Table of Contents

GENERAL INFORMATION

CSD Mission Statement ...................................................................................................................... 2
Faculty ............................................................................................................................................... 2
Research Labs .................................................................................................................................... 3
Admission Requirements .................................................................................................................... 3
Admission Office .............................................................................................................................. 4
Undergrad Prerequisites .................................................................................................................... 4
Student Advisement ........................................................................................................................ 4
Registrar’s Office ............................................................................................................................... 4
Registration ....................................................................................................................................... 4
Student ID Number or U-Number ....................................................................................................... 5
Continuous Registration ..................................................................................................................... 5
Academic Calendar ............................................................................................................................. 5
UMail ................................................................................................................................................ 5
Ucard/Student ID ............................................................................................................................... 5
Differential Tuition ............................................................................................................................. 5
Tuition/Income Accounting Office ...................................................................................................... 5
Financial Aid Office .......................................................................................................................... 6
Residency Office ............................................................................................................................... 6
Department Office ........................................................................................................................... 6
Computer Labs ................................................................................................................................. 6
Testing Center ................................................................................................................................. 6
J. Willard Marriott Library .................................................................................................................. 6
Campus Bookstore ............................................................................................................................ 6
ASUU ................................................................................................................................................. 6
Disability Services ............................................................................................................................ 7
On-Campus Housing ........................................................................................................................ 7
Campus Security ............................................................................................................................... 7
Parking Permit ................................................................................................................................... 7
General Information

**CSD Mission Statement:**
The mission of the Department of Communication Sciences and Disorders is to prepare highly competent and caring Audiologists and Speech-Language Pathologists and to provide pre-professional undergraduate students with a strong background in the basic processes underlying speech, language, and hearing. As a preeminent research and teaching department with national and global reach, we are committed to providing an academic environment in which the highest standards of scholarship and clinical service are practiced.

**CSD Goals:**
1. To advance knowledge through innovative basic and clinical research and scholarship,
2. To provide outstanding pre-professional training in speech and hearing science,
3. To train competent and caring speech-language pathologists, audiologists, educators, and research scientists,
4. To provide compassionate, comprehensive, state-of-the-art clinical services to the community, and
5. To raise awareness of the professions of audiology and speech-language pathology and to recruit exceptional students to our programs.
Faculty and Staff

Audiology Faculty:
- Sarah Hargus Ferguson, Ph.D., CCC-A, Associate Professor
- Skyler Jennings, Au.D., Ph.D., CCC-A, Assistant Professor
- Anne Lobdell, M.S., CCC-A, Clinical Instructor
- Mary E. Lytle, Au.D., CCC-A, Clinical Instructor
- Susan Naidu, Ph.D. CCC-A, Associate Professor (Clinical), Assistant Chair
  Director, Au.D. Program

Speech-Language Faculty:
- Michael Blomgren, Ph.D. CCC-SLP, Professor and Department Chair
- Rosalea Cameron, M.Cl.Sc, CCC-SLP, Assistant Professor (Clinical)
- Mark Cantor, M.S., CCC-SLP, Clinical Instructor
- Kathy Chapman, Ph.D. CCC-SLP, Professor, Director of Graduate Studies
- Mary Foye, M.S. CCC-SLP, Clinical Instructor
- Janet Kirsh, M.S. CCC-SLP, Assistant Professor (Clinical)
- Robert Kraemer, Ph.D., CCC-SLP, Assistant Professor (Clinical)
- Julia Lidgard, M.S., CCC-SLP, Assistant Professor (Clinical)
- Stacy Shumway Manwaring, Ph.D., CCC-SLP, Assistant Professor
- Pamela Mathy, Ph.D., CCC-SLP Associate Professor (Clinical),
  Director, Speech-Language- Hearing Clinic
- Karen Pardyak, M.S., CCC-SLP, Clinical Supervisor
- Sean Redmond, Ph.D., CCC-SLP, Associate Professor
- Nelson Roy, Ph.D. CCC-SLP, Professor
- Hilary Silberman, M.S., CCC-SLP, Clinical Supervisor
- Bruce Smith, Ph.D., Professor
- Julie Wambaugh, Ph.D. CCC-SLP, Professor

Professional Staff:
- Sharon Benavides, Administrative Officer
- Amy Collard, Academic Coordinator
- Brittany Tanzie, Medical Secretary
- Ellen Carter, Billing Supervisor
Research Labs

- Audiology Laboratory – Dr. Skyler Jennings
- Autism and ACC Laboratory – Dr. Stacy Manwaring
- Child Language Laboratory - Dr. Sean Redmond
- Motor Speech Laboratory (Salt Lake City VA Hospital) - Dr. Julie Wambaugh
- Phonology and Cleft Palate Laboratory - Dr. Kathy Chapman
- Speech Acoustics Laboratory - Dr. Bruce Smith
- Speech Fluency Laboratory - Dr. Michael Blomgren
- Speech Perception Laboratory – Dr. Sarah Ferguson
- Voice Production Laboratory - Dr. Nelson Roy
Strategic Plan
Department of Communication Sciences and Disorders
Approved by the Faculty September 7, 2012

1. Continue to expand faculty and student scholarly productivity.
   • Increase faculty and student presentations at regional, national and international levels by 20% from current levels over the next 5 years.
   • Increase MS thesis students by 25% over the next 5 years.
   • Increase faculty (and student) publications by 20% from current levels over the next 5 years.
   • Increase the number of externally funded research grants by 50% from current levels over the next 5 years.
   • Continue/expand funding sources for top students.
   • Increase the number of highly qualified potential scholars who apply to the PhD program so that we have a cohort of 5-8 doctoral students in training at any one time.
   • Have the combined MS/PhD SLP degree available by the 2013/14 academic year and the combined AuD/PhD degree available by the 2014/15 academic year.

2. Market the Department in order to (1) increase the numbers of highly qualified applicants and (2) improve regional, national, and international awareness of our program.
   • Determine the distinctive aspects of CSD to brand and market the department regionally, nationally, and internationally.
   • Create a uniform departmental look for posters, power-point presentations, etc.
   • Identify distinctive areas of content, clinical practice, and externship opportunities.
   • Develop high quality marketing materials (i.e., posters, flyers, etc) for national distribution.
   • Continue to improve the “look and feel” and usability of the department website.
   • Continue/expand our CEU course offerings to regional clinicians.

3. Enhance the undergraduate curriculum to better prepare students for graduate school and future careers as Audiologists and Speech-Language Pathologists.
   • Develop lab options across the curriculum to support understanding of critical concepts. These may take the form of “in-house” guided labs (by TAs) or remote access to “virtual labs.”
   • Ensure student understanding and use of current technology in both laboratory and clinical settings.
   • Expand writing intensive options in order to improve academic and clinical writing skills.
   • Increase online course offerings to improve course accessibility and thereby improving degree completion and timely graduate school prerequisite completion. Online courses should be offered that will increase undergraduate enrollment and diversity.
   • The CSD Curriculum Committee will meet on a regular basis (at least once per semester) to monitor the scope and sequence of the curriculum to insure continuous quality improvement.

4. Enhance the graduate curriculum and clinical education opportunities in order to maintain relevancy and to ensure adequate depth and breadth of the graduate education.
   • Ensure that graduate course offerings support the scope of practice of Audiologists and Speech-Language Pathologists.
   • Expand offerings related to multicultural issues in CSD, bilingual issues, counseling in CSD, telemedicine in CSD, literacy, and lab options (i.e., for one credit).
   • Expand the onsite preschool group program and expand specialty clinical offerings (i.e.,
those that provide early intervention services to individuals with language-learning disorders, AAC, autism-spectrum disorders, fluency disorders, and hearing disorders (including children with cochlear implants). Expand group programs for adults with communication disorders (i.e., TBI / brain injury / stroke groups).

- Provide family-focused intervention by expanding parent education and parental involvement in the treatment sessions. Expand collaboration with educators in the school settings.
- Explore the feasibility of telepractice service-delivery in order to assess, diagnose, and treat communication disorders to individuals in underserved areas, or place-bound settings.
- Provide multiple opportunities for students to adhere to evidence-based clinical practice.
- The CSD Curriculum Committee will meet on a regular basis (at least once per semester) to monitor the scope and sequence of the curriculum to insure continuous quality improvement

5. **Support students in their pursuit of high quality educational experiences.**
   - Provide advising at multiple times throughout the program to guide students in meeting departmental and ASHA requirements in a timely manner.
   - Provide student access to clear written guidelines regarding program requirements, policies, and procedures.
   - Increase student awareness of and access to multiple means of financial support.
   - Fully implement an electronic, student accessible, version of the *Knowledge and Skills Assessment* (KASA) tracking form.
   - Engage students, faculty, and staff in creating a positive learning environment.

6. **Enhance opportunities for students to increase their cultural competence and mutual respect of diverse societies.**
   - Continue to infuse diversity and inclusion information throughout the curriculum.
   - Provide opportunities for students to explore, discuss, and experience delivery of services to culturally and linguistically diverse populations.
   - Continue to recruit and support diverse faculty and students.
   - Encourage study abroad. Support students in seeking and participating in relevant study abroad experiences.
   - Increase international collaboration. Continue/expand faculty participation in international committee work and international research collaborations.
   - Admit more international students in our program.

7. **Hire and support faculty who are committed to excellence in innovative and clinically relevant teaching, high quality research, and service to the department, university, and community.**
   - Support faculty participation in opportunities that will enhance teaching and student learning.
   - Support faculty travel as it relates to developing innovative teaching, conducting research and presenting at regional, national, and international conferences.
   - Support faculty in seeking internal and external funding for innovative teaching and research.
   - Provide research and teaching spaces that support innovative teaching and high quality research.
   - Encourage service that both relates to faculty areas of expertise and fosters leadership skills within the department, university, profession, and community.
   - Securing funding for a new audiology faculty position.
   - Support and reward excellence.
8. **Hire and support clinical educators who are committed to excellence in teaching clinical skills and in understanding/demonstrating best practices and evidence-based treatments.**
   - Support and require participation in continuing education.
   - Provide opportunities for development of innovative clinical education strategies.
   - Support participation in the review, enhancement, and expansion of clinical programs.
   - Require student evaluations of all clinical educators, with evaluations being reviewed by the clinical educator, the clinic director(s), and the department chairperson.
   - Support and reward excellence.

9. **Practice effective use of resources including management of department finances, full utilization of clinical capability, environmental stewardship, and sustainable practices.**
   - Expand the clinic schedule to better serve the needs of our clients.
   - Seek public and private funding to supplement state provided resources that support the missions of the department.
   - Practice and model the careful treatment of clinic materials, equipment, and departmental furnishings and space.
   - Restrict printing and copy duplication to essential materials that would not be effectively stored and retrieved electronically.
   - Encourage electronic submission/feedback when reviewing student reports, projects, and papers.
   - Expand online tracking of students’ Knowledge and Skills Assessment (KASA) documentation.
   - Continue to encourage recycling by all students, staff, and faculty.

   **Mechanism for Regular Evaluation of the Strategic Plan**

   - Review the mission statement, department goals, and strategic plan every year and update as necessary. An annual progress report will be presented annually to the
faculty, students, and public. A comprehensive review of the strategic plan will occur every five years.

**Mechanism for Regular Evaluation of Progress Toward Meeting the Strategic Plan’s Objectives**

- Faculty/clinical educator feedback will be reviewed annually with the department chair, the assistant chair, or the clinic director(s).
- Full curriculum review will be conducted biannually.
- Progress across all objectives will be reviewed by all departmental members annually.
- Progress will be discussed and documented in the department chair’s annual meeting with the college dean.
- Progress will be summarized and reported in the annual report to the Council on Academic Accreditation in Audiology and Speech-Language Pathology.
- The plan and the results of the regular evaluation of the plan and its implementation will be available for all faculty, students, staff, alumni, and other interested parties.
ADMISSIONS OFFICE


After the Admissions Office evaluates transcripts, they will post accepted credit from other accredited institutions to an admitted student’s record.

REGISTRATION

- Students may attend class without registering on the first day of class.
- See the sequence of classes to sign up for the appropriate classes within the major.
- Do not worry about classes filling up in the graduate courses. We have a spot reserved for you.
- For undergraduate students, it is best to sign up as early as you can for a guaranteed spot in the class.

You may register online through the Campus Information System or CIS, using your student ID number and a password. The default password is usually set to your birthday (mmddyy).

Contact Amy Collard, the Academic Coordinator, by email for a permission code into courses, if needed. (amy.collard@hsc.utah.edu)

REGISTRAR’S OFFICE

http://registrar.utah.edu/  Phone: 801-581-8969.
For additional questions about registration, please call or visit the website.

STUDENT ID NUMBER OR U-NUMBER

Your user ID is “u” + the last seven digits of your student number (i.e. student number is 00123456, so your ID is u0123456.)

TUITION/INCOME ACCOUNTING OFFICE

This office is where students pay their tuition. Phone: 801-581-7344.
Tuition rates may be found on this website:  http://fbs.admin.utah.edu/income/ tuition/college-of-health/

ACADEMIC CALENDAR

http://registrar.utah.edu/academic-calendars/index.php  This contains important deadlines to follow with the general University schedule for each class taught at the University of Utah.
UMAIL

The official form of communication at the University of Utah. You must use this email to stay informed about important information from the Department and University.

uCARD/STUDENT ID

http://www.ucard.utah.edu/ Phone: 801-581-CARD. U-Card Office, room 225 of the Union Building. Bring photo ID and your student number.

FINANCIAL AID OFFICE

http://financialaid.utah.edu/ Phone: 801-581-6211
This office helps students with receiving financial aid and/or scholarships.

RESIDENCY OFFICE

http://admissions.utah.edu/residency/index.php
This office is also part of the Admissions Office. They declare a student’s residency for tuition purposes. (All students pay In-State Tuition costs during the summer.) For questions about Residency requirements, please consult their website.

DEPARTMENT OFFICE

Behavioral Science Building, 12th Floor, room 1201 Phone: 801-581-6725

COMPUTER LABS

13th floor has the student work room
Clinic Workroom with laser printer (fee)

TESTING CENTER

http://testingcenter.utah.edu/
(For the Praxis exam and the GRE) is located in the Student Services Building. Phone: 801-581-8733.

J WILLARD MARRIOTT LIBRARY

http://www.lib.utah.edu/
Interlibrary Loan: http://www.lib.utah.edu/ill/
CAMPUS BOOKSTORE

http://www.bookstore.utah.edu/utah/home.aspx
Address: 270 S. 1500 E. (next to Marriott Library) Phone: 801-581-6326
Rent, buy, and sell textbooks
United States Postal Service Office
Collegiate apparel

ASSOCIATED STUDENTS OF THE UNIVERSITY OF UTAH (ASUU)

http://www.asuu.utah.edu/
All the student organizations on campus
Info about daycare center for student parents. Info about Crimson Nights
National Student Speech Language Hearing Association chapter
Student Academy of Audiology chapter

ON CAMPUS HOUSING

http://www.housing.utah.edu/
Phone: 801-587-2002
Undergraduate, graduate living and learning communities

*Note: There is often a VERY long waiting list for graduate student housing. If you are interested in this option you will want to get on the waiting list immediately. However, you should have a back-up plan as graduate student housing is very limited.

There are student apartments that also provide living arrangements for married students and/or student families. Website: http://www.apartments.utah.edu/

CAMPUS SECURITY

Information can be found at this website: http://dps.utah.edu/

PARKING PERMIT

Go to Commuter Services (see map) to buy parking permits.
See map for where you can park with each permit.
Make sure you bring your license and registration when you go to get a permit. Go to http://www.parking.utah.edu/ for additional info.

CAMPUS SHUTTLE SYSTEM

http://www.parking.utah.edu/
You can use the Purple Shuttle to get back and forth from Behavioral Science Building to Clinic on Wakara Way. Go to website for times and schedules/map of shuttles.
PUBLIC TRANSIT/LIGHT RAIL

Your U-Card works as a UTA pass for transportation on UTA: Trax, Busses, and Frontrunner. This is free for registered, full time U of U students
Go to http://www.rideuta.com/ for additional information.

STUDENT CODE OF CONDUCT AND ACADEMIC INTEGRITY

The current policies governing academic integrity and the student code of conduct, as well as grievance procedures, is available at http://www.admin.utah.edu/ppmanual/8/8-10.html
Please take the time to visit this webpage and familiarize yourself with this important University policy.
Statement from the University of Utah Center for Disability Services

(http://www.sa.utah.edu/ds/)

The University of Utah is committed to providing reasonable accommodations to students whose disabilities may limit their ability to function in the academic setting. In order to meet the needs of students, and to make University activities, programs, and facilities accessible, the Center for Disability Services can provide the following services to students who provide documentation of a disability. Reasonable accommodation will be made to qualified individuals who disclose a disability, request accommodation, and provide appropriate documentation to the Center for Disability Services.

Students who are experiencing academic difficulties may want to investigate the possibility that these difficulties may be disability-based by speaking to a Disabilities Advisor.

DISABILITY SERVICES

http://disability.utah.edu/
Phone: 801-581-5020 (V/TDD)
162 Olpin Union Bldg
To make arrangements for accommodations. This information is available in alternative format with prior notification.
PROOF OF IMMUNITY REQUIREMENT (PIR)
STUDENT IMMUNIZATION OFFICE

Student Health Service
Madsen Health Center, Level 1
555 Foothill Blvd., Salt Lake City, UT 84112
Phone: 801-585-6009

“The University requires all new, transfer, and readmitted students to provide proof of immunity for measles, mumps, and rubella. As recommended by the American College Health Association, the Federal Centers for Disease Control and Prevention (CDC), and the Utah State Health Department, students fulfill the requirement by providing evidence of immunity or the dates of having been vaccinated against the diseases. Appropriate vaccinations include two MMR vaccinations or two doses measles, one dose mumps, and one dose rubella vaccine.

All new, transfers, and readmitted students born after December 31, 1956, are required to submit proof of immunity to the Student Health Service. Instructions and forms will be mailed to new, transfer, and readmitted students after admission to the University and must be returned to the Student Health Service by the second Friday of their first semester (Madsen Health Center, Level 1, 555 Foothill Blvd., Salt Lake City, UT 84112).

Questions regarding compliance requirements may be directed to the Student Immunization Office, 801-585-6009, between 7:30 a.m. – 5:00 p.m., Monday through Friday.”

- Graduate Catalog at the University of Utah. http://gradschool.utah.edu/graduate-catalog/
SPEECH-LANGUAGE-HEARING CLINIC INFORMATION

Address: 417 Wakara Way, Suite 1112

- Free parking in the lower lot, by building 421; then walk upstairs to get to 417.
- Student computer work room
- Student lockers
- Due to a large number of students, and limited number of computers, please give priority to students needing to prepare for clinic.
- Clinical Supervisor’s offices.
- Student Mail
- Red Onion Grill – close by clinic; great for lunch

Observation requirements

All students must complete a minimum of 25 hours of observation, prior to being scheduled with patients in the Speech, Language and Hearing Clinic as part of the graduate programs at the University of Utah.

Documentation of the observation hours must be submitted in writing with the supervising clinician’s ASHA certification number and original signature.
MEDIA SECURITY POLICY

All employees and students in the Department of Communication Sciences and Disorders are under mandatory compliance for encryption and/or security of mobile devices that are used for University purposes (business, therapy, education). 100% compliance is required by a Federal mandate. The potential ramifications of noncompliance are severe and could be debilitating.

This policy applies to:

• “Employees” includes tenure track and auxiliary (career-line) faculty, staff, contract instructors (even if only teaching one course), graduate teaching/research assistants, students and affiliates (including visiting professors or community members who serve on graduate committees). While not employees, this also includes students who are providing patient/client services as part of a class or assignment.

• “Mobile devices” includes laptop and notebook computers, tablets (iPads, Android, Kindle, etc.) USB drives, smart-phones (email and internet capable), and external hard drives that are University-owned or personally-owned (if used for University business, see below).

• Non-mobile devices include desktop computers and work-stations.

• “University business” includes e-mail, class presentations, PowerPoint presentations, all clinic documentation and communication, student coursework, patient billings, departmental office work including student and patient files, etc.

All employees and students in the Department of Communication Sciences are under mandatory compliance for password protection of non-mobile devices.

Each department employee and student will be issued an approved encrypted USB flash drive. The department has access to order, as needed, approved encrypted external hard-drives for faculty, clinic, and lab use. Only the approved portable storage devices will be allowed on the university owned equipment.

HIPAA regulations and penalties apply to security failures, which may include punishments up to and including termination of employment (or student status) and monetary fines as set by the U.S. Federal Government and the University of Utah.

Security Requirements

• University owned laptops – place a trouble ticket with ITS to encrypt.
• Personally owned laptops – Personal laptops (and notebooks) being used for University use will need to be encrypted with “Full Disk Encryption.” More information about full disk encryption can be found at https://en.wikipedia.org/wiki/Disk_encryption. Current acceptable full disk encryption options include:
  o File Vault 2 - http://support.apple.com/kb/ht4790 (Available for Mac OS X 10.7 and up – included in operating system if you have 10.7 and up).
  o Bit Locker - http://windows.microsoft.com/en-us/windows7/products/features/bitlocker (included in Windows 7 Ultimate or Enterprise editions or Windows 8 Pro or Enterprise editions only).
• Apple products whether personally owned or university owned (iPads, iPods, iPhones and other devices) must be password protected with at least 6 digits.
• All portable USB (flash, thumb or jump) drives must be full-disk encryption, and they must be purchased this way (cannot be reformatted). For the sake of simplicity the department will provide each employee and student with 1 approved drive.
• External hard-drives for research laboratories or faculty offices must be encrypted with hardware encryption not software encryption, university owned hard-drives must be purchased through ITS and/or Asset Management.
• Mobile devices that do not have encryption software available (i.e. some tablet computers and smart phones, Android, Kindle, etc.) must be password protected.
• Desktops and workstations (whether personal or university owned) must be password protected.

**Policy for use of DVDs containing PHI in the Speech-Language-Hearing Clinic**

The Speech-Language-Hearing Clinic (SLHC) uses DVDs to archive videos of selected treatment and assessment sessions. These DVDs are stored in a locked, password protected area in the clinic. Graduate students and Clinical Faculty check out DVDs to view patient sessions for treatment planning training purposes. Treatment planning purposes include reviewing videos to become familiar with the patient’s progress over the course of treatment in the clinic and/or to assist in treatment planning when patients are transferred to a new clinician from semester to semester. Training purposes include reviewing videos to conduct self-evaluations and reviewing videos with clinical faculty during supervision meetings. All patients (or their guardian) sign an authorization to video and audiotape treatment and diagnostic sessions to be used for treatment, training and instructional purposes. DVDs must not be taken out of the building.

All DVDs containing Protected Health Information (PHI) are stored in the locked, password protected area of the clinic along with the patient charts and are considered part of patients' medical record. All DVDs must be labeled with the chart number, patient initials and the date of the recorded session(s), a spreadsheet cataloging all DVDs is maintained as well as a check-out log that is reviewed daily to ensure all DVDs are returned prior to the end of the business day at 5:30 p.m.

• To check out a DVD, sign it out on the DVD Daily Checkout Log (example attached):
  o Name of person checking out DVD and university ID number
  o Date
  o Chart number
  o Patient initials
  o Date of session to review
• DVDs must not be removed from the clinic; they can be reviewed in the faculty offices, therapy rooms, student computing lab, classroom or conference room.
• All DVDs must be checked in by close of clinic day (5:30).
• The clinic front desk personnel will initial the checkout sheet to indicate when DVDs are returned.

The checkout sheet will be reviewed by the Clinic Director at the end of each day to assure that all DVDs have been returned to the secured records area.
UNDERGRADUATE STUDIES

Dr. Sean Redmond, Director of Undergraduate Studies
Julia Lidgard, Undergraduate Advisor

- Students are responsible for learning the University and Major requirements for graduation based upon current published information.
- Students must meet and follow all University Policies.

Declaring Speech and Hearing Sciences Major
All students who wish to declare Speech and Hearing Sciences as their major are required to understand the following statements and sign this form before being accepted into the program.

Academic Advising
The University College provides general academic advising for all entering students, such as freshmen or transfer students, who are undecided on a major and/or experiencing academic difficulties.

After a student has declared a major in Speech and Hearing Sciences, they will need to meet with the CSD undergraduate advisor to review the University graduation requirements (e.g. general education, bachelor degree, and major requirements). If they choose to not follow the plan that was developed by themselves and the advisor, it may result in delayed graduation because they did not take the proper classes at the proper times.

Observation Hours
Students must complete and turn in 25 observation hours with the clinician’s signature and ASHA certification number before being allowed to graduate.

Graduation Application for Undergraduate Degree
http://registrar.utah.edu/handbook/undergradgraduation.php

Even with the help of the undergraduate advisor, a student must understand that they are ultimately responsible for meeting the major and University degree requirements.

It is the student’s responsibility to know the general education requirements and complete them before graduation.

Be aware of the credit/no-credit option and that no more than 15 semester hours count toward the no-credit option (does not include CSD Major courses).

The CSD Major Program courses must be taken for credit and students must earn a C – or above in order to pass the class.

All courses in the CSD Major are not taught every semester, so it is important to plan ahead in order to complete the all required courses to graduate according to plan.

Students must complete every required course listed in the major track and that no classes will be waived.
Students must submit a formal petition in order to take a CSD course outside the department that would count towards a course within the major. A formal letter granting permission to take the course must be received before taking the course. Email exchanges will not be considered as a formal petition.

Students should apply for graduation two semesters before the expected graduation date and they are responsible to turn in a current DARS report with the graduation application. Failure to make an appointment prior to the application deadline may result in paying a late fee to the graduation office.

Be aware of the College of Health policy regarding participation in the graduation ceremonies. In order to be cleared for graduation, students must supply a final DARS report to the CSD Department with all final grades posted. The completed Major program will be approved or disapproved by the Department Chair.

**Undergraduate prerequisites for students with degrees outside Communication Sciences and Disorders.**

- 3 credits Statistics
- 3 credits Physical Sciences (physics, astronomy, geology, etc)
- 3 credits Biological Sciences (biology, physiology, etc.)
- 3 credits Social Sciences (psychology, sociology, etc.)
- CSD 3100 Phonetics
- CSD 3120 Anatomy and Physiology CSD
- CSD 4200 Hearing Science for Audiology Students
- CSD 4300 Speech Science for Speech Students
- CSD 4400 Language Science
- CSD 4500 Introduction to Audiology
- CSD 5380 Language Development
- CSD 5520 Aural Rehabilitation/Habilitation for Speech Students
DEPARTMENTAL GRADUATE POLICIES AND REGULATIONS

Admission Requirements

Competitively based on the pool of applicants for any given year.

Deadline for application: January 15th

The following materials are to be submitted for the application:
  • Statement of Purpose (1-2 pages)
  • Writing sample: (2-10 pages), Creative writing is discouraged.
  • GRE scores
  • 3 Letters of Recommendation (2 of them need to come from an academic background.)

If English is not the applicant’s native language, the Test of English as a Foreign Language (TOEFL) exam will be required.
The entire application is weighed to determine the ability of the student to complete the program successfully.

GRADUATE STUDENT ADVISEMENT

Each student will be assigned a supervisory committee chair and two additional committee members. The committee chair will meet with each student at least once a semester to review academic coursework, plan future courses, plan and review clinical experiences, decide upon the research project or comprehensive exams, and fill out necessary paperwork.

DIFFERENTIAL TUITIONS IN GRADUATE PROGRAMS

• A tuition surcharge is levied on students in the following graduate programs: clinical dietetic, communication sciences and disorders, medicine, occupational therapy, pharmacy, and physical therapy. A total of approximately 1000 students will pay the surcharge for clinical programs.

• The surcharge is administered on a flat-rate basis to resident and non-resident students alike.

• All of the programs that assess the additional tuition are high demand programs and are unique in the state.

• The additional tuition charge will qualify for Federal Student Loan programs. In addition, program directors have expressed an intention to use a portion of the revenue for financial aid. The University has adequate room within Title 53 provisions to make tuition waivers available.
STUDENT COMPLAINT PROCEDURE

Suggestions for addressing concerns regarding a course or clinical practicum “situation."

1. Talk with the course instructor or clinic supervisor. S/he needs to be aware of any concerns in order to attempt to address them.

2. If the instructor/supervisor is not responsive and there are continued concerns, speak with your advisor, the Director of Graduate Studies, the Clinic Director, and/or the Department Chair.

3. If there continues to be an issue needing attention, the Dean of the College of Health or the Dean of the Graduate School would be the next level of administration within the University.

4. Outside the University level (e.g., if there are concerns about policies or practices at the level of the Department), one can contact the Council on Academic Accreditation of the American Speech-Language-Hearing Association. Should the need arise, the contact information is:

   Council on Academic Accreditation
   ASHA National Office
   10801 Rockville Pike
   Rockville, MD  20852
   Phone: (301) 897-5700
CSD GRADE POLICY FOR SLP AND AU.D. GRADUATE STUDENTS

Academic Probation

If a student receives a grade of C+ or lower in more than one academic course, s/he is put on “academic probation” by the Department. The graduate program probation and dismissal policy also applies to any required undergraduate courses taken by graduate students.

Following a grade of C+ or lower, the instructor will contact the student’s Committee and/or the Clinic Director to determine an appropriate plan for remediation, if necessary.

For example, the Committee and/or the Clinic Director may require the student to repeat any or all of the problem courses (and obtain a grade of B or higher) prior to the student beginning his/her externships.

Remediation of the courses must be completed within a timeline designed by the instructor(s). The student is given one opportunity to remediate the course. For the clinically related courses, remediation must occur prior to the student working clinically in that area.

Clinic Probation

If a student receives a grade of C+ or lower as an overall grade for a clinic course, s/he is put on “clinic probation” by the Department. The Clinic Director and Clinic Instructors will determine an appropriate plan of action to remediate the relevant deficiencies. The remediation plan will be developed and carried out in the semester immediately following the semester the student was placed on probation.

The student must obtain a grade of B or higher in the subsequent clinic practicum and meet all requirements of the remediation contract/plan that were established.

Both of these requirements must be met in the semester immediately following the semester that resulted in the student being placed on probation.

A student will not be able to begin his/her externships until the remediation plan has been satisfactorily completed.

Dismissal from the Program

Dismissal from the clinical graduate programs in CSD will be effective beginning the semester immediately following the occurrence of any one of the following:

1. An overall GPA of less than 3.0 for two consecutive semesters.
2. Three grades of C+ or lower in any academic or clinic courses.
3. An overall grade of D or F in any academic or clinical course and either:
   a) A grade of C+ or lower earned in any other class, or
b) An overall GPA or less than 3.0.
4. A clinical practicum (e.g., CSD 6710, 6820, 7700) grade of C+ or lower for two semesters
5. Failure to complete any applicable remediation plans.

Notes:
1. Retaking a course to improve the grade will not change the Dismissal Policy.
2. The Graduate School requires that students maintain an overall GPA of 3.0 in order to graduate. A cumulative GPA below 3.0 will place a student on probation with the Graduate School.
3. A grade below C- is not accepted for credit toward a graduate degree.
Praxis Exam Guidelines

Background: The Praxis Exam (formerly the National Examination in Speech Pathology and Audiology, or the ASHA exam is currently the comprehensive examination for students wishing to be awarded the master’s degree in Speech-Language Pathology or the doctoral degree in Audiology. It is also the culminating examination that must be passed as part of the process of receiving the Certificate of Clinical Competence (CCC) from ASHA. Au.D. students normally take the Praxis exam in Spring of their 3rd year, prior to commencing the 4th year externship.

Guidelines for Taking the Praxis Examination:

A) The exam should be taken prior to beginning the 4th year externship (generally Spring Semester of the 3rd year of full-time study).

B) A Notice of Intent to take the Praxis Exam must be filled out by each student and signed by his/her advisor and Department Chair by the end of the semester preceding that in which the student intends to take the examination (i.e. Fall of the 3rd year).

C) If for any reason the student needs to postpone taking the exam, s/he must notify the Academic Coordinator within 48 hours of not taking a previously scheduled exam. (The student will also need to reschedule the exam with the Praxis Center within 2 weeks, or s/he will lose any fees already paid.)

The student is required to list the University of Utah Department of Communication Sciences and Disorders as a facility to receive a report of your score. This request must be made at the time of initial registration for the exam. If this guideline is not followed, the student’s graduation may be delayed and additional expenses will be incurred for having Praxis scores sent again.

If a Student Passes the Praxis Exam:
Congratulations! You have passed your departmental comprehensive examination.

If a Student Fails the Praxis Exam:
Students who fail the exam on their first attempt will have one opportunity to retake the exam following the above guidelines. Students who fail the exam twice must petition the Department faculty with a proposed plan for taking some form of a comprehensive exam in order to comply with Graduate School policies of graduation. This might include options such as re-taking the Praxis exam again, or some other written or oral exam. All such circumstances will be handled on a case-by-case basis to determine an appropriate course of action. In order to become ASHA-certified, it is ultimately necessary to pass the Praxis exam at some point.
APPLICATION FOR GRADUATE DEGREE

http://registrar.utah.edu/_pdf/Graduate%20Student%20Graduation%20Application.pdf

You have graduated – now what?

1. Apply for ASHA Certification in Speech-Language Pathology
   a. Go to the ASHA web page: www.asha.org/certification/SLPcertification
   b. Once you have officially graduated, fill out the “Application for Speech-Language Pathology Certification.” The student fills out pages 1-3. Page 4 is completed by the department chair.
   c. The Speech-Language Pathology Clinical Fellowship (SLPCF) Report and Rating Form is completed after you complete your CFY.

2. Apply for Utah Department of Education School License
   a. You can apply for school licensure if you have completed a school externship and after the Clinic Director has met with you to enter your externship hours and cleared you for graduation.
   b. Amy Collard will assist you in the recommendation process if you have completed a school externship.
   c. Go to web site: www.utah.gov/teachers
   d. Select “University Recommendations.”
   e. Enter credit card information.
   f. Go back to the site once you have been recommended and you will be able to download your certification.
   g. Scan a copy of the certification and send it to amy.collard@hsc.utah.edu. This copy is for your academic file.

3. Apply for your Utah State Professional License (temporary and permanent)
   b. Choose Application- SLP, Choose Temporary SLP (p7 of form)
   c. You can apply for your permanent license after you complete your CFY and have your ASHA CCs.
GRADUATE ADMISSIONS

Prospective graduate students, including University of Utah seniors, apply for admission through The University of Utah Apply Yourself online application system. Each department or program determines its own application process. Visit the department’s website for a link to the Graduate Admissions application, along with instructions and requirements.

Admissions Office

250 Student Services Building
Mailing address:
University of Utah
Admissions Office
201 S. 1460 E. Room 250S
Salt Lake City, UT 84112-9057
Phone: 801.581.7283
Fax: 801.585.7864
URL: http://admissions.utah.edu/
Email: graduate@sa.utah.edu

Admission Requirements

An applicant for admission to The Graduate School must meet the following minimum requirements:

1. An undergraduate GPA of at least 3.0, based on all undergraduate work. If the undergraduate GPA is below 3.0, a GPA will be calculated on the last 60 semester hours (90 quarter hours) of the undergraduate work for admission consideration;
2. A bachelor’s degree from a regionally accredited college or university;
3. Meeting the academic department’s admission standards, and receiving a recommendation for admission to their graduate program.

Departments and colleges may establish additional criteria for admission in accordance with the general guidelines established by The Graduate School. Please see Departmental graduate policies and regulations at the beginning of the Graduate section of this handbook. More information, including deadlines, the steps to begin an application, and international requirements, is available at the University’s Office of Admissions website: http://admissions.utah.edu/apply/graduate

The University of Utah is committed to a policy of nondiscrimination and equal opportunity in
all programs, activities, and employment. Moreover, students may not be denied admission to
graduate work solely because they obtained a prior degree at the University of Utah.

REGISTRATION

Thesis candidates must register for a minimum of six credit hours of Thesis Research (course
number 6970) and at least one course per semester from the time of formal admission to a
graduate program until all requirements for the degree, including the final oral examination
(thesis defense), are completed.

Non-thesis candidates must be registered for at least one course per semester from the time
of formal admission to a graduate degree program until all requirements for the degree,
including the defense of the final project, paper, or final examination, are completed. Thesis
and non-thesis candidates must meet this registration requirement unless they have an official
leave of absence.

Continuous Registration

A student must maintain continuous registration throughout the graduate programs until all
clinical/course work requirements have been completed. Application for re-admission to the
program will be required if a student is unable to meet this requirement.

ATTENDANCE

The University expects regular attendance at all class meetings. Students are responsible for
satisfying the entire range of academic objectives and requirements as defined by the
instructor. Students absent from class to participate in officially sanctioned University
activities (e.g., band, debate, student government, intercollegiate athletics) or religious
obligations, or with instructor’s approval, shall be permitted to make up both assignments and
examinations.

LEAVES OF ABSENCE

Students who wish to discontinue their studies for one or more semesters (other than summer
term) must complete a Request for Leave of Absence Form. The form must be approved and
signed by the supervisory committee chair and department chair and then forwarded to the
dean of The Graduate School for approval.

Requests for leaves of absence may be granted for up to one year for circumstances related to:

- A serious health condition of the student or family member,
- Parental leave to care for a newborn or newly adopted child,
- A call to serve in military service, or
• Other compelling reasons that the student’s department believes is in the best interests of both the student and the University.

The form requesting a leave of absence for a current semester must be completed and received in The Office of the Registrar by the last day of classes of that semester. Leaves of absence are not granted retroactively. Students must officially withdraw from classes in any semester for which a leave is granted; failure to formally withdraw results in the reporting of E or EU grades for all classes.

The period during which a leave of absence is granted does not count toward the period allowed to complete the degree. Leaves are granted for a maximum of one year at a time, and may be renewed by submitting a new form to The Office of the Registrar. The leave of absence is void if a student registers for classes in a semester for which a leave was granted.

SUPERVISORY COMMITTEE

The department chair or director of graduate studies, depending on departmental policy, appoints the chair and committee members. The supervisory committee is usually formed in the first year of graduate work.

Master’s supervisory committees consist of three faculty members, the majority of whom must be regular (tenured or tenure track) faculty in the student’s major department.

The supervisory committee is responsible for approving the student’s academic program, preparing and judging the qualifying examinations subject to departmental policy, approving the thesis or dissertation subject, reading and approving the thesis or dissertation, and administering and judging the final oral examination (thesis or dissertation defense). The chair of the supervisory committee directs the student’s research and writing of the thesis or dissertation. The final oral examination may be chaired by any member of the supervisory committee consistent with departmental policy. If a graduate student’s preliminary work is deficient, the supervisory committee may require supplementary undergraduate courses for which no graduate credit is granted. Decisions concerning program requirements, examinations, and the thesis or dissertation are made by majority vote of the supervisory committee.

All University of Utah faculty members including regular (tenured or tenure track) research, clinical, emeritus, visiting, auxiliary, and adjunct are eligible to serve as supervisory committee members. The faculty member must hold an academic or professional doctorate, the terminal degree in the relevant field, and/or must have demonstrated competence to do research and scholarly or artistic work in the members upon approval of the dean of The Graduate School (a vita for the proposed committee members should accompany the request). Committee chairs must be selected from regular faculty (tenured or tenure track). Immediate family members are not eligible to serve on a student’s supervisory committee.
APPROVAL OF PROGRAM OF STUDY

One semester prior to graduation, a complete program of study should be entered into the Graduate Records Tracking System by the department graduate coordinator and then approved by the student’s supervisory committee and the director of graduate studies. Once the student is admitted to candidacy for the master’s degree, this program of study is reviewed by The Graduate School.

LANGUAGE REQUIREMENTS

Candidates for the MA degree must be certified by the Department of Languages and Literature as having demonstrated “standard proficiency” in at least one foreign language. However, departments may establish additional language requirements for the MA degree.

There is no University-wide-foreign-language requirement for the MS degree, but departments may establish their own language requirement. The major department determines the foreign language in which each candidate is required to demonstrate competence. The Language Verification form for certification is available in the Department of Languages and Literature.

Departments may require “standard proficiency” or “advanced proficiency” in language competence in one or more foreign languages for graduate degrees.

The Department of Communication Sciences and Disorders requires a “standard proficiency” of a language to fulfill the requirements for the MA degree.

Standard proficiency assumes a reading-comprehension level expected of a student who has completed one year of college foreign-language instruction or the equivalent.

Students may verify standard proficiency in one of the following ways:

1. Complete a second-semester language course (1020), or the equivalent at another institution, with at least a B grade (3.0). Submit a grade report or transcript to the Department of Languages and Literature, 1400 Language and Communication Building, for verification. Courses must have been taken not more than six years prior to the date of application for language verification.

2. Pass the MLA (Modern Language Assessment) for French, German, Italian, Russian, or Spanish in the Testing Center with a score indicating standard proficiency. Testing for most other common languages is available through Brigham Young University. Students interested in taking the MLA should first contact the Department of Languages and Literature for instructions and authorization.

3. Pass a foreign language examination designed by the major department in consultation with the Department of Languages and Literature.
MINIMUM ACCEPTABLE GRADES

Candidates for graduate degrees are required to maintain a 3.0 or higher GPA in course work counted toward the degree. A grade below C- is not accepted for credit toward a graduate degree. Some departments further restrict C grades.

EXAMINATIONS: NON-THESIS OPTION

Alternatives to the thesis are permitted by some departments. These alternatives may consist of course work only or involve an independent project. In either case, a final exam that covers breadth and integration of material in the field is required. The examination may be written, oral, or both, and is conducted by the supervisory committee or the department.

For project-oriented master’s degrees, a public oral defense of the project may serve as the final examination. At its discretion, the supervisory committee may elect to excuse the public from the defense in order to pursue additional questions related to the student’s project and field of study. The supervisory committee of the student completing a non-thesis master’s degree must sign and submit the Report of the Final Project for the Master’s Degree or the Report of the Final Examination or Certification of Completion for the non-thesis Master’s Degree form to their department, to be entered into the student’s online file.

THESIS REGULATIONS

The thesis must represent from 6 to 10 credit hours of the work completed for the degree. The master’s thesis is expected to be available to other scholars and to the general public. It is the responsibility of all master’s candidates to arrange for the publication of their theses.

The University accepts two alternatives for complying with the publication requirements:

2. The abstract only is published if the entire thesis has been previously published and distributed, exclusive of vanity publishing. The thesis candidate may elect to submit the entire previously published work for publication with UMI Dissertation Publishing, ProQuest Information and Learning.

Thesis and Dissertation Editor

Mailing Address:
201 S. President’s Circle, Room 302
Salt Lake City, UT  84112
Phone: 801.581.8893 or 801.581.5076
URL: http://www.gradschool.utah.edu/thesis/
Handbook

A Handbook for Theses and Dissertations contains information on The Graduate School's policies and procedures for preparing a thesis or dissertation, having it edited by the Thesis Editor, and filling it as the final step in graduation. The Handbook includes an explanation of the University of Utah format, examples of forms and essential pages for the thesis, a list of departmentally-approved style guides, and a discussion of copyright issues. A copy of the Handbook is available on The Graduate School website at: http://gradschool.utah.edu/thesis/handbook/

Contract Research

According to the standard research agreement for sponsored, contract work, the University of Utah, as a state institution of higher education, engages only in research that is compatible, consistent, and beneficial to its academic role and mission, and therefore significant results of research activities must be reasonably available for publication. The University agrees, however, for a period not to exceed six months following completion of the project, which it will obtain sponsor approval prior to publication, which approval will not be unreasonably withheld by sponsor. The University agrees to keep confidential any sponsor proprietary information supplied to it by sponsor during the course of research performed by the University, and such information will not be included in any published material without prior approval by the sponsor (Office of the University of Utah Vice President for Research).

Inventions and Patents

The University of Utah has a proactive approach to licensing University research to industry that has led to the commercialization of devices, drugs, and drug delivery systems and many other parallel technologies. The first step in this process is the disclosure to the Technology Transfer Office (TTO) of the invention and the subsequent evaluation of the invention for patent protection and commercial appeal. All University faculty, staff, and students participating in research have an obligation to disclose to the TTO any potential inventions. Details of the University’s patent policy can be obtained from Section 6-4 of the University’s Regulations Library. Any questions should be addressed to the TTO.

THESIS ALTERNATIVES

Alternatives to the thesis are permitted in some departments. The supervisory committee of the student completing a non-thesis master’s degree must sign and submit the Report of the Final Project for the Master’s Degree or the Report of the Final Examination or Certification of Completion for the non-thesis Master’s Degree form to the Graduate Records Office. This form is due by the last day of the semester in which the student expects to graduate.

TIME LIMIT

All work for the master’s degree must be completed within four consecutive calendar years. On recommendation of the student's supervisory committee, the dean of The Graduate School can modify or waive this requirement. If the student exceeds the time limit and is not
granted a modification or waiver, the department has the option to discontinue the student.

EXCEPTIONS

Individual student exceptions to the general requirements for the master’s degree stated above must be approved by the dean of The Graduate School upon recommendation of the student’s supervisory committee and the director of graduate studies or department chair.

EXAMINATIONS: THESIS OPTION

Final Thesis Defense: The required final examination for the MS or MA thesis option is an oral defense of the thesis. The defense date is set by the supervisory committee and is open to the public. At least three weeks before this final oral examination, the student should submit an acceptable thesis draft to the committee chair; committee members should receive copies at least two weeks before the examination date. After the oral presentation, a question and answer period must be allowed. At the conclusion of the public participation, the committee may excuse the public and conduct further questioning on the thesis and related topics. The outcome of the thesis defense is reported on the Report of the Final Oral Exam and Thesis for the Master’s Degree form.

Comprehensive Examination: In addition to the required thesis defense, departments may or may not require a comprehensive examination of MS and MA candidates in the thesis option. Each department establishes its own policy on the structure of the examination (i.e., written, oral, or both; conducted by supervisory committee or uniform departmental exam). The exam may be taken early in the program as a comprehensive qualifying exam, or late in the program as a final comprehensive exam separate from the thesis defense.

GRADUATE RECORDS OFFICE

The Graduate School

Mailing address:
Graduate Records Office
201 S. Presidents Circle, Room 302
Salt Lake City, UT 84112-9016
Phone: 801.581.7642
Fax: 801.585.6749
URL: http://www.gradschool.utah.edu

The Graduate Records Office maintains a permanent record of all activities relating to progress toward a graduate degree for each student who has an approved supervisory committee. Records are kept in accordance with policies and regulations established by the Graduate Council and the dean of The Graduate School.

The office does not keep records of students who register for graduate courses but are not formally admitted to a graduate program. For the following professional degree programs, student records are retained in their respective college: M.Arch., MBA, ME, MEA, MFA (except MFA in creative writing, M.Mus., M.Acc., MSW, Pharm.D., JD, LLM, and MD.
The Graduate Records Office verifies that students have completed all academic requirements for their degrees. In matters pertaining to the satisfaction of degree requirements, students and faculty deal directly with the Graduate Records Office, which maintains a close liaison with the dean of The Graduate School, the Admissions Office, the Registrar’s Office and the departmental graduate student secretaries.

Student records held in the Graduate Records Office include required forms and information signed by department chairs, graduate directors, and members of supervisory committees. The file includes the required forms as well as records of changes made in a supervisory committee or program of study and miscellaneous data, reports, and memoranda relating to a student’s degree or program.

It is students’ responsibility to verify with their departments that all forms and information are filed in the Graduate Records Office in a timely manner.
LOANS AND FEDERAL WORK-STUDY

Financial Aid and Scholarships Office
105 Student Services Building
Mailing Address:
201 S. 1460 E., Room 105
Salt Lake City, UT 84112-9055
Phone: 801.581.6211
URL: http://www.sa.utah.edu/finance

Graduate Assistantships, Fellowships, and Awards
Graduate Fellowships and Benefits Office
The Graduate School
201 S. Presidents Circle, Room 302
Salt Lake City, UT 84112-9016
Phone: 801.581.6020
Fax: 801.585-6749
URL: http://www.gradschool.utah.edu/tbp
Department of Communication Sciences and Disorders

THE UNIVERSITY OF UTAH
Ph.D. in Speech-Language Pathology or Audiology

Introduction

The Doctor of Philosophy (Ph.D.) degree in Speech-Language Pathology or Audiology requires several years of coursework and independent research and an *in depth* understanding of topics in one’s area of specialization. The degree is not awarded simply for the fulfillment of residency requirements and/or the accumulation of credits from coursework.

Admission and General Requirements

1. To be considered for admission to the doctoral program in the Department of Communication Disorders (CMDIS), an applicant should submit a letter of intent to the departmental Graduate Admissions Committee that indicates his/her general area of research interest (e.g., child language disorders, aphasia, voice, phonology, motor speech disorders, fluency, hearing science, amplification, etc.).

2. A minimum of three letters of recommendation should accompany the letter of intent. In addition to evaluating the applicant’s potential to complete the program of study, these letters should attest to the academic and research capabilities of the applicant.

3. Requirements for entrance to the doctoral program are in accordance with those established by the Graduate School. In addition, the Graduate Admission Committee of the Department of Communication Disorders requires a Graduate Record Examination (GRE) score of at least 1000 on two sub-tests, one of which must be the Verbal sub-test (i.e., Verbal score plus 2nd highest score must total at least 1000) and an overall GPA of 3.0 or above. (These are the minimum requirements and do not guarantee admission.)

Note: An “Application for Admission to Graduate School” must be submitted to the University of Utah Admissions Office prior to being considered for admission into the CMDIS program.
Additional Requirements for Students without Speech and Hearing Backgrounds

1. Students who have not completed a Master’s thesis in communication disorders are required to conduct a research project (in lieu of the thesis) within their first year of doctoral studies. This project should culminate in a paper that is submitted for presentation or publication at a national level. This requirement must be satisfied before the student is permitted to enter the second year of study. The first year project can be included as part of a regular class/seminar or an independent study. This project cannot be used to fulfill the pre-candidacy project requirement (described later). However, this project may be related to and serve as a foundation for the pre-candidacy project.

2. A student with a master’s degree in a different field who desires clinical certification in speech-language pathology or audiology will initially follow a program leading to clinical certification. For details of the academic and practicum requirements needed for clinical certification, the guidelines of the American Speech-Language Hearing Association should be consulted. Students should expect to devote at least two years to complete the master’s degree or its equivalent. These hours are considered a prerequisite to the Ph.D. and are not accepted as part of the Ph.D. program.

3. Students with a degree in a different field who do not seek clinical certification will be expected to take course work in aspects of speech-language pathology and audiology that were not a part of their previous studies. Guidelines for background courses to be taken are as follows:

   a. A minimum of 30 credits dealing with normal aspects of human communication and its disorders are required. A substantial portion of these credits must be in courses acceptable toward a graduate degree. Some of these credits may be from the student’s previous course work.

   b. Of these 30 credits, at least 12 must cover normal aspects of speech, language, and hearing and their development, with at least three credits in each of the following areas: the anatomical and physiological bases of
communication; linguistic and psycholinguistic variables affecting communication.

c. Of these 30 credits, at least 18 must cover disorders of speech, language, and hearing, with at least three credits in each of the following: speech disorders, language disorders, hearing disorders.

These hours are considered a prerequisite to Ph.D. coursework, not part of the Ph.D. program.
Requirements for Ph.D. Program

Program of Study

The graduate school requires that all Ph.D. students complete no fewer than three full years (i.e., 6 semesters) of approved graduate study. This should be considered the minimum requirement; more time is often required. The student and his/her committee, on an individual basis, will develop a program of study. However, the following guidelines/requirements must be followed in the development of the program of study:

1. Major Content Area (within department): 18 hours

2. Related Area: 9 – 15 hours
   The related area of study may include course work in another area (e.g., developmental psychology, linguistics, computer science, statistics) or within the Department of Communication Disorders with a concentration in one of the areas of Audiology, Hearing Science, Speech Pathology/Science, or Language Pathology/Science that does not overlap the major area of study.

3. Statistics: Three courses for a minimum of 9 hours
   a. Two course sequence in an advanced inferential statistics series, to be selected from the following options:

   EDPS 7010 Quantitative Methods I: Foundations of Inferential Statistics
   EDPS 7020 Quantitative Methods II: ANOVA and Multiple Regression
   NURS 7201 Statistics I
   NURS 7202 Statistics II
   PSYCH 6500 Quantitative Methods I
   PSYCH 6510 Quantitative Methods II
   SO WK7201 Statistics I
   SO WK7202 Statistics II

   b. Additional 2-3 credit hours (one course) in advanced statistics. Students must take an additional course regardless of the number of credits earned in the two course sequence, to be selected from the following options:

   EDPS 7300 Psychometric Theory
   NURS 7880 Nonparametric Statistics (only 2 credits)
   EDPSY 7400 Advanced research design
   PSCH 6556 Analysis of Temporal data (1-2 credits)
   EDPS 7570 Multivariate Statistics
   PSYCH 6540 Multivariate Statistics
   NURS 7070 Multivariate Statistics (2 credits)

4. Doctoral Instructional Methods (CMDIS 7935): 3 hours

   Students must complete one, 3 credit hour course in Instructional Methods. As part of this course, they will be required to teach a class under the supervision of a full-time faculty member.
5. Research Methods: 6 hours
   
a. 3-credit course in Research Design - CMDIS 7930. If this course was taken at the master’s level, it need not be repeated. Master’s level research courses from other universities may be utilized to fulfill this requirement if approved by the faculty.

   b. Single-subject research design – CMDIS 7825. If unavailable through the CMDIS department, EDPSY 7410 may fulfill this requirement if approved by the faculty.

6. Pre-Dissertation Research Practicum (CMDIS 7940): 12 hours

   Each student is expected to enroll (for variable credit) in the research practicum each semester of the doctoral program until he/she begins a thesis. By the end of the program, each student should have a minimum of 12 hours of research credit.

   This practicum will culminate in a pre-candidacy research project, supervised by a faculty member in the Department, which the student will present and defend to the faculty.

7. Dissertation Research (CMDIS 7970): 14 hours

   Each student must complete a minimum of 14 hours of dissertation research, which typically requires a minimum of 2 semesters (see below).

**Qualifying Examination**

Because the Ph.D. degree is defined in terms of competency in areas of emphasis rather than completion of a specified number of courses, the supervisory committee examines each student on the basis of those competencies and not specifically on the Program of Study. The Program of Study is a plan of action for preparing the student to acquire a thorough knowledge in his/her field of study. The scope of the examination by the supervisory committee is, therefore, in no way restricted to only those courses listed in the Program of Study. The Ph.D. student preparing for the qualifying examination typically reads widely beyond regular course work. Although each member of the supervisory committee is usually charged with the task of examining the student in a specific area of emphasis, s/he is not restricted to that specific area in the examination, which may range over any and all areas in the student’s field(s) of interest.

Permission to take the qualifying examination should be approved by the chair of the supervisory committee and a call for questions should be sent to each committee member at least 30 days prior to the date of the examination (to be coordinated by committee chair). Students may contact members of the supervisory committee to request direction in preparing for the examination. However, supervisory committee members may or may not choose to provide such direction.

The qualifying examination consists of 15 clock hours of written examinations and a 2 hour oral examination, for a total of 17 hours. Both the written and oral portions of the
examination must involve the entire supervisory committee. The supervisory committee
determines the number of hours to be spent in the written examination on specific
questions prepared by the committee members. The written examination is scheduled
by the supervisory committee and normally takes place over a period of 3 consecutive
days. The oral examination may be scheduled at a time after all of the written
examinations are graded (written examinations should be graded within two weeks of
completion) and cannot be scheduled unless all members can be present for the full
examination period. The student must successfully complete the written examination
before being given permission to schedule and take the oral examination.

The written examination is conducted on campus, at a specified location within the
CMDIS department. Normally, the committee chair is responsible for administering the
written examination, unless other arrangements are made. The supervisory committee
and student will agree upon the method by which the student will respond to questions
(e.g., hand written answers, written answers prepared on a computer supplied by
department, etc.).

Written Examination Grading: Each committee member grades the written answer(s) to
his/her specific question(s) and assigns one of the following grades: high pass, pass,
low pass, fail. In order for the written examination to be successfully completed, all
questions must receive a passing grade and no more than 2 questions may receive a
“low pass” grade.

Oral Examination Grading: Each committee member carries one pass/fail vote for
performance on the oral examination. Grades will be assigned as described above. In
order for the oral examination to be successfully completed, all committee members
must assign a passing grade, and there may be no more than two “low pass” grades.

In keeping with University policy, “an examination or parts of an examination may be
repeated only once and only at the discretion of the student’s supervisory committee”
(p. 39, University of Utah Bulletin, 99/00). A committee member may require a student
to be re-tested on a specific written or oral portion of the examination or to complete
additional work in a specific area.

A student who successfully completes the qualifying examination will be advanced to
the status of “Ph.D. Candidate.” A candidate will no longer be required to pay
differential tuition beginning the semester following successful completion of the
Qualifying Examination (see “Differential Tuition” below).

Dissertation

The Prospectus: Upon successful completion of the qualifying examination, the
candidate may begin formal preparation of the Doctoral Dissertation Prospectus.
Following approval from his/her committee chair, the candidate requests a meeting of
the entire supervisory committee for approval of the prospectus. The prospectus must
be submitted to each committee member at least 14 days prior to the meeting. All
committee members must vote to approve the prospectus and a copy of the signed approval will be placed in the student’s file.

At the discretion of the committee chair and the candidate, the prospectus meeting may be opened to all faculty and graduate students. In this case, the candidate is responsible for posting notice of the meeting at least 1 week prior to the meeting.

Institutional Review Board (IRB) Approval: All research projects involving human subjects must be approved by the University’s IRB prior to beginning data collection. The student should consult with his/her dissertation advisor when preparing the IRB proposal. IRB approval must be secured before the supervisory committee can approve the prospectus. However, a prospectus meeting can be scheduled pending IRB approval. The original signed IRB approval must be on file in the CMDIS office (in the candidate’s file) prior to the start of any data collection.

Guidelines for preparing the IRB proposal can be found on the University webpage. The IRB Office is located in Room 101 of the Medical Research and Education Building (581-3655).

Composition of Doctoral Committees
Doctoral committees will be constituted according to the general University of Utah catalogue that states that:
"Doctoral supervisory committees consist of five faculty members, the majority of whom must be regular faculty in the student's major department. One or more members of the supervisory committee must be from another department" (p. 39, 1999 General Catalogue). In addition, departmental rules state that all 5 members must have a doctoral degree and the Chair must be a member of the Department of Communication Disorders.

Faculty Availability
Students should be aware of the fact that faculty have nine-month contracts and are not normally employed by the University during the Summer Semester. Therefore, they are not obligated to be available to students during the summer.

Dissertation Registration: The candidate must complete at least 14 hours of thesis research (CMDIS 7970). However, s/he may not enroll for more than 3 credits of CMDIS 7970 until the supervisory committee has formally approved the prospectus.

Manuscript Preparation/Publication Requirements: Candidates should follow the guidelines for preparation of dissertations provided in A Handbook for Theses and Dissertations. This handbook is published by The Graduate School and may be purchased in the Thesis Office, Room 208 Building 44. The candidate should also note the Thesis Office deadlines for each semester (included in the handbook).
After successful defense of the dissertation (see “Final Examination,” below), the student should schedule an appointment with the Thesis Editor to review the procedures for preparing a completed manuscript and complying with University publication requirements (581-8893).

**Final Examination**

The candidate must pass a final oral examination, i.e., a defense of the dissertation. The candidate should submit a complete draft of the dissertation to the chair of the committee at least 4 weeks prior to the scheduled final examination. The committee members should receive copies of the dissertation at least 2 weeks prior to the examination.

The final oral defense is scheduled by the supervisory committee and is a public examination. All committee members have one pass/fail vote, and a successful defense is determined in the same manner as the written and oral qualifying examinations.

The dissertation defense should demonstrate to the supervisory committee the candidate’s understanding of the research project, the concepts related to the project, the contribution the project makes to the field of knowledge, and the adequacy of executing the project. Candidates must be ready to accept revision suggestions during the oral examination. If revision suggestions are stipulated as conditions to accept, the chair of the supervisory committee is responsible for overseeing the revisions.

The candidate must be registered for at least 3 credits during the semester in which the final examination is passed. The candidate should be aware that the Graduate Records Office must receive the *Report of the Final Examination* by the last day of the semester in which the student intends to graduate.

**Residency, Continuous Registration, and Differential Tuition**

See the University of Utah General Catalog for complete information on these topics.

*Residency*: All doctoral students must spend at least one year (i.e., 2 consecutive semesters) of their program in full-time academic work at the University. Full-time work is considered to be 9 credit hours.

*Continuous Registration*: All doctoral students must be continuously registered from the time of admission through the completion of all requirements. Continuous registration requires that the student register and pay applicable tuition for at least 3 credit hours. Registration for summer semester is not required to maintain continuous registration. Continuous registration is not required after the candidate has successfully defended his/her dissertation.
Differential Tuition: All doctoral candidates must pay differential tuition (required by the University) through the semester in which they pass their qualifying examination. Beginning the semester following successful completion of the qualifying examination, students are no longer required to pay differential tuition.
DOCTORAL DEGREES

Ph.D. Degree

The Doctor of Philosophy degree is awarded for high achievement in an advanced specialized field of study. It requires competence in independent research and an understanding of related subjects. The degree is not awarded simply for the fulfillment of residence requirements and the accumulation of credits.

Students wishing to pursue more than one graduate degree, (i.e. a Ph.D. degree plus an Au.D. degree) must have a separate program of study for each. Courses may not be counted for credit for more than one degree.

Ph.D. Supervisory Committee

Each supervisory committee consists of five faculty members. The committee chair and the majority of the committee must be regular (tenured or tenure track) faculty in the student’s department. One member of the committee must be appointed from outside the student’s major department. The outside member is normally from another University of Utah department. However, the dean of The Graduate School may approve requests to appoint a committee member from another university where appropriate justification and supporting documentation is provided. The supervisory committee is responsible for approving the student’s academic program, preparing and judging the qualifying examinations, approving the dissertation subject and final dissertation, and administering and judging the final oral examination (dissertation defense).

PROGRAM OF STUDY

Candidates for the Ph.D. degree ordinarily must complete no fewer than three full years (six semesters) of approved graduate work (i.e. courses numbered 6000 and above) and a dissertation. More time may be required. In truly exceptional cases, a shorter period of time in graduate work may be approved by the dean of The Graduate School. If a supervisory committee finds a graduate student’s preliminary work deficient, the student may be required to register for and complete supplementary courses that do not carry graduate credit. Ph.D. candidates must file the Program of Study form with their departments. This form, which lists course work and research hours, is due one semester before graduation in order for the graduate coordinator to enter that information online in a timely manner. Courses taken through alternative delivery methods (e.g., via EDNET or the Internet) are approved on a programmatic basis through the Graduate Council.
RESIDENCY ENROLLMENT REQUIREMENT*

At least one year (i.e., two consecutive semesters) of the doctoral program must be spent in full-time academic work at the University of Utah. When a student proceeds directly from a master’s degree to a Ph.D. degree with no break in the program of study (except for authorized leaves of absence), the residency requirement may be fulfilled at any time during the course of study. A full load is nine credit hours. Three hours of Thesis Research: Ph.D. (course number 7970) is also considered a full load after the residency requirement is fulfilled. The Graduate Council may approve departmental or programmatic exceptions to the minimum residency requirements and proposals for new programs or academic offerings using distance-learning technologies and/or off-campus sites, as provided by Graduate School policy. *Does not refer to or fulfill State Residency Requirements.

COURSE 7990 LIMITATIONS

A doctoral student may register for Continuing Registration (course number 7990) if the candidate is not using faculty time or University facilities, except for the library. Course number 7990 is limited to a maximum of four semesters with no exceptions. After reaching the limit of four semesters, students must enroll for 7970 (number of credits to be determined by department) during the semester of their defense.

Continuing Registration (course number 7990) cannot be used for verification of half- or full-time enrollment in order to qualify for deferment of student loan repayments or to receive student loan funds. The department class number for 7990 changes each semester and is available to students only through the department’s graduate advisor. There is a limit of four semesters for use of 7990.

QUALIFYING EXAMINATION

Written and oral qualifying (preliminary) examinations are required of each student. The nature and format of these examinations are established by individual departments subject to approval by the Graduate Council. An examination or parts of an examination may be repeated only once and only at the discretion of the student’s supervisory committee.

Qualifying examinations generally are prepared, administered, and evaluated by a student’s supervisory committee. However, a department has the option of appointing a departmental examination committee that administers the qualifying examinations and ensures that examinations are properly prepared and evaluated.

REGISTRATION

The candidate must complete at least 14 hours of Thesis Research (course number 7970, Thesis Research: Ph.D.). The candidate must also be regularly enrolled at the University and registered for at least one course during the semester in which the final oral examination (dissertation defense) is taken.
LANGUAGE REQUIREMENTS

The degree of proficiency in foreign language(s) required of candidates is determined by the policy of the academic departments. Proficiency is verified by the Department of Languages and Literature on the basis of examinations or academic courses completed in the language(s). In some instances, language proficiency may be verified by individual departments if appropriate procedures have been approved in advance by the dean of The Graduate School. In most cases, however, fulfillment of the language requirements must be verified by the Department of Languages and Literature.

DISSERTATION

The candidate must submit a dissertation embodying the results of scientific or scholarly research or artistic creativity. The dissertation must provide evidence of originality and the ability to do independent investigation and it must contribute to knowledge or the creative arts. The dissertation must show a mastery of the relevant literature and be presented in an acceptable style. The style and format are determined by departmental policy and registered with the thesis and dissertation editor, who approves individual dissertations in accordance with departmental and Graduate School policy. At least three weeks before the final oral examination (dissertation defense), the student should submit an acceptable draft of the dissertation to the chair of the supervisory committee; committee members should receive copies at least two weeks before the examination date.

The doctoral dissertation is expected to be available to other scholars and to the general public. It is the responsibility of all doctoral candidates to arrange for the publication of their dissertations.

The University accepts two alternatives for complying with the publication requirements:

1. The entire dissertation is submitted to UMI Dissertation Publishing, ProQuest Information and Learning, and copies are made available for public sale.
2. The abstract only is published if the entire dissertation has been previously published and distributed, exclusive of vanity publishing. The doctoral candidate may elect to microfilm the entire previously published work.

Regardless of the option used for meeting the publication requirement, an abstract of each dissertation is published in UMI Dissertation Publishing, ProQuest Information and Learning, Dissertation Abstracts International.

Detailed policies and procedures concerning publication requirements, use of restricted data, and other matters pertaining to the preparation and acceptance of the dissertation are contained in A Handbook for Theses and Dissertations, published by The Graduate School and available on The Graduate School website at http://www.gradschool.utah.edu/thesis/handbook.pdf.
FINAL EXAMINATION

The student must pass a final oral examination before graduation. The examination must follow the receipt of the dissertation by the supervisory committee. The committee schedules and announces a public oral examination at which the candidate must defend the dissertation. This final oral examination may be chaired by any member of the supervisory committee consistent with departmental policy.

TIME LIMIT

The time limit for completing a Ph.D. degree is determined by individual departmental policy approved by the Graduate Council. Requests to exceed established time limits must be recommended by a candidate’s supervisory committee and approved by the departmental director of graduate studies and the dean of the Graduate School. Students whose studies have been interrupted for long periods of time and who have been granted extended time to complete their degrees may be required to complete additional courses, to pass examinations, or otherwise to demonstrate that they are current in their field.

EXCEPTIONS

Individual student exceptions to these general requirements for the Ph.D. must be approved by the dean of The Graduate School upon the recommendation of the student’s supervisory committee and director of graduate studies or department chair. Each program requires a distinct, complete set of courses. Course work used to meet the requirements of one program may not be used to meet the requirements of another.

PROFESSIONAL PROGRAMS

Students in or wishing to consider professional degree programs should contact the college or school administering the programs for greater detail. As noted, students wishing to pursue more than one graduate degree must have a separate program of study for each. Courses may not be counted for credit for more than one degree.