

Ph.D. in Communication Sciences and Disorders

Emphases in:
Audiology
Speech-Language Pathology
Speech and Hearing Sciences

STUDENT HANDBOOK

Department of Communication Sciences
and Disorders



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in
Communication Sciences and Disorders

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Doctoral Student Handbook

Date Effective: Fall 2019

Welcome to James Madison University and the Department of Communication Sciences and Disorders. The information contained in this handbook is intended to help you understand your degree program and the relevant regulations, policies, and procedures. The conditions set forth in this document are applicable to all students who begin their doctoral program after the summer of 2019. In addition to this handbook's information, you are also expected to comply with the policies set forth in the Graduate Catalog (www.jmu.edu/catalog). This handbook serves as a guide to completing the Ph.D. degree and is a supplemental source of information to current university policy. At the beginning of your program, you will need to read this manual in its entirety, sign the handbook review form in Appendix I, and return it to your adviser who will file it in your student file.

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Overview of Ph.D. Program

The Ph.D. program is designed to provide graduate students with advanced study in specialized areas of communication sciences and communication disorders. The program provides the independent learning skills and research training that are essential for both academic and research positions in universities and administrative and/or research appointments in healthcare settings, education, and business. Individuals with the Ph.D. degree are seen as leaders in their fields.

Within the Ph.D. program, students pursue one of several focused areas:

- Speech-Language Pathology
- Audiology
- Speech and Hearing Sciences

The number of CSD and affiliated faculty is sufficiently large to have research expertise in diverse areas and to accommodate and support a wide range of student research interests. The department's many well-equipped research laboratories, the Voice and Swallowing Service at the Sentara RMH Medical Center, and the Speech-Language-Hearing Applied Laboratory support the research activities of students and faculty.

Program Goals

The Ph.D. degree signifies that a person has reached the pinnacle of education in his/her discipline. The Ph.D. program is individualized to the specific interests of the student while assuring a rigorous educational experience appropriate to the degree. Thus, students may initiate the Ph.D. program at various stages, including 1) post-baccalaureate, 2) post-masters, and 3) post-Au.D., depending upon their research interests, career goals, and clinical credentialing. It is also possible to combine Ph.D. and clinical training (combined M.S./Ph.D. or Au.D./Ph.D.). Admitted students undertake an individually designed program emphasizing research tools, research studies and publication, and in-depth exposure to research in their major area of interest.

The Ph.D. curriculum includes extensive guided research studies with faculty, advanced discipline-specific coursework, opportunities for study in related cognate/supporting areas, guided and mentored university teaching and/or clinical supervisory experiences, research, and statistics coursework. The Ph.D. curriculum culminates in one or more research projects, typically presented in the form of a dissertation.

Students work closely with fellow graduate students in order to share and examine ideas and with faculty who serve as their academic mentors. In conjunction with their academic mentors, students are encouraged to present their scholarly work at national and international conferences and research symposia and most importantly as published journal articles.

Ph.D. Council

The Ph.D. Council is chaired by the Ph.D. Program Director and consists of five voting faculty members: the director of the Ph.D. Program, the Director of the Speech-Language Pathology Program, the Director of the Au.D. Program, and two elected faculty members. The Academic Unit Head serves as an ex officio non-voting member.

The Ph.D. Council has the following responsibilities:

1. Reviews the guidelines and requirements for the research M.S. and Ph.D. programs and proposes changes in the programs' content and requirements to the Communication Sciences and Disorders faculty for approval by vote.
2. Reviews applications and interviews candidates for the research M.S. and Ph.D. programs on an as-needed basis. The Ph.D. council makes recommendations for offers of admissions as well as assistantships.
3. Reviews the Annual Progress Reports of each research M.S. and Ph.D. student and conveys any concerns regarding progress back to the student and their committee.

Admissions

Admission to the research Ph.D. program is competitive. While many applicants will possess a master's degree in speech-language pathology or a clinical doctorate in audiology, students from other disciplines are encouraged to apply because the study of human communication, the disorders that affect communication, and the sciences that underpin human communication are multidisciplinary. All applicants will be evaluated for acceptance into the doctoral program by the Council based on the following criteria:

1. Grade Point Average (GPA) from both undergraduate and graduate degrees.
2. Graduate Record Examination (GRE) scores administered by the Educational Testing Service. Applicants holding a master's degree may be exempt from submitting the GRE score.
3. Transcripts from all previous academic institutions.
4. Three written references from individuals familiar with applicant's academic and research potential.
5. Personal statement written by the applicant reviewing reasons for applying to the program, career objectives, and relevant background information (1-2 pages).
6. Personal interview.
7. Availability of departmental resources to provide appropriate mentorship and educational/research experiences for the student.

Students accepted into the Ph.D. program may, with approval of their Advisory Committee and Ph.D. Director, transfer a maximum of 9 graduate credits toward the degree requirements.

Graduate Assistantships

Several sources of graduate assistantships are available to full-time students. Assistantships are usually granted on the basis of academic merit and background.

Available Assistantships

1. Departmental assistantships: Departmental assistantships are positions supported by the department that provide students with a tuition reduction and a taxable stipend. The amount of the tuition reduction and the stipend may vary in amount and may change each year. Students working in departmental assistantship positions are required to work 20 hours per week. All full-time doctoral students are eligible to apply for departmental assistantships.
2. Research assistantships: Research assistantships are positions typically within the department that vary in amount and may change each year, depending upon the funding source. Research assistants are expected to fulfill designated duties as stipulated for individual projects. Students do not apply for these assistantships, but are invited by the principal investigator (PI) depending upon the student's ability to meet the specific requirements of the funded project.

Assistantship Policies

Doctoral assistants are expected to view their positions as a primary commitment and a primary source of income. Graduate assistants must maintain full-time student status (9 or more semester credit hours) throughout the duration of their funded position. Consequently, doctoral assistants are strongly encouraged not to hold other employment.

Doctoral assistantships are typically awarded for a period of one year (fall, spring, and summer semesters) and are renewable for a period of up to four years or as long as the student meets the requirements and/or funding are available. Although work related to assistantships typically takes place over a calendar year, payment of the full stipend may occur within an academic year. Students earning a C or lower in a graduate course will risk losing their assistantship funding. Awarding of assistantships typically occurs by April 15 prior to the start of the fall academic year, although assistantships are sometimes secured within the academic year.

Students can access additional financial aid information from the James Madison University Financial Aid Office.

STUDENT ADVISING

Student advising occurs through two committees, an **Advisory Committee** and subsequently a **Dissertation Committee**.

Advisory Committee

The advisory committee is determined at the start of the program and typically consists of a minimum of three departmental faculty members: one chair and two members. Students are encouraged to propose faculty membership based on area of interest and after securing agreement of the potential committee member. Appointments to an Advisory Committee will be approved by the Director of the Ph.D. Program and the Academic Unit Head. The form for establishing the Advisory Committee is located in Appendix A.

Each student's program of study is developed by the Advisory Committee and student, focusing on the student's expressed research interests, previously completed academic courses, and program expectations. The Advisory Committee may be involved in arranging and administering the qualifying examination in the event that a Dissertation Committee is not yet in place at the completion of coursework.

Dissertation Committee

The Dissertation Committee should be responsible for arranging the prospectus defense, including guidance in planning and conducting the research for and evaluating the dissertation. Once admitted to candidacy status, the student will establish a Dissertation Committee. The Dissertation Committee should be appointed as soon as possible after the student has identified an area of research interest.

The student will select a professor who will agree to direct the dissertation research and chair the Dissertation Committee. The Chair and the student then recommend members of the Dissertation Committee to the Ph.D. Program Director, the Academic Unit Head (AUH), and Dean of the Graduate School (see Appendix E). The Dissertation Committee membership shall meet the requirements of The Graduate School and shall consist of a minimum of two departmental faculty (i.e., committee chair plus one member) and one faculty member who may be external to the CSD department, with other members (i.e., faculty in or out of the CSD department) selected based on the dissertation topic and faculty expertise. Advisory members (i.e. individuals with particular expertise who do not hold an academic appointment) may be appointed as non-voting members of a Dissertation Committee. The Dissertation Committee members may or may not have been members of the student's Advising Committee. Once the Dissertation Committee is officially formed, it replaces the student's Advising Committee. The final composition of the Dissertation Committee must be approved by the Ph.D. Program Director, The Academic Unit Head, and the Dean of the Graduate School. (See Appendix E)

Once the Dissertation Committee is approved, it assumes the role of guiding all aspects of the student's progress, including program of study, through the program. Whichever committee is currently advising the student, (either the Advising Committee or the Dissertation Committee) may be involved in arranging the qualifying examination. The Dissertation Committee should be responsible for arranging the prospectus defense, guiding the research, guiding the writing of the dissertation, and organizing the final dissertation defense.

Changes to Dissertation Committee Membership

A committee member may choose at any point during the student's doctoral program to remove him/herself from the committee. In rare circumstances, the student may also request a change of committee membership.

In cases where the student initiates a request for a change of committee member who is not the chair, the process is as follows:

1. The student first discusses circumstances leading to the request with the Dissertation Committee Chair. If the Committee Chair is in agreement with the request, then the student and Committee Chair or Ph.D. Program Director meets with the committee member to discuss the matter. If the committee member objects to the proposed change in committee membership, the student and Committee Chair or Ph.D. Program Director will meet with the CSD Academic Unit Head to discuss the matter and request resolution.
2. In the event that the Committee Chair disagrees with the student request, then the matter is referred to the Ph.D. Council to discuss and request resolution.
3. If the Ph.D. Council disagrees with the student's proposed committee membership change, the student, Committee Chair, and Ph.D. Program Director will meet with the AUH to discuss the matter and request resolution.
4. If the Committee Chair and Ph.D. Program Director concur with the proposed change in committee membership, the membership can be changed upon approval from the AUH.
5. If resolution leads to the AUH's agreement that the committee membership should change, the student and the Committee Chair then informs the committee member of the change and, if it affects minimum committee requirements, a new committee member is appointed, per previously described procedures, and the appropriate Dissertation Committee form is completed.

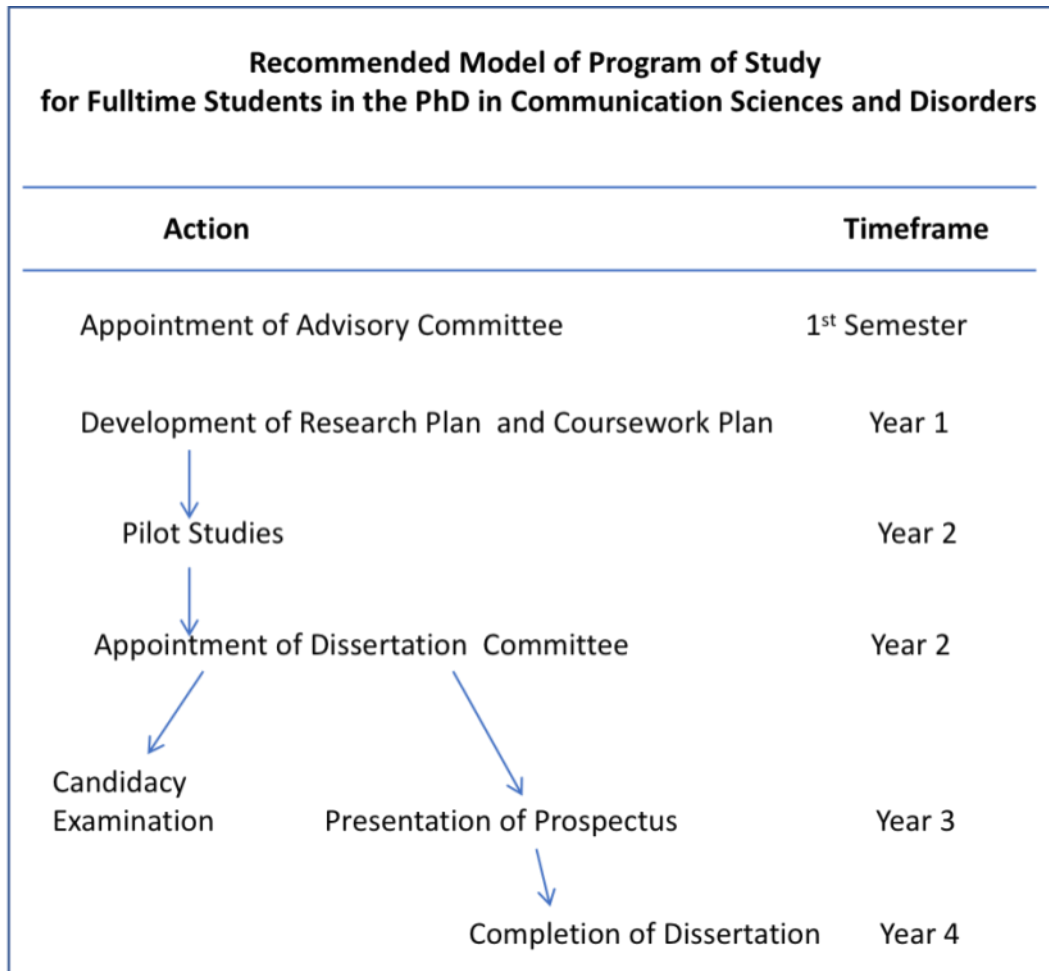
In cases where the request is for removal of a Committee Chair, the process is as follows:

1. The student discusses the matter (circumstances leading to the request) with the Ph.D. Program Director.
2. The student and Ph.D. Program Director meet with the Committee Chair to discuss the matter. If there is consensus that the Committee Chair should be replaced, the student, in consultation with the Ph.D. Program Director (or the AUH if the Ph.D. Program Director is the Committee Chair in question) will identify a new Committee Chair according to the procedures described above.
3. If the matter cannot be successfully resolved upon consultation with the Ph.D. Program Director, the student and Ph.D. Program Director will consult with the AUH about the request to remove the Committee Chair.
4. If discussion leads to the AUH's agreement that the Committee Chair should change, the student and the Ph.D. Director (or AUH if the concern is with the Ph.D. Director) then informs the Committee Chair of the change.
5. The student will replace the Committee Chair and complete the appropriate Dissertation Committee form, selecting a new Committee Chair to act as the advisor.

Program of Study

The program of study is composed of the plan for completing the coursework requirements and the plan for research studies.

An illustration of the Recommended Program of Study for the Ph.D. Program in Communication Sciences and Disorders is contained in the figure below.



A Ph.D. student's plan outlining the intended Program of Study (Appendices B) should be completed by the end of a student's first semester of full-time study for post-master's or Au.D./Ph.D. tracks, or by the end of the first year of study for post-bachelor's and part-time tracks. The plan should be signed by the student and all members of the Advisory Committee or Dissertation Committee and placed in the student's file, with copies distributed to the student and committee members. If changes to the plan are agreed upon by the student and the committee, a new plan should be formulated, filed, and distributed. (see Appendices B)

Ph.D. Annual Progress Report

The student will submit an annual progress report (Appendix C) and meet with their full committee at least once per academic year (prior to April 1st) and on an as-needed basis when they are proposing changes or are encountering difficulties. The student must have a satisfactory review of their annual progress or meet the requirements recommended by their committee and/or the Ph.D. Council. Failure to do so may lead to review of the student's status in the program by the Ph.D. Council in discussion with their Advisory or Dissertation Committee.

Once each member of the committee has reviewed and signed the Annual Progress Report, the student will be responsible for submitting the report to the Ph.D. Council no later than April 1st

Academic Degree Requirements

As per Graduate School (TGS) requirements, once students have commenced with their program of study, they are expected to be enrolled continuously throughout their program, unless granted leave by (1) their Advisory or Dissertation Committee, (2) Ph.D. Program Director, (3) the AUH, and (4) The Dean of TGS.

Students must successfully complete certain academic requirements to earn a Ph.D. These requirements include:

- Demonstration of satisfactory progress toward completion of the degree requirements
- Successful completion of required coursework
- Satisfactory completion of the qualifying examination, typically taken early in the second year of study
- Satisfactory completion of a program of research study leading to a written Ph.D. dissertation that is satisfactorily defended

Coursework

The Ph.D. program affords a time for students to acquire the depth of knowledge, skills, and experiences to empower them to create new knowledge in the field and to become expert researchers, teachers and/or supervisors. Each student's Program of Study is individually tailored to meet the student's interests and represents an agreement between the student and the student's Advisory or Dissertation Committee. All students must pursue an advanced course of study that will include the following components:

- Core coursework:
 - Speech and hearing science (CSD 867, Experimental Phonetics, 3 credit hours)
 - Methods of measurement in CSD (CSD 805, Methods of Measurement in CSD, 3 credit hours)

- Professional issues and development (CSD 806 and 807, Ph.D. Professional Development Seminar I; and Ph.D. Professional Development Seminar II, 1 credit each)
- Coursework and/or research studies within the student's major area of emphasis (minimum: 14 credit hours*)
- Coursework and/or research studies outside the student's major area of emphasis (minimum: 6 credit hours*)
- Coursework in statistical methods and research design (minimum: 12 credit hours*)
- Directed research studies (minimum: 6 credit hours*)
- Teaching and/or supervision experience (minimum: 2 credit hours*)
- Dissertation credit (minimum: 9 credit hours*)

*These requirements may be partially met by students holding a doctoral degree or concurrently completing another JMU doctoral program.

<u>Sample Curriculum for post-Master's:</u>	<u>Credit Hours</u>
Core coursework	8
Major concentration coursework or research study	14
Outside, related coursework or research study	6
Research tools (e.g. statistics & research design)	12
Directed research	6
Teaching/Supervision	2
<u>Dissertation</u>	<u>minimum of 9</u>
<i>Total Hours</i>	<i>57</i>

<u>Sample Curriculum for post-Bachelor's:</u>	<u>Credit Hours</u>
Post-Bachelor's coursework (individually determined)	36-44
Core coursework	8
Major concentration coursework/research	14
Outside, related coursework/research	6
Research tools	12
Directed research	6
Teaching/Supervision	2
<u>Dissertation</u>	<u>minimum of 9</u>
<i>Total Hours</i>	<i>93-101</i>

<u>Sample Curriculum for Dual Au.D./Ph.D.:</u>	<u>Credit Hours</u>
Doctor of Audiology requirements (includes 6 credits of dissertation)	103
Core coursework	8
Major concentration coursework/research	3

Outside, related coursework/research	6
Research tools	3
Directed research	3
Teaching/Supervision	2
<u>Dissertation</u>	<u>minimum of 5</u>
<i>Total Hours</i>	<i>133</i>

<u>Sample Curriculum for post Au.D.:</u>	<u>Credit Hours</u>
Core coursework	8
Major concentration coursework/research	3
Outside, related coursework/research	6
Research tools	3
Directed research	3
Teaching/Supervision	2
<u>Dissertation</u>	<u>minimum of 5</u> (assumes 6 dissertation credits in Au.D.)
<i>Total Hours</i>	<i>30</i>

In accordance with The Graduate School policies, all degree requirements must be completed within 8 years from the time of initial enrollment for part-time students and within 6 years for full-time students.

Qualifying Examination

All students, toward the end of their first year and at a time agreed upon by the committee, must pass a qualifying examination to be admitted to doctoral candidacy. The qualifying exam must be completed before the prospectus is defended. The examination format will be structured by the student's committee in place at that time. This examination is intended to measure the student's progress in doctoral studies and prepares the student for the final phases of the degree. The committee, with input from the student, will determine the content and scope of the topic(s) and how the examination will be divided during the test period. The time for completion of the requirements for the components comprising the qualifying examination will be determined by the committee in consultation with the student. It is expected that the qualifying exam will be completed no later than the third semester in which the student is enrolled in the program full-time. The examination will typically require the student to synthesize information from several areas of knowledge.

The examination may include one or more of the following, but is not limited by these examples:

- A written examination consisting of:
 - Examination questions in: science (speech, language, and/or hearing)
 - Examination questions in the student's major area concentration
 - Examination questions in related areas of interest

or

- A presentation of **completed research** of sufficient quality to lead to submission to a peer-reviewed journal, which requires one or more written documents and oral presentation(s)
- And an oral examination

Qualifying Examination Results

Students are required to successfully complete both a written and an oral portion of the qualifying exam to be admitted to candidacy. Each student's committee and other relevant faculty who write questions for the written examination will evaluate the student's performance on the qualifying examination. The purpose of the oral examination is to provide students with an opportunity to demonstrate oral skills as well as to clarify, elaborate, and expand upon written portions of their qualifying examination. In addition, the oral examination is open to a discussion of any topic relevant to the student's program of study, not just those on the written portion of the examination. In the case of a scholarly presentation, the oral presentation including question and answer time may suffice for all or a portion of the qualifying exam. The format of the oral examination will be determined by the student's committee in consultation with the student after the written portion of the exam has been evaluated.

Students receive their results from the Chair of the Committee within 14 business days following the last day of the written examination. They may pass the written exam (pass) or need to repeat all or a portion of the written examination. Students who pass initially will progress to the oral portion of the qualifying examination. Students will not progress to the oral examination until they pass the required written portion(s). A student is allowed two attempts at the written examination. Two failed attempts at the written examination leads to termination of the student's Ph.D. enrollment.

Students who do not successfully complete the oral portion of the Qualifying Examination on the first attempt will be allowed to retake a new oral examination one time, in accordance with the Graduate School regulations. Two failed attempts at the oral examination leads to termination of the student's Ph.D. enrollment.

Candidacy

Following successful completion of the qualifying examination, the student must complete a Nomination to Candidacy for a Ph.D. Degree form (see Appendix D) and submit the completed form to the department. Upon the dean's signature, the student is a doctoral candidate.

Plan for Research Studies

Many of the course credits should be obtained through the pursuit of a program of research studies that will encompass a combination of independent studies, directed research (a minimum of 6 credits), and dissertation research (a minimum of 9 credits).

By the end of the first year, the candidates should develop a plan for research studies. The Ph.D. student is expected to meet with their Committee Chair at least two times per semester to keep them apprised of their progress and any difficulties encountered. It is important that students discuss all aspects of their research plan with the chair, including plans for pilot studies.

Prospectus

Students typically conduct pilot research through independent studies (e.g., directed studies/directed research) in preparation for writing a dissertation prospectus before the end of the second year of coursework.

A prospectus is a dissertation proposal that presents to the Dissertation Committee the research project the student intends on conducting for the dissertation. The prospectus is written under the guidance of the Dissertation Committee Chair with input from the Dissertation Committee. The prospectus must be orally presented and defended to the Dissertation Committee (and to interested members of the JMU and other academic communities). At least two weeks before the planned date of the oral prospectus defense, a student must submit a complete copy of the dissertation prospectus document to each member of the Dissertation Committee. The time and place of the prospectus defense will be announced and posted by the student via email and posters in public areas (See Appendix H) around the department a minimum of two weeks before the defense date. Following the student's oral presentation of the prospectus, individuals will be given time to ask questions related to the prospectus (the time-limit for questions will be under the discretion of the Committee Chair). This will be followed by a closed meeting of the committee and student. For final approval of the prospectus, all members of the Dissertation Committee must accept and sign the dissertation prospectus approval form (Appendix F).

Dissertation

All Ph.D. candidates must complete a dissertation. A dissertation is an original independent research project that culminates in a scholarly analysis, interpretation, and presentation. The dissertation is expected to be of sufficient quality to warrant one or more publications in peer-reviewed journals and professional presentations. Prior to starting the dissertation process, the student **MUST** carefully read the information manual on dissertation preparation on the Graduate School website.

Doctoral students who do research involving human or animal subjects are responsible for obtaining permission of the university's human or animal subjects committee on the Institutional Review Board (IRB) before beginning their research. IRB approval may be sought prior to approval of the prospectus, but definitely before collection of data. Doctoral students who use clinic populations in their research must involve the relevant supervisors and the Director of Clinical Education (if appropriate) in their planning at an early stage. While clinical research has a high priority in the department, protection of client confidentiality and obtaining client permission are prerequisites for involving this population in research studies.

Dissertation Format

The format of the dissertation will be determined by the Dissertation Committee with input from the student. The following are the three possible forms the dissertation may take:

- (1) Traditional format — refer to TGS guidelines
- (2) Manuscript format — the dissertation written to meet publication standards of targeted scholarly journals, with an expanded introduction/literature review as an appendix
- (3) A series of three research papers appropriate for publication in peer-reviewed journals. Students may use as their dissertation a minimum of three interconnected research manuscripts. It is expected (though not mandated, dependent upon the recommendations of the student's Dissertation Committee) that these papers will be in manuscript format and sent out for external review (e.g., for publication in a peer-reviewed journal). At a minimum, each paper will go through a peer-review process via the student's Dissertation Committee. The committee is responsible for approving the papers as a combined project representing the dissertation requirement. The dissertation itself will contain an introduction and review of the literature that conceptually links the studies, the studies themselves (exactly as they have been prepared for publication), and a conclusion which pulls the results together in a broader theoretical framework.

Oral Defense

At least two weeks before the planned date of the oral defense, a student must submit a complete copy of the dissertation to each member of the Dissertation Committee.

The Dissertation Committee reads the written dissertation and conducts the final oral examination of the dissertation, under the direction of the Chair of the Committee. The time and place of the oral defense will be posted around the department at least two weeks before the defense date (Appendix H). Dissertation defenses are open to all academic faculty and graduate students in the JMU community. Faculty and students outside the Department of Communication Sciences and Disorders must give prior notification of attendance to the Chair of the Dissertation Committee so appropriate arrangements can be made. The Dissertation Committee, directed by the committee chair, will conduct the oral defense and decide all procedural and logistic matters. Following the presentation, individuals will be given time to ask questions related to the dissertation (the time limit for questions will be under the discretion of the committee chair). This will be followed by a closed meeting of the committee and student. The Dissertation Committee will determine the pass or fail status of the

examination. For final approval of the dissertation, a minimum of n-1 members of the Dissertation Committee must accept the dissertation and sign the dissertation approval form.

Oral Defense Results

Students who successfully complete the oral defense of their dissertation qualify for the Ph.D. degree. In some cases, a successful oral defense can occur with recommendations for changes or revisions to the written dissertation. Students who fail the oral defense of the dissertation are provided one additional opportunity for a successful oral defense. Students who fail the second defense are dismissed from the program.

Dissertation Submission

Following successful defense of the dissertation, students submit their dissertation to the university. Students must meet the deadlines imposed by the graduate school to allow sufficient time between the oral defense and submission deadlines for graduation. Dissertations must be approved, signed, and submitted to the Graduate School by the dates specified by the Graduate School for graduation in that semester (see calendar of dates on the Graduate School webpage). Typically, the oral defense of the dissertation should take place at least **four weeks** prior to the final dissertation submission deadline.

After a successful oral defense, students must submit final copies of the dissertation that meet all conditions for changes required by the Dissertation Committee and guidelines specified by TGS (see TGS website for specific details). The following copies must be submitted:

- Four unbound copies of the dissertation to TGS
- Bound copies for the AUH and committee chair

Academic Policy

In the event that a student's performance does not meet the department's standards, he or she may either be dismissed from the program or be placed on probationary status.

Program Dismissal

A student will be dismissed from the program if he or she

- Earns an F *or*
- Three C grades in the graduate program *or*
- Two C grades in departmental courses *or*
- Is not continuously enrolled without prior approval of the program and TGS *or*
- Does not successfully pass the qualifying examination after the allowed repeat attempts *or*
- Fails to successfully complete and defend his/her dissertation requirements *or*
- Displays unprofessional or unethical behavior *or*
- Fails to make adequate progress and/or fails to demonstrate skills, behavior, and dispositions specified by the Ph.D. program

Departmental Probationary Status

A student is placed on probation if:

- A grade of C is earned in any course *or*
- GPA falls below 3.0.

Departmental probationary status may be removed by the student's Advisory Committee, in consultation with the Ph.D. Program Director and Ph.D. Council.

Students' graduate assistantships may be discontinued if the student is in a probationary status.

Honor Code

All academic programs at James Madison University adhere to an honor system, which dates back to the first session of 1909-10. The present honor system was adopted by James Madison University students and expects all students to uphold individual and community integrity.

Each student is expected to observe complete honesty in all academic matters and to assume responsibility in cases in which honor is violated. The honor system recognizes that varying punishments should be applied for varying offenses. Penalties for violations of the honor system range from a minimum of one-semester suspension to permanent expulsion from the university. The honor system is administered by a student honor council and every matriculating student becomes a member of the honor system. Cooperation of faculty and administrators is expected.

The Code

Students shall observe complete honesty in all academic matters. Violations of the Honor Code include, but are not limited to, taking or attempting to take any of the following actions:

1. Using unauthorized materials or receiving unauthorized assistance during an examination or in connection with any work done for academic credit. Unauthorized materials may include, but are not limited to, notes, textbooks, previous examinations, exhibits, experiments, papers, or other supplementary items.
2. Falsifying or attempting to falsify any information regarding application status and or any academic matter.
3. Copying information from another student during an examination.
4. Rendering unauthorized assistance to another student by knowingly permitting him or her to see or copy all or a portion of an examination or any work to be submitted for academic credit.
5. Obtaining prior knowledge of examination materials (including using copies of previously given examinations obtained from files maintained by various groups and organizations) in an unauthorized manner.
6. Selling or giving to another student unauthorized copies of any portion of an examination.
7. Using a commercially prepared paper or research project or submitting for academic credit any work completed by someone else.

8. Falsifying or attempting to falsify class attendance records for oneself, or for someone else, or having another falsify attendance records on your behalf.
9. Falsifying material relating to course registration or grades, either for oneself or for someone else.
10. Falsifying reasons why a student did not attend a required class or take a scheduled examination.
11. Taking an examination in the place of another student.
12. Making unauthorized changes in any reported grade or on an official academic report form.
13. Falsifying scientific or other data submitted for academic credit.
14. Collaborating in an unauthorized manner with one or more other students on an examination or any work submitted for academic credit.
15. Committing the act of plagiarism - the deliberate copying, writing or presenting as one's own the information, ideas, or phrasing of another person without proper acknowledgment of the true source.
16. Using computing facilities or library resources in an academically dishonest manner.
17. Falsifying evidence, or intimidating or influencing someone in connection with an honor violation investigation, hearing, or appeal.

All students are strongly urged to ask their faculty or staff members to clarify what types of conduct are authorized or unauthorized in each course. Complete information is provided in the Student Handbook and assistance is available from the honor council office (540-568-6383) or the honor council website (<http://www.jmu.edu/honor/index.html>).

**Appendix B-1.1
Ph.D. Plan of Study – Post Master’s**

Student: _____

	Fall	Spring	Summer
Year 1 20_____			
Year 2 20_____			
Year 3 20_____			
Year 4 20_____			

Student’s
Signature: _____

Date: _____

Committee Member’s
Signature: _____

Date: _____

Committee Chair’s
Signature: _____

Date: _____

Committee Member’s
Signature: _____

Date: _____

Committee Member’s
Signature: _____

Date: _____

Committee Member’s
Signature: _____

Date: _____

Appendix B-1.2
Ph.D. Program Requirements Tracking – Post Master’s
Student: _____

	Credits Min. 57	Sem, Yr. Completed
A. Required Core Coursework		
CSD 867 (3 cr)		
CSD 805 (3 cr)		
CSD 806 (1 cr)		
CSD 807 (1 cr)		
B. Major Area Coursework/research studies (min. 14 credits) List Courses		
1.		
2.		
3.		
4.		
5.		
C. Minor Area Coursework/ research studies (min. 6 credits) List Courses		
1.		
2.		
3.		
D. Research Tools (min. 12 credits) List Courses		
1.		
2.		
3.		
4.		
E. Directed Research (min. 6 credits) List Courses		
1.		
2.		
3.		
F. Teaching/Supervision (min. 2 credits) List Course(s)		
1.		
2.		
G. Dissertation (min. 9 credits) List		
1.		
2.		
3.		
4.		
H. Other Coursework List		
TOTAL CREDITS		

**Appendix B-2.1
Ph.D. Plan of Study – Post Bachelor’s**

Student: _____

	Fall	Spring	Summer
Year 1 20_____			
Year 2 20_____			
Year 3 20_____			
Year 4 20_____			

Student’s
Signature: _____

Date: _____

Committee Member’s
Signature: _____

Date: _____

Committee Chair’s
Signature: _____

Date: _____

Committee Member’s
Signature: _____

Date: _____

Committee Member’s
Signature: _____

Date: _____

Committee Member’s
Signature: _____

Date: _____

G. Teaching/Supervision (min 2 credits) List Course(s)					
1.					
2.					
H. Dissertation (min. 9 credits) List					
1.	4.				
2.	5.				
3.					
I. Other Coursework: list					
TOTAL CREDITS					

D. Minor Area Coursework/research studies (min 6 credits) List Courses					
1.					
2.					
3.					
E. Research Tools (min 3 credits) List Courses					
1.					
2.					
F. Directed Research (min. 3 credits) List Courses					
1.					
2.					
3.					
G. Teaching/Supervision (min 2 credits) List Course(s)					
1.					
2.					
H. Au.D. Dissertation (min. 6 credits) List					
1.	4.				
2.	5.				
3.					
I. Ph.D. Dissertation (min. 5 credits) List					
1.	3.				
2.	4.				
J. Other Coursework: List					
TOTAL CREDITS					

**Appendix B-4.1
Ph.D. Plan of Study – Post Au.D.**

Student: _____

	Fall	Spring	Summer
Year 1 20_____			
Year 2 20_____			

Student's
Signature: _____

Date: _____

Committee Member's
Signature: _____

Date: _____

Committee Chair's
Signature: _____

Date: _____

Committee Member's
Signature: _____

Date: _____

Committee Member's
Signature: _____

Date: _____

Committee Member's
Signature: _____

Date: _____

Ph.D. Program Requirements Tracking – Post Au.D.

Student: _____

	Credits Min. 30	Sem, Yr. Completed
A. Required Core Coursework		
CSD 867 (3 cr)		
CSD 805 (3 cr)		
CSD 806 (1 cr)		
CSD 807 (1 cr)		
B. Major Area Coursework /research studies (min. 3 credits)		
List Courses		
1.		
2.		
3.		
C. Minor Area Coursework /research studies (min 6 credits)		
List Courses		
1.		
2.		
3.		
D. Research Tools (min 3 credits) List Courses		
1.		
2.		
E. Directed Research (min. 3 credits) List Courses		
1.		
2.		
3.		
F. Teaching/Supervision (min 2 credits) List Course(s)		
1.		
2.		
G. Dissertation (min. 5 credits) List		
1.	3.	
2.	4.	
J. Other Coursework: List		
TOTAL CREDITS		

Appendix C

**Ph.D Student Annual Progress Report
(Due to the Ph.D. Council April 1st)**

This Progress Report is a measure of student's meeting of the criteria for the degree and making satisfactory progress toward program completion.

Name: _____

Date: _____

1. Date of Entry into Program: _____

2. Full-time: _____ Part-time: _____

3. Please indicate the amount of financial support you received by semester over the past year. If you know, please provide source of funding.

Fall: _____ Spring: _____ Summer: _____

4. Attach copies of your current, signed Plan of Study and a current Ph.D. Program Requirements Tracking form

5. Cumulative GPA in Ph.D. program: _____ Number of credits taken: _____

6. Intended dates (month and year) and current status of:

a. Qualifying Examination Written:

Date Taken: _____

Status: _____

Qualifying Examination Oral:

Date Taken: _____

Status: _____

b. Dissertation Prospectus:

Date Taken: _____

Status: _____

c. _____

7. Status of research

a. Research Plan: Describe the candidate's overall Research Plan for the Ph.D. (1 page)

Appendix D

Ph.D. in
Communication Sciences and Disorders
James Madison University

Nomination to Candidacy for the Ph.D. Degree

(also fill out the form at <https://www.jmu.edu/grad/files/Comps%20results%20fillable.pdf>)

Student Name: _____

Year Admitted: _____

Adviser: _____

This student has successfully completed their Ph.D. written and oral qualifying examinations and should be admitted to candidacy for the Ph.D. degree.

Qualifying Examinations: Passed: _____ (date)_____

Approved:
Committee Chair: _____

Committee member: _____

Committee member: _____

Committee member: _____

Committee member: _____

Committee member: _____

Approved:
CSD AUH: _____

Approved:
Director, PhD Program Director: _____



COLLEGE OF GRADUATE AND
PROFESSIONAL PROGRAMS

Approval of a Thesis or Dissertation Committee

Full Legal Name: _____

PeopleSoft ID: _____ Email Address: _____

Anticipated Date of Graduation: Month _____ Year _____

Program Major: _____ Concentration(s) (if any): _____

Anticipated Degree: AUD Ed.S. M.A. M.A.T. M.B.A. M.Ed. M.F.A. M.M.
 M.O.T.
 M.P.A. M.P.A.S. M.P.H. M.S. M.S.Ed. M.S.N. Ph.D. Psy.D.

Project being completed: Research Project Thesis Dissertation Other

Brief Project Description: _____

Adviser: _____

(Print name)

Each committee must consist of a chair and two other graduate faculty members. Additional faculty may be included. If a recommended member of the committee is not a graduate faculty member, please indicate his/her area of specialization and qualifications for inclusion. Attach additional sheets if necessary.

Committee Chair: _____ Academic Unit: _____

(Print name)

Committee (print all names):

Name: _____ Academic Unit: _____

Graduate Faculty Member? Yes No _____

Name: _____ Academic Unit: _____

Graduate Faculty Member? Yes No _____

Name: _____ Academic Unit: _____

Graduate Faculty Member? Yes No _____

Name: _____ Academic Unit: _____

Graduate Faculty Member? Yes No _____

Name: _____ Academic Unit: _____

Graduate Faculty Member? Yes No _____

Provide the following signatures for Committee Approval:

Student Date Adviser Date

Thesis/Dissertation Chair Date Academic Unit Head Date

Program Director Date Dean of TGS Date

Appendix F

Dissertation Prospectus Approval

 Student (print)

 Date

Proposed Dissertation Title:

Dissertation Prospectus: Please attach a one- to two-page summary of the proposed research. If the research involves human subjects, animals, biohazards, or radiation, the appropriate committee must approve the research prior to the collection of data.

Note: Your signature below indicates that you have read and approved the attached prospectus and agree to serve on a committee to supervise this research. Please check the box if you are a voting member of the dissertation committee.

			Voting Member
<hr/> Dissertation Advisor (print)	<hr/> Signature	<hr/> Affiliation	<input type="checkbox"/>
<hr/> Committee Member (print)	<hr/> Signature	<hr/> Affiliation	<input type="checkbox"/>
<hr/> Committee Member (print)	<hr/> Signature	<hr/> Affiliation	<input type="checkbox"/>
<hr/> Committee Member (print)	<hr/> Signature	<hr/> Affiliation	<input type="checkbox"/>
<hr/> Committee Member (print)	<hr/> Signature	<hr/> Affiliation	<input type="checkbox"/>
<hr/> Committee Member (print)	<hr/> Signature	<hr/> Affiliation	<input type="checkbox"/>

After receiving approval of the dissertation prospectus, the student must submit the Approval of a Thesis or Dissertation Committee form with all signatures to the College of Graduate and Professional Programs. This form can be found at <http://www.jmu.edu/TGS/current/thesisdissertation.shtml>.

Appendix G

Dissertation Approval

Student (print)

Date

Dissertation Title:

This student has successfully defended their doctoral dissertation and qualifies for the Ph.D. in Communication Sciences & Disorders.

Note: Your signature below indicates that you have read and approve the dissertation. Please check the box if you are a voting member of the dissertation committee.

			Voting Member
_____ Dissertation Advisor (print)	_____ Signature	_____ Affiliation	<input type="checkbox"/>
_____ Committee Member (print)	_____ Signature	_____ Affiliation	<input type="checkbox"/>
_____ Committee Member (print)	_____ Signature	_____ Affiliation	<input type="checkbox"/>
_____ Committee Member (print)	_____ Signature	_____ Affiliation	<input type="checkbox"/>
_____ Committee Member (print)	_____ Signature	_____ Affiliation	<input type="checkbox"/>
_____ Committee Member (print)	_____ Signature	_____ Affiliation	<input type="checkbox"/>

After receiving approval of the dissertation, the student must submit the Approval of a Thesis or Dissertation form with all signatures to the College of Graduate and Professional Programs.

PROSPECTUS or DISSERTATION DEFENSE ANNOUNCEMENT

STUDENT'S NAME HERE

TOPIC NAME/TITLE

DATE: XXXXXXXXXXXX

TIME: XXXXXXXXXXXX

LOCATION: XXXXXXXXXXXX

Open to the Public

For space planning purposes, please notify Dr. _____ at _____ that you plan to attend.

Appendix I

Ph.D. in
Communication Sciences and Disorders
James Madison University

Acknowledgement of Handbook Review

Student Copy

I have read the Doctoral Student Handbook for the Ph.D. in Communication Sciences and Disorders in its entirety and understand the degree requirements and expectations.

Name (print)

Signature

Date

Ph.D. in
Communication Sciences and Disorders
James Madison University

Acknowledgement of Handbook Review

Department Copy

I have read the Doctoral Student Handbook for the Ph.D. in Communication Sciences and Disorders in its entirety and understand the degree requirements and expectations.

Name (print)

Signature

Date

File in student's file when signed