PH.D. HANDBOOK

2015-2016

DEPARTMENT OF COMMUNICATIVE SCIENCES AND DISORDERS

MICHIGAN STATE UNIVERSITY
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>ITEM</th>
<th>PAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>I. PROGRAM OVERVIEW</td>
<td>6</td>
</tr>
<tr>
<td>1. Goals and objectives</td>
<td>6</td>
</tr>
<tr>
<td>2. Expectations</td>
<td>6</td>
</tr>
<tr>
<td>3. Student goals and responsibilities</td>
<td>6</td>
</tr>
<tr>
<td>II. SELECTION OF THE FACULTY ADVISOR AND FORMATION OF THE GUIDANCE COMMITTEE</td>
<td>7</td>
</tr>
<tr>
<td>1. Faculty advisor</td>
<td>7</td>
</tr>
<tr>
<td>2. Guidance committee</td>
<td>7</td>
</tr>
<tr>
<td>a. Responsibilities</td>
<td>7</td>
</tr>
<tr>
<td>b. Structure</td>
<td>7</td>
</tr>
<tr>
<td>c. Timeline</td>
<td>7</td>
</tr>
<tr>
<td>3. GRADPLAN</td>
<td>8</td>
</tr>
<tr>
<td>a. Committee</td>
<td>8</td>
</tr>
<tr>
<td>b. Courses</td>
<td>8</td>
</tr>
<tr>
<td>c. Research</td>
<td>8</td>
</tr>
<tr>
<td>d. Other requirements</td>
<td>8</td>
</tr>
<tr>
<td>III. PROGRAM COMPONENTS</td>
<td>9</td>
</tr>
<tr>
<td>1. Coursework in major area</td>
<td>9</td>
</tr>
<tr>
<td>2. Coursework in minor/related area</td>
<td>9</td>
</tr>
<tr>
<td>3. Courses in research tools</td>
<td>9</td>
</tr>
<tr>
<td>4. Research methods and research ethics</td>
<td>9</td>
</tr>
<tr>
<td>5. Responsible conduct of research (RCR) training</td>
<td>9</td>
</tr>
<tr>
<td>6. Grant writing</td>
<td>9</td>
</tr>
<tr>
<td>7. Research project</td>
<td>9</td>
</tr>
<tr>
<td>8. Laboratory rotations</td>
<td>10</td>
</tr>
<tr>
<td>9. Teaching</td>
<td>10</td>
</tr>
<tr>
<td>10. Qualifying written and oral examinations</td>
<td>10</td>
</tr>
<tr>
<td>a. Goal</td>
<td>10</td>
</tr>
<tr>
<td>b. Timeline</td>
<td>10</td>
</tr>
<tr>
<td>c. Written exam</td>
<td>10</td>
</tr>
<tr>
<td>d. Oral exam</td>
<td>10</td>
</tr>
<tr>
<td>e. Outcomes</td>
<td>10</td>
</tr>
<tr>
<td>f. Registration requirements</td>
<td>11</td>
</tr>
</tbody>
</table>
11. Dissertation
   a. Nature of the dissertation
   b. Timeline
   c. Identifying the chair of the dissertation committee
   d. Forming the dissertation committee
   e. Prospectus meeting
   f. Conducting dissertation research
   g. Preparation of the dissertation
   h. Submission of the dissertation to the dissertation committee
   i. Oral defense of the dissertation
   j. Final submission
   k. Microfilming and publication
   l. Registration requirements

IV. DEGREE REQUIREMENTS
   1. Application overview
      a. Master’s degree
      b. Grade point average
      c. Letters of recommendation
      d. GRE scores
      e. English language proficiency scores (for international applicants)
   2. Application deadline
   3. Application process
      a. Complete the online MSU Graduate School application
      b. Create MSU graduate application account
      c. Online submission of required documents
      d. Send required documents directly to CSD Academic Programs Office
      e. Request ETS to send required documents
      f. Track application status online
   4. Provisional admission
   5. Transfer of graduate credits
   6. Residency requirements
   7. Fees
   8. Forms

V. DEPARTMENTAL POLICIES: ACADEMIC PERFORMANCE
   1. Annual review
      a. Annual progress report
b. Review by the Doctoral Program Director/Chair
2. Guidelines for ensuring acceptable academic performance
   a. Minimum acceptable grade
   b. Outcomes
   c. Written notification of unsatisfactory work
   d. Access to student records
V. DEPARTMENTAL POLICIES: INTEGRITY AND SAFETY IN RESEARCH AND
   CREATIVE ACTIVITIES
   1. Awareness of professional and academic standards
   2. Research involving human or vertebrate animal subjects
      a. Protocols involving human subjects
      b. Protocols involving human subjects
   3. Misconduct
      a. Fabrication
      b. Falsification
      c. Plagiarism
      d. Non-compliance with government regulations pertaining to research
      e. Retaliation against whistle blowers
   4. Disciplinary procedures
VII. STUDENT CONDUCT AND CONFLICT RESOLUTION
   1. Jurisdiction of the Communicative Sciences and Disorders doctoral
      Program Hearing Board
   2. Composition of the Hearing Board
   3. Referral to the Hearing Board
   4. Pre-Hearing Procedures
   5. Hearing Procedures
   6. Post-Hearing Procedures
   7. Appeal of the Hearing Board Decision
   8. Reconsideration
   9. File Copy
VIII. OFFICE OF THE UNIVERSITY OMBUDSPERSON
IX. WORK RELATED POLICIES
   1. Research assistantships
   2. Teaching assistantships
   3. Additional requirements for international doctoral students
      a. English language requirements for teaching assistantships
<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>b.</td>
<td>Accident and health insurance</td>
</tr>
<tr>
<td>X.</td>
<td>UNIVERSITY RESOURCES</td>
</tr>
<tr>
<td>1.</td>
<td>General university resources</td>
</tr>
<tr>
<td>2.</td>
<td>Human subjects protection, animal care and protection, and research ethics</td>
</tr>
<tr>
<td>3.</td>
<td>International student resources</td>
</tr>
<tr>
<td>4.</td>
<td>Student funding opportunities</td>
</tr>
<tr>
<td>5.</td>
<td>Student rights and responsibilities</td>
</tr>
<tr>
<td>6.</td>
<td>Technology and computing resources</td>
</tr>
<tr>
<td>7.</td>
<td>Teaching resources</td>
</tr>
<tr>
<td></td>
<td>APPENDIX: Ph.D. DEGREE FORMS</td>
</tr>
<tr>
<td>1.</td>
<td>Request for the Appointment of the Guidance Committee for the Ph.D. Degree</td>
</tr>
<tr>
<td>2.</td>
<td>Report of the Guidance Committee</td>
</tr>
<tr>
<td>3.</td>
<td>Request for changes in the doctoral degree program</td>
</tr>
<tr>
<td>4.</td>
<td>Request for comprehensive examination</td>
</tr>
<tr>
<td>5.</td>
<td>Record of comprehensive examinations</td>
</tr>
<tr>
<td>6.</td>
<td>Approval of dissertation proposal</td>
</tr>
<tr>
<td>7.</td>
<td>Results of the final oral examination/dissertation defense</td>
</tr>
<tr>
<td>8.</td>
<td>Record of dissertation and oral examination requirements for doctoral degree candidate</td>
</tr>
<tr>
<td>9.</td>
<td>Annual progress report for Ph.D. students</td>
</tr>
<tr>
<td>10.</td>
<td>Checkout list</td>
</tr>
</tbody>
</table>
I. PROGRAM OVERVIEW

1. Goals and Objectives
   The Ph.D. is the highest scholarly degree awarded by Michigan State University. The goal of the Ph.D. program at CSD is to provide students with the necessary skills and knowledge to be successful in their future professional endeavors. The career opportunities available to these students will include teaching at the college/university level and/or research in the basic and applied sciences related to speech, language, and hearing. With this in mind, the following aspects are emphasized in the Ph.D. program:
   a. The principles of scientific inquiry and sound scholarly values
   b. Knowledge of the structure and content of the discipline of communicative sciences and disorders, its history, issues, methods, and trends
   c. Depth of knowledge in an area of specialization, including an ability to generate and actively address important research questions in that area
   d. Proficiency in appropriate research, analytical, and technical skills
   e. Skills in communicating the results of research, including presentations at professional meetings and publication in peer-reviewed journals

2. Expectations
   The Department has certain obligations to graduate students, and conversely the students have certain obligations to the Department and to themselves. The department will strive to provide an environment supportive of excellence in scholarship and of mutual trust, respect, and integrity.
   The Department will provide the student:
   a. An environment in which scholarly attainment and conduct of meritorious scientific research can be achieved
   b. Sensitivity and responsiveness to valid academic needs and desires, and the flexibility to make changes when needed, such that the program meets each student’s individual goals
   c. Support and encouragement of creative original study and research
   d. A periodic evaluation of the student’s program and, where applicable, a confidential rating of his/her performance.

3. Student goals and responsibilities
   The student is expected to uphold to the following goals and responsibilities:
   a. To demonstrate a clear aptitude for, and sustained interest in, all aspects of the doctoral program such that all requirements for the doctoral degree will normally be completed in 4-5 years
   b. To produce, during his/her doctoral program, research work that is worthy of publication, recognizing that publication is a fulfillment of the responsibility to share
II. SELECTION OF THE FACULTY ADVISOR AND FORMATION OF THE GUIDANCE COMMITTEE

1. Faculty advisor
   During the admissions process, a faculty member(s) must agree to serve as the student’s faculty advisor. The role of the faculty advisor is to guide and oversee the student through his/her doctoral program on behalf of the CSD department. The selection of the faculty advisor is based on the faculty member’s expertise in the general area of the student’s research interests, and usually arises from early communications between the student and the departmental faculty members during the application and admission processes. It is expected that the student has identified a permanent faculty advisor no later than the end of his/her first semester at MSU in the doctoral program. The appointment of the faculty advisor must be approved by the chair of the department and can be changed if need arises later in the program.

2. Guidance committee
   Upon admission to the doctoral program, the student has the responsibility to form a guidance committee which will be chaired by the student’s faculty advisor. The selection of the committee is guided by the faculty advisor based on the student’s research area(s) and must be approved by the chair of the department.
   a. Responsibilities: The guidance committee plans the entire doctoral program in consultation with the student and modifies the program as necessary. The committee is also responsible for supervising the student through the program till its completion.
   b. Structure: The guidance committee will consist of at least four MSU regular faculty members, at least three of who possess an earned doctoral degree. Regular faculty at MSU are defined as “all persons appointed under the rules of tenure and holding the rank of professor, associate professor, assistant professor, or instructor, and persons appointed as librarians.” Two members must be regular faculty of the CSD department and at least one must be from an outside department. A non-tenure stream faculty member can serve on the guidance committee with the approval of the Dean of the Graduate School. An Emeritus faculty member can serve as one of the four members of the committee or as its chair with the approval of the chair of the department. The committee may consist of more than four faculty members. The number of members who are not MSU regular faculty must not exceed the number of regular faculty on the committee. The membership of the guidance committee may be changed as required by the student in consultation with the chair of the department.
   c. Timeline: The guidance committee must be formed within the first two semesters of doctoral study. Within one semester after the committee has met for the first time, the chair of the guidance committee (the student’s faculty advisor) must file a
guidance committee report with the Dean of the College, listing all the degree requirements and a program of study with a timeline and a tentative dissertation topic. Thereafter, the guidance committee is required to meet at least once every academic year to ensure that the student is progressing satisfactorily through the designated doctoral program.

3. GRADPLAN

By end of First Year in Program

In GradPlan doctoral students can create their PhD Program plan, or update it as necessary, and ultimately upon graduation update their employment placement. The processing of the form from selection of courses to committee approval is all done electronically through GradPlan. All doctoral students are required to select their advisor, committee and program of study by the end of their first year in the PhD program (per The Graduate School). Please use Departmental Form I to select your advisor, and Departmental Form II to select your committee members. Then you may complete the GRADPLAN. For complete instructions for GradPlan please see http://grad.msu.edu/gradplan/docs/GradPlanStudentGuide.pdf.

When “transferring” approved course credits from another university you will need prior approval from the department for these courses to be visible in GRADPLAN. You will need:

1) To have your advisor send an email to the Academic Programs Office, comdis@msu.edu, stating where the courses are being transferred from and a listing of which courses.
2) The timeframe that the transfer courses were taken must fall within the 8 year degree timeframe.
3) A maximum of 9 credits can be transferred with committee approval.
4) You, as the student will need to order an official transcript from the university that courses are being transferred. Please send to Academic Programs, Department of Communicative Sciences and Disorders, 1026 Red Cedar Road, Room 109, East Lansing, MI 48824.
5) Once this information is received by the Academic Programs Office, the online transfer equivalency form will be completed by the Academic Programs Office. Normally transfer courses appear in GRADPLAN in 2-4 weeks from processing of the transfer equivalency form.

Last Semester in Program

By the last semester in the program the student must enter their IRB number and the Final Dissertation title into GRADPLAN, https://gradplan.msu.edu, in order to assure timely
The doctoral degree in CSD requires the completion of a minimum of 90 credit hours. The program requires the completion of the following components:

1. **Coursework in the major area.** This will consist of advanced graduate coursework in the student’s identified area of research interest. Most of these courses will be within the CSD department, but some may be taken in outside departments.

2. **Coursework in the minor/related area.** Students will identify a minor/related area that will supplement their research studies in CSD. No more than 15 credits in the minor/related area will count toward the 90-credit requirement for the Ph.D. degree.

3. **Courses in research tools.** This component includes courses in statistics and experimental design, and in related areas such as signal processing, programming, instrumentation, and/or imaging. Students are required to complete at least 6 credits of statistics and experimental design. No more than 12 credits of research tools will count toward the 90-credit requirement for the Ph.D. degree.

4. **Research methods and research ethics.** All students will be required to complete CSD 803 (Research methods in Communicative Sciences and Disorders) or its equivalent. They will also be required to complete KIN 895 (Research Ethics) or its equivalent.

5. **Responsible conduct of research (RCR) training.** Students are required to complete an **initial five** hours of RCR training, by using one of the three following options. 1) Attendance at the annual Fall Orientation RCR workshop PLUS attendance at one 2.5 hour, face-to-face CAS Research Integrity workshops, 2) Attendance at two separate 2.5 hour, face-to-face CAS Research Integrity workshops held throughout the academic year, conducted by faculty researchers, or 3) Enrollment in, and successful completion of, a one-credit Summer Course on Research Integrity offered by CAS. Students must also complete three hours of RCR training yearly after the initial training. The completion of the RCR requirements must be verified by the students’ faculty advisor, or for those employed on research grants, from the principal investigator for the grant. Students are responsible for documenting the completion of their training using the Research Training Tracking System (RTTS), accessed at [https://www.egr.msu.edu/secureresearchcourses/](https://www.egr.msu.edu/secureresearchcourses/).

6. **Grant writing.** Students will complete a grant writing course such as WRA 453 or its equivalent. They are strongly encouraged to go through the process of grant submission independently or as part of this course.

7. **Research project.** All students will be required to complete at least one research project that is separate from the dissertation. It is expected that students will be responsible for all

Note: All current students are required to use the GradPlan for their Program of Study.
aspects of designing and conducting the project, under the supervision of their faculty advisor. Note that before engaging in human or animal research, the student will be expected to complete the necessary training in protection of human or animal subjects. The expected outcome of the project will be a presentation at a national meeting and publication in a peer-reviewed journal. The research project will count for 3-6 credit hours of the 90-credit requirement for the Ph.D. degree.

8. **Laboratory rotations.** Students will be required to complete at least one lab rotation in a research lab in CSD or an outside department at/outside MSU. The lab rotation must be completed in a lab that is other than the main research lab that the student works primarily in. The expected outcome of such a lab rotation will be participation in a research project and submission of a research paper on the project. The laboratory rotation will count for no more than 3 credit hours of the 90-credit requirement for the Ph.D. degree.

9. **Teaching.** All doctoral students will be involved in supervised, and/or, independent teaching, as part of their program. This may take the form of assisting a faculty member with a course, guest lectures, or significant independent responsibility for a course.

10. **Qualifying written and oral examinations.** Upon completion of all the above requirements (with the exceptions of lab rotations and teaching, which may continue during this time), students will be required to complete and pass qualifying examinations in their major and minor areas. The student’s guidance committee is responsible for conducting and evaluating the student on these examinations. The format of the nature, topic materials, and schedule for the exams will be decided by the student’s guidance committee in conjunction with the student.
   a. **Goal:** The goal of these examinations is to evaluate the ability of the student to successfully integrate the knowledge from the coursework in their doctoral program while critically evaluating and answering the questions at hand.
   b. **Timeline:** The qualifying examinations must be passed within five years from the time when the student begins the first class of his/her doctoral program of study at MSU.
   c. **Written exam:** The qualifying examinations can be either sit down or take home, or a combination of both. In the sit down version, the student is given a set of questions and is required to answer them over the next several hours. Typically, the open-book format is not allowed in this option. In the take-home version, the student is given a set of questions and is given several weeks to respond to these questions. While the sit-down version may have short-answer or essay-type questions, the response in the take-home version typically is in the form of a research paper. The guidance committee, with input from the student, will decide on the format of the qualifying examination (sit down and/or take home).
   d. **Oral exam:** Approximately two weeks after the written exam, the guidance committee will meet with the student to conduct an oral exam. The oral exam is based on the student’s responses in the written exam, but may also focus on topics not covered in the written exam. The oral exam also provides the student with an opportunity to defend his/her responses in the written exam.
   e. **Outcomes:** The guidance committee will assign a grade of satisfactory or unsatisfactory to the student’s responses on the written and oral exams. An unsatisfactory grade will result in the student having to repeat the particular section of the exam at a later date to be determined by the guidance committee. *Note that the qualifying examination can only be repeated once. An unsatisfactory grade on
11. **Dissertation.** The culmination of the doctoral program is the dissertation and its successful defense. Students who successfully complete the qualifying examination are eligible to commence work on their dissertation. Successful completion of a doctoral dissertation requires the following steps.

a. **Nature of the dissertation:** The dissertation is a piece of original and independent research conducted by the student with input and guidance from his/her dissertation advisor and dissertation committee. The dissertation must make a significant contribution to knowledge. The student is responsible for the development, design, conduct, and writing of the research project. Dissertation research may take the shape of any number of experimental, quasi-experimental, descriptive, etc. designs employed in communication sciences and disorders. The expectation is that the dissertation research meets the scholarly research standards and practices of the discipline.

b. **Timeline:** The dissertation and its oral defense must be completed within eight years of from the time when the student begins the first class of his/her doctoral program of study at MSU.

c. **Identifying the chair of the dissertation committee:** The student will identify a regular faculty member in the department who will serve as the formal chair of the dissertation committee. The selection of the chair of the dissertation committee must be guided by the nature of the student’s proposed dissertation topic. This faculty member may or may not be head of the student’s guidance committee. Students may have a joint or co-advisor for the dissertation when necessary. The selection of the chair of the dissertation committee(s) must be approved by the chair of the department.

d. **Forming the dissertation committee:** The student, in conjunction with the chair of the dissertation committee, must form a dissertation committee, which may or may not have the same membership as the guidance committee. The membership of the dissertation committee must follow the same rules as the guidance committee (see Section II, part 2b) and must be approved by the chair of the department.

e. **Prospectus meeting:** Once the dissertation committee has been formed, the student must submit as prospectus for approval of the committee. This prospectus should include a discussion of the rationale for the proposed study, a summary of relevant known literature, a description of research participants, methods of data collection and analysis, pilot data (as appropriate), and the planned format of the research report. A formal prospectus meeting must be held, in which the student presents the research plan to the committee for its approval. The dissertation committee and its chair must sign its approval of the prospectus before the student can proceed with the dissertation.

f. **Conducting dissertation research:** The student must have his/her research protocol
approved by the University Committee on Research Involving Human Subjects (UCRIHS) or the Institutional Animal Care and Use Committee (IACUC) prior to the commencement of the research.

g. **Preparation of the dissertation:** The dissertation must be prepared in accordance with the guidelines specified in the “[Formatting Guide for Submission of Master’s Theses and Doctoral Dissertations](http://www.etdadmin.com/cgi-bin/main/resources?siteId=295#guides)”. Copies of recent doctoral dissertations accepted by the CSD department are available at the MSU libraries and in the Oyer Hall building.

h. **Submission of the dissertation to the dissertation committee:** Once the chair of the dissertation committee determines that the dissertation is acceptable for examination, the student must submit complete, but unbound, copies of the dissertation and abstract to the dissertation committee and its chair. This must be done at least six weeks before the end of the semester in which the student plans to graduate.

i. **Oral defense of the dissertation:** The dissertation committee will be given at least two weeks to review the dissertation, after which a formal oral dissertation defense meeting will be held. The dissertation committee will evaluate the written dissertation, the student’s presentation of the rationale, methods, data, results, conclusion, and significance of the findings, and the student’s responses to questions pertaining to the dissertation. The oral defense must be advertised at least 10 days prior to the date of the meeting. The defense will be open to faculty and members of the public, who may attend the student’s presentation and seek clarifications for their questions. However, only dissertation committee members can be present during the examination and voting period. The dissertation and the student’s performance on the oral examination must be approved by a positive vote from at least three-fourths of the dissertation committee, and with not more than one dissenting vote from among the MSU regular faculty members of the committee.

j. **Final submission:** Once the dissertation committee has approved the dissertation and its oral defense, the student must incorporate all recommended changes into the dissertation before submitting it to the chair of the dissertation committee for final review and approval. Once the committee chair has signed the approval form, the student must submit this form along with a final electronic copy of the dissertation online. Detailed information about electronic submission of the dissertation is available at [http://www.grad.msu.edu/etd/](http://www.grad.msu.edu/etd/).

k. **Publication:** All doctoral dissertations must be submitted to the MSU graduate school using the service [ProQuest-UMI](http://www.proquest.com). Supplementary materials (such as video or audio files) may also be submitted to ProQuest with the written approval of the dissertation committee chairperson. The dissertation will be available at the MSU libraries as electronic copy. The abstract will be published online at [www.proquest.com](http://www.proquest.com). The student is responsible for all fees associated with publication and distribution of the abstract. An extra fee is required if the dissertation is to be copyrighted. General information on publication and copyright is available at [http://www.etdadmin.com/cgi-bin/main/resources?siteld=295#guides](http://www.etdadmin.com/cgi-bin/main/resources?siteld=295#guides). The student may order bound paper copies of the dissertation for himself/herself, the department, the dissertation committee, or others through ProQuest-UMI or through alternate means.
I. Registration requirements: Students will be required to complete a minimum of 24 dissertation credit hours (CSD 999). Students can enroll in no more than 36 credits of CSD 999. To maintain fulltime student status during the semester in which the oral defense is scheduled, the student must be register for a minimum of 1 credit.

IV. DEGREE REQUIREMENTS

1. Application overview: Admission to the Ph.D. program is based on the recommendation of the departmental admissions committee comprised of CSD faculty. This committee evaluates each applicant’s packet and assigns a rating which is a judgment of the student’s potential for success in the doctoral program. The following are the minimum requirements for consideration for admission into the doctoral program:
   a. Master’s degree: It is expected that most applicants to the Ph.D. program will have either completed or are enrolled in a Master’s degree in Speech Pathology, audiology, or a related field. However, in some circumstances, an extremely promising student with an undergraduate degree may be admitted to the Ph.D. program.
   b. Grade point average (GPA): A minimum GPA of 3.0 from prior graduate work is required for consideration for admission into the doctoral program.
   c. Letters of recommendation: Strong letters of recommendation highlighting the student’s strengths, weakness, and suitability for the doctoral program.
   d. GRE scores: Although not a binding criterion, GRE scores of at least 150, 150, and 3.7, respectively, on the verbal reasoning, quantitative reasoning, and analytical writing sections of the GRE are considered minimum requirements for admission.
   e. English language proficiency scores (for international student applicants)

2. Application deadline: The online application for admission to graduate study, along with the application fee must be submitted by January 15th.

3. Application process: The following steps must be completed for consideration.
   a. Complete the Online MSU Graduate School Application: The fee is $50 and can be paid with credit card, check (US funds), or money order (see application for details). Please remember to write down the application ID number for you will need this for the next step.
   b. Create your MSU Graduate Application account: When you receive your email confirmation of receipt of the MSU Graduate Application you will also receive a link to the MSU Graduate Application Portal. Please link to this portal and create your MSU Graduate Application account.
   c. Submit the following required documents online (no hardcopies will be accepted)
      i. Letters of recommendation: List three individuals who are familiar with your academic or professional work and are willing to assess your aptitude for graduate work. It is preferred that at least two of them be graduate instructors.
      Once you have listed your recommenders and their email addresses, the system will generate an email to your recommenders explaining the process to submit
their letters electronically (NO HARDCOPIES accepted).

ii. Academic Statement: A concise academic statement of your plans for graduate study, your career goals, and how the Ph.D. program in CSD will help you meet your career and educational objectives.

iii. Personal Statement: A concise personal statement about how your background and life experiences, including social, economic, cultural, familial, education, or other opportunities or challenges motivated your decision to pursue a graduate degree.

iv. Resume: Include all activities that account for your time since earning a Bachelor’s degree (e.g. employment, military serve, travel). Be sure to include the type of activity, name of employer, city/state, and dates. List the most recent activity first. Also include all relevant professional experiences, locations, and dates.

d. Send the following documents directly to the CSD Academic Programs Office:

i. One official transcript in an envelope sealed from each university or college attended. This should be mailed directly from the university/college to the CSD Ph.D. Program, 404 Wilson Road, 466 Communication Arts & Sciences, Michigan State University, East Lansing, MI 48824-1212.

ii. International applicants: If the official copies of the transcripts are in a language other than English, an English translation must be included along with the original transcript. This translation must be certified as accurate by an appropriate public or school official, or sponsoring agency or government.

iii. Admitted applicants from China: Applicants from Chinese universities who are admitted must arrange for a verification report of the university academic records of their Bachelor’s degrees with the China Academic Degree and Graduate Education Development Center (CDGDC). The report must be mailed directly by the CDGDC to the department to which the student is applying. The CDGDC is located at

China Academic Degree and Graduate Education Development Center Verification Division
B-17, Tongfang Scientific Plaza
No.1 Wangzhuang Road, Haidian District, Beijing, 100083, P.R.China
Tel: +86-10-82379480
Fax: +86-10-82378718 (24 hours)
Email: cqv@cdgdc.edu.cn
Website: www.chinadegrees.cn

iv. Statement of financial proof: As part of U.S. government regulations, the student must submit written verification of the source and amount of financial support available for at least the first year of study to the Office of Admissions. This information is needed for MSU to generate a form I-20 or DS-2019 so that the student can apply for a non-immigrant student visa. Note that a teaching or research assistantship can serve as the required evidence of financial support.
For further information please contact the Office of Admissions at 517-355-8332 or visit the website http://grad.msu.edu/apply/docs/GRaffidavitosupport.pdf.

e. **Request that ETS send the following documents to the University electronically:**
   
   v. Scores on the Graduate Record Examination Scores (GRE). When submitting scores please use the university code of 1465. No department code is necessary.
   
   vi. Test of English as a Foreign Language (TOEFL; for international students only): A minimum score of 550 (with no subscores below 52) on the paper version of the TOEFL, or a minimum score of 80 with no sub score below 19 (22 for writing section) on the internet-based version of the TOEFL is required. When submitting the scores, please use the university code of 1465 and department code of 83. Scores should be submitted directly to the Office of Admissions, 250 Administration Bldg. Michigan State University, East Lansing, MI 48824.

f. **Track the Status of your Application Online** using the University link provided. This includes tracking of all submitted documents. We strive to update the system regularly but during high volume times we ask your patience.

**Questions should be directed to**

The PhD in Communicative Sciences and Disorders Program

Michigan State University
Attention: Marge Barkman
466 Communication Arts & Sciences Building
East Lansing, MI 48824-1212
Ph: 517 355-3471
Fax: 517 432-1192
barkman@msu.edu

4. **Provisional admission:** A student who is admitted under provisional status must meet certain specific written conditions for transfer to regular status. Admission to provisional admission status can occur in one of the following circumstances:
   
   a. They show potential for admission but their qualifications have slight deficiencies that may be remedied by additional preparation/coursework.
   
   b. Their available records cannot be interpreted completely and need further clarification.
   
   c. International students who have acceptable academic credentials, but with English language proficiencies that fall within the following constraints: Average TOEFL scores of at least 520 (paper version) or at least 70 (Internet-based version), or an average score of at least 72 on the MELAB, or 6 on the IELTS, or 72 on the MSUELT, or 48 on the PTE A. These students must take classes at the English Language Center,
and must demonstrate English proficiency within one calendar year. During this period, restrictions are placed on the number of courses that they may take.

5. **Transfer of graduate credits**: Up to 30 graduate credits may be transferred into the Ph.D. program. The following are the guidelines for transferring credits:
   a. Only those courses that directly contribute to the required program components of the Ph.D. program may be transferred. Courses that have no bearing on the student’s CSD Ph.D. program may not be transferred.
   b. The student’s guidance committee and faculty advisor, with input from the student, will decide which graduate credits may be suitable for transfer.
   c. The request to transfer credits will need to be submitted by the student’s faculty advisor to the Graduate Secretary (Communication Arts and Sciences). This should be completed as soon as the guidance committee has met for the first time (soon after the second semester of enrolment in the Ph.D. program). The transfer request must be approved before the student completes the GRADPLAN (by the end of the first year of enrolment).
   d. Dissertation credits may not be transferred to the CSD Ph.D. program. The student must complete a minimum of 24 (and no more than 36) dissertation credits at MSU.

6. **Residency requirements**: MSU requires all doctoral students to complete at least one year of residence on campus after the initial enrolment in the doctoral degree program. One year is defined as two consecutive semesters with at least six graduate credits each semester.

7. **Fees**: Please refer to [http://www.reg.msu.edu/AcademicPrograms/Text.asp?Section=112#s416](http://www.reg.msu.edu/AcademicPrograms/Text.asp?Section=112#s416) for a detailed list of Michigan resident and non-resident fees. Note that international students will also be required to purchase the MSU health insurance plan unless they already have other equivalent coverage. Please see the above webpage for health insurance premium costs and other miscellaneous costs such as vehicle registration, campus bus service, and dissertation-related expenses.

8. **Forms**: A complete list of all forms that must be completed at various points in the doctoral degree program can be found in Appendix A at the end of this document.

V. **DEPARTMENTAL POLICIES: ACADEMIC PERFORMANCE**

1. **Annual review**: All graduate students at MSU are entitled to periodic evaluation of their progress through their planned doctoral program and their professional potential. The following steps will be taken to ensure a comprehensive and periodic review of each student’s progress in the doctoral program.
   a. **Annual progress report**: At least once a year, the guidance committee and the faculty advisor will review with the student his/her progress during the past academic year and the student’s plans for the coming year. The guidance committee, the faculty advisor, and the doctoral student will then fill out the [MSU Annual Progress Report for Ph.D. Students](#). This form will be then be filed with the doctoral program director and the chair of the department in the doctoral student’s permanent file. Students who wish to appeal this evaluation may do so in writing to
the chair of the department. This written response, if any, will also be placed in the student’s file.

b. **Review by the doctoral program director/chair:** Once a year, the student and the faculty advisor will meet with the doctoral program director/chair of the department to review all aspects of the annual progress report. The student will have the opportunity to discuss with the chair any factors that seem necessary for successful completion of the doctoral program, any issues that may be hindering progress, and any appeal of the faculty advisor/guidance committee’s annual evaluation.

2. **Guidelines for ensuring acceptable academic performance:** MSU and the CSD department expect doctoral students to excel in their programs of study. A student’s progress in the doctoral program is evaluated based on competency (indicated by grades in courses, research performance, and development of professional skills) and the rate of progress through the doctoral program.
   a. **Minimum acceptable grade:** Doctoral students must maintain a minimum GPA of 3.0 in their degree program. Note that this minimum standard alone is not a sufficient indicator of satisfactory progress.
   b. **Outcomes:** A student who receives a grade of less than 3.0 must repeat the course with the approval of the guidance committee and the Associate Dean of Graduate Studies of the College. A grade below 3.0 in more than two courses taken for graduate credit will result in an automatic withdrawal from the college. Note that when a course for which the grade is less than 3.0 is subsequently repeated, the initial grade will still count toward the withdrawal criterion. A graduate student automatically withdrawn is required to wait a minimum of one academic year before being eligible to re-apply for admissions to a graduate program in the College of Communication Arts and Sciences. After one year, the student may be re-admitted, contingent upon re-taking and earning a grade of 3.0 or higher in one of the three courses in which a grade below 3.0 was earned. The course to be re-taken may be specified by the Department.
   c. **Written notification of unsatisfactory work:** Doctoral students will be informed in writing by the guidance committee and the faculty advisor when their academic progress is unsatisfactory. A copy of this notice will be placed in the student’s permanent file.
   d. **Access to student records:** Each doctoral student’s academic records will be maintained in the CSD office keeping in mind the student’s right to privacy and access. Doctoral students have the right to inspect any of their own educational records (except those that have been waived by the student) such as transcripts, student disciplinary records, and records regarding academic performance.

VI. **DEPARTMENTAL POLICIES: INTEGRITY AND SAFETY IN RESEARCH AND CREATIVE ACTIVITIES**

1. **Awareness of professional and academic standards:** Upon admission to the doctoral program, students will be provided with the documents “Guidelines for Integrity in Research and Creative Activities” and “MSU Faculty Handbook, Chapter VI, “Research and Creative
2. **Research involving human or vertebrate animal subjects:** All research protocols involving human or vertebrate animal subjects must be approved prior to implementation.
   a. **Protocols involving human subjects:** These protocol submissions are reviewed by the MSU [Human Research Protection Program](http://humanresearch.msu.edu/questions.html). For detailed information regarding initial submission of new protocols, protocol revisions and renewal of approvals, please refer to [http://www.humanresearch.msu.edu/requiredtraining.html](http://www.humanresearch.msu.edu/requiredtraining.html) for information on mandatory training for all personnel involved in research on human subjects.
   b. **Protocols involving animal subjects:** All activities involving vertebrate animals at MSU are reviewed and monitored by the MSU [Institutional Animal Care and Use Committee (IACUC)](http://www.iacuc.msu.edu/training.html). Students are strongly encouraged to refer to the IACUC webpages for detailed information regarding policies pertaining to research on animal subjects. Please refer to [http://www.iacuc.msu.edu/training.html](http://www.iacuc.msu.edu/training.html) for information on mandatory training for all personnel involved in research on animals.

3. **Misconduct:** Federal and/or MSU policies define misconduct as encompassing the following:
   a. **Fabrication:** Any action that involves making up data and recording/reporting them
   b. **Falsification:** Any action that involves manipulating research materials, equipment or processes, or changing or omitting data such that the research is not accurately represented in the record
   c. **Plagiarism:** Any action that involves assuming another person’s ideas, processes, results, or words without giving appropriate credit.
   d. **Non-compliance with government regulations pertaining to research**
   e. **Retaliation against whistle blowers**

4. **Disciplinary procedures:** Students found to have engaged in misconduct can be dismissed from the doctoral program.
   a. The student will be informed of this decision in writing in a timely manner.
   b. All information regarding the incident that led to dismissal and the decision of dismissal will be held strictly confidential between the student and faculty/administrators with responsibility for the student, on a need-to-know basis.
   c. This information will be released only with written permission of the student, unless a grievance procedure (See section VII) is initiated by the student. In that case, the information will be released to the grievance committee.

**VII. STUDENT CONDUCT AND CONFLICT RESOLUTION**

Each right of an individual places a reciprocal duty upon others: the duty to permit the individual to exercise the right. The student, as a member of the academic community, has both rights and duties. Within that community, the student’s most essential right is the right to learn. The University has a duty to provide for the student those privileges, opportunities, and protections which best promote the learning process in all its aspects. The student also has duties to other members of the academic community, the most important of which is to refrain from interference with those rights of others which are equally essential to the purposes and processes of the University. (GSRR Article 1.2)
The *Michigan State University Student Rights and Responsibilities (SRR)* and the *Graduate Student Rights and Responsibilities (GSRR)* documents establish the rights and responsibilities of MSU students and prescribe procedures to resolve allegations of violations of those rights through formal grievance hearings. In accordance with the SRR and the GSRR, the Communicative Sciences and Disorders Master’s Program has established the following Hearing Board procedures for adjudicating graduate student academic grievances and complaints. (See GSRR 5.4.)

I. JURISDICTION OF THE Communicative Sciences and Disorders Doctoral PROGRAM HEARING BOARD:

   A. The Hearing Board serves as the initial Hearing Board for academic grievance hearings involving *graduate* students who allege violations of academic rights or seek to contest an allegation of academic misconduct (academic dishonesty, violations of professional standards or falsifying admission and academic records). (See GSRR 2.3 and 5.1.1.)

   B. Students may *not* request an academic grievance hearing based on an allegation of incompetent instruction. (See GSRR 2.2.2)

II. COMPOSITION OF THE HEARING BOARD:

   A. The Program shall constitute a Hearing Board pool no later than the end of the tenth week of the spring semester according to established Program procedures. Hearing Board members serve one year terms with reappointment possible. The Hearing Board pool should include both faculty and graduate students. (See GSRR 5.1.2 and 5.1.6.)

   B. The Chair of the Hearing Board shall be the faculty member with rank who shall vote only in the event of a tie. In addition to the Chair, the Hearing Board shall include an equal number of voting graduate students and faculty. (See GSRR 5.1.2, and 5.1.5.)

   C. The Program will train hearing board members about these procedures and the applicable sections of the GSRR. (See GSRR 5.1.3.)

III. REFERRAL TO THE HEARING BOARD:

   A. After consulting with the instructor and appropriate unit administrator, graduate students who remain dissatisfied with their attempt to resolve an allegation of a violation of student academic rights or an allegation of academic misconduct (academic dishonesty, violations of professional standards or falsifying admission and academic records) may request an academic grievance hearing. When appropriate, the Department Chair, in consultation with the Dean, may waive jurisdiction and refer the request for an initial hearing to the College Hearing Board. (See GSRR 5.3.6.2.)
B. At any time in the grievance process, either party may consult with the University Ombudsperson. (See GSRR 5.3.2.)

C. In cases of ambiguous jurisdiction, the Dean of The Graduate School will select the appropriate Hearing Board for cases involving graduate students. (See GSRR 5.3.5.)

D. Generally, the deadline for submitting the written request for a hearing is the middle of the next semester in which the student is enrolled (including Summer). In cases in which a student seeks to contest an allegation of academic misconduct and the student’s dean has called for an academic disciplinary hearing, the student has 10 class days to request an academic grievance to contest the allegation. (See GSRR 5.3.6.1 and 5.5.2.2.)

E. If either the student (the complainant) or the respondent (usually, the instructor or an administrator) is absent from the university during that semester, or if other appropriate reasons emerge, the Hearing Board may grant an extension of this deadline. If the university no longer employs the respondent before the grievance hearing commences, the hearing may proceed. (See GSRR 5.4.9.)

F. A written request for an academic grievance hearing must (1) specify the specific bases for the grievance, including the alleged violation(s), (2) identify the individual against whom the grievance is filed (the respondent) and (3) state the desired redress. Anonymous grievances will not be accepted. (See GSRR 5.1 and 5.3.6.)

IV. PRE-HEARING PROCEDURES

A. After receiving a graduate student’s written request for a hearing, the Chair of the Department will promptly refer the grievance to the Chair of the Hearing Board. (See GSRR 5.3.2, 5.4.3.)

B. Within 5 class days, the Chair of the Hearing Board will:

1. forward the request for a hearing to the respondent;

2. send the names of the Hearing Board members to both parties and, to avoid conflicts of interest between the two parties and the Hearing Board members, request written challenges, if any, within 3 class days of this notification;

3. rule promptly on any challenges, impanel a Hearing Board and send each party the names of the Hearing Board members. If the Chair of the Hearing Board is the subject of a challenge, the challenge shall be filed with the Dean of the College, or designee. (See GSRR 5.1.7.)

4. send the Hearing Board members a copy of the request for a hearing and the written response, and send all parties a copy of these procedures.

C. Within 5 class days of being established, the Hearing Board shall review the request, and, after considering all requested and submitted information:
1. accept the request, in full or in part, and promptly schedule a hearing.

2. reject the request and provide a written explanation to appropriate parties; e.g., lack of jurisdiction. (The student may appeal this decision.)

3. the GSRR allows the hearing board to invite the two parties to meet with the Hearing Board in an informal session to try to resolve the matter. Such a meeting does not preclude a later hearing. However, by the time a grievance is requested all informal methods of conflict resolution should have been exhausted so this option is rarely used. (See GSRR 5.4.6.)

D. If the Hearing Board calls for a hearing, the Chair of the Hearing Board shall promptly negotiate a hearing date, schedule an additional meeting only for the Hearing Board should additional deliberations on the findings become necessary, and request a written response to the grievance from the respondent.

E. At least 5 class days before the scheduled hearing, the Chair of the Hearing Board shall notify the respondent and the complainant in writing of the (1) time, date, and place of the hearing; (2) the names of the parties to the grievance; (3) a copy of the hearing request and the respondent’s reply; and (4) the names of the Hearing Board members after any challenges. (See GSRR 5.4.7.)

F. At least 3 class days before the scheduled hearing, the parties must notify the Chair of the Hearing Board the names of their witnesses and advisor, if any, and request permission for the advisor to have voice at the hearing. The chair may grant or deny this request. The Chair will promptly forward the names given by the complainant to the respondent and visa versa. (See GSRR 5.4.7.1.)

G. The Chair of the Hearing Board may accept written statements from either party’s witnesses at least 3 class days before the hearing. (See GSRR 5.4.9.)

H. In unusual circumstances and in lieu of a personal appearance, either party may request permission to submit a written statement to the Hearing Board or request permission to participate in the hearing through an electronic communication channel. Written statements must be submitted to the Hearing Board at least 3 class days before the scheduled hearing. (See GSRR 5.4.9c.)

I. Either party to the grievance hearing may request a postponement of the hearing. The Hearing Board may either grant or deny the request. (See GSRR 5.4.8.)

J. At its discretion, the Hearing Board may set a reasonable time limit for each party to present its case, and the Chair of the Hearing Board must inform the parties of such a time limit in the written notification of the hearing.

K. Hearings are closed unless the student requests an open hearing, which would be open to all members of the MSU community. The Hearing Board may close an open hearing to protect the confidentiality of information or to maintain order. (See GSRR 5.4.10.4.)
L. Members of the Hearing Board are expected to respect the confidentiality of the hearing process. (See GSRR 5.4.10.4. and 5.4.11.)

V. HEARING PROCEDURES:

A. The Hearing will proceed as follows:

1. Introductory remarks by the Chair of the Hearing Board: The Chair of the Hearing Board introduces hearing panel members, the complainant, the respondent and advisors, if any. The Chair reviews the hearing procedures, including announced time restraints for presentations by each party and the witnesses, and informs the parties if their advisors may have a voice in the hearings and if the proceedings are being recorded. Witnesses shall be excluded from the proceedings except when testifying. The Chair also explains:

   • In academic grievance hearings in which a graduate student alleges a violation of academic rights, the student bears the burden of proof.

   • In hearings in which a graduate students seeks to contest allegations of academic misconduct, the instructor bears the burden of proof.

   • All Hearing Board decisions must be reached by a majority of the Hearing Board, based on a "clear and convincing evidence." (See GSRR 8.1.18.)

(See GSRR 5.4.10.1 and 8.1.18.) For various other definitions, see GSRR Article 8.)

2. If the complainant fails to appear in person or via an electronic channel at a scheduled hearing, the Hearing Board may either postpone the hearing or dismiss the case for demonstrated cause. (See GSRR 5.4.9a.)

3. If the respondent fails to appear in person or via an electronic channel at a scheduled hearing, the Hearing Board may postpone the hearing, hear the case in the respondent's absence, or dismiss the case. (See GSRR 5.4.9-b.)

4. If the respondent is absent from the University during the semester of the grievance hearing or no longer employed by the University before the grievance procedure concludes, the hearing process may still proceed. (See GSRR 5.3.6.1.)

5. To assure orderly questioning, the Chair of the Hearing Board will recognize individuals before they speak. All parties have a right to speak without interruption. Each party has a right to question the other party and to rebut any oral or written statements submitted to the Hearing Board. (See GSRR 5.4.10.2.)

6. Presentation by the Complainant: The Chair recognizes the complainant to present without interruption any statements relevant to the complainant's case, including
the redress sought. The Chair then recognizes questions directed at the complainant by the Hearing Board, the respondent and the respondent's advisor, if any.

7. **Presentation by the Complainant's Witnesses:** The Chair recognizes the complainant's witnesses, if any, to present, without interruption, any statement directly relevant to the complainant's case. The Chair then recognizes questions directed at the witnesses by the Hearing Board, the respondent, and the respondent's advisor, if any.

8. **Presentation by the Respondent:** The Chair recognizes the respondent to present without interruption any statements relevant to the respondent's case. The Chair then recognizes questions directed at the respondent by the Hearing Board, the complainant, and the complainant's advisor, if any.

9. **Presentation by the Respondent's Witnesses:** The Chair recognizes the respondent's witnesses, if any, to present, without interruption, and statement directly relevant to the respondent's case. The Chair then recognizes questions directed at the witnesses by the Hearing Board, the complainant, and the complainant's advisor, if any.

10. **Rebuttal and Closing Statement by Complainant:** The complainant refutes statements by the respondent, the respondent's witnesses and advisor, if any, and presents a final summary statement.

11. **Rebuttal and Closing Statement by Respondent:** The respondent refutes statements by the complainant, the complainant's witnesses and advisor, if any, and presents a final summary statement.

12. **Final questions by the Hearing Board:** The Hearing Board asks questions of any of the participants in the hearing.

**VI. POST-HEARING PROCEDURES**

**A. Deliberation:**

After all evidence has been presented, with full opportunity for explanations, questions and rebuttal, the Chair of the Hearing Board shall excuse all parties to the grievance and convene the Hearing Board to determine its findings in executive session. When possible, deliberations should take place directly following the hearing and/or at the previously scheduled follow-up meeting. (See Section IV.D above.)

**B. Decision:**

1. In grievance (non-disciplinary) hearings involving graduate students in which a majority of the Hearing Board finds, based on a "clear and convincing evidence," that a violation of the student's academic rights has occurred and that redress is possible, it shall recommend an appropriate remedy to the Department Chair or School Director. Upon receiving the Hearing Board’s recommendation, the Department Chair or School Director shall implement an appropriate remedy, in consultation with the Hearing Board, within 3 class days. If the
Hearing Board finds that no violation of academic rights has occurred, it shall so inform the Chair or Director. The Chair of the Hearing Board shall promptly forward copies of the final decision to parties and the University Ombudsperson. (See GSRR 5.4.11.)

2. In grievance (non-disciplinary) hearings involving graduate students in which the Hearing Board serves as the initial hearing body to adjudicate an allegation of academic dishonesty and, based on a "clear and convincing evidence," the Hearing Board finds for the student, the Hearing Board shall recommend to the Department Chair or School Director that the penalty grade be removed, the Academic Dishonesty Report be removed from the student's records and a "good faith judgment" of the student's academic performance in the course take place. If the Hearing Board finds for the instructor, the penalty grade shall stand and the Academic Dishonesty Report regarding the allegation will remain on file, pending an appeal, if any to the College Hearing Board within 5 class days of the Hearing Board’s decision. If an academic disciplinary hearing is pending, and the Hearing Board decides for the instructor, the graduate student's disciplinary hearing before either the College Hearing Board or the Dean of The Graduate School would promptly follow, pending an appeal, if any, within 5 class days. (See GSRR 5.5.2.2 and 5.4.12.3)

C. Written Report:

The Chair of the Hearing Board shall prepare a written report of the Hearing Board’s findings, including recommended redress or sanctions for the complainant, if applicable, and forward a copy of the decision to the appropriate unit administrator within 3 class days of the hearing. The report shall indicate the rationale for the decision and the major elements of evidence, or lack thereof, that support the Hearing Board's decision. The administrator, in consultation with the Hearing Board, shall then implement an appropriate remedy. The report also should inform the parties of the right to appeal within 5 class days following notice of the decision, or 5 class days if an academic disciplinary hearing is pending. The Chair shall forward copies of the Hearing Board’s report and the administrator’s redress, if applicable, to the parties involved, the responsible administrators, the University
Ombudsperson and the Dean of The Graduate School. All recipients must respect the confidentiality of the report and of the hearing board's deliberations resulting in a decision. (See GSRR 5.4.12 and 5.5.2.2)

VII. APPEAL OF THE HEARING BOARD DECISION:

A. Either party may appeal a decision by the Hearing Board to the College Hearing Board for cases involving (1) academic grievances alleging violations of student rights and (2) alleged violations of regulations involving academic misconduct (academic dishonesty, professional standards or falsification of admission and academic records.) (See GSRR 5.4.12.)

B. All appeals must be in writing, signed and submitted to the Chair of the College Hearing Board within 5 class days following notification of the Hearing Board's decision. While under appeal, the original decision of the Hearing Board will be held in abeyance. (See GSRR 5.4.12, 5.4.12.2 and 5.4.12.3.)

C. A request for an appeal of a Hearing Board decision to the College Hearing Board must allege, in sufficient particularity to justify a hearing, that the initial Hearing Board failed to follow applicable procedures for adjudicating the hearing or that findings of the Hearing Board were not supported by the "clear and convincing evidence." The request also must include the redress sought. Presentation of new evidence normally will be inappropriate. (See GSRR 5.4.12.1, 5.4.12.2 and 5.4.12.4.)

VIII. RECONSIDERATION:

If new evidence should arise, either party to a hearing may request the appropriate Hearing Board to reconsider the case within 30 days upon receipt of the hearing outcome. The written request for reconsideration is to be sent to the Chair of the Hearing Board, who shall promptly convene the Hearing Board to review the new material and render a decision on a new hearing. (See GSRR 5.4.13.)

IX. FILE COPY:

The Chair of the Department shall file a copy of these procedures with the Office of the Ombudsperson and with the Dean of The Graduate School. (See GSRR 5.4.1.)

Approved by Faculty (3-20-2015)

VIII. Office of the University Ombudsperson

Conflicts, disagreements, and issues sometimes arise during the course of a graduate program. If students find themselves in this situation and have exhausted the internal resources for resolving the issue, they may contact the Office of the University Ombudsperson.
The Office of the University Ombudsperson provides assistance to students, faculty, and staff in resolving University-related concerns. Such concerns include student-faculty conflicts, communication problems, concerns about the university climate, and questions about what options are available for handling a problem according to Michigan State University policy. The University Ombudsperson also provides information about available resources and student/faculty rights and responsibilities. The office operates as a confidential, independent, and neutral resource. It does not provide notice to the University - that is, it does not speak or hear for the University.

The Ombudsperson may be contacted at any point during an issue when a confidential conversation or source of information may be needed. The Ombudsperson will listen to students’ concerns, give them information about university policies, help them evaluate the situation, and assist in making plans to resolve the conflict.

Contact information:

Office of the University Ombudsperson
129 N. Kedzie Hall
(517) 353-8830
ombud@msu.edu
https://www.msu.edu/unit/ombud/

IX. WORK RELATED POLICIES

Doctoral students may be awarded graduate assistantships which may take the form of research assistantships or teaching assistantships. The CSD department follows the policies of MSU, the Graduate School and, where applicable, the collective bargaining agreement between MSU and the Graduate Employees Union (GEU).

The University and the Graduate Employees Union recently completed contract negotiations and now have a successor agreement from May 16, 2015 through May 15, 2019. The newest GEU agreement includes the following:

Agreement Period
The parties have established a four year agreement through May 15, 2019.

Stipends and Wages
The minimum stipend amounts will be increased by 10% in 2015, 2% in 2016, 5% in 2017 and 2% in 2018.

Wage increases will be 2% in each year of the contract.

Article 19 of the contract defines three (3) employment levels for TAs. Every employing unit is able to define the number of semesters required to move to Level
3 (so long as they are no fewer than four and no more than six). The only restriction is that the departmental standard cannot exceed the practice in place in 2004, though it could be reduced from the 2004 level.

Tuition Waiver Pool
The Tuition Waiver pool for TAs has been increased from 200 to 450 per year.

Employment Period Dates
The contract also reset the employment period dates to August 16-December 31, January 1 to May 15 and May 16 to August 15. In addition, the contract now makes clear that stipends are compensation for completion of the entire body of work associated with a TA appointment, including through the submission of grades when that date falls outside the employment period.

Right to Work
The payment of union dues and fees is now consistent with Michigan Right to Work legislation.

Leave Time
Several changes were made to Article 18, Employee Leave Time. Article 18 now provides for possible medical disputes where TAs may not be able to perform their employment responsibilities due to physical or mental health conditions. In addition, adoption and parental leave time provides for pay during the first work week of applicable leave.

Finally, the language on jury duty has been refined with regard to payment for lost time and reporting back to work after jury duty.

The following resources provide the latest information on specific policies related to graduate assistantships.

1. **Research assistantships:** Graduate assistants whose primary responsibility is research should refer to the following Graduate School policies pertaining to wages, benefits, and other terms and conditions of employment.
   a. [Graduate assistantship brochure](#)
   b. [Graduate stipends](#)
   c. [Payroll schedules](#)
   d. [Vehicle registration](#)

   Please refer to the [Graduate School webpages](#) for additional information pertaining to research assistantships.

2. **Teaching assistantships:** Graduate assistants whose primary responsibility is teaching should refer to the collective bargaining agreement between MSU and the GEU for detailed information regarding wages, benefits, and other terms and conditions of employment.

3. **Additional requirements for international doctoral students:**
   a. **English language requirements for teaching assistantships:** All students whose first language is not English and who are awarded teaching assistantships are required to
demonstrate a passing score on the Speaking Proficiency English Assessment Kit (SPEAK) test or the Test of Spoken English (TSE). Students who do not pass the initial SPEAK test or TSE may not assume teaching responsibilities until they complete English 097, an oral skills course for international teaching assistants, and pass the International Teaching Assistant oral interview or pass a subsequent SPEAK or TSE test.

b. **Accident and health insurance**: International students are required to have health and accident insurance. Students are required to purchase the MSU Student Accident and Health Insurance Plan unless they have evidence of alternative insurance equal in benefits and provisions to the Michigan State University plan. Fees for the student's insurance are included with the bill for tuition and fees during registration. Please see the [MSU Human Resources webpages](https://www.msu.edu/hr/) for detailed information regarding student employment benefits.

---

**X. UNIVERSITY RESOURCES**

The following is a list of university resources available to all graduate students, particularly to those who are in the doctoral program in CSD. These resources may clarify or provide additional information to the material in the handbook.

1. **General university resources**
   a. Michigan State University
   b. Graduate School
   c. Office of the Registrar
   d. MSU Libraries
   e. MSU Human Resources
   f. Resource Center for Persons with Disabilities (RCPD)
   g. Committee on Institutional Cooperation (CIC)
   h. MSU Family Resource Center

2. **Human subjects protection, animal care and protection, and research ethics**
   a. Institutional Review Board (IRB)
   b. Institutional Animal Care and Use Committee (IACUC)
   c. MSU Research Integrity Officer
   d. Research and Scholarly Integrity

3. **International student resources**
   a. Office for International Students and Scholars
   b. International Studies and Programs

4. **Student funding opportunities**
   a. The Graduate School
   b. Office of Financial Aid
   c. Committee for Institutional Cooperation

5. **Students rights and responsibilities**
   a. Graduate Student Rights and Responsibilities (GSRR)
   b. The Collective Bargaining Agreement between MSU and the Graduate Employees Union (GEU)

6. **Technology and computing resources**
d. Center for Statistical Training and Consulting  
e. MSU Information Technology  

7. Teaching resources  
   a. Learning Design and Technology  
   b. Classroom Technology  
   c. Faculty and Instructional Development  

XI. APPENDIX: Ph.D. DEGREE FORMS  

1. Request for the Appointment of the Guidance Committee for the Ph.D. Degree  
2. Report of the Guidance Committee  
3. Request for changes in the doctoral degree program  
4. Request for comprehensive examination  
5. Results of the comprehensive examination  
6. Approval of dissertation proposal  
7. Results of final oral examination/dissertation defense  
8. Record of completion of requirements for doctoral, diploma, and specialist degree candidates  
9. Annual evaluation  
10. Checkout list
The following faculty members are willing to serve on the Ph.D. Guidance Committee for (student’s name) ________________________ and I request that they be appointed:

<table>
<thead>
<tr>
<th>Departmental Faculty</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>______________________</td>
<td>______________________</td>
</tr>
<tr>
<td>______________________</td>
<td>______________________</td>
</tr>
<tr>
<td>______________________</td>
<td>______________________</td>
</tr>
<tr>
<td>______________________</td>
<td>______________________</td>
</tr>
<tr>
<td>______________________</td>
<td>______________________</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Faculty Member(s) from outside department(s)</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>______________________</td>
<td>______________________</td>
</tr>
<tr>
<td>______________________</td>
<td>______________________</td>
</tr>
</tbody>
</table>

**Requested by**

________________________________

**Recommended by**

________________________________

**Doctoral Student**  Date  **Chairperson, Committee**  Date

**Approved by**

________________________________

**Departmental Chairperson**  Date

Original:  CAS Academic and Student Affairs

Copies:  Student

Chairperson Guidance Committee
REPORT OF THE GUIDANCE COMMITTEE - DOCTORAL AND OTHER PROGRAMS

Department of Communicative Sciences and Disorders

See the catalog (Academic Programs) regarding composition of guidance committee and deadlines for its formation and for filing this report listing all degree requirements.

Name ____________________________________________ Student No. ____________

Last First Middle

First Semester in Doctoral Program _______ 20 ______ Dept. _______ Major ___________________________

Tentative Dissertation Subject

______________________________________________________________________

Director _______________________ Languages or Course Substitutes _________________________________________

Will the student's research involve the use of

human subjects or human materials? __ Yes ___ No

warm-blooded animals? __ Yes ___ No

or hazardous substances? __ Yes ___ No

I understand it is necessary to obtain institutional review and approval prior to initiating any research involving the use of human or animal subjects or hazardous materials.

DOCTORAL PROGRAM

PLEASE PRINT OR TYPE AND CLUSTER BY FIELD

<table>
<thead>
<tr>
<th>Dept.</th>
<th>Course No.</th>
<th>Title</th>
<th>No. CR</th>
<th>Dept.</th>
<th>Course No.</th>
<th>Title</th>
<th>No. CR</th>
</tr>
</thead>
</table>

Approved (Please print guidance committee members' names below signatures)

1. __________________________ Mo/Day/Yr

Chairperson

Comprehensive examination areas:

The candidate expects to pass the Comprehensive Examination by __________________________ Semester; _______

2. __________________________

3. __________________________

4. __________________________

Student Mo/Day/Yr

5. __________________________

6. __________________________

Department Chairperson Mo/Day/Yr

College Dean Mo/Day/Yr

Course Credits (in addition to at least 24 credits of 999) ___

Original: CAS Academic and Student Affairs

Copies: Student

Chairperson, Guidance Committee
REQUEST FOR CHANGES IN THE DOCTORAL DEGREE PROGRAM
Department of Communicative Sciences and Disorders

The following changes in the formal program of ____________________________ are recommended:

State proposed changes, give reasons on an attachment (circle number).

1. Change in Chairperson or other committee members
2. Change in Minor
3. Change in other course work (specify changes)
4. Request for waiver from program requirements

Recommended

Guidance Committee Members:

__________________________
Chairperson, Guidance Committee Date

__________________________
Departmental Chairperson Date

__________________________
Dean Date

Communication Arts & Sciences

Original: CAS Academic and Student Affairs
Copies: Student
Chairperson, Guidance Committee
I request that ___________________________ be given his/her Comprehensive examinations during _____ semester 20_____.

1. The student has completed 80% of all formal doctoral program course work and should be admitted to the Comprehensive examinations.

2. The student has not completed his/her requirements. His/her examinations must be delayed until the following requirements are completed:

The Guidance Committee recommends that the Ph.D. comprehensive examinations consist of the following areas and distribution. All of the faculty members should submit their comprehensive examination questions to the Doctoral Program Director by: ________.

<table>
<thead>
<tr>
<th>Area</th>
<th>Faculty Member</th>
<th>Hours</th>
<th>Time Frame</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

__________________________  _______________
Chairperson, Guidance Committee  Date

Approved:

__________________________  _______________
Departmental Chairperson  Date

Original: CAS Academic and Student Affairs
Copies: Student
Chairperson, Guidance Committee
**RECORD OF COMPREHENSIVE EXAMINATIONS**

for

DOCTORAL DEGREE AND EDUCATIONAL SPECIALIST DEGREE CANDIDATES

☐ Check if this is a re-examination because of expired time limits.

Department of

Student’s Name ____________________________________________________________________________  Student Number ______________________________________________________________________

Last, First  Middle Initial

Term and Year of First Course Counted towards this Degree ________________________________________________________________________

**Result of Written Comprehensive Examinations:**

<table>
<thead>
<tr>
<th>Field</th>
<th>Examiner(s)</th>
<th>Exam Date (MM-DD-YY)</th>
<th>Passed or Failed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Result of Oral Comprehensive Examinations:**

<table>
<thead>
<tr>
<th>Field</th>
<th>Examiner(s)</th>
<th>Exam Date (MM-DD-YY)</th>
<th>Passed or Failed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**OVERALL PASS or FAIL?**

________________________________________________________________________

Signed ______________________________________________________________________

Chairperson of Examination Committee

Date ______________________________________________________________________

Signed ______________________________________________________________________

Chairperson of Department

Date ______________________________________________________________________

Signed ______________________________________________________________________

Dean of College

Date ______________________________________________________________________
My dissertation proposal has been reviewed and approved by my Dissertation Guidance Committee. The proposal includes the following:

1. A tentative statement of the dissertation title, and the name of the dissertation director
2. A general description of the dissertation topic, including a rationale for the study
3. A description of the methodology which will be used in completing the study, the methods and procedures to be used in collecting data, and a tentative outline of the analytic procedures to be used

________________________________________________________________________

Student Signature                           Date

Approved:

________________________________________________________________________

Departmental Chairperson      Date      Chairperson, Dissertation Committee

________________________________________________________________________

Dissertation Committee Members

Original:   CAS Academic and Student Affairs
Copies:     Student
            Chairperson, Dissertation Committee
RESULTS OF THE FINAL ORAL EXAMINATION/DISSERTATION DEFENSE
Department of Communicative Sciences and Disorders

The Dissertation Guidance Committee examined the dissertation of ______________________ on ____________________. These are the results of the examination:

_____ The dissertation is satisfactory for partial fulfillment of the requirements for the Ph.D. degree in Communicative Sciences and Disorders.

_____ The dissertation is not satisfactory and the student must do the following:

We recommend:

_____ The dissertation is rejected.

Approved:

_________________________  ____________________________
Departmental Chairperson  Date

Original:  CAS Academic and Student Affairs
Copies:  Student

Chairperson, Guidance Committee  Date
Guidance Committee Member  Date
Guidance Committee Member  Date
Guidance Committee Member  Date
Guidance Committee Member  Date
RECORD OF DISSERTATION AND ORAL EXAMINATION
REQUIREMENTS FOR DOCTORAL DEGREE CANDIDATE

Department of: ________________________________

Student’s Name: ___________________________ Student Number: __________________

1. Dissertation Title:

2. Dissertation has been: ☐ Accepted ☐ Rejected ☐ Accepted subject to revisions (beyond minor editorial changes) required by the Committee.

3. Oral examination in defense of the dissertation was conducted on: ____________________________
   The student ☐ Passed ☐ Failed Reason: ____________________________

4. Dissenting opinions and signatures of dissenting examiners, if any:

5. Subject to the satisfactory completion of other requirements, this student is recommended for the degree Doctor of:
   ☐ Philosophy ☐ Education ☐ Musical Arts

<table>
<thead>
<tr>
<th>Signatures of Guidance Committee Members:</th>
<th>Printed names of Guidance Committee Members:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Chairperson of Guidance Committee Date</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

6. Major revisions required:

7. Revisions, if any, approved: ____________________________
   Chairperson of Guidance Committee Date

Approved: Department Chairperson: ____________________________
   Associate/Assistant Dean: ____________________________

MSU is an affirmative action/equal opportunity employer.
Michigan State University
Annual Progress Report for Ph.D. Students

Name ____________________________________ Student PID Number ____________

Portion Completed by the Student

Academic Progress
A copy of the current program of study should be attached to this report.

Date of entrance into program* ______________ Expected completion date __________

*If admitted under provisional status, date provisional status removed: ______________

Most recent contact with the guidance committee/academic advisor: ______________

Date or expected date of qualifying exams (if applicable) ___________ Passed? _______

Date or expected date of comprehensive exams ___________ Passed? _______

Date or expected date of dissertation proposal approval ______________

Date or expected date of dissertation defense ______________

Current GPA: ______________ Number of credits below 3.0: ______________

Remaining required courses:

Professional Performance and Potential
The student should attach the following information:

1. Professional goal statement
2. Goals for the next academic year
3. Papers published or submitted
4. Presentations at professional conferences
5. Participation on funded grants
6. Participation in undergraduate education (e.g. courses taught, mentoring of undergraduates)
7. Other

Comment briefly on your progress in achieving your academic goals during the past year. Note areas in which you are experiencing any difficulty.

Comment briefly on your progress toward achieving your career goals during the past year. If you feel you are not making progress, explain why. Include perceived departmental/school obstacles that hinder your program.

April, 2006
Annual Progress Report for Ph.D. Students

Name ___________________________________  Student PID Number ___________

Portion Completed by the Major Professor

Academic Performance

1. Has the student made acceptable progress during the evaluation period? Please comment below.

2. Please comment on the overall academic performance of the student, including teaching experiences, if applicable.

Student

Your signature below indicates that you have discussed the contents of this progress report with your major professor.

____________________________  ______________________
Student                       Date

Major Professor

Your signature below indicates that you have discussed the contents of this progress report with the student.

____________________________  ______________________
Major Professor               Date

Dept/School Chair/Director

____________________________  ______________________
Dept/School Chair/Director    Date

When both the major professor and student have reviewed and signed this progress report, copies of the report should be given to the student and the major professor. The original progress report should be placed in the student's file in the department/unit office. Students who wish to appeal any part of the major professor's evaluation may do so in writing to the department chair/school director.

**Note:** Departments/Units may choose to use this form for annual or academic year evaluations.
Note: If the following checkout procedures are not completed, graduation may be delayed.

1. Return any Departmental keys in your possession to the Departmental Administrative Assistant.

2. Return any Departmental thesis/dissertations in your possession to the Student Affairs Secretary.

3. If applicable, pick up the ASHA clinical certification forms from the Student Affairs Secretary. Complete these forms and have them checked and signed by your advisor and the Departmental Chairperson. Keep a copy of the forms for your records.

4. Fill out the information at the bottom of this page and leave it with the Doctoral Program Director.

5. Other:

<table>
<thead>
<tr>
<th>Name</th>
<th>Term Graduating</th>
</tr>
</thead>
</table>

Forwarding Address and Phone

Place of Employment and Your Title

Employer’s Address