activities, typically during the third year of the program. These may take a number of forms including guest lecturing in courses or assuming responsibility for teaching or developing a section of a course or an entire course (unpaid). The extent and nature of the teaching activities will be determined by the student and the student's mentor and reported on the Annual PhD Student Individual Development Plan and Progress Report.

Concentration or focused electives area

All students must complete 12 credits of coursework that focus on issues related to human communication and its disorders (e.g., child language disorders; neurogenic communication disorders; language development; motor control; human biology; linguistics; auditory processing). These units may be completed in regular graduate-level (500+) courses or in special topic seminars and independent studies. A maximum of six of these credits can be earned in independent studies. Students in the traditional program must work with their committee to select appropriate courses that align with the student's interests and goals.

Students in the Auditory and Language Neuroscience (ALN) concentration must complete 12 units of coursework related to auditory and/or language neuroscience, with approval of their committee. Courses for the ALN concentration include, but are not limited to:

- APM 531 Mathematical Neuroscience I (3)
- BME 521 Advanced Motor Neuroscience for Engineers (3)
- BME 566 Medical Imaging Instrumentation (3)
- NEU 556 Human Systems Neuroscience (3)
- PSY 528 Sensation and Perception (3)
- PSY 535 Cognitive Processes (3)
- SHS 511 Auditory Perception by the Hearing Impaired (3)
- SHS 513 Neurophysiology of the Auditory System (3)
- SHS 543 Functional Neuroimaging of Language and Related Processes (3)

Students in the Translational Genetics of Communication Abilities (TGCA) concentration must complete 12 units of related coursework, with approval of their committee. Courses for the TGCA concentration include, but are not limited to:

- BIO 543 Molecular Genetics and Genomics (3)
- BMI 502 Foundations of Biomedical Informatics Methods I (3)
- BMI 505 Foundations of Biomedical Informatics Methods II (3)
- BMI 516 Advanced Biomedical Data Analysis (3)
- BMI 520 Modeling Gene Regulatory Networks (3)
- BMI 540 Problem Solving in Biomedical Informatics (3)
- BMI 550 Translational Bioinformatics (3)
- BMI 555 Statistical Learning for Data Mining (3)
- BMI 608 Project Management for Interdisciplinary Teams (3)
- BMI 612 Applied Data Mining (3)
- CDE 531 Theoretical Issues in Child Development (3)
- CDE 533 Research Issues in Child Development (3)
- GCO 530 Genetic Counseling Fundamentals (3)
- GCO 540 Foundations of Medical Genetics (3)
- GCO 570 Clinical Genetics (3)
- GCO 625 Cultural, Ethical & Legal Aspects of Genetics (3)
- GCO 650 Cancer, Cardiac Genomics and Precision Medicine (3)
- GCO 659 Embryology and Genetics (3)
- GCO 691 Journal Club I - IV (1)
- HCD 501 Biostatistics and Data Management (3)
- HCD 510 High-Value Patient-Centered Care (3)
- HCI 554 Outcomes Evaluation (3)
- LAW 617 Genetics and the Law (3)
- MCB 555 Advanced Molecular and Cellular Sciences (3)
- MCB 556 Advanced Molecular and Cellular Biology II
- PSY 555 Experimental and Quasi-Experimental Designs for Research (3)
- SHS 544 Introduction to Genetics: Implications for Health, Disease and Society (3)

Research area

Students are required to demonstrate proficiency in research methods (e.g. research design, statistics) by successfully completing one or more *graduate-level* courses in research design and at least two additional *graduate-level* courses in statistics during enrollment in the program. A data management course does not qualify as a research methods or statistics course. While only 9 credits are required, program faculty highly recommend completion of 12 units of research methods and statistics. **The particular research methods and statistics courses to be taken should be agreed upon with the faculty mentor, as course selection is dependent upon student's previous knowledge and current research area.** A minimum grade of B is required in the research methods and statistics courses.

- *Research methods requirement.* The research method requirement may be satisfied by completing graduate-level research methods courses in approved departments. Sample courses include:
 - FAS 598 Topic: Quantitative Methods in the Social Sciences I (4)
 - FAS 598 Topic: Quantitative Methods in the Social Sciences II (4)
 - SHS 542 Applied Research Methods in Auditory and Language Neuroscience (3)
- *Statistics requirement.* Relevant course sequences to satisfy the statistics requirement are offered in a number of departments on campus. These include but are not limited to courses such as Analysis of Variance, Multiple Regression, Multivariate Data, Structural Equations, Applied Regression Analysis, Applied Analysis of Variance, Applied Multivariate Analysis, and Hierarchical Linear Modelling. Sample courses include:
 - FAS 505 Applied Regression Analysis (3)
 - PSY 530 Intermed Statistics (4)
 - PSY 531 Multiple Regression in Psychological Research (4)
 - PSY 532 Analysis of Multivariate Data (3)
 - PSY 533 Structural Equation Modeling (3)
 - PSY 537 Longitudinal Growth Modeling (3)
 - PSY 591 Topic: Archival Methods & Big Data for Social Psychology (3)
 - STP 530 Applied Regression Analysis (3)
 - STP 531 Applied Analysis of Variance (3)
 - STP 505 Bayesian Statistics (3)

The student in collaboration with their faculty mentor will select a sequence that is most appropriate for the type of research the student intends to conduct. It is the responsibility of the student's supervisory committee to ensure that the student has attained a level of mastery necessary for embarking on an independent research career. Should the supervisory committee recommend that a student be exempt from this requirement due to achievements in previous educational or professional capacities, the student should connect with the program director and graduate support coordinator for guidance.

Students must complete 12 credits of SHS 792 Research in preparation for the dissertation. Typically, students enroll for 3 credits each semester for the first two years of the program. During this time, the student is expected to conduct on-going research under the direction of their faculty mentor or with a faculty member who serves on the student's supervisory committee. This research program should lead to increasing research independence. Research conducted during the first three semesters of study is part of the preliminary examination.

Electives or additional research area

Students who enter the program with a prior master's or AuD degree may apply, with program approval, up to 28 credits toward the SHS PhD degree, generally applied to the Electives or Additional Research

area. Students accepted into the program without an approved prior graduate degree are required to take additional courses in order to meet the 84 total credit requirement. Students should consult their faculty mentor and the program director regarding appropriate courses.

Professional seminars

The program faculty are committed to producing graduates who are well-trained in all aspects of their future careers in the field. To this end, students are required to complete at least 11 credits of doctoral professional seminars, which include SHS 701 and SHS 702. A maximum of twelve seminar credits may be applied toward the program. The following professional seminar courses must be completed, including fulfilling the competencies of *teaching, grant writing, and career development*.

- SHS 701 Scientific Writing and Presentation in Communication Sciences and Disorders I (1), taken in Spring of year 1
- SHS 702 Scientific Writing and Presentation in Communication Sciences and Disorders II (1), taken in Fall of year 2
- SHS 790 Topic: Writing Group (1), offered in Fall, taken in Fall of year 3. It is highly encouraged that students use the writing group course to focus on revising/refining a grant proposal, but manuscript writing will also be supported. May be taken twice for a total of 2 credits.

Teaching: The teaching competency can be met by successfully completing one of the following courses:

- SHS 790 Topic: Effective Course Development, Teaching, Mentoring (1), typically offered every other Fall
- Independent study teaching preceptorship
- Other courses may be approved by the program director to fulfill the teaching competency.

Grant writing: The grant writing competency can be met by successfully completing one of the following courses:

- SHS 790 Topic: Grant Writing Practicum (1-3), independent study with the student's faculty mentor resulting in a complete grant application, can be repeatedly taken in multiple semesters for additional grant applications
- CHS 791 Topic: F31 Grant Writing (3), typically offered in Spring
- Other courses may be approved to fulfill this grant writing competency. To be considered for approval, they must include the student producing at least one major component of a grant proposal, if not a full grant proposal.

Career development: The career development competency can be met by successfully completing one of the following courses:

- SHS 790 Topic: Preparing for Your Post Doc or Faculty Position (1), typically offered every other Spring
- GRD 791 Topic: Preparing Future Faculty & Scholars (2), often 1 credit in Fall session A, 1 credit in Fall session B
- Other approved courses focused on preparing students for entering academic and industry careers

Other doctoral professional seminars tailored to a student's specific interests should be taken to complete the remaining required credits of professional seminars that are not fulfilled as part of the

required professional seminars or achieving the teaching, grant writing, and career development competencies. Some examples include:

- Any of the seminars listed above that are not already being used to fulfill a competency
- BMD 562 Bioethical Issues in Applied Biomedicine (3)
- BME 591 Topic: Bioengineering Seminar (1)
- EXS/NTR 791 Seminars (1-12)
- PSY 502 Professional Issues in Psychology (3)
- PSY 598 Special Topics (1-3), topics include: Science of Art, Music, and Brain Activity; and, Cognition Action Perception Seminar.
- PSY 591 Seminar (1-3), topics include: Communication for Scientists; Ethics; Neuroscience of Attention; and, Theories of Development.
- SHS 790 Topic: Responsible Conduct of Research (1)
- Other courses that are focused on development of professional skills may be approved

Sample schedules for completing the professional seminar requirements are included below:

Sample Schedule 1

Fall 1	Spring 1	Fall 2	Spring 2
[none, but fulfill responsible conduct of research requirement]	<ul style="list-style-type: none"> • SHS 701 • CHS 791 Topic: F31 Grant Writing (3) 	<ul style="list-style-type: none"> • SHS 702 • SHS 790 Grant Writing Practicum (3) 	<ul style="list-style-type: none"> • SHS 790 Topic: Preparing for Your Post Doc or Faculty Position
Fall 3	Spring 3	Fall 4	Spring 4
<ul style="list-style-type: none"> • SHS 790 Topic: Effective Course Development, Teaching, Mentoring (1) • SHS 790 Topic: Writing Group (1) 	[none]	<ul style="list-style-type: none"> • Seminar in another unit [e.g. BMD 562, PSY 591, etc.] 	[none]

Sample Schedule 2

Fall 1	Spring 1	Fall 2	Spring 2
[none, but fulfill responsible conduct of research requirement]	<ul style="list-style-type: none"> • SHS 701 	<ul style="list-style-type: none"> • SHS 702 • SHS 790 Topic: Effective Course Development, Teaching, Mentoring (1) 	<ul style="list-style-type: none"> • SHS 790 Topic: Grant Writing Practicum (3)
Fall 3	Spring 3	Fall 4	Spring 4

• SHS 790 Topic: Writing Group (1)	• SHS 790 Topic: Preparing for Your Post Doc or Faculty Position	• Seminar in another unit [e.g. BMD 562, PSY 591, etc.]	• Seminar of choice/in another unit [e.g. PSY 591]
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Preliminary examination

Students are required to complete an initial research project in their first two years of the program. This is referred to as the preliminary examination. The student's preliminary examination committee will be the same as their supervisory committee. A project proposal must be developed and defended by the end of the second term (Spring, year 1). The project must be completed by the end of the student's third term (Fall, year 2).

Preliminary examination proposal/prospectus

- The prospectus for the preliminary exam research project must be completed by the end of the second semester of enrollment.
- For the Auditory & Language Neuroscience (ALN) concentration, the preliminary exam research project must be within the field of auditory and/or language neuroscience, as determined by the student's committee.
- For the Translational Genetics of Communication Abilities (TGCA) concentration, the preliminary exam research project must be within the field of genetics as it relates to communication phenotypes, whether normal or disordered. The student's committee will advise on the appropriate scope of the topic.
- A copy of the completed title page, abstract, introduction, methods, and proposed analyses sections of the manuscript, along with a complete reference list, must be provided to all members of the student's supervisory committee at least one week prior to the oral presentation. A late submission may result in a grade of 'fail' for that portion of the preliminary exam.
- The oral presentation is scheduled at the end of the second semester of study. Each student will give a formal presentation of their prospectus to their supervisory committee after which they will answer questions about their proposed study, including questions about their written prospectus and oral presentation.
- Based on the quality of the prospectus, the written document, and the oral presentation, the supervisory committee will issue a grade of "pass," or "fail." A form documenting the student's performance will be submitted to the chair of the SHS PhD Executive Committee and to the program director by the supervisory committee chair (see [Appendix C](#)).
 - A grade of "pass" indicates the student successfully completed and presented the preliminary exam prospectus. This indicates that this portion of the preliminary examination requirement for continued enrollment in the PhD program has been fulfilled and the student is permitted to proceed with coursework and research advancing toward the second portion of the preliminary exam. The supervisory committee may require the student to make changes to the oral presentation or written document before issuing a grade of "pass."
 - A grade of "fail" indicates that the student's performance on the prospectus portion of the preliminary examination was unsatisfactory. This grade is issued when the supervisory committee determines that the scope and/or nature of the deficits evidenced in the prospectus portion of the preliminary examination will likely preclude successful

completion of the PhD program. The student will be recommended for dismissal from the program. Dismissal and appeal procedures will be outlined in the dismissal notification.

Preliminary examination defense

- The defense for the preliminary exam research project must be completed by the end of the third semester of enrollment.
- A copy of the completed title page, abstract, introduction, methods, results, and discussion sections of the manuscript, along with a complete reference list, must be provided to all members of the student's supervisory committee at least one week prior to the oral presentation. A late submission may result in a grade of "fail."
- The oral presentation is scheduled at the end of the third semester of enrollment. Each student gives a formal presentation of their project to an open audience of students, faculty and staff. After their presentation the student will answer questions from their supervisory committee and from other audience members.
- Based on the quality of the defense, the written document, and the oral presentation, the supervisory committee issues a grade of "pass" or "fail." A form documenting the student's performance will be submitted to the chair of the SHS PhD Executive Committee and to program director by the supervisory committee chair (see [Appendix D](#)).
 - A grade of "pass" indicates the student successfully completed, presented, and defended the preliminary exam project. This indicates that this portion of the preliminary examination requirement for continued enrollment in the PhD program has been fulfilled and the student is permitted to proceed with coursework and research. The supervisory committee may require the student to make changes to the oral presentation or written document before issuing a grade of "pass."
 - A grade of "fail" indicates that the student's performance on the defense portion of the preliminary examination was unsatisfactory. This grade is issued when the supervisory committee determines that the scope and/or nature of the deficits evidenced in the defense portion of the preliminary examination will likely preclude successful completion of the PhD program. The student will be recommended for dismissal from the program. The dismissal notification will include appeal procedures.

Comprehensive examinations

Near the completion of course work and *prior to* commencing dissertation research the student must pass both a comprehensive written examination and an oral comprehensive examination covering their field of study. As this comprehensive examination occurs prior to dissertation research it serves two important purposes. First, it provides an opportunity for the student to demonstrate an appropriate depth and breadth of knowledge in their primary area(s) of interest. Demonstration of an appropriate level of expertise is prerequisite to the development of a doctoral dissertation. Second, the exam provides an opportunity to identify any remaining area(s) of weakness that may be remediated through additional coursework or educational activities. If the weaknesses reflect fundamental problems with a student's knowledge base or their aptitude for interpreting and synthesizing research the student may be dismissed from the program.

The comprehensive examination is administered and evaluated by the comprehensive examination committee, which includes at least three members of the Speech and Hearing Science graduate faculty. Typically, students will have taken one or more classes or independent studies with each of the comprehensive examination committee members or will have been involved in research in their labs.

Students are encouraged to meet with each member of the committee in the semester preceding the exam to determine the most appropriate preparation procedures. This usually involves identifying an area or topic that will be the focus of the examiner's questions; the expected format of the written exam; and the most efficient and effective strategies for preparing for the exam. The examiner may provide as much or as little information about the exam and preparation as they believe is appropriate. The chair of the comprehensive examination committee (typically the student's faculty mentor) will communicate to the other committee members the procedures and schedule of the written and oral comprehensive exam components. If the comprehensive exams are completed during the summer term, students must be enrolled in at least 1 credit hour of graduate level coursework during the summer term. This could be research credit (SHS 792) or continuing registration credit (SHS 795).

Written examination

The written examination should take place during the student's second year unless other arrangements have been approved by the comprehensive examination committee. The exam may take one of the following formats:

- Students write responses to questions posed by each committee member in three-hour blocks of time (each block dedicated to the questions of one committee member). Typically, students complete the written examination in two working days (writing mornings and afternoons on two consecutive days), but the written examination must be completed in no more than five working days; or
- Students complete a written paper for each member of the committee.

For the Auditory and Language Neuroscience (ALN) concentration, at least two of the three questions posed by the committee members must be focused within the area of auditory and/or language neuroscience. Similarly, for the Translational Genetics of Communication Abilities (TGCA) concentration, at least two of the three questions must be focused on aspects of genetics aspects of communication abilities or disabilities.

The student will be notified of their grades on the written portion of the comprehensive exam by the committee chair within two weeks of completing the final papers or exam. One grade will be submitted to the comprehensive examination committee chair from each committee member. Students may "pass" or "fail."

- A grade of "pass" indicates that the student addressed the questions at a level of quality commensurate with the examiners' expectations. Any member of the committee may require the student to make minor changes to the written document before issuing a grade of "pass." The required changes must be provided to the student in writing and copied to the chair of the program committee. The student may not advance to the oral exam until they have received a grade of "pass" from each comprehensive exam committee member. Students who receive a grade of "pass" from each committee member will advance to the oral defense within two weeks of receiving their grades.
- A grade of "fail" is given when the majority of responses are inaccurate, insufficient, or unacceptable. A failing grade from any committee member is a failing grade for the entire written examination. Failing the written comprehensive examination is considered final unless the exam committee and the head of the academic unit recommend, and the dean of the Graduate College approves, a re-examination. Only one re-examination is permitted. A petition with substantial justification for re-examination, endorsed by the members of the students' examination committee

and the head of the academic unit, must be approved by the dean of the Graduate College before students can take the examination a second time. Re-examination may be administered no sooner than three months and no later than one year from the date of the original examination. Results of the written examination are recorded on the *Report of Doctoral Comprehensive Examinations Form* (see [Appendix E](#)) and given to the graduate support coordinator who will submit them via the iPOS to the Graduate College.

Oral examination

The oral examination will be given within two weeks of notification of a passing grade on the written examination. The comprehensive examination committee will conduct a closed meeting with the student lasting approximately two hours. The purpose of this meeting is to allow committee members to assess the student's level of understanding and expertise in any area they consider appropriate and relevant to the knowledge base of the student.

Typically, the content of the written examination serves as a springboard for the oral comprehensive examination wherein students are asked to extend, defend, and clarify their responses to written examination questions or papers. The discussion may also include questions in areas of expertise that were not covered in the written examination. The meeting is adjourned when the comprehensive examination committee agrees that they have sufficient information upon which to render a final grade. The student is asked to leave the room while the committee deliberates and is invited back into the room to hear the committee's decision. Students may pass, fail, or be granted a retest.

- A grade of “*pass*” indicates that the student is advanced to doctoral candidacy and may embark on development of a dissertation proposal (*prospectus*).
- A grade of “*re-test*” is rendered when the comprehensive examination committee believes the student has the capability to successfully complete the comprehensive examination at a later date. If a “*re-test*” is the grade rendered, the examination committee and the program director recommend a re-examination. A re-examination will be permitted with approval of the dean of the Graduate College. Only one re-examination is permitted. A petition with substantial justification for re-examination, endorsed by the members of the student’s examination committee and the program director, must be approved by the dean of the Graduate College before students can take the examination a second time. Re-examination may be administered no sooner than three months and no later than one year from the date of the original examination.
- A grade of “*fail*” indicates that the student did not demonstrate the appropriate level of knowledge and expertise required for dissertation work and that it is unlikely that additional time and study will result in success. In this situation, the student will be recommended for dismissal from the program. The dismissal notification will include appeal procedures.

Results of the oral examination are recorded on the *Report of Doctoral Comprehensive Examinations Form* (see [Appendix E](#)) and given to the graduate support coordinator who will submit them via the iPOS to the Graduate College.

Dissertation

The dissertation will consist of a fully documented written product of mature and original scholarship. It must be a significant contribution to knowledge that reflects the student's creativity and competence in independent research. For the Auditory and Language Neuroscience concentration, the dissertation research must be on a topic within the area of auditory and/or language neuroscience. For the Translational Genetics of Communication Abilities (TGCA) concentration, the dissertation research must

be on a topic that links genetics aspects with communication abilities/disabilities. Failure to follow required procedures or to meet required deadlines will delay graduation.

The dissertation may be in one of two formats based on approval of the dissertation committee:

1. A traditional dissertation, or
2. The introduction of a traditional dissertation and one or more written manuscripts ready for submission to a peer-reviewed journal. Depending on the scope of dissertation research the dissertation committee may approve a single manuscript.

Prospectus: Prior to conducting dissertation research, each student must submit a written dissertation prospectus that is defended orally and approved by the dissertation committee. The written prospectus may be in one of two formats based on approval of the dissertation committee:

1. The introduction and methods sections of a traditional dissertation or
2. The introduction of a traditional dissertation and the introduction and methods for a publishable manuscript.

Dissertation research may not proceed until all committee members approve the research at or following the prospectus meeting. In addition, if human subjects will be included in the research, IRB approval must be received before research begins. Dissertation committee approval indicates that the committee finds the project to be of suitable scope and depth for dissertation work and that the design, as outlined in the prospectus, is sound and feasible. After successfully completing the prospectus meeting the student must have all committee members sign the *Results of the Doctoral Dissertation Proposal/Prospectus Form* (see [Appendix F](#)) and submit it to the graduate support coordinator who will submit the results via the iPOS to the Graduate College.

If the prospectus defense is completed during the summer term, students must be enrolled in at least 1 credit hour of graduate level coursework during the summer term. This could be research credit (SHS 792) or continuing registration credit (SHS 795).

Academic credit: Research conducted after successfully passing the dissertation prospectus is considered dissertation research (SHS 799). Typically, students enroll in 3-6 units each semester. Once students begin registering for dissertation credits they must do so continuously each semester until the dissertation has been successfully defended. Students may complete more than 12 units of SHS 792 and more than 12 units of SHS 799; however, only 12 units of SHS 799 may be counted on the student's program of study (iPOS).

Scheduling the defense: Once the student's committee has approved scheduling of the dissertation defense, the student will:

- Work with chsreception@asu.edu to book a room for their defense. Students must know the location of their defense before they can schedule their defense through the Graduate College.
- Student enters their defense date for approval by the Graduate College through the iPOS. The oral defense must be scheduled at least 10 business days before the anticipated defense date. Please see the available [resources](#) to help prepare for your defense, which includes the 10-Working Day Calendar.
- Email chsgrad@asu.edu and chsreception@asu.edu the defense template to announce the defense to faculty and students.
- Once the request has been submitted, the request must be approved by the program. Note: the defense is not officially scheduled until approved by the program and the Graduate College.

Dissertation submission: Once the defense has been scheduled, the student must upload their complete, defense-ready document for format review to the Graduate College 10 calendar days prior to the defense.

1. Students must submit documents through their iPOS by clicking on the Format tab and uploading a Word or PDF document as an attachment. If you are attaching multiple files, the documents must be submitted as a compressed zip file.
2. Documents should only be submitted after consultation with the student's committee/chair and must be a complete, defense-ready document (i.e. meets standards set by the [ASU Graduate College Format Manual](#), complete content).
3. The Graduate Format team will not review incomplete documents or those that have not been formatted according to the format manual. If a partial or incomplete document is submitted, the document will be returned without evaluation and revisions will be requested before further review.
4. Students must be enrolled in at least (1) credit hour during the semester they plan to defend their thesis/dissertation and while working on format revisions.

Oral dissertation defense: All students are required to hold a **public** defense of their dissertation on an ASU campus. The dissertation committee should be provided an electronic copy of the "final" dissertation no fewer than 10 business days prior to the oral defense. Students should plan for 3 hours for their dissertation defense. In addition, an abstract of the dissertation and information about the defense time and location should be sent to chsgrad@asu.edu and chsreception@asu.edu no fewer than 10 business days in advance of the oral dissertation defense (This allows the program to invite the public to attend the dissertation). The defense typically includes an oral presentation by the student, time for questions from the dissertation committee and attendees, and a closed-door committee meeting to discuss the outcome of the defense.

Committee presence at defense: The student, committee chair (or one co-chair), and at least 50% of the committee must be physically present at the defense. If the chair or 50% of the committee cannot be physically present, then the oral defense must be rescheduled to another date. If a member(s) cannot be physically present at the defense, that committee member may participate in the defense in one of three ways. These options are listed in the order of preference:

- The absent committee member videoconferences into the defense location.
- The absent committee member teleconferences into the defense location.
- The absent committee member provides a substitute to be physically present (approved by the committee chair, the head of the academic unit & graduate college) for the defense only. The substitute must be someone who is approved to serve on graduate supervisory committees for that program. The absent committee member should provide the substitute questions, in writing, to be asked at the defense. The substitute, although respecting the opinions expressed by the regular committee, must be free to use his/her judgment in voting on whether the student passes or fails the defense.

An email needs to be sent to grad-gps@asu.edu with the student's ID number and the name of the tele/videoconferencing member. If a committee member will be absent from the defense, the committee chair/co-chair or graduate support coordinator must notify the Graduate College as quickly as possible via phone at (480) 965-3521 before the defense takes place. In order to assign a substitute, be prepared to provide the Graduate College with the full name and email address of the faculty member who will serve as the substitute. This information must be submitted before the defense.

Dissertation grading: Immediately upon completion of the oral presentation and dissertation defense, the dissertation committee meets privately to render a grade of either *pass* or *fail*.

- A *passing grade* is rendered upon successful completion of the written document, oral presentation, and dissertation defense. The student must revise the document as specified by their dissertation committee. The document must then be submitted to the Graduate College for final format approval. It is the student's responsibility to follow Graduate College procedures for dissertation submission and to meet required deadlines found [here](#).
- A *failing grade* indicates that the student has failed the final requirement for attaining a PhD in Speech and Hearing Science and the student is dismissed from the program without receiving the degree.

The dissertation committee will receive instructions regarding defense reporting procedures via email from the Graduate College 7 days prior to the defense. Faculty serving on the dissertation committee may access iPOS through their MyASU in order to report results. Reported results can be viewed in iPOS under the Defense Results tab.

Degree completion/ final revisions: The student is to make any final corrections to the dissertation as recommended by the dissertation committee and then the final version of their document (that has been approved by the mentor and dissertation committee) is evaluated by a format reviewer in the Graduate College and submitted to UMI/ProQuest for printing.

Keep in contact with the format advisors (gradformat@asu.edu) as well to complete all format changes. To avoid jeopardizing your graduation, be sure to submit your final revisions by the posted semester deadline. If the deadline is not met, the student will be required to register (and pay) for one (1) graduate-level credit hour the following semester to be able to graduate.

Revision process: After making the required corrections outlined in the email and reviewed the entire document, then upload the document to the Graduate College via your iPOS. (Note: A format advisor checks your work against the Format Manual requirements. They also spot-check for misspellings, inconsistencies, typographical errors, and grammatical problems, but a thorough review of the entire document for these errors is the responsibility of the student and his/her chair.). Turnaround time for review fluctuates depending upon the volume of documents, and increases as the semester deadlines approach, students should expect a response within 3-5 business days. This process will continue until your document is ready for electronic submission through UMI/ProQuest.

Final submission to ProQuest: Student will receive an email from the format advisor notifying you that your document is ready for electronic submission through UMI/ProQuest. Read the email carefully as you may receive instructions before final submission to UMI/ProQuest. You must have received format approval from the Graduate College and ensure your defense results have been reported to the Graduate College through iPOS in order to be eligible to complete the final step of submitting to ProQuest.

Master in passing

The Speech and Hearing Science, PhD does not offer a master's degree in passing. Students who wish to earn a clinical master's degree in addition to a PhD must apply to and be accepted into the [Communication Disorders, MS](#) program first. Upon nearing completion of that degree, students can apply to the PhD program.

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.

Note: Students completing a doctoral program may only participate in graduation ceremonies if all degree requirements are met prior to the ceremony. Students who need an extra semester to complete coursework must defer their graduation to the next term and participate in the next available ceremony.

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.

Sample Plan of Study, Fall Start

Term/ Session	Course	Credits
Year 1 - Fall	SHS 792 Research	3
	Research Methods or Statistics course	3
	Concentration or Focused Elective	3
Year 1 - Spring	SHS 701 Scientific Writing and Presentation in Communication Sciences and Disorders I	1
	SHS 792 Research	3
	Research Methods or Statistics course	3
	Concentration or Focused Elective	3
	Preliminary Examination Prospectus	0
	SHS 702 Scientific Writing and Presentation in Communication Sciences and Disorders II	1
Year 2 - Fall	SHS 790 Topic: Effective Course Development, Teaching, Mentoring	1
	SHS 792 Research	3
	Research Methods or Statistics course (optional)	3
	Concentration or Focused Elective	3
	Preliminary Examination Defense	0
	SHS 790 Topic: Grant Writing Practicum	1-3
Year 2 - Spring	SHS 792 Research	3
	Research Methods or Statistics course	3
	Comprehensive Examinations	0
	SHS 790 Topic: Writing Group	1
Year 3 - Fall	Concentration or Focused Elective	3
	Optional elective	3
	SHS 790 Topic: Preparing for Your Post Doc or Faculty Position	1
Year 3 - Spring	Optional electives	6
	Dissertation Prospectus	0
	SHS 799 Dissertation	6
Year 4 - Fall	Professional Seminar in another unit [e.g. BMD 562, PSY 591, etc.]	1-3
	SHS 799 Dissertation	6

	Professional Seminar in another unit [e.g. BMD 562, PSY 591, etc.]	1-3
	Dissertation Defense	0

Note: This sample plan assumes application of credits from a previous master's or AuD degree toward the SHS program elective or additional research area. Students should consult with their faculty mentor, the program director, and the graduate support coordinator for an individualized study plan.

Part-time status

Students are expected to enroll in 9 to 12 credits per semester (full-time status) until passing the written and oral comprehensive exams. In rare circumstances, students who wish to take fewer than 9 credits per semester may be admitted to the program with written approval by their faculty mentor and the SHS PhD Executive Committee. In this case, a program of study, including a *detailed timeline*, must be formulated by the student's mentor and submitted to the SHS PhD Executive Committee for approval during the student's first semester. Students enrolled on a part-time basis must complete their preliminary exam project proposal by the end of their second semester of study and their preliminary exam project defense by the end of their third semester of study, regardless of part-time status.

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

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.

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](#).

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.

Time to completion limit

Doctoral students must complete all program requirements within a ten-year period. Graduate courses taken prior to admission that are included on the iPOS must have been completed within three years of the semester and year of admission to the program (previously awarded master's degrees used on the Interactive Plan of Study are exempt). The ten-year period begins with the term of admission to the doctoral 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 probationary conditions for continued participation. Students may appeal a recommendation for dismissal by following [established procedures](#).

Responsible conduct of research and academic integrity

During the first semester of enrollment, students must successfully complete the responsible conduct of research and academic integrity training. Information on options of how to complete this training will be provided during new student orientation. Training typically includes online or in-person workshop(s) and completion of ASU's Internal Review Board's [Human Subjects Training](#) online course.

All research activities involving the use of human or animal subjects must be reviewed and approved by ASU's Internal Review Board (IRB) before data collection can begin. Students may not solicit subject participation or begin data collection until they have received approval from their faculty mentor and written approval from the IRB. Click [here](#) for IRB submission guidelines.

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

The following student organizations are recommended for students in this program:

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

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

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

Note: Faculty who can mentor students within a concentration are noted as such in the last column. "ALN" indicates the faculty member can mentor for the Auditory and Language Neuroscience concentration. "TGCA" indicates the faculty member can mentor for the Translational Genetics of Communication Abilities concentration.

Name	Title	Area(s) of Specialization	Concentration
<i>Speech and Hearing Science</i>			
<i>may serve as faculty mentor/chair or committee members</i>			
Tamiko Azuma	Associate Professor	Neuropsychology of language, learning & memory, traumatic brain injury	ALN, TGCA
Visar Berisha	Associate Professor	Biological signal processing	ALN, TGCA
Blair B. Braden	Assistant Professor	MRI, Autism Spectrum Disorder	ALN, TGCA
Ayoub Daliri	Assistant Professor	Cortical electrophysiology, speech fluency	ALN, TGCA
Michael Dorman	Research Professor	Neural prosthetics & Psychoacoustics	ALN
Shelley Gray	Professor	Language, learning & memory, developmental language & reading disorders	ALN, TGCA
Julie Liss	Associate Dean and Professor	Motor speech processes and disorders	ALN, TGCA
Xin Luo	Assistant Professor	Cochlear implants	ALN, TGCA
Beate Peter	Associate Professor	Genetics, Bioinformatics, Neural bases of developmental speech and language disorders, Cortical electrophysiology	ALN, TGCA
Corianne Rogalsky	Associate Professor	Neuroimaging, Aphasia, Neurobiology of language, music & cognition	ALN, TGCA
Nancy Scherer	Professor	Genetic speech & craniofacial disorders, Genetics, Early intervention	ALN, TGCA
William Yost	Research Professor	Auditory perception, Psychophysics	ALN
Yi Zhou	Associate Professor	Auditory Neurophysiology, Psychoacoustics	ALN, TGCA
<i>Other Departments</i>			
<i>may serve as committee members</i>			
Valentin Dinu	Associate Professor, Biomedical Informatics	Bioinformatic analysis of genomic data	TGCA
Kathryn Lemery-Chalfant	Professor, Psychology	Genetics and epigenetics of behavioral traits	TGCA
Candace Lewis	Assistant Professor, School of Life Sciences, Psychology	Genetics, epigenetics	ALN, TGCA
Li Liu	Assistant Professor, Biomedical Informatics	Evolutionary bioinformatic analysis of genomic data	TGCA
Jason Newbern	Associate Professor, School of Life Sciences	Genetics, developmental neuroscience, neurons, glia	TGCA

Melissa Wilson	Associate Professor, School of Life Sciences	Computational evolutionary biology, sex-based biology	TGCA
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B: Checklist for completing degree

Year one

Prior to first semester

- A mentor will be assigned during the admission process; no student will be admitted without a faculty member who is willing to act as the mentor. The mentor will function as the chair of the program committee.

During year one

- Prepare Annual PhD Student Individual Development Plan with mentor by September 1 and the Progress Report section by March 1; select two additional faculty members to serve on the supervisor committee (who will also evaluate the first-year project prospectus).
- Enroll in 9-12 credit hours per semester, including 3 research credits (SHS 792) each semester;
- By the end of the fall semester, fulfill the Responsible Conduct of Research and Academic Integrity requirement
- In the spring semester, enroll in SHS 701 Scientific Process I: Research Review & Development
- Complete research methods and statistics course requirements.
- Work on preliminary exam research project prospectus.

Near end of year one

- Written (journal-style) manuscript for introduction and methods of preliminary exam project submitted to committee members.
- Oral presentation and defense of preliminary exam prospectus.
- After successful completion of preliminary exam prospectus mentor and student, in conjunction with the program committee, outlines course of study for (minimally) the second year.

Year two

During year two

- Update Annual PhD Student Individual Development Plan with mentor by September 1 and the Progress Report section by March 1.
- Continue course work, including SHS 702 in the fall.
- Continue non-dissertation research activities (6 credits of 792).
- Defend preliminary exam project end of fall semester.

Near end of year two

- Assemble comprehensive examination committee.
- Begin preparations for comprehensive examination.
- Take comprehensive exam end of Spring or Fall semester.
- File Program of Study (iPOS) with graduate support coordinator, which will be routed to the Graduate College.

Year three

During year three

- Prepare Annual PhD Student Individual Development Plan with mentor by September 1 and the Progress Report section by March 1.
- Continue with any additional course work and enroll in professional seminars as needed/appropriate.
- Arrange for teaching experience if not already completed.
- After passing comprehensive exam assemble dissertation committee.
- Begin preparation of dissertation proposal including pilot work.
- Submit dissertation proposal (prospectus) to dissertation committee and hold prospectus meeting.
- After approval of the proposal *by all members of the dissertation committee* begin dissertation research.

Year four

During year four

- Prepare Annual PhD Student Individual Development Plan with mentor by September 1 and the Progress Report section by March 1
- Continue with any additional course work and enroll in professional seminars as needed/appropriate.
- Complete dissertation research.
- Write and properly format the dissertation.
- Apply for graduation by deadline indicated by the Graduate College.
- Submit dissertation document to the Graduate College for Format Evaluation and schedule dissertation oral defense (note: defense cannot be officially scheduled until Format Approval is obtained).
- Submit dissertation document to committee at least 10 days in advance of the defense.
- Hold dissertation oral defense; pass oral defense.
- Make any changes to the dissertation document required by the committee.
- Submit final document to the Graduate College; get all required signatures.
- Submit at least two copies of dissertation document to the bookstore for binding.
- Graduate!

C: Preliminary examination prospectus form

Preliminary Examination Prospectus Record Form Speech and Hearing Science, PhD

To be completed by the examination committee chair and submitted to chair of the SHS PhD Executive Committee and the program director.

Student's Name: _____

Title of Preliminary Exam Project: _____

Date of Prospectus: _____

Members of the examination committee:

Pass The student successfully completed and presented the preliminary exam prospectus. The preliminary examination prospectus requirement for continued enrollment in the PhD Program has been fulfilled.

Fail The student's performance on the preliminary exam prospectus was unsatisfactory. The committee has determined that the scope and/or nature of the deficits will likely preclude successful completion of the PhD Program, and therefore renders a grade of "fail" on the preliminary examination prospectus. A letter from the committee chair summarizing the committee's evaluation must be signed by the student and attached to this form. The committee recommends dismissal from the PhD Program.

Signature of Examination Committee Chair

_____ Date

Signature of Program Director

_____ Date

D: Preliminary examination defense record form

Preliminary Examination Defense Record Form Speech and Hearing Science, PhD

To be completed by the examination committee chair and submitted to chair of the SHS PhD Executive Committee and the program director.

Student's Name: _____

Title of Preliminary Exam Project: _____

Date of Prospectus: _____

Members of the examination committee:

Pass The student successfully completed and presented the preliminary exam defense. The preliminary examination defense requirement for continued enrollment in the PhD Program has been fulfilled.

Fail The student's performance on the preliminary exam defense was unsatisfactory. The committee has determined that the scope and/or nature of the deficits will likely preclude successful completion of the PhD Program, and therefore renders a grade of "fail" on the preliminary examination prospectus. A letter from the committee chair summarizing the committee's evaluation must be signed by the student and attached to this form. The committee recommends dismissal from the PhD Program.

Signature of Examination Committee Chair

Date

Signature of Program Director

Date

E: Report of doctoral comprehensive examinations

Report of Doctoral Comprehensive Examinations Form Speech and Hearing Science, PhD

This form is internal to Speech and Hearing Science in the College of Health Solutions. Examination results are reported to the Graduate College via the iPOS.

Note: The Plan of Study (iPOS) must be approved by the Graduate College before a student is eligible to take the doctoral comprehensive examinations. Any required foreign language examinations must be passed and on file with the Graduate College before submitting the comprehensive examination results.

Form Instructions:

1. The student completes Part I and gives the form to their examination committee chair.
2. After the examination, the examining committee completes Part II and III by signing the form and indicating pass, re-test, or fail.
3. The examination committee chair gives the form to the graduate support coordinator who has the program director complete and sign Part IV.
4. The graduate support coordinator enters the results online via the iPOS per Graduate College requirements and sends the student a copy of the form.

Part I: Student Information

Student Name (Last, first, middle)	ASU ID Number:
Program: <i>Speech and Hearing Science, PhD</i>	Concentration, if applicable:

Part II: Examination Dates (MM/DD/YY)

Date Written Comprehensive Exam Taken:	Date Oral Comprehensive Exam Taken:
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Part III: Examination Result

Please type names of examination committee members	Signatures	Passed Written Exam	Failed Written Exam	Passed Oral Exam	Re-test Oral Exam	Failed Oral Exam
Chair or co-chair:		<input type="checkbox"/>				
Member or co-chair:		<input type="checkbox"/>				
Member:		<input type="checkbox"/>				
Member:		<input type="checkbox"/>				
Member:		<input type="checkbox"/>				

Part IV: Final Result

PASSED	FAILED	Program Director Signature:	Date:
<input type="checkbox"/>	<input type="checkbox"/>		

All comprehensive examination results, including failure in any one of the required examinations, must be reported to the Graduate College. Failure of the comprehensive examinations is final unless the student petitions for a re-attempt, the supervisory committee and the program director recommend, and the Graduate College dean approves the re-attempt.

F: Results of doctoral dissertation proposal/prospectus

Results of Doctoral Dissertation Proposal/Prospectus Form Speech and Hearing Science, PhD

This form is internal to Speech and Hearing Science in the College of Health Solutions. Prospectus defense results are reported to the Graduate College via the iPOS.

Note: The Plan of Study (iPOS) must be approved by the Graduate College before a student is eligible to take the doctoral comprehensive examinations. Any required foreign language examinations must be passed and on file with the Graduate College before submitting the comprehensive examination results.

Form Instructions:

1. The student completes Part I and gives the form to their dissertation committee chair.
2. The dissertation committee chair should write in the date (MM/DD/YY) of the proposal/prospectus defense; then the dissertation committee completes Part III by signing the form and indicating their votes of Passed or Failed.
3. The dissertation committee chair submits the form to the graduate support coordinator.
4. The graduate support coordinator provides the form to the program director for signature.
5. The program director completes Part IV by signing the form, confirming the majority vote of the committee, and signifying that the proper procedures have been followed for the proposal/prospectus defense.
6. The graduate support coordinator enters the results online via the iPOS per Graduate College requirements and sends the student a copy of the completed form.

Part I: Student Information

Student Name (Last, first, middle)	ASU ID Number:
Program: <i>Speech and Hearing Science, PhD</i>	Concentration, if applicable:

Part II: Prospectus Date (MM/DD/YY)

Date Dissertation Prospectus Complete:
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Part III: Proposal/Prospectus Information

Please type names of committee members	Signatures	PASSED	FAILED
Chair or co-chair:		<input type="checkbox"/>	<input type="checkbox"/>
Member or co-chair:		<input type="checkbox"/>	<input type="checkbox"/>
Member:		<input type="checkbox"/>	<input type="checkbox"/>
Member:		<input type="checkbox"/>	<input type="checkbox"/>
Member:		<input type="checkbox"/>	<input type="checkbox"/>

Part IV: Final Result

PASSED	FAILED	Program Director Signature:	Date:
<input type="checkbox"/>	<input type="checkbox"/>		

All results, including failure of the proposal/prospectus, must be reported to the Graduate College. Failure of the proposal/prospectus is final unless the supervisory committee and the head of the academic unit recommend, and the Graduate College dean approve a second proposal/prospectus defense.