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INTRODUCTION
The DEPARTMENT of SPEECH-LANGUAGE-HEARING SCIENCES

Organizational Structure of the Department

The Department of Speech-Language-Hearing Sciences (SLHS) is part of the College of Liberal Arts (CLA) at the University of Minnesota. The department offers four degrees:
2. Master of Arts (M.A.) in Speech-Language-Hearing Sciences, with formal tracks in SLP & AuD or a no-track option.

Staff

Administration

Erin Flannery, 612-624-9535 slhgrad@umn.edu
Graduate Program Coordinator
115 Shevlin Hall
• Assists the Clinical Program Director
• Manages all facets of graduate program, including admission, practicum paperwork, and program completion.

Angie Plambeck, 612-626-2016 plambeck@umn.edu
Interim Department Administrator
115 Shevlin Hall
• Assists the Department Chair, oversight of office operations
• Coordinator of building matters to include facilities management, security, building hours.
• Human Resources/to include all departmental hiring and payroll.
• Assists department with curriculum management, course and classroom scheduling
• Budget oversight

Kelly Michel, 612-624-3322 slhs@umn.edu
Academic/Clinic Specialist
115 Shevlin Hall
• Supervises front desk
• Schedules rooms
• Handles key check out and return
• Answers questions about textbooks, copier codes and counts, clinic, etc.

Advising

Mark DeRuiter, 612-624-5755 derui001@umn.edu
Director of Graduate Studies and Clinical Programs
105A Shevlin Hall
• Knows the Graduate School requirements, rules, and regulations
• Serves both graduate students and SLHS faculty and staff in handling concerns or issues related to graduate education
• Oversees graduate admissions, including the MA in Speech-Language-Hearing Sciences, Au.D. in Audiology, and the Ph.D program, and oversees clinical education within SLHS
• For questions about the admissions process, please direct inquiries to Erin Flannery
Peter Watson, 612-624-1010  
pwjw@umn.edu  
Director of Undergraduate Studies  
51 Shevlin Hall  
• Meets with prospective SLHS majors/minors  
• Reviews transcripts for transfer students  
• Advises SLHS majors in honors program  
• Informs undergraduate students about volunteer and scholarship opportunities  
• Oversees undergraduate program  

Bill Solheim, 612-626-0718  
slhsua@umn.edu  
Undergraduate Advisor  
49 Johnston Hall  
• Appointments for undergraduates for major and minor declaration, exploration, and information  
• Non-degree seeking students preparing for the graduate program  
• Responds to emails from individuals with questions about the undergraduate program  
• Maintains the Undergraduate Bulletin Board with up-to-date information  

Department Chair  

Robert Schlauch, 612-624-7001  
schla001@umn.edu  
Department Chair and Program Director  
205A Shevlin Hall  
• Provides leadership to the department  
• Oversees departmental programs  
• Develops department budget  
• Oversees curriculum and assigns teaching responsibilities  
• Represents the department in the CLA and University  

Clinical Programs Director  

Mark DeRuiter, 612-624-5755  
derui001@umn.edu  
105A Shevlin Hall  
• Directs the Davis Speech-Language-Hearing Center  
• Responsible for the clinical education of students enrolled in the Department of Speech-Language-Hearing Sciences  
• Teaches SLHS 5401 ‘Counseling and Professional Issues’  

Research Associate  

Edward Carney; 612-624-0056 (Office); 651-398-6281 (Mobile)  
carne006@umn.edu  
1 Shevlin Hall  
• Provides user assistance with equipment and software  
• Assists with research implementation, statistical design/analysis, and research programming requirements  
• Assists with technology, programming and statistics for student projects  
• First person to contact for technology needs in Shevlin Hall offices, laboratories, and classrooms
Professors

Arlene Carney, 612-626-9545
carne005@umn.edu
36 Shevlin Hall
Ph.D., University of Minnesota
Aural Rehabilitation, Cochlear Implants, Speech Perception in Children

Benjamin Munson, 612-624-0304
munso005@umn.edu
47 Shevlin Hall
Ph.D., Ohio State University
Phonological development and disorders, laboratory phonology, sociolinguistics

Peggy Nelson, 612-625-4569
34 Shevlin Hall
Ph.D., University of Kansas
Audiology, hearing aids, cochlear implants, speech perception in noise by hearing impaired listeners

Joe Reichle, 612-625-6542
reich001@umn.edu
247 Educational Sciences Building
Ph.D., University of Wisconsin-Madison
Austism Spectrum Disorders, augmentative communication systems, positive behavioral support strategies, communication intervention for persons with severe developmental disabilities

Robert Schlauch, 612-624-7001
schla001@umn.edu
205A Shevlin Hall
Ph.D., University of Washington
Diagnostic audiology, hearing measurement, psychoacoustics

Associate Professors

Jayanthi Sasisekaran, 612-626-6001
220B Shevlin Hall
Ph.D., University of Toronto
Stuttering; Language-speech motor interactions

Peter Watson, 612-624-1010
pjwatson@umn.edu
51 Shevlin Hall
Ph.D., University of Arizona
Speech motor control, neuronal activity in relation to speech, prosody and its control

Yang Zhang, 612-624-7818
zhang470@umn.edu
46 Shevlin Hall
Ph.D., University of Washington
Auditory neuroscience, speech perception, language acquisition, bilingualism, autism

Assistant Professors

Jessica Brown, 612-626-9688
brow4565@umn.edu
53 Shevlin Hall
Evelyn Davies-Venn, 612-626-0317
davi0618@umn.edu
119C Shevlin Hall

Lizbeth Finestack, 612-624-6090
destac@umn.edu
54 Shevlin Hall
Ph.D., University of Kansas
Child language disorders and intervention; Developmental disabilities

Sheri Stronach, 612-625-9326
225 Shevlin Hall
Ph.D. Florida State University
Child language, autism, and multicultural issues

Clinical Specialists

Sarah Angerman, 612-624-2617
erick147@umn.edu
119G Shevlin Hall
Ph.D., University of Minnesota
Clinical Audiology, auditory processing, hearing conservation, hearing aids

Mark DeRuiter, 612-624-5755
derui001@umn.edu
105A Shevlin Hall
Ph.D., University of Minnesota
Speech perception, aural rehabilitation, language development and disorders

Marilyn Fairchild, 612-624-9314
fairc003@umn.edu
17 Shevlin Hall
M.A., University of Minnesota
Communication problems of children and adults with developmental speech and language disorders and communication differences and/or disorders in members of culturally or linguistically diverse populations

Linda Hinderscheit, 612-624-8590
hinde001@umn.edu
215G Shevlin Hall
M.A., University of Minnesota
Communication problems of children and adults with developmental speech and language disorders, with emphasis on disorders of fluency (stuttering and cluttering).

Becky Lulai, 612-624-9027
lude0008@umn.edu
24 Shevlin Hall
Adult rehabilitative speech and language therapy, brain injury rehabilitation and pediatric developmental speech and language therapy.

Kerry Witherell, 612-301-1052
kwithere@umn.edu
119P
Clinical audiology, hearing aids, implantable devices.
Shevlin Hall

1. **Access and Keys for Shevlin Hall**: Shevlin Hall is unlocked at 7:00 a.m. every weekday (except U of M holidays). The outside doors to Shevlin Hall are locked at 7:00 p.m. daily and all weekend. After hours access is through your U Card at the card reader located at the side entrance of the building between Shevlin and the Child Development building, or at the Northwest entrance to the building near Patee Hall. You should verify that your card will open this entrance early in the semester by contacting the Department Administrator. If you need to be here alone evenings or weekends, we encourage you to inform the University Police Department, 612-624-3550.

2. Graduate students will be issued a key to the graduate student room (Room 102) during Graduate orientation. Doctoral students will be issued a key to the doctoral student room (Room 10). **All other requests for keys to other laboratory and/or clinical rooms in Shevlin Hall must be authorized in writing by a supervising faculty member filled out on the key authorization form.**

3. **Building security**: DO NOT LEAVE VALUABLES UNATTENDED. Each year several wallets and purses are stolen in Shevlin Hall, as well as other buildings on campus. We have been advised by the police to inform everyone who uses the building about how to maintain building security. Please help us by following the guidelines below:
   - Keep department and clinic keys separate from your clinic and department ID badges. Clinicians may exercise the right to check their practicum students, to ensure students keep the items separate.
   - In the event you lose your department keys, clinic ID badge, or UCard, please inform the main office right away. Either stop in to the office or email klue0054@umn.edu so that the office staff can respond appropriately.
   - If you notice anyone or anything out of the ordinary, please inform the main office.

4. **Parking permits for Shevlin Hall**: The University has issued special parking permits to our department for use by clients of the Davis Speech-Language-Hearing Center and research subjects (for parking near Shevlin Hall). Permits and instructions for use may be obtained in the main office-115 Shevlin. The parking permits must be signed out and managed through the department reception desk. Please email slhs@umn.edu to check for availability. Office hours are from 8:00 a.m.-12:00 noon and 1:00-4:30 p.m., Monday-Friday. If you have a noontime, evening, or weekend client or subject, plan ahead and obtain a parking permit during office hours.

5. **Speech-Language-Hearing Sciences ID badge**: If you engage in clinical service delivery, you will be required wear your University ID Badge (U Card) as your ID. You can obtain the U Card Office, G22 Coffman Union. These badges should be worn in every practicum setting, including Shevlin Hall.
The UNIVERSITY of MINNESOTA Campus – Useful Websites

1. Graduate School: [http://www.grad.umn.edu/students](http://www.grad.umn.edu/students)
2. U Card (U of M ID card): For information about U cards, go to: [www.umn.edu/ucard](http://www.umn.edu/ucard)
4. Parking and Transportation: Here ([http://www1.umn.edu/pts/](http://www1.umn.edu/pts/)) you will find information on lightrail, busing, parking, biking and walking safely: use your judgment in walking unescorted in the evening hours. The U of M's escort service will walk you anywhere on campus and a certain distance off campus 24 hours a day. The number is 624-WALK. Emergency telephones are located across campus and have blue lights on top to help spot them.
5. Bus and Lightrail to campus: The U-Pass is a transit pass that provides unlimited rides 24 hours a day. Any currently registered student at the University of Minnesota who has a U-Card and has paid the transportation fee is eligible for a U-Pass. Follow [http://www1.umn.edu/pts/bus/upass.html](http://www1.umn.edu/pts/bus/upass.html) to order a U-Pass online.
6. Post offices: Coffman Union, Dinkytown Station (1311 4th St. S.E.), and St. Paul Student Center (2017 Buford Avenue). Mailboxes are located throughout campus.
7. Copying Services on Campus: Printing Services operates multiple copy center locations providing on-campus copying services. To locate the center nearest you, go to: [http://www.printing.umn.edu/copycenters/index.html](http://www.printing.umn.edu/copycenters/index.html). Most campus copy machines accept only U cards with cash accounts.
8. University Libraries: The University of Minnesota Libraries is one of the University's and the State's greatest intellectual and capital assets. LUMINA, the online network, provides computerized access to the Libraries' collections and serves as a gateway to local, national, and global information sources. MNCAT ([https://www.lib.umn.edu/](https://www.lib.umn.edu/)) the Libraries' online catalog, provides a nearly complete listing of book and journal holdings. Since 1992, the Libraries have been adding full-text journal articles to its databases, and there are now more than 1,000,000 complete articles available online from Libraries and remote computers.
   You will need a valid U Card (U of M ID card) to check out materials from the libraries.
9. Student addresses and phone numbers: To make changes for the official University records, go to [http://onestop.umn.edu/](http://onestop.umn.edu/) and select “Personal Information."
10. Student email accounts: The official means of communication between faculty/staff and students is through the University's email system: [www.gmail.umn.edu](http://www.gmail.umn.edu). Students are responsible for obtaining all information received by email. The official policy, noted below, allows students to set up email forwarding. However, in the event a client wants to communicate via email, and has signed an email release, you cannot use email forwarding, you can only use your University assigned student email account.

   "A University assigned student email account shall be the University's official means of communication with all students on the Twin Cities campus. Students are responsible for all information sent to them via their University assigned email account. If a student chooses to forward their University email account, he or she is responsible for all information, including attachments, sent to any other email account."
FINANCIAL AID OPTIONS

Fellowship and Scholarship Funds

The Department has a strong focus on the research and teaching experiences of students. Several funds have been set up to support student training. Information regarding applications for these funds can be found at http://slhs.umn.edu/grad/funding.html. Alumni and friends of this department have made generous donations to the following funds:

- Leslie E. Glaze Graduate Fellowship Fund (for Ph.D. students)
- Bryng Bryngelson Research Fund (for all graduate and undergraduate students)
- Clark D. Starr Family Fellowship (for M.A. students)
- Robert G. Robinson Scholarships (for Au.D. students)
- Charles E. Speaks Graduate Fellowship fund (for Ph.D. students)
- Mildred Templin Graduate Fellowship fund (for Ph.D. students)

Contributions are enormously helpful in enabling us to meet the educational needs of students.

Forms of Financial Assistance

We encourage you to investigate potential forms of support:

Work Study Program: http://onestop.umn.edu/finances/financial_aid/work_study/index.html
333 Bruininks Hall
If you think you qualify, we encourage you to apply and then notify Mary Beth Kluesner once you have been notified that you are eligible. She will notify faculty and staff of your status.

U of M Job Center: http://www1.umn.edu/ohr/studentemployment/
170 Donhowe Bldg, 612-625-2000
This office maintains a list of general on campus job openings through there website for undergraduate and graduate students (e.g., clerical, food service, lab technicians, etc.)

Fellowships & Grants: http://www.grad.umn.edu/funding-tuition/fellowshipsandgrants
321 Johnston, 612-625-7579
This Graduate School Office maintains a list of various forms of financial support available to graduate students. Some forms of aid are discipline-specific, others are not.

*Graduate Assistant Employment Services: http://www1.umn.edu/ohr/gae/
545 West Bank Office Building, 612-624-7070
This office maintains lists of on-campus openings for graduate teaching and research assistants.

*Teaching Assistantships are typically reserved for Ph.D. Students. In any given semester, a small number of M.A. and Au.D. Students may be selected to receive a Teaching Assistantship. There is no formal application process for Teaching Assistantships, however a survey to determine graduate student interest is sent each semester. The Department Chair assumes all students are interested in TA-ships and assigns these based on progress through the program and fit with teaching needs. Some faculty members may have Research Assistantship positions available. These positions are at the discretion of individual faculty members, not the department.
Note that Students who hold teaching or research assistantships must register each fall and spring semester for 6 credits of coursework, pre-thesis, or thesis credits to maintain their assistantships. To be eligible to hold an assistantship appointment, students must have been admitted to the Graduate School and be registered for the term of the appointment. Please refer to Graduate Assistant Policy: http://www.policy.umn.edu/Policies/hr/Hiring/GRADSTUDENTEMPLOYMENT.html

Other Funding Options


REGISTRATION and TUITION INFORMATION

Course Information

Course information available online at: http://www.onestop.umn.edu/ (Use the ‘Class Schedule’ and ‘Class Search’ links.)

Register for Classes

Students can register for classes in the following ways:

- Online: http://onestop.umn.edu/registration/index.html Computers are available for internet access in the Grad Student room (102 Shevlin). Shevlin Hall also has wireless internet access throughout the building. A web registration tutorial is available online at: http://onestop.umn.edu/howto/enroll.html
- In person at a Student Services Center (find one here: http://onestop.umn.edu/contact_us/). You will need to bring a Registration and Cancel/Add Form with you (see below).

Note: Registration is not required during the summer semester. However, summer registration may be crucial to timely completion of your degree. Students should consult with their advisors regarding summer registration.

Changing Your Registration

Print a Registration and Cancel/Add Form at: http://onestop.umn.edu/forms/index.html

Adding/Canceling of courses can be done online or in person at a Student Services Center. For further information, go to: http://onestop.umn.edu/howto/

Students are responsible for monitoring the deadlines for canceling or adding courses. http://onestop.umn.edu/calendars/index.html

Registration Check List

This checklist provides useful information for registration online or in person and is located at: http://onestop.umn.edu/registration/prepare/checklist.html

Certain courses require prerequisites and/or instructor consent. When instructor consent is indicated, you’ll need a permission number to register. After you have spoken with the instructor and obtained instructor approval, you may obtain a permission number from 115 Shevlin (slhs@umn.edu) – specify the course number and section number of the course. Common courses that require a permission number are: SLHS 5993, SLHS 8720, SLHS 8820, SLHS 8840, SLHS 8777, and SLHS 8994.

Please note that you must declare your choice of grading system (A/F or S/N) as part of your initial registration for the semester. In our department, all professional courses must be taken for letter grade (A/F). Practicum registrations (SLHS 8720, 8820), Plan A thesis (SLHS 8777) and Plan B comprehensive examinations (SLHS 8994) must be taken S/N. Related fields courses may be taken A/F or S/N. Changes in grading option must be made within the first two weeks of the semester and must be processed as a registration change.
Holds

If you have a hold on your record, you may not register or, in many cases, obtain transcripts until that hold is cleared with the office imposing the hold. A hold may be imposed for financial indebtedness to the University (e.g., for unpaid tuition or library fines, or delinquent health service payments) or for disciplinary or scholastic reasons. Notice of any hold, including the name of the department or office where it may be cleared, is available online: http://onestop.umn.edu/ under “Quick Links” following the link: “Holds.”

Maintain Full Time Status

A full-time student must register for a minimum of 6 credits for the Fall and Spring semesters. Within a range of 6-14 academic credits per semester, a student pays a flat tuition fee. When students register for fewer than 6 credits, registration is on a per credit basis. Students who are appointed as teaching or research assistants by the university must be registered in fall and spring semesters.

Health Insurance and Immunization Requirements - required prior to registration

Health Insurance

If you register for six or more credits and are admitted to a degree program, but do not have health insurance, the University will automatically enroll you in the University-sponsored Student Health Benefit Plan. The insurance fee will be entered on your fee statement and must be paid along with your tuition and fees. For further information, go to: http://www.bhs.umn.edu/insurance/insurance.htm. If you have your own health insurance, simply provide the name of your insurance provider and your policy number during on-line or in-person registration.

Immunization Requirements and Holds

All students born after December 31, 1956, are required by Minnesota state law to be immunized against diphtheria, tetanus, measles, mumps, and rubella. You received a student immunization record with your admissions letter. If you are not adequately immunized, you must get immunized against the diseases listed above. For more information and to download a copy of the Student Immunization Form, go to: http://www.bhs.umn.edu/immunization-requirements.htm
ADDITIONAL INFORMATION

Transcripts

Official transcripts can be ordered from Onestop at 333 Science and Student Services Building or online. Official transcripts are available for a nominal fee. Unofficial transcripts are free. Go to: http://www.onestop.umn.edu/onestop/grades.html

Tuition and Fees

You may view your student Account: http://onestop.umn.edu under “Finances.” Each time you register, or cancel/add, your account is adjusted.

Graduate Assistants

If you have a Graduate Assistantship, please contact the department administrator about your tuition waiver.

Communication Proficiency

Students in the program must maintain a level of written and verbal communication proficiency in English that allows them to complete their practicum and coursework assignments fully and competently. Our department’s practicum requirements follow the university’s English-language requirements for teaching assistants who lead a recitation, discussion, or lab section of a course. Students who do not achieve this are able to take English Communication Coursework at the University to help them reach the level of proficiency needed to complete practicum. These policies and procedures are described fully in the following URL: http://policy.umn.edu/policies/hr/performance/language.html

Student Grievance Process

It is the student’s responsibility to be aware of Board of Regents Policies as they apply to students and student employees. (See the University Board of Regents policy web site at http://www.umn.edu/regents/polindex.html). For University grading policies see: Uniform Grading and Transcript Policy.

Overall, there are internal and external processes. Both of these are outlined below:

Internal Process
If students have a grievance issue, the Department of Speech-Language-Hearing Sciences recommends that they use the following resolution process:

• First, it is expected that the student will meet with and attempt to resolve the issue with the faculty member in question.
• Second, if the student has met with the faculty member and the problem has not been resolved, then the student should contact the Director of Graduate Studies, Clinical Program Director, or the Department Chair. Students should be aware that there may be limits to confidentiality with any of these personnel. Complaints that are submitted directly to the Department Chair are reviewed in consultation with the Director of Graduate Studies/Clinical Program Director depending upon the specific nature of the complaint.
If a student does not choose to meet first with a faculty member, the student may also directly contact the Student Conflict Resolution Center (612-624-7272, 254 Appleby Hall, sos@umn.edu) for advice and representation in areas of formal and informal University proceedings (for example, student conduct code issues, dorm incidents, employment problems, academic disputes, financial aid grievances, academic misconduct charges, student judicial issues). Students may also contact this office for assistance and advice for any campus-based problem or complaint (for example, grade or instructional complaints, registration requirements, unfair treatment, financial aid or billing problems). The Student Conflict Resolution Center can help identify resources and options, find answers to questions, and arrange conferences or mediate disputes. Students should be aware that there are time limits for taking action in some cases.

For employment-related grievance issues, students may contact the Office for Conflict Resolution (formerly the University Grievance Office) at 612-624-1030 (662 Heller Hall, conflict.resolution@umn.edu).

If students have experienced any form of discrimination or harassment, they can seek assistance and advice from the Office of Equity and Diversity at 612-624-9547, eoaa@umn.edu, 419 Morrill Hall, https://diversity.umn.edu/eoaa/

Students also have the option to register complaints regarding a Graduate Education Program with the Council on Academic Accreditation (CAA). The CAA is a semi-autonomous branch of the established through the Legislative Council of the American Speech-Language-Hearing Association (ASHA). Jurisdiction of complaints, complaint processes, and timelines are available to students and the public at: http://www.asha.org/academic/accreditation/accredmanual/section8.htm
II

PH.D. DEGREE PROGRAM
Introduction

The University of Minnesota offers a Doctor of Philosophy (Ph.D.) degree in Speech-Language-Hearing Sciences from the Department of Speech-Language-Hearing Sciences. Program requirements for the degree are specified by the College of Liberal Arts, the Graduate School, and by the Department of Speech-Language-Hearing Sciences. Details of Graduate School requirements are provided in the Graduate School Catalog and found online at: www.grad.umn.edu. An overview of the Graduate School requirements, as well as the requirements of the Department of Speech-Language-Hearing Sciences, is outlined in the following materials. The Director of Graduate Studies (DGS) is the faculty member who is responsible for coordinating graduate admissions and for monitoring the progress of all graduate students once they are admitted to the doctoral program.

For additional information about the Department of Speech-Language-Hearing Sciences, see our webpage: www.slhs.umn.edu. For additional information about the Graduate School at the University of Minnesota, see the Graduate School Web Page: www.grad.umn.edu.

Mission of the Ph.D. Program

The Ph.D. program in the Department of Speech-Language-Hearing Sciences is designed to provide students with a strong foundation in research in the discipline. It is the mission of the SLHS doctoral program to provide the highest quality of education for students to develop strong research skills and scholarship that can be applied to the professional setting of their choosing. As such, this program is designed for students seeking advanced knowledge and research skills in speech, language, and hearing in typical and atypical populations. Students who are seeking to become independent scholars in an area of their choice are well suited for this program. This takes place in an environment where faculty members are actively pursuing theoretical questions about the nature of communication sciences and the application of these questions to clinically diverse populations. Although graduates of the program may assume different professional paths upon graduation, most take academic positions in higher education.

The SLHS doctoral program allows students maximum flexibility to select coursework both within the discipline and across other disciplines, such as psychology, child development, special education, early childhood, cognitive science, kinesiology, etc. This allows students to develop their own research and scholarly interests. Thus, the doctoral program consists of three primary components: 1) academic coursework, 2) research experience, and 3) teaching experiences. Doctoral students have opportunities to collaborate with a number of faculty members in research experiences and in teaching experiences throughout their program. The doctoral dissertation is the independent, culminating experience.

Entry into the Ph.D. Program

Most students entering the Ph.D. program have a bachelor’s or master’s degree in Speech-Language-Hearing Sciences or an equivalent, or the clinical doctorate in Audiology (Au.D.). However, students with baccalaureate or master’s degrees in other areas are eligible to enter the Ph.D. program. There are no specific course prerequisites for entrance into the Ph.D. program.

Students with a master’s degree in Speech-Language Pathology (SLP) or the doctorate in Audiology generally complete their doctoral degree requirements within four to five years. Students with no previous background may take longer than this, because they may need to complete foundation coursework in SLHS, depending upon their area of interest.

Applicants for the Ph.D. degree need to complete application material for the Graduate School. Instructions on how to apply can be found on the Department of Speech-Language-Hearing Sciences website: www.slhs.umn.edu (select “Graduate” on the left side of the website, and then select “How to
Apply”) and from the Graduate School website: www.grad.umn.edu; you can complete The Graduate School application on-line: http://www.grad.umn.edu/prospective_students/apply_online.html. Note that students who are most successful in the application process have spoken with a faculty mentor before initiating the application process.

In addition to the application form, potential students must submit official transcripts of their undergraduate and graduate coursework and official scores from the GRE (Graduate Record Examination). Three letters of recommendation are required as well. The Admissions Committee prefers that these letters come from faculty or clinical specialists who have had contact with the student academically. Occasionally, letters from employers may provide information that pertains to future academic success at the doctoral level. As part of the application process, prospective doctoral students are asked to write a personal statement that describes their goals in pursuing a Ph.D. degree and research interests. This statement is read carefully by members of the Admissions Committee, in addition to considering all other application materials. Applicants typically request a specific adviser during the application process by indicating a specific area of interest in the personal statement. Part of the admission decision has to do with whether or not there is a good fit between the student’s research interests and goals, and the faculty member with whom she/he is interested in working. Therefore, students who have made an explicit connection with a faculty member before initiating the application process will increase her/his odds of acceptance to the program. Occasionally students will not identify a faculty adviser in their application and this is certainly acceptable; she/he must however, be clear about their interests so that an adviser can be assigned.

Certification in Speech-Language Pathology or Audiology

The M.A. program in Speech-Language Pathology and the Au.D. program in Audiology are the two programs through which students may achieve certification as a speech-language pathologist or audiologist. Potential Ph.D. students who wish to pursue clinical certification should discuss this path with the Clinical Program Director, the Director of Graduate Studies (DGS), and the faculty member whom they are seeking as an adviser. This should be done at/or before the time of admission to the Ph.D. program.

Funding in the Ph.D. Program

Students who are admitted to the Ph.D. program typically, but not always, are offered financial support through teaching and research assistantships or other graduate fellowships at the time that they are admitted to the program. Although all Ph.D. students in good academic standing remain eligible to be considered for financial support, students who are beyond the third year of the program may have lower priority for funding. See http://www.slhs.umn.edu/grad/funding.html for funding information.

Overview of the Ph.D. Program

The Graduate School Catalog states that: “The doctor of philosophy doctoral degree is awarded chiefly in recognition of high attainment and ability in a special subject field as demonstrated by passing the required examinations covering both a candidate’s general and special subject fields, and by preparing and successfully defending a thesis based on original research that makes a significant contribution to knowledge in the student’s field.”

A summary of the degree completion procedures, from the point of preparing the Graduate Degree Plan to graduation can be downloaded from the Graduate School Web Page: http://policy.umn.edu/prod/groups/president/@pub/@policy/@esl/documents/policy/doctoralcompletion_appa.pdf. This page is also found in Appendix A of this handbook. This page:
http://www.grad.umn.edu/students/doctoral/index.html has links to all the relevant forms for doctoral students.

**The Doctoral Adviser**

Each faculty member in the Department of Speech-Language-Hearing Sciences holds an appointment on the Graduate Faculty of the University. These appointments are either at the senior or advising member level. A faculty member becomes a full member of the Graduate Faculty when he or she has participated in all aspects of doctoral education (i.e., oral and written preliminary examination committees, prospective committee, PhD. Final oral examination committee). Graduate Faculty status is voted on by the SLHS faculty and forwarded on to the Graduate School by the Director of Graduate Studies (DGS).

The doctoral adviser must be a full member of the Graduate Faculty of the University of Minnesota in the Department of Speech-Language-Hearing Sciences. Students may be co-advised by an advising member of the Graduate Faculty and a full member. On occasion, students may have a co-adviser from another department if the doctoral program is interdisciplinary. That faculty member must have an appointment to the Graduate Faculty in his or her own department at either the full or associate level. Whenever a dissertation is co-advised by two faculty, one from another department, the co-adviser from the Department of Speech-Language-Hearing Sciences must be a full member of the Graduate Faculty, regardless of the level of appointment of the other faculty member.

The doctoral adviser counsels the student on all aspects of doctoral study, including the selection of appropriate coursework, filing a Degree Program Plan, planning for preliminary written and oral examinations, guiding the student’s prospectus document and advising through the dissertating period. The adviser reports on the student’s progress at the annual meeting held by the faculty to review doctoral student progress.

**Selecting an Adviser:**

Typically, the adviser is determined at point of admission into the doctoral program. Students typically request a specific adviser during the application process by indicating a specific area of interest in the application (see “Entry into the PhD Program” section above). In general the selection of a doctoral adviser is based on several factors:

1) Commonality of scholarly interests between those expressed by the student and those of the faculty member.

2) The distribution of advising load among faculty members.

3) The faculty member’s willingness to serve.

**Changing Advisers:**

The doctoral student may request that a different adviser be appointed. In many cases, this can be accomplished if the student, the current adviser, and potential adviser agree on the change. Students are encouraged to discuss this with the DGS. In the case of disagreement among the three persons involved, the matter will be referred to the DGS and possibly, at his/her discretion, to the members of the Graduate Faculty. The doctoral adviser may also request that a different adviser be appointed. This request would be handled in the same manner as stated above.
Supporting Departments:

The SLHS department requires that each Ph.D. student must complete a minimum of 12 semester credits in a minor area or program; these courses can be taken in a single department or in multiple departments. If a student elects to pursue an official minor in a related department, then the student will need to meet the requirements for the minor established by that department in consult with the Director of Graduate Studies in that department. For example, if a student wants a graduate minor in psychology, the Psychology department requires 12 credits of coursework selected from an approved list of courses. Each department has list of requirements for a graduate program minor and most of these are provided on the department’s website. If not, students should consult the Director of Graduate Studies in that department to find out the current requirements. Official graduate minors are optional; most students elect a supporting program of courses, which may or may not include courses from several different departments.

The SLHS Department does not require a minimum number of credits in the major area of Speech-Language-Hearing Sciences. Rather, the number of credits is determined by fulfilling the program requirements and the goals set by the student with guidance from their faculty adviser. Consequently, students may have different numbers of credits in their major area.

Graduate Degree Plan:

Once students have set up a plan of coursework, they must file a Graduate Degree Plan during at the beginning of the second year of doctoral study [link]. The Graduate Degree Plan contains the following:

1) A chronological listing of the courses for the Ph.D. degree that the student has taken or will take during the doctoral program in both the major and minor departments.
   - According to the Graduate School, typically these are courses at the 5xxx and 8xxx level. However, 4xxx-, 6xxx-, and 7xxx-level courses may be applied toward a Graduate School degree with the approval of the student’s major field and if the course was taught by a member of the graduate faculty or an individual authorized by the program to teach at the graduate level.
   - A graduate program may restrict the use of 4xxx courses in the program (e.g., by stipulating that no more than a defined number of credits earned in 4xxx courses may be counted, or by stipulating that only certain 4xxx courses may be counted). Such restrictions may be applied both for 4xxx courses in the major field and for 4xxx courses outside the major field, and are at the discretion of each individual graduate program.

2) Students must submit their Graduate Degree Plan no later than one semesters before they intend to take the written preliminary examination. The Graduate Degree Plan must be approved and on file in the Graduate School before a student can schedule a preliminary oral examination.

3) The Graduate Degree Plan can be changed by submitting a petition to the Graduate School, which must be signed by both the doctoral adviser and the Director of Graduate Studies. Petition forms are available on the Graduate School's website [link]. Changes may be necessary if a student changes coursework. The Graduate School will not clear a student for graduation until the Graduate Degree Plan directly corresponds to the transcript.
Preliminary Oral Examination/Doctoral Dissertation Committee Membership

1) The doctoral committee includes the adviser and at least two other faculty members from Speech-Language-Hearing Sciences, as well as at least one faculty member from another department (the outside committee member) who holds graduate faculty status. These are also the typical members of the preliminary oral examination committee. Committee assignments are discussed with your adviser and assigned through the page at: http://www.grad.umn.edu/students/forms/doctoral/index.html.

2) Note that it is the student’s responsibility to assign the Preliminary Oral Examination Committee using the the online system. Both of these assignments must be made at a minimum of one month before the examination date. See: http://www.grad.umn.edu/students/forms/doctoral/index.html to begin making committee assignments. Students cannot initiate this process if they do not have an approved Graduate Degree Program on file.

Written and Preliminary Exams:
Students must also complete both written and oral preliminary examinations in the major area or in some combination of the major and minor areas. Both examinations must be passed before students begin the dissertation, the final independent research project.

Doctoral Thesis and Final Oral Exam:
Soon after students have passed the oral preliminary exam, they will create a prospectus, which is a written proposal of their dissertation project. Once the adviser authorizes it, a committee meeting is scheduled where the student reviews the prospectus and gets committee feedback. Once the committee has formally approved the prospectus, the student is ready to embark on their independent dissertation. As a final requirement, the student must defend the written dissertation before an examining committee.

Note that it is the student’s responsibility to assign the Final Oral Examination Committee using the online system. Both of these assignments must be made at a minimum of one month before the examination date. See: http://www.grad.umn.edu/students/forms/doctoral/index.html to begin making committee assignments.

Registration in the Graduate School:
All Graduate students are required to register in the Graduate School every fall and spring semester in order to maintain active status. Six credits is considered by the Graduate School as full-time status, however SLHS students typically register for more, ranging from 6 – 14 credits.

- Grad 999 is a zero-credit, zero-fee, non-graded registration option for students who (for various reasons) are not enrolling in any coursework in a particular semester. Registering for Grad 999 allows the student to meet the Graduate School's registration requirement.

- Students requiring more than one semester away from their graduate studies may be best served by a leave of absence. This no cost option allows the student to return within two academic years. More information is at: http://www.policy.umn.edu/prod/groups/president/@pub/@forms/documents/form/um1758.doc
If a student fails to register each semester, s/he may be required to re-enter Graduate School.

There are three categories of doctoral students. These are based on the landmarks that students have accomplished.

- **Ph.D. student** – admitted to the doctoral program and enrolled in coursework
- **Ph.D. candidate** – passed the written and oral preliminary examinations
- **Advanced Ph.D. candidate** – completed a minimum of 24 credits of SLHS 8888

Students who hold teaching or research assistantships **must register each fall and spring semester for 6 credits of coursework, pre-thesis, or thesis credits to maintain their assistantships**. To be eligible to hold an assistantship appointment, students must have been admitted to the Graduate School and be registered for the term of the appointment. Please refer to Graduate Assistant Policy: [http://www.policy.umn.edu/Policies/hr/Hiring/GRADSTUDENTEMPLOYMENT.html](http://www.policy.umn.edu/Policies/hr/Hiring/GRADSTUDENTEMPLOYMENT.html)

All requirements for the doctoral degree must be completed and the degree awarded within five calendar years after passing the preliminary oral examination. Students may petition the Graduate School for a one-year extension; extensions beyond one year are granted in only extraordinary circumstances.

**Student grievance process**

It is the student’s responsibility to be aware of Board of Regents Policies as they apply to students and student employees. (See the [University Board of Regents policy Web site](http://www.umn.edu/regents/polindex.html)). For University grading policies see: [Uniform Grading and Transcript Policy](http://www.umn.edu/regents/polindex.html).

If students have a grievance issue, the Department of Speech-Language-Hearing Sciences recommends that they use the following resolution process which involves the student meeting with and attempting to resolve the issue with the faculty member. If the student has met with the faculty member and the problem has not been resolved, then the student should contact the Director of Graduate Studies, the DGS Assistant, or the department chair. Students should be aware that there may be limits to confidentiality with any of these personnel.

If a student does not choose to meet first with a faculty member, the student may also directly contact the [Student Conflict Resolution Center](mailto:sos@umn.edu) (612-624-7272, 254 Appleby Hall, [sos@umn.edu](mailto:sos@umn.edu)) for advice and representation in areas of formal and informal University proceedings (for example, student conduct code issues, dorm incidents, employment problems, academic disputes, financial aid grievances, academic misconduct charges, student judicial issues). Students may also contact this office for assistance and advice for any campus-based problem or complaint (for example, grade or instructional complaints, registration requirements, unfair treatment, financial aid or billing problems). The Student Conflict Resolution Center can help identify resources and options, find answers to questions, and arrange conferences or mediate disputes. Students should be aware that there are time limits for taking action in some cases.

For employment-related grievance issues, students may contact the [Office for Conflict Resolution](mailto:conflict.resolution@umn.edu) (formerly the University Grievance Office) at 612-624-1030 (662 Heller Hall, [conflict.resolution@umn.edu](mailto:conflict.resolution@umn.edu), [www.umn.edu/ocr/](http://www.umn.edu/ocr/)). See also [http://www1.umn.edu/ocr/policy/index.html](http://www1.umn.edu/ocr/policy/index.html) for additional Office of Conflict Resolution policy and procedures.
If students have experienced any form of discrimination or harassment, they can seek assistance and advice from the Office of Equity and Diversity at 612-624-9547, eoaa@umn.edu, 274 McNamara Alumni Building, https://diversity.umn.edu/eoaa/

**Ph.D. Curriculum in Speech-Language-Hearing Sciences**

**Statistics Requirements:**

*The following two courses are listed under the major area, even though they are taught in another department. Students are required to take additional graduate-level statistics coursework (for a total of 3 credits), such as a course on non-parametric statistics or meta-analysis. Students should seek their adviser’s advice to determine which additional courses would be appropriate given the student’s goals.*

EPsy 8261. Statistical Methods I: Probability and Inference *(3 cr.)*

Advanced theory, derivations of quantitative statistics, Descriptive statistics, probability normal distribution. One/two sample hypothesis tests, confidence intervals. Chi square tests. One-way analysis of variance, follow up tests.

EPsy 8262. Statistical Methods II: Regression and the General Linear Model *(3 cr)*

Analysis of variance designs (two/three way), repeated measures, correlation, simple/multiple regression methods, non-parametric procedures, multivariate analyses.

Please see the appendix for a helpful document when determining the best statistics coursework to take during your doctoral studies.

**Seminar Requirements:**

SLHS 8430: Proseminar in SLHS *(1 cr; Staff)*

Ph.D. students are required to enroll each Fall and Spring semester of their programs in a 1-credit course, SLHS 8430: Proseminar in Speech-Language-Hearing Sciences. This course includes doctoral student and faculty presentations of ongoing research projects, as well as other topics important to Ph.D. student study. The primary goal is to provide a forum for students to share and receive feedback about research projects and to hone presentation skills. Ph.D. students are expected to participate through presentations and participation as an audience member. Grading is on an S/N basis. When a 1-credit enrollment is not possible within a 14-credit enrollment limit, students may participate without a credit registration.

SLHS 8410. Seminar: Research *(3 cr; Staff)*

Advanced study exploring application of experimental and quasi-experimental research designs used in single-subject and group research. Issues related to institutional review board procedures, journal submissions and reviewing, grant application procedures, etc.

*This seminar is not offered every year; students should monitor course offerings to ensure that they take the course when it is available during their Ph.D. programs.*

SLHS 8420. Seminar: Teaching.* *(3 cr; prereq Grad SLHS major; Staff)*

Advanced study to prepare doctoral students for careers in undergraduate and graduate teaching.
*When SLHS 8420 is not offered during the semester in which a student elects to fulfill this requirement, the student may substitute it with GRAD 8101, Teaching in Higher Education (3 cr). This course focuses on various techniques and methods used in college-level classrooms, e.g., active learning, critical thinking, practice teaching. Students create a portfolio to document and reflect upon teaching.

**Curricular Teaching Requirement:**

Each Ph.D. student must complete two teaching experiences with one or more faculty mentors (i.e. faculty teaching the course). Planning for each of these teaching experiences should be done by the student, the doctoral adviser, and the potential faculty mentor. Arrangements for the curricular teaching requirement should be made by the semester preceding the one in which the teaching experience occurs.

These teaching experiences differ from traditional teaching assistantships for which students receive compensation. The Curricular Teaching experience is designed to enable students to become excellent teachers at the university level. Before undertaking a curricular teaching experience in a particular area, a doctoral student must have sufficient content knowledge to teach a section of an undergraduate or graduate class so that the objectives of the class are met for the students enrolled. The potential faculty mentor will determine if the student has the background to teach a section of his or her class. Students, faculty advisers and the faculty mentor agree on the following:

1) Which course is appropriate for the teaching experience.

2) Which section of the course will be taught by the student.

3) Which testing/evaluation procedures will be used by the Ph.D. student to evaluate students in the target class.

Students prepare lectures (or activities) on one or more topics in at least two different courses. The number of hours of lecture/workshop/facilitation may vary from student to student. However, each student should complete at least 10 to 15% of the total classroom activities per teaching experience. Students should prepare these lectures either the semester before or early in the semester of the teaching experience and have them approved by the faculty mentor. The faculty mentor observes the student while she or he teaches and provides feedback about the quality of the lectures/activities to help the student become an excellent instructor. The faculty mentor may also work with the Ph.D. student to prepare examination questions and to evaluate the performance of students in the class.

These competencies and the expectations for teaching experiences will be reviewed by the doctoral adviser with each Ph.D. student. Students will be rated for each competency to determine if it is absent, emerging, present, or consistent. If a student does not demonstrate satisfactory competence, he or she will receive a grade of “incomplete or I” for the semester. The faculty mentor, the doctoral adviser, and the student will then select at least two workshops offered by the program Preparing Future Faculty (http://www1.umn.edu/ohr/teachlearn/graduate/index.html). The incomplete will be changed to a grade upon completion of the two workshops. The doctoral adviser will meet with the student and the next faculty mentor to prepare for the next curricular teaching experience. The same set of teaching competencies will be used to evaluate the teaching performance in the second curricular teaching experience. In this way, students and doctoral advisers can monitor progress in teaching.

Students complete the Curricular Teaching experiences either after they have completed one of the classes on teaching (SLHS 8420 or Grad 8101) or concurrent with the registration in one of these two classes. For each Curricular Teaching experience, students must register for two credits of SLHS 5993. Enrollment for each teaching experience requires a written contract with a faculty mentor.
**Research Requirement:**

Each doctoral student is required to complete at least one research experience with a faculty member other than his or her adviser. The selection of this research experience should be made in consultation with the faculty adviser. This research experience may be completed under the direction of a faculty member from another department at the University of Minnesota or from another university, with the prior approval of the student’s adviser and the DGS. The student may complete two experiences for 2 credits each or one experience for 4 credits. A 2-credit registration corresponds to 60 hours of work. A 4-credit registration corresponds to 120 hours of work. Students register for SLHS 8994 Directed Research. The research project may be an extension of a project already in progress in the faculty member’s laboratory or it may be a new project agreed upon by both the student and the faculty member.

Each student and faculty member should collaborate on a written contract document that describes the nature of the project to be completed. For example, one research experience may require a student to complete a project, even if it extends beyond one semester. Another experience may require that the student commit only one semester of effort, regardless of whether the project is completed or not. The contract should include the specific requirements of the research experience, taking into account the relationship between credit hours and hours of work. The contract between the student and faculty member should be given to the adviser(s) as well.

**Doctoral Thesis Credits:**

The Graduate School requires that Ph.D. students register for a minimum of 24 credits of SLHS 8888 while they complete their doctoral dissertation. It is the policy of the department of Speech-Language-Hearing Sciences that students are not eligible to register for thesis credits until after they have passed the Preliminary Oral Examination. Students do not receive a grade for SLHS 8888.

Some doctoral students may need to be registered in the Graduate School after they have completed their coursework but before they have passed the Preliminary Oral Examination. In this case, these students may register for SLHS 8666. There are no grades for this registration either. Credits for SLHS 8666 do not meet any Graduate School degree requirements other than to enable the student to maintain active status.

**Doctoral Examinations**

There are three stages of examinations in the Ph.D. program.

These include:

1) The preliminary written examination.
2) The preliminary oral examination.
3) The doctoral thesis and final oral examination.

Students take the preliminary written examination first; upon passing this examination, they take the preliminary oral examination. The final oral examination is taken after the doctoral dissertation has been completed. The dissertation process is discussed in the section following this one.

**Preliminary Written Examination:**

All doctoral students are required to pass a written examination in their major field. The Graduate School Catalog states that: “This examination covers all work completed in the major field and may include any work fundamental to this field”. The examining committee for the written preliminary examination is
typically the same committee that serves for the dissertation. However, this is not always the case and students are advised to seek consultation with their adviser.

Students write examinations for four faculty members, at least three of whom must be members of the Graduate Faculty of the Department of Speech-Language-Hearing Sciences. If the adviser approves, the student may write for one member outside the department who holds graduate faculty status.

- Examinations may be taken any time during the semester on two conditions. First, the student’s adviser and committee members must have agreed on the specific two-week interval. Second, the student’s adviser must notify the DGS in writing within the first week of the semester (in which the exam will be taken), of the student’s intent to take written preliminary exam and the dates during which they plan on taking it.

- Each of the four examinations is four hours in length and all are taken over a two-week period. Each exam is scheduled for the morning or afternoon of each day. Students are free to choose which question they will answer on each day. However, students MUST notify Erin Flannery (slhsgrad@umn.edu) of this at least 2 weeks in advance of the exam, so that this can be coordinated prior to the exam.

- Students will use a departmental computer to complete the examination. The exam should be saved to the computer desktop and a flash drive containing the examination answers must be handed in to administrator of the exam at the end of each exam day. The administrator will forward the answers and a grade sheet to the committee members.

Prior to writing preliminary examinations, the student should:

1) Contact his/her adviser to confirm the members of the examining committee
2) Contact each faculty examiner to determine the nature and extent of the individual examination.
3) Convene the examining committee so that the members are aware of the scope of the other examiners’ questions.
4) Obtain adviser approval for writing a “specials” paper or project instead of an examination.
5) Schedule the exams with the Student Personnel Coordinator and the Director of Graduate Studies

“Specials projects or papers”

One of the four examinations may be in the form of a “specials” paper or independent project as an alternative to the traditional examination format. Election of this option must be approved by the student’s adviser, as well as by the student and the examiner who is a member of the student’s committee. The “specials” paper or project must be completed, evaluated by the examiner, and submitted to the adviser before the traditional examinations are written.

**Outcome of Preliminary Examinations**

A separate pass-fail decision is made for each of the four examinations; this decision is made by the examiner. There are three possible decisions: 1) pass, 2) pass contingent upon completion of some requirement, and 3) fail. The examinations are returned to the student’s adviser. The adviser reads the examinations and decisions and then meets with the student to discuss the results. The student must pass each of the four examinations in order to complete the Preliminary Written Examination requirement.

If any of the examinations is judged to be failed, the student must rewrite the failed examination(s) at the next examination period (i.e. during the next semester). The student may rewrite failed Preliminary
Written Examinations one time. Failure of one or more examinations a second time is reason for dismissing a student from the doctoral program.

Following completion of the Written Preliminary Examination, the adviser completes the internal department **Written Preliminary Examination Reader Report Form** http://www.slhs.umn.edu/assets/pdf/PhDPreliminaryExam.pdf and forwards it to the DGS.

The Director of Graduate Studies then coordinates an electronic signature procedure with the Graduate Student Services and Progress office.

**Preliminary Oral Examination:**

The Preliminary Oral Examination should be taken after completing most coursework on the Degree Program plan and passing the Written Preliminary examination and before writing the dissertation. The Preliminary Oral Examination should be taken within the same semester as the successful completion of the Preliminary Written examination but must be taken no later than the end of the semester following completion of the written examination. The Preliminary Oral Examination will **not** take the form of a prospectus meeting. The prospectus meeting must be held separately.

It is the student’s responsibility to schedule the Preliminary Oral Examination with the examiners and the Graduate School Office at least one week in advance of taking the examination. The **Preliminary Oral Examination scheduling Form:** [http://www.grad.umn.edu/students/prelimschedule/index.html](http://www.grad.umn.edu/students/prelimschedule/index.html) [Note: This examination cannot be scheduled unless the student has assigned her/his committee members at: http://www.grad.umn.edu/students/forms/doctoral/index.html].

“The examination is administered by the committee appointed by the dean of the Graduate School on recommendation of the faculty in the major field at the time the student’s official doctoral degree program is approved. The examining committee includes a minimum of four members: three (including the student’s adviser) from the major field and one from the minor field or supporting program. Committee members cannot represent more than one field simultaneously” (Graduate School Catalog)."

A student cannot assign committee members to the Oral Preliminary Examination Committee unless a Degree Program Plan has been filed (submitted by the student) and a Written Preliminary Examination Report is on file (submitted electronically by the DGS), indicating that the student has passed the Written Preliminary Examination. Notification of the Preliminary Oral Examination Report is sent to the student’s adviser and the DGS by the Graduate School.

**Committee Changes:**

Changes in the examining committee must be approved by the DGS, the College of Liberal Arts, and the Graduate School in advance of the meeting. If an emergency absence occurs, another faculty member may be substituted following a call to the Graduate School office. A link for updating committee members is found at: [http://www.grad.umn.edu/students/forms/doctoral/index.html](http://www.grad.umn.edu/students/forms/doctoral/index.html)

**Day of Exam:**

The program requires that all doctoral students must pass an oral examination in the major field. This is a closed examination, attended only by the student and the examining committee. Immediately prior to the Preliminary Oral examination, the committee chair clearly stipulates the objectives of the examination, and in consultation with other members of the examining committee, determines how the examination is to be conducted. The examination covers the major field and the minor field or supporting program and may focus on topics covered in the written preliminary examinations. All members of the examining
committee for the Preliminary Oral Examination must be present at the time of the oral examination. It is specified that “immediately after the examination, the student is excused from the room and a written secret ballot is taken before discussing the examination. Following the discussion, a second and final vote is taken, and participants sign in the appropriate place on the report form, which is to be returned to the Graduate School, no later than the first workday after the examination” (Graduate School Catalog).

**Outcome of Oral Preliminary Examination:**

There are three possible outcomes of the Preliminary Oral Examination: pass, pass with reservation, or fail. “The voting proportions necessary for these decisions are as follows: if the committee consists of four members, a favorable verdict for passing consists of either a unanimous vote or a vote of 3-1; if the committee consists of five members, a unanimous vote or a vote of 4-1 is needed; if the committee consists of six members, a unanimous vote or a vote of 5-1 or 4-2 is needed; and if there are seven members, a unanimous vote or a vote of 6-1 or 5-2 is needed. Candidates who do not earn committee votes in these proportions fail the examination. If, to achieve the minimum number of votes to reach a verdict of pass, any vote of pass with reservations is included, then the outcome will be recorded as a pass with reservations. A vote to pass the student with reservations still constitutes a passing vote” (Graduate School Catalog page 25).

**Pass with Reservations:**

“If the student passes the examination with reservations, the student is informed immediately, but the committee is permitted one week in which to convey its reservations to the student in writing, informing the student of the steps that must be taken to remove them. A copy of this letter must be sent to the Graduate School and should accompany the signed oral examination report form. When the student has satisfied the committee’s reservations, a second letter informing the student and the Graduate School that the reservations have been removed and that the student may proceed toward the degree is also required. Both letters should be signed by the committee chair. The final oral examination may not be scheduled until the Graduate School has received a copy of the letter indicating that the reservations have been removed” (Graduate School Catalog).

“If the committee members disagree as to whether the reservations have been satisfactorily removed, the committee chair asks for another vote, the results of which are subject to the same voting proportions as the initial vote. If the student is unable to satisfy the committee’s reservations, his or her doctoral candidacy and graduate student status may be terminated” (Graduate School Catalog).

**Failing the Examination:**

“Students who fail the examination may be excluded from candidacy for the degree or may be allowed, on unanimous recommendation of the examining committee, to retake the examination, providing the reexamination is conducted by the original preliminary oral examining committee. In no case may the reexamination take place before 10 weeks have passed. No more than one reexamination is allowed” (Graduate School Catalog).

**Recess:**

In rare cases, the Preliminary Oral examining committee may call for a recess of the examination without making a determination if the student has passed or failed. In these cases, the committee chair must send a letter to the dean of the Graduate School that provides a rationale for the examination recess and indicates the date on which the examining committee and the student will reconvene. If the interval is greater than one week, the committee chair must return the Preliminary Oral Examination Report form to the Graduate School and a new examination date is set. The new form will be mailed to the committee chair one week before the scheduled meeting.
**Completion of Course Work Relative to the Preliminary Oral Examination:**

The Graduate School informs the student and adviser if the course work on the Degree Program Plan has not yet been completed. The preliminary oral examination may be scheduled in spite of these deficiencies but these deficiencies must be made up before the final oral examination may be scheduled.

**The Doctoral Thesis and Final Oral Examination**

**Overview:**

The culminating research experience for Ph.D. students is the completion of an original piece of scholarship. The thesis must demonstrate originality and ability for independent investigation, and the results of the research must embody a contribution to knowledge. The thesis must exhibit mastery of the literature of the subject and familiarity with the sources and must be well written. The first step in the process is the writing of the prospectus for the doctoral thesis and the scheduling of a prospectus meeting with the final doctoral committee members. Next, the student engages in the committee-approved research. Following the writing of the doctoral thesis, the thesis must be certified to be ready for defense by the examining committee. Finally, the doctoral thesis is defended at a final oral examination.

**Prospectus:**

While the details of the prospectus will be determined by the adviser and the student, the prospectus should include:

1) Statement of the problem
2) Rationale
3) Method of the Study
4) Pilot data (if available)
5) Expected Outcomes

Students need not submit the first two chapters of their doctoral thesis as a prospectus. Rather the document should be sufficiently detailed that the examining committee understands the significance of the research question and the plan for both conducting the research and for analyzing the data.

**Prospectus Meeting:**

It is recommended that the Prospectus meeting be held by the end of the second semester following the completion of the written preliminary oral examination. Two weeks prior to the meeting, the student will deliver a prospectus to the committee.

The proposed members of the Final Oral Examining Committee are invited to attend the Prospectus meeting. The purpose of the meeting will be: 1) to provide advice regarding the formulation of the question and the design of the project, and 2) to approve the design of the project. In approving the prospectus, the committee agrees that the design of the project is acceptable. More than one prospectus meeting may be held if the committee members indicate that it is necessary.

The members of the prospectus meeting and the final oral examination will be the same. Therefore, the names of the members of the Final Oral Examining Committee may be submitted by the student at: [http://www.grad.umn.edu/students/forms/doctoral/index.html](http://www.grad.umn.edu/students/forms/doctoral/index.html) at least one month prior to the scheduled final defense date. Additionally, the student should request a Graduate Packet at: [http://www.grad.umn.edu/students/doctoral/index.html](http://www.grad.umn.edu/students/doctoral/index.html) no later than one month before the scheduled final examination. By submitting early, students will be able to remain on track for a timely graduation.
Thesis:
The doctoral thesis must conform to the guidelines set by the Graduate School for overall printing format. In addition, the document must be written in a currently acceptable style used in the area of Speech-Language-Hearing Sciences (e.g., American Psychological Association format, American Institute of Physics format, etc.).

In general, the chapter headings for the doctoral thesis include, but are not limited to:

Chapter 1 – Introduction
Chapter 2 – Review of Literature/Research Questions)
Chapter 3 – Method
Chapter 4 – Results
Chapter 5 – Discussion
Chapter 6 – Summary and Conclusions

The final draft of the thesis must include a title page, an abstract, a table of contents, a list of figures and tables, and references. Many doctoral theses also include acknowledgements and appendices.

Thesis Reviewers:
Upon approval of the thesis proposal form, the student should obtain a thesis reviewer's report form from the graduate school (this is included in the Graduation Packet which can be requested at: http://www.grad.umn.edu/students/doctoral/index.html). There are at least three designated thesis reviewers, including the adviser, who represents the major field, and at least two other members of the final oral examining committee. These two reviewers should include at least one faculty member from the major area and at least one from the minor or supporting area. “Reviewers cannot represent more than one field simultaneously” (Graduate School Catalog). Students will only receive a thesis reviewer’s report form if there is a thesis proposal form approved by the Graduate School and if they have maintained active status by registering for at least one credit during fall and spring terms. Students must give a copy of the draft of the thesis to all committee members at the same time, even those who are not designated reviewers.

According to the Graduate School, “To permit faculty to allocate sufficient time to read the thesis and decide whether it is ready for defense, students must notify their adviser and other members of the final oral examining committee at least two weeks in advance that the thesis will be delivered on a particular date. All members of the examining committee must then have at least two weeks to read the thesis after it has been delivered” (Graduate School Catalog).

Reviewers have three options regarding the draft of the doctoral thesis: a) acceptable for defense as presented; b) acceptable for defense with minor revisions; or c) requires major revisions and is not acceptable for defense as presented. There must be a unanimous agreement among reviewers that the thesis is acceptable for defense as presented or with minor revisions before the Graduate School will authorize a final oral examination. Required revisions must be communicated to the student in writing; all questions concerning revisions must be resolved satisfactorily before the final version of the thesis is submitted to the Graduate School and the degree is awarded. The doctoral adviser has the responsibility to monitor the doctoral thesis to ensure that the required revisions were made.

Final Oral Examination:
To be eligible for the final oral examination: 1) all work on the official doctoral program must have been completed, 2) both the written and oral preliminary examinations must have been passed, 3) at least 24 credits of SLHS 8888 have been taken, and 4) the thesis must have been certified by the reviewers as ready for defense. According to the Graduate School, “all doctoral students are required to successfully
defend their theses in a final oral examination and graduate within five calendar years after passing the preliminary oral examinations” (Graduate School Catalog).

The final oral examination consists of a formal oral presentation to which the scholarly community is invited and which includes a presentation of the thesis by the candidate. A closed meeting between the candidate and the appointed examining committee immediately follows the thesis presentation. “The final oral examination is limited to the thesis subject and relevant areas. It will not exceed three hours” (Graduate School Catalog).

The Final Oral Examining Committee is submitted by the student at least one month before the examination at: http://www.grad.umn.edu/students/forms/doctoral/index.html. It consists minimally of four members, three from the major and one from the minor or supporting program (See http://www.grad.umn.edu/students/doctoralcommittee/index.html for more information about committee makeup). Although the student’s doctoral adviser must be a member of the committee, another member selected by the adviser is designated as Chair. The Chair must be a full member of the Graduate Faculty but may be from the minor or supporting program. Rules governing changes in the final oral examining committee are the same as those for the preliminary oral examining committee. All committee members must be present at the time of the final oral examination. If any committee member is absent, the examination is invalid.

After the final oral examination is completed, the candidate is excused and the vote taken on whether the student has passed the examination. To be recommended for the doctoral degree, the candidate must receive a vote of no more than one dissenting member of the total examining committee. After all members of the committee have signed the Final Oral Examination Report form, the form must be returned to the Graduate School no later than the first workday following the examination. A hold is then placed on the student’s records, preventing further registrations. An adviser may send a letter to the Graduate School, requesting that the student have more time to make revisions. In that case, the student may be able to register for one additional semester.

The final oral examination may be recessed in rare cases. These procedures are the same as those listed until the Preliminary Oral Examination.

Submission of the Thesis:

The most current information on preparing and submitting the doctoral dissertation can be found at, http://www.grad.umn.edu/prod/groups/grad/@pub/@grad/documents/content/grad_content_459327.pdf. The student’s adviser(s) must sign the signature page to confirm that it is complete and satisfactory in all respects and that all revisions required by the final examining committee have been made. Instructions for the preparation and submission of the dissertation, including format specifications and adviser’s signature requirements, can be obtained from the Graduate School online at: http://www.grad.umn.edu/current_students/forms/gs16.pdf. (Graduate School Catalog)

Graduation:

The student must request a graduation packet at: http://www.grad.umn.edu/students/doctoral/index.html and complete the necessary forms. These include:

1. Graduation Checklist
Graduate School degrees are awarded monthly. Turn in the Application for Degree form to Onestop, 333 Science Teaching and Student Services, on or before the first working day of the month in which the student wishes to graduate. Graduate School commencement ceremonies are held in fall and spring terms. To attend the ceremony, the student must fill out a commencement attendance application form early in the semester in which the ceremony takes place. This form must be signed by the DGS.
Forms & Links

Please refer to Graduate School website for Information for Current Students: http://www.grad.umn.edu/students/doctrinal/index.html where most of these forms and additional information can be found.

Forms for Doctoral Students –
http://www.grad.umn.edu/current_students/forms/doctrinal.html

Degree Completion Procedures –
http://www.grad.umn.edu/prod/groups/grad/@pub/@grad/documents/asset/otr204_degreecompletion_phd-ed.pdf

Graduate Degree Plan –
http://policy.umn.edu/forms/otr/otr198.pdf

Petition to the Graduate School –
http://www.grad.umn.edu/current_students/forms/gs59.pdf

Written Preliminary Examination Reader Report Form (departmental) -
http://www.slhs.umn.edu/assets/pdf/PhDPreliminaryExam.pdf

Preliminary Oral Examination scheduling -
http://www.grad.umn.edu/students/prelimschedule/index.html

Final Oral Examination scheduling -
http://www.grad.umn.edu/students/finalschedule/index.html

Formatting Guidelines for the Doctoral Dissertation -
http://www.grad.umn.edu/current_students/forms/gs16.pdf

Graduate Assistants Policies and Guidelines–
http://www.policy.umn.edu/Policies/hr/Hiring/GRADSTUDENTEMPLOYMENT.html
University of Minnesota Policies of Note

Equal Opportunity:

The University of Minnesota is committed to the policy that all persons shall have equal access to its programs, facilities, and employment without regard to race, color, creed, religion, national origin, sex, age, marital status, disability, public assistance status, veteran status, or sexual orientation.

Website: https://diversity.umn.edu/eoaa/
Equal Opportunity Statement: https://diversity.umn.edu/eoaa/equalopportunitystatement

Please follow the links for information on University of Minnesota Policies on sexual harassment, nepotism and consensual relationships, and equal opportunity. Policies page: https://diversity.umn.edu/eoaa/policiesanddirectives

Sexual Harassment:

"Sexual harassment" means unwelcome sexual advances, requests for sexual favors, and/or other verbal or physical conduct of a sexual nature. Click on the link below to learn more about the U of M’s policy on sexual harassment.

Website: http://regents.umn.edu/sites/default/files/policies/SexHarassment.pdf

Nepotism and Consensual Relationships:

This policy governs conflicts of interest that may arise due to personal relationships among members of the University of Minnesota community. Click on the link below to learn more about the U of M’s policy on nepotism and consensual relationships.

Website: http://regents.umn.edu/sites/default/files/policies/Nepotism%26Personal.pdf

Equity, Diversity, Equal Opportunity, and Affirmative Action:

The University will provide equal access to and opportunity in its programs and facilities, without regard to race, color, creed, religion, national origin, gender, age, marital status, disability, public assistance status, veteran status, sexual orientation, gender identity, or gender expression. For more information, please consult Board of Regents Policy: http://regents.umn.edu/sites/default/files/policies/Equity_Diversity_EO_AA.pdf

Disability Accommodations:

The University is committed to providing quality education to all students regardless of ability. Determining appropriate disability accommodations is a collaborative process. You as a student must register with Disability Services and provide documentation of your disability. The course instructor must provide information regarding a course's content, methods, and essential components. The combination of this information will be used by Disability Services to determine appropriate accommodations for a particular student in a particular course. For more information, please reference Disability Services: https://diversity.umn.edu/disability/

Mental Health Services:

As a student you may experience a range of issues that can cause barriers to learning, such as strained relationships, increased anxiety, alcohol/drug problems, feeling down, difficulty concentrating and/or lack of motivation. These mental health concerns or stressful events may lead to diminished academic performance and may reduce your ability to participate in daily activities. University of Minnesota services are available to assist you. You can learn more about the broad range of confidential mental health services available on campus via the Student Mental Health Website: http://www.mentalhealth.umn.edu.