

DOCTORAL HANDBOOK
Department of Communication Sciences
and Disorders
College of Health and Human Services
Bowling Green State University

2018

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1) INTRODUCTION

Mission Statement

The Department of Communication Sciences and Disorders in the College of Health and Human Services offers the Ph.D. degree with a concentration in Speech-Language Pathology, voice science and speech science. The doctoral program in Communication Sciences and Disorders is designed to develop the scientific and cognitive skills needed to identify and independently study important questions concerning human communication. In pursuit of these goals, students engage actively in research and teaching.

The program is designed to develop basic and analytical knowledge in

- (a) the sciences of normal speech and language,
- (b) disorders of speech and language, and
- (c) related disciplines providing insight into human communication, as well as to develop
- (d) research and technical skills in research methodologies, and
- (e) skills in dissemination of information via oral and written means.

The doctoral program emphasizes a student-centered approach to doctoral education. Students participate in research throughout their program and are closely supervised in their research and teaching experiences. The curriculum is individually designed to meet students' educational needs and professional goals.

The Department of Communication Sciences and Disorders

The [Department of Communication Sciences and Disorders](#) is housed within the [College of Health and Human Services](#) and is comprised of faculty, clinical personnel, and administrative staff.

Purpose of the Doctoral Handbook

This handbook is intended to familiarize prospective students with the doctoral program in the Department of Communication Sciences and Disorders and to guide students enrolled in the program in the design and completion of their Plan of Study. The Doctoral Handbook supplements the [Graduate Catalog](#) by providing information and requirements specific to the Communication Sciences & Disorders Ph.D. degree. Students should maintain a copy of this handbook and the Graduate Catalog for their own reference. The contents of this document may be amended by the Doctoral Handbook Committee as needed. Doctoral students will be informed when changes are made. Students are required to adhere to the rules and regulations stated in the version of the Handbook that exists when they matriculate into the doctoral program. If the Handbook is revised during the student's doctoral career at BGSU, and a revision may be favorable to the student's program, the student, academic advisor, and Plan of Study Committee may decide to adopt the Handbook revision.

[General Doctoral Requirements](#) are set forth by the Graduate College.

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2) ADMISSIONS

The Department of Communication Sciences and Disorders seeks applicants interested in pursuing academic and research excellence.

The *Departmental* requirements and application process are different for the **traditional post-master's Ph.D. program** (Ph.D. program) versus the combined **Master's – Ph.D. Bridge program** (Bridge program). Refer to the appropriate section below.

The Graduate Admissions Committee

The faculty of the Department of Communication Sciences and Disorders reviews application materials for admissions decisions. The faculty take into consideration how well an applicant's abilities, interests, and professional goals fit the program. A student is admitted into the program following the recommendation of the Communication Sciences and Disorders faculty and upon approval of the Graduate College.

The Graduate College advises students to apply at least six months in advance for admission. A student's program typically begins in the fall semester, but spring and summer are also considered. International students should allow more time for the application process. International applicants must contact the office of [International Student Services](#) for specific requirements.

Additional information regarding admissions to the [Graduate College](#) can be found on their website.

A. Ph.D. Program - Requirements

Applicants to the traditional doctoral program must meet the admissions requirements of the Graduate College as well as those of the Department of Communication Sciences & Disorders.

1. Admissions Standards

- Completion of a bachelor's degree from a regionally accredited college or university
- Graduate Record Examination (GRE) must have been taken within the past 5 years
- Completion of an appropriate Master's degree from a regionally accredited college or university prior to enrollment in the doctoral program. Most applicants have a master's degree in Speech, Language, or Hearing Sciences and Disorders, although students with other related backgrounds are encouraged to apply.

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- Students applying to the program who did not major in CDIS must show strong performance in their programs, according to the standards of their discipline and program.
- A minimum overall GPA of 3.0 for the Master's degree;

2. Application Process – Full Time and Part Time PhD Program

The application process is completed online through the [Graduate College Admissions Web Site](#).

Steps:

- Contact potential advisors before applying.
- Complete the online application including payment, which can be found at the [Graduate College Admissions Web Site](#).
- Upload a copy of an official or unofficial transcript(s) from *all* institutions attended. Upon admission, final official transcripts from each degree granting institution must be submitted to the BGSU Office of Graduate Admissions.
- Official copies of GRE scores should be sent electronically from ETS using school code 1069 to BGSU Office of Graduate Admissions. Only test scores received within the last five years are acceptable.
- Three letters of recommendation
As part of the online application list three persons acquainted with your academic experiences and their contact information. An email will be sent that requests a letter of recommendation from them that they can directly upload to the website.
- Personal letter of application
Please tell the Admissions Committee your reasons for wanting to study at Bowling Green State University, how you selected Communication Sciences and Disorders as your field of study, and your professional plans and goals. Also include information about your professional preparation, and your strengths and weaknesses as a student. Finally, include a statement indicating if you are seeking funding for graduate study. Please also discuss

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your reasons for seeking the PhD program, research interest area(s), any research / teaching experiences you have had, and your specific career goals. Note that this is the only required personal letter of application.

- Evidence of research experience and writing ability (e.g., copy of a thesis, substantial project, or term paper).
- Resume
- A personal interview may be requested. If a face-to-face interview is impossible, a telephone interview must be arranged.
- **International applicants:** You must take TOEFL and have scores sent electronically to BGSU. You are required to arrange for foreign transcript reports to be sent directly to BGSU from the foreign transcript evaluation agency. A list of possible transcript evaluation agencies can be found [here](#). Also, international students may be requested to provide the Department with a recorded speech sample.

NOTE: A student is admitted to the doctoral program following recommendation of the Graduate Faculty in the Department of Communication Sciences and Disorders and upon approval of the Graduate College.

FUNDING

While PhD applications are taken throughout the year, and we have rolling admissions, to be considered for funding the complete application must be submitted before January 20th. Funding, if available, will begin the upcoming fall semester. Complete funding information can be found under #3, [Assistantships/Scholarships](#).

3. Part-Time Doctorate Studies

Application Process: Students wishing to enroll part-time for a doctoral degree must submit the same application as students seeking a full-time degree program. It is not necessary to submit an application for funding, as no funding is available for part-time study. Please note

that those students who wish to sign up for a course without seeking admission to the program should talk with the Chair of the Department before considering registration.

Students interested in part-time study are strongly encouraged to meet with the Graduate Coordinator or the Department Chair to discuss their options.

Coursework: Students should identify a primary advisor and enlist a Plan of Study committee as soon as possible after admission. Under the guidance of his or her advisor and the Plan of Study committee, the student will develop an individualized course of study. Note that required courses for the CDIS doctoral degree will not be waived owing to part-time status, but timing of enrollment may be subject to individual student plans of study.

Timing of Classes: Students enrolled for part-time doctoral study should be aware that the department offers few evening classes, and no weekend course opportunities. Students in our program will need to take the bulk of their classes during the day.

Conversion to Full-time Status: Students admitted for a part-time doctorate may request a change of status to full-time study at any time. Students may begin part-time study any semester once they are admitted, including spring and summer. However, transition to full time status with the possibility of funding typically can only occur in the fall. The decision to declare full-time status does not automatically mean that the student will receive departmental funding. Students seeking departmental assistantships will be competitively evaluated with the pool of applicants for such assistantships during the year in which they seek to transition to full time status.

B. Bridge Program - Requirements

The MS- PhD Bridge Program accepts students into the master's program with the intent of continuing on into the doctoral program; Doctoral (PhD) coursework may start during the first year of the Bridge Program. Admission into the PhD program is not guaranteed; students must pass the [1st Year Review](#) process to be officially accepted and continue on into the PhD program. (Please see Section 8 *Committees and Examinations* for detailed guidelines).

1. Admissions Standards

- Students desiring to enter this program must **submit evidence of superior academic performance in their undergraduate curriculum.**
- For those majoring in communication disorders, an undergraduate GPA of 3.5 or better in the major is required.
- An overall minimum GPA of 3.0 is required, although it is expected that most successful candidates will have GPAs exceeding this minimum.

- Students applying to the program who did not major in CDIS as undergraduates must show strong performance in their undergraduate program, according to the standards of their discipline and program.

2. Application Process – Bridge Program

There are 3 separate application processes for the Bridge Program;

- (1) Master's application
- (2) Graduate College application
- (3) Bridge Program application

Please follow the entire application process found under "[Master's Program Application Process](#)" to complete the above steps 1 & 2. When you complete the Graduate College application, you will be applying for the M.S. program (not the PhD program).

****Numbers 1, 2, 3 and 4 must be emailed to the Graduate Coordinator in one PDF, in order as listed. Please email to ktraver@bgsu.edu.**

1. A **personal statement** covering the following: reasons for pursuing the doctoral degree; professional goals; reasons for selecting BGSU; research interests; and clinical training interests. Please include information about BGSU faculty members you have contacted as a potential advisor and how your interests align with theirs.

2. A **curriculum vitae** detailing academic and vocational experiences and awards.

3. **Evidence of research experience and writing ability**, such as a copy of an undergraduate honor's thesis or substantial project or term paper of similar quality.

4. A **personal interview**. If a face-to-face interview is impossible, a telephone interview with the Graduate Admissions Committee and any other interested faculty (including proposed mentors) is required.

3) ASSISTANTSHIPS/SCHOLARSHIPS

There is departmental student support potentially available to doctoral students, a Graduate Assistantship. Graduate Assistantships are considered a form of financial support to assist students to complete graduate school, and therefore may come in the form of both **tuition scholarship** and/or **stipend**. A stipend involves a service obligation (teaching or research).

A. Graduate Assistantship/Scholarship

1. PhD program

Students admitted to the doctoral program will be offered a Scholarship and Graduate Assistantship when funding is available. These assistantships and scholarships are renewable for a total of four years (contingent on the availability of funds).

A graduate student may receive full or partial **tuition scholarship**, which is applied toward the cost of tuition. Scholarship funds cannot be utilized toward other extra fees associated with attending the university or participating in campus program events (ie: the general fee, parking permit, clinic fee, etc.). Non-resident fees are paid for the first year only. They will not be paid following the completion of the first year. All out of state students are encouraged to apply for Ohio residency at the end of their first year.

Students awarded a Graduate Assistantship receive a stipend during the academic year. Summer funding is typically also available. There is an obligation on the part of the student to serve as a teaching and/or research assistant for 20 hours per week during the period of the contract. The actual work assignment (teaching or research assistant, or both) for a given semester is made by the Graduate Coordinator in consultation with the student's academic advisor. A student must remain in good academic standing in order for the assistantship to be renewed. Assistantships will not be renewed if, according to the joint decision of the Graduate Coordinator, Department Chair, and the student's Plan of Study committee: 1) the student is on academic probation, 2) the student is making unsatisfactory progress toward his or her degree, or 3) the student's work as a teaching or research assistant is unsatisfactory and s/he has not responded appropriately to faculty suggestions for improvement.

Students may decide not to request renewal of their assistantship contract or may wish to resign from a contract prior to its completion. The student must discuss this situation with the Graduate Coordinator before finalizing such a decision.

2. Bridge program

Students admitted to the M.S. to Ph.D. Bridge program will be offered a Scholarship and Graduate Assistantship when funding is available. Bridge Program students are eligible to receive up to six years of funding. The stipend includes two years at master's funding for 12 hours per week and four years at doctoral half time funding (20 hours per week). The scholarship includes 6 years of tuition coverage.

A graduate student may receive full or partial **tuition scholarship**, which is applied toward the cost of tuition. Scholarship funds cannot be utilized toward other extra fees associated with attending the university or participating in campus program events (ie: the general fee, parking permit, clinic fee, etc.). Non-resident fees are paid for the first year only. They will not be paid following the completion of the first year. All out of state students are encouraged to apply for Ohio residency at the end of their first year.

Students awarded a Graduate Assistantship receive a stipend during the academic year. Summer funding is typically also available. There is an obligation on the part of the student to serve as a teaching and/or research assistant for 12 hours per week during the period of the contract. The actual work assignment (teaching or research assistant, or both) for a given semester is made by the Graduate Coordinator in consultation with the student's academic advisor. A student must remain in good academic standing in order for the assistantship to be renewed. Assistantships will not be renewed if, according to the joint decision of the Graduate Coordinator, Department Chair, and the student's Plan of Study committee: 1) the student is on academic probation, 2) the student is making unsatisfactory progress toward his or her degree, or 3) the student's work as a teaching or research assistant is unsatisfactory and s/he has not responded appropriately to faculty suggestions for improvement.

Students may decide not to request renewal of their assistantship contract or may wish to resign from a contract prior to its completion. The student must discuss this situation with the Graduate Coordinator before finalizing such a decision.

4) STUDENT ADVISEMENT

An *Academic Advisor* will be identified for a student upon admission into the doctoral program. In some cases, a student may have had significant contact with a faculty member prior to the first semester of enrollment. This faculty member may continue as the student's academic advisor with the approval of the faculty member, the student, the Graduate Coordinator, and the Chair of the Department. In some cases, a student may be accepted into the program and enroll without a specific faculty member identified as the academic advisor. In this situation, the Graduate Coordinator will serve as the student's academic advisor for the first semester. As early as possible (and no later than the end of the first semester of enrollment), an academic advisor will be assigned by the Graduate Coordinator in consultation with the student and the faculty member. The academic advisor and the student will identify at least two other faculty members to serve on the student's academic *Plan of Study Committee*. The composition and function of this committee are described in more detail in the section [Committees and Examinations](#).

Due to a variety of circumstances, a doctoral student may wish to change his or her academic advisor. To accomplish this, a student should first discuss the change with his or her current advisor and the potential new advisor. If the change is agreeable to all involved, the Graduate Coordinator should be informed and any necessary paperwork will be completed. If the student feels that she or he is unable to talk with the current advisor about the situation, then the student should speak with the Graduate Coordinator (unless the Graduate Coordinator is the student's current advisor, in which case the student should speak with the Chair of the Department).

A faculty member serving as a student's Academic Advisor may feel that another faculty member may be more appropriate for that student. In this case, the faculty member should discuss a change with the potential new advisor and then the student. Again, if the change is agreeable to all involved, the Graduate Coordinator should be informed. In circumstances where there is some disagreement concerning a change of advisors, the Department Chair will help in the decision process.

5) Program Requirements

A. Required number of hours per semester

1. PhD & Bridge Program Students

To be considered full time, doctoral students are required to take a minimum of 8 hours per semester during the regular academic year. Full time doctoral students who are receiving funded assistantships must take a minimum of 8 hours during the fall and spring semesters. Summer assistantships require a student to be registered for a minimum of 1 credit hour. However, if the student receives assistantship funding during the summer, the student must enroll in a minimum of four graduate credit hours during that term to prevent mandatory contribution into the Ohio Public Employees Retirement System (OPERS).

The maximum registration of a graduate student is 18 credit hours during the academic year and 12 credit hours across all summer sessions. To be able to receive additional credit (academic year or summer), permission is required from the dean designate of the Graduate College, [enrollment & registration policy](#). Excess credit hour loads (beyond 18 hours in an academic semester or beyond the 12-hour limit for summer) require approval from the dean designate of the Graduate College. An excess credit fee of \$200 is charged beginning with the 19th hour and continuing for every hour thereafter.

Courses taken as part of a master's degree may count toward the doctoral degree. However, doctoral students must complete a minimum of 60 semester hours of graduate credit beyond their master's degree to graduate. Doctoral students must also complete a minimum of 16 hours of dissertation credit. No more than 30 hours of dissertation credit will count toward the 60-hour requirement.

B. Program Requirements

1. Bridge Program

- a. **Clinical Program:** Students in the Bridge Program will need to complete all departmental requirements pertaining to the current clinical master's degree, including coursework and clinical practica. Students accepted into the Bridge Program will not complete all clinical coursework and practica on the same timeline as students in the typical master's-only program; program completion will take 6 semesters.

Program Requirements

- Semester 1 – Clinic & classes with co-hort
- Semester 2 – Clinic & classes with co-hort
- Semester 3 – Clinic & classes with co-hort
- Semester 4 – M.S. & Ph.D classes. No clinic or diagnostics
- Semester 5 – Part time clinic externship & Ph.D. classes
- Semester 6 – Full time clinic externship

- b. Withdrawal from Bridge Program:** Students who wish to exit the Bridge Program and complete a clinical master's degree only:
 - i. If notification of Program exit is given **prior** to June 1st of the first year, the student will be able to change their Plan of Study and graduate after 5 semesters.
 - a. The student will not be eligible to continue on the half-time assistantship.
 - ii. If notification of Program exit is give **after** June 1st, the student must fulfill their GA position obligation for summer, fall and spring semesters.
 - a. Graduation will occur the sixth semester.
- c. Master's Thesis:** All Bridge Program students must complete a master's thesis.
- d. Curriculum:** Students accepted into the Bridge Program may begin taking doctoral classes before their master's program is completed. The student's classes, both master and doctoral levels, will be determined in consultation with the student's advisor and Plan of Study committee. After two years, the Plan of Study committee has the discretion to determine the appropriate distribution of classes. Students pursuing a clinical master's must meet all current curricular standards for that degree.
- e. Special considerations for non-native English speakers:** Note that any international students identified as needing English language courses following assessment by the English department must begin taking the prescribed courses their first semester on campus. No exceptions to this policy will be made.

Program Requirements

- f. **Academic Standing:** Bridge students need to maintain good academic standing to remain within the PhD program and to continue receiving funding. Currently, the Grad College requires a 3.2 GPA to remain a PhD student. The department also stipulates that students must receive passing grades in clinical placements and no grades below C to maintain good academic standing. Like students in the traditional Ph.D. program, those in the Bridge Program would also be subject to review on a regular basis.

As regards financial support, graduate students must maintain a 3.0 GPA to continue to receiving funding.

Careful advisement and mentoring will be advisable in order to ensure that students are making adequate progress and to deal with any problems that may arise.

- g. **Clinical Fellowship Year (CFY):** Some students on the clinical track may wish to attempt to complete a CFY during the later stages of their program. In order to do so, all clinical prerequisites must have been completed, and their program must be in compliance with departmental standards for graduation with a clinical master's. Students must be aware that accepting an assistantship entails a completion of departmentally assigned duties, such as teaching and research, which then must be coordinated with and take precedent to CFY responsibilities. A CFY should only be considered after careful consultation with the academic advisor and the graduate coordinator.

2. Ph.D. Program

- a. **Clinical Fellowship Year (CFY):** Some students may wish to attempt to complete a CFY during their program. Students must be aware that accepting an assistantship entails a completion of departmentally assigned duties, such as teaching and research, which then must be coordinated with and take precedent to CFY responsibilities. A CFY should only be considered after careful consultation with the academic advisor and the graduate coordinator.

b. Types of courses

****The department invites and encourages PhD students in other departments/colleges to enroll in CDIS doctoral level courses that may be relevant to their doctoral studies. Admittance based on class size.**

Program Requirements

To ensure that each doctoral student receives training in both his or her specific area of interest and in the breadth of the field of communication sciences and disorders, three types of courses are taken: (1) *Major courses* create a commonality among the students' orientation to the profession, (2) *Related Area courses* establish (3) *Research Methodology courses* establish statistical competence and competence as a researcher.

Doctoral students may take up to 10 hours of 5000 level courses towards their doctoral credits.

I. Major Courses

a. Pedagogy & Professional Issues –

- i. Research & Grants
 1. CDIS 7800, 1 credit
- ii. Service/Prof Issues
 1. CDIS 7810, 1 credit
- iii. Teaching
 1. HE 7340 – College & University Teaching, 3 credits

b. Mentored Research Experience

- i. CDIS 7800. Mentored Research (1- 3 hours)
 1. Register every semester until prelims are registered for.
 - a. The student will write up a Statement of Activity and the advisor will sign off on it as the outcome of the experience.
 2. For at least one semester, a doctoral student is required to work with a faculty member other than his or her primary research mentor. Students enrolled in this course will receive a letter grade.

c. Departmental Courses

- i. Minimum of 12 credit hours
- ii. These typically include a sequence of courses in the student's identified major area from the Advisor and at least 2 other faculty from the CDIS department. This usually forms the "preliminary exam committee"
- iii. Departmental courses differ depending on the student's primary area of interest.
- iv. To view a description of courses, please visit the [BGSU Course Catalog](#).

d. Preliminary Course Exams-

- i. **Minimum 1 credit hour for one semester. During prelims the student will register for CDIS7980 "Readings for Preliminary Exams". Students are discouraged from taking other courses during this semester, as the preliminary examination includes a substantial time commitment. Therefore, most students register for the minimum number of credit hours to maintain fulltime status per Grad College policy.

Program Requirements

- ii. The doctoral committee includes 3 members from the department and an assigned Grad College representative.
- iii. Graduate College instructions and policies regarding [Prelim Exams](#).

e. Dissertation

- i. Per Graduate College policy, students may change committee members after passing the preliminary examination, provided the changes are approved by the Graduate Coordinator, and the Graduate Dean is notified of the change.
- ii. Per Graduate College policy, all students must hold a prospectus / topic approval meeting and a dissertation defense meeting. The dissertation defense is a public meeting and should be advertised in departmental / campus outlets. [Doctoral Requirements](#)
- iii. Pre-prospectus meeting is optional; this will be at the discretion of the advisor.
- iv. Graduate College instructions and policies regarding [dissertation](#).

II. Related Area Courses

- a. Doctoral students are required to take a minimum of 9 credit hours outside of the Department of Communication Sciences and Disorders. This coursework may be narrowly or broadly defined depending on the decision of the student and the student's Plan of Study committee.

III. Research Methodology Courses

- a. Doctoral students are required to take a minimum of three advanced courses in statistical methods. Students who have not had a prior or recent course in statistics are encouraged to take a lower level course before these advanced courses (ie: EDFI 6410).
Statistics courses that are commonly taken by doctoral students include EDFI 7510, EDFI 7520, PSYC 6670, and PSYC 6680.

IV. Research Experiences

The doctoral research experience is designed to support the mission of the doctoral program by developing the scientific and cognitive skills needed to identify and independently study important questions concerning human communication. Active engagement in research is integral to a student's program at all stages, and ensures the development of necessary intellectual and technical competencies. The program emphasizes a developmental and mentored approach to learning how to perform research, with frequent goal setting and assessment.

Program Requirements

- a. **First Research Project-** The purpose of this course is to increase the student's ability to conduct research in the area of communication disorders. The student will be mentored in an independent research experience by a faculty member. This experience may or may not be related to work that is conducted as part of a supported research assistantship. The goal of the First Research Project is to determine if the student will make a good PhD and that they are showing the necessary abilities.
 - i. The project will take no longer than 2 years; it must be finished before preliminary exams are completed.
 - ii. Bridge students may not use/count their thesis.
 - iii. Students must document satisfactory progress at the end of their first year in the Annual Review that at minimum must include: 1) a well-documented and relevant research question, 2) a well-defined methodology for addressing the question, and 3) a detailed project timeline.
 - iv. By the second annual doctoral review, the project should be submitted for presentation at a peer reviewed, national or international conference
- b. **Proseminar –** The department of CDIS offers weekly presentations of research that simulates the types of presentations done at professional conferences. Faculty and students can present research in all its forms including: development of new studies, ongoing works, completed studies and scholarship on a research topic.
 - i. Attendance is required at every Proseminar.
 - ii. Each student must present at least once per academic year.

V. Teaching Experiences

- i. Experiences in teaching support the mission of the doctoral program, emphasizing a mentored developmental approach to meet student needs and career goals. For example, a student interested primarily in university teaching and clinical supervision for his or her career might desire a range of teaching and clinical supervision experiences, increasing in responsibility over time. In contrast, a student seeking a career in industry might instead want to focus on developing skills in presenting research and conducting training seminars. Input into the selection and organization of such teaching experiences will be provided by the Plan of Study committee.

Program Requirements

- ii. Students may be assigned teaching or supervising duties as part of their assistantship commitment. While these will often coincide with student needs and goals, they may be based on departmental needs.
 - iii. Students typically do not teach during their first semester. Students with appropriate clinical background may be assigned to supervise during their first semester. Most students are given an assistantship requiring some form of teaching within their first three semesters.
 - 1. Each student will have a minimum of 1 semester of mentored teaching and 1 semester of independent teaching. If the student has no teaching experience, or limited teaching experience, in the course, they will be required to TA that course with the faculty mentor with the expectation that they will teach the course.
 - 2. Each student will attend at least one CFE event annually
- VI. **Annual Review** - Each PhD and Bridge student will be reviewed annually to evaluate progress through their respective program.
- a. The purpose of this review is to evaluate students' progress in the Bridge or PhD program, and the faculty to decide if a student will continue in the program. Submit the completed report by email to the graduate coordinator by the **third Tuesday in April**.

[Bridge Program Guidelines](#)

[Ph.D. Guidelines](#)

VII. Course-related issues

The BGSU Graduate Catalog and the General Council's website contain policies and procedures regarding many course-related issues. The Department of Communication Sciences and Disorders follows these guidelines. Topics addressed within these sources include (but are not limited to) grading, incomplete courses, auditing classes, and transferring credit(s). Information can be accessed on the web at [Graduate Catalog](#) and [General Council Website](#).

6) COMMITTEES AND EXAMINATIONS

A. Plan of Study and the Plan of Study Committee

A student in the doctoral program completes a *Plan of Study* with his or her Academic Advisor in collaboration with his or her *Plan of Study Committee*. For **PhD students** this process begins during their first semester and finalized to be included in the first Annual Review. For **Bridge students** this process begins the first semester in which they are officially in the doctoral program and finalized to be included in the first Annual Review. The finalized Plan of Study should be emailed to each Plan of Study Committee member. The Plan of Study records the intended courses the student is to take; this should be completed in table form. A list of requirements is in [appendix A](#). A copy should be given to the student, the advisor and the Graduate Coordinator. The form is open to revision according to the decisions made collectively by the student, the Academic Advisor, and the student's Plan of Study Committee.

The Academic Advisor and the Plan of Study Committee shall guide the process of course selection to individualize the student's program to fit the student's interests and goals, as well as to guarantee proper breadth and depth of training from the Department of Communication Sciences and Disorders and other academic resources.

In order to assist the committee in providing meaningful guidance to the student, students are requested to write a brief summary of their educational and career goals. This should be submitted to the committee along with the Plan of Study the student has drafted in consultation with his or her Academic Advisor, prior to the first formal meeting of the Plan of Study committee.

The Plan of Study Committee is made up of the student's Academic Advisor (who is the chair of the Plan of Study Committee) and two other faculty members, one of whom must be from the CDIS department. In addition, the Graduate Coordinator is an ex-officio member of the Plan of Study Committee. During the first semester, if the Academic Advisor is yet to be chosen, the Graduate Coordinator acts as the Academic Advisor and will begin the Plan of Study process with the student.

The Plan of Study shall be included in the student's Annual Review. The Plan of Study Committee may meet at other times if requested by the student or a member of the committee.

A [blank Plan of Study](#) is located in the appendix of this Handbook. A tentative timeline for degree completion is reported at the bottom of the form. (This timeline is not binding, and is used as a guide.)

B. Doctoral Committee

The Graduate College refers to the committee for both the preliminary exam and dissertation as the *dissertation committee*. Doctoral committee will be used throughout the remainder of this document.

The doctoral committee consists of at least three members from the CDIS faculty, one of whom serves as chair, and a graduate faculty representative chosen by the Graduate College. The CDIS members should have expertise in the primary and related areas the student has chosen to focus on. The Committee also may have a “reader”, a non-voting member. The committee chair must have graduate faculty status at the Regular I level. All other committee members should be regular or provisional graduate faculty.

C. Preliminary Examination

The Preliminary Examination is taken by the student after approximately two years of study. Passing the Preliminary Examination demonstrates readiness to advance to the dissertation stage of student development. The student submits a [Preliminary Examination Application](#) to the Graduate College at least four weeks prior to the date of the examination. The examination itself is a flexible instrument of assessment of the student’s knowledge and development. The written component may include a number of tasks including but not limited to written responses to questions, research reports, and/or other means. The decision of the format for the Preliminary Examination is up to the Academic Advisor and the doctoral committee. The Preliminary Examination includes an oral examination that either follows or is coincident with the written version of the examination.

In the CDIS department, usually the Academic Advisor is the chair of the doctoral committee. The chair of the committee coordinates the scheduling of the oral defense. The chair of the committee must submit the results of the Preliminary Examination to the Graduate College on the [Preliminary Examination Report](#) form. The form must be signed by all members of the committee including the graduate faculty representative. See the [Graduate College website](#) for further details.

For a student to pass the Preliminary Examination, the committee must either cast a unanimous vote or a vote with only one dissenter. If a student is allowed to pass an exam with one dissenting vote, the Graduate College requests that the faculty member who casts the dissenting vote articulate his or her objections in a letter to the Dean of the Graduate College.

If the committee decides to pass the student with conditions, the conditions must be met before the exam is recorded as satisfactory. These conditions must be conveyed in writing to the Dean of the Graduate College.

If the student fails the Preliminary Examination, she or he may (after an interval of six months or more) take a second examination upon the recommendation of the departmental doctoral committee if the student has made a formal appeal to that committee. Dismissal from

the doctoral program will result if the second examination is failed or if the student does not elect to appeal to take a second examination.

D. Dissertation

After the Preliminary Examination is passed, the student may change the doctoral committee members, providing the changes are approved by the Graduate Coordinator, and the Graduate Dean (or the Dean's designate) is notified of the change [Thesis and Dissertation Forms; Committee Change-Dissertation](#). The chair of this committee does not have to be the Academic Advisor, but should be the CDIS faculty member who will guide the student's dissertation research. The doctoral committee must have at least three members (one of whom serves as the chair) from the Department of Communication Sciences and Disorders and a graduate faculty representative (this is the same as the one appointed for preliminary exams). A non-voting committee member (known as a "reader") is permitted but does not count toward the minimum number of members required by the student's program. The presence of a non-voting member is to be agreed upon by consensus of the student and the committee. The doctoral committee chair must have Regular I level graduate faculty status. All other committee members should be regular or provisional graduate faculty.

The student may meet with his or her doctoral committee in a *Pre-Prospectus Meeting*. The intent of this meeting is to discuss the alternative research directions the dissertation topic may take, in order to settle on the path of research prior to the *Prospectus Meeting*. The Pre-Prospectus Meeting is to help guide the student and help guarantee that major problems will be avoided, making the research experience more likely to succeed. The *Prospectus Meeting* that follows typically includes the presentation of a draft of the first two chapters (Introduction and Methods) plus pilot work for the dissertation research project. Further refinement is expected as a result of the Prospectus Meeting.

The student must submit a request for dissertation topic approval to the Graduate College on the [Thesis and Dissertation; topic Approval-dissertation form](#). Approval of the topic by the Graduate College admits the student to doctoral candidacy. To be eligible for candidacy, the student must have a GPA of 3.0 or higher and have passed the Preliminary Examination. The graduate coordinator, the student, and all doctoral committee members must sign the topic approval form.

If human subjects or animals are involved in the dissertation project, the student must have an approval number from the Institutional Review Board or the Institutional Animal Care and Use Committee. The applications to these compliance committees must be submitted in the name of the student with the student conducting the actual research work. Obtaining this compliance before research is performed is imperative.

After the dissertation topic has been approved and submitted to the Graduate College, the student may not change his or her dissertation advisor or committee members without the

Committees & Examinations

mutual consent of all parties. Changes to the Dissertation Committee must be approved by the Graduate Coordinator, and the Graduate Dean (or the Dean's designate) is notified of the change.

The graduate faculty representative appointed to a student's doctoral committee remains for both the preliminary exam and the dissertation. The graduate faculty representative is a full committee member who participates in all deliberations and actions. In general, the graduate faculty representative has two primary responsibilities: (a) to assure the University that all minimum standards of the Graduate College, both written and implied, have been met in all aspects of the Preliminary Examination process and in the writing of the dissertation; and (b) to ensure that the student is treated fairly and equitably in all aspects of the examination and dissertation processes.

The *Final Examination* (also known as the *Dissertation Defense Meeting*) is open to the public and should be advertised in a timely fashion by the student through the current media outlets of the University. The student shall give his or her committee members a copy of the dissertation at least two weeks prior to the defense meeting. The meeting typically consists of a presentation by the student, followed by questions from the visitors and the committee members, after which the visitors are asked to leave and the committee members continue their questioning and discussion. The student is then asked to leave the room and the committee members meet for further discussion and decision making.

For further information and deadlines, consult the [Graduate College](#) website.

7) GRADUATION POLICIES AND PROCEDURES

Information regarding graduation policies and procedures can be found at <http://www.bgsu.edu/graduate/graduation.html> .

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8) ADDITIONAL TOPICS

Concurrent clinical coursework

Doctoral students who do not have ASHA Certification may wish to obtain certification during their doctoral training. Direct clinical experiences and possibly additional coursework will be required for certification. As a result, students choosing this path will likely have an extended plan of study. This plan is coordinated by the student's Plan of Study committee, the Department Chair, and the Clinic Director. The Department will help the student find appropriate placements and necessary opportunities.

Grievance

There are several policies and procedures pertaining to graduate student grievances depending upon the nature of the concern. Course grades may be appealed under the Grade Appeal policy. This policy is detailed in the Graduate Catalog on page 30. Academic Appeals for academic issues not related to a course/grade (ie: good academic standing, comprehensive and preliminary exams, thesis or dissertation defense, program dismissal) is also found on page 30 of the Graduate Catalog. Graduate College Grievances specific to training and work assignments and to financial disputes involving graduate assistant contracts or awards can be found on page 31. Procedures continue on through page 33. Concerns about sexual, racial, and ethnic harassment may be pursued under the policies and procedures pertaining to those matters and are covered by the University Student Code in the [Student Handbook](#) page 82-86. Students may pursue all concerns with the Graduate Coordinator or the Department Chair. Clinical education concerns may be directed to the Clinic Director.

Graduate student life

Helpful BGSU offices and departments:

[Graduate Student Orientation](#)

"BGSU's Graduate Student Orientation (GSO) is here to provide graduate assistants professional development and to assist all graduate students in reaching higher skill levels in technology, research, and teaching competence, as well as personal development and academic proficiency. GSO is required for graduate students receiving their first assistantship contract from BGSU."

The GSO website has a list of useful resources and URLs for helpful information/resources at: <http://www.bgsu.edu/graduate/graduate-student-orientation/graduate-student-resources.html>

Graduate Student Senate

The mission of the Graduate Student Senate (GSS) is to be the voice of the Graduate

Additional Topics

Student at BGSU: to act as a liaison for, and to enhance the communication between Graduate Students and the University; to assist Graduate Students in developing and/or maintaining a healthy balance between academic requirements and personal needs; to remove barriers to Graduate Student Success and to actively work with the University to enhance the Graduate Community here at BGSU. The GSS website contains further helpful information: [Graduate Student Senate](#). Note that in order to maintain good standing with GSS, the department is required to have representation on the GSS and regular attendance at Senate meetings. Students interested in serving as senators should contact the graduate coordinator.

Project Search

Project Search is a Graduate College program that celebrates diversity, promotes civility, encourages inclusion, embraces healthy interdependence, and positively influences the BGSU learning community to discourage discrimination and harassment. Project Search recruits students for University graduate programs and then coordinates an array of services designed to see these students through enrollment and graduation. The director of Project Search, along with Career Services graduate coordinators, also assists students with career placement. Further information can be found by clicking the following link: [Project Search](#).

Office of Sponsored Programs and Research (SPAR)

SPAR assists BGSU faculty, staff and students as well as regional partners to manage the research funding process - from conception to completion. They oversee all pre-award activities and are authorized to submit proposals and to receive awards from all external sources on behalf of BGSU.

The Office of Sponsored Programs and Research assists and coordinates the administrative activities related to:

- Proposal Development and Budgeting including the monitoring of cost-share requests and identifying sources of university commitment
- University Review and Approval Process for external submissions including obtaining the final signature of the Vice President for Research & Economic Development—the official who is authorized to bind the institution to terms and conditions of grants and contracts
- Development of contracts and subcontracts under collaborative grants and contracts

Detailed information can be found at:

<http://www.bgsu.edu/research-economic-development/office-of-sponsored-programs-and-research.html> .

Disabilities

The Disability Services Office is evidence of Bowling Green State University's commitment to provide a support system which assists in conquering obstacles that persons with disabilities may encounter as they pursue their educational goals and activities. Our hope is to facilitate mainstream mobility and recognize the diverse talents that persons with disabilities have to offer to our University and our community. In compliance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act and applicable rules of the Department of Education, BGSU is developing further plans to assure equal educational and employment opportunities.” Students with disabilities must verify their eligibility through the [Office of Disability Services](#) for Students, 38 College Park Office Building (419 372-8495).

Academic honesty and student responsibilities

The Department has a zero tolerance for any violation of academic honesty (cheating, fabrication, facilitating academic dishonesty, or plagiarism) and/or academic misconduct. Please familiarize yourself with the Academic honesty Policy printed in the Student Handbook. In addition, each student has the responsibility to respect the rights and property of others, to be fully acquainted and comply with the published rules and regulations of the University, to comply with all local, state, and federal laws, to recognize that student actions reflect upon the individuals involved as well as upon the entire University community, to recognize the University's obligation to provide an environment conducive for learning and academic inquiry, and to adhere to the academic requirements determined by individual instructors.

APPENDIX A

MS – PhD BRIDGE 1 YEAR REVIEW GUIDELINES

Purpose of this review:

The purpose of this review is to evaluate your progress in the bridge program, and to decide whether you continue in the bridge program. Please submit this completed report by email to the graduate coordinator by the **third Tuesday in April**.

Information to submit:

**All information should be in one PDF and emailed to the Graduate Coordinator.
Please include a Table of Contents:**

1. Plan of Study (if applicable)
2. Unofficial transcript showing graduate classes taken and grades
3. Include your CV – suggested information
 - a. Teaching
 - i. List specific teaching assignments (Instructor, TA)
 - ii. List invited lectures and presentations
 - b. Research
 - i. Current projects
 - ii. Presentations (abstracts submitted, completed presentations)
 - iii. Publications and related activities (in preparation, in review, in press, published)
 - iv. Conferences attended
 - c. Service (meetings, committees, volunteerism)
 - i. Department
 - ii. College
 - iii. University
 - iv. Profession / Public
 - d. Grants, Honors, and Awards
4. Student self-reflection
 - Reflect on progress over the last year
5. Goals for future, including career goals
Master's thesis

Appendices

- Include description of progress so far, timeline for completion of thesis, and self-reflection
- 6. Other info
 - Writing sample
 - Thesis
 - Other writing sample(s)
 - Please include any other information, contributions or accomplishments not included above you would like the committee to consider.

Other information that will be considered:

Advisor statement

- Advisor statement should describe and evaluate progress on thesis, along with any other information pertinent to this review.

Outcomes of this review:

- The CDIS faculty will review this information, make recommendations and vote.

Successful review: Funding would continue and the student would continue with the MS-PhD Bridge program.

Unsuccessful review: If a student is not making satisfactory progress toward the degree, the student would not be admitted to (or not continue with) the doctoral program. This would have no direct effect on their clinical Master's program. Student would be able to reapply and be re-reviewed if they wish.

The graduate coordinator will prepare a report based on student-supplied information, advisor statement, and CDIS faculty recommendations. This report will be shared with the student and placed in their student file.

APPENDIX B

Ph.D. ANNUAL REVIEW GUIDELINES

The purpose of this review is to evaluate your progress in the Ph.D. program. Please submit this completed report by email to the graduate coordinator by the **third Tuesday in April**.

Information to submit:

All information should be in one PDF and emailed to the Graduate Coordinator.

Please include a Table of Contents:

1. Plan of Study
2. Attach unofficial transcript showing graduate classes taken and grades
3. Include your CV – suggested information
 - e. Teaching
 - i. List specific teaching assignments (Instructor, TA)
 - ii. List invited lectures and presentations
 - f. Research
 - i. Current projects
 - ii. Presentations (abstracts submitted, completed presentations)
 - iii. Publications and related activities (in preparation, in review, in press, published)
 - iv. Conferences attended
 - g. Service (meetings, committees, volunteerism)
 - i. Department
 - ii. College
 - iii. University
 - iv. Profession / Public
 - h. Grants, Honors, and Awards
4. Student self-reflection
 - Reflect on progress over the last year and in your program overall. Include progress related to teaching and/or research, as appropriate.
5. Goals for future, including career goals
 - Include projected dates for preliminary examination, prospectus, and dissertation completion
6. Other info
 - Please attach your Plan of Study.
 - Please include any other information you would like the committee to consider, including a writing sample or other evidence.

Other information that will be considered:

Advisor statement

- Advisor statement should describe and evaluate progress, along with any other information pertinent to this review.

Outcomes of this review:

- The CDIS faculty will review this information and make recommendations.

Successful review: Funding would continue and the student would continue with the MS-PhD Bridge program.

Unsuccessful review: If a student is not making satisfactory progress toward the degree, the student would not be admitted to (or not continue with) the doctoral program. This would have no direct effect on their clinical Master's program. Student would be able to reapply and be re-reviewed if they wish.

The graduate coordinator will prepare a report based on student-supplied information, advisor statement, and CDIS faculty recommendations. This report will be shared with the student and placed in their student file.

The graduate coordinator will prepare a report based on student-supplied information, advisor statement, and CDIS faculty review. This report will be shared with the student and placed in their student file.

APPENDIX C**PLAN OF STUDY****Information and Instructions****What is it?**

The Plan of Study is a listing of the courses a student plans to take to meet the requirements of his or her graduate degree program.

What purpose does it serve?

The Plan of Study serves two main purposes. First, by defining the student's course of study it gives focus and direction to his or her individualized graduate degree program. Second, it constitutes an agreement that successful completion of the proposed course of study, *and the general degree requirements set down in the Graduate Catalog*, will result in the awarding of the degree.

When is it completed?

For **PhD students** this process begins during their first semester and is finalized to be included in the first Annual Review. For **Bridge students** this process begins the first semester in which they are officially in the doctoral program and is finalized to be included in their first Annual Review as a PhD student. The finalized Plan of Study should be emailed to each Plan of Study Committee member.

What is included on it?

Four types of information are included on the Plan of Study —(1) identification of the student and the degree sought, (2) a listing of the credits that will be earned to meet the degree requirements indicating semester and year taken or planned, and (3) a tentative schedule for completing the degree and (4) appropriate signatures.

1. Student and Degree Sought

To properly identify the student and the degree, the following information is needed:

A. Student's Name and BGSU Identification Number

Appendices

- B. Degree Sought** (select appropriate degree; if pursuing a dual degree, please be sure to select the appropriate box)
- C. Field** In most Ph.D. degree programs the program (Biological Sciences, Sociology, Curriculum & Teaching, etc.) in which the student is enrolled constitutes the field, and must be specified on the Plan of Study.
- D. Specialization** In some degree programs students are pursuing specializations. These specializations must be specified on the Plan of Study in order to be included in the student's record.

2. Program of Study

A. Indicating Alternative Ways of Meeting a Degree Requirement When a degree requirement may be met by taking one of two different courses, this should be shown on the PLAN OF STUDY as an "or" statement (for example, English 6220 or English 6370).

B. Elective Hours Some degree programs include elective credits which may be satisfied by taking any graduate level courses. For these credits, the heading "Electives" is to be added, and the additional courses required for this purpose are to be listed under this heading. The course number and title must be listed. *It is assumed that graduate credits taken in any department will satisfy these elective credits unless a particular department is specified*

C. Transfer Credit When a degree requirement is to be satisfied by transferring credits earned at another institution, this is displayed on the Plan of Study by showing the department, course number, title, and credit hours and also indicating the institution from which the credit is being transferred in the "Transfer From" column. **No more than 9 semester hours may be transferred. Credit may be transferred only for courses in which the student received the grades of A or B. Credit for an S grade may be transferred only if the grade is regarded by the grading school as B or better. Please refer to the Transfer Credit section of the Graduate Catalog for specific transfer credit conditions.** All transfer credit needs to be approved by the Graduate College.

3. Tentative Schedule for Completion of Milestones

The tentative date the degree is expected, as well as the planned completion dates for degree milestones associated with comprehensive/preliminary examinations and thesis/dissertation manuscripts are useful for advising purposes.

4. Dated Signatures

- A. Student's Signature and Date** Indicates student's acceptance of the proposed course of study presented in the Plan of Study.
- B. Advisor's Signature and Date** Indicates the advisor's acceptance of the proposed course of study as appropriate to both the degree program and the student's goals.
- C. Graduate Coordinator's Signature and Date** Indicates that the proposed course of study satisfies the program's degree requirements.

Revisions in the Plan of Study

Changes in the Plan of Study must be approved by the student, the major advisor, and the graduate coordinator.

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