



DEPARTMENT OF
**Communication Sciences
and Disorders**
UNIVERSITY OF WISCONSIN-MADISON

M.S./Ph.D. Student Handbook

2020-2021

The master's/doctoral education programs in audiology and speech-language pathology at the University of Wisconsin – Madison are accredited by the Council on Academic Accreditation in Audiology and Speech-Language Pathology of the American Speech-Language-Hearing Association, 2200 Research Boulevard, #310, Rockville, MD 20850, 800-498-2071 or 301-296-5700.

The CAA can be reached at:

*Council on Academic Accreditation
2200 Research Boulevard, Mail Stop 310
Rockville, MD 20850-3289
Members: 800-498-2071 or 301-296-5700
Non-Member: 800-638-8255*

Welcome

Welcome to the M.S./Ph.D. Students Handbook for the UW-Madison Department of Communication Sciences and Disorders. We are delighted that you are completing graduate work in our department.

The M.S./Ph.D. program is designed for students who wish to pursue both the Ph.D. degree and professional training/clinical certification in Speech-Language Pathology (obtained via the M.S. in Speech-Language Pathology).

The clinical component of the program meets the requirements for:

- The ASHA Certificate of Clinical Competence;
- A license to practice as a Speech-Language Pathologist in the state of Wisconsin; and
- Teacher certification in the state of Wisconsin from the Wisconsin Department of Public Instruction (DPI).

Our clinical master's degree program in Speech-Language Pathology is accredited by the Council on Academic Accreditation in Audiology and Speech-Language Pathology (CAA) of the American Speech-Language-Hearing Association. The Master's of Science education program in speech-language pathology at the University of Wisconsin-Madison has been placed on probation by the Council on Academic Accreditation in Audiology and Speech-Language Pathology of the American Speech-Language-Hearing Association, 2200 Research Boulevard, #310, Rockville, MD 20850, 800-498-2071 or 301-296-5700. A program on probation is not currently in full compliance with the accreditation standards. Programs on probation remain accredited but must demonstrate compliance with the standard within one year.

If you have any questions about our program that are not answered here, please contact:

Amanda Talbert, Graduate Studies Coordinator

Department of Communication Sciences and Disorders
1975 Willow Drive, Room 318
Madison, WI 53706
(608) 262-6464

Advising

When you are admitted, you will be assigned an academic advisor in your area of research interest. You may change advisors at any time in the course of your program, provided you and your advisor agree on this, but there is no guarantee that the new advisor will provide funding.

You also will be assigned a clinical advisor at the time of admission (with advisor consent).

Study Plan

In your first semester, you will meet with your advisors to create an individualized [plan of study](#) during the 2.5 years of the M.S. portion of the M.S./Ph.D. program.

This plan will include course work as well as clinical and research experiences. The aim is to give you an early introduction to research, while allowing time to complete the requisite course work and clinical hours to meet the M.S. degree requirements by the end of the fall semester of the third year of full-time study.

You and your clinical and academic advisors will sign the plan, and a copy will be kept in your file. You may modify your plan with the agreement of both advisors.

Course Work

Your academic study plan will be individualized; however, please view:

- M.S. program [course requirements](#) and [course offerings](#). Please refer to the MS handbook for details regarding this component of the program
- Ph.D. program [course requirements](#) and [course offerings](#). Please refer to the PhD handbook for details regarding this component of the program.

You are encouraged to take courses outside of the department that will support your research interests and skills. This may include courses in research methods and statistical analysis. You also are encouraged to attend the departmental Professional Seminar (prosem) lecture series, which is required for doctoral students.

First-Year Project

You must complete a first-year project in collaboration with your program advisor. You must present the project at the department's prosem prior to completing the MS degree.

Master's Thesis

The Master's thesis, which can be used to meet the requirement of the first-year doctoral project, must be completed by the end of the third year of graduate study.

M.S. Progress

Progress Evaluations

Your academic and clinical advisors will review your progress at the end of the second semester of full-time [M.S./Ph.D. Student Progress Report](#) to determine whether you should continue in the M.S./Ph.D. program.

If you have not made satisfactory progress or choose not to continue in the M.S./Ph.D. program, you will be counseled into the M.S.-only program and will graduate in December of your third year of study.

It is not possible to accommodate an earlier graduation for students who transfer into the M.S.-only program in their second semester of study or later.

1. Students in the MS/Ph.D. program are strongly encouraged to complete a master's thesis in lieu of a first year doctoral project.

Satisfactory Progress

M.S. in Speech-Language Pathology

2. Students entering with undergraduate majors in Communication Sciences and Disorders must complete a minimum of 40 credits, including these [required courses](#).
3. Students are required to register for a supervised professional activity each semester. Usually, this activity takes the form of a clinical practicum. A student, who for legitimate cause wishes to be relieved of the responsibilities for clinical practicum in a specific semester, must provide a detailed rationale and request a formal waiver from the Clinic Director and MS SLP Director. In cases where the student will be engaged in a different supervised professional activity, such as research for a thesis, a formal waiver is not required; however, this still needs to be approved by the clinic and program directors. Questions regarding procedures for obtaining a formal waiver should be directed to the Graduate Advisor (MS-SLP Director).
4. Students may elect to do a thesis. Students who anticipate continuing to work toward doctoral study are strongly encouraged to complete a master's thesis.

A student electing the thesis option will be advised by a thesis advisor. A thesis advisor is obtained by having a faculty member agree to direct a thesis project. A thesis advisor may be any academic faculty member.

A thesis candidate is required to present a written proposal of the thesis project to a research committee. The research committee is comprised of the thesis advisor and at least two other

members of the graduate faculty (assistant, associate, and full professors) from within the Department of Communication Sciences and Disorders, from affiliate faculty, or other approved academic faculty members at UW-Madison. Only after gaining approval of the proposed project may the candidate embark upon the research project. The project will be closely supervised by the thesis advisor and the research committee. All thesis candidates are required to pass an oral examination at the completion of the thesis project. The examination usually concentrates heavily on the thesis project but may cover any aspect of the candidate's master's degree program.

Students who elect to do a thesis may use 3 credits of CS&D 990 (Research and Thesis) as additional coursework toward the Speech-Language Pathology clinical MS degree. CS&D 990 credits do not replace CS&D 752 (Capstone) credits. All students are required to take CS&D 752 regardless of thesis option.

5. All graduate students are expected to meet the minimum academic performance requirements for graduate study within the Department of Communication Sciences and Disorders. Only students whose academic performance is consistent with these standards will be recommended for graduation.

The American Speech-Language-Hearing Association has requirements for successful completion of Master's-level training, known as Knowledge and Skills Assessment (KASA). KASA standards span clinical and academic instruction. For academic courses, each specific syllabus will have the KASA standards that the course satisfies, notation of the particular assignment or examination materials related to the KASA standards, and the criterion that indicates successful completion of this standard. This means that to fulfill each KASA standard, the student must meet the requirements set forth by the instructor for each course activity. Completion of these standards will be tracked for each student.

Academic performance is defined by course grades, which also include grades earned in clinical practicum courses and courses offered by other departments. The Department of Communication Sciences and Disorders defines minimum academic performance as:

- A cumulative grade-point average (GPA) of no less than 3.0 (B) across all graduate-level courses (by rule, any course numbered 300 or higher), and;
- No more than two instances of course grades less than B in graduate-level courses, and;
- No course grade less than C in any graduate-level course.

The *Academic Performance Improvement Plan* is meant to be a collaborative process in order to help the student achieve success in their academic courses. A student failing to meet the criteria for the course, assignment, or testing materials (as documented in the course syllabus) must formulate an academic intervention plan with that specific instructor. Failure to satisfy the requirement will receive written warning reminding the student of this policy. If the student has not successfully remediated the issue with the instructor, the student will meet with the

program director and be placed upon an *academic improvement plan*, formulated by the instructor, program director, and student.

A student failing to maintain a minimum cumulative GPA of 3.0 will be placed on academic probation and will be required to raise his/her GPA to 3.0 or above in the following semester. If the GPA is not raised to 3.0 or above in the following semester, the student will be dismissed from the program.

A student receiving a course grade less than B shall receive a written warning reminding the student of the “no more than two grades below a B rule.”

A student will not be allowed to register in or graduate from the graduate program if he/she:

- Fails to complete coursework for KASA standards
 - Receives a grade below C, or
 - Receives a third grade below a B, or
 - Fails to raise his/her GPA to 3.0 or higher the semester following his/her placement on academic probation (or following completion of the next eight credits if the student is part-time).
6. Students who obtain an Incomplete in a course have one semester to remove the Incomplete from their records. Students who do not remove the Incomplete in the following semester in which they are registered or who obtain more than a single Incomplete during any one semester will be warned that their academic performance is not acceptable. A Faculty review of the reasons for the Incomplete(s) will lead to a firm timetable for removal of the Incomplete(s). Failure to comply with the timetable will lead to the student's dismissal from the graduate program. The Graduate School considers grades of Incomplete to be unsatisfactory if they are not removed during the next semester of residence.
 7. Clinical Practicum Performance Standards: All master's degree students seeking ASHA certification are expected to demonstrate clinical performance consistent with the minimum standards and clinical competencies of graduate study. This performance is expected to be developmental, reflecting increasing levels of clinical skill and independence. Only those students whose clinical performance is consistent with such standards will be recommended to graduate with a recommendation to ASHA, certifying that they have completed an accredited program. These clinical standards are monitored in CALIPSO.

Clinical instructors have the sole responsibility and authority to certify clinical clock hours earned under their supervision.

For further information about the graduate school policies, see [the Graduate School's Grade Point Average \(GPA\) Requirement](#).

These requirements for master's degree students were approved by the faculty in May 1979 and amended October 1979, May 1981, May 1984, June 1986, May 1987, April 1990, May 1991, July 1994, July 1995, May 1996, May 1997, May 1998, August 2005, and March 2009.

Transition into the Ph.D. Program

The [M.S./Ph.D. Student Progress Report](#) will be completed again at the end of your second year of the M.S. program. Your advisor and the departmental doctoral student review committee will review your progress.

If you, your advisor, and the review committee agree that you should continue into the doctoral program, you will follow established departmental and university guidelines for doctoral study from that point forward.

You do not need to re-apply to the graduate school for the doctoral program. However, you must notify the [graduate studies coordinator](#) so that it can be indicated on the warrant for graduation that you are returning for a Ph.D.