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

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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 [Graduate Policies and Procedures](#), which is the final source regarding University policies on graduate programs. You are responsible for being informed about all academic requirements of the graduate program. Additional questions and concerns may arise that are not formally addressed in these sources. Your graduate support coordinator will be a valuable asset as you progress through the program. You are urged to maintain close contact with your graduate support coordinator and to seek additional information as the need arises. Academic faculty members also are available for advice, guidance, and consultation regarding all academic requirements, policies, and procedures.

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 2020, U.S. News & World Report ranked ASU #1 on its "Most Innovative Schools" list for the fifth 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 4.8 million people call home, making it the 11th largest metropolitan area in the country. As of Fall 2019, ASU campus enrollment figures showed an overall unduplicated count of 119,951 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 190,000. 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 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. 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. 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, and faculty conduct research to address society's most pressing problems in the following areas: behavioral health, biomedical informatics and biomedical diagnostics, exercise science and kinesiology, nutrition, public and population health, science of health care delivery, and speech and hearing science. CHS aims to address three Grand Challenges:

- **Promoting healthy lifestyles:** We will improve health outcomes by advancing the science of healthy lifestyles
- **Improving mental health:** We will improve well-being through neuroscience, prevention, and personalized are in mental health
- **Removing barriers to health and health care:** We will eliminate barriers to health and health care by reducing disparities and addressing social determinants that negatively impact health.

Speech and Hearing Science

In addition to the MS in Auditory and Language Neuroscience, 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 the program director if you have questions in this regard.

The MS in Auditory and Language Neuroscience has both a fall and spring program start. For the fall program start, applications are reviewed beginning **March 1st** for subsequent fall admission. For the spring program start, applications are reviewed beginning **October 15th** for subsequent spring admission. Applications received after the priority deadlines for fall and spring, will be reviewed on a space-available basis. All application materials are submitted online. Note that Graduate Admissions 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. Beginning Fall 2021, the MS ALN will no longer require GRE scores. If applying prior, ie. for Spring 2021, please submit a request for a GRE waiver to chsgrad@asu.edu
4. Personal statement (1-2 pages)
5. Resume or Curriculum vitae
6. Three letters of recommendation
7. 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.)
8. 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.

MS ALN 4+1 Accelerated Program
The College of Health Solutions offers the Speech and Hearing Science, BS / Auditory and Language Neuroscience, MS accelerated 4+1 program designed to enable highly qualified undergraduate majors to earn both a Bachelor of Science degree in Speech and Hearing Science and a Master of Science in Auditory and Language Neuroscience degree in five years. For more information about the MS ALN 4+1 please visit the CHS 4+1 Accelerated MS Programs page.

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 here. 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., Associate 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.
B. Blair Braden, Ph.D., Assistant Professor. Ph.D, Psychology, Behavioral Neuroscience, Arizona State University. Cognitive and brain aging in autism spectrum disorders.
Gene Brewer, Ph.D., Associate Professor. Ph.D, Psychology, University of Georgia. Learning and memory, attention, neuroimaging, cortical electrophysiology.
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, Associate 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.

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., Associate Professor, Ph.D. Psychology, University of California, Irvine. Neuroscience of language, cognition and music; aphasia, functional and structural neuroimaging.

Yi Zhou, Ph.D., Associate 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 such as STP 530 Applied Regression Analysis or NEU 591 Data Analysis in Neuroscience)* (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)
SHS 592 or 599 (3 credits)
Elective (3 credits – optional to maintain full-time enrollment status)

Spring Year 2:
Elective (3 credits)
SHS 592 or 599 (3 credits)
Elective (3 credits – optional to maintain full-time enrollment status)

Electives (note that prequisites or background knowledge may be required for some electives; please see the ASU class search and/or contact the instructor for more information):

Course ID	Credits	Course Title	Term Typically Offered
SHS 543	3	Functional Neuroimaging of Language and Related Processes	Fall every other year (even years)
PSY 598	3	Topic: EEG Research Methods I	Spring
PSY 535	3	Cognitive Processes	Fall
PSY 598	1	Cognition, Action, and Perception Seminar	Spring
PSY 598	2	SAMBA: Science of Art, Music & Brain Activity	Fall & Spring
SHS 598	3	Molecules, Markers and Management: Intro to Genetics	Fall
SHS 598	3	Speech and Audio Processing and Perception	Fall
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 and Processing	Spring
BMI 515	3	Applied Biostatistics in Medicine and Informatics	Spring
BMI 591	3	Image Analytics and Informatics	Spring
BMI 591	3	Deep Learning for Imaging, Diagnostics, and Informatics	Fall

*If students are interested in taking a course not listed above to fulfill elective credit hours, please petition the course to the program director for consideration. You may be asked to provide a syllabus of the course.

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. 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. Prior the first week of each semester's lab rotation, you are required to communicate with your faculty mentor for the lab rotation to complete the Lab Rotation Agreement Form (provided in the Appendix). You are required to email the completed form, signed by both you and the faculty mentor, to the Program Director (Corianne.rogalsky@asu.edu) no later than by the end of the first week of classes of that semester.

4. Culminating Events

You will complete either a thesis or an applied project. Each requires a total of 6 graduate credits. You can indicate your preference for faculty members to work with toward your thesis or applied project. By May 15th between your first and second years, you are required to identify a faculty member who agrees to be your thesis or applied project faculty mentor. If you need help identifying a faculty mentor, please contact the Program Director (Dr. Rogalsky), who can provide recommendations and help you find an appropriate faculty mentor. But generally, through your first year of coursework and lab rotations, you will have interacted with numerous faculty members so you will have a good idea of who you would like to be mentored by. Email or arranging an in-person meeting is the typical way to contact a potential faculty mentor. Your faculty mentor will help you form your research topic, decide whether to complete a thesis or an applied project, and form your 3-member committee. The decisions regarding topic and thesis or applied project should be made by the end of your first year. Generally, a thesis should be chosen if you are considering applying for research-focused doctorate-level progams (e.g. PhD) or medical degree (e.g. MD), while an applied project may be more suitable if you are intending to find a position in industry or a clinical degree after your MS in Auditory and Language Neuroscience program.

Once you have identified a faculty mentor who has agreed to mentor you for your thesis or applied project, work with your faculty mentor to complete the Culminating Event Agreement Form (provided in the Appendix). You are required to email the completed form, signed by both you and the faculty mentor, to the Program Director (Corianne.rogalsky@asu.edu) no later than May 15th.

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 here. For information about how to format your thesis, check this online manual. 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. You must also formally schedule your defense through your My ASU. For more information about the defense, including the 10-working day calendar please visit this site.

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 here. 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, 2020, then you must complete all degree requirements no later than August, 2026.

Part Time Status
Students who request to pursue the program at a part-time status must complete all coursework, including required core and elective courses, prior to starting the SHS 592 research lab rotations and the subsequent SHS 599 Thesis or SHS 593 Applied Project.

Transferring Credit Hours
Students who completed graduate level courses as a student with non-degree status at ASU may transfer a maximum of **12 semester hours** to the degree program if they meet the same criteria specified above (see the Graduate Policies and Procedures 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 College 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 (LOA). Students may apply for up to two leave of absence requests totaling one semester each, during the time in their program. Therefore, the total leave status cannot exceed two semesters total, 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. Having an approved Leave of Absence by the Graduate College will enable students to re-enter their program without re-applying to the university.

The ASU Graduate Policies and Procedures 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 standards.

- To demonstrate satisfactory performance, graduate students pursuing the MS degree will be expected to:
  - 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.
  - Receive no more than one incomplete in a given semester.
  - 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.

Continuous Enrollment

Once admitted to a graduate degree 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, 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 [here](#).

Financial Assistance

In some cases, exceptional students who fit a particular need of a laboratory or academic program, there may be assistantship positions available. There are two main types of assistantships that may be available:

Hourly Positions – Faculty Grant Funding or CHS Funding

In some exceptional cases, student hourly positions may be available. These positions may function to support instruction of undergraduate courses (called graduate student assistants, or GSAs), or to support faculty's research activities in a laboratory. However, they are not subject to the same tuition reduction/waiver and health insurance benefits as Research Assistants (see the section below for more information about Research Assistants). Hourly positions typically range from 5 to 20 hours per week. Once admitted, you will automatically be considered for GSA positions that support undergraduate instruction. Duties vary, but may include grading, classroom support, preparing course materials, etc. Notification of these GSA positions typically happen shortly before each semester begins, as they are often based on course enrollment. If you are interested in a research hourly position, contact faculty directly to inquire about availability of these positions in their lab. It is strongly suggested that you email faculty that you would be interested in working with, explaining what skills and/or interests you have that would make you a good candidate for a position in their laboratory, and include a CV or resume.

Research Assistants (RAs) –Faculty Grant Funding:

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

8. Conduct and Conflict Resolution

In the event that grievances arise, ASU has clearly laid out the [definitions and procedures](#) 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
[Writing Centers](#) : 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](#)
[Graduate Wellness Resources](#)
[10 Best Practices in Graduate Student Wellbeing](#)
[College of Health Solutions Graduate Student Site](#)

Business and Financial Services
[Parking & Transit](#)
[Sun Card.](#) You must purchase an ID. Not only is this the University ID, but is also required to access some laboratory rooms.
[Student Business Services](#)

University Level Contact information
[Office of University Provost](#)
[Graduate College,](#)
[University Technology Office](#)

In-State Residency Requirements
Visit the residency [website](#) for additional information on in-state residency categories and residency petition requirements.

Appendix

Lab Rotation Agreement Form

Auditory Language Neuroscience Lab Rotation Agreement

Please type information

Student: _____

Supervising Faculty: _____

Semester and Year _____

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

_____

_____

Student signature and date _____

Faculty signature and date _____

Please send an electronic copy of the signed form (e.g., scan or a clear picture of the form) to Dr. Corianne Rogalsky (Corianne.rogalsky@asu.edu**) by the end of the first full week of the semester.**

Thesis/Applied Project Tracking Form

THESIS/APPLIED PROJECT TRACKING FORM - **DUE MAY 15TH**

As a part of the requirements of MS Auditory and Language Neuroscience, you are required to complete either a thesis or an applied project. Each requires a total of 6 graduate credits. You should find an ALN MS faculty member to serve as your primary mentor. Your faculty mentor will work with you as you decide whether to complete a thesis or a project, at least two other faculty who should be on your committee, 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 before the defense, your thesis/applied project is due to your committee.

Student Name	
Faculty Name (Director)	
☐ Thesis ☐ Applied Project	
General descriptions of the thesis or applied project	
Expectations	
Other requirements	
Student Name and signature	Date
Faculty Name and signature	Date