Introduction

The PhD program in the IU Department of Speech and Hearing Sciences (SPHS) is a research-based curriculum that prepares students for a wide-range of careers including those in academia, research institutions, industry and clinical settings. Students enter the program with diverse backgrounds and skill-sets. The goal of PhD program in SPHS, however, is to assure that all students gain research competence in speech, language and hearing science, as well as fundamental knowledge about the field in general.

This handbook outlines the policies and requirements for the SPHS PhD program. Information in this handbook is consistent with current University Graduate School (UGS) policies. However, university and departmental policies change frequently. As a result, students should consult both the UGS academic bulletin and the UGS Guide to the Preparation of Theses and Dissertations for full details about the requirements. Although efforts were made to make this handbook consistent with UGS regulations, information provided by and regulations stated by UGS must be considered correct if there are any discrepancies. Please contact the coordinator of PhD program or department chairperson if you have questions or note discrepancies. UGS materials, along with the relevant forms to be completed at various stages of your academic program, can be obtained electronically from http://graduate.indiana.edu/. The UGS office is located in Kirkwood Hall 111.

The curriculum, as described below, includes: (1) core courses and seminars in speech, language and hearing; (2) coursework in research writing and ethics; (3) instruction in the development of research tools and methodology; (4) electives in related disciplines outside of SPHS that can include courses in your PhD minor or double major; and (5) research experiences that progress in independence from a first-year research project to a dissertation. Typically, students have chosen their area of interest and their doctoral advisor(s) at the time of admission to the PhD program. If, however, the advisor wasn’t decided upon admission to the SPHS doctoral program, you must select an advisor upon arrival at IU and before enrollment in first semester courses.

Student rights and responsibilities

It is expected that all students, and particularly those in the SPHS PhD program, will adhere to standards of professional behavior and conduct themselves in an ethical manner. Specific guidelines are provided by the university and can be found in the Code of Student Rights, Responsibilities, and Conduct (http://www.indiana.edu/~code/). These rights, responsibilities and conduct should be followed in all your activities during your doctoral studies including coursework, research, and any teaching assignments that you may undertake. It also is expected that doctoral students will maintain professional behavior in their interactions with colleagues,
including other students. You should avoid any appearance of improper professional or ethical behavior. The university and department offer guidance on these topics and you should consult your advisor, the coordinator of the PhD program, or any university official if you have questions about behaviors that may violate expectations. Failure to maintain professional behavior or ethical breaches may lead to dismissal from the program and university.

**Full-time student status**

PhD students may need to enroll with ‘full time’ status for a variety of reasons, including previous student loans, health insurance, or other reasons. Only the student can determine the need for full-time enrollment. It is rare in SPHS, however, for a student to be a part-time PhD student. Full-time enrollment is the expectation, especially during the first 3-4 years of the program. As stated by the University Graduate School (UGS [http://bulletins.iu.edu/gradschool/2014-2015/gradschool-pdf.pdf](http://bulletins.iu.edu/gradschool/2014-2015/gradschool-pdf.pdf)), full-time enrollment is defined as follows:

- Registered for eight (8) credit hours per semester. Audited courses do not count for full-time enrollment.

- Students who are appointed as Associate Instructors (AI), Graduate Assistant (GA) or Research Assistants (RA) will be considered full-time students with at least six (6) credit hours per semester during the time of these appointments.

- PhD students may not take more than 16 credit hours per semester without written permission of their graduate advisor.

- Students who have completed 90 credit hours and are working on a dissertation will have full-time status if they registered for at least one (1) credit. Those students who meet this requirement and have passed qualifying exams can register for G901: Advanced Research for one (1) credit hour per semester for a maximum of six (6) semesters. Those students who have completed the six semester G901 allowance but not completed the dissertation must register for one credit of S880 each semester until degree completion.

Students who receive funding also should consult the **Handbook for Student Academic Appointees** ([https://www.indiana.edu/~vpfaa/saahandbook/index.php/Main_Page](https://www.indiana.edu/~vpfaa/saahandbook/index.php/Main_Page)) for information about the responsibilities and policies associated with these appointments. This website also leads to other handbooks that may be of interest.
All students from non-English speaking countries and who receive AI appointments must take and pass the Test of English Proficiency for International Associate Instructor Candidates (TEPAIC). International students who speak English as a second language will not receive AI funding if they don’t take and receive at least a C2 Certification (Satisfactory certification) on the TEPAIC. Information about the exam, administered by the Department of Second Language Studies (SLS), can be found at [http://www.indiana.edu/~dsls/publications/Introduction.htm](http://www.indiana.edu/~dsls/publications/Introduction.htm). Briefly, incoming international students must meet stated minimum scores on the TOEFL (Scores are listed at [http://www.indiana.edu/~dsls/publications/TEPAICTOEFL.htm](http://www.indiana.edu/~dsls/publications/TEPAICTOEFL.htm)). Test dates are listed at the TEPAIC site ([http://www.indiana.edu/~dsls/publications/TEPAICdates.htm](http://www.indiana.edu/~dsls/publications/TEPAICdates.htm)) so be sure to register and take the TEPAIC before your AI appointment begins. Students who do not pass the TEPAIC may appeal or enroll in one of the SLS courses designed to improve English skills needed in class instruction.

II. SPHS PhD program

The PhD program in SPHS has been designed to be flexible to meet the individual goals of each student. Some students choose to complete a clinical graduate program (i.e., MA in Speech-Language Pathology or the Doctorate of Audiology) in parallel with their PhD studies. The joint clinical and PhD program will result in additional coursework that will lengthen time to PhD degree to allow for adequate clinical and research competence. The additional program length varies depending on the clinical degree sought, as described below. All PhD students must complete a minor area of study or students can double major in SPHS and a related field wherein ‘related field’ is broadly defined. To date, SPHS PhD students have graduated with a second major in Cognitive Sciences, Linguistics, or Neurosciences. In addition to those disciplines, minor areas of study also have been in Second Language Acquisition, Kinesiology, Psychological and Brain Sciences, among many other possibilities. The requirements for minors and second majors are described below. Much of the information detailed in this handbook can be found in abbreviated form in the checklist in Appendix A.

**Doctoral Student Advising**

All students must have an advisor, typically someone in your chosen area of study, at the time of matriculation into the PhD program. Your advisor has a strong role in your PhD program in that s/he serves as the chair of your advisory committee, helps you decide on coursework, and typically will provide research, academic and professional mentorship. It is important that you consult with your advisor on a regular basis and particularly before you engage in professional activities (e.g., additional work, research projects) outside of your advisor’s lab.
An advisory committee must be chosen, with input from your advisor, during the first year in the SPHS PhD program. The advisory committee will guide the student’s PhD program and typically conducts the qualifying exam in the student's research area. The advisory committee typically is composed of faculty members with expertise within the student’s area of interest. At least two committee members must be members of the graduate faculty, a designation held by all academic faculty on the IUB campus. The student should consult with appropriate faculty members and, with their consent, include them as members of the advisory committee.

The student is responsible for forwarding the names of the advisory committee members to the University Graduate School online. The form can be accessed at [http://college.indiana.edu/graduate/office/record.shtml](http://college.indiana.edu/graduate/office/record.shtml). A PhD student may change the advisor and/or any member of the advisory committee with approval of the student’s advisory committee. If such changes are made, the student should inform the PhD Program Coordinator of this change.

The composition of the advisory committee varies depending on whether the student is pursuing a major and minor or is undertaking a double major. In either case, at least two committee members must be members of the graduate faculty.

**SPHS major with outside minor:** The advisory committee must include at least two members from SPHS and at least one member from the student’s minor area.

**Double major in SPHS and other department:** The advisory committee must include at least two members from each major. No minor area of study is needed for double majors.

**Transfer of Credits**

Many students enter the PhD program with an MA or AuD degree from another institution. A maximum of 30 graduate credit hours may be approved for transfer of graduate coursework completed elsewhere. The advisory committee will decide, with the student’s input, on the courses to be transferred for doctoral credit. In general, the transferred courses should be relevant to your PhD curriculum. Only courses completed with a grade ‘B’ or better can be transferred. Typically, transferred courses must be completed no more than 7 years before you take the qualifying exam (see Section IV, below, for details about qualifying exam); however, the advisory committee can recommend revalidation of course work taken more than 7 years before the qualifying exam to the College Graduate Office. Revalidation is decided by the Associate Dean for Graduate Studies of the College, but your advisor and advisory committee must make a strong case for such a recommendation. The recommendation for revalidation is based on the student’s “currency of knowledge” in the area as demonstrated by: (1) more advanced coursework in that area (e.g.,
successful completion of a doctoral seminar on the subject); (2) successful completion of your qualifying exam that included coverage of the course to be transferred; (3) teaching a class or section of a class with that content; or (4) research publications in that content area. The advisor must provide documentation for each course completed more than 7 years prior to qualifying exams if credit for that course is to be transferred. (See Graduate Bulletin for more information.)

III. Curriculum

A minimum of 90 graduate credits with a grade of ‘B’ or better must be completed for award of the PhD in SPHS. In general, all courses listed in the UGS Bulletin will count for credit towards the PhD; however, “courses counted toward the requirements for one advanced degree may not be counted toward requirements for another degree at the same level” (UGS Bulletin http://www.indiana.edu/~bulletin/2013-2014/policies/credit-transfer.shtml). As this applies to SPHS, students enrolled in the AuD and PhD programs can transfer only 30 credits from the AuD to the PhD, with the approval of their advisory committee. Students enrolled in the MA-PhD program can count 30 credits of MA coursework toward the PhD, with the approval of their advisory committee.

Students must enroll in all semesters, except summers during candidacy (see section IV on Qualifying Exams), until the degree is granted. Students with university appointments (i.e., RA, GA or AI) will be provided with funding for up to six (6) credits during the summer, although additional student-funded credits can be taken. All students must complete at least 30 credit hours on the Bloomington (IUB) campus and meet the residency requirement of 2 consecutive semesters on the Bloomington campus if IUB is to award the PhD. Students must be enrolled in the semester during which the degree is granted even if it is a summer semester.

The following coursework is required of all SPHS PhD students who matriculate in fall, 2015. At least 30 graduate credit hours must be completed in Speech and Hearing Sciences or cross-listed courses. Students who have completed this coursework elsewhere must provide documentation that the content of the class is consistent with the material in SPHS required classes.

Courses:

- S681 First Year Research Project (3 cr.) This requirement is met upon successful presentation of research as part of a colloquium. It also is anticipated that this project will be presented at a national conference, and/or published in a peer-reviewed journal.

- S682 Second Year Research Project (3 cr.) This requirement is met upon successful presentation in departmental research colloquium. It also is
anticipated that this project will be presented at a national conference, and/or published in a peer-reviewed journal.

- **S683 Research Forum in Speech, Language and Hearing Sciences**: Students who begin the PhD program in 2015 must complete four consecutive semesters for credit (1 credit per semester). Thereafter, PhD students should enroll in S683 for zero (0) credit hours. Students are expected to attend S683 throughout their PhD program.

- **S685 Research and Ethics in Speech Language and Hearing Sciences (3 cr.)**. Course meets bi-annually so plan accordingly.

- **Twelve (12) credits (i.e., 4 courses) from the following doctoral course options**. These courses are offered on a rotating basis and they have different course content depending on the faculty responsible for the course. Students must enroll in three different S674, one in speech, one in language and one in hearing (Students can enroll in S674 multiple times given the variation in content.)

  - **S674: Speech, Language and Hearing Science Seminar (3 cr);** must complete one seminar in each area (i.e., 1 in speech, 1 seminar in hearing, and 1 in language) for a total of 9 credits.

  - **S702: Instrumentation in Speech, Language and Hearing Sciences (3 cr).**

- **Six (6) graduate credit hours [500-level or above] of research skills** to include experimental design and/or statistics. There are many courses across the university that will meet this requirement. Discuss your options with your advisor.

- **Coursework in minor area of study** (typically 12 credits) or second major. The departments of the minor or second major determine the number of credits needed to meet these requirements.

- **Teaching** preparation. Students have a number of options to fulfill the teaching preparation requirement including enrollment in one of the two courses listed, below.

  - **G700 Excellence in Teaching (3 cr).**

  - Advanced 600- or 700-level seminars or independent studies in a topic related to teaching skills.
o **Mentored teaching experience.** Actual form of this experience is to be decided by advisory committee. These experiences may include (but are not limited to): short “modules” within a specific class, a mentored independent study (S680), G700 Excellence in Teaching, teaching one’s own class, or leading discussion groups for lecture classes as an associate instructor. Get approval from your advisory committee and coordinator of the PhD program if other options are chosen to meet this requirement.

*Annual Evaluation of Progress*

Student progress will be evaluated annually by the SPHS graduate faculty. The annual review includes input from the PhD student, her or his advisor, and all graduate faculty. PhD students will be notified in February about the upcoming review and asked to complete the annual review form (see Appendix B). This form is forwarded to your departmental advisor for comment about your progress in coursework and research. A formal review by all graduate faculty will be undertaken in the spring of each year. The coordinator of the PhD program will provide you with initial feedback about the review with written feedback to follow. This written feedback will accompany information about funding for the following academic year.

Students who are judged to be making inadequate progress on the basis of poor grades, incomplete coursework, or insufficient research accomplishments may be placed on academic probation. Students on academic probation will be expected to meet with her/his advisory committee to discuss how to improve performance, including the criteria to be met, to be removed from academic probation. If deficiencies are not corrected according to the advisory committee’s recommendations, the student is likely to be dismissed from the program.

The annual review also is a time for PhD students to provide feedback to the faculty about the success of their program. Constructive information about positive or negative aspects of the program should be mentioned in the students’ comments. Suggestions for changes to enhance the program are welcomed. As with any professional review, comments should be expressed in language that will facilitate improvements.

*IV. Qualifying exams*

Qualifying exams are given upon completion of at least 60 credit hours of graduate coursework at IU and completion of the first- and second-year projects. Students may not advance to candidacy until all required coursework (90 credit hours, including transferred credits) is completed. For students without a previous graduate degree (e.g., those who are not transferring credit), the exam typically is administered upon completion of 90 credit hours of coursework at Indiana University. Qualifying exams and submission of forms indicating successful completion of the exam (link provided in section on Assessment, below) must be completed at least eight (8)
months prior to graduation. Qualifying exams will test students’ knowledge of three areas (one question per area). Students may choose among the following formats, with at least one question answered using the traditional format.

**Traditional format**

Students will discuss with their qualifying exam committee a list of potential exam topics at least 4 weeks prior to the exam. The qualifying exam committee and student will also decide on the dates for the exam and the order of assignment of questions across the 2-3 day, traditional exam-period. Students may discuss the topic of the exam and reading lists with the committee administering the exam but sample questions, copies of previous questions, or bibliographies selected by the advisory committee will not be given to the student ahead of time.

Students will receive the questions for the traditional exam format at the time the exam is administered. Unless approved by the student’s Qualifying Examination Committee, the student is not permitted to use books, notes, the Internet, or any other study materials during the exam. A member of the Qualifying Examination Committee is to be responsible for proctoring this exam.

The student will write his or her answers using a computer that has been disconnected from the Internet. The proctor must also verify that the computer does not contain any materials that may be of benefit to the student. The student will be given 4 hours to complete the answer to each question. The answer should be of sufficient length to address the issues satisfactorily.

Students must be tested on at least one area using this format. Students may choose (with the qualifying committee’s input) to be tested on up to three areas using this format.

**Outside paper format**

Students may complete up to two exam questions with paper(s) written independently. As noted previously, at least one question must be answered in the traditional exam format. For questions answered in the ‘outside paper format’ the qualifying exam committee will generate up to two theoretically challenging questions, depending on the number of questions being tested in this format. The objective is to provide the student with the opportunity to demonstrate breadth of knowledge in developing an integrated and compelling set of arguments to support his/her response.

The student is given one month per question to write each paper. If two papers are being written, the papers will be written sequentially, with one month (four weeks) provided for the writing of each paper (i.e. a total of eight weeks to answer both questions but student is provided with only one question per month). The body of each paper must be a minimum of 25 pages in length, double-spaced in 12-point font, with references and supporting materials to follow.
Minor area exam

The department of the student’s minor area of study determines whether an examination in the minor is given. If it is, one of the three questions will be from the minor.

Double majors

The qualifying exam of a double major is to be determined by both departments (i.e., SPHS and other major). Students completing a double major typically answer two questions per major. The SPHS exam is to be shortened to two areas, one of which must be taken in the traditional format.

Assessment

Each question will be prepared by at least two faculty members who will also evaluate the response to that question. The faculty must be identified for the student at least 4 weeks prior to the exam. The faculty members need not be members of the Advisory Committee though this committee typically also serves as your qualifying exam committee.

Faculty from your qualifying exam committee will be given no more than three weeks to read your responses to qualifying exam questions. During this time frame, students also will be given copies of their written responses. A single meeting for oral defense of written responses to qualifying exam questions will take place no more three weeks after the written exam is completed, regardless of the format of the written exam (i.e., all questions in traditional format or some traditional and some outside papers). Students are advised to write their answers to the traditional exam questions after writing the outside paper(s), if they choose this format.

At least two faculty members from the qualifying exam committee evaluate the student’s responses to each exam question. Questions that arise from this evaluation will be posed to the student during the oral defense. If the two readers cannot agree on whether a student’s response is adequate and acceptable, a third reader will be named by the Qualifying Exam Committee to break the deadlock. Copies of the student’s answers to the qualifying exam questions along with the readers’ evaluations will become a part of the student’s file.

Possible outcomes of each exam answer (area) are: Pass, Low-Pass, or Fail. Students who receive a Pass in all areas of the exam may apply for advancement to candidacy. A Low-Pass in any area of the exam will require further work, the form of which is to be determined by the Qualifying Exam Committee (e.g., a formal paper, taking additional coursework, independent study). The student may not advance to candidacy until the Low-Pass has been converted to a Pass. This change is made when the student successfully completes the remediation plan developed by the qualifying exam committee. Failure of any portion of the exam requires
rewriting the qualifying exam and will result in the student being placed on academic probation by the College. Procedures for rewriting a part or all of the qualifying examinations are left to the discretion of the Qualifying Exam Committee, with the caveat that qualifying exams may be rewritten one time only. Failure of the rewrite will result in dismissal from the doctoral program.

Upon successful completion of the qualifying exams, the student must file the ‘Nomination to Candidacy’ form. This form is accessed through [http://graduate.indiana.edu/academics-research/graduation.shtml](http://graduate.indiana.edu/academics-research/graduation.shtml).

Doctoral candidates (i.e., those who have passed the qualifying exams) must enroll for at least one credit hour per semester during the academic year even if they have completed the 90 credit hours required for the PhD. The UGS Bulletin warns that “failure to meet this requirement will automatically terminate the student’s enrollment in the degree program.” Doctoral candidates who have completed 90 credit hours and all pre-dissertation requirements for the PhD are eligible to enroll in G901: Advanced Research, for a flat fee ($150 per semester as of fall, 2015) for up to six (6) semesters. G901 cannot count toward the 90 credits needed for the doctorate. If you have not defended your degree by the end of your sixth semester of G901, you must register for S880: Dissertation Research for at least one credit per semester until you submit your final dissertation to UGS and pay the applicable graduate-credit fee. Doctoral candidates have seven (7) years from the date of passing the qualifying exam to complete the PhD.

V. Dissertation

The dissertation is the highlight of your pre-doctoral education in that it provides an opportunity to synthesize what you have learned and apply it to new research questions. Although the dissertation is undertaken with the supervision of your Research Committee, it represents your contribution of important, well-documented information to the discipline. The dissertation in SPHS is characterized by being original research that is presented in a scholarly format.

*Research Committee and Prospectus*

Each student chooses his or her Research Committee to be composed of your dissertation chairperson (typically the person with whom you have been working or in whose lab you plan to complete the research), at least two (2) additional SPHS graduate faculty members, and a graduate faculty member from your minor area of study. If you are a double major, two graduate faculty members from SPHS and two from the second major must be included as members of your research committee. In addition to membership on the graduate faculty, the Research Committee Chair must have the “endorsement to direct PhD dissertations.” At least half of the Research Committee also must have this endorsement (generally those at or above the rank of
Associate Professor have this endorsement, but some at the rank of Assistant Professor also have this endorsement. Given the composition of the Research Committee described above, two (2) of the four (4) members of the committee must have the endorsement to direct dissertations.

A written prospectus for the dissertation research is required and it must be defended prior to the initiation of the research project. The dissertation prospectus is a document intended to outline the research activities you expect to undertake. The prospectus that is provided to your research committee is a document in which your research motivation, proposed experiments, proposed analyses and expected results are summarized. This prospectus must be given to the committee at least two weeks before the prospectus defense date. The prospectus presentation constitutes a short oral presentation of the prospectus (20-30 minutes) and a discussion with the committee about potential changes and suggestions. Upon approval of the prospectus, the Research Committee will be appointed and a brief 1-2 page prospectus should be uploaded to the “Nomination of Research Committee” form, available through OneStart or at http://graduate.indiana.edu/academics-research/graduation.shtml. It should be noted that the dissertation cannot be defended sooner than six months after filing the Nomination of Research Committee form with your attached prospectus.

Dissertation Defense

The student is responsible for providing a copy of the finished dissertation to each member of the Research Committee. You should consult with the committee members about the preferred format of the copy – either electronic or on paper. Students should aim to circulate the dissertation one month prior to the defense but the Research Committee will decide on the timeline that they require. According to the Academic Bulletin, “It is the responsibility of the student to give faculty members sufficient time to read the dissertation without making unreasonable requests of them based upon University Graduate School time limitations, immediate job possibilities, contract renewal, or some other reason” (http://www.indiana.edu/~bulletin/1u/gradschool/2012-2013/requirements/phd/dissert.shtml).

There are certain regulations about formatting the dissertation. These can be found on the UGS website. Please consult the ‘Preparing Theses and Dissertation” section of the UGS site.

A dissertation defense is scheduled in consultation between the doctoral candidate and the Research Committee. In general, the student and Research Committee decide on whether the dissertation is ready for a defense. The committee can indicate that a dissertation is not ready for a defense and students may want to consider this recommendation carefully. A student has the right to override the committee’s advice, however, and then will work with the committee to schedule the defense.
Students must submit an announcement of the defense to the University Graduate School, including the time, place and date as well as a summary of the dissertation, at least 30 days prior to the defense date. The announcement must follow the format outlined by UGS so please consult their website. The announced time and date of the defense are binding and cannot be changed without the approval of the UGS Dean. Please see University Graduate School’s Preparing Theses and Dissertations link for information about this announcement.

The dissertation defense includes a colloquium presentation by the doctoral candidate. This colloquium is open to the public and announced to all SPHS faculty, students, and interested professionals from other departments. The colloquium typically lasts 30-60 minutes and includes the candidate’s presentation and time for audience questions. At the conclusion of the colloquium and question period, the audience is asked to leave and the Research Committee meets for more specific questions related to their reading of the dissertation. Although Committee members and PhD candidate typically are the only people in attendance during this part of the defense, any member of graduate faculty and any graduate student may attend the entire defense with the approval of the Research Committee and the candidate. Only committee members may pose questions to the candidate so others in attendance serve only as observers.

Dissertation defenses typically are scheduled to take 2 hours. The Research Committee will vote on the acceptability of the dissertation, with the student absent from the room, at the end of the defense. Students who pass the defense still may need to make some revisions to the dissertation before it is submitted to UGS. Once revisions are made as needed, the Research Committee members will sign the acceptance page and the dissertation can be submitted to UGS.

VI. COMPLETING YOUR DEGREE AND GRADUATING

What an accomplishment to reach this point! Congratulations!

The University Graduate School provides this timeline, copied below from http://graduate.indiana.edu/academics-research/graduation.shtml for you to follow as you prepare to defend your dissertation. Their deadlines are rather inflexible so please be sure to follow these guidelines. Please note that OneStart will be ‘retired’ on October 1, 2015 so you will use the replacement system for anything that follows OneStart in these procedures.

Submit your defense announcement at least 30 days before you plan to defend. The 30-day deadline applies to the date the University Graduate School receives your announcement, not necessarily when you send it. If possible, try to allow 40 days to give your department extra time to process the announcement. Your announcement will go to your department or program for approval, and then to the department or program research chair for approval, and finally to the University Graduate School for processing. Submit your defense announcement e-doc »
1. Track your announcement e-doc to ensure timely approval. Click on the “Student Reference Link” in the “Ph.D. Defense Announcement section” for more information. Track your announcement e-doc on OneStart » (SPHS note: this is important as there have been mistakes in the UGS records. It is essential that the Grad School announces the correct date, time, and place of your defense.)

2. Defend your dissertation in front of your research committee. At your defense, have your committee sign your acceptance page and abstract. Learn more about formatting requirements »

3. Remind your research committee chair (“dissertation director”) to remove any “R”s from your dissertation, research, or G901 hours.

4. Submit your dissertation for review by the 15th of the month you wish to graduate. Degrees are granted monthly at the end of each month. Deadlines for May and December graduation will vary each year. Check the deadlines »

5. Submit a signed acceptance page and abstract, as well as a finalized thesis (including any formatting changes required after initial review by the doctoral recorder) by the 27th of the month you wish to graduate. Deadlines for May and December graduation will vary each year.

6. If you wish to participate in the graduation ceremony, complete the application for graduation for Ph.D. students by September 25 for December Commencement and by February 25 for May Commencement. This is necessary to be listed in the Commencement program, participate in the graduation ceremony, and receive mail from the IU Alumni Association. You may be required to obtain a signature from your department or program chairperson. Apply to participate in Commencement »

7. Verify that your name does not appear on the University Checklist. The registrar will not release your diploma or transcripts until all entries are cleared.

8. Verify that the Office of the Registrar has the correct spelling of your name and your correct diploma mailing address by visiting Student Central on Union. The registrar mails the diploma to your student home address. You will receive the diploma for your degree within about three months of your award date. Confirm your address at Student Central on Union »
Appendix A

Speech and Hearing Sciences Ph.D. Checklist

This checklist summarizes the requirements for completion of the Ph.D. degree in Speech and Hearing Sciences, in accordance with the regulations of the University Graduate School (UGS). The checklist is arranged essentially in the sequence for completion of the degree. It is in abbreviated format, and students should consult both the UGS academic bulletin and the UGS Guide to the Preparation of Theses and Dissertations for full details about the requirements. These materials, along with the relevant forms to be completed on this checklist, may be obtained electronically from http://indiana.edu/~sphs/ or http://graduate.indiana.edu/. The UGS Office is located in Kirkwood Hall 111.

General time line:

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<th>Pre-candidacy phase (2-3 years)</th>
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<tr>
<td><strong>Year 1</strong></td>
<td><strong>Year 2</strong></td>
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<td>Identify Primary Mentor</td>
<td>Present 1\textsuperscript{st} year project</td>
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<td>Form Advisory Committee and plan program of study</td>
<td>Begin 2\textsuperscript{nd} year project (S682)</td>
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<tr>
<td>Begin first-year project (S681)</td>
<td>Meet with qualifying exam comm. to determine areas of quals</td>
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<td>Transfer graduate coursework if applicable (up to 30 hrs)</td>
<td>Participate in mentored teaching experience</td>
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<tr>
<th><strong>Years 3/4</strong></th>
<th><strong>Years 4/5</strong></th>
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<tr>
<td>Present 2\textsuperscript{nd} year project</td>
<td>Enroll in G901 for up to 6 semesters</td>
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<tr>
<td>Take qualifying exams after 90 credit hours (including transfer)</td>
<td>Defend dissertation proposal, submit prospectus to college</td>
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<td>Form research committee and advance to candidacy</td>
<td>Continue dissertation work</td>
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<td>Pre-candidacy phase (2-3 years)</td>
<td>Candidacy phase (2-3 years)</td>
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<tr>
<td>Register for 2 semesters of S683</td>
<td>Convene pre-proposal dissertation meeting</td>
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Checklist:

**Areas of Study**

☐ Identify your major and minor areas of study.

**Advisory Committee**

☐ In the first year of study, you must set up an advisory committee and a program of study.

☐ The advisory committee consists of your mentor as chair, at least one additional faculty member from SPHS, and 1 representative from your minor area of study. The majority of the committee must be on the Graduate Faculty. If you plan to double major, the advisory committee should include 2 faculty members from SPHS and two from the other major.

☐ Meet with your advisory committee to plan and approve a program of study.

☐ Submit the approved program of study using the form found at [https://cid.indiana.edu/coasadmin/CollegeGrad/College.cfm](https://cid.indiana.edu/coasadmin/CollegeGrad/College.cfm).

☐ If applicable, complete the *Request for Transfer of Graduate Credit* form. A maximum of 30 graduate credit hours may be approved for transfer for coursework that was completed at another institution. Return the form to the department’s graduate advisor for signature and final approval of the dean. A copy will be retained in your file.

**Coursework**

☐ You must complete at least 90 credit hours of approved graduate coursework, with a grade of ‘B’ or better in each course.

☐ A full-time student must take 8 hours of graduate credit (fall and spring terms). A full-time student with funding must take 6 hours of graduate credit during each term. International students must take at least 8 hours of graduate credit each term to meet visa requirements.

☐ You must complete the residency requirement of 2 consecutive semesters on the IUB campus.

☐ Complete S685 *Research in Speech Language and Hearing Sciences* (3 cr).

☐ Complete two consecutive semesters of S683 *Research Forum in Speech, Language and Hearing Sciences* (1 cr. per semester).
☐ Complete 12 hours of SPHS doctoral seminars:
  o S674: Seminar in Speech, Language and Hearing Sciences (take one seminar in each area to total 9 credits)
  o S702 Instrumentation in Speech, Language and Hearing Sciences (3 cr).

☐ Complete the research-skills requirement of 6 graduate credit hours [500-level or above] in experimental design and statistics.

☐ Complete required courses in your minor area of study (typically 12 credit hours).

☐ Complete all coursework within 7 years of passing the qualifying exams to avoid revalidation of credits.

Teaching Requirement

☐ Complete a mentored teaching experience. Actual form of this component is to be decided by advisory committee. These may include (but are not limited to): short “modules” within a specified class, a mentored S680, G700 Excellence in Teaching (3 cr), teaching one’s own class, leading discussion groups for lecture classes as an associate instructor, etc.

Revalidation of Credit

☐ There is a 7-year limit on the currency of coursework, which is monitored counting back from the date of passing the qualifying exam. This includes graduate credit hours that may have been transferred. If your coursework becomes outdated, you must apply for revalidation of credits by demonstrating currency of knowledge. There are 5 ways to revalidate credits:
  o Pass an exam on the material from the course.
  o Pass a more advanced course in the same subject area.
  o Pass a comprehensive exam, which demonstrates substantial knowledge of content from the course.
  o Teach a comparable course.
  o Publish an article demonstrating substantial knowledge of the content of the course.

☐ Prepare a separate justification for revalidation of each course that exceeds the 7-year limit. This should be prepared in consultation with the chair of your advisory committee. Submit these materials to the dean of UGS for consideration and approval. Give a copy of the revalidation application to the SPHS graduate secretary to retain on file.
Research Experience

☐ You must pass the CITI Behavioral and Social Sciences test.

☐ You must submit relevant documentation to the IUB IRB for the protection of human subjects/animals for all research projects.

☐ Complete a first year research project to be presented to the department during your second year.

☐ Present the results of the first year research project at a departmental research forum.

☐ Complete a second year research project.

☐ Present the results of the second year research project at a departmental colloquium.

Qualifying Exams

☐ You may begin to prepare for the qualifying exams after the majority of coursework is completed in the major, and both the minor and research-skills requirements are completed. Three topical questions will be developed by your advisory committee in your major area of study. Additional guidelines for the exam are provided in the document “SPHS Qualifying Exam Guidelines”

o At least 1 of 3 questions must be written in traditional proctored test format during a sequestered block of 4 hours.

o You and your advisory committee determine whether the remaining 2 questions are also administered in traditional format or whether they are to be developed as in-depth research papers.

☐ If the traditional proctored format is followed, the exam continues across a consecutive 2- to 3- day period.

☐ If the research paper format is followed, you will have 4 weeks to complete each topical paper. The body of each paper must minimally be 25 pages in length, double-spaced in 12-point font, with references and supporting materials to follow.

o The qualifying exam in the minor area is determined by the minor department.

☐ An oral exam is scheduled within 3 weeks after all papers are handed in. Prior to the oral exam, you will be given a copy of your qualifying papers to allow you to best prepare
for the orals. Two readers from your advisory committee evaluate each question during the oral exam. The committee as a whole determines whether each question of the exam is passing or not.

☐ If you fail one or more of the questions, you are afforded one opportunity to retake the qualifying exam. Each failed question may be rewritten one time only. Failure on the rewrite will result in dismissal from the doctoral program.

☐ Copies of your qualifying exams, and any written comments provided by the readers, are to be turned in to the SPHS graduate secretary to be retained on file.

**Advancement to Candidacy**

☐ After you have successfully completed the written and oral qualifying exams, fill out the *Nomination to Candidacy for the Ph.D. Degree* form. Note that this can now be done online. The date of admission to candidacy is the date of the passing of the qualifying exam, or in the case of multi-part exams, the passing of the final portion (for example, the oral exam).

**Continuing Enrollment**

☐ After you have been advanced to candidacy, you must enroll in G901 for 1 credit each semester of the academic year at a flat fee of $150.

☐ Do not exceed 6 semesters of G901 credit. If you have not finished your dissertation in 6 semesters, you must resume enrollment in S880 and pay the corresponding graduate credit fees. Enrollment includes the summer sessions and applies to off-campus research activities.

☐ Enroll in a minimum of 1 credit hour per semester after admission to candidacy (e.g., G901 or S880) until your degree is completed. Failure to register for classes will automatically terminate your enrollment in the PhD program.

☐ If you plan to graduate in June, July, or August, you must enroll in a minimum of 1 credit hour (usually S880) in either the current or preceding summer sessions.

**Research Committee**

☐ Constitute a research committee to oversee your dissertation research after you have been advanced to candidacy. The committee must be in place at least 6 months before your dissertation defense.
The committee consists of your mentor as chair, 2 or more members of SPHS, and a representative from the minor, even if the minor area of study is not central to your dissertation research. It is possible to petition a minor replacement, but only at the written approval of the minor department.

Make sure that all committee members belong to the Graduate Faculty. The chair plus 1 other member of the committee must have the endorsement to direct doctoral dissertations.

- Prepare a dissertation proposal in consultation with your mentor, and distribute it to your research committee.
- Plan a prospectus meeting with your research committee to discuss the suitability of your dissertation proposal.
- Once your proposal is approved, have the members of the research committee and department chair sign the Nomination of Research Committee for the Ph.D. form. Submit a 1-2 page prospectus of your dissertation research with the nomination form, following the prescribed format of the UGS Guide to the Preparation of Theses and Dissertations. Return these materials to the SPHS graduate secretary, who will send the materials to UGS for final approval of the dean. Your prospectus must be approved by UGS at least 6 months prior to the dissertation defense.

**Dissertation Research**

- Submit relevant documentation to the IUB IRB for the protection of human subjects/animals before you begin your dissertation research.
- Read the *UGS Guide to the Preparation of Theses and Dissertations*. Requirements about writing style, format, front material, and procedures for conferral of the degree are outlined in this document.
- Finish your dissertation within 7 years of passing your qualifying exams. Failure to do so results in termination of candidacy and enrollment in the degree program; see *Reinstatement to Candidacy*.

**Reinstatement to Candidacy**

- If your candidacy expires because you do not finish the dissertation within 7 years or because you did not enroll in a minimum of 1 credit hour per semester after admission to candidacy, you are required to apply to UGS for reinstatement before any further work may be done on a formal basis. You must:
o Obtain permission of the department chairperson to continue.

o Fulfill the SPHS requirements for the doctoral degree that are in place at the time of your application for reinstatement.

o Pass a current qualifying exam, which must first be prepared by the department and then approved by the dean.

o Request reinstatement to candidacy from the dean.

☐ If reinstatement is granted, you will be allowed a maximum of 3 years to complete the dissertation. During this terminal extension, you must enroll in 1 credit hour of G901 every semester (or S880 if you have exceeded the 6 credit cap on G901).

**Dissertation Defense**

☐ Distribute 1 unbound copy of your dissertation to each member of your research committee so they may determine if the product is ready for defense.

☐ Schedule an oral defense after the committee has agreed that the dissertation is ready to go forward, providing the committee a minimum of 30 days to read and process the materials.

☐ Submit a 1-page announcement to UGS 30 days prior to the scheduled defense. The announcement must follow the prescribed format, with an abstract of at least 150 words that is signed by your dissertation chair; see *UGS Guide to the Preparation of Theses and Dissertations*. At this time, give a copy of the announcement to the SPHS graduate secretary for your file and for announcement to the faculty.

☐ Your defense is announced to the university community, and therefore, the date, time and location of the defense cannot be changed without approval of the dean. At the defense, you should plan to present your research in the format of a 30-60 minute colloquium. Visitors to the defense will be afforded the first opportunity to raise questions. Following this, the research committee will address the candidate directly. Visitors may choose to observe the proceedings, but questions will be reserved for the research committee.

☐ After the defense, your research committee convenes privately and votes on the outcome of the oral exam, recommending pass, conditional pass, deferred decision, or failure. If the decision to pass is unanimous, all members of your research committee must sign the acceptance page of your dissertation. Follow the prescribed format and use the required paper for bound dissertations when you prepare this page; see *UGS Guide to the Preparation of Theses and Dissertations*. 
☐ At the time of your defense, also prepare an abstract of 350 words or less for your research committee to sign. Again, follow the prescribed format and use the required paper for bound dissertations; see UGS Guide to the Preparation of Theses and Dissertations.

Submission of the Dissertation

☐ Submit your completed dissertation to UGS. The format of the submission should be checked on the UGS website as this procedure changes with technology.

☐ Application for Graduation. To be acknowledged at graduation, you must have approval by October 1 for the December commencement, and March 1 for the May commencement. Be sure to file early to allow for sufficient time to process approvals.

☐ Pay the required fees to Bursar’s Office.

☐ Bring the paid receipts with you when you file your dissertation with UGS.

☐ Check with your mentor that all grades of ‘R’ are removed from your record.

☐ Go to the Office of the Registrar and verify the correct spelling of your name and current mailing address to receive your diploma.

☐ The faculty members on your committee usually like a final version of your dissertation, so provide them an electronic or a bound copy (need not be expensive binding or meet margin requirements).
Appendix B

Annual Report of Academic Progress
(January 1 - December 31)

NAME:

MENTOR:

DATE OF MATRICULATION TO THE DOCTORAL PROGRAM:

I. Coursework Completed

II. Candidacy

Has the advisory committee been approved (include date of approval)?

Has the research committee been approved (include date of approval)?

Timeline and/or completion of qualifying exams:

Timeline and/or completion of dissertation prospectus:

Progress on dissertation:

III. Research Progress Report

Abstract and progress, year 1 project (If completed give date of department presentation):

Abstract and progress, year 2 project (If completed give date of department presentation):

List of grants submitted/awarded:

List of papers submitted/accepted/published:

List of conference presentations/poster:

List of conferences attended:
IV. Teaching Progress Report

List of instructional training or experiences:

Course teaching (list course and your contribution):

V. Honors and Awards

VI. Professional Service (e.g., editorial)

VII. Supplementary Information