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Graduate Student Handbook

Volume I: Academic Policies and Degree Requirements
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Purpose

The Department of Speech and Hearing Science Graduate Student Handbook describes the current policies, rules, and procedures relevant to graduate programs in the Department of Speech and Hearing Science at The Ohio State University. This handbook will acquaint new and prospective students with the graduate academic programs in Speech and Hearing Science, including a description of the requirements for the MA-SLP, AuD, and PhD degrees. As a statement of our policies and procedures, the handbook constitutes a detailed and authoritative reference to which faculty, staff, and students should refer. Updates and/or modifications to the current policies, rules, and procedures may be made at any time and will be made available online.

The Department of Speech and Hearing Science Graduate Student Handbook supplements the [Graduate School Handbook](#), which is the authoritative reference on the rules, procedures, and organization of the Graduate School at The Ohio State University. The Department of Speech and Hearing Science Graduate Student Handbook does not repeat Graduate School rules, but rather defines policies in areas not addressed in the Graduate School Handbook or left to the discretion of the Graduate Studies Committee in Speech and Hearing Science. Students pursuing a professional MA-SLP or AuD degree must become familiar with both Volume I and Volume II of this handbook.

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1.0 Organization: The Graduate School and Graduate Studies Committees

1.1 Basic Organization

The Graduate School at The Ohio State University includes the Council on Research and Graduate Studies, the Graduate School administration, and the Graduate Faculty (university faculty authorized to give graduate instruction) (Graduate School Handbook, Section 1).

1.2 The Council on Research and Graduate Studies

The Council on Research and Graduate Studies is the principal legislative body of the Graduate School and initiates policy and rules governing graduate programs (Graduate School Handbook, Section 14).

1.3 Graduate School Administration

The administrative head of the Graduate School is the Dean and Vice Provost of Graduate Studies, who has responsibility for appointing Graduate School committees, conferring with departments and schools in all matters concerning graduate work, and is consulted by College Deans concerning appointments and promotions.

1.4 Graduate Faculty Membership

In line with Graduate School policy, “Tenure-track faculty and research track faculty are eligible for appointment as Category M and P Graduate Faculty. Clinical faculty are eligible for appointment as Category M Graduate Faculty.” The Graduate Studies Committee of the Department appoints Category M Faculty members and notifies the Graduate School; whereas the Graduate Studies Committee nominates eligible faculty for P-status using procedures described in the Graduate School Handbook (Section 12).

1.5 Graduate Studies Committee

Graduate Studies Committees oversee the graduate programs of the Graduate School and serve as the liaison between the Graduate School and the Graduate Faculty (Graduate School Handbook, Section 13). The policies, rules, and procedures established by the Council on Research and Graduate Studies serve as the framework and sets the minimum standards within which the Graduate Studies Committees formulate, publish, and enforce their own graduate policies, rules, and procedures. The Graduate School Handbook is the primary reference for policies, rules, procedures, and general information concerning graduate education and research at The Ohio State University. The Department of Speech and Hearing Science Graduate Student Handbook, Volume 1, is the primary reference for those policies formulated and implemented by the Graduate Studies Committee of the Department of Speech and Hearing Science.

2.0 Organization: The Department of Speech and Hearing Science

2.1 Basic Organization

The Department of Speech and Hearing Science is an academic program within the College of Arts & Sciences, Division of Social and Behavioral Sciences. It offers BA, MA-SHS, MA-SLP, AuD and PhD degrees. The Department is composed of the faculty and staff listed on the homepage directory (<https://sphs.osu.edu/directory>). The primary administrator for the Department is the Chair. Reporting to the Department Chair are the Chairs of the standing committees (including the Graduate Studies Committee, the Speech-Language Pathology Oversight Committee, the Audiology Oversight Committee, the Undergraduate Studies Committee, and the Clinical Affairs Committee) as well as the Chairs of any active ad hoc committees (e.g., Faculty Search Committees). In addition, the Department Chair, to whom the Clinic Director reports, is ultimately responsible for the operation of the Speech-Language-Hearing Clinic.

2.2 Graduate Studies Committee

The Graduate Studies Committee is responsible for developing policies related to graduate education, evaluation of graduate applications, graduate admissions, selection of fellowship nominations, graduate curriculum and recommendations to the Department Chair concerning student financial assistance. The Committee is composed of three members (including the Chair of the committee). The members must have full-time faculty appointments in the Department of Speech and Hearing Science and hold Graduate Faculty Status P or M.

- 2.2.1 The members of the Graduate Studies Committee are appointed by the Department Chair for three-year terms, and they may serve no more than two consecutive terms. The member serving as the Committee Chair is appointed by the Department Chair and must have Category P status in the Graduate School.
- 2.2.2 The Graduate Studies Committee serves as the oversight committee for the PhD program. One of the members of the Graduate Studies Committee will also serve as the Chair of the PhD Program, another will serve as the Chair of the Speech-Language Pathology Oversight Subcommittee and a third will serve as the Chair of the Audiology Oversight Subcommittee.

2.3 Speech-Language Pathology Oversight Committee and Audiology Oversight Committee

The two oversight committees are responsible for the oversight of the clinical education programs, including but not limited to matters involving admissions, curriculum, Ohio licensure, ASHA and AAA standards, qualifying examinations, and poster presentation reviews.

2.4 Clinical Affairs Committee

The Clinical Affairs Committee is responsible for establishing and implementing rules, policies and procedures relevant to the operation of the Speech-Language-Hearing Clinic. The Committee is also responsible for determining clinic fees and equipment needs. The Department Chair appoints the Chair of the Clinical Affairs Committee and its membership includes the Clinic Director, clinic faculty/staff, and faculty members with clinical responsibilities.

2.5 Curriculum Committee

The Curriculum Committee approves proposed changes in courses offered through the department. The Chair is appointed by the Department Chair. The Curriculum Committee is composed of the Chair and the department's representative to the Arts and Sciences Curriculum Committee.

2.6 Ad Hoc Committees

The Department Chair of Speech and Hearing Science may, at his/her discretion, create committees directed at particular problems and/or issues. The membership of these committees is determined by the Department Chair.

2.7 The Speech-Language-Hearing Clinic

The Ohio State University Speech-Language-Hearing Clinic is run by the Department of Speech and Hearing Science to provide a controlled environment in which student clinicians may learn clinical skills under direct supervision. The operation of the Clinic is under the direction of the Clinic Director, who reports directly to the Department Chair.

3.0 Departmental People

A full and up-to-date listing of Faculty, Clinical Staff, Research Scientists and Support Personnel, including areas of interest, may at <https://sphs.osu.edu/people>.

4.0 Graduate Minor in Speech and Hearing Science

Speech and Hearing Science is an interdisciplinary study of the use of speech, language, and hearing in human communication. Both the normal processes and disorders of communication are studied with the goal of better scientific bases for the diagnosis and treatment of speech-language and hearing problems. Major areas of interest include the development of the human communication process and the effects of age on speech, language, and hearing. A knowledge of the bases of human communications using speech, music and other environmentally important sounds is essential for those studying human communications whether face-to-face, or by telephone, radio, TV or computer network.

4.1 Intended Students

The Graduate Minor in Speech and Hearing Science is intended for graduate students majoring in related disciplines, such as but not limited to, Linguistics, Electrical Engineering, Music, Psychology, Mechanical Engineering, Computer Science, Occupational Therapy, Physical Therapy, Social Work, and Nursing.

4.2 Requirements

- Minimum of 10 credits
- Required courses include 2 credits of SPHHRNG 8900 (the Graduate Pro-Seminar in Speech and Hearing Science), and
- At least one of the following:
 - SPHHRNH 6725 (Language Acquisition and Early Intervention in Language Delay)
 - SPHHRNG 6775 (Anatomy & Physiology of the Auditory System)
 - SPHHRNG 6850 (Advanced Hearing Science)
- At least two additional courses must be selected from the graduate offerings of the department.

4.3 Minor Advisor

Each applicant must choose an advisor holding graduate faculty status (M or P) within the department to help in selecting the appropriate courses for the student's intended goals. The student may choose to include the minor advisor (with the advisor's consent) in the candidacy examination committee and/or dissertation committee in their home departments, but the student is not required to include the advisor on these examination committees.

Before completion of 6 hours of the Graduate Minor requirements, the student must submit the Minor and Graduate Interdisciplinary Specialization form in [GRADFORMS](#) to the Chair of the Graduate Studies Committee for approval and submission to the Graduate School.

5.0 Master's Degree Programs

See the [Graduate School Handbook](#) (Section 6) for official Graduate School policies concerning Master's degree programs.

5.1 Master's of Arts in Speech and Hearing Science (MA-SHS)

The traditional MA degree in speech and hearing science (MA-SHS) prepares students for a career in research and scholarship and is often the first step toward the PhD degree.

5.1.2 MA-SHS Requirements

Prospective applicants for the MA-SHS degree should contact the Chair of the Graduate Studies Committee to discuss prerequisite requirements and potential academic advisors. Candidates for the MA-SHS degree must complete a Master's Thesis and all requirements for the written and oral examinations over the thesis topic. Note that completion of all degree requirements for the MA-SHS degree does not meet the requirements for State of Ohio Licensure, or ASHA Certification.

A student must complete a minimum of 30 semester hours of graduate coursework. Of these, at least 26 must have been completed at The Ohio State University over at least two consecutive semesters.

5.1.3 Undergraduate Prerequisites

The following topic areas are normally considered undergraduate prerequisites:

- Phonetics
- Acoustics
- Anatomy, Physiology, and Science of Hearing
- Anatomy, Physiology, and Science of Speech
- Normal Development of Communication
- College-level mathematics
- Physical Science

5.1.4 Required Coursework

- a. Students must take at least 4-semester hours in seminar-based courses (SPHHRNG 8950)
- b. The remaining 26-semester hours must include graduate coursework sufficient to meet the following course requirements:

Basic Knowledge in Speech and Hearing Science (8-10 hours):

SPHHRNG 5760	Neurology of the Speech and Hearing Mechanism (3 hours)
SPHHRNG 6725	Language Acquisition and Early Intervention in Language Delay (3 hours)
SPHHRNG 6775	Anatomy & Physiology of the Auditory System (4 hours)
SPHHRNG 6850	Advanced Hearing Science (4 hours)
SPHHRNG 7825	Speech Perception in the Normal and Impaired Ear (3 hours)
LING 4100	Phonetics (3 hours)
LING 5101	Phonetics: Phonetic Theory (3 hours)
LING 5701	Psycholinguistics (3 hours)
PSYCH 5614	Cognitive Neuroscience (3 hours)
PSYCH 6700	Introduction to Language Sciences (3 hours)
NEUROSC 7001	Foundations of Neuroscience I (6 hours)

Research Tools (8-10 hours):

Two courses (4-6 hours) are required. They can be taken from a variety of departments, including:

SPHHRNG 5785	Research Methods I (3 hours)
SPHHRNG 6786	Statistics in Speech and Hearing Science (3 hours)
STAT 5301	Intermediate Data Analysis I (4 hours)

STAT 5302	Intermediate Data Analysis II (3 hours)
PSYCH 6810	Statistical Methods in Psychology I (4 hours)
PSYCH 6811	Statistical Methods in Psychology II (4 hours)
ACEL 8850	Research Methods (2 hours)
ACEL 8851	Research Proposal I (1 unit)

At least two courses (2-4 hours) in experimental methodology, signal processing, computer applications to speech and/or hearing science, modeling, etc., such as the following:

SPHHRNG 8950	Seminars on selected topics in Speech and Hearing
SPHHRNG 8998	Research in Speech and Hearing Science: Thesis

Related Areas of Research (6-8 hours):

Possible courses would include:

LING 8700	Seminar in Psycholinguistics (1-3 hours)
PSYCH 5891	Proseminar in Cognitive Science (2 hours)
PSYCH 5898	Seminar in Behavioral Neuroscience (3 hours)

5.2 Master's of Arts in Speech-Language Pathology (MA-SLP)

The Master's of Arts (MA-SLP) degree leads to professional certification in speech-language pathology. The MA-SLP program is accredited by the Council on Academic Accreditation (CAA) in Audiology and Speech-Language Pathology of the American Speech-Language-Hearing Association (ASHA). Successful completion of this degree, including designated electives, prepares students to meet the requirements for State of Ohio Licensure in Speech-Language Pathology and for the Certificate of Clinical Competence in Speech-Language Pathology from (ASHA).

5.2.1 MA-SLP Requirements

Students must complete the required coursework (see section 5.8 for additional information) as well as either a topic specialization (non-thesis) or thesis option for the Master's program of study (see sections 5.9 or 5.12 for additional information). The choice between these options must be made by the end of Year 1. Students must also pass the NTE Praxis examination as a requirement for graduation (this is typically completed during the spring or summer semester of Year 2). In addition to academic coursework, students must complete 375 hours of supervised clinical practicum.

A student planning to become licensed and/or certified as a Speech-Language Pathologist and intending to provide professional services to persons with communication disorders, must indicate the intent to do so by the first week of their first semester of coursework. They do so by completing the Graduate Student Declaration of Intent form (Appendix A).

5.2.2 Regular Admission Process

Students are typically admitted for the Autumn Semester. Applicants for the MA-SLP program must complete an online application through the CSDCAS system <https://www.capcsd.org/csdcas/csdcas-student-page/> by December 15 of the year prior. Most admission decisions will be made during February (for Graduate Fellowship nominees) and March (for all other students). The number of students admitted in any given year in speech-language pathology is limited.

Evaluation of applications for admission to the MA-SLP program is the responsibility of the Graduate Studies Committee in collaboration with the MA-SLP Oversight Committee. Committee members independently evaluate each applicant's overall potential. This judgment is based on:

- a. A careful review of the individual's past academic performance, which involves not only consideration of grade point average (GPA), but also of the pattern of grades. For the past several years, the mean GPA of entering MA-SLP students has been above 3.7 on a 4.0 scale;

- b. Three letters of recommendation from persons acquainted with the individual's academic program, scholastic ability, or professional performance;
- c. Consideration of previous coursework;
- d. Responses to short essays posed in CSDCAS which serve as a writing sample and means of looking at the student's problem-solving skills and personal characteristics;
- e. A commitment to Affirmative Action principles.

5.3 Conditional Admission

Students can be admitted in this category for one or more of the following reasons:

- the student has less than a 3.0 GPA in undergraduate work;
- or the student has not completed specified prerequisite work (refer to section 5.6).

The conditional admission status provides a trial period of graduate study during which the student's performance can be evaluated. At the time of admission, the Graduate Studies Committee will specify to the student in writing the conditions that must be fulfilled for removal from conditional status. All of the pre-requisite courses must be completed prior to matriculation. Students who have been admitted on a "conditional" basis and "graduate non-degree" students are not eligible to enroll in Speech-Language Pathology Practicum and Clinic Seminars until all of the pre-requisite coursework has been completed. Once all conditional admission requirements are satisfied, the student can be transferred to "regular" status. No credits associated with the required prerequisite coursework (particularly the relevant undergraduate courses, see Section 5.5) will count toward completion of the MA-SLP degree.

5.4 Transfer from Graduate Non-Degree Status

The Department admits students to Graduate Non-degree status only for the purpose of pursuing coursework beyond the initial graduate degree (MA or AuD), thus transfer from Graduate Non-degree status to regular MA degree status is not normally possible.

5.5 Undergraduate Prerequisites

All graduate clinicians must complete all required undergraduate-level coursework prior to the start of the program.

The MA-SLP program requires pre-requisite content in the following areas (the number in parenthesis is the number of the course offered at Ohio State):

- a course in phonetics and phonetic transcription (SPHHRNG 3320);
- a course in normal language development (SPHHRNG 3330);
- a course in anatomy, physiology and science of speech (SPHHRNG 4420);
- an introductory course in language science (SPHHRNG 4430 or a course in general linguistics, psycholinguistics or language science);
- an introductory course in audiology focusing on evaluation (SPHHRNG 4540);
- an introductory course in aural rehabilitation (SPHHRNG 5732).

Most successful applicants also demonstrate preparation in the Neurology of Speech and Hearing (SPHHRNG 5760).

Separate from and in addition to the degree requirements, the standards for the ASHA Certificate of Clinical Competence (CCC) state that the applicant must demonstrate knowledge of the principles of biological sciences, physical sciences, mathematics, and the social/behavioral sciences. This additional prerequisite knowledge is normally obtained during undergraduate studies and is demonstrated by transcript credit. These requirements

can be summarized as follows:

- a course in college level statistics
- a course in college level physical sciences (specifically a course in physics or chemistry)
- a course in behavioral/social sciences
- a course that emphasizes content related to human or animal biological sciences such as biology, human anatomy and physiology, human nutrition, neuroanatomy and neurophysiology, human genetics, veterinary science

A complete description of process for certification and the ASHA requirements for certification in speech-language pathology can be found on the [ASHA website](#).

It is the student's responsibility to meet with their initial advisor during the first semester of the graduate program to ensure that all prerequisites for graduate study have been met and that their undergraduate coursework will satisfy current certification and licensure requirements.

5.6 Academic Advisor Assignment

Students in the professional MA-SLP degree program will be assigned an academic advisor. When the thesis option (see Section 5.8 and 5.10) is chosen, the thesis advisor typically becomes the academic advisor. Students must complete an Advisor Change Request form (available in Appendix B) and submit it to the Graduate Coordinator for the change to take effect.

5.7 Course and Registration Requirements Related to Certification and Licensure

5.7.1 Required Courses for the MA-SLP Degree

The required and elective courses for the professional MA-SLP program are displayed in the Appendix A.

All required graduate level coursework must be taken through enrollment in Department of Speech and Hearing Science courses or, with Graduate Studies Committee approval, taken at another CAA-accredited program. Electives and courses required to meet specialization requirements for the non-thesis option may be taken in other units at the University. These will be approved as part of the specialization approval process, discussed below.

Students will not be allowed to take more than 18 hours of academic coursework (graduate and/or undergraduate hours) per semester or 8 credit hours in summer session including audited courses, without advisor and Graduate School approval.

Required graduate courses are waived only in exceptional circumstances (see waiver form in Appendix A). Both the course instructor and the student's advisor must approve the waiver.

Course registration. Students are responsible for registering for their own courses by the deadlines posted on registrar.osu.edu. Students who neglect to register for the correct practicum course as listed on their curriculum sheet will not be permitted to count their clinical hours for the term.

5.7.2 Requirements for ASHA Certification and State Licensure

5.7.2.1 ASHA Certification

The requirements of the MA-SLP program have been developed, in part, to meet or exceed the requirements established by the American Speech-Language-Hearing Association for certification in speech-language pathology (CCC-SLP). (For details, see the speech-language pathology certification standard located on the ASHA website: <http://www.asha.org>.)

Praxis Examination: A passing score on the Praxis examination is required for ASHA Certification and for graduation from the program. Every student is required to request that a copy of her/his score on the NTE Praxis exam be sent to the Department of Speech and Hearing Science. Because the codes change regularly, you should visit the ETS website (www.ets.org/praxis) to determine the correct codes for OSU as well as the state licensing code for any state in which you will be seeking licensure. You will also want to find the code for the American Speech-Language-Hearing Association if you plan to pursue certification. Completion of the exam by June 1 of their second year is necessary so that results will be available prior to Graduation. Please note that the Department Chair may withhold approval of the certification application if the student has not sent passing NTE Praxis results to the Department prior to their exit interview.

5.7.2.2 State Licensure

The State of Ohio requires, by law, that anyone who practices speech-language pathology, or represents himself or herself, to be a speech-language pathologist in Ohio must hold a valid license issued by The Ohio Board of Speech-Language Pathology and Audiology. For details of the licensure requirements and the process for obtaining a license, see the Board's web site (<http://slpau.ohio.gov/>). Laws governing the practice of speech-language pathology vary in other states. The student planning to seek a position outside the state of Ohio is expected to become familiar with the licensure requirements of that particular state.

Students must meet periodically with their academic and clinical advisors to ensure that all program requirements are met. During the last term of enrollment, students will meet with their clinical advisor and the Department Chair for a final check on the completion of program requirements. Once final approval has been obtained, the Department Chair will sign the necessary paperwork for certification and licensure (see the Graduation Checklist provided in Appendix C).

5.7.3 Requirements for Dual Certification and Licensure

Students interested in completing the requirements for certification and licensure in both audiology and speech-language pathology are expected to complete the requirements for certification and licensure in one professional area (either speech-language pathology or audiology) prior to completing the requirements in the other professional area. Following the completion of all of the requirements for graduation, certification, and licensure in one professional area, the student must petition the Graduate Studies Committee for permission to continue graduate enrollment for the purpose of completing the requirements for certification and licensure in the other professional area. Marginal or unsatisfactory performance in coursework, practicum and/or comprehensive examinations will result in a rejection of the petition. If permission is granted, the student will be expected to complete all of the requirements necessary for certification and licensure in the other professional area. Students who hold a Master's Degree (or AuD), certification, and licensure in one professional area from another school and wish to return to school to complete the requirements for dual certification and licensure must apply to that degree program and will be expected to complete all of the requirements for certification and licensure in the other professional area.

5.8 Topic Specialization Option

MA-SLP students, in consultation with their academic advisor, will decide upon the thesis option or topic specialization (the non-thesis option within the MA-SLP program) for their program of study. It is recommended that this decision be reached as early as possible in the Master's program to allow for adequate planning and implementation. The deadline for planning the program is the end of the summer term of the first year of enrollment. The document, *Thesis/Non-Thesis Plan* (in Appendix A), should be completed by the student, signed by the advisor, and filed in the student's academic folder.

5.9 Requirements for the Topic Specialization Option

5.9.1 Academic Requirements

The topic specialization is an integrated sequence (at least 8 credit hours) of courses beyond those constituting basic academic requirements for the MA-SLP degree program. Usually, students design their own specializations. Participation in courses offered by other departments is encouraged, but all courses must be taken while the student is enrolled in the Department's graduate program. A portion of the requirement may also be fulfilled by independent study in an area in Speech and Hearing Science not ordinarily contained within available courses. The topic specialization option requires:

5.9.1.1 Course Requirements

At least 8 credit hours of coursework beyond those constituting basic academic requirements for the MA-SLP degree. A student must be registered for at least 3 credits the term in which graduation is expected; one of these credits will be related to preparation for the poster presentation (see 5.11.2.1 below).

5.9.1.2 Plan of Study

A completed Thesis/Non-Thesis option form (available in Appendix A) outlining the topic of specialization and including a list of proposed courses. The plan must be approved by the student's advisor by the end of the student's first academic year. Undergraduate coursework numbered 1000-4000 is not permitted (in accordance with Graduate School rules). However, students may choose to include one or more 5000 level courses with the approval of their advisor. The poster presentation will relate to this topic area.

5.9.1.3 School Certification and Topic Specialization

The academic course SPHHRNG 6170 (Clinical and Educational Methods in the Schools), which is associated with the school certification program can be counted toward the topic specialization option, if appropriate to the topic; however, clinical practicum hours taken for school certification cannot.

5.9.2 Final Examination Requirements

According to the Graduate School Handbook (6.2), both thesis and non-thesis programs must include a final Master's Examination. For the Topic Specialization option, the final examination will consist of successful completion of a poster presentation, with the poster itself serving as the written portion of the examination, and the presentation of the poster as the oral portion of the examination.

5.9.2.1 Content and form of the Poster and Presentation

Two types of posters may be presented in fulfillment of the non-thesis option, a research poster or a specialization poster. A research poster presents results related to a research project that the student has been involved in, not necessarily as the primary researcher. These are not as rigorous as a Master's Thesis (e.g., secondary data analysis, meta-analysis, etc.). A specialization poster documents information acquired within the student's chosen area of specialization focused on a specific concentration within the larger clinical topic.

A poster must be prepared and presented to demonstrate the student's acquisition of knowledge and skills related to their topic specialization or an approved research topic. The poster along with its presentation to academic and clinical faculty, clinical staff, fellow students, interested colleagues and the public, is expected to demonstrate acquisition of scientific knowledge as well as clinically relevant and more general skills in critical thinking and scientific communication.

The content and form of the poster should be similar to those presented at professional and scientific association meetings. Resources for formatting, preparation, and presentation of posters are available at sources such as <http://gradschool.unc.edu/academics/resources/postertips.html>.

5.9.2.2 Procedures

A student's poster committee will consist of two faculty members, one of whom serves as the student's primary advisor. No later than two weeks before the poster session in which the student will present, a

final draft of the poster will be presented to the student's committee. Only if both faculty members agree that the poster represents adequate performance will the poster be presented at the poster session scheduled each term.

On the date of the poster session, student presenters will be available for a 60-minute period to discuss the contents of their individual poster and its background. Poster presentation grading forms (available in Appendix A) will be placed in the student's file. The poster will be graded by the student's committee. If a grade of 80 out of 100 is not obtained, the student must follow the corrective action described below. Students will be contacted by the MA-SLP Oversight Committee Chair with the overall results of the poster session and encouraged to view their individual grading forms.

The final outcome of the poster session for each student will be reported through the Graduate School's Master's Examination Report, which is electronically generated by the Graduate school and signed by the student's committee.

5.9.2.3 Corrective Action for a Failed Poster or Poster Presentation

If a student does not receive a passing evaluation on the poster presentation, corrective measures will be implemented. This gives the student one opportunity to revise the failed portion of the poster to demonstrate acquisition of the required knowledge for the research topic/clinical specialty. This attempt should be made within a week if graduation is sought in the same semester.

Specific areas of concern in the poster or poster session will be recorded on the poster session evaluation form. The student is to review the rating and comments and then schedule a meeting to discuss specific revision needs. In keeping with requirements of the Graduate School Handbook, no further opportunities beyond this revision will be allowed so that an unsuccessful revision constitutes a second Master's examination failure and failure in the program.

5.11 Thesis Option (MA-SLP).

5.11.1 Academic Requirements for the Thesis

The thesis option requires a student to conduct original research on a topic relevant to speech and hearing science. This topic may involve laboratory or clinically-oriented research. The precise topic addressed will be developed by the student as guided by the members of the student's Master's committee (primarily by the advisor). The thesis option requires:

5.11.1.1 Course Requirements

Completion of at least 3 hours of thesis credits, SPHHRNG 7999. These hours may be taken in a single semester or spread out across as many as three semesters.

5.11.1.2 Plan of Study

A completed Thesis/Non-Thesis Option form indicating the topic of the thesis, the thesis advisor, and the other committee member(s). The plan should be approved by the end of the student's first academic year.

5.11.1.3 Prospectus for Thesis Research

It is the policy of the Department of Speech and Hearing Science that a prospectus meeting must be held prior to data collection (excluding pilot studies) for all theses. The student's committee members must be in attendance and other faculty members may be invited to attend. A draft of the introduction, review of the literature, and procedures must be delivered to the committee members at least one week prior to the prospectus meeting. The prospectus must be approved by all members of the student's MA-SLP committee. A copy of the prospectus should be placed in the student's permanent file.

5.11.2 Examination Requirements for Master's Thesis

The thesis examination for Master's students functions as the Master's Examination as described by the Graduate School. A student's thesis committee shall be composed of at least two Graduate Faculty (category M or P) members from the department, one of whom is the student's thesis advisor. Non-Graduate Faculty members may be appointed to the master's examination committee by approval of the Graduate Studies Committee in the student's home program and by petition to the Graduate School. Non-Graduate Faculty members are in addition to the required two current Ohio State Graduate Faculty members. Procedures described in this section are consistent with those outlined in the Graduate School Handbook (Section 6.2).

5.11.2.1

The thesis committee shall be responsible for evaluating the quality of the thesis and for conducting and evaluating the entire examination: generating, administering, and scoring the examination. The student's committee members must be given a draft of the entire thesis a reasonable amount of time prior to the oral examination. One week is normally considered reasonable. The style of the thesis is determined by the student's committee. Appropriate information regarding the preparation, distribution, and submission of the thesis document can be found at <https://gradsch.osu.edu/completing-your-degree/dissertations-theses>

5.11.2.2

A final oral examination is required, dealing with the portion of the student's field of specialization in which the thesis falls, though it need not be confined exclusively to the subject matter of the thesis. When the oral defense of the thesis is conducted, the advisor serves as chairperson and all members of the committee, plus the student, must be present during the entire examination— either in person or via video conference. All members of the committee are expected to participate fully in questioning during the course of the examination and in the discussion and decision on the result. If approved by the student's committee, other faculty members may attend the examination but only the members of the committee are to be present for discussion of the student's performance and the decision of the outcome. The examination is usually scheduled for one hour. A unanimous vote of satisfactory performance is required for passage.

5.11.2.3

Approval of the oral defense is recorded in GRADFORMS in the form titled Report on Final Examination. Approval of the final written thesis document is also recorded in the GRADFORMS on the Report on Final Document. Students are responsible for monitoring these forms via GRADFORMS and making sure that the form is complete with all faculty signatures by the deadlines specified by the Graduate School. The student must also electronically submit the approved thesis to [OhioLink](#) by the published deadline for the semester or summer term of graduation.

5.11.2.4

A final bound copy of the thesis must be submitted to the main office of the Department of Speech and Hearing Science and another copy must be given to the thesis advisor. The Department has established a required type of binding. The thesis for the Department must be "library" bound with the student's name, degree, and year in gold lettering on the spine. The type of binding for the thesis advisor's copy is at the discretion of the advisor.

5.12 Master's Examination Failure

According to Graduate School regulations, the Master's Examination Committee must be unanimous in their approval of the examination in order for it to be considered satisfactory. Any appeals are referred for review to the Executive Committee of the Graduate School.

In the event that a student fails the Master's Examination, the student's Examination Committee must decide whether the student will be permitted to take a second examination. Committee members participating in the second examination shall be the same as those who participated in the first examination unless the substitution is

approved by the Dean of the Graduate School. No student will be permitted a third examination in the same graduate unit.

5.13 Requirements for Semester of Graduation

5.13.1 All MA students

A student expecting to graduate with a Master's degree must submit the Application to Graduate form through [GRADFORMS](#) no later than the posted deadline. Students must be in good academic standing for the semester in which they graduate and the semester immediately preceding the semester in which they graduate. This means that a student who earns a grade of Unsatisfactory in a Clinical Seminar or practicum course in the spring or summer of their second year will experience a delayed graduation.

5.13.2 Non-Thesis Option

The comprehensive examination for the non-thesis option will consist of completing a poster presentation (see section 5.11.2 above).

5.13.3 Students on Probation

Students normally apply to graduate in the semester in which they will have met all graduation requirements satisfactorily. However, students who are placed on probation during one semester cannot graduate while they are on probation. They can apply to graduate in the semester after probation is lifted.

5.14 ASHA Membership and/or Certification Applications and the Exit Interview

The Chair of the Department of Speech and Hearing Science must sign all ASHA membership and/or certification applications. The Chair will sign each student's application during the student's exit interview, which is normally scheduled during the final week of the term. Prior to the exit interview, each student must complete all clinical requirements and meet with their clinical advisor (who will approve and provide a signed record of the student's clinical hours). Details regarding preparation for the exit interview can be found in the Graduation Checklist (Appendix C).

Prior to the exit interview, every student must complete an anonymous on-Line Exit survey concerning their graduate educational experience. The feedback received from these questionnaires is used to plan and implement program improvement.

5.14.1 NTE Praxis Examination Results and Certification Forms.

Every student is required to request that a copy of her/his score on the NTE Praxis exam be sent to the Department of Speech and Hearing Science. The score will eventually appear on the student's Advising Report. If the score has not yet appeared on the Advising Report by the time of the Exit Interview, the student must bring proof that they have obtained a passing score and that they have requested that it be sent to the Department.

5.15 Seminar and Independent Study Course Descriptions.

Each student must provide a description of every seminar and independent study taken for credit in the MA program. This will include SPHHRNG 5193, 7193, 8193, 8940 and 8950. The description must be signed by the instructor of the course. These descriptions should be filed during, or immediately following, the term in which the seminar was taken.

5.16 MA-SLP Students Interested in the PhD Degree

The MA-SLP program is designed to meet the current requirements for the ASHA Certificate of Clinical Competence and a license to practice speech-language pathology in the State of Ohio. The PhD program is designed for students interested in research and prepares students for careers in teaching and research. MA-SLP students interested in obtaining training in both areas concurrently should meet with their academic advisor early

in the program, apply to the graduate program and begin doctoral studies in their second year (see Section 7.7 regarding dual-degree programs).

5.17 Academic Standards

All students are expected to be familiar with the University policy on academic integrity as outlined in the Code of Student Conduct and the Graduate School's Code of Research and Scholarly Conduct. Other sources of information on academic misconduct (integrity) to which you can refer include:

- The [Committee on Academic Misconduct](#)
- Ten Suggestions for [Preserving Academic Integrity](#)
- Eight [Cardinal Rules of Academic Integrity](#)

A graduate student must maintain a 3.0 graduate cumulative point-hour ratio for all graduate credit hours taken at this University in order to graduate (Graduate School Handbook, Section 5.1). Moreover, a student who does not maintain reasonable progress toward a degree or who does not fulfill other graduate program requirements, including those regarding Technical Standards and misconduct, can be denied further registration in the program upon the recommendation of the Graduate Studies Chair to the Graduate School and after the Graduate School has formally warned the student that if the problems are not corrected by the end of the next semester, action will be taken. ([Graduate School Handbook, Section 5](#)). For the MA-SLP program, a student is deemed not to be making satisfactory progress if:

- The student has obtained an unsatisfactory grade (i.e., a "U" or a "C+" or lower) in the same required course two times; or
- The student has obtained an unsatisfactory grade (i.e., a "U" or a "C+" or lower) in two different required courses; or
- The student has a cumulative graduate GPA of less than 3.0 for two consecutive semesters or
- The student has been determined to have failed to meet Technical Standards (See Department Graduate Handbook, Volume II, for specific information about Technical Standards).

To ensure that student problems are addressed in a timely matter, the Department has implemented the following policies: Any student whose overall GPA drops below 3.0 or who fails to meet Technical Standards after any term must attend a meeting which includes the Chair of the Graduate Studies Committee, and the student's academic and clinic advisors. The meeting must be scheduled as soon as possible after the situation is recognized. Working together, the student, faculty and staff members involved will develop a structured remediation plan for (a) raising the student's GPA above the minimum (3.00) within the semester, (b) meeting Technical Standards, or both. The Graduate School will be asked to deny further registration to students who fail to achieve a 3.0 GPA for 2 consecutive terms or who fail to achieve Technical Standards in the term during which the remediation plan is implemented.

Any student who receives an unsatisfactory grade (i.e., a "U" or a "C+" or lower) in a required course must attend a meeting that includes the Chair of the Graduate Studies Committee and the student's academic and clinic advisors. The meeting must be scheduled as soon as possible after the situation is recognized. The meeting will address the difficulties that the student experienced in the course and a structured remediation plan will be developed to ensure that the course is completed satisfactorily at its next offering and that satisfactory grades can be obtained in future courses. (See preceding paragraph concerning the implications of multiple course failures and failures to meet Technical Standards).

Additionally, the following policies pertain to grades in the department.

- a. If a student receives a "U" (Unsatisfactory) in a Clinical Seminar course, the student will be prohibited from enrolling in Clinical Practicum the following term. Furthermore, future practicum experiences with clients whose disorders are related to the material covered in the Clinical Seminar course will be denied until the student can demonstrate competency in the material. Competence may be demonstrated by repeating and passing the Clinical Seminar course or by successfully completing a corrective plan of action deemed appropriate by the Clinical Seminar instructor and the student's academic advisor.

- b. Courses required in the graduate program in speech-language pathology, audiology, or speech and hearing science must be completed in a satisfactory manner. Therefore, if a graduate student receives a grade of C+ or poorer in a required graduate course, the student must retake the course the next time it is offered and must achieve a B- or better. A 'W' (withdraw) for a required course is an indication of failure to complete the course. Prerequisites will be strictly enforced for both courses and clinical placements for subsequent semesters or terms. Thus, if the course is directly related to a clinical area (e.g., voice, hearing aids, neurogenic disorders, etc.), the student will be prohibited from participation in a clinical rotation in that area until the deficiency has been corrected.
- c. Students are reminded that unsatisfactory performance (e.g., a grade of C+ or lower) in two or more required courses will result in prohibition from enrollment in all clinical practicum courses. The student may re-enroll in Clinical Practicum after retaking the required courses and achieving a grade of B- or better, such that no more than one unsatisfactory grade remains. The student must continue to show progress by retaking and satisfactorily passing all required courses for which a grade of C+ or less was received. Students are advised to expect significant delays in time to graduation if these steps are required.
- d. The grade of "Incomplete" (I) should only be given when a student has failed to complete all the requirements of the course due to circumstances beyond the student's control (e.g., illness, death in the family). It is assumed that this will be a relatively rare event.
- e. As a matter of policy, the Department of Speech and Hearing Science discourages the use of "extra-credit" assignments by instructors.

5.18 Student Attendance and Evaluations

Each student is expected to attend every class in order to learn the content, actively engage with the material, and participate in class discussions and labs. Arriving to class late is disruptive to the learning environment and is unprofessional. **Students should consult with the course instructor if you have extenuating circumstances** (vacations, car trouble, picking up people from the airport are not considered extenuating circumstances). Only absences due to religious holidays, deaths and illnesses will be excused. If a student misses more than three classes due to illness, they will be required to provide a doctor's note for each additional absence due to illness. Professors may also choose to require a doctor's note for specific classes, such as those that contain labs where students practice administering assessments (this will be conveyed by each professor at the start of the semester). Penalties apply to unexcused absences and excessive late arrivals. Final course grades will be reduced 1% for each unexcused absence or excessive late arrival. If a student misses a class due to an unexcused absence (e.g., attending a wedding, travel, etc.), please let the instructor know ahead of time. You should also plan to get class notes from another student and let the instructor know if you have any questions about the material. For every excused absence, the student will turn in a 300–400-word reflection integrating the content of the lecture and readings for the missed lecture. This is due one week after the missed class. Fraudulent use of excused absences is a violation of Academic Integrity and will result in a decrease of the student's final grade by one letter grade. Additional use of fraudulent excused absences will be reported to the University Committee of Academic Misconduct.

Student progress toward successful degree completion is evaluated on a semester-by-semester basis. Students are evaluated on their academic, clinical, and (where appropriate) research performance to determine if they are making 'reasonable progress' toward the MA-SLP degree. A lack of reasonable progress is defined in the [Graduate School Handbook](#) (Section 5.4). Results of the evaluation are communicated to the student by their advisor or the Chair of the Speech-Language Pathology Oversight Committee. Should areas of concern in student progress be identified by the tenure-track and/or clinical faculty, the advisor will schedule a meeting with the student to discuss said concerns. Steps for remediation may be discussed, as deemed appropriate by the advisor.

If a student is identified as not maintaining reasonable progress toward the MA degree, the Graduate Studies Committee Chair may recommend denial of further registration to the Graduate School (per Section 5 of the Graduate School Handbook).

5.19 Time Limit for Completion of MA degree requirements

A student admitted as an MA-SLP candidate is required to complete all requirements for the degree within four (4) years of admission to the program unless an alternative time period has been previously approved by the Graduate Studies Committee.

5.20 Identification of "Inactive" Students

- a. A student who has not completed at least one course in an academic year shall be considered to be "inactive", unless prior approval for such an absence has been given in by the student's advisor. Therefore, students who deem it necessary to take a period of time away from their studies (even if only for one semester) need to discuss this option with their academic advisor and indicate in writing their decision to take time away from their studies, including a proposed timeline, in order to avoid being considered inactive. This written document will be included in the student's file and the advisor must notify the Chair of the Graduate Studies Committee upon approving such an absence. Exceptions to this rule must be requested by the student's advisor to the Graduate Studies Committee.
- b. The Department will not consider "inactive" students as bona fide graduate students in any Departmental reports. The Graduate Studies Committee will ask the Graduate School to deny all further registration privileges to students designated as "inactive" until they are officially re- admitted to the program.
- c. Inactive students requesting re-admission to the program must submit their requests in writing to the Graduate Studies Committee. The request must include information about the reason for the student's hiatus as an active graduate student. The Graduate Studies Committee may request additional information from the inactive student (e.g., letters of recommendation).
- d. The Graduate Studies Committee will make its decision in a timely manner. If the decision is to re-admit, the Chair of the Committee will request that the Graduate School allow the student to again register for coursework.

6.0 Doctor of Audiology (AuD) Program

See the [Graduate School Handbook](#) (Section 7) for official Graduate School policies concerning professional doctoral degree programs.

6.1 Description of Degree

The Department of Speech and Hearing Science offers a Doctor of Audiology (AuD) degree. Completion of all degree requirements will normally ensure that the student meets the academic requirements for licensure from the State of Ohio and for Certification in Audiology from the American Speech-Language-Hearing Association (ASHA) and the American Board of Audiology (ABA). The AuD program is accredited by the Council on Academic Accreditation (CAA) of ASHA through 2027 and the Accreditation Commission for Audiology Education (ACAE) of the American Academy of Audiology (AAA) through 2024. The requirements enumerated below are specific to the AuD degree program. See the [Graduate School Handbook](#) Section 7.17 Professional Doctoral Programs.

6.2 Admission Requirements

For a summary of official Graduate School requirements, see the [Graduate School Handbook](#) Section 2.

6.2.1 Regular Admission Process

Students applying to the AuD program must have all application materials sent to the university by December 15. Most admission decisions will be made during January (for fellowship nominees) and February/March (for all other students). Students must begin the program in Autumn Semester. The number of students admitted in any given year is limited.

Evaluation of applications for admission to the AuD program is the responsibility of the Audiology Oversight Committee. The members of this committee independently evaluate each applicant's overall potential. This judgment is based on:

- a. A careful review of the individual's past academic performance, which involves not only a consideration of grade point average, but also of the patterning of grades;
- b. Three letters of recommendation from persons acquainted with the individual's academic program, scholastic ability, or professional performance;
- c. Consideration of previous coursework;
- d. A written response to questions developed by the Audiology Oversight Committee intended to serve as a writing sample and serve as a mean to evaluate the applicant's educational and professional goals, problem-solving skills and/or personal characteristics.
- e. A commitment to Affirmative Action principles.

6.2.2 Conditional Admission

Students can be admitted in this category for one or more of the following reasons:

6.2.2.1

The student holds a Bachelor's degree from a non-accredited institution;

6.2.2.2

The student has less than a 3.0 grade point average in undergraduate work; or

6.2.2.3

The student has not completed prerequisite work in the areas of phonetics, normal language development, anatomy and physiology of the speech and hearing mechanism, speech science, and

hearing science.

The conditional admission status provides a trial period of graduate study during which the student's performance can be evaluated. At the time of admission, the Graduate Studies Committee will specify to the student in writing the condition(s) that must be fulfilled for removal from conditional status. All conditional admission requirements must be satisfied before the student can be transferred to "regular" status. It should be understood that some or all of the required prerequisite coursework will not count toward completion of the doctoral degree.

6.2.3 Graduate Non-Degree Admission

Although the University provides for admission of a person holding a bachelor's degree into Graduate Non-degree status, the Department of Speech and Hearing Science does not admit such applicants into our graduate degree (MA, AuD, PhD) programs. In Speech and Hearing Science, Graduate Non-degree status is reserved for those holding a master's, AuD or PhD degree who wish to pursue continuing graduate education.

6.3 Academic Advisor Selection

The initial academic advisor, Julie Hazelbaker, PhD, is assigned prior to the student's arrival on campus and is in place to discuss the student's basic plan of study during the first year of the program. Once the student passes the AuD Qualifying Examination and is more familiar with the faculty and potential areas of specialization, they must change advisors, with the approval of the new advisor, by filing the Advisor Change Request form (Appendix B). Academic advisors for the AuD program must have Graduate Faculty M or P status, and it is typical for the student's Capstone Project advisor or co-advisor to be the academic advisor.

6.4 Undergraduate Prerequisites

The following courses, or their equivalents, are considered to be undergraduate prerequisites.

SPHHRNG 3320	Principles of Phonetics
SPHHRNG 3330	Language Development
SPHHRNG 3340	The Art and Science of Sound
SPHHRNG 4440	Anatomy, Physiology and Science of Hearing
SPHHRNG 4540	Introduction to Audiology

Please note that entering the graduate program without prerequisite coursework will extend the length of the student's graduate program beyond the eleven semesters normally required for graduation.

Students are also required to meet the English undergraduate coursework requirements of The Ohio State University in the College of Arts and Sciences (or their equivalent). Furthermore, students are required to have at least one course in college-level algebra and trigonometry, and at least one in college-level physics. The initial academic advisor will review the student's record during the first semester of graduate enrollment to determine whether these requirements have been met. If a deficit is found, students will be advised to take remedial undergraduate coursework.

In addition, the standards for the ASHA certificate of clinical competence state that the applicant must demonstrate knowledge of the principles of biological sciences, physical sciences, mathematics, and the social/behavioral sciences. This pre-requisite knowledge is normally obtained during undergraduate studies and is demonstrated by transcript credit. A complete description of the ASHA requirements for Certification in Audiology can be found on the ASHA website at <http://www.asha.org/>.

It is the student's responsibility to meet with their initial advisor during the first semester of the graduate program to ensure that all prerequisites for graduate study have been met.

6.5 Course and Hour Requirements for the AuD Degree

6.5.1 Required Courses

The Graduate School requires a minimum of 80 graduate credit hours beyond the Bachelor's degree for a professional doctoral degree. The AuD requires considerably more than this minimum number of hours. The required coursework for the professional AuD program is provided in the Appendix A of this handbook.

The AuD program is designed to extend over a four-year period. Students are expected to begin their program in the Autumn Semester. Students should expect to graduate no sooner than the end of Spring Semester of their fourth year.

Students will not be allowed to take more than 18 hours of academic coursework without special permission (graduate and/or undergraduate hours) in any given semester. Students who neglect to register for practicum in a given semester will not receive credit for clinical hours accrued during that semester.

Thus, later graduation can be anticipated if the student chooses to take extensive elective coursework or if a student has prerequisite courses to make up. Later graduation can also be anticipated if the student chooses to accept a graduate associate position or works extensively outside of the graduate program; the time necessary to complete these outside requirements often make scheduling academic coursework and practicum more difficult, necessitating extra time to complete academic and clinical requirements. Additional causes of later graduation may also include failure to complete the Capstone requirements in time (described in [Section 6.9](#)) and/or accepting a fourth year externship position whose start and end dates prohibit Spring graduation (see [Section 6.10.2](#) below).

Required graduate courses may be waived (see Waiver for Required Course form in Appendix A) for an individual if a similar course was taken at another academic institution and if the course is directly comparable in scope and perspective. The student may be required to demonstrate competency on a proficiency exam and/or provide a syllabus and/or other course materials from the completed course. A signed copy of the waiver form must be placed in the student's academic file.

6.6 Requirements for ASHA Certification and State Licensure

6.6.1 ASHA Certification

The requirements of the AuD program have been developed, in part, to meet or exceed the requirements established by the American Speech-Language-Hearing Association for the Certificate of Clinical Competence (for details see the audiology certification standard located on the ASHA website: www.asha.org). These credit hours will include both required courses and electives as detailed in Sections 6.5.1. All "Professional Coursework" must be credit hours obtained through enrollment in Department of Speech and Hearing Science courses or with Graduate Studies Committee approval if taken at another CAA-accredited program.

6.6.2 State Licensure

The State of Ohio requires, by law, that anyone who practices audiology, or represents themselves to be an audiologist in Ohio, must hold a valid license issued by The Ohio Board of Speech-Language Pathology and Audiology. Successful completion of the AuD program prepares the student to meet State of Ohio Licensure requirements. For details of the licensure requirements and the process for obtaining a license, see the board's web site (<http://slpaud.ohio.gov/>). Laws governing the practice of audiology may vary in other states. The student planning to seek a position outside the state of Ohio is expected to become familiar with the licensure requirements of that particular state.

6.7 The AuD Qualifying Examination

At the end of Spring Semester of the first year of the program, all students must pass the AuD Qualifying Examination to continue in the program. This examination is designed to assess student competence in the knowledge and skill areas the faculty have determined to be prerequisite to continuation in the program. The

written examination consists of questions covering the coursework completed during Autumn and Spring Semesters of the first year of the program. Emphasis will be given to integration of material across courses (e.g., how science influences clinical applications, case studies, etc.). The practical examination assesses skills needed by students beginning practicum (e.g., basic audiologic testing, selection and fitting of hearing aids, counseling). The Qualifying Exam will be given either during final exam week of Spring semester or in between Spring final exam week and the beginning of Summer term (determined by the Audiology Oversight Subcommittee by the end of Autumn term), no exceptions.

Successful completion of the Qualifying Exam is required to enroll in Summer term clinical practicum (students may enroll in independent studies to prepare for the re-take exam, if necessary). If a student does not pass the Qualifying Exam, they may be given one opportunity to retake the exam. If a student does not pass the Qualifying Exam on the second try, the Graduate School will be asked to deny further enrollment in the AuD program.

6.8 The AuD Professional Doctoral Examination

To begin the 4th year clinical externship, students must successfully complete the AuD Professional Doctoral Examination. This examination is designed to test the student's fundamental knowledge of the field of audiology and the student's ability to think and express ideas clearly. Successful completion will indicate student preparedness for the 4th-year professional experience and completion of a capstone project.

6.8.1 Description and Timing

The written examination will consist of questions covering the following three topic areas: a) professional issues; b) clinical applications; and c) basic science. The Professional Examination is administered in a sit-down format during Summer semester of the 3rd year of the program.

If a student does not meet the expected performance criteria, they will be given feedback by their advisor and will have the opportunity to re-write later in the same semester. If the student does not meet expected performance levels on the re-write, the student will be judged to have failed the examination and the failure will be reported to the Graduate School.

A student may be allowed to retake the entire AuD Professional Doctoral Examination in Autumn Semester of the third year. If the student fails again, the Chair of the Graduate Studies Committee will ask the Graduate School to deny the student future enrollment in the AuD program.

6.8.2 AuD Professional Doctoral Examination Committee

The examination committee will be made up of the members of the Audiology Oversight Subcommittee.

6.8.2.1 Policies Related to the Professional Doctoral Examination

General policies related to the conduct of the examination (e.g., notification of the written examination, policies for postponement and appeals, etc.) as outlined in the [Graduate School Handbook](#) (Section 7) apply to the AuD Professional Doctoral Examination. Consistent with Graduate School Policy, the student is considered to have completed the AuD professional doctoral examination successfully only when the decision of the AuD Examination Committee is unanimously affirmative. Students must submit the Application for Professional Examination via [GRADFORMS](#) more than two weeks before the time of the exam. Students are responsible for monitoring this form to be sure that all SHS personnel have approved the form by at least two weeks before the time of the exam in order to meet Graduate School requirements. If approved, the corresponding Report on Professional Examination is generated and available for the Examination Committee on [GRADFORMS](#) to record the result of the exam.

6.8.2.2 Time to Degree

Graduate School policy ([Graduate School Handbook](#), Section 7) requires that all AuD requirements must be met within five years after the student passes the Professional Doctoral Examination.

6.9 The AuD Capstone Project

The student, in consultation with an advisor, must define a Capstone Project to be completed during the latter part of the program. The Capstone Project must demonstrate the student's mastery in an individually defined area of interest. The nature of each project may vary with the interests and plans of the individual student, but the following guidelines are required:

- a. The Capstone Project must be supervised by a committee composed of the student's advisor (Graduate Faculty level M or P) and at least two additional graduate faculty members from the Department of Speech and Hearing Science. An outside member of the committee with special expertise in the topic may be added. The Audiology Oversight Committee determines Capstone committee membership during Autumn Semester of the 3rd Year and will communicate committee membership to students the same semester.
- b. The Capstone Project is expected to be a scholarly contribution to knowledge in a chosen area of specialization. Formats for the Capstone Project may include:

Case Study Track: In-depth clinical case study and review of the relevant literature;

Research Track: Clinical or laboratory research study (recommended for students interested in pursuing the PhD);

Specialization Track: Coursework outside the department (minimum of 6 semester hours) in a specific topic area. The specialization must culminate in a scholarly and original paper on the specialization topic and its importance to the profession of audiology.

- c. The student must file the AuD Capstone Project Planning Form (Appendix A) with the Chair of the AuD Subcommittee by January 5 of the 2nd year of their program, before work on the project is begun.
- d. The student must prepare a written Final Document (the AuD Capstone Document), which conforms to the Graduate School format requirements as described in the Guidelines for Preparing Theses, Dissertations, and DMA Documents. A rough draft of the capstone document is due to the student's academic advisor November 1 of the student's 4th year. The final written document is due **prior to the deadline for the Application to Graduate**, which is typically the 3rd Friday in January of the student's 4th year for a Spring Semester graduation. Approval of the student's application to graduate is contingent upon successful completion of the Capstone document. Note that it is to the student's advantage to complete the Capstone Document and complete the AuD Final Oral Examination (see Section 6.10 below) prior to their 4th year, because students who have not yet defended their Capstone project while on their Fourth-Year Clinical Experience will need to register to Capstone credits during their 4th year in the program.
- e. The student must pass the AuD Final Oral Examination—see Section 6.11, below.

6. 10 Fourth-Year Clinical Experience

The 4th-year clinical experience requires a student to obtain one year (minimum 11 months) of full-time experience in a clinical setting. The student is expected to participate in all activities related to the practice of audiology at the site. These activities could include, but are not necessarily limited to case planning, diagnostics, treatment, billing, community outreach, and continuing education.

6.10.1. Requirements to be Completed Prior to Beginning the 4th-Year Experience

6.10.1.1 The student must complete the didactic coursework required for the AuD (see AuD Curriculum in the Appendix A);

6.10.1.2 If the student is completing a Specialization Capstone project, they must complete the

specialization coursework that has been approved by the Audiology Oversight Committee and is outlined on AuD Specialization Coursework Approval Form (see form in the Appendices for Volume I);

6.10.1.3 The student must have an approved plan for the Capstone Project (see AuD Capstone Project Planning Form in Appendix A);

6.10.1.4 The student must have achieved all defined practicum competency levels;

6.10.1.5 The student must have successfully completed the AuD Professional Doctoral Examination.

6.10.2. Requirements During the 4th-Year Experience

6.10.2.1 The experience is a one-year full-time (35-40 hours per week; minimum 11 months) assignment or its equivalent.

6.10.2.2 Students should generally expect to begin the experience on the first day of Summer Term and end the experience on the last day of Spring semester. However, actual start and end dates are determined by the placement, in conjunction with Department and student input. Students are expected to honor the agreed upon start and end dates.

6.10.2.3 Graduation from the AuD program is dependent upon the end date of the student's 4th-year experience, as determined by the placement site and in conjunction with any contractual agreements between the student and the placement. Should a student successfully complete their experience at the end of Spring semester, she/he will be eligible for spring graduation. However, if a student does not complete her/his experience within a time frame that allows for a Spring semester graduation, she/he will be eligible for summer graduation. Both spring and summer graduations are considered 'on-time', in view of the variety of schedules encountered related to the 4th-year externship placements.

6.10.2.4 Students will follow the schedule (holidays, vacations, etc.) of the extern site, not the university schedule.

6.10.2.5 Students will enroll for three credits of SPHHRNG 8943 for each semester of the experience. Three credits are considered full-time enrollment for AuD students who have passed the Professional Doctoral Examination.

6.11 The Exit Requirement: AuD Final Oral Examination

6.11.1 Description:

The Final Oral Examination will deal extensively with the portion of the candidate's field of specialization encompassed by the Capstone Project and Final Document, though questions will not be confined exclusively to the subject matter of that project. Additional questions regarding the AuD curriculum and 4th-year clinical experience are to be expected. The Final Oral Examination seeks to test each student's breadth and depth of knowledge related professional practice in the field of audiology.

6.11.2 AuD Final Oral Examination Committee:

The Final Oral Examination Committee will be composed of the members of the graduate faculty who supervised the Capstone Project (the student's advisor and at least two additional graduate faculty members from the Department of Speech and Hearing Science). The student's advisor will serve as Chair of the Final Oral Examination Committee. The remaining membership will be determined by the Audiology Oversight Committee.

6.11.3 Policies Related to the Final Oral Examination:

General policies related to the conduct of the examination (e.g., notification of the oral examination, policies for postponement and second final oral examinations, etc.) as outlined in the Graduate School Handbook,

Section 7 will apply to the AuD Final Oral Examination. Final oral examinations will take place at any time after the student's advisor has approved the Capstone document, but no later than the first week of April in the student's 4th year to ensure a Spring graduation. Consistent with Graduate School Policy, the student is considered to have completed the AuD Final Oral Examination successfully only when the decision of the AuD Final Oral Examination Committee includes no more than one negative vote.

6.12 AuD Students Interested in the PhD Degree

The professional doctoral program is designed to meet the current requirements for a license to practice audiology in the State of Ohio, ASHA Certificate of Clinical Competence, and ABA Certification. The research doctoral program is designed for students interested in a traditional PhD program – one that focuses on research and prepares students for careers in teaching and research. Students interested in obtaining training in both areas should meet with their academic advisor early in the program (see Chapter 8 regarding dual-degree programs).

6.13 Academic Standards

All students are expected to be familiar with the University policy on academic integrity as outlined in the Code of Student Conduct and the Graduate School's Code of Research and Scholarly Conduct. Other sources of information on academic misconduct (integrity) to which you can refer include:

- The [Committee on Academic Misconduct](#)
- Ten Suggestions for [Preserving Academic Integrity](#)
- Eight [Cardinal Rules of Academic Integrity](#)

A graduate student must maintain a 3.0 graduate cumulative point-hour ratio for all graduate credit hours taken at this University in order to graduate (Graduate School Handbook, Section 5). Moreover, a student who does not maintain reasonable progress toward a degree or who does not fulfill other graduate program requirements, including those regarding professional standards and misconduct can be denied further registration in the program upon the recommendation of the Graduate Studies Chair (Graduate School Handbook, Section 5). For the AuD program, a student is deemed not to be making satisfactory progress if:

- The student has obtained an unsatisfactory grade (i.e., a "U" or a "C+" or lower) in the same required course two times;
- The student has obtained an unsatisfactory grade (i.e., a "U" or a "C+" or lower) in three different required courses;
- The student has failed the AuD Qualifying Examination two times;
- The student has failed the AuD Professional Doctoral Examination two times;
- The student has failed the AuD Final Oral Examination two times;
- The student has a cumulative graduate GPA of less than 3.0 for two consecutive semesters.

To ensure that student problems are addressed in a timely matter, the Department has implemented the following policies:

- a. Any student whose overall GPA drops below 3.0 after any semester must attend a meeting which includes the Department Chair, the Chair of the Graduate Studies Committee, and the student's academic and clinic advisors. The meeting must be scheduled within the first two weeks of the following semester. Together, these faculty and staff members will develop a structured plan for raising the student's GPA above the minimum (3.0) within one semester. The Graduate School will be asked to deny further registration to students who fail to achieve a 3.0 GPA for two consecutive semesters.
- b. Any student who receives an unsatisfactory grade (i.e., a "U" or a "C+" or lower) in a required course must attend a meeting, which includes the Chair of the Graduate Studies Committee and the student's academic and clinic advisors. The meeting must be scheduled within the first two weeks of the following semester. The meeting will address the difficulties that the student experienced in the course and a plan will be developed to ensure that the course is completed satisfactorily at its next offering and that

satisfactory grades can be obtained in future courses. The Graduate School will be asked to deny further registration to students who receive an unsatisfactory grade in the same course two times or in three different required courses.

Additionally, the following policies pertain to grades in the department:

- a. If a student receives a “U” (Unsatisfactory) in a SHS Clinical Seminar in Hearing Disorders course (7143, 7243, 7343, 7743 or 7891), the student will be prohibited from enrolling in SPHHRNG 6843 or 7843 the following semester.
- b. Courses required in the graduate program in speech-language pathology, audiology, or speech and hearing science must be completed in a satisfactory manner. Therefore, if a graduate student receives a grade of C+ or poorer in a required graduate course, the student must retake the course the next time it is offered and must achieve a B- or better. Students are reminded that a ‘W’ (withdraw) for a required course is an indication of failure to complete the course.
- c. The grade of "Incomplete" (I) should only be given when a student has failed to complete all the requirements of the course due to circumstances beyond the student’s control (e.g., illness, death in the family). It is assumed that this will be a relatively rare event.
- d. As a matter of policy, the Department of Speech and Hearing Science discourages the use of “extra-credit” assignments by instructors.

6.14 Graduate School Requirements for the Semester of Graduation

A student expecting to graduate with an AuD degree must submit an Application to Graduate- Professional Doctorate via [GRADFORMS](#) no later than the third Friday of the semester in which the degree is sought. The following requirements are typically completed by the semester the AuD is awarded:

- a. Satisfactory completion of the AuD Final Oral Examination (details outlined above in Section 6.11) by the Graduate School’s published deadline;
- b. Satisfactory completion of the AuD Capstone Document approved by the student’s Capstone Committee (details on Capstone Project outlined above in Section 6.9) by the Graduate School’s published deadline—the document must conform to the Graduate School format requirements as described in the Guidelines for Preparing Theses, Dissertations, and DMA Documents. A complete draft of the Capstone document must be submitted to the student’s advisor prior to the Application to Graduate deadline (see Section 6.9).

6.15 Department Requirements for the Semester of Graduation

6.15.1 ASHA Certification Applications and the Exit Interview

The Chair of the Department of Speech and Hearing Science must sign all ASHA Certification applications. The Chair will sign each student’s application during the student’s exit interview, which is normally scheduled during the last week of the semester of graduation. Prior to the exit interview, each student must meet with their clinical advisor (who will approve and provide a signed record of the student’s clinical hours) and with their academic advisor (who will review and provide a signed record of the coursework required for certification and licensure). Details regarding preparation for the exit interview can be found in the Graduation Checklist (Appendix C).

Prior to the exit interview, every student is expected to complete an On-Line Exit Interview concerning their graduate educational experience. The feedback received from these questionnaires is used to plan and implement program improvement.

6.15.2 NTE PRAXIS Examination Results

A passing score on the NTE Praxis examination (i.e., the national examination) is required for graduation from

the department, State Licensure, and ASHA certification. Every student is required to submit a copy of her/his score on the NTE PRAXIS exam to the Department of Speech and Hearing Science. The codes change regularly, therefore, you should visit the ETS website (www.ets.org/praxis) to determine the correct codes for OSU as well as the state licensing code for any state in which you will be seeking licensure. You will also want to find the code for ASHA if you plan to pursue certification.

Passing exam results must be reported to the Department of Speech and Hearing Science prior to submission of the 'Application to Graduate'. Approval of the application to graduate is contingent upon successful completion of the Praxis examination. Given that the application to graduate is due on the 3rd Friday of the semester of graduation, students should plan on taking the Praxis exam no later than Autumn semester of the 4th year of the program. Please note that the Chair may withhold approval of the certification application if the student has not sent the NTE PRAXIS results to the Department.

6.15.3 Seminar/Independent Study Descriptions

Each student must provide evidence of every seminar (a copy of the syllabus) and independent study (a copy of the Independent Study Authorization Form, which can be found in the Appendix B) taken for credit in the AuD program. This will include SPHHRNG 5193, 7193, 8193, 8940 and 8950. Under normal circumstances, these forms should be placed in your academic folder during, or immediately following, the semester in which the course was taken. The Chair of the Graduate Studies Committee will not sign an application to graduate until these materials are in the student's folder.

6.15.4 Department Copies of the Capstone Document

A final electronic copy of the Capstone document must be submitted to the Chair of the Audiology Oversight Committee and to the Capstone Project advisor prior to receiving final department approval. The Department maintains an electronic record of each Capstone document on the Department server. In addition, in consultation with her/his advisor and committee, students may complete the OSU Knowledge Bank License form and then upload the Capstone document to the Knowledge Bank in the AuD Capstone/Department of Speech & Hearing Science Community and be provided a permanent web address.

6.16 Miscellaneous Department and University Policies

6.16.1 Student Evaluations

Student progress toward successful degree completion is evaluated on a semester-by-semester basis. Students are evaluated on their academic, clinical, and (where appropriate) research performance to determine if they are making 'reasonable progress' toward the AuD degree. A lack of reasonable progress is defined in the [Graduate School Handbook](#) (Section 5) as failure to . . . "fulfill graduate program requirements, including those regarding professional standards and misconduct."

Results of the evaluation are communicated to the student by their advisor or the Chair of the Audiology Oversight Committee. Should areas of concern in student progress be identified by the tenure-track and/or clinical faculty, the advisor will schedule a meeting with the student to discuss said concerns. Steps for remediation may be discussed, as deemed appropriate by the advisor.

If a student is identified as not maintaining reasonable progress toward the AuD degree, the Graduate Studies Committee Chair may recommend denial of further registration to the Graduate School (per Section 5.4 of the Graduate School Handbook).

6.16.2 Time to AuD Degree

The AuD program is typically a lock-step program requiring a minimum of four years (11 semesters) to complete. A student may, in consultation with their academic advisor and the Chair of the Audiology Oversight Committee, choose to slow down their program. Professional doctoral degree requirements, however, must be completed within five years after a student passes the Professional Doctoral Examination.

6.16.3 Identification of "Inactive" Students

- a. A post-candidacy student who has not completed at least 3 credits during a semester shall be considered to be "inactive".
- b. The Department will not consider "inactive" students as bona fide graduate students in any Departmental reports. The Graduate Studies Committee will ask the Graduate School to deny all further registration privileges to students designated as "inactive" until they are officially re-admitted to the program.
- c. Inactive students requesting re-admission to the program must submit their requests in writing to the Graduate Studies Committee. The request must include information about the reason for the student's hiatus as an active graduate student. The Graduate Committee may request additional information from the inactive student (e.g., letters of recommendation).

7.0 PhD Degree Program

For details of the requirements for the PhD degree, you should consult the [Graduate School Handbook](#). Note that the Graduate School Handbook is an on-line document and may change periodically as requirements or opportunities change. You should check it frequently, especially at each stage of your progress through the PhD degree program. If degree requirements are changed by the department or university, you normally have the option of following those rules in place when you began the degree program, or the revised rules. This chapter will present additional requirements and opportunities unique to the PhD in Speech and Hearing Science.

7.1 Areas of Specialization

The Department offers the PhD degree in Speech and Hearing Science with emphasis in Speech Science, Language Science, or Hearing Science. Each doctoral student's academic program consists of coursework and research experiences within the Department of Speech and Hearing Science, as well as in related academic areas such as Linguistics, Psychology, Statistics, Engineering, Computer Science, Education, etc. The Graduate Faculty in the department designed the PhD degree requirements to allow for flexibility. You are expected to work closely with your advisor to plan your coursework and research experiences.

7.2 Admissions Requirements

For a summary of official Graduate School admission requirements see the Graduate School Handbook <https://gradsch.osu.edu/programs-admissions/admissions>.

Your first step in the application process should be an informal communication with a potential academic advisor. You should review the research interests of academic faculty members in the department shown on the department web pages (<https://sphs.osu.edu/people>). Then, contact one or more of them by email to express your interest in the PhD program, and specifically your interest in joining their research group. You should be prepared to share your curriculum vitae (CV) or resume, statement of research interests, grade point average (GPA) and GRE scores. An on-campus visit is highly recommended and may be required by some potential advisors. If both you and your prospective advisor agree that it would be a productive mentorship, you should then proceed with submitting an application.

Evaluation of applications for admission to the PhD program is the responsibility of the Speech and Hearing Science Graduate Studies Committee. The members of this committee independently evaluate each applicant's potential for successful PhD study. The following documentation must be submitted for review:

1. Transcripts of all previous college-level coursework indicating your GPA
A minimum GPA of 3.0 on the 4.0 scale used at Ohio State for all undergraduate coursework, and 3.3 on the 4.0 scale for all previous graduate coursework are required

for admission.

2. Graduate Record Examination (GRE)
Scores on the GRE must be submitted, but the department has not established a minimum score.
3. Letters of recommendation
Applicants must submit three letters of recommendation from individuals who can document their potential for PhD study. It is recommended that these letters be written by university faculty members or research supervisors.
4. International students may be required to submit proof of English language proficiency. See the [International Student section of the Graduate and Professional Admissions](#) website for details.

Additional information on the admission procedures may be found on the department website (<https://sphs.osu.edu>) and in the [Graduate School Handbook](#).

7.3 Advisor and Candidacy Committee Selection

To help guide you through the requirements for the PhD degree, you must have an advisor when you enroll in the PhD degree program. To assist your advisor in coordinating and conducting the written and oral portions of your Candidacy Examination you must have a four-person Candidacy Committee. Your advisor must be a Category P graduate faculty member in the Department of Speech and Hearing Science. You may also have a co-advisor in the department, or from another department, who is also a graduate faculty member. The requirements for attaining category P or M graduate faculty status are explained in the [Graduate School Handbook](#).

You and your advisor will select at least three other Graduate Faculty members to complete your Candidacy Committee. The other members of the committee must have either Category M or P status in the Ohio State Graduate School, and at least two of the members (your advisor and one other) must be faculty members in the Department of Speech and Hearing Science. Normally, your Candidacy Committee should be convened before you finalize the format and content areas of the candidacy exam (see section 7.8 below).

Note that the composition of your Dissertation Committee may differ from the Candidacy Committee. Your Dissertation committee must have a Chair (a faculty member in the Department with Category P status) and at least two additional faculty members (with Category M or P status).

You are free to change advisors at any time with the approval of your proposed new advisor by submitting the Advisor Change Request form (Appendix B) to the Graduate Studies Committee. Under most circumstances, your dissertation advisor will be your academic advisor.

7.4 Program Planning

Every PhD student is expected to enroll in the departmental Pro-Seminar (SPHHRNG 8900) until each component of a two-year rotation of Pro-Seminar topics has been completed.

At present, no other specific courses are required of PhD students, although several may be strongly recommended. The PhD degree program should enable you to achieve a high level of research competence and to contribute knowledge to the field. A coherent pattern of courses and research experiences should reflect these goals. As indicated in the Graduate School Handbook (section 7.1),

your program “must include a reasonable concentration and breadth of study designed to foster research, scholarship, and knowledge of a specialty in relation to allied academic areas, must be approved by the advisor, and is subject to the rules of the Graduate Studies Committee.”

The graduate school requires that a PhD student must complete a minimum of 80 graduate credit hours beyond their bachelor’s degree. A minimum of 24 graduate hours beyond the master’s degree, or its equivalent, must be taken at the Ohio State University.

- (i) If you hold a master’s or professional doctorate degree, then 30 graduate semester hours can be counted toward the total 80, if they are transferred to Ohio State.

The degree requirements are as follows:

1. A minimum of 50 graduate semester hours beyond your graduate degree, including:
 - a. A minimum of 32 graduate semester hours in Speech and Hearing Science, including:
 - i. A minimum of 12 semester hours of advanced graduate coursework appropriate for doctoral study, as approved by your advisor.
 - ii. A minimum of 4 semester hours of SPHHRNG 8900 (Pro-Seminar)
 - iii. A minimum of 12 semester hours in specialized research projects (e.g., SPHRNG 7193 or 8940), as approved by your advisor and committee.
 - iv. A minimum of 4 (maximum of 12) semester hours of SPHRNG 8999 (Dissertation)
 - b. A minimum of 18 graduate semester hours, inside or outside the Department, including:
 - i. A minimum of 9 hours of research tools (research design, statistics, or similar coursework). If taken within the department, they cannot count towards the 32 semester hours required in 1.a. above.
 - ii. A minimum of 9 hours of graduate coursework in an area outside your primary area (and typically outside the department) that forms a coherent theme or specialization, as approved by your advisor and committee.

- (ii) If you do not hold a graduate degree, a full 80 graduate credit hours are required.

The degree requirements are as follows:

1. A minimum of 80 graduate semester hours, including:
 - a. A minimum of 52 graduate semester hours in Speech and Hearing Science, including:
 - i. A minimum of 22 semester hours of advanced graduate coursework appropriate for doctoral study, as approved by your advisor.
 - ii. A minimum of 4 semester hours of SPHHRNG 8900 (Pro-Seminar)
 - iii. A minimum of 22 semester hours in specialized research projects (e.g., SPHRNG 7193 or 8940), as approved by your advisor and committee.
 - iv. A minimum of 4 (maximum of 12) semester hours of SPHHRNG 8999 (Dissertation)
 - b. A minimum of 28 graduate semester hours, inside or outside the Department, including:
 - i. A minimum of 9 hours of research tools (research design, statistics, or similar coursework). If taken within the department, they cannot count towards the 52 semester hours required in 1.a. above.
 - ii. A minimum of 9 hours of graduate coursework in an area outside your

primary area (and typically outside the department) that forms a coherent theme or specialization, as approved by your advisor and committee.

- (iii) Students accepted into the PhD program who have not completed a Master's thesis (or its equivalent, e.g., an AuD Capstone) must complete an equivalent research project before taking their Candidacy Examination. To fulfill this requirement, you must form a committee composed of at least two members, one of whom should be your advisor. The requirements for the thesis-equivalent committee membership are the same as those for the MA thesis committee. A research proposal must be formally approved by all committee members. Following completion of the research project, the written document must be officially approved by all committee members. Your project must be presented to an appropriate audience. This requirement could be met by presenting a paper or poster at a meeting of a learned or professional society (e.g., American Speech-Language-Hearing Association Conference, the Acoustical Society of America {either at a national meeting or at a local chapter meeting}, the Ohio Speech and Hearing Association Conference, etc.) or by publishing the work in a peer-reviewed journal.

Ideally, your plan of study will be approved by your advisor during your first year of enrollment. However, course availability in future years may be unknown, and your initial plan of study may reflect this uncertainty and be general in nature. Modifications to the plan can be made at a later time if changes are deemed necessary.

Your advisor should ensure that your degree program prepares you for the responsibilities of university employment. Because preparation for college teaching is a crucial component of our PhD program, you must meet this requirement regardless of the type or amount of funding you receive from the University or Department. In addition, International Students may be required to demonstrate proficiency in spoken English before being appointed to a GTA position. Check the web site for the [English as a Second Language](#) for details. The specific program developed for each student is left to the discretion of the advisor, but you must be prepared to meet responsibilities that include, but are not limited to:

1. Course preparation (e.g., syllabus creation, text selection, lecture organization, and development of student labs or recitations).
2. Teaching (e.g., delivery of lectures, recitations and labs, individual instruction during office hours, and follow-up with students having difficulty).
3. Student evaluation (e.g., preparation of examinations, grading, assignment of final grades, issues of student confidentiality and academic misconduct).
4. Student advising (e.g., career options, course load and selection of graduate schools).

7.5 Academic Standards

All students are expected to be familiar with the University policy on academic integrity as outlined in the Graduate School's [Code of Research and Scholarly Conduct](#). Other sources of information on academic misconduct (integrity) to which you can refer include:

- a. The [Committee on Academic Misconduct](#)
- b. Ten Suggestions for [Preserving Academic Integrity](#)
- c. Eight [Cardinal Rules of Academic Integrity](#)

[Section 5](#) of the Graduate School Handbook provides details of minimum Academic and Professional Standards that all graduate students are expected to meet. As a PhD student you are expected to maintain a grade point average (GPA) of B (3.0) or better in all graduate coursework, and to make

reasonable progress toward completion of your degree. The following rules apply if this minimum GPA is not maintained:

1. If at any time after 9 hours of graduate credit are earned by a student, the student's GPA falls below 3.0, the Graduate Studies Committee will be notified by the Graduate School.
2. The Dean of the Graduate School will place the student on probation. If the GPA is not raised the student can and will be dismissed from the University on recommendation of the Graduate Studies Committee to the Secretary of the Graduate School.
3. Any student having an academic record that is not satisfactory to the department may be denied registration for the PhD program upon the recommendation of the Graduate Studies Committee to the Graduate Dean. The Graduate School will then deny further registration.
4. A student may petition the Graduate Studies Committee to be reinstated.

7.6 The Candidacy Examination (See the Graduate School Handbook, [Doctoral Examinations](#) for details)

7.6.1 Scheduling the Candidacy Examination

The Candidacy Examination may be taken at any time deemed appropriate by your advisor and candidacy committee but is normally taken after the majority of academic coursework has been completed. It must be completed at least one semester before the semester of graduation.

Those students who have completed a graduate degree without a research component must complete their equivalent research project prior to scheduling the Candidacy Examination. You must be registered for at least 3 credit hours during the term the Candidacy Examination is taken, and the Graduate School must be notified of the dates of the examination using the official graduate school notification form via [GRADFORMS](#). You must follow the Graduate School's notification policy for the examination to take place.

7.6.2 Candidacy Examination Procedures

The Candidacy Examination is administered under the direction of your Candidacy Committee, the Department Graduate Studies Committee, and the Graduate School. It is designed to test your fundamental knowledge and your preparation in the discipline.

Upon passing this examination, you are assumed to be prepared to undertake independent dissertation research.

The Candidacy Examination consists of two parts, a written examination and an oral examination. Two formats are available for completion of the written portion of the candidacy exam:

1. **Traditional format.** Questions for the written examination will be based upon a bibliography compiled by the candidate in consultation with each member of the Candidacy Committee. Each member of the Committee will submit questions pertaining to one or more areas covered in the bibliography. The candidate will have three days for each of four topic areas, or four days for each of three areas, to prepare a written response to the questions submitted. The candidate is expected to make full use of journals, books and notes in the preparation of each response. The committee will expect to receive a fully documented and well-written response to each question posed. The written portion of the examination must be completed within a 5-month period.
2. **Portfolio format.** Three manuscripts and a brief essay that provides a cohesive overview of the portfolio will constitute the written portion of the candidacy examination for this

option. The manuscripts will typically consist of one grant proposal, and two journal manuscripts, all prepared with the intent of expeditious submission. However, the specific nature of the manuscripts will be based upon a plan developed by the candidate in consultation with members of the candidate's Candidacy Committee. That consultation should also include specific discussion of the extent to which committee members will provide advice, read and comment on drafts, etc. during the candidate's work on the examination. The documents should demonstrate the potential candidate's ability to undertake tasks appropriate to academic achievements in research and garnering of research support. The candidate will have 5 months from the Committee's agreement to the plan to prepare these documents, unless otherwise arranged by the Committee.

Based on your preference and with the agreement of your advisor and committee, you may elect to use either format for the written portion of candidacy examination.

The oral examination, which normally will not exceed two hours in duration, is administered by a committee of no less than four graduate faculty members, usually those faculty members who participated in the written examination. A Graduate Faculty representative selected by the Dean of the Graduate School may be assigned to the initial Candidacy Committee at the request of the student and advisor. In addition to the usual responsibilities of other committee members, the Graduate Faculty representative is responsible for ensuring that the examination is administered in a fair manner; a report of opinion concerning the quality of the examination will be made to the Dean. The oral examination must follow the written examination; it must be scheduled at least two weeks in advance and the Dean of the Graduate School must be notified.

The decision of the examining committee must be unanimously affirmative to pass the oral part of the candidacy examination. If a failure is recorded, you may be permitted to take a second examination if the committee recommends it. No candidate will be permitted to take the Candidacy Examination more than twice. On written appeal by the student or an examining committee member, the Policy and Standards Committee of the Research and Graduate Council shall investigate to ensure that the examination has been conducted fairly and without prejudice to the student.

7.6.3 Admission to Candidacy

Provided all requirements have been met, the satisfactory passing of the Candidacy Examination admits you to candidacy for the PhD degree at the end of the term in which you completed the Candidacy Examination.

7.6.4 Continuous Enrollment

All students who successfully complete the doctoral candidacy examination are required to be enrolled in every semester of their candidacy (summer excluded) until graduation. You must be enrolled for at least 3 credits per semester. Although the Graduate School and the individual graduate programs will monitor the enrollment of all post-candidacy students, it is the responsibility of each student to ensure that they are meeting the enrollment provisions of this policy. This policy is effective for all students who were admitted to the Graduate School Autumn quarter 2008 and after.

7.7 Dissertation Requirements

Every PhD candidate must produce a dissertation that is a definite contribution to knowledge of importance sufficient to warrant its publication. Detailed information concerning the form of the dissertation and the mechanics of preparing the final draft and abstract can be found at <https://gradsch.osu.edu/completing-your-degree/dissertations-theses>.

7.7.1 Dissertation Committee

The Dissertation Committee is composed of your advisor and at least two other graduate faculty members who must have M or P status. Your advisor must have P status in the Department of Speech and Hearing Science. A Category M faculty member may co-advise a Dissertation with a Category P faculty member. Normally, at least two members of the Dissertation Committee are faculty members in the Department.

7.7.2 Prospectus (Dissertation Proposal)

Prior to data collection (excluding pilot studies), a prospectus meeting must be held to consider the merit of the proposed dissertation. Your Dissertation Committee must be in attendance. Other faculty members may attend if the members of the dissertation committee so desire. A tentative introduction, review of the literature, and proposed procedures must be disseminated to committee members, in writing, at least one week before the prospectus meeting. Major changes in the project, after the prospectus has been approved, require the approval of the full dissertation committee.

7.7.3 Dissertation Format

The dissertation usually takes the form of a single document containing descriptions of multiple related experiments. With the approval of the advisor and committee an alternative format, similar to the Portfolio format for the candidacy examination, may be allowed. The alternative format consists of an Introduction, three manuscripts suitable for submission to a peer-reviewed journal, and a Summary/Overall Discussion. You should serve as first author on at least two of the three manuscripts.

7.7.4 Graduate School Procedures re: Dissertation Submission

Your dissertation committee must approve a draft of the dissertation. When the committee believes that the draft is ready for defense, you must submit an Application for Final Defense via [GRADFORMS](#). The committee's approval of this form serves as official record that they believe your dissertation document to be ready for defense. All committee members must monitor this on-line form and approve it not less than two weeks before the date of the Final Oral Examination.

You must consult the Graduate School regarding the required format for the dissertation document during the term in which you plan to graduate because those guidelines may change. Guidelines are available at <https://gradsch.osu.edu/completing-your-degree/dissertations-theses/document-preparation>. After a successful oral defense, the final version of your dissertation must be delivered (electronically) to the Graduate School by the published deadline for the term.

In addition, a final bound copy of the dissertation must be submitted the Graduate Studies Coordinator, Ms. Becky Plas, the Department of Speech and Hearing Science and another copy must be given to the dissertation advisor. The Department has established a required type of binding. The departmental copy of the dissertation must be "library" bound with the student's name, degree, and year in gold lettering on the spine. Document binding services can be found online or at stores such as Office Max. The copy of the dissertation for your advisor may be in any format that your advisor chooses.

Online binding resources:

- Wert Bookbinding www.wertbookbinding.com/
- Thesis on Demand www.thesisondemand.com/
- ProQuest Dissertations & Theses www.myidentifiers.com/self-publishing/dissertations-theses

- Beck & Orr (Columbus local) www.beckandorr.com/

7.7.5 Final Oral Examination

Final approval of the dissertation cannot occur until after your Final Oral Examination. The Final Oral Examination will deal intensively with the portion of the candidate's field of specialization in which the dissertation falls, though it need not be confined exclusively to the subject matter of the dissertation. The purpose of the Final Oral Examination is to defend the content of the dissertation, research on which the document is based, and data and concepts that have contributed to the research. Furthermore, the Final Oral Examination seeks to test originality, independence of thought, and the capacity to synthesize and interpret data.

The Graduate School must be notified of the dates of the examination using the official graduate school notification form via [GRADFORMS](#). Students must follow the Graduate School's notification policy for the examination to take place by completing their GRADFORM no less than two weeks before the proposed date of the examination.

The Final Oral Examination, which normally will not exceed two hours in duration, is conducted by your Dissertation Committee. Your advisor acts as chairperson, and the other examiners, subject to approval by the Dean of the Graduate School, normally include the Category M and P members of your Dissertation Committee plus a Graduate Faculty Representative. The Graduate Faculty Representative is a Category P graduate faculty member who is neither a graduate faculty member in the department, nor a member of the Dissertation Committee. With your consent and that of your advisor, the Final Oral Examination may be conducted as an "Open" examination. That is, members of the university community (faculty, staff and students) and the general public may attend the examination. However, only official members of the examination committee may be present during discussion of student performance and voting on the student's performance in the examination.

In order to be considered satisfactory (i.e., passing), the report of the Final Oral Examining Committee may have no more than one negative vote. If you fail the Final Oral Examination, your committee decides whether you will be permitted a second examination. If the second examination is permitted, all members of the examining committee must be present during the oral questioning, and the committee must be the same as that which participated at the first examination unless a substitution is approved by the Graduate School Dean. The satisfactory Final Oral Examination report must be submitted to the Graduate School no later than two weeks before commencement.

7.8 PhD Student Evaluation and Identification of "Inactive" Students

The faculty will evaluate PhD students at least once each year according to the procedures outlined in [Section 5.4](#) of the Graduate School Handbook. Because many PhD students are employed as graduate associates in the department, performance relative to these GA assignments will also be discussed. In addition, PhD students may be labeled as inactive and required to request re-admission as outlined in [Section 5.6](#) of the Graduate School Handbook.

7.9 PhD Program Deadlines

1. A student admitted to the graduate program as a PhD student who already has a graduate or professional degree is expected to take the candidacy examination within 4 years of admission to the program.
2. A student admitted to the program as a PhD student who has not completed a graduate or professional degree is expected to take the candidacy examination within 5 years of

admission to the program. Note: Any period of “inactivity” officially approved by the Graduate Studies Committee would not count against the student’s required time.

3. Graduate School rules require that a PhD candidate must submit the final copy of the dissertation to the Graduate School within five years of being admitted to candidacy, or the candidacy is canceled. With the approval of the advisor and the Graduate Studies Committee, a student may take a Supplemental Candidacy Examination. If the Supplemental Candidacy Examination is passed, the student is readmitted to candidacy and must then complete the dissertation within two years. Graduate School Rules govern the nature of the [Supplemental Candidacy Examination](#). The Graduate School rules set no time limit for the administration of the required Supplemental Candidacy Examination. However, the Graduate School empowers the Department Graduate Studies Committee to enact policies on time limits for completing degree requirements. The current position of the Department of Speech and Hearing Science is: A PhD student in Speech and Hearing Science who exceed the initial five-year time limit on candidacy will be given three years to pass the Supplemental Candidacy Examination.

7.10 Summary of OSU Graduate School PhD Degree Graduation Requirements

The Graduate School Handbook has a check list of [milestones and deadlines](#) that you should follow.

8.0 Dual Degree Programs

Students wishing to pursue a second graduate degree, other than the AuD or MA-SLP offered within the department, must notify their academic advisor and the chair of the department graduate studies committee before enrolling in the second degree program. Modification to the student's academic plan and possible implications for funding should be considered before the decision to pursue a second degree is finalized. Students interested in pursuing a professional clinical degree (AuD or MA-SLP) concurrently with the PhD degree can apply to complete a dual-degree program of study with the Graduate School (Graduate School Handbook, 6.7 and 6.8).

8.1. Dual Degree Programs

The Graduate School has specific requirements for students planning to pursue a concurrent second degree while enrolled in a graduate degree program (see [Dual Degree Requirements](#) page). They include the Dual Master's Degree Program, the Master's/PhD Degree Program, the Master's/Professional Degree Program, and PhD/Professional Doctorate Degree Program. The Master's/PhD Degree Program is intended for students pursuing degrees in two different graduate programs. MA-SLP students interested in pursuing a dual degree program with one of the degree programs housed outside of the Department of Speech and Hearing Science should consult with their academic advisor before contacting the Graduate School. Students interested in pursuing the MA-SLP/PhD program or the AuD/PhD within the Department should also consult with their academic advisor, but also see sections 8.1.1 and 8.1.2 below for additional information.

8.1.1 AuD/PhD Dual-Degrees

PhD students in Speech and Hearing Science (SPHHRNG) interested in concurrent enrollment in the AuD degree program must first seek approval from their PhD advisor. AuD students interested in SPHHRNG PhD degree program must first seek approval from a Graduate Faculty member who will serve as their PhD advisor. Upon approval from the PhD advisor, the student (AuD or PhD) shall submit a dual-degree application to the Department Graduate Studies Committee (see Appendix B). Review of dual-degree applications will be made in consultation with the Audiology Oversight Committee. As part of the dual-degree application, the student, in consultation with their advisor, must prepare an integrated course of study that satisfies the requirements for both degree programs (See Appendix B).

Upon acceptance into the 2nd doctoral program by the Audiology Oversight Committee and the Department Graduate Studies Committee, the Combined Degree Program application must be completed and submitted via [GRADFORMS](#) to the Graduate School within one semester of planning the integrated course of study with both advisors. Students pursuing a PhD and a professional doctorate degree must also submit a Dual Degree Program Plan form on [GRADFORMS](#) to pursue the two degrees concurrently and to be listed in SIS as a dual-degree student. This also serves as a notice of final admission.

Students must satisfy the credit hour requirements for each degree program. A minimum of 50% of the hours counted toward the credit hour requirement for each degree must be unique to that degree and cannot be used for dual credit. That is, 40 semester hours for the PhD degree and 46 semester hours for the AuD degree.

8.1.2 MA-SLP/PhD Dual-Degrees

PhD students in SPHHRNG interested in concurrent enrollment in the MA-SLP degree program must first seek approval from their PhD advisor. Upon approval from the PhD advisor, the student shall submit a dual-degree application to the Graduate Studies committee (see Appendix B). Review of dual-degree applications will be made in consultation with the Speech-

Language Oversight Committee. In consultation with the advisor, the student must prepare an integrated course of study that satisfies the requirements of both degree programs (see Appendix B).

Current MA-SLP students interested in concurrent enrollment in the SHS PhD degree program must first seek approval from a Graduate Faculty member who will serve as their PhD advisor. Upon obtaining that approval, the student shall submit a dual-degree application to the Graduate Studies Committee (See Appendix B). As part of the dual-degree application, the student, in consultation with their advisor, must prepare an integrated course of study that satisfies the requirements for both degree programs.

Upon acceptance in to the second graduate program by the Graduate Studies Committee, the Combined Degree Program application must be completed and submitted via [GRADFORMS](#) to the Graduate School within one semester of planning the integrated course of study with both advisors. Students must also submit a Dual Degree Program Plan form on [GRADFORMS](#) to pursue the two degrees concurrently and to be listed in SIS as a dual degree student. This also serves as a notice of final admission.

Students must satisfy the credit hour requirements for each degree program. A minimum of 50% of the hours counted toward the credit hour requirement for each degree must be unique to that degree and cannot be used for dual credit. That is, 40 semester hours for the PhD degree and 33 semester hours for the MA-SLP non-thesis option and 31 semester hours for the MA-SLP thesis option.

9.0 Department Facilities

9.1 Research Facilities

The physical facilities in the Department of Speech and Hearing Science include individual faculty laboratories (several with a sound-conditioned booth) and common laboratory space, computer-user rooms, and an anechoic chamber.

The research facilities include equipment for audio- and video-recording, digital signal analysis and synthesis, and articulatory data processing. Our facilities include a department LAN, which supports hard-wired Ethernet connections in offices, classrooms, laboratories and several student user rooms. The department maintains an 'electronics' shop staffed by a Systems Developer/Engineer associated with the College of Arts and Sciences IT services department.

9.2 Clinic Facilities

The Speech-Language-Hearing Clinic includes assessment, treatment, and consultation rooms, several video-observation rooms, storage space, a client-file room, an office, a business office, and a clinic waiting room. The clinic has appropriate computer facilities, as well as a wide range of video- and audio-recording equipment. The clinic facilities include the equipment and materials necessary for the assessment and treatment of a wide range of speech, language, and hearing disorders. Specialized equipment includes a Kay Clinical Speech Laboratory, audiometers, immittance equipment, diagnostic and screening otoacoustic emissions, a video-otoscope, and digital hearing aid programming systems.

9.3 Office Space and Teaching Facilities

Offices for faculty situated on the first floor of Pressey Hall, as are offices of the Administrative Associates, Graduate Coordinator, Fiscal/HR Officer, and Department chair. The basement level of Pressey Hall houses four classrooms, a seminar room and additional faculty and staff offices. The largest classroom is equipped with a video projection and speaker system; the remaining classrooms are equipped with video projections systems. A computer teaching lab with 15 PCs is used for group, statistical and web-based instruction. The basement level also holds individual research laboratories for faculty members in the department.

10.0 Financial Support

10.1 Basic Information

The prospective student should visit the section on financing graduate education located on the Graduate School website: <http://www.gradsch.osu.edu/funding1.html>. This source provides information about the various University and national fellowships administered by the Graduate School, including Graduate Enrichment Fellowship programs designed to increase the diversity of the graduate student population.

The prospective student should also be aware that the Department of Speech and Hearing Science may have available a limited number of federally funded traineeships that include payment of fees. In cases where the faculty of Speech and Hearing Science have a funded grant providing financial aid to students, decisions on which students are selected for support will be based upon academic excellence, judged potential, financial need, and the criteria imposed by the granting agency.

10.2 PhD Students

Prospective or new PhD students should contact the Chair of the Department of Speech and Hearing Science for information about financial assistance. A limited number of Graduate Teaching Associate (GTA) and Research Associate (GRA) positions are available annually. Students on a 9-month appointment will be appointed from August 16-May 15 with the stipend paid in 9 equal installments. Students on a 12-month appointment will be appointed from August 16-August 15 of the following year, with the stipend paid in 12 equal installments. A typical graduate associate appointment is for the autumn and spring semesters; however, work patterns are determined locally and may vary. Students with Graduate Associate (GA) appointments must enroll for at least 12 credit hours of coursework each semester the position is held. Normally these positions are 50% time (20 hours/week of work). A graduate associate appointed at 50% time for autumn and spring semesters will receive a summer session (May through early August) fee authorization; a graduate associate appointed at 25% time is entitled to a summer fee authorization at half the full fee authorization rate. The information here is intended to be a general guide; each GA contract contains more detailed requirements.

10.3 MA and AuD Students

MA and AuD students receiving fellowships (University Fellowships, Graduate Enrichment Fellowships) administered by the Graduate School usually receive the stipend and tuition for no more than one year of full-time enrollment. Students previously funded through these university fellowships will be considered for funding through the Department for subsequent years, however, continued funding is not guaranteed. Funds allocated by the Department may be granted for a variable number of terms subject to availability and demand. All students receiving fulltime Fellowships or Traineeships (from whatever source) must enroll for at least 12 credit hours while receiving support during the regular academic year. Students receiving fulltime Graduate Associateships must enroll for at least 12 credit hours during the regular

academic year, unless as a doctoral candidate they are prohibited from taking more than 3 credits per term.

10.4 Guidelines for Nominating Fellowships and warding Associateships

10.4.1 Fellowships:

The names of only a few highly qualified students are submitted to the University Fellowship Competition. This selection process is based upon overall grade point average (GPA), GPA within Speech and Hearing Science coursework, GRE scores, letters of recommendation, and strength of the undergraduate institution. These selections are made by the Graduate Studies Committee.

According to the latest guidelines from the Graduate School, candidates for University Fellowships must have an overall GPA of at least 3.6. Candidates for Graduate Enrichment Fellowships must have a GPA of at least 3.1. However, these figures represent minimum GPAs. The GPAs of successful nominees are usually substantially higher. Names submitted to the Fellowship Competitions are then reviewed by the Members of the University-wide Fellowship Committee who make the final decision about the Fellowship awards. This Fellowship Committee is composed of faculty members from all Colleges of the University.

The most prestigious award that a graduate student can receive is a Presidential Fellowship. The Presidential Fellowship is designed to support a student in their final year of graduate work while the student is completing their dissertation or terminal degree projects. Students are nominated for this award by the Graduate Studies Committee of each individual graduate program. The winners of this award are determined by the Presidential Fellowship Selection Committee, which is composed of one faculty member from each of the 10 program areas of the University. Competitions for this award are held autumn and spring semesters.

10.4.2 Associateships

A limited number of Graduate Associateship (GA) positions are available from the Department of Speech and Hearing Science each year. Several more are often available through individual faculty grants from outside funding sources or administrative offices at Ohio State, as well as outside the Department of Speech and Hearing Science.

10.4.2.1 Criteria and Procedures for Selecting GAs

Positions that are funded by the Department will be advertised using a brief (one paragraph) "job description". Positions funded by grants or other "outside" funds may elect to use this posting option by submitting a job description to the Department Chair. The immediate supervisor for the student holding each GA position will write the initial job description and will be responsible for any changes or updates in the job responsibilities. The position description should indicate the required qualifications, responsibilities, and hours per week

required. It should also indicate whether the position is for 2 semesters (not including summer), 2 semesters and summer terms, or a more limited duration (e.g., summer only). When an opening for a GA position is anticipated, the job description will be sent by e-mail to all graduate students. Copies of GA position postings will also be sent to all faculty and staff members who should encourage applications by students they consider to be qualified for a position.

Since GA appointments are normally made for no more than one year at a time, typically all GA positions will be posted around the last week of Spring Semester with an expected start in Autumn Semester. Positions that become available at other times will be posted as soon as possible after the opening is confirmed by the Department Chair. In most cases, this will be at least one term before the appointment is scheduled to begin.

Students holding a given GA appointment may be given preference for continued appointment in their position as long as they are performing those duties satisfactorily, are making satisfactory progress toward their degree, and have a GPA above the minimum required for funding. The Department chair will make the appointments.

After the student accepts an appointment and signs the contract, a copy will be provided to the Graduate Program Coordinator for the student's permanent file.

A student serving in a GA position who wishes to accept a different GA position must be released from the original contract before accepting the new appointment.

The Graduate Studies Committee may recommend that an applicant for the graduate program be offered a GA appointment as part of the recruitment package.

10.4.2.2 Criteria and Procedures for Re-Appointing GAs

When a student has direct teaching responsibilities, the evaluation criteria will include SEIs (Student Evaluation of Instruction) and a recommendation of the faculty director of the course. When a student has only indirect teaching responsibilities (such as assisting a faculty member), the faculty instructor will provide the Chair with a written evaluation of the student's performance. When a student has primarily research responsibilities, the faculty member directing the student will provide the Chair with a written evaluation of the student's performance. A minimum graduate GPA of 3.3 is required for re-appointment.

10.4.2.3 Period of Appointments

Normally, a GA appointment is made on a 9-month (2 semester) basis. However, on some occasions an appointment may be for an entire year only. Periods of appointment will be explicit in any letter of offer.

10.4.2.4 Availability of Summer Session Appointments

Normally, the number of GA appointments made during summer sessions is reduced. Some are made from individual research grant funding and some from outside administrative sources. The likelihood of summer appointment will be made clear to any GA upon request.

10.4.2.5 Stipend Levels

A 50% associateship pays a stipend, plus full tuition and fees. There are two tiers of stipend payments: (1) MA students, AuD students, and PhD students before passing Candidacy Exams, and (2) PhD students who have passed their Candidacy Exams. PhD students must contact the Department fiscal officer when they pass their Candidacy Exams. The stipend increases from level 1 to level 2. This represents the Department's policy for awarding "merit increases" for GAs. The monetary value of the stipend usually increases from year-to-year. The student should contact the Department fiscal officer to obtain the current level of funding.

A 25% associateship pays a stipend (half the stipend received by those holding 50% appointments) and 50% of the student's tuition and fees.

10.4.2.6 Dates for Appointment Notification and/or Receipt of Acceptance/Refusal

Because they vary with each type of appointment, these dates will be contained in the student's letter of offer.

10.4.2.7 Statement of Duties and Responsibilities

Graduate Teaching Associates (GTAs) may be assigned to one or more of the following tasks: (1) assisting a faculty member in teaching an introductory course, (2) assuming full teaching responsibility in an introductory (undergraduate) course (under the direction of a faculty mentor), (3) providing supervision of clinical services, or (4) some combination of the above.

To assure high quality, teaching associates must attend the GTA workshop offered by the Graduate School the week immediately prior to the beginning of the Autumn Semester. In addition, if the teaching associate has major responsibility for an undergraduate course, a syllabus must be provided on the first day of the term. Minimally, it should include the information suggested in the teaching workshop. In addition, the examination policy to be followed by the instructor must be made clear to the students. GTAs are encouraged to consult with a faculty mentor prior to and during the course of the teaching assignment.

Graduate Research Associates (GRAs) are expected to aid a faculty member in the completion of research. In this role, duties may range from library/literature searches to running experimental subjects to coding or analyzing experimental data. Normally, the GRA will not be considered as a co-author on such studies. However, it is recommended that faculty members and GRAs agree to authorship arrangements prior to the start of such associateships. Often, such agreements are in writing and are signed by all parties concerned.

Graduate Administrative Associates (GAAs) are expected to aid administrative personnel in completion of their duties. In this role the GAA's duties may range from answering phones to completing routine paperwork.

Federally funded trainees (e.g., students funded through NIH training grants) are expected to meet the requirements outlined in the grant application and those outlined by the funding agency.

10.4.2.8 Criteria and Procedures for Evaluating and Reporting GA Performance

The Department of Speech and Hearing Science requires that every course instructor use the University's Student Evaluation of Instruction forms in order to obtain feedback from students concerning their performance. These SEIs will be used to evaluate the teaching abilities of the student GTA along with any recommendations that might be available from the faculty supervisor. A copy of the SEI summary must be given to the Department Chair whenever the data are tabulated and available. Failure to do so may mean termination of any contract.

For GTAs who are assisting a professor with a course, the instructor will be required to turn into the Chair of the Department a brief evaluation of the student's performance at the end of each term. The content of the evaluation will be shared with the GA. Recommendations for improvement should be included. The evaluation will be open-ended. No specific form is used.

GTAs who receive negative evaluations and do not improve during a subsequent term may be removed from the position. Continued unsatisfactory evaluations require that the Department Chair no longer offer funding to the student.

For GAAs, the student's direct supervisor must provide the Chair of the Department a written evaluation at the end of each semester. As above, these evaluations should include recommendations for improvement. A GA who receives a negative evaluation and does not improve during a subsequent term may be removed from the position. Continued unsatisfactory evaluations require that the Department Chair no longer offer funding to the student.

10.4.2.9 Criteria and Procedures for Terminating GA Appointments

GA appointments for PhD students may be renewed for up to an additional two years pending satisfactory progress toward the degree, satisfactory performance in the position and availability of funding. Appointments for master's students are not normally renewed, but may be if funding is available, the student is making satisfactory progress toward the degree, and performing satisfactorily in the degree.

GA appointments will be terminated upon repeated unsatisfactory performance (as determined by the above), particularly when the student has failed to improve following specific recommendations by the Chair. A GA is also subject to termination upon recognition that they have violated University rules and regulations or has failed to follow specific written agreements (e.g., in the case of a GRA assisting in faculty research).

Students will be informed, in writing, of possible termination up to 1 semester in advance. Immediate termination is possible under certain circumstances (e.g., documented sexual or racial harassment; biased grading policies). The decision to terminate the employment of a student will be made by the Chair of the Department who may consult with the Chair of the Graduate Studies Committee, the student's direct supervisor(s) and the student's advisor. The specific reasons for termination will be provided by the Chair who will also advise the student concerning the possibility of funding in the future.

The student is advised to review the procedures of the Committee on Academic Misconduct. All GAs must abide by the rules and regulations of the University. Failure to do so will constitute grounds for dismissal from their positions.

10.4.2.10 Grievance Procedures within the Employing Unit

If a student has a grievance with a faculty or staff supervisor, the student should first schedule an appointment with the supervisor and try to resolve the dispute. If there is no satisfactory resolution, then the student should schedule an appointment with the Chair of the Department to discuss the problem. The nature of the problem should be provided, in writing, to the Chair of the Department, prior to this meeting. Note, this grievance should involve the associateship or traineeship itself and not academic and/or clinical evaluation of the student—the latter type of grievances should follow normal University grievance procedures. Depending upon the circumstances, the Department Chair may meet with the student and the faculty member to resolve the dispute or the Chair may appoint a faculty committee to hear the dispute and return a recommendation. The Chair may then act upon the recommendation of the committee as deemed appropriate.

10.4.2.11 Space and Facilities

Office and desk space for GAs will be provided for the term of employment whenever possible (according to the policy on space and equipment established by the Facilities Committee in 1992). GTAs will have access to the Xerox machine in Room 105 for copying related to courses that they are teaching. GTAs are expected to perform their own copying. If, under special circumstances, copying assistance is requested from the secretaries, the GTA must allow the secretarial staff two working days to complete the work.

11.0 Additional Information for Students

11.1 Student Support Services

Students experiencing difficulty adjusting to or completing graduate school are urged to discuss their concerns with their academic and/or clinical advisors. In cases where the difficulties cannot be completely addressed within the Department, advisors can refer students for additional services elsewhere on campus. Ohio State offers a wide range of student support services, including the Office for Disability Services; the Yonkin Success Center, Academic Learning Lab, Counseling and Consultation, Office of Diversity and Inclusion, Technology Support Center, Mathematics and Statistics Learning Center, and the Writing Center. Students are encouraged to make use of these resources as needed. A fuller description of these resources can be found at <https://ccss.osu.edu/>

11.2 Affirmative Action Policy

The policy of The Ohio State University, both traditionally and currently, is that discrimination against any individual for reasons of race, color, creed, national origin, religion, sex, sexual orientation, age, disability, or Vietnam-era veteran status is specifically prohibited. Accordingly, equal access to employment opportunities, admissions, educational programs, and all other university activities is extended to all persons, and the university promotes equal opportunity through a positive and continuing affirmative action program. The University's Office of Human Resources, Gateway-University District 1590 N. High Street, Suite 300, Columbus, Ohio, 43210, phone (614) 292-1050, is responsible for the coordination of matters relating to equal opportunity and affirmative action. Further information is available through the Office of Human Resources with online information available at <https://hr.osu.edu/benefits/notice-of-nondiscrimination/>.

11.3 Sexual Harassment Policy

The University administration, faculty, staff, and students are responsible for assuring that the University maintains an environment for work and study free from sexual harassment. Sexual harassment is unlawful and impedes the realization of the University's mission of distinction in education, scholarship and service. Sexual harassment violates the dignity of individuals and will not be tolerated. The University community seeks to eliminate sexual harassment through education and by encouraging faculty, staff and students to report concerns or complaints. Prompt corrective measures will be taken to stop sexual harassment whenever it occurs. Further information is available through the Office of Human Resources website: <http://titleix.osu.edu/sidebar-resources/osu-policies/sexual-harassment-policy.html>

11.4 Student Complaint Policy

Students with complaints relative to academic courses or practicum experiences should seek to resolve the problem by speaking first with the instructor or supervisor. If the problem is not satisfactorily resolved, the student should contact the Department Chair (or Graduate Studies Chair in the case of a grievance with the Department Chair). If the problem cannot be resolved at this level, the Department Chair (or the Graduate Studies Chair) will inform the student of the steps to be followed in the University grievance process.

Students with complaints related to sexual harassment or discrimination (see sections 10.2 and 10.3 above) should contact the Department Chair (or the Graduate Studies Chair in the case of

complaints against the Department Chair) immediately so that appropriate steps in the University grievance process can be initiated.

If a student has a complaint about the program, itself, please go to this link <https://caa.asha.org/programs/complaints/>. This provides a description of the process to follow in order to place a complaint. Complaints about the program must meet all of the following criteria:

- Be against an accredited graduate education program or program in candidacy status in audiology or speech-language pathology.
- Relate to the Standards for Accreditation of Entry-Level Graduate Education Programs in Audiology and Speech-Language Pathology in effect at the time that the conduct for the complaint occurred, including the relationship of the complaint to the accreditation standards.
- Be clearly described, including the specific nature of the charge and the data to support the charge.
- Be within the timelines specified below:
 - If the complaint is being filed by a graduate or former student, or a former faculty or staff member, the complaint must be filed within one year of separation* from the program, even if the conduct occurred more than 4 years prior to the date of filing the complaint
 - If the complaint is being filed by a current student or faculty member, the complaint must be filed as soon as possible, but no longer than 4 years after the date the conduct occurred
 - If the complaint is being filed by other complainants, the conduct must have occurred at least in part within 4 years prior to the date the complaint is filed

11.5 Academic Rights and Responsibilities

The Ohio State University is committed to freedom of thought and expression, respect for multiple points of view, and the civil and open discussion of these views. The University is committed to the following principles, included in a statement released by the American Council on Education (ACE) and endorsed by Ohio's Inter-University Council:

- a. Academic freedom and intellectual pluralism are core principles of America's higher education system.
- b. Government's recognition and respect for independence of colleges and universities is essential for academic excellence.
- c. Colleges and universities should welcome diverse beliefs and the free exchange of ideas.
- d. Grades and other academic decisions should be based solely on considerations that are

intellectually relevant to the subject matter.

- e. Neither students nor faculty should be disadvantaged or evaluated on the basis of their political opinions.
- f. Any member of the campus community who believes they have been treated unfairly on academic matters must have access to a clear institutional process to address grievances.

Further information on Ohio State's commitment to these principles, including mechanisms for addressing the complaints of students who believe they have experienced treatment that is inconsistent with Ohio State's commitment to them, can be found on the Office of Academic Affairs website at: <http://oaa.osu.edu/rightsandresponsibilities.html>

11.6 Miscellaneous Information and Policies

- a. Each student is expected to inform the Administrative Assistant to the Chair of their local address and phone number. Please update the department whenever your address and/or phone number change.
 - i. Each student whose name changes is expected to officially update their name with the university via the Student Services Center. After their name change has been completely processed and their new email address is fully functional, they should notify Graduate Program Coordinator Becky Plas via email at plas.5@osu.edu.
- b. Mailboxes are also located in Room 107, Pressey Hall; students are encouraged to check their University e-mail and mailboxes daily.
- c. A study rooms/lounges are maintained for the convenience of students in Speech and Hearing Science in Pressey Hall: Room 34 for MA-SLP students, Room 26 for AuD students, and in Room 34 for PhD students. Students may study, write reports, eat, and socialize in these rooms.
- d. Department copiers (main department and clinic copiers) will be restricted as follows:
 - i. The copiers will be restricted to official Department business (academic or clinic oriented) only.
 - ii. For the main copier, numbers will be provided to faculty members and staff members for business (i.e., research, teaching, clinic, administration) use.
 - iii. If a faculty member, staff member or student has the appropriate grant funding, a copier number will be issued that will automatically charge that grant.
 - iv. Numbers will also be provided to students working as graduate teaching

associates for class use only (not for personal use). These numbers will be assigned on a term-by-term basis to a particular course number.

- v. Use of the clinic copier should be restricted to appropriate clinic applications and use of the clinic copier will be monitored.
- e. Student use of audible signal alerts on cell phones and pagers is prohibited during classes, meetings, presentations, and clinical assignments. EMERGENCY messages may be left in the Clinic Office (614-292-6251) or Department Office (614-292-8207).

12.0 Appendix A

12.1 MA-SLP Program Requirements

Master of Arts in Speech-Language Pathology (MA-SLP) Degree Requirements 2021-2023

Successful completion of this degree prepares students to meet the requirements for the State of Ohio Licensure in Speech-Language Pathology and the Certificate of Clinical Competence in Speech-Language Pathology (CCC-SLP) from the American Speech-Language-Hearing Association. Students in the MA-SLP program must complete either a thesis or topic specialization (non-thesis) option for the Master's program of study, with the choice between these options made by the end of Year 1. Students must pass the NTE Praxis examination as a requirement for graduation and typically take it Spring of Year 2.

Thesis option. The option requires that the student conduct original research under the guidance of a Master's committee (an advisor and, minimally, one other graduate faculty member from the Department). Students choosing this option must complete all required coursework and a total of 3 or more credits of SPHHRNG 7999 Thesis Research. This option requires a prospectus meeting prior to data collection, carrying out of the research itself, preparation of the thesis document, and a thesis defense.

Topic specialization option. This non-thesis option requires that the student complete all required coursework and 8 elective credits that form the specialization. In addition, students pursuing this option must complete and defend a poster presentation related to their topic specialization in their final semester. During their final semester, they will sign up for a 1 credit course (with a number that is still awaiting approval) to represent work with an advisor on the poster presentation. NOTE: Electives are printed in italic type in the schedule below and can be taken to meet the topic specialization requirement, typically in Year 2 of the program. See additional information below.

REQUIRED COURSEWORK – YEAR 1

Year 1: Autumn

Course #	Course title	Credits
6150	The SLP's role in autism spectrum disorders	3
6710	Speech sound disorders in children	3
6725	Language acquisition and early intervention in language delay	3
6726	Language disorders of later childhood	3
6751	Clinical seminar in speech and language disorders I (Session 1)	1
6752	Clinical seminar in speech and language disorders II (Session 2)	1
6762	Language disorders in adults	3
6844		1
	Practicum in communication disorders	TOTAL
		18 credits

Year 1: Spring

Course #	Course title	Credits
5741	Voice disorders and cleft palate	3
6466	Normal swallowing	2
6740	Seminar in fluency disorders	3
6761	Cognitive communication disorders in adults	3
6763	Motor speech disorders	3
6844	Practicum in communication disorders	1
6753	Clinical seminar in speech and language disorders III (Session 1)	1
6754	Clinical seminar in speech and language disorders IV (Session 2)	1

		TOTAL
		17 credits
Year 1: Summer		
Course #	Course title	Credits
6764	Dysphagia	3
6860	Augmentative Alternative Communication	3
6755	Clinical seminar in speech and language disorders V	2
6844	Practicum in communication disorders	1
6170	Clinical and educational methods in the schools (see other Electives, below)	(2)
		TOTAL
		10(12)

REQUIRED COURSEWORK – YEAR 2

Year 2: Autumn (Note: 8 credits are required for full-time status)

Course #	Course title	Credits
5785	Research Methods	3
7742	Advanced clinical seminar	1
7844	Advanced practicum in communication disorders	4*
	*Although this course is offered as variable credit, students sign up for 4 credits.	
7999	Thesis research (<i>in consultation with advisor, required for thesis option</i>)	Variable
TBD	Topic specialization coursework (<i>in consultation with advisor, see Electives below</i>)	Variable
	TOTAL required	Variable

Year 2: Spring (Note: 8 credits are required for full-time status)

Course #	Course title	Credits
7742	Advanced clinical seminar	1
7844	*Although this course is offered as variable credit, students sign up for 4 credits.	4*
XXX	Nonthesis independent study (<i>required for all non-thesis students; this course number will be finalized and shared with students prior to Year 2</i>)	1
7999	Thesis research (<i>in consultation with advisor, required for thesis option</i>)	1
TBD	Topic specialization coursework (<i>in consultation with advisor, see Electives below</i>)	Variable
	TOTAL required	TOTAL
		Variable
		Thesis/n
		on-thesis

Year 2: Summer (Note: 4 credits are required for full-time status)

Course #	Course title	Credits
6990	Capstone experience in Speech-Language-Pathology	1
7844	Advanced Practicum	3 or 4*
	*Although this course is offered as variable credit, students sign up for 3 or 4 credits depending on other course work. Students are NOT to sign up for only 1 or 2 credits.	
TBD	Topic specialization coursework (in consultation with advisor, see Electives below)	Variable
TOTAL required		3 or 4*

ELECTIVE COURSES

The purpose of elective courses is to allow students to (a) extend their studies in directions suited to their special interests, (b) meet non-thesis (topic specialization) requirements for the MA-SLP, and (c) meet requirements for school certification by the State of Ohio Department of Education.

(1) Ohio Department of Education School Certification requires 2 courses: one related to school content (SPHHRNG

6170) and the other associated with clinical experience in the schools (SPHHRNG 6189). These electives are taken by most MA-SLP students, regardless of their immediate career goals. This is because Ohio Department of Education school certification is mandatory for SLPs working in Ohio public schools. SHS6189 can only be taken by enrolled MA-SLP students.

Therefore, taking these electives and following up on school certification provides valuable career flexibility. The two courses and their associated credits are

SPHHRNG 6189 School Placement/Internship (4 credits) and

SPHHRNG 6170 Clinical and education methods in schools (2 credits).

Note: If the student designs a topic specialization related to school methods, only SPHHRNG 6170 can be counted toward the topic specialization; SPHHRNG 6189 cannot be counted for that purpose.

(2) Topic specialization electives (8 credits in an integrated content area). Students pursuing this option create their own topic specialization in consultation with their academic advisor. For example, recent students have created specializations in areas such as multicultural variations in speech and language, assistive technology in communication disorders and issues in medical speech-language pathology.

Department and other electives that may meet topic specialization requirements:

SPHHRNG 6170 Clinical and educational methods in the schools (2 credits; Mentioned on the previous page) SPHHRNG 6770 Topics in Pediatric Medical Speech-Language Pathology (2 credits)

SPHHRNG 6771 Counseling in Communication Disorders (2 Credits)

SPHHRNG 7718 Interdisciplinary perspective on ASD (3 credits)

SPHHRNG 8950 Seminar in Speech and Hearing Science (2 credits) – Various topics are taught under this course number and can be taken by PhD or MA students.

HTHRHSC 5000: Interdisciplinary Case Management for Working with Underserved Populations (2 credits)

Students may also select elective courses to be part of their topic specialization from departments across the university, including from several OSU Graduate Interdisciplinary Specializations:

- **Aging** <https://aging.osu.edu/specialization-in-aging>
- **Applied Developmental Science in Education** <http://ehe.osu.edu/educational-studies/gis-gim/applied-developmental-science/>
- **Disability Studies** <https://disabilitystudies.osu.edu/courses/master#gis>
- **Second Language Studies** <https://sls.osu.edu/>
- **Singing Health** <https://music.osu.edu/future/areas/voice/sing-health>

12.2 AuD Program Requirements

AuD Curriculum and Program Requirements

Year 1: Autumn Semester

Number	Course Title	Faculty	Credits
6143	Professional Issues	Hazelbaker	2
6705	Audiologic Assessment I	Roup	3
6775	Anatomy & Physiology of the Auditory System	Bielefeld	4
6850	Advanced Hearing Science	Feth	4
Total Credits:			13

Year 1: Spring Semester

Number	Course Title	Faculty	Credits
6243	Professional Issues	Hazelbaker	2
6706	Audiologic Assessment II	Hazelbaker	3
6735	Hearing Aids I	Baxter	3
6786	Statistics for Speech and Hearing Science	Fox	3
7343	Clinical Seminar: Counseling/Report Writing	Goodman	1
Total Credits:			12

¹AuD Qualifying Examination

Year 1: Summer Semester

Number	Course Title	Faculty	Credits
6707	Audiologic Assessment III	LaChance	3
6843	Practicum in Audiology	Goodman	3
7835	Hearing Aids II	Baxter	3
Total Credits:			9

¹AuD Qualifying Examination: is a cumulative examination covering all courses taken during the first 2 semesters of the AuD curriculum. There are two written components (basic science & clinical applications) and one practical component. A passing score is required in order to begin clinical practicum. Students who fail may re-take the examination once at the end of Summer session.

Year 2: Autumn Semester

Number	Course Title	Faculty	Credits
6708	Assessment IV (electrophysiology)	Bielefeld	3
6843	Practicum in Audiology	Goodman	3
7143	Clinical Seminar: HA Applications	Goodman	1
7805	Pediatric Audiology I	Holt	3
7806	Adult Hearing Disorders	Baxter/Dodson	3
7825	Speech Perception of the Normal & Impaired Ear	Healy	3
Total Credits:			16

Year 2: Spring Semester

Number	Course Title	Faculty	Credits
6733	Adult Audiologic Rehabilitation	Roup	3
6843	Practicum in Audiology	Goodman	3
7243	Clinical Seminar: Ethics & EBP	Whitelaw	1
7807	Pediatric Audiology II	Whitelaw	4
8931	Cochlear Implants (odd years)	Holt	2
8933	Tinnitus (even years)	Whitelaw	2
8934	Hearing Conservation (even years)	Bielefeld	2
	Total Credits:		15+

²Specialization Coursework

Year 2: Summer Session

Number	Course Title	Faculty	Credits
6843	Practicum in Audiology	Goodman	3
7891	Clinical Seminar: Resumes & Interviewing	Whitelaw	1
8997	Capstone Project	Advisor	variable
TBD	Practice Management in Audiology	Squires	3
	Total Credits:		4+

²Specialization Coursework

Year 3: Autumn Semester

Number	Course Title	Faculty	Credits
6843	Practicum in Audiology	Goodman	3
8935	Seminary: Research to Practice/Grand Rounds	Roup	2
8997	Capstone Project	Advisor	Variable

²Specialization Coursework

³3rd Year Professional Doctoral Examination

²Specialization Capstone: Students choosing the Specialization Capstone option will put together an approved sequence of courses (6 semester hours). The courses can come from those offered in the department (e.g., 8950s, ASL, school certification, or SLP courses), or from courses outside the department (e.g., early intervention or geriatrics specialization, neuroscience minor, or an approved outside sequence), but must be approved by the faculty audiology advisory committee.

³3rd-Year Professional Doctoral Examination: In order to begin the clinical externship, students must successfully complete the AuD Professional Doctoral Examination. This examination is designed to test the student's fundamental knowledge of the field of audiology and the student's ability to think and express ideas clearly. Successful completion will indicate student preparedness for the 4th-year professional experience and completion of a Capstone project.

Year 3: Spring Semester

Number	Course Title	Faculty	Credits
6843	Practicum in Audiology	Whitelaw	3
8931	Cochlear Implants (odd years)	Holt	2
8933	Tinnitus (even years)	Whitelaw	2
8934	Hearing Conservation (even years)	Bielefeld	2
8997	Capstone Project	Advisor	variable
Total Credits:			9+

²Specialization Coursework

Year 3: Summer Session

Number	Course Title	Faculty	Credits
8943	Externship	Whitelaw	3
8997	Capstone Project (if not completed)	Advisor	1
Total Credits:			3+

Year 4: Autumn Semester

Number	Course Title	Faculty	Credits
8943	Externship	Whitelaw	3
8997	Capstone Project (if not completed)	Advisor	1
Total Credits:			3+

Year 4: Spring Semester

Number	Course Title	Faculty	Credits
8943	Externship	Whitelaw	3
8997	Capstone Project (if not completed)	Advisor	1
Total Credits:			3+

⁵Year 4: Summer Session

Number	Course Title	Faculty	Credits
8943	Externship	Whitelaw	3
8997	Capstone Project (if not completed)	Advisor	1
Total Credits:			3+

⁴Final Oral Examination

⁴Final Oral Examination: The purpose of the Final Oral Examination is a defense of the student's Capstone Document. The Final Oral Examination is attended by the student and the members of their Capstone Committee. The Final Oral Examination can occur any time after the student's advisor has approved the final Capstone Document, but must occur by early April to ensure a spring semester graduation.

⁵Completion of the AuD program and graduation depends upon the start and completion dates of the 4th year externship. The 4th year externship is the equivalent of one year (minimum 11 months). For example, a student who begins in May and finishes in April is eligible for spring commencement. On the other hand, a student who begins in July and finishes in June is eligible for summer commencement.

12.3 Graduate Student Declaration of Intent

Graduate Student Declaration of Intent

This form must be completed by all students enrolled in any graduate program in the Department of Speech and Hearing Science at The Ohio State University

- I intend to enroll in practicum (SPHHRNG 6844) during my graduate program so that I can meet ASHA certification and state licensure requirements.

- I do not intend to enroll in practicum (SPHHRNG 6844) during my graduate program. I do not intend to apply for ASHA certification or Ohio licensure upon completion of the graduate program.

Student Printed Name _____

Student Signature _____

Date _____

12.4 MA-SLP Program Thesis/Non-Thesis Selection Form

MA-SLP Program Thesis/Non-Thesis Option Selection Form

Student Name: _____ Date: _____

Please indicate your thesis/non-thesis option plan by completing one of the two sections below.

Thesis Option

Thesis Topic: _____

Thesis Advisor Signature: _____

Student Signature: _____

Non-Thesis Option: Topic Specialization (8 credits)

List Approved Courses for Topic Specialization:

Course #	Course Name	Credits
----------	-------------	---------

Attach a short summary (1-2 paragraphs) describing the overall topic of your specialization, as well as how each course listed above fits into that specialization.

Non-Thesis Advisor Signature: _____

Student Signature: _____

12.5 MA-SLP Poster Evaluation Form

MA-SLP Poster Evaluation

Student: _____ **Date of presentation:** _____

Title: _____

Evaluator: _____

Evaluator Role: Advisor _____ 2nd Committee member _____

Please provide a rating for each descriptor from 1-5

1= Significant room for improvement

2= Below average

3= Average

4= Above average

5= Exceptional

Poster Rating

Visual impact (e.g., graphs, tables, figures, photos) are clear and understandable	
Spelling, grammar, and terminology are accuracy	
Objectives of project are clearly articulated	
Relevant content areas included (e.g., background, clinical question, results, conclusion)	
Conclusions are supported by evidence (data, patient outcomes with rationale for why specific evidence is chosen).	
Clinical and/or research methods and data analysis are appropriate to the purpose of the poster	
Details of research/content are provided (e.g., participant information, treatments description)	

Oral Presentation Rating

Student uses appropriate terminology	
Student supports response to questions with evidence from the project	

Student explains methodology and process clearly	
Student knows about and is able to evaluate research for the project materials/process	
Student suggests future directions for this project	
Student communicates with audience with poise and in organized manner	
Student communicates professional issues to a naïve audience	

Intellectual Achievement Rating

Project is appropriately challenging and goes beyond expected work product for a given clinical placement	
Student shows evidence of independent contribution to the project	
Student articulates how the research or clinical question fits within their topic specialization or how it supports their professional development	
Student articulates a contribution of their work to advancing clinical expertise in the area of their topic specialization	
Student identifies ways their study or process could be improved or weaknesses in published literature related to the specialization	
Student articulates specific examples to extend the current work into future clinical cases	

Total Points _____ **/100**

General Comments:

If significant deficiencies were noted and/or total points were less than 80, indicate recommendations for areas to be addressed.

Signature of Evaluator

Revised. 2/2018

12.6 Notification of AuD Qualifying Examination Results

Distribution: Student Department Graduate School

Student: _____

Name.#: _____

Qualifying Examination Results

Date of Examination: _____

Pass / Fail

Date of Examination Retake: _____

Pass / Fail

By signing below, the student acknowledges that they have been informed of their Qualifying Examination results (i.e., pass or fail) and has been counseled regarding their individual performance on the examination.

Student Signature _____

Date _____

Chair, Audiology _____

Date _____

Oversight Committee

12.6 AuD Capstone Project Planning Form

Student Name: _____

Date: _____

Choose one of the following:

Case Study Project (completion of case study and review of the relevant literature)
Briefly describe the proposed case study:

Research Project (completion of an experimental study similar in scope to a MA thesis)
Briefly describe the proposed research project:

Specialization (6 semester credit hours outside the department culminating in a scholarly paper relating the specialization coursework to the field of audiology)
Complete Specialization Coursework Approval Form

Please list your Capstone Project Advisor below. The Capstone Committee members will be assigned by the AuD Oversight Committee.

Capstone Advisor _____

Capstone Advisor Signature _____

12.7 Capstone Project: Specialization Coursework Approval Form

This form must be completed no later than March 1st of your second year in the program.

Student Name: _____ Date: _____

1. List the courses that you are planning to take as part of your specialization option (at least 6 hours):

Course Title	Department	Course #	Credit Hours	Semester/ Year Offered

Note: If you plan to take coursework outside the Department of Speech and Hearing Science, you must verify the semester of offering with the specific Department.

2. Attach a short summary (1-2 paragraphs) describing the overall topic of your specialization, as well as how each course fits into that specialization.

Approval _____

Date _____

Chair of Audiology Oversight Committee

12.8 Waiver for Required Course

Please word process, type or print all entries EXCEPT the required signatures

Student Name: _____ Date: _____

Required Course: _____
Dept. / Number / Credits Instructor's Name

Substituted Course: _____
Dept. / Number / Credits Institution (where taken)

The course listed as "Substituted" above meets the requirements for this student's degree program (MA/Ph.D.) based upon the following criteria: (Check all that apply and remember that the first three are required for approval.)

- Review of the syllabus and/or class notes from the substituted course
- The course to be substituted appears on the students' official transcript, with a grade of C or better;
- Provision of a content proficiency exam.
- Other (explain):

Signatures:

Student: _____

Instructor: _____

Graduate Studies Chair or Program Director: _____

13.0 Appendix B: Miscellaneous Graduate Student Forms

13.1 PhD/AuD Dual-Degree Program Departmental Admissions Application

Applicant Name *Click or tap here to enter text.*

Requested AuD/PhD Program Start Date *Click or tap to enter a date.*

Anticipated Clinical Practicum Start Date *Click or tap to enter a date.*

Anticipated Externship Start Date *Click or tap to enter a date.*

PhD Advisor (current or proposed): *Click or tap here to enter text.*

Date of Application: *Click or tap to enter a date.*

Attach:

1. Personal Statement. Please write a 1-page statement explaining to the admissions committee why you are pursuing the dual PhD/AuD degree program. Please include a discussion of your career goals.
2. Dual-Degree Program Plan of Study

13.2 Dual PhD/AuD 6-Year Suggested Course of Study*

**The plan and course of study outlined below is meant to serve as a guide/template which will be individualized as needed by the student and their PhD advisor.*

Year 1:

1. PhD coursework (research tools & specialization courses), including foundational auditory/audiology/hearing science courses;
2. 1st-year research project

Year 2:

1. Continue PhD coursework and research projects;
2. Complete year 1 AuD curriculum to be eligible to take the AuD Qualifying Exam

Years 3 and 4:

1. Begin Practicum in Audiology;
2. Complete AuD and PhD coursework;
3. Continue research projects/directed doctoral studies;
4. Take PhD candidacy exam

Year 5:

1. PhD Dissertation;
2. Take AuD Professional Exam
3. (Graduate with PhD, *if dissertation is complete prior to AuD externship)

Year 6:

1. AuD Externship
2. Graduate with AuD

AuD Requirements:

- Qualifying Examination
- Professional Doctoral (i.e., 3rd-Year) Exam
- Professional Document (serves as the 1st-year PhD project manuscript)

6143	Professional Issues (au)	2
6243	Professional Issues (sp)	2
6707	Assessment III (su)	3
6708	Assessment IV (au)	3
6735	Hearing Aids I (sp)	3
7835	Hearing Aids II (su)	3
7807	Pediatric Audiology II (sp)	4 (dual credit)
6843	Practicum in Audiology (su, au & sp years 3 & 4)	18
7843	Advanced Practicum in Audiology (au & sp, year 5)	6
7343	Clinical Seminar: Counseling/Report Writing (sp)	1
7143	Clinical Seminar: Hearing Aid Applications (au)	1
7243	Clinical Seminar: Ethics/EBP (sp)	1
8943	Externship in Audiology (su)	3
8943	Externship in Audiology (au)	3
8943	Externship in Audiology (sp)	3

AuD Electives for students pursuing the AuD+PhD; *courses/content required for students pursuing the CCC-A		
---	--	--

7891	Clinical Seminar: Resumes & Interviewing (su)	1
8931	*Cochlear Implants (sp)	2
8934	*Hearing Conservation (sp)	2
8933	*Tinnitus (sp)	2
	*Optometry: Practice Management	1.5

PhD Requirements (*suggested courses in blue italics*)

- Candidacy Exam and Defense
- Dissertation Defense

30 Semester Hours to prepare the student for the greater depth of study needed for the PhD; 20 credit hours must be formal graduate coursework, inside or outside the Department			
6850	<i>Advanced Hearing Science (au)</i>	4	dual credit
6775	<i>Anatomy & Physiology (au)</i>	4	dual credit
6705	<i>Assessment I (au)</i>	3	dual credit
6706	<i>Assessment II (sp)</i>	3	dual credit
An additional 4 hours of formal coursework inside or outside the department		4	dual credit
An additional 12 hours of formal or informal coursework (directed doctoral studies or outside SHS)		12	dual credit
A minimum of 30 graduate semester hours in SHS, including:			
12 hours of advanced graduate coursework		<u>12</u>	
7806	<i>Pediatric Audiology I (au)</i>	3	dual credit
7806	<i>Adults Hearing Disorders (au)</i>	3	dual credit
7820	<i>Acoustic Phonetics (au) (course title changing to: Speech Perception in Normal and Hearing-Impaired Listeners)</i>	3	dual credit
6733	<i>Adult Audiologic Rehabilitation (sp)</i>	3	dual credit
8900	PhD Pro Seminar (series of 4)	4	
Research project equivalent to the Master's Thesis			
Minimum of 12 hours in specialized research projects (SPHHRNG 7193, 8193, or 8940)		12	
7193	<i>Directed Doctoral Studies: 1st/2nd Year Research Project (au)</i>		
7193	<i>Directed Doctoral Studies: 1st/2nd Year Research Project (sp)</i>		
7193	<i>Directed Doctoral Studies: 1st/2nd Year Research Project (su)</i>		
8999	Dissertation, a maximum of 12 hours of dissertation credit	12	
A minimum of 18 graduate semester hours, inside or outside the Department, including:			
Research Tools, a minimum of 9 hours (research design, statistics, etc.)		9	
Specialized PhD coursework (in area of interest), minimum of 9 hours		9	

13.3 Ohio Residency for Tuition Purposes

The residency guidelines are established by the Ohio Board of Regents (O.B.R.), which is the planning and coordinating agency for higher education in the State of Ohio. Students who are classified as residents for tuition purposes receive the benefit of a state-supported education, funded largely by the taxpayers of Ohio. Therefore, the residency guidelines are meant to exclude from resident classification those people who are in the State of Ohio primarily for the purpose of receiving the benefit of a state-supported education.

The term "Ohio resident" for tuition purposes may differ from other definitions of Ohio residency. A person who has an Ohio driver's license or who is an Ohio resident for tax, voting, or welfare purposes may not necessarily be considered a resident for tuition purposes. To be classified as a resident for tuition purposes, a student must meet the guidelines for residency as defined by the Ohio Board of Regents (O.B.R.).

Information about obtaining in-state residence can be found through links at the Office of the University Registrar's. These can be found at

https://registrar.osu.edu/residency/apply_online_applicant.asp

13.4 Advisor Change Request

**Department of Speech and Hearing Science
Advisor Change Request**

Date: _____

This is to certify that the

Advisor of: _____
(student name) Name. # or Student ID #

Has been changed from: _____

To: _____

Signature of New Advisor: _____

Signature of Graduate Studies Committee Chair
Or Department Chair: _____

13.5 Independent Study Form

AUTHORIZATION FOR INDEPENDENT STUDY SPEECH & HEARING 5193 or 7193

Graduate and Undergraduate students must submit a copy of this form to the Chairman's Office for approval prior to registration for SPHHRNG 5193 or 7193. Complete all items below. Three signatures are required for approval as indicated below. The student should retain a copy of this completed form.

Student Name	Term and Year	Program
--------------	---------------	---------

Choose one:

- 5193 (Individual Studies for undergraduate or graduate students)

- 7193 (Directed Doctoral Studies, for AuD or PhD students only)

Reason for Independent Study rather than scheduled course:

Through what tangible product will student's learning be demonstrated? (e.g. – paper, video, tape, report, etc.)

Grade will be assigned on the basis of the following criteria:

Description of course of study:

Number of credits: _____ Expected date of completion: _____

Student's Signature

Advisor Signature

Instructor (faculty member)

Chair, Department of Speech & Hearing
Science

Revised: August 3, 2017

14.0 Appendix C: Forms Pertaining to Graduation

14.1 Graduation Checklist for the MA-SLP Program

Department of Speech and Hearing Science Graduation Checklist

MA Graduates in SLP Seeking Clinical Certification from ASHA

1. The following forms (available in the department's Graduate Student Handbook and on the website) should be completed and signed and in your student folder before your Application to Graduate can be signed by the Chair of the Graduate Studies Committee:
 - a. Graduate Student Declaration of Intent (should be completed in first semester);
 - b. Thesis/Non-Thesis Option Plan (should be completed at end of second semester but may be modified later), this must be signed by your current advisor;
 - c. Poster Presentation Evaluation Forms (one completed by your advisor and another by the second faculty reviewer);
 - d. Course Waiver for any course requirements (undergraduate or graduate that have been waived);
 - e. Authorization for Independent Studies forms for all SPHHRNG independent studies courses that you have taken (signed by you and by the instructor, your advisor and the Department Chair);
 - f. A course syllabus or a course description (signed by the instructor) for all SPHHRNG 8940 and 8950 courses that you have taken.
2. Submission of an Application to Graduate via [GRADFORMS](#). Please follow the link for graduation deadlines <https://gradsch.osu.edu/calendar/graduation>
3. The NTE Praxis test must be taken, and the scores sent to at least the Department or your ASHA application will not be signed). You should plan to take the Praxis at least 6 weeks before the end of the term in which you will graduate. The following information may assist you as you register for the Praxis examination. Please note, the Praxis registration information is subject to change. Please refer to an updated checklist when registering for the Praxis. In 2014, there is an automatic recipient (the Ohio Department of Education) as well as three other free recipients that you may designate. Therefore, you should choose to designate the following three recipients if you wish to practice in Ohio:
 - a. The Department of Speech and Hearing Science at OSU (current code: R0235)
 - b. Ohio State Board of Examiners for SLP/Audiology (current code: R7938 (or the State Board where you will be working)
 - c. American Speech-Language-Hearing Association (current code: R5031)

You will also need to indicate your major field (705 for speech-language pathology and your certification field (also, 705 for SLP).

4. You must complete all course requirements and pass your MA exam (poster presentation evaluation, Praxis exam for the non-thesis option or successfully complete,

defend, and turn in your thesis for the thesis option).

FedEx (formerly Kinkos) will properly bind your thesis, lettering on spine includes Name, Degree, and Year in gold lettering—and deliver to us (you pay up front) after you have graduated. Thesis advisors are also typically given a bound copy of the thesis. Students should consult their advisor for the format in which they would like their copy to be reproduced.

5. Near the end of the term in which you are to graduate, you should schedule an appointment with your Clinic advisor who must approve your clinical hours and provide you with a signed record of those hours.
6. Following 1-5, you must schedule a meeting with the Department Chair for an exit interview and to get your applications for ASHA certification and Ohio State licensure signed. Normally, this meeting takes place in the tenth week of the term, or finals week.

You must bring the following to this meeting:

- Completed forms regarding your academic and clinical hours.
- Any ASHA certification application forms and Ohio State Licensure forms that will require the Department Chair's signature.
Evidence that you have completed the Exit Interview Questionnaire.

7. For all, if you have door or room keys, please return them to Mary Jo Williamson.
8. Shannon Hand is a notary public and can notarize any forms for you. Please sign the forms in her presence.
9. Complete the confidential Exit Interview Questionnaire survey regarding your experience in our program.
10. Our last request is that you keep in touch with the department.

Best of luck to each of you!

14.2 Graduation Checklist for the AuD Program

Department of Speech and Hearing Science Graduation Checklist

AuD Graduates Seeking Clinical Certification from ASHA

1. The following forms should be completed and signed and in your student folder before your application to graduate can be signed by the Chair of the Graduate Studies Committee (note that those identified as a “Graduate School Form” can be found at [GRADFORMS](#); the remainder are available in the Department’s Graduate Student Handbook and on the Department website):
 - a. Graduate Student Declaration of Intent (should be completed in the 3rd year);
 - b. AuD Qualifying Examination Report Form;
 - c. AuD Capstone Project Planning Form;
 - d. AuD Specialization Coursework Approval form (if specialization capstone option is chosen);
 - e. Professional Doctoral Examination Report Form (Graduate School Form);
 - f. Final Approval Professional Doctorates Form (Graduate School Form);
 - g. Course Waiver for any course requirements (undergraduate or graduate that have been waived);
 - h. Authorization for Independent Study form for all SPHHRNG 6193/SPHHRNG 8193 courses that you have taken (signed by the instructor, your advisor and the Department Chair);
 - i. A course syllabus for all SPHHRNG 8940/8950 courses that you have taken.
2. Submission of an application to graduate via [GRADFORMS](#). Please follow the link for graduation deadlines http://gradsch.osu.edu/Depo/PDF/Deadlines_ProfD.pdf
3. The NTE Praxis test must be taken, and the scores sent to at least Ohio State, ASHA (if you are seeking certification), and The State of Ohio (if you are seeking licensure in Ohio); you must send scores to the Department or your ASHA application will not be signed). The following information may assist you as you register for the Praxis examination). Please note, the Praxis registration information is subject to change. Please refer to an updated checklist when registering for the Praxis.
 - a. Attending University-The Ohio State University (current code: A1592)
 - b. Ohio State Board of Examiners for SLP/Audiology (current code: R7938) (or the board where you will be working)
 - c. The Department of Speech and Hearing Science at OSU (current code: R0235)
 - d. American Speech-Language-Hearing Association (current code: R5031)
 - e. Agency Passing Score Information-Ohio (current code:7945)
 - f. Major Field-will be either 701 for Audiology
 - g. Certification Field-will be either 701 for Audiology

4. You must provide the Department with an electronic copy (pdf format) of your Capstone Document.
5. Near the end of the term in which you are to graduate, you should schedule an appointment with your Clinic Supervisor who must approve your clinical hours and provide you with a signed record of those hours.
6. Following 1-5, you must schedule a meeting with the Department Chair for an exit interview and to get your application for ASHA certification and Ohio State licensure signed. Normally, this meeting takes place during the final week of Spring term, during final oral time when you're in town, or finals week.

You must bring the following to this meeting:

- Completed forms regarding your academic and clinical hours.
- Any ASHA certification application forms and Ohio State Licensure forms that will require the Department Chair's signature.

7. Final checklist:
 - a. If you have door or room keys, please return them to Mary Jo in room 110.
 - b. Shannon Hand is a notary public and can notarize any forms for you. Please sign the forms in her presence.
 - c. Complete and confidential Exit Interview Questionnaire survey regarding your experience in our program.

Our last request is that you keep in touch with the department.

Best of luck to each of you.