

# Graduate Student Handbook

**MS in Auditory and Language Neuroscience** 

**Arizona State University** 

## Welcome

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

Sincerely,

Corianne Rogalsky, Ph.D.

Degree Coordinator

## **Table of Contents**

1. PROGRAM OVERVIEW: ASU, AUDITORY & LANGUAGE NEUROSCIENCE, AND YOU	4
THE MS PROGRAM IN A NUTSHELL	
Arizona State University	
College of Health Solutions	
Speech and Hearing Science	6
2. PROGRAM GENERAL ADMISSIONS INFORMATION	6
Tuition, Fees, and Residency Requirements	
CONTACT INFORMATION	
PROGRAM-SPECIFIC ACADEMIC FACULTY AND AREA OF EXPERTISE (NOT AN EXHAUSTIVE LIST)	7
3. PROGRAM REQUIREMENTS	8
4. CULMINATING EVENTS	q
5. STUDENT CODE OF CONDUCT AND ACADEMIC INTEGRITY	10
6. COLLEGE AND UNIVERSITY PROCEDURES AND POLICIES	10
TIME LIMITS	
Transferring Credit Hours	
ABSENCES	
ACADEMIC STANDARDS	
7. FINANCIAL ASSISTANCE POLICIES AND PROCEDURES	
FINANCIAL ASSISTANCE	
Student Hourly Workers	
8. CONDUCT AND CONFLICT RESOLUTION	13
9. COLLEGE AND UNIVERSITY RESOURCES	13
Student Associations	
Student Support Services	
Business and Financial Services	
University Level Contact information	
In-State Residency Requirements	14

## 1. Program Overview: ASU, Auditory & Language Neuroscience, and You

## The MS Program in a Nutshell

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

This Program Handbook will provide you with the basic information needed throughout the course of study and assist you in navigating through the graduate degree program. The Handbook is the main source of information regarding policies, regulations, and academic requirements necessary to complete the MS degree. It is not an exhaustive collection of all policies of ASU; you should also review the ASU <u>Graduate Policies and Procedures</u>, which is the final source regarding University policies on graduate programs. You are responsible for being informed about all academic requirements of the graduate program. Additional questions and concerns may arise that are not formally addressed in these sources. Your graduate coordinator will be a valuable asset as you progress through the program. You are urged to maintain close contact with your graduate coordinator and to seek additional information as the need arises. Academic faculty members also are available for advice, guidance, and consultation regarding all academic requirements, policies, and procedures.

## **Arizona State University**

Arizona State University is one of the premier metropolitan public research universities in the nation. It is a comprehensive public research university guided, according to its adopted charter, "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." ASU has evolved from its vision of a New American University that is inclusive and responsible for the welfare of the communities it serves to a university that is the foundational model of the New American University—a new paradigm for the public research university that transforms higher education." ASU is accredited by the North Central Association of Colleges and Secondary Schools and was named to Research Extensive (formerly Research I) status in 1994, recognizing ASU as a premier research institution. In 2017, U.S. News & World Report ranked ASU #1 on its "Most Innovative Schools" list for the third time in a row, putting us in the company of such elite schools as Stanford and MIT.

ASU is located in the greater Phoenix area, which 4.7 million people call home, making it the 12<sup>th</sup> largest metropolitan area in the country. As of Fall 2017, ASU campus enrollment figures showed an overall unduplicated count of 103,530 students (31,702 online) on five campuses, making ASU one of the largest public universities by enrollment in the US. Arizona State University's Tempe campus of 580 acres is located in Tempe, a historic city of approximately 160,000. Thus, the University has the dual advantages of location in a moderate-sized city and proximity to all the resources of a large metropolitan center.

ASU is a federation of unique colleges, schools, departments, and research institutes that comprise close-knit but diverse academic communities with an international scope. The Biodesign Institute spearheads ASU's innovative application of interdisciplinary use-inspired research that fuses previously separate areas of knowledge. The Institute, which represents Arizona's single largest investment in bioscience research infrastructure, focuses broadly on biomedical and health research, and environmental/sustainability research, and plays a critical role in furthering ASU's research mission. Among the many ASU entities that focus on health, technology, and the biosciences are the Office of Clinical Partnerships, which serves as a link between ASU and various industrial and clinical partners in the community and helps ASU researchers strengthen and expand connections to biomedical institutions in Arizona, and the ASU partnership with the Translational Genomics Research Institute (TGen). ASU is a member of the Arizona Alzheimer's Consortium with the Barrow Neurological Institute, Mayo Clinic Arizona, Banner Sun Health Research Institute, TGen, the University of Arizona, and the Banner Alzheimer's Institute. ASU is also partnering with Mayo Clinic on the Obesity Solutions Initiative, a wide-ranging effort that will involve students, faculty, staff, and the community and is expected to engage thousands of research participants over many years. Funding for the effort comes from the Virginia G. Piper Charitable Trust, which established a \$10-million strategic investment fund for ASU to improve all aspects of healthcare delivery.

ASU is research-driven but focused on learning—teaching is carried out in a context that encourages the creation of new knowledge. ASU offers outstanding resources for study and research, including libraries and museums with important collections, studios and performing arts spaces for creative endeavor, and unsurpassed state-of-the-art scientific and technological laboratories and research facilities. The faculty includes recipients of prestigious academic and professional awards, including membership in the national academies. ASU currently ranks fourth among public universities in its enrollment of freshmen merit scholars. The university champions diversity, and is international in scope, welcoming students from all 50 states and nations across the globe. Learn more about what makes Arizona State University unique.

## **College of Health Solutions**

The College of Health Solutions (CHS) offers high quality education with real-world experiences & connections in a variety of health and health care related fields. We work across the university and with strategic partners to improve health outcomes, lower costs & increase access. The college aims to have a lasting, positive impact on health nationally and globally, starting with efforts locally. The college offers undergraduate and graduate programs related to health promotion, health delivery and overall health management of people and populations.

#### **Speech and Hearing Science**

The College of Health Solutions at Arizona State University offers a BS degree in Speech and Hearing Science, an MS degree in Communication Disorders (also referred to as speech-language pathology) with a thesis or non-thesis option, a Doctor of Audiology (AuD) degree, and a PhD degree in Speech and Hearing Science. In addition to a standard Ph.D. program in Speech and Hearing Sciences, the College offers two Ph.D. concentrations, one in Auditory and Language Neuroscience and the other, in Translational Genetics of Communication Abilities (TGCA). The College offers a broad academic curriculum, comprehensive clinical experiences, and active research programs in a variety of areas. For more information about the degree programs and various clinical and research opportunities, please see our website.

## 2. Program General Admissions Information

To be considered for acceptance into the program, you must fulfill the requirements of both Graduate Admission and the ASU College of Health Solutions. Relevant information can be found here:

ASU Graduate College
ASU College of Health Solutions

You should have completed a bachelor's degree in neuroscience, speech and hearing science, or other relevant field, e.g., biology, linguistics, psychology (we are open to many possibilities) or a master's degree in a similarly relevant field. The previous degree must be from a regionally accredited college or university. You must have a minimum of a 3.00 cumulative GPA (scale is 4.00 = ``A'') in the last 60 hours of your first bachelor's degree program, or a minimum of a 3.00 cumulative GPA (scale is 4.00 = ``A'') in an applicable master's degree program. As described in the Graduate College website, not meeting this minimum standard does not automatically exclude you. Contact one of the program directors if you have questions in this regard.

Typically, the application process is geared toward a start date of Fall semester. Applications are reviewed beginning **March 1**<sup>st</sup> for subsequent fall admission. Applications received after this date will be reviewed on a space-available basis. All application materials are submitted <u>online</u>. Note that the Graduate College requires payment of a nonrefundable application fee. International students must meet additional admissions requirements.

#### Applicants are required to submit:

- 1. Graduate admission application and application fee
- 2. Official transcripts
- 3. GRE scores
- 4. Grade point average (GPA)
- 5. Personal statement
- 6. Curriculum vitae
- 7. Three letters of recommendation
- 8. OPTIONAL: If you already published some literature (not required), please upload samples of your work (limit of three items, examples: honors thesis, conference abstracts, articles, chapters, etc.)
- 9. If English is not your native language, you must provide evidence of English proficiency as indicated by scores on the Test of English as a Foreign Language (TOEFL) or the IELTS. Information about the tests, minimum score requirements and test expiration dates may be found here.

### **Additional Application Information**

- In the personal statement, you should indicate three potential research mentors with whom you would like to work, and why. We cannot automatically guarantee that your top choices will be available, but we will do our best to pair you with the closest matches, given your research and training interests. Your thesis/applied project committee will consist of one primary mentor and two additional faculty members.
- Letters of recommendation should be written by instructors, research mentors, and/or clinical supervisors who can speak to your aptitude for research and master's level coursework.

## **Tuition, Fees, and Residency Requirements**

Standard graduate tuition rates apply. Tuition rates can be found <a href="https://example.com/here">here</a>. In addition, a program fee of \$500 per semester is required. This fee covers access to, and use of, high-tech equipment and supplies including MRI and EEG instrumentation.

#### **Contact Information**

This program is headed by Dr. Corianne Rogalsky. Feel free to direct any questions you may have to Dr. Rogalsky. Here is the contact information:

Corianne Rogalsky, Ph.D.: Corianne.Rogalsky@asu.edu

#### Program-Specific Academic Faculty and Area of Expertise (Not an exhaustive list)

- **Tamiko Azuma, Ph.D., Associate Professor**. Ph.D, Psychology, Arizona State University. Language, particularly semantic, processing, and memory impairments underlying communication disorders in normal aging, stroke, Alzheimer's disease, and Parkinson's disease.
- **Visar Berisha, Ph.D., Assistant Professor**. Ph.D, Electrical Engineering, Arizona State University. Human auditory cognition, computational psychoacoustics, automatic phoneme recognition, artificial bandwidth extension of speech and audio, human and machine learning.
- **Braden, B. Blair, Ph.D., Assistant Professor.** Ph.D, Psychology, Behavioral Neuroscience, Arizona State University. Cognitive and brain aging in autism spectrum disorders.
- **Ayoub Daliri, PhD, Assistant Professor**, Speech and Hearing Sciences, University of Washington. Computational cognitive neuroscience; speech production; sensorimotor integration; stuttering.
- **Stephen Goldinger, Ph.D., Associate Professor (Dpt. of Psychology)**. Ph.D. Cognitive Psychology, Indiana University. Memory, speech perception, spoken and printed word recognition, memory,
- **Xin Luo, Ph.D., Assistant Professor**, Ph.D., Speech Processing, University of Science and Technology of China. Signal processing and pitch perception with cochlear implants.
- **Samuel McClure, Ph.D., Associate Professor (Dpt. of Psychology).** Ph.D. Neuroscience, Baylor College of Medicine. Cognitive neuroscience, brain systems of decision processes
- **Edward Ofori, Ph.D., Assistant Professor.** Ph.D. Kinesiology, University of Illinois. Biomechanics, Alzheimer's Disease, Parkinson's Disease, sensorimotor abilities
- Beate Peter, Ph.D., CCC-SLP, Assistant Professor. Ph.D. Speech and Hearing Sciences, University of Washington. Molecular and statistical genetics; genetic etiologies of speech sound disorders; cortical electrophysiology; biomarkers of speech, language, and reading disorders; early intervention. Adjunct Assistant Professor in the Dpt. of Communication Sciences and Disorders, Saint Louis University.

- Andrea Pittman, Ph.D., CCC-A, Associate Professor. Ph.D. Hearing Science, University of Wisconsin-Madison. Pediatric audiology, pediatric and adult amplification, digital signal processing, advanced hearing aid features, speech perception, lexical development and maintenance, cognitive resource management, auditory learning, and vocal biomarkers of the amplified auditory feedback loop.
- **Corianne Rogalsky, Ph.D., Assistant Professor**, Ph.D. Psychology, University of California, Irvine. Neuroscience of language, cognition and music; aphasia, functional and structural neuroimaging.
- **Yi Zhou, Ph.D., Assistant Professor,** Ph.D. Auditory Neuroscience, Boston University. Auditory Neuroscience, study of the central auditory nervous system, especially auditory cortex.

## 3. Program Requirements

All students complete 31 credit hours. You have the option of either completing a thesis or an applied project, each of which requires 6 credit hours.

#### Required courses:

SHS 542 Applied Research Methods in Auditory and Language Neuroscience (3 credits)

SHS 541 Data Analysis in Auditory and Language Neuroscience (or approved equivalent) (3 credits)

SHS 590 Reading and Conference: Responsible Conduct of Research (1 credit)

SHS 592 Research Lab Rotations (2 rotations at 3 units each)

SHS 599 Thesis or SHS 593 Applied Project (6 credits)

Electives see list below (12 credits)

#### Sample Schedule

#### Fall Year 1:

SHS 542 (3 credits)

SHS 590 (1 credit)

SHS 592 (3 credits)

Elective (3 credits)

#### Spring Year 1:

SHS 541 (3 credits)

SHS 592 (3 credits)

Elective (3 credits)

#### Fall Year 2:

Elective (3 credits)

Elective (3 credits)

SHS 592 or 599 (3 credits)

#### Spring Year 2:

Elective (3 credits)

Elective (3 credits)

SHS 592 or 599 (3 credits)

#### Electives:

Course ID	Credits	Course Title	Term Offered
SHS 543	3	Functional Neuroimaging of Language	Fall every
		and Related Processes	otheryear
			(even years)
SHS 598	3	Fundamentals of Cortical	Fall every
		Electrophysiology I	otheryear
			(even years)
PSY 591	3	Fundamentals of Cortical	Spring every
		Electrophysiology II	otheryear
			(even years)
SHS 598	3	Speech and Audio Processing and	Fall
		Perception	
SHS 555	3	Cochlear Implants	Spring
SHS 513	3	Neurophysiology of the Auditory System	Fall
SHS 576	3	Neuromotor Speech Disorders	Spring
NEU 556	3	Human Systems Neuroscience	Spring
BMI 507	3	Introduction to Digital Image Analysis	Spring
		and Processing	
BMI 515	3	Applied Biostatistics in Medicine and	Spring
		Informatics	
BMI 591	3	Image Analytics and Informatics	Spring
BMI 591	3	Deep Learning for Imaging, Diagnostics,	Fall
		and Informatics	

Lab Rotations: You will complete two lab rotations during your first year in the program, one in each semester. During the application process, you will indicate your preferences for faculty members with whom you would like to complete these rotations. However, lab rotation assignments are selected based on a variety of factors, including faculty availability, lab and project personnel needs, and student interest. For each lab rotation, you will register for 3 units of SHS 592 and a faculty supervisor who will assign your grade based on your performance. At the beginning of each lab rotation, your faculty supervisor will review with you the general plan and expected outcomes for the lab rotation. You may be assigned specific tasks and activities, readings, and training tutorials. You are also required to attend any lab meetings or other meetings noted by your faculty supervisor. Lab meetings may vary in content and style but generally, they involve discussions of strategically selected readings, data collection, data analysis sessions, and/or manuscript preparation. There may also be opportunities to participate in presentations at local or regional meetings. Please note that as a 3-unit research course, each SHS 592 lab rotation will involve an average of 9 hours per week. The exact number of hours per week will vary depending on current research activities.

#### 4. Culminating Events

You will complete either a thesis or an applied project. Each requires a total of 6 gradate credits. You can indicate your preference for faculty members to work with toward your thesis or applied project. Your 3-member committee will work with you as you decide whether to complete a thesis or a project,

and, importantly, what your topic will be. These decisions should be made by the end of your first year, guided by insights gained from your lab rotations. You will defend your thesis or applied project in April of your second year in the program. Two weeks prior to this defense date, your thesis or applied project is due to your committee members. In the intervening time, you and your committee will set specific goals for each semester and your progress will be evaluated twice per semester. You are encouraged, but not required, to publish the fruits of your hard work!

### Thesis Requirements

ASU has specific requirements for graduate theses. Details regarding formatting, style guides, revisions, and the submission process can be found <a href="https://example.com/here">here</a>. For information about how to format your thesis, check this online <a href="manual">manual</a>. ASU has several Writing Centers where you can get help with various aspects of writing your thesis, for instance organizing the information, integrating and citing sources, and even finding places to write. Information on these Writing Centers can be found here.

#### **Applied Project Requirements**

If you and your committee decide on an applied project instead of a thesis, you will formulate one or more research questions, design and carry out an experiment, analyze the results, and describe the project in a written document.

## 5. Student Code of Conduct and Academic Integrity

The program has a zero tolerance policy regarding academic honesty. ASU's policies regarding academic integrity can be found <a href="https://example.com/here">here</a>. Graduate students must follow university guidelines related to the Student Code of Conduct. University policies related to code of conduct are available in the Office of Student Life or online at this website.

Violation of the academic integrity policy will result in a grade of E for the course in which the violation occurred. In addition, a single violation may result in a recommendation to the Graduate College for dismissal from the program. More than one violation of the academic integrity policy will result in a recommendation to the Office of Graduate Education to dismiss the student from the program.

## 6. College and University Procedures and Policies

#### **Time Limits**

Time limits apply for completion of the MS degree. It is fully expected that students complete the degree in two consecutive years. However, if extenuating circumstances arise, all work applied toward the degree must be completed within **6 consecutive years**. The 6 years begin with the first course that is included on a student's approved Program of Study (i.e., the official form listing the academic semester hours you must complete during your graduate training). For example, if the first course taken was during fall semester, 2019, then you must complete all degree requirements no later than August, 2025.

#### **Transferring Credit Hours**

Students who completed graduate level courses as a student with non-degree status at ASU may transfer a maximum of **9 semester hours** to the degree program if they meet the same criteria specified above (see the <u>Graduate Policies and Procedures</u> for verification). **Please note that time limits also apply to transfer credits**. That is, if a transfer course is approved for inclusion on your Program of Study

then your time clock starts from the date that course was taken. Graduate Education regulations stipulate that all requirements must be met within a consecutive 6-year time period. Exceptions are rare. Thus, credits taken more than four years prior to your admission to the MS degree program are not eligible for transfer if you plan to complete the remaining requirements in two years).

## **Absences**

Periods of absence during a semester must be approved by the student's program committee. If a program of study must be interrupted for one semester, the student may apply for a leave of absence. However, this leave status cannot exceed one semester, not including summer. An application for leave status, endorsed by the members of the student's program committee and the Degree Coordinator, must be approved by the Dean of the Graduate College. This request must be filed and approved before the first day of classes of the semester in which the leave is being requested.

The ASU <u>Graduate Policies and Procedures</u> contain a description of Pre-Admission (Transfer) Credit Policy for graduate students. However, program regulations for transfer of academic courses stipulate that a **maximum of 6 academic semester hours** from another institution for graduate credit may be transferred under the following conditions:

- You must have taken the courses at an accredited college or university.
- The courses you wish to transfer must be graduate level courses
- They did not count toward meeting requirements for a previous degree program
- You must have obtained an A or B grade or the equivalent of an A or B grade in the courses.
- The courses must have been completed within three years prior to admission to the program.
- Your graduate committee must approve these transferred courses as part of your Program of Study

## **Academic Standards**

The following is a summary of the academic standards to which all students must adhere. The standards posted on the Canvas site are revised and updated regularly and supersede those described below. It is the responsibility of all graduate students to be familiar with the current Academic and Clinical Standards.

- To demonstrate satisfactory performance, graduate students pursuing the MS degree will be expected to:
  - o Maintain a 3.0 grade point average each semester.
  - Earn no more than one unsatisfactory grade during their entire program (i.e., a grade below a B- in a course, or a W/E [withdraw while failing]).
  - A single instance of a grade below B- in a course may be permissible, but that grade may not be included on the Program of Study. For that course to be included, the student must retake the course the next time it is offered and earn a grade of B- or better.
  - o Receive no more than one incomplete in a given semester.
  - o Pass thesis or applied project requirements.
- Students may be dismissed from the program:
  - o Following two instances of unsatisfactory academic performance, regardless of the semester in which the poor performance occurred.

- o For a single violation of academic integrity.
- o For seriously compromising the relations of the program with the public.
- o For breaches of ethical judgment or professional responsibility.
- o For serious instances of personality or character traits inappropriate for the professional roles for which the student is attempting to prepare.
- o Failing the comprehensive examination or not completing the thesis requirements.
- Following the first, single instance of unsatisfactory performance (unsatisfactory grade or more than one Incomplete in a given semester), the student:
  - Must meet with his/her program advisor to revise the Program of Study to include the repeated course.
  - o Meet with his/her program advisor each semester thereafter to review progress.
  - Must notify the advisor, in writing, of any changes he/she wishes to make to the Program of Study (including withdrawal of enrollment from a course).
  - Must earn a B- or better in the course in which an unsatisfactory grade was earned the next time the course is offered.
  - Must earn a satisfactory grade in the practicum in which the unsatisfactory grade or incomplete was earned the next time the practicum is offered.
  - Must earn a B- or better in the course in which the incomplete was obtained the next time the course is offered.

## **Continuous Enrollment**

Once admitted to a graduate degree program or graduate certificate program, 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 utilizing 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.

To maintain continuous enrollment the credit hour(s) must:

- Appear on the student's *Plan of Study*, OR
- Be research (592, 792), thesis (599), dissertation (799), or continuing registration (595, 695, 795), OR
- Be a graduate-level course.

Grades of "W" and/or "X" are not considered valid registration for continuous enrollment purposes. "W" grades are received when students officially withdraw from a course after the drop/add period. "X" grades are received for audit courses. Additionally, students completing work for a course in which they received a grade of "I" must maintain continuous enrollment as defined previously. Graduate students have one year to complete work for an incomplete grade; if the work is not complete and the grade changed within one year, the "I" grade becomes permanent. Additional information regarding incomplete grades can be found at asu.edu/aad/manuals/ssm/ssm203-09.html.

### **Incomplete Grades**

The College of Health Solutions will consider an incomplete grade request 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.

## **Satisfactory Academic Progress**

Per Graduate College guidelines, graduate students must maintain a minimum 3.00 grade point average (GPA) to maintain satisfactory academic progress and to graduate. Students whose cumulative GPA falls below 3.00 are placed on academic probation, receive an advising hold on their account, and are required to complete an academic performance improvement plan. If students are unable to raise the GPA to a 3.00 within nine credit hours or one year (whichever comes first), the program standards committee may recommend the student for dismissal from the program.

## **Graduation Ceremonies**

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.

## 7. Financial Assistance Policies and Procedures

General information about financial assistance at ASU can be found at <a href="here">here</a>.

## **Financial Assistance**

In some cases, for exceptional students who fit a particular need of a laboratory or academic program, there may be graduate assistant (GA) positions available. 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 some special skills, you should inform the program directors accordingly. Faculty ultimately request GAs to assist them in teaching and research; thus, students are encouraged to contact faculty directly concerning GAs. Examples of duties performed by teaching and research assistants, are listed below, but may include additional duties as needed.

## **Teaching Assistants – College Funding:**

- 1. Preparation of materials for classroom presentations.
- 2. Giving, monitoring, and grading examinations.

- 3. Classroom demonstrations and presentations.
- 4. Teaching laboratory sections.
- 5. Library research.
- 6. Holding office hours for students.
- 7. Review sessions for course material and exams.

## Research Assistants – College or Faculty Grant Funding:

- 1. Setting up and maintaining equipment and instruments used in experiments.
- 2. Running subjects and collecting data.
- 3. Statistical treatment of data.
- 4. Preparation of materials for presentations, manuscripts, and grant proposals.
- 5. Library research.
- 6. Transcription and data coding.

### **Student Hourly Workers**

In other exceptional cases, student hourly worker positions may be available. These positions may function as teaching assistants, research assistants or clinical assistants. However, they are not subject to the same tuition reduction/waiver and health insurance benefits as Graduate Assistants.

#### 8. Conduct and Conflict Resolution

In the event that grievances arise, ASU has clearly laid out the <u>definitions and procedures</u> for student conduct violations, disciplinary action, and conflict resolution. Here, you can find documents regarding the Arizona Board of Regents Student Code of Conduct, Student Disciplinary/Grievance Procedures, and Role of the Advisor in the Investigative Process.

## 9. College and University Resources

#### **Student Associations**

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

#### Student Support Services

<u>Writing Centers</u>: Using this tutoring service is highly recommended early in your graduate career.

Counseling Services

Student Health Services

ASU Wellness & Sun Devil Fitness Center

Campus Safety

Disability Resource Center (DRC)

Pat Tillman Veteran's Center

International Students and Scholars Center

Campus Amenities

#### **Business and Financial Services**

Parking & Transit

<u>Sun Card.</u> You must purchase an ID. Not only is this the University ID, but is also required to access some laboratory and clinic rooms.

Student Business Services

## **University Level Contact information**

Office of University Provost
Graduate College,
University Technology Office

## **In-State Residency Requirements**

Visit the <u>ASU Residency</u> website for additional information on in-state residency categories and residency petition requirements. According to Arizona Statue15-1802. In-state student status. "Except as otherwise provided…, no person having a domicile elsewhere than in this state is eligible for classification as an in-state student for tuition purposes"