

Ph.D.
STUDENT
HANDBOOK

For the Ph.D. Program in Speech and Hearing Science

Arizona State University

Revised, August 2004

INTRODUCTION

This handbook provides a summary of the requirements of the Ph.D. Program in Speech and Hearing Science at Arizona State University (ASU). This program is administered through the Department of Speech & Hearing Science and its faculty (hereafter, the Faculty). The Ph.D. is an academic-research degree designed to prepare scholars for careers of basic and applied research. The degree is granted upon evidence of excellence in research and the demonstration of independent, creative scholarship culminating in a dissertation.

ADMISSION AND GENERAL REQUIREMENTS

Admittance and continuation in the Ph.D. Program in Speech and Hearing Science is based on the requirements for admission to the ASU Division of Graduate Studies and for the completion of the Ph.D. degree program as set forth in the Graduate Catalog (see <http://www.asu.edu/graduate/admissions/index.html>). *In addition*, applicants must meet the following departmental requirements for acceptance into the Ph.D. Program.

Admission Requirements. Admission to the program is competitive, and therefore applications are considered only for Fall admission. Applicants typically will have completed a master's degree or equivalent in speech and hearing science, psychology, linguistics, or a related discipline. Applicants with a bachelor's degree, strong research interests, and a strong academic record also will be considered. Applicants must submit the following evidence for admission review:

1. Application for admission to the Division of Graduate Studies and official transcripts of

undergraduate and graduate study (see <https://sec.was.asu.edu/gcdegreeapp/Index.jsp>)

2. Graduate Record Examination (GRE) scores, including the writing score, taken within the last three years.
3. Professional resumé or curriculum vitae.
4. A statement describing academic and professional goals, specifying the focus of study desired in the Ph.D. Program, and listing the faculty member(s) with whom your research interests most closely align.
5. Three letters of recommendation, preferably from individuals who are qualified to comment on your potential for success in a rigorous Ph.D. Program.
6. One copy of any publications, research manuscripts, and other relevant samples of your writing.

All applicants whose native language is not English must submit a score from the Test of English as a Foreign Language (TOEFL) and the Test of Spoken English (TSE). The Department expects scores to meet or exceed those required by the Division of Graduate Studies (<http://www.asu.edu/graduate/admissions>).

The application form and official copies of transcripts should be submitted to the Division of Graduate Studies, by mail (http://www.asu.edu/graduate/admissions/application_checklist.html) or on-line (<https://sec.was.asu.edu/gcdegreeapp/Index.jsp>). Other application materials should be sent to: Director, Ph.D. Program, Department of Speech and Hearing Science, Arizona State University, P.O. Box 870102, Tempe, AZ 85287-0102. Applications are reviewed by a three-member admissions committee (the Ph.D. Executive Committee), beginning 1 February for Fall admission. Applications received after this date will also be reviewed; however, applicants

should be aware that the availability of mentors and funding opportunities typically diminish over the course of the semester. Recommendations for admission or denial will be forwarded to the Dean of the Division of Graduate Studies. Criteria for admission will include:

- Evidence of high scholarship and research potential from GRE scores and previous academic record.
- Professional goals compatible with the degree program.
- Scholarly interests compatible with one or more of the Faculty, at least one of whom agrees to serve as the primary mentor and chair of the student's Program Committee.

General Requirements. The general requirements for the Ph.D. include a minimum of 54 semester hours of graduate work beyond the master's degree or 84 semester hours of graduate work beyond the bachelor's degree. Of the required semester hours, at least 24 will be research (SHS 792) and dissertation (SHS 799) credits completed at ASU. A minimum of 30 hours of the approved Ph.D. Program, exclusive of dissertation and research hours, are to be completed at ASU. However, students transferring from a doctoral program at another institution may petition the Ph.D. Executive Committee to accept up to 12 transfer credits for application to the program of study.

Full-Time/Part-Time Status. Students admitted to the Ph.D. Program are expected to enroll in 9 to 12 credits per semester (full time graduate school status) until passing the Comprehensive Examination, or at least for the first two years of their program. In rare circumstances, students who wish to take fewer than 9 credits per semester may be admitted to the program, pending the approval by the mentor(s), the Ph.D. Executive Committee, and then by the department Chair. In these cases, a program of study, including a **detailed timeline**, should be formulated by the

Program Committee and submitted to the Ph.D. Executive Committee for approval during the student's first semester. Students enrolled on a part-time basis still must undertake a first-year project that will be completed, written up, presented and defended at the end of the first year. That is, the research requirements for the Preliminary Examination, including 6 credits of SHS 792 registration, must be completed at the end of the student's first year, regardless of part-time status.

Master's in Passing. Students admitted to the Ph.D. Program without previously earning a master's degree in Communication Disorders or a related field may be eligible for obtaining a master's in passing during their Ph.D. Program. Eligibility requirements, application procedures, and program requirements are included in an appendix at the back of the handbook. The formal application for the Master's in passing can be found on-line at:

<http://www.asu.edu/graduate/forms/>

SPECIFIC REQUIREMENTS

Advisor (Mentor) and Program Committee. The Ph.D. Program in Speech and Hearing Science is a mentor-based program, whereby admission is contingent upon a faculty member agreeing to serve as a mentor for the student. As such, applicants are encouraged to identify and contact potential mentors *prior* to submitting their application materials. This contact allows the applicant to consider important factors that may affect their decision to continue with the application process. For example, is the potential mentor currently accepting Ph.D. students; does the mentor have research funding that could provide support for an incoming Ph.D. student; does the mentor's current research focus coincide with the applicant's interests; how many other doctoral students does the mentor currently supervise, and where are they in their programs; is

the mentor planning a sabbatical leave; etc. Applicants should indicate their preferences for mentors in their application letter, and this information will be considered by the Ph.D.

Executive Committee. Students will be informed of their advisor at the time of admission to the program. The advisor will function as the chair of the Program Committee. The Program Committee consists of the chair and at least two other members approved by the Dean of the Division of Graduate Studies upon recommendation of the Director of the Ph.D. Program. The composition of the Program Committee should reflect both the range and depth of the student's academic focus areas, and often will include members across academic disciplines (or from more than one department). The purpose of this three-member committee is to guide the student through the completion of the program of study, the initiation of programmatic research, the preliminary examination, and the comprehensive examination. The Program Committee, plus one additional member, will constitute the Comprehensive Examination Committee. Upon completion of the comprehensive examination, a Dissertation Committee will be formed, which may include some or all of the members of Comprehensive Examination Committee.

Program of Study. During the first semester of study the student, in conjunction with his/her Program Committee, will design a program of study. This program is tailored to each student's individual interest area(s), and may be modified throughout the first and second years to best meet the student's educational goals. The curriculum must reflect: (1) coursework in one or more *areas of concentration*; (2) coursework to meet the *research methods and statistics* requirement; (3) continuous enrollment in the *Ph.D. Seminar* (1 credit/semester); and (4) *fulfillment of the research credit (SHS 792)* requirement (12 credits).

(1) *Area(s) of Concentration Courses.* Eighteen semester units are required in an area of

concentration that focuses 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; etc.). These credits may be accomplished in regular graduate-level (500+) courses, or in special topic seminars and independent studies. The student's Program Committee will guide selection of these courses, which may be focused on a broad base of areas related to speech, language, and hearing.

(2) *Research Methods and Statistics*. The student is required to demonstrate proficiency in (a) research methods (research design, statistics, computer languages) by successfully completing one or more *graduate-level* courses in research design, and (b) two additional *graduate-level* courses in statistics taken during his/her enrollment in the Ph.D. Program.

Research Methods Requirement. Students may enroll in SHS 500 (Research Methods) to satisfy the research method requirement *if they have not had such a course in previous graduate work*. Other students may enroll in this course at the 700-level, with permission of the instructor, and complete the requirements of SHS 500, along with additional upper-level requirements. The research method requirement also may be satisfied by completing graduate-level research methods courses in other departments.

Statistics Requirement. Relevant course sequences to satisfy the **statistics requirement** are offered in a number of departments on campus. Recommended courses include: PSY 530 (Analysis of Variance), PSY 531 (Multiple Regression), PSY 532 (Multivariate Data), PSY 533 (Structural Equations), STP 530 (Applied Regression Analysis), STP 531 (Applied Analysis of Variance), and STP 533 (Applied Multivariate Analysis).

The student, along with his/her advisor, will select a sequence that is most appropriate for the type of research he/she intends to conduct. It is the responsibility of the student's Program Committee to ensure that the student has attained a level of mastery necessary for embarking on an independent research career. The Program Committee may determine that a student is exempt from this requirement because of achievements in previous educational or professional capacities.

(3) *Ph.D. Seminar*. Students are required to enroll in a one-credit Ph.D. seminar each semester during their enrollment in the Ph.D. Program; up to THREE of these seminar credits may be applied toward the 54 credits required for the Ph.D. degree. This seminar will meet three times each semester and cover topics of interest and importance to students at all stages of Ph.D. training, such as Institutional Review Boards, human subjects, the ethical conduct of research, granting mechanisms, and peer-review. This seminar will fulfill the Ethical Conduct of Research requirements for NIH predoctoral training grants (NIH F31).

(4) *Research Experience*. Students will enroll in two groups of research credits: (1) those taken *prior to* the dissertation prospectus meeting (*SHS 792*); and (2) those taken after a dissertation proposal has been approved (*SHS 799*). Twelve semester hours of research (*SHS 792*) are required prior to the dissertation prospectus meeting. Typically, students enroll for 3 credits each semester for the first two years of their program. During this time, the student is expected to conduct on-going research under the direction of the faculty mentor or with a faculty member who serves on the student's Program Committee. This research program should lead to increasing independence of the student investigator. Research conducted during the first year of

study (hereafter, the first-year project) comprises, in part, the preliminary examination. The second group of research credits (SHS 799) encompasses the Ph.D. dissertation work. Once students begin registering for dissertation credits, they must do so continuously each semester until the dissertation has been defended.

(5) *Additional Learning Requirements.* In an effort to prepare students for not only independent research careers, but also to assume academic positions, students will engage in teaching activities during their Ph.D. Program. These may take a number of forms, including guest lecturing in courses; assuming responsibility for teaching or developing a section of a course, or an entire course; supervising master's students in their clinical work; or taking advantage of the numerous teaching seminars and forums offered by the Division of Graduate Studies. Doctoral candidates also are expected to participate in the organization and conduct of the required Ph.D. seminar series. The extent and nature of the teaching activities will be determined by the desires of the student at the discretion of the advisor.

Preliminary Examination (First-Year Project). The preliminary examination is comprised of the first-year research project, a written manuscript in journal style, and an oral presentation and defense of the research project. The first-year project is to be completed by the end of the second semester of the first year of enrollment for all students. Students must provide a copy of the completed paper to all members of their committee at least **one week** prior to the oral presentation. All first-year project presentations are conducted at the end of the Spring semester. Each student gives a formal presentation of their work to an open audience of graduate students, faculty members, and related researchers. After their presentation, the student will answer questions from their Program Committee and from other audience members. Based on the

quality of the first-year project, the written document, and the oral presentation and defense, the Program Committee issues a grade of "pass," "pass with stipulations," or "fail". A form recording performance will be first submitted to the Director of the Ph.D. Executive Committee and then to the Chair of the Department by the committee chair (see Appendix).

A grade of "pass" indicates the student successfully completed, presented, and defended the first-year project. The Preliminary Examination requirement for continued enrollment in the Ph.D. Program has been fulfilled, and the student is permitted to proceed with coursework and research advancing toward the Comprehensive Examination stage of the program.

A grade of "pass with stipulations" indicates that the student showed weakness in one or more critical areas, including study conduct, the written paper, the oral presentation, or the oral defense of the project. In this case the Program Committee will formulate, and discuss with the student, a set of remedial activities and timeline that, upon successful completion, will mark the passing of the Preliminary Examination. Failure to successfully complete the activities in the prescribed time frame will result in dismissal from the program. A copy of the plan, along with the student's signature, will then be submitted to the Chair of the Department. It should be emphasized that "pass with stipulations" must **only** be issued when the Program Committee strongly believes that the student has the fundamental capacity to succeed in meeting the terms of the stipulations.

A grade of "fail" indicates that the student's performance on the Preliminary Examination was unsatisfactory. This grade is issued when the Program Committee determines that the scope and/or nature of the deficits will likely preclude successful completion of the Ph.D. Program. A letter from the Program Committee chair, summarizing the committee's evaluation and recommending dismissal from the Ph.D. Program, will then be submitted to the Chair of the

Department. The Chair of the Department will recommend dismissal to the Dean of the Division of Graduate Studies.

Comprehensive Examination. *Prior to the Comprehensive Examination, students must submit their official Program of Study to the Division of Graduate Studies and have it approved. This form will list all of the courses/research credits they have completed and intend to complete to fulfill the Ph.D. requirements. This form can be found at:*

<http://www.asu.edu/registrar/forms/pos.html> or pick up paper forms at the Division of Graduate Studies (Wilson Hall) or in the Graduation Office in the Student Services building. This form must be signed by the committee chair, all members of the committee, and the Chair of the Department and then turned into the Graduation Office.

Near the completion of course work (typically following four full-time semesters), and **prior to** commencing dissertation research, the student must pass a comprehensive written examination covering the field of study, which will be orally defended. Because 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 the student's primary area(s) of interest. Demonstration of an appropriate level of expertise is prerequisite to the development of a Ph.D. dissertation. Second, the exam provides an opportunity to identify any remaining area(s) of specific weakness that may be remediated through additional coursework or educational activities. If the weaknesses are determined to reflect fundamental problems with a student's knowledge base or his/her aptitude for interpreting and synthesizing research in his/her areas of proposed expertise, the student can be removed from the Ph.D. Program. Thus, a student who passes the Comprehensive Examination is regarded as a Doctoral Candidate who is ready to develop a plan for a Ph.D.

dissertation.

The comprehensive examination is administered and evaluated by the Comprehensive Examination Committee, which consists typically of the three members of the Program Committee and an additional fourth faculty member. Typically, students have taken one or more classes or independent studies with each of the Comprehensive Examination Committee members, or 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 he/she believes is appropriate. In most cases, each examiner will construct an exam to be completed without the benefit of outside resources in a 3-hour period. Exceptions to this format are permitted at the request of a committee member, providing the alternative experience is regarded as at least as effective in allowing the examiner to ascertain the student's level of knowledge and expertise in an area of study. Alternative exam formats must be approved by all members of a student's Comprehensive Examination Committee.

The Written Examination. The written examination will consist of questions from the four members of the Comprehensive Examination Committee. The examination should take place during the Fall semester of the student's 3rd year, unless other arrangements have been approved by the Comprehensive Examination Committee. In most cases, students will write responses to questions posed by committee members in four 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.

The student will be notified of their grade within two weeks of answering the last question. One grade will be submitted to the Comprehensive Examination Committee chair from each committee member. Grades can be "pass", "pass with reservations" or "fail". A grade of "pass" indicates the student addressed the questions at a level of quality commensurate with the examiner's expectations. A grade of "pass with reservations" indicates that one or more of the student's responses fell short of the examiner's expectations, but that the responses were fundamentally sound. A "pass with reservations" grade **must** be accompanied with a detailed account of the examiners concerns, and this feedback **must** be distributed to the student coincidentally with the grade. A grade of "fail" is given when the majority of responses are inaccurate, insufficient, or unacceptable in any way. Students who receive grades of "pass" or "pass with reservations" will advance to the oral defense within two weeks of receiving the grades and all detailed examiner feedback ("pass with reservations") from the written examination. A failing grade from **any** committee member is a failing grade for the entire written examination. In this case, the student has one opportunity to retake the entire written examination (re-test, see below).

The Oral Defense. The oral examination will be given within two weeks of final notification of a passing grade on the written examination. The Comprehensive Examination Committee will conduct a closed meeting with the student, usually approximately 2 hours in duration. The purpose of this meeting is to allow members of the Comprehensive Examination Committee 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. Students who received “pass with reservations” grades on any portion of the written examination can expect to be held particularly accountable for demonstrating their knowledge on these questions. The students are encouraged to seriously consider the detailed comments from the examiners in these cases, and to prepare for the oral defense accordingly. Typically, the content of the written examination serves as a springboard for the oral defense, in which students may be asked to extend, defend, or clarify their responses to the questions. However, it is not uncommon for the discussion to include questions or areas that were not directly 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 for the examination. 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: “pass,” “fail,” or “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 “fail” indicates that the student did not demonstrate an appropriate level of knowledge and expertise that is prerequisite for dissertation work, and that it is unlikely that additional time and study will result in success. In this situation, the Comprehensive Examination Committee recommends to the Chair of the Department removal from the Ph.D. Program. A grade of “retest” is rendered when, for whatever reasons, the Comprehensive Examination Committee believes the student has the capability to successfully complete the comprehensive examination at a later date. The decision to recommend a re-test can occur either 1) upon failing the written portion of the comprehensive examination; or 2) upon failing the oral defense. A re-test can be administered no sooner than three months and no later than one year from the date of the original examination. Re-

examination is granted by the Dean of the Division of Graduate Studies only upon the recommendation of the student's Program Committee and the Chair of the Department. Only one re-examination is allowed. If the student fails the re-examination the Chair of the Department will recommend dismissal from the program. Students must retain this signed form until after the prospectus meeting has been completed successfully; both Comprehensive Examination and Prospectus portions must be signed before submitting it to the Division of Graduate Studies.

Ph.D. Dissertation.

Dissertation Committee. Upon successful completion of the comprehensive examination, the advisor, in consultation with the student, selects a Dissertation Committee. Based on the recommendation of the Director of the Ph.D. Program, the Dean of the Division of Graduate Studies officially appoints the student's Dissertation Committee. This committee consists of a chair and at least two other members. This committee is usually the same as the Comprehensive Exam committee. Any changes to the committee must be submitted to the Division of Graduate Studies. It is the responsibility of this committee to determine whether the project is of appropriate scope and importance, to offer feedback regarding modifications, and ultimately to approve or disapprove the proposal. Approval constitutes an agreement between the student and Dissertation Committee that the project, as proposed, is of merit and can proceed as described within the proposal document. The Dissertation Committee's final charge is to evaluate the dissertation at its completion and to render a decision of "pass" or "fail" at the oral defense.

Dissertation Proposal (Prospectus). Prior to conducting the research for the dissertation, each student must submit a dissertation proposal, or prospectus, that is defended orally and approved by the Dissertation Committee. Pilot work should be conducted prior to the prospectus

meeting so that the viability of the project can be determined by both the candidate and the committee. The project may not continue until the approval of all committee members has been obtained at or following the prospectus meeting. This proposal must include IRB approval if human subjects are to be used in the research. Approval indicates that the Program 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 “Doctoral Comprehensive Examinations and Approval of the Ph.D. Dissertation Prospectus” form and submit it to the Division of Graduate Studies.

Dissertation Requirements. 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. It is the responsibility of the student to provide members of the Dissertation Committee with copies of the written document at least 2 weeks in advance of the oral defense. The dissertation must adhere to the specific format outlined by the Division of Graduate Studies. (Note: This format does deviate from typical publication formats, such as APA.) Students may pick up format information from the Division of Graduate Studies in Wilson Hall or download it from their website: <http://www.asu.edu/graduate/format/index.html>.

At least 10 working days prior to the oral defense, the student must submit their dissertation for format evaluation and must submit a form to schedule their oral defense at the Division of Graduate Studies (Wilson Hall). Students cannot officially schedule their oral defense until they obtain format approval from the Division of Graduate Studies.

Final Examination. A final oral examination in defense of the dissertation, conducted by the Dissertation Committee, advertised and open to the public, must be successfully completed. A Division of Graduate Studies representative may be present during the defense to ensure compliance with defense guidelines. Students should be aware that the Division of Graduate Studies imposes strict deadlines. Early in the semester in which they intend to defend their dissertation, students should find out: (1) the deadline for applying for graduation, (2) the last day to hold an oral defense, and (3) the last day to obtain final format approval (and obtain the dean's signature). These deadlines may be found at the Division of Graduate Studies (Wilson Hall) or at their website:

<http://www.asu.edu/graduate/resources/generalinfo/GradDlns/index.html>.

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 failing grade indicates that the student has failed the final requirement for attaining a Ph.D. in Speech and Hearing Science, and the student is dismissed from the Ph.D. Program without accrual of the Ph.D. 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 Division of Graduate Studies for final format approval. The student must obtain written approval from the Divisional Dean of Graduate Studies. The student must also submit two copies of the final document to the ASU bookstore for binding no later than 3 PM on the Tuesday before commencement. Failure to meet this deadline will hinder graduation.

Expected Time Lines

YEAR 1

A. Prior to Fall semester

1. Advisor will be assigned during the admission process; no student will be admitted without a faculty member who is willing to act as the advisor. The advisor will function as the chair of the Program Committee.

B. During year 1

1. Prepare a preliminary Program of Study with advisor; select two additional members to serve on Program Committee (who will evaluate first-year project).
2. Enroll in 9-12 credit hours per semester, including 3 research credits (SHS 792) each semester; enroll in Ph.D. Seminar each semester.
3. Complete Research Methods and Statistics course requirements
4. Work on first-year research project.

C. Near end of year 1

1. Written (journal-style) manuscript on first-year project turned into committee members.
2. Oral presentation and defense of first-year research project.
3. After successful completion of Preliminary Examination (or successfully fulfilling added requirements for the “pass with stipulations” grade), Program Committee outlines course of study for (minimally) the second year.

YEAR 2

A. During year 2

1. Continue course work, including Ph.D. Seminar.
2. Continue non-dissertation research activities (6 credits of 792).
3. Possibly complete teaching assignments.

B. Near end of year 2

1. Assemble Comprehensive Examination Committee.
2. Begin preparations for comprehensive examination.
3. File Program of Study with Graduation Office.
4. File application for Master's in Passing (if applicable).

YEAR 3

A. Continue with any additional course work and continue to enroll in the Ph.D. Seminar.

B. Take Comprehensive Examination (First Semester)

C. Upon successful completion of Comprehensive Examination, begin preparation of dissertation proposal, including limited pilot work.

D. Assemble Dissertation Committee.

E. Submit dissertation proposal (prospectus) to Dissertation Committee, and hold prospectus meeting. (File the "Doctoral Comprehensive Examinations and Approval of the Ph.D. Dissertation Prospectus" form with the Division of Graduate Studies).

G. After approval of the proposal *by all members of the Dissertation Committee*, begin dissertation research.

LAST (4+) YEAR

- A. Complete dissertation research. Write and properly format the dissertation.
- B. Apply for graduation (in the Graduation Office)
- C. At least 10 working days before the oral defense, submit dissertation document to the Division of Graduate Studies for Format Evaluation and schedule Oral defense (note: Oral defense cannot be officially scheduled until Format Approval is obtained).
- D. Submit dissertation document to committee 2-3 weeks in advance of the defense.
- E. Hold oral defense; pass oral defense.
- F. Make any changes to the dissertation document required by the committee
- G. Submit final document to the Division of Graduate Studies; get final format approval; get Dean's signature.
- H. Submit at least two copies of dissertation document to the bookstore for binding.
- I. Graduate!

Department of Speech and Hearing Science Ph.D.

Preliminary Examination Record Form

To be completed by the Committee Chair and submitted to Director of the Ph.D. Executive Committee and the Chair of the Department.

Student's Name _____

Title of First Year Project _____ Date _____

Members of the committee: _____

_____The student successfully completed, presented, and defended the first-year project. The Preliminary Examination requirement for continued enrollment in the Ph.D. Program has been fulfilled.

_____The student showed weakness in the following area(s) of the first-year project:

- _____ study conduct
- _____ written paper
- _____ presentation
- _____ defense of project

The committee has formulated, and discussed with the student, a set of remedial activities and timeline that, upon successful completion, will mark the passing of the Preliminary Examination. It is understood that failure to successfully complete the activities in the prescribed time frame will result in dismissal from the program. A copy of the plan, along with the student's signature, must be submitted with this form.

_____The student's performance on the first-year project was unsatisfactory. The committee has determined that the scope and/or nature of the deficits will likely preclude successful completion of the Ph.D. Program, and therefore renders a grade of "fail" on the Preliminary Examination. 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 Ph.D. Program.

Signature of Committee Chair

Date

Signature of Departmental Chair

Date

Master's Degree in Passing

Eligibility: This degree is designed to recognize the successful completion of master's level requirements for a highly select group of students enrolled in the Ph.D. Program. Minimally, students will be eligible to pursue this degree if they have not previously earned a master's degree in Speech & Hearing Science from Arizona State University or any other graduate institutions. This would apply to those students entering the Ph.D. Program with a bachelor's degree only; to those in the process of obtaining a master's degree in Speech & Hearing Science from Arizona State at the time of their admission to the Ph.D. Program; and to those who previously earned graduate degrees in other non-related fields of specialization. In all cases, potential recipients of this degree will be identified upon admission to the Ph.D. Program or within the first year, and approved by multiple levels of administration within the department, as described herein.

Ineligibility: Students for whom the Master's in Passing is not considered during the first year of the Ph.D. Program, regardless of meeting other eligibility requirements, may be deemed by the department to be ineligible to pursue the degree. This holds, in particular, for students who, for whatever reason, are unable to complete the requirements of the Ph.D. Program. In these instances, students would still be eligible to pursue a traditional Master's of Science degree from the department. They would be advised to petition for change of degree status, from Ph.D. to M.S, in compliance with procedures set forth by the Division of Graduate Studies. If approved by both the Division of Graduate Studies and the Department of Speech & Hearing Science, they will receive a traditional Master's of Science degree from the department upon successful completion of the degree requirements, as listed on their approved M.S. Program of Study.

Requirements for Seeking Master's Degree in Passing. Students authorized by their faculty advisor and/or the Director of the Ph.D. Program to pursue a Master's Degree in Passing must adhere to the following procedure

1. Seek approval and acceptance of the Master's Admissions Committee. *Applications will be evaluated by the same standards applied to all other traditional master's degree applicants.*
2. Seek approval of a Master's Program of Study (POS) from the Director of the Ph.D. Program, the student's faculty advisor, and the Department Chair. This POS will include all currently required coursework and appropriate graduate-level electives listed for the existing Master of Science program, non-thesis option, for Communication Disorders.
3. *All levels of departmental approval for pursuing the Master's Degree in Passing must be completed before the start of the student's second academic year in the Ph.D. Program.*

Students Seeking Clinical Certification. The decision to pursue completion of the ASHA clinical certification requirements in conjunction with the Master's Degree in Passing will be left to each student and their faculty advisors. To ensure the availability of adequate clinical resources, students who wish to complete clinical certification requirements must indicate such in their correspondence with the Master's Admissions Committee when seeking approval and

acceptance to pursue the Master's Degree in Passing. Students with approval will complete all clinical and academic requirements as designated by the current standards of the department and ASHA.

Culminating Experience. Students will be eligible for receiving the Master's Degree in Passing upon successful completion of the courses listed on the approved master's POS, and the subsequent successful completion of the culminating experience. This culminating experience will consist of the comprehensive examination currently in place for the Master's of Science degree non-thesis option¹, along with the application of its existing standards for success.

Summary of Master's Degree in Passing. The Master's Degree in Passing will be offered to those Ph.D. students who:

1. Do not hold a master's degree in Speech & Hearing Science from ASU or other graduate institutions
2. Have been identified and approved as a candidate for the degree by the department within the first year of the Ph.D. Program, as indicated by:
 - a. Approval by the Master's Admissions Committee (for both clinical and non-clinical tracks)
 - b. Approval of the Program of Study by the faculty mentor, Director of the Ph.D. Program, and Department Chair
3. Complete coursework listed on the approved POS for the Master of Science degree (non-thesis option; Communication Disorders)
4. Earn grades of B or higher in all courses listed on the POS
5. Successfully complete the comprehensive examination required for the Master of Science degree, according to existing standards of performance.

¹ It should be noted that all students in the first year of their doctoral program are required to complete and defend a first-year research project. This requirement stands regardless of whether or not a student is pursuing a Master's Degree in Passing.