

# DEPARTMENT of SPEECH & HEARING SCIENCE

## GRADUATE STUDENT HANDBOOK




THE OHIO STATE UNIVERSITY

COLLEGE OF ARTS AND SCIENCES

# QUICK REFERENCE GUIDE

## DEPARTMENT CONTACT INFORMATION

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Department Office Phone: (614) 292-8207 E-Mail:sphhrng@osu.edu
Clinic Office Phone: (614) 292-6251

## DEPARTMENT CONTACTS

Department Chair: Dr. Eric C. Bielefeld, bielefeld.6@osu.edu, (614) 292-9436
Graduate Studies Chair: Dr. Stacy Harnish, harnish.18@osu.edu, (614) 688-1471
Graduate Program Coordinator: Sarah Wendel, wendel.13@osu.edu, (614) 292-0791
Department Manager (HR/Fiscal): Melissa Niese, niese.50@osu.edu, (614) 292-1642

## QUICK LINK RESOURCES

Department Website and Department Forms
Graduate School Handbook and GRADFORMS

## GRADUATE SCHOOL DEADLINES:

1. Applications to Graduate are due by the third Friday of each semester – use GRADFORMS to apply.
2. Applications for the PhD Candidacy Exam must be approved by the advisor and Graduate Studies Chair at least two weeks before the oral date – use GRADFORMS to apply.
3. Applications for Doctoral (PhD & AuD) Final Exams (i.e., defense) must be approved by the advisor, committee members, and Graduate Studies Chair at least two weeks before the oral date – use GRADFORMS to apply.

*See the Graduate School's Graduation Calendar for semester-specific deadlines.*

## MINIMUM REGISTRATION REQUIREMENTS

| | Autumn/Spring Semesters | Summer |
|---|---|---|
| Most Students, including GA's | 8 hours | 4 hours |
| Fellowship Students | 12 hours | 6 hours |
| Post-Candidacy Students | 3 hours | 3 hours |

*For more information, see "Course Load" in Section 3.1 of the Graduate School Handbook*

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# DEPARTMENT OVERVIEW

Speech and Hearing Science is an interdisciplinary department that studies the use of speech, language, and hearing in human communication. Both the normal processes and disorders of communication are studied with the goal of finding 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.

**MISSION AND VISON STATEMENTS**
**DEPARTMENT GOALS**

University policies and other resources may be found at OSU Office of Student Life

## PURPOSE OF THIS HANDBOOK

The Department of Speech and Hearing Science Graduate Student Handbook describes the current policies, rules, and procedures relevant to the Department's graduate programs, including a description of the requirements for the MA-SLP, AuD, and PhD degrees. This 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. All OSU Graduate School rules apply to all students in the MA-SLP, AuD, and PhD programs, and all students are advised to familiarize themselves with the Graduate School Handbook. Students pursuing a professional MA-SLP or AuD degree must become familiar with the respective Clinic Policies and Requirements handbook.

## GRADUATE PROGRAM ADMINISTRATION

### The Graduate School

The Graduate School at The Ohio State University includes the Graduate Council, the Graduate School administration, and the Graduate Faculty (Graduate School Handbook, Section 1).

### Department of Speech and Hearing Science

The Department of Speech and Hearing Science is an academic unit 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 department website directory.

## GRADUATE STUDIES COMMITTEE

Graduate Studies Committee oversees the graduate programs of the Department and serves as the liaison between the Graduate School and the Graduate Faculty (Graduate School Handbook, Section 13) in the department.

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). One of the members of the Graduate Studies Committee will 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. The two Oversight Subcommittees are responsible for the oversight of the MA-SLP and AuD programs, including but not limited to matters involving admissions, curriculum, Ohio licensure, ASHA and AAA standards, qualifying examinations, and poster presentation reviews.

**2026-2027 Graduate Studies Committee**

| | |
|---|---|
| Stacy Harnish, Ph.D., Professor | Chair and PhD Coordinator |
| Jennifer Lundine, Ph.D., Associate Professor | MA-SLP Oversight Chair |
| Julie Hazelbaker, Ph.D., Clinical Associate Professor | Audiology Oversight Chair |
| Sarah Wendel, B.A. | Graduate Studies Coordinator |
| Jessica Timog, B.A. | Graduate Student Representative |
| Eric C. Bielefeld, Ph.D., Professor | Ex-Officio as Department Chair |

# GRADUATE PROGRAMS IN SHS

- Graduate Minor in Speech and Hearing Science
- Master of Arts in Speech and Hearing Science
- Master of Arts in Speech-Language Pathology
- Doctor of Audiology
- Doctor of Philosophy in Speech and Hearing Science
- Dual-Degree Options in Speech and Hearing Science

# GRADUATE MINOR IN SPEECH AND HEARING SCIENCE

## INTENDED STUDENTS

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 finding better scientific bases for the diagnosis and treatment of speech-language and hearing problems.

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.

## REQUIREMENTS

Minimum number of credits = 10 credits

1. Required Courses
   - 2 credits SPHHRNG 8900, Graduate Pro-Seminar in Speech & Hearing Science

   At least one of the following:
   - SPHHRNG 6725, Language Acquisition and Early Intervention in Language Delay
   - SPHHRNG 6775, Anatomy & Physiology of the Auditory System
   - SPHHRNG 6850, Advanced Hearing Science

2. Two additional courses selected from the graduate offerings of the department

## 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 this is not a requirement.

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.

# MASTER OF ARTS IN SPEECH AND HEARING SCIENCE

The traditional MA degree in Speech and Hearing Science (MA-SHS) prepares students for a career in research and scholarship, and it is often the first step toward the PhD degree. Prospective applicants for the MA-SHS degree should contact the Chair of the Graduate Studies Committee to discuss prerequisite requirements and potential academic advisors.

**NOTE: The completion of all requirements for the MA-SHS degree **does not** meet the requirements for State of Ohio licensure or ASHA certification.*

## MA-SHS REQUIREMENTS

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 (Graduate School Handbook, section 6.4).

### Required Coursework

Minimum number of credits = 30 credits

- 26 credits must be completed at OSU over at least two consecutive semesters

Required Courses

- 4 credits of SPHHRNG 8950, Seminars in Speech and Hearing Science
- Variable credits of SPHHRNG 8998, Research in Speech and Hearing Science: Thesis

- **8-10 Credits: Basic Knowledge in Speech and Hearing Science**
  - SPHHRNG 5760 Neurology of the Speech and Hearing Mechanism (3 credits)
  - SPHHRNG 6725 Language Acquisition and Early Intervention in Language Delay (3 credits)
  - SPHHRNG 6775 Anatomy & Physiology of the Auditory System (4 credits)
  - SPHHRNG 6850 Advanced Hearing Science (4 credits)
  - SPHHRNG 7825 Speech Perception in the Normal and Impaired Ear (3 credits)
  - LING 4100 Phonetics (3 credits)
  - LING 5100 Phonetics: Phonetic Theory (3 credits)
  - LING 5701 Psycholinguistics (3 credits)
  - PSYCH 5614 Cognitive Neuroscience (3 credits)
  - PSYCH 6700 Introduction to Language Sciences (3 credits)
  - NEUROSC 7001 Foundations of Neuroscience I (6 hours)

- **8-10 Credits: Research Tools**
  - SPHHRNG 5785 Research Methods I (3 credits)
  - LING 5051 Quantitative Methods (3 credits)
  - STAT 5301 Intermediate Data Analysis I (4 credits)
  - STAT 5302 Intermediate Data Analysis II (3 credits)
  - PSYCH 6810 Statistical Methods in Psychology I (4 hours)
  - PSYCH 6811 Statistical Methods in Psychology II (4 hours)
  - ACEL 8855 Research Methods and Design (3 credits)
  - ACEL 8877 Data Collection, Analysis & Interpretation (3 credits)

- **2-4 Credits: At least two courses in experimental methodology, signal processing, computer applications to speech and/or hearing science, modeling, etc., such as:**
    - SPHHRNG 8950 Seminars in Speech and Hearing Science
    - SPHHRNG 8998 Research in Speech and Hearing Science: Thesis

- **6-8 Credits: Related Areas of Research (possible courses include):**
    - LING 5891 or 6001 Proseminar in Cognitive Science (2 credits)
    - LING 7890.07 Seminar Discussion Groups: Psycholinguistics (1-3 credits)
    - PSYCH 5891 Proseminar in Cognitive Science (2 hours)
    - PSYCH 5898 Seminar in Behavioral Neuroscience (3 hours)

# MASTER OF ARTS IN SPEECH-LANGUAGE PATHOLOGY

The Master 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.

See Graduate School Handbook, Section 6 for official Graduate School policies concerning master's degree programs.

**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.

**State Licensure.** The State of Ohio requires, by law, that anyone who practices speech-language pathology, or represents themself 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 Ohio Board's website. 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.

## ACADEMIC ADVISOR

Students in the MA-SLP program will be assigned an academic advisor. If the student chooses to pursue the thesis option (discussed below), the thesis advisor typically becomes the academic advisor. Students must complete an Advisor Change Request and submit it to the Graduate Coordinator for the change to take effect.

## MA-SLP DEGREE REQUIREMENTS

The MA-SLP program of study includes:

- Required coursework
- Supervised clinical practicum
- A non-thesis or thesis project
- A passing score on the Praxis examination

## REQUIRED COURSES

The required and elective courses for the MA-SLP program are detailed in the MA-SLP curriculum on the Department website. 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 requirements for the non-thesis option may be taken in other units at the University. These will be approved as part of the non-thesis approval process, discussed below.

**Waiver of Required Courses.** Required graduate courses are waived only in exceptional circumstances (waiver form). Required graduate courses may be waived 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 competence on a proficiency exam and/or provide a syllabus and/or other course materials from the completed course.

Both the course instructor and the Graduate Studies Chair must approve the waiver. The signed copy of the waiver will be kept in the student's academic file.

**Credit Hours.** 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.

### Minimum Registration

| | Autumn/Spring Semesters | Summer |
|---|---|---|
| Most Students, including GA's | 8 hours | 4 hours |
| Fellowship Students | 12 hours | 6 hours |
| Post-Candidacy Students | 3 hours | 3 hours |

**Course Registration.** Students are responsible for registering for their own courses by the deadlines posted on the University Registrar's Academic Calendar. Students who do not register for the correct practicum course as listed in the curriculum will not be permitted to count their clinical hours for the term.

## SUPERVISED CLINICAL PRACTICUM

MA-SLP students are assigned to supervised clinical practicum experiences in the Department's Speech-Language-Hearing Clinic during the first three semesters of graduate work. Students receive advanced clinical practicum assignments in outside placements in year two of the MA-SLP program. Clinical practicum assignments are made with consideration of the student's skills, experience, and interests, while ensuring a breadth of clinical assignments are met ensuring the student meets the clinical competencies necessary for graduation, licensure, and certification.

## THESIS/NON-THESIS OPTIONS

MA-SLP students, in consultation with their academic advisor, will select the thesis or non-thesis option for their program of study. It is recommended that students make their decision as early in the program as possible to allow for adequate planning and implementation. Students must submit the Thesis/Non-Thesis Plan of Study form. Once submitted, the form will flow to the advisor for their signature. The deadline to submit the planning form is the end of Spring Semester of the first year of enrollment.

### Requirements for the Non-Thesis Option

The non-thesis program of study option is a selection of courses *in addition to the basic academic requirements for the MA-SLP degree*. Participation in courses offered by other departments is encouraged, but all courses must be taken while enrolled in the MA-SLP program. A portion of the requirement may be fulfilled by independent study in an area in Speech and Hearing Science not ordinarily included in the required courses. The non-thesis option requires:

1. **Credit Hours.** A minimum of 7-credit hours of elective coursework, including 1-credit hour of Capstone Experience in Speech-Language Pathology (SPHHRNG 6990) taken during Spring semester of Year two.

2. **Plan of Study.** A completed Thesis/Non-Thesis Plan of Study form detailing the proposed elective courses.
    a) Undergraduate courses numbered 1000-4000 are not permitted (in accordance with Graduate School Rules);
    b) Students may choose to include one or more 5000-level courses with the approval of their advisor;
    c) School certification and the non-thesis option: Students can count SPHHRNG 6170 – Clinical and Educational Methods in the Schools – toward the non-thesis option course requirement; however, clinical practicum hours taken for school certification cannot be included.

3. **Master's Examination.** The master's examination, hereafter referred to as the 'Capstone Project', is a demonstration of the student's knowledge of the field. The Capstone Project for a student pursuing the non-thesis option must include a written portion, hereafter referred to as the **'Capstone Document'**, and may include an oral portion. The Capstone Document may be a substantial paper or written description of a project appropriate to the discipline, demonstrative of scholarly work and consistent with best practices in the field. Examples of Capstone Projects include:
    a) Development of a poster presentation examining a scholarly clinical question, case-study, or other appropriate topic.
    b) A written description of a project, such as the development and completion of a workshop or in-service, presentation at a conference (local, state, or national), or the preparation and submission of a manuscript or grant application.
    c) A comprehensive examination.
    d) Other activities or projects appropriate to the discipline, as approved by the student's advisor.

    The Capstone Document must be submitted to the student's Capstone Committee no later than the term in which they plan to graduate. A student must be registered for at least three graduate credit hours during the term the Capstone Document is submitted and graduation is expected.

4. **Capstone Proposal Form.** In consultation with the Capstone Advisor, students will complete the Capstone Proposal Form no later than the end of Autumn semester of the 2nd year. The Capstone Proposal Form outlines the Capstone project and defines an agreed upon timeline for project completion.

**Master's Examination Committee.** The master's examination committee is composed of at least two graduate faculty members including the student's advisor. The student's advisor will assign the master's examination committee member(s) no later than Autumn semester of year two.

1. **Examination Procedures.**

    **Written Portion.** The Capstone Document must be submitted to the student's Capstone committee no later than two weeks before the Graduate School's 'Examinations and Reports' deadline for the semester of planned graduation (see the Graduate School's Graduation Calendar).

    **Oral Portion.** An oral presentation (i.e., defense) of the Capstone Project may be required at the discretion of the student's Capstone advisor and/or committee.

2. **Satisfactory/Unsatisfactory Performance.** The student is considered to have completed the Capstone Project (i.e., master's examination) successfully only when the decision of the Capstone Committee is unanimously affirmative. If the Capstone Project is judged unsatisfactory, the Capstone Committee must decide whether the student will be permitted to take a second master's examination and must record that decision on the Report on Final Examination.

   **Corrective Action for Unsatisfactory Performance.** Students who do not achieve satisfactory performance may have one opportunity to revise the failed portion of the examination (poster or presentation) to demonstrate acquisition of the required knowledge for the topic. The revision must be submitted within one week of the Graduate School's 'Examinations and Reports' deadline for the semester of planned graduation.

## Requirements for the Thesis Option

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:

1. **Credit Hours.** 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.

2. **Plan of Study.** A completed Thesis/Non-Thesis Plan of Study 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.

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.

4. **Master's Examination.** The master's examination is a test of the student's knowledge of the field. The master's examination is taken after submitting the Application to Graduate on GRADFORMS and during the term in which the student plans to graduate. A student must be registered for at least three graduate credit hours during the term this examination is taken.

   **Master's Examination Committee.** The master's examination committee is composed of at least two graduate faculty members including the student's 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.

   The thesis defense functions as the Master's Examination as described by the Graduate School.

   a. **Thesis Document.** Students pursuing the thesis option must complete a written thesis document that conforms to the Graduate School format requirements (see Document Preparation-Dissertations and Theses on the Graduate School website). The style of the thesis is determined by the student's committee. The student is responsible for ensuring that the information contained within the thesis document is original, complete, and does not include material that could be deemed as academic and/or

research misconduct.

b. **Examination Procedures.**

**Written Portion.** The student shall submit a final draft of the entire thesis to their committee at least one week prior to the schedule oral examination. The thesis committee is responsible for evaluating the quality of the thesis. The thesis document must be approved by the master's examination committee before the student takes the oral examination. The final thesis document must be approved by the master's examination committee prior to uploading the final document to OhioLINK. Students are responsible for ensuring that their final document conforms to all applicable University digital accessibility policies before submitting to OhioLink (see Graduate School Handbook, section 6.4 for more information).

**Oral Portion.** The oral examination (i.e., defense) deals primarily with the portion of the student's field of specialization in which the thesis falls. The advisor serves as chairperson of the thesis defense, and all members of the committee, plus the student, must be present during the entire examination— either in person or via video conference. 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.

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 ensuring that the forms are 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.

c. **Corrective Action for Unsatisfactory Performance.** 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. Any appeals are referred for review to the Executive Committee of the Graduate School.

## REQUIREMENTS FOR THE SEMESTER OF GRADUATION

1. **Application to Graduate.** Students must submit an application to graduate. Applications to graduate are due by the third Friday of each semester – use GRADFORMS to apply. Students must be in good academic standing for the semester of graduation and the preceding semester. 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. Further, students cannot graduate while on probation. Students can apply to graduate the semester after probation is lifted.

**Master's Examination (Thesis/Non-Thesis Options).** All students must satisfactorily pass their Master's Examination.

2. **Exit Interview, ASHA Membership and/or Certification Applications.** During the final term, a 15-minute exit interview will be scheduled between the graduating student and the Chair of the Department of Speech and Hearing Science. Students will be able to choose an in-person or Zoom format. Prior to the exit interview, each student must complete an anonymous online exit survey concerning their graduate educational experience, as well as a brief questionnaire regarding future contact and job information. Feedback received from the exit survey and the exit interview will be used to plan and implement program improvement.

   The Chair of the Department of Speech and Hearing Science must sign all ASHA membership and/or certification applications. Upon successful completion of all program requirements, a degree verification letter, signed by the Chair, will be issued to students on the grade posting deadline. Students applying for licensure in states requiring more nuanced information than is provided in the degree verification letter, may contact Sarah Wendel at wendel.13@osu.edu. Please note degree verifications cannot be issued before the grade posting deadline.

3. **Praxis Examination.** A passing score (162 or higher) on the Speech-Language Pathology Praxis examination is required for state licensure, ASHA Certification, and for graduation from the program. The exam should be completed by March 1st of year 2 if planning to graduate in spring semester and by June 1st of year 2 if planning to graduate in summer term. ETS/Praxis allows you to register up to four recipients at no additional cost. Failure to correctly enter all score recipients at the time of registration may result in paying additional fees to ETS later.

   **Recipient Codes:**

   - The Ohio State University (1592) – required to graduate from the program
   - ASHA (5031) - required for ASHA certification
   - Ohio Speech & Hearing Professional Board (7938) – required for Ohio licensure
   - Ohio State Board of Education (7945) – required for those planning to work in a school setting in Ohio

   If the Department is unable to confirm a passing score by the time of the Exit Interview, the student must provide proof that they have obtained a passing score and that they have requested that it be sent to OSU. Please note that the Department Chair may withhold approval of the ASHA certification application without proof of a passing score prior to their exit interview.

# MISCELLANEOUS INFORMATION

## Time-Limit for MA-SLP Degree Completion

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.

## 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 using the Independent Study Form. This will include SPHHRNG 5193, 7193, 8193, 8940 and 8950. The description must be signed by the instructor of the course. These forms must be filed no later than finals week of the term in which the seminar was taken. The courses SPHHRNG 6751-6755, titled 'Clinical Seminar in Speech and Language Disorders' are not included in this requirement.

## 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, submit an internal application to the second graduate program, and begin doctoral studies in their second year. (Refer to Dual Degree Programs.)

# CERTIFICATE PROGRAMS IN MA-SLP

## Bilingual MA-SLP Certificate Program

The Bilingual MA-SLP Certificate Program provides specialized training for current OSU MA-SLP students who wish to serve bilingual and multilingual populations. Through coursework, clinical practicum, and a capstone experience, students develop culturally responsive assessment and intervention skills. The certificate enhances career readiness for bilingual clinical roles.

MA-SLP Students interested in the bilingual MA-SLP Certificate should first speak with their advisor. They must review the Advising Form and complete a Certificate Admissions Form.

### Requirements for Completion of the Certificate

1. Minimum intermediate-high proficiency in the language of clinical practice within the past 3-years; see (ACTFL Oral Proficiency Interview/ OPIc) or (Sign Language Proficiency Interview; SLPI:ASL) to schedule
2. Minimum 3.0 cumulative GPA
3. Minimum grade of B- for a course to be counted toward the certificate
4. Minimum 12-credit hours required to complete the certificate
    a. 5-credit hours of Core Coursework
        i. SPHHRNG 7550 Bilingual Assessment & Intervention (3-credits, offered Autumn semester)
        **AND**
        ii. SPHHRNG 7844 Advanced Clinical Practicum (2-credits, offered Autumn & Spring semesters); minimum of 50-clinical hours with bilingual populations
    b. 1-3-credit hours of a Bilingual Project
        i. SPHHRNG 6990 Capstone Experience in SLP (1-credit, offered Autumn, Spring, & Summer semesters)
        **OR**
        ii. SPHHRNG 7999 Research Thesis in SLP (up to 3-credits; offered Autumn, Spring, & Summer semesters); see Graduate School & Department Graduate Student Handbooks (link) for thesis requirements
    c. 6-credit hours of Elective Coursework
        i. Two courses selected from the pre-approved list of courses (6-credits; offered various semesters); see Advising Form [link] for list of pre-approved electives
        **OR**

ii. With approval of Petition for Elective Course Approval Form [link]
*SPHHRNG 5193 (Independent Study) is not permitted

Program Advisors: Dr. Jennifer Brello
Dr. Jissel Anaya

Academic Advisors: Dr. Amy Sonntag
Dr. Jissel Anaya

Faculty Advisors: Dr. Jissel Anaya
Dr. Nahar Albudoor
Dr. Javier Jasso

# DOCTOR OF AUDIOLOGY (AUD)

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.

See Graduate School Handbook, Section 7.17 for official Graduate School policies concerning professional doctoral degree programs.

### ASHA Certification

The requirements of the AuD program have been developed, in part, to meet or exceed the requirements established by ASHA for the Certificate of Clinical Competence in Audiology (for details see the audiology certification standard located on the ASHA website. All AuD 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.

### State Licensure

The State of Ohio requires, by law, that anyone who practices audiology, or represents themself 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 Ohio Board's website. 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.

## ACADEMIC ADVISOR

The initial academic advisor, Dr. Julie Hazelbaker, Clinical Associate Professor, 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.

## AUD DEGREE REQUIREMENTS

The AuD program of study includes:

- Required coursework
- Supervised clinical practicum
- Capstone project
- Passing scores on the:
    - AuD Qualifying Examination
    - AuD Professional Doctoral Examination
    - AuD Final Oral Examination
    - NTE Praxis examination

## REQUIRED COURSEWORK

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 can be found on the Department website (AuD Curriculum).

The AuD program at Ohio State University 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. A delayed graduation can be anticipated if a student chooses to take extensive elective coursework or if a student has prerequisite courses to make up. Later graduation may also become a possibility if the student has significant scheduling limitations imposed by a graduate associate position or work outside the graduate program. Additional causes of later graduate include failure to complete the Capstone requirements and/or accepting a fourth-year externship position whose start and end dates prohibit Spring graduation.

**Waiver of Required Courses.** Required graduate courses are waived only in exceptional circumstances (waiver form). Required graduate courses may be waived 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 competence on a proficiency exam and/or provide a syllabus and/or other course materials from the completed course.

Both the course instructor and the Graduate Studies Chair must approve the waiver. The signed copy of the waiver will be kept in the student's academic file.

**Credit Hours.** 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.

**Minimum Registration Requirements**

| | Autumn/Spring Semesters | Summer |
|---|---|---|
| Most Students, including GA's | 8 hours | 4 hours |
| Fellowship Students | 12 hours | 6 hours |
| Post-Candidacy Students | 3 hours | 3 hours |

**Course Registration.** Students are responsible for registering for their own courses by the deadlines posted on the University Registrar's Academic Calendar.

## SUPERVISED CLINICAL PRACTICUM

AuD students are assigned to supervised clinical practicum experiences in the Department's Speech-Language-Hearing Clinic beginning in the 2nd-year of the program. During year 3, students receive clinical practicum assignments both inside and outside of the Department. Clinical practicum assignments are made with consideration of the student's skills, experience, and interests, while ensuring a breadth of clinical assignments are met ensuring the student meets the clinical competencies necessary for graduation, licensure, and certification.

## CAPSTONE PROJECT

The Capstone project is expected to be a scholarly contribution to knowledge and a demonstration of the student's mastery in a chosen area of specialization. The student, in consultation with an advisor, must define a Capstone project to be completed during the mid to latter part of the program. The nature of each project may vary with the interests and plans of the individual student, but the following guidelines are required:

1. **Capstone Advisor and Committee.** The Capstone project must be supervised by a committee composed of the student's advisor 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 Subcommittee determines Capstone committee membership at the beginning of Autumn semester of the 3rd year and will communicate committee membership to students the same semester.

2. **Capstone Format.** Formats for the Capstone project may include:
    a. **Case Study:** An in-depth clinical case study and review of the relevant literature;
    b. **Specialization:** Consists of a minimum of 6 credit hours of coursework outside the department 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. **Research:** A clinical or laboratory research study (recommended for students interested in pursuing the PhD degree);

3. **Capstone Planning Form.** The student must file the AuD Capstone Planning form with the Chair of the Audiology Oversight Subcommittee by January 31st of the 2nd year in the program before work on the project is begun.

4. **Capstone Document.** The student must prepare an original written Final Document (the AuD Capstone Document) demonstrating original thinking and the ability to evaluate research in the field analytically. The Final Document can take one of two forms. Importantly, the decision to complete the manuscript or the poster and bibliography option must be made by the student and advisor together.
    a. **Written Manuscript.** The format of the document must follow Graduate School guidelines and standard formatting for the type of capstone completed (research, specialization, or case study). The appropriate length of the manuscript will be determined by the student and their advisor. The student should communicate with their advisor or the Chair of the Audiology Oversight Committee for templates or examples to follow.
    b. **Poster and Annotated Bibliography**. Since many clinicians will disseminate future research or scholarship in poster format, the student and advisor can opt for this approach. The poster must disseminate the same information as would be included in the written manuscript option, and it must be accompanied by a full annotated bibliography that reflects the depth and breadth of the student's literature review. The poster does not necessarily need to be printed for the final examination (i.e., oral defense); however, committee members must be able to review an electronic copy of the poster prior to the defense.

    Each committee member indicates approval of the student's final document by posting their decision on the Report on Final Documents in GRADFORMS.

    To be eligible for Spring or Summer graduation, the final written document must be submitted to the student's committee **a minimum of two weeks prior to the Capstone Examination (oral defense; see below).**
    **Note: It is to the student's advantage to complete the Capstone document and complete the Capstone final oral examination prior to their 4th year, as students who have not yet defended their Capstone project must register for Capstone credits during their 4th year in the program.*

5. **Capstone Examination (i.e., Exit Requirement).** The Capstone Examination serves as the Graduate School's exit requirement for professional doctoral degrees. The format of the

Examination is an oral defense of the candidate's field of specialization encompassed by the Capstone project and document. The Capstone Examination seeks to test each student's breadth and depth of knowledge related to professional practice in the field of audiology. The student's advisor serves as the Chair of the Final Examination.

**Capstone Examination Policies.** The Capstone Examination may take place at any time after the student's advisor has approved the Capstone document, but no later than the Graduate School's deadline for examinations, which is typically mid-April for a Spring semester graduation or mid-July for a Summer term graduation. Students should consult the Graduate School's Graduation Calendar for specific deadlines.

**Satisfactory Performance.** Consistent with Graduate School policy, the student is considered to have completed the Capstone examination successfully only when the decision of the Capstone committee is unanimously affirmative.

**Unsatisfactory Performance/Failure.** If the examination is judged unsatisfactory, the student may be permitted to take a second Capstone examination. If a second examination is held, the committee must be the same as the original one unless approved by the Graduate School. Students who fail the Capstone examination twice are not allowed an additional examination. See Graduate School Handbook, Section 7.10 for additional examination policies.

# AUD EXAMINATIONS

## AuD Qualifying Examination

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.

**Examination Timing.** The Qualifying examination is administered during final weeks of Spring semester of the first year of the program.

**Examination Format.** The examination includes written and practical portions. The written examination consists of questions covering the coursework completed during Autumn and Spring semesters of the first year of the program. Emphasis is 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).

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).

**Unsatisfactory Performance.** Students who do not achieve satisfactory performance (score of 70% or better) may have one opportunity to retake the exam during Summer term. 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.

## AuD Professional Doctoral Examination

The Professional Doctoral 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. Satisfactory performance is a prerequisite to acceptance of a 4th-year clinical externship placement.

Students must be registered for at least three graduate credit hours during the semester of the Professional Doctoral examination.

**Examination Committee**. The Examination committee will be made up of members of the Audiology Oversight Subcommittee.

**Examination Timing.** The Professional Doctoral examination is administered during Summer semester of the 3rd year in the program. The student must submit an Application for Professional Exam on GRADFORMS at least two weeks prior to the scheduled date of the exam, although four weeks prior to the exam is recommended. Students are responsible for monitoring this form to be sure that all members of the Examination committee have approved the form 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.

**Examination Format.** The format of the examination consists of questions based on two separate audiologic case studies. Students will be provided with case history information and audiometric test results for two hypothetical patients and must answer basic science and clinically-applied questions based on the specific case.

**Unsatisfactory Performance.** Students who do not achieve satisfactory performance (score of 70% or better) may have one opportunity to retake the exam during Summer term. A student who fails the Professional Doctoral examination twice is not allowed an additional examination. Per Graduate School rules, the student is not permitted to be a doctoral candidate in the same or any other graduate program at this university after two unsatisfactory attempts.

## 4th-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.

**Pre-4th-Year Clinical Experience Requirements**

Students must complete the following ***before*** the start of the 4th-year clinical experience:

1. Completion of all didactic coursework required for the AuD (see the AuD Curriculum);

2. A completed and approved Capstone Project planning form;

3. Completion of all specialization coursework for students completing the Specialization Capstone project;

4. Satisfactory achievement of all defined clinical practicum competency levels;

5. Successful completion of the AuD Professional Doctoral Examination

**Requirements During the 4th-Year Clinical Experience**

1. **Time Requirement.** Completion of a one-year full-time (35-40 hours per week; minimum 11 months) clinical externship, or its equivalent.

2. **Start and End Dates.** Expect to begin the experience on the first day of Summer Term and end the experience on the last day of Spring semester. Actual start and end dates, however, are

determined by the placement, in conjunction with the Department and student input. Students are expected to honor the agreed upon start and end dates.

3. **Externship Schedule.** Students will follow the schedule (holidays, vacations, etc.) of the externship site, not the university schedule.

4. **Credit Hours.** Students must enroll for 3-credits of SPHHRNG 8943 for each semester of the clinical experience. Three credits are considered full-time enrollment for AuD students who have passed the Professional Doctoral Examination.

5. **Graduation.** 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, they will be eligible for Spring graduation. However, if a student does not complete their experience within a time frame that allows for a Spring semester graduation, they 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.

## REQUIREMENTS FOR THE SEMESTER OF GRADUATION

1. **Application to Graduate.** Students must submit an application to graduate. Applications to Graduate are due by the third Friday of each semester – use GRADFORMS to apply. Students must be in good academic standing for the semester of graduation and the preceding semester. 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. Further, students on probation cannot graduate while on probation. Students can apply to graduate the semester after probation is lifted.

2. **Capstone Document and Final Examination.** A complete draft of the Capstone document must be submitted to the student's advisor prior to the Application to Graduate deadline. All students must submit an approved final Capstone document by the Graduate School's published deadline. The Department maintains an electronic record of each Capstone document on the Department server. All students must satisfactorily pass their Capstone examination.

3. **Exit Interview, ASHA Membership and/or Certification Applications.** During the final term, a 15-minute exit interview will be scheduled between the graduating student and the Chair of the Department of Speech and Hearing Science. Students will be able to choose an in-person or Zoom format. Prior to the exit interview, each student must complete an anonymous online exit survey concerning their graduate educational experience, as well as a brief questionnaire regarding future contact and job information. Feedback received from the exit survey and the exit interview will be used to plan and implement program improvement.

   The Chair of the Department of Speech and Hearing Science must sign all ASHA membership and/or certification applications. Upon successful completion of all program requirements, a degree verification letter, signed by the Chair, will be issued to students on the grade posting deadline. Students applying for licensure in states requiring more nuanced information than is provided in the degree verification letter, may contact Sarah Wendel at wendel.13@osu.edu. Please note degree verifications cannot be issued before the grade posting deadline.

4. **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 submit a copy of their score on

the Praxis exam to Ohio State.

When registering to take the exam on the ETS website, students should send results directly to OSU by entering OSU (1592) as a score recipient. You will also want to send scores to ASHA (5031) if you plan to pursue certification and any state in which you will be seeking licensure.

Passing exam results must be reported to the department prior to submission of the Application to Graduate. Approval of the application to graduate is contingent upon successful completion of the Praxis examination. Completion of the exam no later than Autumn semester of the 4th year of the program is necessary to ensure that results will be available prior to graduation. 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. Please note that the Department Chair may withhold approval of the ASHA certification application without proof of a passing score prior to their exit interview.

# MISCELLANEOUS INFORMATION

### Time-Limit for AuD Degree Completion

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 Subcommittee, choose to slow down their program. Graduate School policy (Graduate School Handbook, Section 7.17) requires that all AuD requirements must be met within 5 years after the student passes the Professional Doctoral Examination.

### Seminar and Independent Study Course Descriptions.

Each student must provide a description of every seminar and independent study taken for credit in the AuD program using the Independent Study Form. 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 no later than finals week of the term in which the seminar was taken.

### 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.

# DOCTOR OF PHILOSOPHY (PHD) IN SHS

The department offers the PhD degree with concentrations in Speech-Language Science or Hearing Science. The research experience is paramount to PhD training, and the opportunity to obtain this experience exists across a variety of laboratory and clinical settings, both within and outside the department. The other hallmark of the PhD program involves the tailoring of academic coursework to the specific research interests of the student. The academic program consists of coursework within the department, as well as in related areas such as psychology, linguistics, statistics, engineering, and/or education.

For details of the requirements for the PhD degree, you should consult the Graduate School Handbook.

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.

Students enrolled in the PhD program are strongly encouraged to make use of the following checklists:

- Summary of PhD Degree Graduation Requirements
- Degree requirements for the 'Final Semester'

## 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.

## ADVISOR AND CANDIDACY COMMITTEE SELECTION

### PHD ADVISOR

Students must have an assigned faculty advisor when they enroll in the PhD degree program. Students may also have a co-advisor in the department, or from another department, who is also a graduate faculty member. If a student's primary PhD advisor is not a faculty member in the Department, they must have an in-the-department faculty co-advisor.

Students are free to change faculty advisors at any time with the approval of the proposed new advisor. Students must submit an Advisor Change Request to the Graduate Studies Committee. Under most circumstances, the dissertation advisor is also the academic advisor.

## CANDIDACY COMMITTEE

Each student must develop a four-person candidacy committee. The student and advisor will select at least three other Graduate Faculty members to complete the candidacy committee. At least two of the members (the advisor and one other) must be faculty members in the Department of Speech and Hearing Science. The candidacy committee contributes to the written and oral portions of the candidacy examination. Normally, the candidacy committee should be convened before final determination of the format and content areas of the candidacy exam. See Graduate School Handbook, Section 7.3 for more information.

## PROGRAM PLANNING

PhD students are expected to develop a **'plan of study'**, including planned coursework (see requirements below), that will fulfill the Graduate School and Department degree requirements. Ideally, the plan of study should be approved by the advisor during the first year of enrollment. The initial plan of study may be general in nature and reflect the uncertainty of course availability in future years. Modifications to the plan of study are expected and can be made a later time if necessary.

The graduate school requires that PhD students 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.

In the Department of Speech and Hearing Science, every PhD student is expected to enroll in the departmental Pro-Seminar (SPHHRNG 8900) until each component of a two-year rotation (four semesters) of Pro-Seminar topics has been completed.

**Directed Doctoral Studies**

- Year 1: Students are expected to register for Directed Doctoral Studies (SPHHRNG 7193) both Autumn and Spring semesters of their first year to begin laboratory research projects, as directed by their advisor.
- Years 2-3: Students are expected to register for Directed Doctoral Studies (SPHHRNG 8193) for work that will lead to literature reviews, grant proposals, and/or manuscripts that contribute to a candidacy portfolio.

**The number of credits taken per semester are variable and should be discussed with the student's advisor.*

At present, no other specific courses are required of PhD students, although several may be strongly recommended. The PhD degree program should enable student's 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."

## DEGREE REQUIREMENTS.

1. **Credit Hours**.
    a. For students who does not hold a graduate degree, a minimum of 80 graduate credit hours are required. The credit hour requirements are as follows:

**52 graduate credit hours in Speech and Hearing Science, including:**

- 4 credits — SPHHRNG 8900 PhD Proseminar (1-credit hour per offering fall and spring semesters in the first two years of study)
- 22 credits — Advanced graduate coursework appropriate for doctoral study, as approved by the advisor
- 22 credits — Specialized research projects (e.g., SPHHRNG 7193, 8193, or 8940), as approved by the advisor
- 4 credits — SPHHRNG 8999 Dissertation Research Project (Maximum: 60 credits/20 completions)

**28 graduate credit hours inside or outside Speech and Hearing Science, including:**

- 9 credits Research Tools (e.g., research design, statistics, or similar). *If taken in the department, they cannot count towards the above 52 credits.
- 9 credits Theme/Specialization (e.g., graduate coursework in an area outside the student's primary area – typically outside the department).

b. For students who hold a graduate degree (master's or professional doctoral degree), then 30 graduate credit hours can be counted toward the total 80 if they are transferred to Ohio State University (see Graduate School Handbook, Section 4.1 for information on how to transfer graduate credits). Therefore, a minimum of 50 graduate credit hours are required. The credit hour requirements are as follows:

**32 graduate credit hours in Speech and Hearing Science, including:**

- 4 credits SPHHRNG 8900 PhD Proseminar (1-credit hour per offering fall and spring semesters in the first two years of study)
- 12 credits Advanced graduate coursework appropriate for doctoral study, as approved by the advisor
- 12 credits Specialized research projects (e.g., SPHHRNG 7193, 8193, or 8940), as approved by the advisor
- 4 credits SPHHRNG 8999 Dissertation Research Project (Maximum: 60 credits/20 completions)

**18 graduate credit hours inside or outside Speech and Hearing Science, including:**

- 9 credits Research Tools (e.g., research design, statistics, or similar). *If taken in the department, they cannot count towards the above 52 credits.

  9 credits Theme/Specialization (e.g., graduate coursework in an area outside the student's primary area – typically outside the department).

2. **Thesis-Equivalent Research Project.** Students accepted into the PhD program who have not completed a Master's thesis or its equivalent (e.g., an AuD research capstone) must complete an equivalent research project before taking their Candidacy Examination. This research must be initiated in Year 1 and completed no later than Year 2. The following will fulfill this requirement:

   a. **Thesis Committee.** The student must form a committee composed of at least two members, one of whom should be the PhD advisor. The requirements for the thesis-equivalent committee membership are the same as those for the MA thesis committee.

   b. **Research Proposal/Prospectus.** A research proposal must be formally approved by all committee members.

   c. **Thesis Document and Defense.** Following completion of the research project, the written document must be officially approved by all committee members. The thesis document and defense requirement is a poster presentation for the students committee. A traditional research manuscript based on this work can be used as part of a candidacy portfolio.

   d. **Dissemination.** 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, the Ohio Speech and Hearing Association Conference, etc.), and/or by publishing the work in a peer-reviewed journal.

3. **Teaching Experience.** Preparation for college-level teaching is strongly encouraged to be a component of our students' program, such that it prepares students for the responsibilities of university employment. Therefore, students are encouraged to include coursework and/or experiences that address teaching (regardless of the type of funding received from the Department or University). The specific plan developed for each student is left to the discretion of the student and their advisor, but should prepare the student to meet responsibilities that include, but are not limited to:

    a. **Course preparation** (e.g., syllabus creation, text selection, lecture organization, and development of student labs or recitations).

    b. **Teaching** (e.g., delivery of lectures, recitations and labs, individual instruction during office hours, and follow-up with students having difficulty).

    c. **Student evaluation** (e.g., preparation of examinations, grading, assignment of final grades, issues of student confidentiality, and academic misconduct).

    d. **Student advising** (e.g., career options, course load, and selection of graduate schools).

    ***Note:** International students may be required to demonstrate proficiency in spoken English before being appointed to a Graduate Teaching Associate (GTA) position.*

4. **Candidacy Examination.** See Graduate School Handbook, Section 7.3 for additional details. Upon passing the candidacy examination, the student is assumed to be prepared to undertake independent dissertation research. The candidacy examination consists of two parts: 1) a written examination, and 2) an oral examination. Two formats are available for completion of the written portion of the candidacy examination:
    a. **Traditional Format.** The student, in consultation with their advisor, will develop three or four topic areas from which questions will be generated by the candidacy committee. Specific questions for the written examination will be based upon a bibliography compiled by the student in consultation with each member of their candidacy committee. Each member of the committee will submit questions pertaining to one or more areas covered in the bibliography to the committee chair. The student will prepare written answers to the questions submitted for each topic area. Specifically, the student will have (1) three days for each of four topic areas, OR (2) four days for each of three topic areas.

    The student 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 (i.e., cited) and well-written response to each question posed. It is recommended that the written portion of the examination be **completed within a 5-month period but must be completed within a 1-year period**.

    b. **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.

    The manuscripts are expected to be 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 student'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.

***Note:*** *The documents that comprise the portfolio must represent original work that has not been previously used to fulfil another academic requirement (e.g., master's thesis or AuD capstone).*

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

**Oral Examination (aka: Candidacy Defense).** The oral examination must follow the written examination. The oral examination, not to exceed two hours in duration, is administered by a committee of no less than four graduate faculty members who participated in the written examination.

A Graduate Faculty representative selected by the Graduate School may be assigned to the initial candidacy examination 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.

a. **Scheduling the Candidacy Examination**. The candidacy examination may be taken at any time deemed appropriate by the student's advisor and candidacy committee, but it is normally taken after the majority of academic coursework has been completed. It must be taken at least one semester before the semester of graduation.

   The thesis-equivalent research project (if needed) must be completed prior to scheduling the candidacy examination.

   Students **must be registered for at least 3 credit hours** during the term the candidacy examination is taken.

   The **oral examination** must be scheduled with the Graduate School at least two weeks in advance. Students must submit the Application for Candidacy via GRADFORMS. The application must be approved by the student's advisor at least two weeks in advance in order for the exam to take place.

b. **Satisfactory Performance.** The decision of the committee must be unanimously affirmative for the student to pass the oral part of the candidacy examination. If a failure is recorded, the student *may* be permitted to take a second examination if approved by the committee. No student will be permitted to take the candidacy examination more than twice.

c. **Admission to Candidacy.** Provided all requirements have been met, satisfactory performance on the candidacy examination admits the student to candidacy for the PhD degree at the end of the term in which the examination was completed. Doctoral candidates admitted to candidacy are considered at full-time status when enrolling for three credit hours.

5. **Continuous Enrollment.** All students who successfully complete the doctoral candidacy examination are required to be enrolled for at least three credits in every semester of their candidacy (summer excluded) until graduation. 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.

6. **Dissertation.** 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 on the Graduate School's Document Preparation webpage.

    a. **Dissertation Committee.** The Dissertation Committee is composed of the student's advisor and at least two other graduate faculty members. Your advisor or co-advisor must have graduate faculty P-status in the Department of Speech and Hearing Science. Normally, at least two members of the Dissertation Committee are faculty members in the department.

    b. **Prospectus (Dissertation Proposal).** Prior to data collection (excluding pilot studies), students are required to submit a written prospectus of their dissertation project. The prospectus should include a tentative introduction, review of the literature, and proposed procedures. A prospectus meeting with the student's dissertation committee must be held to consider the merit of the proposed dissertation. Other faculty members may attend if the members of the dissertation committee so desire. The prospectus 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.

    **c. Dissertation Format:**
    **Traditional.** The dissertation usually takes the form of a single document containing descriptions of multiple related experiments in the traditional format (e.g., introduction, methods, results, and discussion chapters).

    **Portfolio**. Similar to the portfolio format for the candidacy examination, the alternative portfolio dissertation format consists of an introduction, three manuscripts suitable for submission to a peer-reviewed journal, and a summary/overall discussion. The student is expected to serve as first author on at least two of the three manuscripts.

    **Graduate School Format Requirements.** Students 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, sample pages and templates are available on the Graduate School's Document Preparation webpage. 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 (see the Graduate School's Graduation Calendar).

    **d. Dissertation Approval.** Final approval of the dissertation occurs after the final oral examination (see below) has been completed satisfactorily. The student's dissertation committee must approve the final version of the dissertation.

**Students are responsible for following the Graduate School's dissertation submission requirements.** See Graduate School Handbook, Section 7.11 for more information.

7. **Final Oral Examination (aka: Dissertation Defense).** 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. See Graduate School Handbook, Section 7.9 for more information.

    a. **Scheduling the Final Oral Examination.** The student's dissertation committee must approve a draft of the dissertation before the final oral examination (i.e., the dissertation defense) can be scheduled. The Graduate School must be notified of the date of the final oral examination using the Application for Final Defense form via GRADFORMS no less than two weeks before the proposed date of the examination. Students should allow time for their application to be approved by their advisor.

    b. **Final Oral Examination Procedures.** The final oral examination, which normally will not exceed two hours in duration, is conducted by the student's Dissertation Committee with the advisor acting as Chairperson.

    The final oral examination may be conducted as an "Open" examination with the consent of the student and advisor. 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.

    c. **Satisfactory Performance.** Satisfactory performance on the final oral examination requires a unanimous affirmative decision by the final oral examination committee (including the Graduate Faculty Representative). The satisfactory final oral examination report must be submitted to the Graduate School no later than two weeks before commencement.

    d. **Unsatisfactory Performance.** If the examination is judged unsatisfactory, the doctoral candidate will be permitted to take a second final oral examination. Should the Graduate Faculty Representative cast the only negative vote, the matter will be referred to the Graduate School for review. Typically, second attempts are only reserved for situations in which the doctoral candidate has met almost every requirement of the final oral exam examination (namely, originality, independence of thought, the ability to synthesize and interpret and the quality of research presented) but needs to make minor adjustments or improvements.

    e. **Second Final Oral Examination.** The final oral examination committee must be the same as the original one unless a substitution is approved by the Graduate School. All other rules pertaining to final oral examinations must be followed.

    f. **Failure.** A doctoral candidate who fails the final oral examination twice is not allowed an additional examination. After two unsatisfactory attempts at the final oral examination, a doctoral candidate is not permitted to be a doctoral candidate in the same or in any other graduate program in the affiliated college(s) at this university.

g. **Appeal.** Upon written appeal by the doctoral student or a member of the final oral examination committee, the Graduate School Grievance Committee will review that doctoral candidate's final oral examination to ensure its conformity to Graduate School rules and to determine if it was conducted fairly and without prejudice to the doctoral candidate.

# PhD PROGRAM EXPECTATIONS AND DEADLINES

## PROGRAM TIMELINE AND TIME TO CANDIDACY

Students with a graduate or professional degree are expected to meet the following milestones:

- Traditional courses completed by the end of Year 2 (exception of dissertation credits);
- Thesis equivalent research (if applicable) initiated in Year 1 and completed no later than Year 2;
- The candidacy examination completed and passed no later than the end of Year 3;
- The dissertation proposal accepted by the students committee early in Year 4;
- The dissertation project and document is expected to be completed and defended by the end of Year 4.

Students without a graduate or professional degree are expected to meet the following milestones:

- Traditional courses completed by the end of Year 3 (exception of dissertation credits);
- Thesis equivalent research (if applicable) initiated in Year 1 and completed no later than Year 2;
- The candidacy examination completed and passed no later than the end of Year 4;
- The dissertation proposal accepted by the students committee no later than the end of Year 4;
- The dissertation project and document is expected to be completed and defended by the end of Year 5.

## TIME TO DEGREE

The PhD candidate must submit the final copy of their dissertation to the Graduate School within **five years of being admitted to candidacy**, or the candidacy is cancelled. The doctoral candidate may petition their advisor and the Graduate School a) for one extra semester to complete all degree requirements, or b) to take a supplemental candidacy examination. Passing the supplemental candidacy examination readmits the student to 'candidacy', and they have an additional two years to complete all degree requirements. The current policy of the Department of Speech and Hearing Science is: A PhD student who exceeds the initial five-year time limit on candidacy will be given three years to pass the supplemental candidacy examination.

**APPLICATION TO GRADUATE.** Students must complete and submit the application to Graduate on GRADFORMS no later than the third Friday of the semester in which graduation is expected. See Section 7.12.2 of the Graduate School Handbook for more information.

**END-OF-SEMESTER OPTION.** A student who does not meet published graduation deadlines, but who does complete all degree requirements by the last business day prior to the first day of classes for the following Autumn or Spring semester or Summer term, may graduate the following Autumn or Spring semester or Summer term without registering or paying fees. See the Graduate School Graduation Calendar for specific deadlines.

# DUAL DEGREE OPTIONS IN SPEECH AND HEARING SCIENCE

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.

***Note:*** *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.*

## DUAL DEGREE PROGRAMS IN SPEECH & HEARING SCIENCE

Graduate students in the Department of Speech and Hearing Science may apply to pursue the following within-the-department dual-degree options:

- AuD and PhD
- MA-SLP and PhD

***Note:*** *Other dual degree options are available; see Graduate School Handbook, section 8.2 for more information.*

**Advisor Approval.** PhD students in Speech and Hearing Science interested in concurrent enrollment in the AuD or MA-SLP degree program must first seek approval from their PhD advisor. AuD and MA-SLP students interested in concurrent enrollment in the PhD program must first seek approval from a graduate faculty member who will serve as their PhD advisor.

**Dual-Degree Application to the Graduate Studies Committee.** Upon approval from the student's advisor, the student must submit the SHS Dual-Degree Application to the Department's Graduate Studies Committee. The SHS dual-degree applications are reviewed by the Graduate Studies Committee in consultation with either the Audiology or MA-SLP Oversight Subcommittees. AuD or MA-SLP students who apply for the dual-degree PhD program will be reviewed alongside all applicants for the PhD program during the Autumn/Spring admissions cycle. Acceptance into the second graduate program is based on the student's qualifications, advisor recommendation, and consideration of the impact on the clinical program (if applicable). Components of the SHS dual-degree application include:

1. **Personal Statement.** A 1-page written personal statement must be included and should address 1) why the student is pursuing the dual-degree option, and 2) a discussion of the student's career goals.

2. **Plan of Study.** The student, in consultation with their advisor, must prepare an integrated plan of study that satisfies the requirements of both degree programs.

   The Graduate School requires that students pursing dual graduate degrees 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 credit hours for the PhD degree and 46 credit hours for the AuD degree or 32 credit hours for the MA-SLP degree must be unique. The remaining degree requirements can be counted as dual-degree credits.

**Dual-Degree Application to the Graduate School.** See the Graduate School's Applying for a Dual Degree webpage.

Upon acceptance in to the second graduate program by the Graduate Studies Committee, the Dual Degree Program Plan form must be completed and submitted via GRADFORMS to the Graduate School within one semester of planning the integrated course of study with both advisors. This also serves as a notice of final admission.

## DEPARTMENT POLICIES REGARDING DUAL-DEGREE STUDENTS

**Research Requirement.** Students pursuing dual professional and PhD degrees are required to complete a research-based project as part of their professional clinical program. Specifically, AuD/PhD students are expected to complete a research capstone project and MA-SLP students are expected to complete a master's thesis project.

**Research Project Overlap.** In general, AuD research capstone or master's thesis projects cannot be used to fulfill the PhD candidacy examination portfolio or dissertation requirements. Exceptions to this 'rule' are subject to approval from the student's advisor. Examples of exceptions include a re-analysis and new write-up of a previously collected dataset, or inclusion of a previously collected dataset for comparison with data collected specifically for the candidacy examination or dissertation.

**PhD Funding During Full-Time Clinical Placements.** Dual-degree students completing full-time clinical placements (i.e., the 4th-year AuD externship or the MA-SLP Clinical Fellowship Year) are not eligible for department funding (e.g., GRA or GRA positions).

## DUAL AUD & MA-SLP DEGREES

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.

# ACADEMIC STANDARDS IN SHS

## GOOD STANDING

All students are expected to be familiar with the University policy on academic integrity as outlined in the Code of Student Conduct and Code of Research and Scholarly Misconduct. Students who violate these or other University policies are not in good standing in the Graduate School.

Other sources of information:

- The Committee on Academic Misconduct at OSU
- Ten Suggestions for Preserving Academic Integrity

## STUDENT ATTENDANCE

Students are 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 unprofessional and disruptive to the learning environment. Students should consult with the course instructor if there are extenuating circumstances affecting their attendance (e.g., illness, family emergencies, etc.). Students should refer to their course syllabi for instructor-specific attendance and grading policies.

## ACADEMIC PERFORMANCE

A graduate student must maintain a 3.0 cumulative GPA for all graduate credit hours taken at this University in order to graduate (see Graduate School Handbook, Section 5.1). Graduate students must also maintain reasonable, or satisfactory progress toward their graduate program requirements.

***Note:*** *All students who receive federal student financial aid are required to meet the Satisfactory Academic Progress (SAP) standards set by the University. A cumulative 3.0 GPA is required to meet the University's SAP standard (see Student Advocacy Center SAP for more information).*

In addition, SAP standards include a **Maximum Time Frame** for completion of all degree requirements. For Graduate students, the maximum time frame is defined as 150% of the hours required to complete the degree.

### All Graduate Students

All graduate students are expected to maintain a cumulative GPA of 3.0 or better in all graduate coursework. The following Graduate School rules apply if this minimum GPA is not maintained (Graduate School Handbook, Section 5.3):

1. **Notification.** 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. **Remediation.** The student, in consultation with their advisor and Graduate Studies Committee, will develop a one-semester remediation plan aimed at increasing the GPA.

3. **Probation.** A student whose graduate GPA does not improve to 3.0 or above after remediation will be placed on academic probation by the Graduate School.

4. **Removal from Probation.** A student who raises their graduate GPA to 3.0 or better will be removed from probation by the Graduate School.

5. **Warning of Potential Academic Dismissal.** Any student having an academic record that is not satisfactory to the Graduate School and/or the Department may be denied registration upon the recommendation of the Graduate Studies Committee to the Graduate Dean. The Graduate School will then deny further registration.

6. **Reinstatement.** A student may petition the Graduate Studies Committee to be reinstated.

## Graduate Students in Speech and Hearing Science

A grade of B- or better constitutes a passing grade in all graduate courses. A student is deemed not to be making reasonable progress for the following reasons:

- An unsatisfactory grade (i.e., "U" or "C+" or lower) in the same required course two times;
- An unsatisfactory grade (i.e., "U" or "C+" or lower) in two different required courses;
- An inability or failure to meet the Essential Functions

### AuD Students

An AuD student is deemed not to be making satisfactory progress for the following reasons:

- Failure of the AuD Qualifying Examination two times;
- Failure of the AuD Professional Doctoral Examination two times;
- Failure of the AuD Final Oral Examination two times

# REASONABLE PROGRESS

The Graduate School requires that students satisfy and demonstrate reasonable progress in their program of study (Graduate School Handbook, Section 5.4). A student who does not maintain reasonable progress toward a degree or who does not fulfill other graduate program requirements, including the Essential Functions or who engages in misconduct, will be formally warned by the Graduate School. If the problems are not corrected by the end of the following semester, further registration in the program can be denied upon the recommendation of the Graduate Studies Chair to the Graduate School.

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

1. Any student whose overall GPA drops below 3.0, who fails to meet Essential Functions, or receives an unsatisfactory grade (i.e., a "U" or a "C+" or lower) after any term shall attend a meeting with the Chair of the respective Oversight Committee (PhD, AuD, or MA-SLP) and their academic and/or 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 raising the student's GPA above the minimum (3.00) within the semester, (b) meeting Essential Functions, or (c) completing the required course with a satisfactory grade.

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

2. A graduate student who earns a **grade of C+ or poorer in a required graduate course** must retake the course and 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.

3. A student who earns a **grade of "U" (Unsatisfactory) in a Clinical Seminar** course 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 remediation plan deemed appropriate by the Clinical Seminar instructor and the student's academic advisor.

4. **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 achieving a grade of B- or better in the required course. Students are advised to expect significant delays in time to graduation if these steps are required.

5. 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.

6. As a matter of policy, the Department of Speech and Hearing Science discourages the use of "extra-credit" assignments by instructors.

## REVIEW OF STUDENT PROGRESS

**AuD and MA-SLP Students.** 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' (see above) toward their degree (AuD or MA-SLP). Results of the evaluation are communicated to the student by their advisor or the Chair of the respective Oversight Subcommittee (AuD or MA-SLP). Should areas of concern in student progress be identified by the 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.

**PhD Students.** The academic faculty will evaluate PhD student progress towards degree completion at least once per year. The faculty's evaluation is based on information provided in the Student Self-Assessment. Students are expected to complete their self-assessment during Spring semester of each year in the program. Student progress reports must be submitted to the Graduate Studies Chair no later than April 1st. Should areas of concern in student progress be identified by the 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.

## INACTIVE STUDENTS

Definition of 'Inactive'. A graduate 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 by the student's advisor. A post-candidacy student (AuD or PhD) who has not completed at least 3 credits during a semester shall be considered to be "inactive".

Students who need to take a period of time away from their studies (even if only for one semester) should discuss an Academic Leave of Absence option with their academic advisor (Graduate School Handbook, Section F4).

### Department Policies Related to Inactive Students.

1. Students must 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.

2. 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.

3. 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).

4. 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.

# FINANCIAL SUPPORT FOR GRADUATE STUDENTS IN SHS

## STUDENT FUNDING

Graduate students should be aware that the Department of Speech and Hearing Science is limited in the number of students that can be offered financial support. Current departmental policy regarding financial support is to prioritize PhD students followed by students in the professional graduate programs (AuD and MA-SLP).

Faculty in the Department of Speech and Hearing Science may have a funded grant providing financial support to students. Decisions on which students are selected for this type of support are based on the students' academic merit, judged research potential, and most importantly, the discretion of the faculty member.

## PHD STUDENTS

The Department of speech and Hearing Science is committed to providing financial support for PhD students, which is subject to the department's annual budget. Mechanisms of financial support for PhD students include:

- University and/or Graduate Access Fellowships
- Graduate Associateships (teaching and/or research) funded by the department or by a faculty member's external grant

Offers of admission to the PhD program typically include an offer of financial support from the Department for four years for individuals who have a graduate degree (e.g., AuD or MA) or five years for those without a graduate degree.

## GRADUATE SCHOOL FELLOWSHIPS

The Ohio State University Graduate School offers a limited number of graduate fellowships awarded competitively each year to applicants who show exceptional potential for graduate study. Applicants are nominated by the department; students cannot apply directly. Most graduate fellowships provide a full tuition and fee authorization, a stipend, and subsidized health insurance for at least a year.

**Fellowship Guidelines.** Nominees for University Fellowships (merit-based) must have a cumulative GPA of at least 3.5. Nominees for Graduate Access Fellowships must have a GPA of at least 3.0.

**Fellowship Nominations.** Nominations for the Graduate School Fellowship competition are reserved for only a few highly-qualified applicants. The selection process is administered by the Graduate Studies Committee and is based on the applicant's GPA, letters of recommendation, and strength of the applicant's overall application (e.g., research, volunteer, and extra-curricular experiences). Nominees to the fellowship competition are reviewed by members of the University-wide Fellowship Committee who make the final decision about the awards.

**Presidential Fellowship.** The most prestigious award that a graduate student can receive is the Presidential Fellowship. The Presidential Fellowship is designed to support a graduate student in their final year of graduate work while the student is completing their dissertation or a terminal degree project. Students are nominated for this award by the Graduate Studies Committee. The Presidential Fellowship

competition is held once annually during the Autumn semester. Nominations are due by 5 p.m. on the third Friday of October.

## GRADUATE ASSOCIATESHIPS (GA).

A limited number of Graduate Teaching Associate (GTA) and Research Associate (GRA) positions are available annually. GA position assignments are made during spring semester for the following academic year by the Chair of the Department in consultation with the Graduate Studies Committee. PhD students are asked to submit their preference for GA positions to the PhD Coordinator and/or the Chair of the Graduate Studies Committee. GA assignments are made in consultation with the student's advisor with consideration of: 1) the needs of the department; 2) the student's preference; and 3) the student's need for teaching experience.

**Credit Hour Requirement.** Students with GA appointments must enroll for at least 8 credit hours of coursework during Autumn and Spring semesters, and 4 credit hours of coursework during Summer term for semesters in which the position is held. Post-candidacy PhD students must enroll in 3 credit hours per term.

## AUD AND MA-SLP STUDENTS

Financial support for AuD and MA-SLP graduate students is **limited**. Students receiving fellowships (University and/or Graduate Access) typically receive the associated stipend and tuition authorization for one year of full-time enrollment. Students funded through this mechanism will be considered for financial support through the Department for subsequent years, however, *continued funding is not guaranteed*.

**Credit Hour Requirement**. Students on a Fellowship must enroll for at least 12 credit hours of coursework (Autumn and Spring semesters) and 6 credit hours of coursework (Summer term) in the semester the position is held. Students assigned a GA position must enroll for at least 8 credit hours of coursework (Autumn and Spring semesters) and 4 credit hours of coursework (Summer term).

# GRADUATE ASSOCIATSHIPS

A limited number of GA positions are available from the Department of Speech and Hearing Science each year. More may be 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.

**GA APPOINTMENTS.** GA appointments are normally made for no more than one year at a time. Typically, all GA positions are posted mid-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.

GA positions are classified as 25% (10 hours/week or work) or 50% (20 hours/week of work). Every GA appointment of at least 50% receives a full tuition and fee authorization covering all instructional and general fees, including nonresident fees, and the technology (learning) fee. This also applies to GAs having multiple appointments that cumulatively equal or exceed 50%. GAs holding a 25 percent FTE will receive one-half of instructional and general fees, including nonresident fees and technology fee, but do not receive the 85 percent health insurance subsidy. A 50% appointment for Autumn and Spring semesters also provides a summer term tuition waiver.

A typical GA in the Department of Speech and Hearing Science is assigned to a 9-month appointment covering Autumn and Spring semesters. Students on a 9-month appointment from August 16-May 15 receive the stipend paid in 9 equal installments. A student 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. Periods of appointment will be explicit in any letter of offer.

**Summer GA 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.

**GA Stipend Level**. Stipend levels for GAs in the Department of Speech and Hearing Science are based on the stipend level set by the Graduate School.

**GA DUTIES AND RESPONSIBILITIES.**

1. Graduate Teaching Associates (GTAs) may be assigned to one or more of the following tasks:
    a. Assisting a faculty member in teaching an introductory course;
    b. Assuming full teaching responsibility in an introductory (undergraduate) course (under the direction of a faculty mentor);
    c. Aid administrative personnel in completion of their duties; or
    d. Some combination of the above.

    To assure high quality, teaching associates are expected to 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.

2. **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, should the work be published at some point during or after the GRA period. 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.

3. **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.

## EVALUATION OF GA PERFORMANCE

The Department of Speech and Hearing Science requires that every course instructor use the University's Student Evaluation of Instruction (SEI) in order to obtain feedback from students concerning their teaching 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.

For GAs who are assisting a professor with a course and/or with their research, the instructor will be required to submit a brief evaluation (GA Evaluation form) of the student's performance at the end of the term to the Graduate Studies Chair. A copy of the evaluation will be placed in the student's academic folder. The content of the evaluation will be shared with the GA. Recommendations for improvement should be included.

GAs 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.

## TERMINATING GA APPOINTMENTS

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 their faculty advisor or 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).

**Notification of Termination**. Students will be informed, in writing, of possible termination up to one 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/or 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.

# GRIEVANCE PROCEDURES

## OFFICE OF OMBUDS SERVICES

When student concerns arise or persist, the Graduate Student Ombudsperson is an impartial and confidential resource that can help graduate and professional students explore options in resolving their concerns. Graduate and Professional Student Ombuds Services

## STUDENT GRIEVANCE WITH FACULTY OR STAFF

Generally, graduate students should aim to address and resolve concerns within their department. If a graduate student has a grievance with a faculty or staff member (advisor, instructor, or supervisor), the student should refer to the following guidelines:

1. **Discuss the Issue/Concern with the Faculty or Staff.** First schedule an appointment with the supervisor or advisor and try to resolve the dispute.

2. **Schedule an Appointment with the Department Chair and/or the Graduate Studies Chair.** If there is no satisfactory resolution with the faculty or staff member, the student should schedule an appointment with the Graduate Studies Chair. Further unresolved concerns should be communicated to the Department Chair. Depending upon the circumstances, the Department Chair may meet with the student and faculty or staff 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.

3. **Assistant Dean for Graduate Studies.** If the concerns cannot be resolved internally within the department, the graduate student is encouraged to contact the Assistant Dean for Graduate Studies within the College of Arts and Sciences. In situations where the student believes the issue has not been resolved within the College, they can request further review from the Graduate School.

4. **File a Complaint Online.** Students have the option to submit an online compliant using the SHS Complaints and Grievances form. Complaints or concerns can be submitted anonymously if desired. Submissions will be forwarded to the appropriate Department faculty leader (e.g., Department Chair or Graduate Studies Chair).

Students are encouraged to review the Graduate School's Grievances Procedures in Section 9.5 of the Graduate School Handbook.

## DISCRIMINATION, HARASSMENT, SEXUAL MISCONDUCT, OR SCHOLARLY MISCONDUCT.

Students with complaints related to harassment, sexual or otherwise, or discrimination should contact the Department Chair or the Graduate Studies Chair (e.g., in the case of complaints against the Department Chair) immediately so that appropriate steps in the University grievance process can be initiated. Faculty and staff in the Department of Speech and Hearing Science are mandatory reporters.

In accordance with university policy, complaints of harassment, sexual or otherwise, and allegations of scholarly misconduct are directed to the appropriate offices authorized to address them.

Complaints involving discrimination, harassment or sextual misconduct are reported to the Civil Rights Compliance Office.

Allegations of scholarly misconduct are reported to the Committee on Academic Misconduct or the Office of Research Compliance.

## STUDENT COMPLAINTS ABOUT THE PROGRAM

If a student has a complaint about the AuD or MA-SLP program, they should contact the Council on Academic Accreditation (CAA). This website 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:

1. Be against an accredited graduate program or program in candidacy status in audiology or speech-language pathology.

2. 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.

3. Be clearly described, including the specific nature of the charge and the data to support the charge.

4. Be within the timelines specified below:
    a. If the complaint is being filed by a current 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.
    b. 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.
    c. 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.

# MISCELLANEOUS INFORMATION AND POLICIES

## STUDENT CONTACT INFORMATION

Students are expected to inform the Administrative Assistant to the Chair of their local address and phone number. Students are also expected to update the department when their address and/or phone number changes.

**Name Change.** A student whose name changes during their academic program is expected to complete the Change of Record form with the University Registrar.

After their name change has been completely processed and their new email address if fully functional, students must notify their academic advisor, the Graduate Program Coordinator (Sarah Wendel, wendel.13@osu.edu), and the Administrative Assistant to the Chair (Kelsey Simon, simon.879@osu.edu) of their name change.

## PRESSEY HALL

**Building Access.** Students can access Pressey Hall during off hours (after 6:00 pm or on weekend) by swiping their BuckID at the west door. Keys to the clinic are provided for AuD and MA-SLP students at the beginning of the program. Keys to faculty research labs can be requested by faculty for students on an as-needed basis. Keys must be returned to the Administrative Assistant to the Chair, Kelsey Simon, prior to graduation.

**Mailboxes.** Mailboxes are provided for each student and are located in Room 107. Students are encouraged to check their University e-mail and mailboxes daily.

**Study Rooms/Lounges.** Dedicated study rooms and lounges in Pressey Hall are maintained for the convenience of graduate students in Speech and Hearing Science. Students may study, write reports, eat, and socialize in these rooms.

- AuD Student Lounge Room 26
- MA-SLP Student Lounge Room 36
- PhD Student Lounge Room 34

**Space and Facilities for GTAs.** Office and desk space for GAs will be provided for the term of employment whenever possible. GTAs will have access to the copy machine in Room 105 for copying related to courses that they are teaching. GTAs are expected to perform their own copying.

**Department Copiers.** The main department and clinic copiers will be restricted as follows:

- The copiers are for official Department business (academic or clinic) only.
- For the main department copier (room 107), numbers are provided to faculty and staff members for business (i.e., teaching, research, administrative) use.
- A copier number will be provided to students working as graduate teaching associates.
- Use of the clinic copier should be restricted to appropriate clinic applications only.

# TUITION AND OHIO RESIDENCY

Ohio residency for tuition purposes is managed by the Registrar's Office at OSU. If you would like to inquire about establishing Ohio residency, please refer to: Ohio Residency for Tuition.