



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

Ph.D. Student Handbook

2020-2021

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Welcome

We are pleased to present the Ph.D. Student Handbook for the UW-Madison Department of Communication Sciences and Disorders. We are delighted that you are completing graduate work in our department.

Our Ph.D. program allows you to develop an individualized program that leads to a research career. You may choose a major emphasis in:

- Normal aspects of speech, language, or hearing; or
- Speech, language, or hearing disorders.

Because our program is a mentor-based doctorate, you will work closely with faculty to conduct research in addition to your course work.

COVID-19

In 2020-21, on site course delivery and research may be affected by restrictions put in place to reduce the spread of COVID-19. Please verify course delivery methods for all courses on your schedule and consult with your primary academic advisor regarding research restrictions. All research activities that can be performed remotely should continue remotely until further notice.

For updates on COVID-19 related information, please see <http://covid19.wisc.edu>. This link contains current, updated information on the Fall 2020 Smart Restart plan other important details that affect UW-Madison. Information related to research can be found here: <http://www.research.wisc.edu>.

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

Degree Requirements

Advising

When you are admitted as a doctoral student, you will choose a primary academic advisor who will serve as your sponsor and mentor for the duration of the program. You may change primary academic advisors at any time in the course of your program, provided you and your primary academic advisor agree on this.

Your primary academic advisor may be a regular faculty member in the Department of Communication Sciences and Disorders, or may be affiliate or joint faculty. If an affiliate faculty member is serving as your primary academic advisor, a regular faculty member must be assigned as your departmental contact to regularly review your progress and adherence to departmental requirements.

Study Plan



Plan of Study
7.23.2020.docx

You and your primary academic advisor will develop an individualized [plan of study](#) that outlines your major within the department and your minor outside the department.

You may alter your study plan at any time with consent of your primary academic advisor. You must complete this plan before taking the comprehensive preliminary examination.

Coursework

See below, Official Regulations; Section B: Coursework in the Department.

Course requirements for the Ph.D. program consist of:

1. [Core courses](#). Required core courses include a departmental professional seminar (also known as “proseminar” or “prosem”), departmental course on grant writing, and some courses offered in other departments on statistics, research methodology, and teaching methods.
2. **Content courses**. Content courses provide depth in your area of specialization.

First-Year Project

The first-year project is the first exposure to research for many students. This is an opportunity for you to work in your primary academic advisor's laboratory, synthesize newly learned skills, and write your first publication in graduate school. This research project will be directed by your primary academic advisor.

Regardless of whether or not you have completed a master's thesis, you will perform research in your primary academic advisor's lab in your first year of study. You will gather data, run analyses, and write a research report. You will present data collected during your first year of study to faculty and students at the departmental proseminar during your second year.

Ph.D. Minor

The UW-Madison Graduate School has a breadth requirement. For our department, this is fulfilled by a minor concentration consisting of 10 credits taken outside the major area of concentration. More information is found in "Official Regulations; Section E."

You can fulfill this requirement two ways:

1. Minor in an outside department and enroll in 10 credits in only that department; or
2. Choose a distributed minor, which can include credits from within the Department of Communication Sciences and Disorders.

Preliminary Exam

Before official admission to candidacy for the doctoral degree, you must demonstrate competency to begin dissertation research by passing a preliminary examination in your area of expertise.

Preliminary Examination Committee: The preliminary exam is written and evaluated by three academic faculty members from the UW-Madison who are knowledgeable in your chosen area. At least one member of the committee must be a regular or joint academic faculty member of the Department of Communication Sciences and Disorders. Generally, the primary academic advisor is a member of the preliminary exam committee and serves as Chair.

The three academic faculty members on your preliminary exam committee will independently advise you on preparation for the question(s) they will present to you. The written exam is followed by an oral examination. You will advance to PhD candidacy after successfully passing the Preliminary Examination. See “Official Regulations; Section D” for further information.

Dissertation Requirements

Prospectus Meeting

Following successful completion of the Preliminary Exam, you will complete a dissertation in which you perform original research. The first step in this process is to write a dissertation prospectus. The dissertation prospectus may be written as the first few chapters of your dissertation (for instance, Abstract, Statement of the Problem, Literature Review, Methods) or may be a copy of a grant application for your dissertation, such as an NIH F31 application (or other). If your primary academic advisor is affiliate faculty, the Communication Sciences and Disorders faculty member serving as departmental contact must approve the prospectus format.

The prospectus must be delivered to the dissertation committee at least two weeks ahead of the prospectus meeting. See below for the requirements of your dissertation committee composition.

The prospectus meeting must be held and your dissertation prospectus approved by your dissertation committee (described below) prior to finalizing the hypotheses and studies to be performed for your dissertation. The primary academic advisor will serve as Chair of this meeting. Data should not be collected prior to this meeting, unless the dissertation involves analysis of secondary or existing data sets, or if preliminary data are needed to establish feasibility.

This committee may be comprised of different faculty members than those who served on the preliminary examination committee.

Dissertation (Doctoral) Committee

The doctoral committee should be comprised of the same faculty members who evaluated the prospectus. However, membership on the committee may also change if needed with written approval of your primary academic advisor (an email will suffice). If a new committee member is added after the

prospectus meeting, written approval of the prospectus by the new committee member must be obtained (an email will suffice). Both the primary academic advisor's approval of the committee change and the new member's approval of the prospectus must be filed with the Graduate Studies Coordinator.

The doctoral committee is comprised of at least 4 members, 3 of whom must be UW-Madison graduate faculty. At least 1 of the 4 members must be from outside of your major program or major field of study. Graduate faculty status is defined as: All tenure-track faculty holding full, associate, or assistant professor rank in any department with graduate program authority. Tenure-track faculty members are automatically permitted to retain graduate faculty status for one year after their retirement or resignation. Annual extensions of graduate faculty status for retired or resigned faculty may be recommended by the departmental executive committee for consideration and approval by the Graduate School dean or designee. The primary academic advisor will serve as Chair.

You may also have a co-advisor or co-chair of your doctoral committee. The co-advisor/co-chair will be designated on dissertation documentation.

Without prior Graduate School approval, the executive committee of departments with graduate program authority may appoint either a tenure track faculty member from a department without graduate program authority or a visiting professor to serve as 1 of 4 faculty members on a doctoral committee. However, no more than one member of a doctoral committee may be a visiting professor, retired professor, or professor from a department without graduate program authority.

The executive committee of a department may believe that an academic staff member other than a visiting or emeritus professor should be appointed to an examination committee. The executive committee can without approval of the Graduate School appoint such an academic staff member (e.g. scientist or CHS staff) to serve as a 5th member of a doctoral examination committee. Such an appointed committee member has the right to vote and sign the warrant like other members of the committee. Department executive committees should consider academic staff for membership on an examination committee only if the academic staff member has a doctoral or other terminal degree and has research or practical experience relevant to the degree candidate's dissertation.

Further guidance on establishing your committee:

- Two members of committee must come from the Department of Communication Sciences and Disorders and/or a Joint Affiliation.
- At least 1 of your dissertation committee members must be from outside of the Department of Communication Sciences and Disorders. Affiliate or Joint faculty may serve as either departmental or non-departmental committee members.
- Researchers from other institutions may serve on the committee as a 5th committee member. A CV for a faculty member from an outside institution must be submitted and approved by the Chair of the PhD Committee. Faculty from a department of communication sciences at an outside institution cannot serve as an out-of-department committee member, given that their expertise is within our field.
- The Graduate School requires that at least three committee members of all doctoral/final oral examination committees must be designated as readers. Readers are committee members who commit themselves to closely reading and reviewing the entire dissertation. In our department, the current practice is for all committee members to serve as readers.

Rules for filing the doctoral dissertation are published by the Graduate School. Students are encouraged to review the document entitled, "[Guide to Preparing Your Doctoral Dissertation](#)", published by the Graduate School.

Dissertation must acknowledge contributions received from other individuals, including co-authors of published work that appears in the document, such as in designing the research, executing the research, analyzing the data, interpreting the data/research, or writing, proofing, or copyediting the manuscript.

Dissertation Oral Exam

The final dissertation document must be distributed to committee members at least 2 weeks prior to the oral examination. The dissertation may be delivered electronically or in hard copy, depending upon faculty preference. You should check with each committee member to determine their preference.

Dissertations will be evaluated for scholarship and scientific contribution.

Pass may be by unanimous vote, but if more than one of the committee members signs the warrant on the DISSENT line, then a pass/fail determination is made jointly by the Graduate School and the Department of Communication Sciences and Disorders.

Guidelines in Brief

[»Download requirements checklist](#)



PhD requirements
checklist 2019.pdf

1. All requirements, including outside minor, statistics, required course work, Professional Seminar, and first-year project will be explained to incoming students at orientation. All incoming students beginning the program are required to attend.
2. A plan of study must be filed with the PhD Committee in the first semester of beginning of graduate study. This one-page plan of study should include the following: A list of all coursework anticipated prior to the preliminary examination, a brief paragraph concerning your research focus and an outline of planned research studies in the first two years of your program.
3. A first-year project is required of all doctoral students. This work will be presented at the required Professional Seminar (“prosem”) at the end of the first calendar year or within the second year. A completed manuscript suitable for submission to a peer reviewed publication outlet will be submitted.
4. All requirements, including outside minor, statistics, presentation of research at Professional Seminar, required course work within the department, and removal of grades of Incomplete must be completed prior to taking preliminary examinations.
5. Students should expect to take preliminary examinations about 28 months (two calendar years plus one semester or equivalent) after beginning the doctoral work.
6. A written prospectus for the dissertation should be completed and approved by the dissertation committee of the student generally no later than two semesters after the semester in which the preliminary examination was taken.
7. The dissertation can be either an original single piece of research or a collection of cumulative first-author publications that are thematically linked. The exact format will be determined by the student’s dissertation committee and must conform to [Graduate School rules](#).

8. The Graduate School requires students to take their final oral examination and deposit the dissertation within five years of passing preliminary examinations ([view requirement](#)).

Official Regulations

The Faculty of the Department of Communication Sciences and Disorders views the doctoral degree as a scholarly academic research degree. In addition to the general University regulations for the doctoral degree, stipulated in the Graduate School catalog, the following doctoral regulations are specific to the Department of Communication Sciences and Disorders.

Admission to candidacy for the doctoral degree is obtained after successful completion of the following requirements: First year research project, course work within the department as specified in a plan of study, outside-the-department minor, statistics requirement, and a preliminary examination.

The following are minimum requirements. In view of a student's particular needs and at the discretion of the v, additional course work may be required.

A. Demonstrated Research Ability

A first-year project will be presented at the required Professional Seminar during the student's second year in the doctoral program.

B. Course Work within the Department

A primary academic advisor will be assigned to each entering student. If at any time in the program a student and/or faculty member believe that it is not in the best interest of the student to continue that advising relationship, a different primary academic advisor may be assigned. Students are required to submit a written plan of study in the department, approved by the primary academic advisor, before the end of the first year of study.

This approved study plan shall be available for review in the student's file. The plan of study may be altered at any time during the doctoral program with consent of the primary academic advisor. The plan of study must be completed prior to taking the preliminary examination.

The plan of study must encompass an area of specialization chosen from speech pathology, audiology, language disorders, and normal aspects of speech, hearing and language. Although there are no specific course requirements for the major, the study plan should be comprehensive in scope and should be tailored according to the student's research and academic needs.

Students must also satisfy a core requirement by taking the following seminar/courses:

1. Grant writing (3 credits)
2. Research methodology (3 credits). This may include an independent study/directed readings course or a course from outside of the department focused broadly on something related to research methods, depending on the particular student's area of interest. Note: A statistics class that covers research methods or experimental design can be used towards the 9-credit minimum in statistics.
3. Professional seminar (prosem) (4 semesters; 8 credits)
4. Teaching methods (1 credit or audit).

It is recommended that the grant writing course be taken in the last year of course work, or as determined via consultation with the primary academic advisor and course instructor. Also, during the second year of study, one of the required prosem semesters may be satisfied by attending weekly seminars elsewhere on campus. The decision to attend an alternative seminar must be made in consultation with the student's primary academic advisor.

For the 2020-2021 academic year, in the FALL semester students will complete the proseminar requirement by registering for a 2 credit independent study with their primary academic advisor, who will be responsible for assigning a prosem grade. Student are expected to attend the weekly prosem lectures and attend additional doctoral student discussion groups associated with the weekly lectures. The dates and times will be arranged, averaging one meeting per month, topics and times to be arranged. In the SPRING semester the arrangements will be announced to students via email once the department chair determines whether a course instructor is available.

The teaching requirement can be met by taking a 1-credit seminar taught within or outside the department, a 1-credit independent study with the primary academic advisor that involves lecturing or developing course materials or student projects, or an independent study with the primary academic

advisor that involves reading and discussing scholarly writings that concern teaching. The form of the teaching credit should be discussed with the major advisor and must have the primary academic advisor's approval.

The spirit of the core requirement is to ensure that doctoral students have a foundation for applying their area of specialization to undertaking effective research and other forms of scholarship expected of persons who hold a doctoral degree.

C. Statistics

All doctoral students are expected to become proficient in statistical methods. Students are required to have 9 credits of statistical methods at a minimum, which must also include a course on research methods or experimental design (Note: A statistics class that covers research methods or experimental design can be used towards the 9-credit minimum in statistics). Many students satisfy this requirement by courses in the Educational Psychology department or the Statistics department. For instance, a rigorous and worthwhile statistics sequence could be two 4-credit statistics classes in the Statistics department (Stat 571, 572) plus an experimental design class, such as Clinical Trials, or Ed Psych 762. Students should discuss the stat sequence with their primary academic advisor and have the primary academic advisor's approval. A grade of "B" or better is required for acceptable fulfillment of the statistics requirement.

D. Preliminary Exam ("Prelims")

Each Student must meet with her/his primary academic advisor to prepare for the Preliminary Examination. The purpose of the doctoral comprehensive preliminary examination in the Department of Communication Sciences and Disorders is: (a) to develop competence in applying terminology, facts, concepts, relations, procedures, theories, and issues accurately and appropriately, (b) to invoke facts, reasoning and other evidence to support observations and opinions, (c) to identify, organize, analyze and integrate information, (d) to evaluate one's own work and that of others critically, and (e) to communicate effectively. The preliminary exam also assists the faculty in determining whether a student's knowledge of pertinent facts, theories, and methods is sufficient to render the student generally capable of: (a) undertaking effective research in an area within communication sciences and disorders, and (b) undertaking other forms of scholarship required or expected of persons who professionally use the doctoral degree.

The student should invite members of the faculty to serve on the Prelim Committee the semester before the exam is anticipated. In many cases, the committee will be formed earlier in the student's program and this is acceptable. See "[Degree Requirements; Preliminary Examination](#)" for more information on committee composition.

Students are required to write a 9-hour preliminary examination with at least 6 hours devoted to their major area of study. The types and direction of the questions included in the exam are at the discretion of the Prelim Committee.

Three of the 9 hours can be written outside of the context of the preliminary examination, if approved by the Prelim Committee. These three hours can be devoted to writing a grant application (with or without actual submission of the grant, as determined by the primary academic advisor), focused review paper, or research paper. The choice of writing mechanism, the requirements, and scoring are to be determined by the Prelim Committee. No more than three hours of the 9-hour preliminary examination can be satisfied via an outside paper or grant. In reality, writing a grant application or research paper will require more than three hours to complete. However, only three hours may be "credited" to the 9-hour preliminary examination using these alternative mechanisms. Accordingly, if the student uses an alternative mechanism for three hours of the exam (as described above), the remaining six hours must be completed in the traditional manner of writing answers to questions provided by the Prelim Committee.

The primary academic advisor will be the chair of the Prelim Committee and will approve the Preliminary Examination process for each student.

The "Requirements Completed Prior to Scheduling Prelims" section of the requirement checklist and a minor form must be filled out and submitted to the Department Graduate Studies Coordinator, located in Goodnight Hall Room 318, 4 weeks prior to requesting the preliminary exam warrant.

Preliminary Examination questions must be submitted by the Prelim Committee to the Graduate Studies Coordinator one week prior to the scheduled Preliminary Examination.

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The student is responsible for obtaining the “warrant” from the Graduate Studies Coordinator (this is the form that the Prelim Committee must sign to indicate that the Preliminary Examination requirement has been met and that the student may be advanced to Candidacy).

Students may specify the distribution of the number of hours to write per day, over a two or three day period. The days may be disbursed over no more than a three week period. The examination will be proctored and no reference materials or other materials are allowed in the examination room, and may not be accessed on the student’s computer or via the internet during the exam.

A two hour oral exam will be administered approximately one week after successful completion of the written exam.

The student shall be informed at least two days before the oral examination as to whether the written examination resulted in pass or fail; in the case of failure, no oral exam will be held.

The written and oral portions are considered as one complete examination. The oral examination may cover material included or not included in the written examination.

A student failing the preliminary examination may rewrite once. The student may be required to rewrite the entire examination or the portions failed dependent on the judgment of the Examination Committee.

Pass or fail will be determined by overall GPA on the exam, computed from the average grade for each section weighted by the number of hours per section, with a 3.0 overall required for passing.

E. Outside-the-Department Minor

Consistent with Graduate School regulations, students within the Department of Communication Sciences and Disorders are required to take an outside minor, approved by their primary academic advisor.

The specific course requirements for fulfillment of a minor must be negotiated by the candidate with the participating department(s). The minor options are described by the Graduate School as follows:

(paraphrased from the Graduate School Handbook)

[Download the Minor Form](#)



Option A:

Requires a minimum of 10 credits in a single department/major field of study. Refer to the individual department for specific requirements; many departments require more than 10 credits. Option A requires approval from the minor department, and the approval of your primary academic advisor.

Some departments such as Chemistry, Economics, History, and Mathematics offer internal minors. If your major department offers an internal minor, indicate the area of concentration of your major and minor.

For example, MAJOR: Mathematics: Algebra; MINOR: Mathematics: Topology.

Option B: Distributed

Requires a minimum of 10 credits in one or more departments and can include course work in the major department. Option B requires signatures of your primary academic advisor and major department chairperson.

F. Residency, Continuous-year Requirements, and Transfer Credits

Students should note the following Graduate School Statements:

Effective September 1, 1997

- The Graduate Faculty Executive Committee (GFEC) recently voted to abolish the Graduate School residence requirement and to replace it with a UW-Madison minimum credit requirement. The new credit policy requires a minimum of 32 UW-Madison graduate level credits (≥ 300) to be taken in order for the degree to be considered a UW-Madison degree.
- The Graduate School no longer requires doctoral and MFA students to fulfill a two full-time semester requirement. However, the Department of Communication Sciences and Disorders has voted to retain this requirement.
- The minimum credit requirement for doctoral and DMA students must be completed prior to achieving dissertator status.
- It is no longer necessary for departments to request that the Graduate School accept transfer of graduate work done at another institution to fulfill the residence requirement (*note: transfer credits never appeared on the student's transcripts*). Departments are free to transfer whatever amount of work they wish to fulfill department course requirements. The Graduate School will not transfer any

graduate work done at another institution toward fulfillment of the minimum UW-Madison credit requirement.

- All graduate level credits, including those taken during the summer, will count toward fulfillment of the minimum credit requirement. Students must have at least a 3.0 GPA in their graduate course work in order to graduate.
- Students who receive Graduate School approval for a credit overload will be able to count all graduate level credits toward fulfillment of the minimum credit requirement. Except during summer sessions, graduate students must register for a minimum of 2 credits.
- A graduate level course taken at a distance will count toward the minimum credit requirement only if the course is considered a UW-Madison course.
- If you have comments or questions, feel free to contact the [Graduate School Office of Admissions and Academic Services](#).

It is the responsibility of the student and his/her primary academic advisor to make sure that all requirements are completed. The dated and signed [requirements checklist](#) provides this record.

G. Final Oral Examination over Dissertation Project

The final examination committee will examine the candidate over the research project and other aspects of the doctoral program.

H. Appeals: Doctoral-Degree Program

Appeals for exceptions to the Satisfactory-Progress Rules shall be directed to the Chair, PhD Committee.

The following procedures apply to all appeals:

1. The specific satisfactory-progress rules(s) pertinent to the appeal must be identified.
2. The student's primary academic advisor must provide written support for the appeal.
3. All course work substitutions and equivalencies will be decided by appropriate area-group faculty.
4. Appeals for changes in Research and Examination Committees that have been approved by the Doctoral-Degree Graduate Committee and the five-member Graduate-Faculty Examining Committee must be forwarded to the Dean of the Graduate School whose decision is final.

(Note: Permission from the Graduate-School Dean is NOT necessary for adding members to the five that are required.)

I. Special Committee Doctoral Programs

Prospective students who may have an interest in a special committee doctoral degree should apply to the department of the degree program that is closest to their major interest.

When a department receives such an application, it should treat it as it would all other applications for admission to that department (i.e., all relevant departmental criteria should be invoked). Since there can be no assurances of an alternate degree route for the student at this stage, the department must assume full normal responsibility for any student it admits, including guidance toward completion of the departmental degree.

Students who wish subsequently to move from departmentally designated degrees to interdisciplinary special committee degrees must meet the Graduate School conditions for such degrees. These conditions derive from the unique character of degree work that proceeds beyond the reach of normal departmental monitoring mechanisms. Since such degree work is akin to honors work at the undergraduate level, it is open only to students of superior academic distinction.

The application for the special committee degree must be submitted on behalf of the student by the proposed primary academic advisor. This should clearly state: a) the reasons the special committee program is needed and an explanation of why the student's needs cannot be met within existing programs; b) the exact title of the proposed degree; c) the proposed course and seminar program envisaged; d) any tool requirements of the dissertation (language, etc.); e) the nature and scope of preliminary examinations; f) the nature of the dissertation (general subject area); g) the five faculty willing to serve on the committee and its chairman.

In all cases the Graduate School will carefully review applications to determine whether the program can be carried out within an established department or program with joint majors, appropriate use of minors, or other available mechanisms. The suitability and degree of commitment of the committee for the proposed program will be examined.

The committee chair (i.e., the primary academic advisor) should be a member of the department to which the student had originally been admitted. That department should remain the keeper of the student's records and should make all appropriate nominations for financial aid.

The Graduate School is very much concerned about maintaining active participation by all members of special degree committees in the ongoing doctoral programs of the student, and asks the individual members of the committees to assume individually all of the responsibilities that a department provides institutionally in a conventional program. Proposals should come to the Graduate School at the end of the first year's graduate work. They must come to the Graduate School in a timely fashion, i.e., when there is a substantial portion of the program ahead of the student. "After the fact" proposals will not be considered.

Faculty members who declare themselves willing to serve on these committees should be prepared to participate fully in all aspects of the student's program from the beginning, especially where they must provide the necessary expertise in their particular areas of interest. Only in this way can the committee maintain the quality and the unique character that is expected of and associated with the concept of the special degree program.

Additional Doctoral Student Activities

In addition to course work and research, doctoral students are expected to participate actively in the department Professional Seminar. The Professional Seminar will be taken for 2 credits for each of four semesters.

Approved by the Faculty, 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.

Leaves of Absence

Except for dissertators, students in the graduate program may apply for a leave of absence from the program for up to one calendar year. Leaves typically are granted for medical or personal reasons, but also may be requested by M.S./Ph.D. or Ph.D. students who plan to complete a clinical fellowship during their graduate program.

Leave requests should be first discussed with the student's primary academic advisor, and then submitted in writing to the Department Chair. If the leave request is not granted, the student must

complete the regular application process if he or she decides to return to the program, and will be considered as a new applicant.

If students have pre-enrolled for a future term, they must be sure to drop all courses before the first day of class.

Students who are absent for one or more terms must [re-apply to the program through the Graduate School](#). To apply for readmission, graduate students should first contact their program and then the [Graduate School Office of Admissions and Academic Services](#).

The readmission process accomplishes two goals:

1. Assures the Graduate School that a student is in good standing with his/her academic program; and
2. Activates his/her enrollment eligibility.

Any student who does not enroll for fall or spring term is considered to be a re-entry and must pay the Graduate School online application fee. (See [Graduate School Academic Policies and Procedures > Leave of Absence](#)).

Dissertators: The Graduate School requires all dissertators to maintain continuous enrollment. In rare circumstances when this is not possible, a degree completion fee is assessed to recognize the inevitable use of university facilities (including faculty and staff time) up to and including the successful defense of the dissertation (see [Graduate School Academic Policies and Procedures > Continuous Enrollment Requirement](#).)

This fee may be substantial and is waived if the student enrolls for four subsequent terms (see [Graduate School Academic Policies and Procedures > Degree Completion Fee](#)). A candidate for a doctoral degree should be aware that failure to take the final oral examination and submit the dissertation within 5 years after passing the preliminary examination may require another preliminary examination and admittance to candidacy a second time.

Students receiving financial aid should contact the Financial Aid office for information regarding loan-deferment guidelines. In-school status for the purpose of loan deferment requires pre-dissertators to take at least 6 graduate-level credits per term and dissertators to take at least 3 graduate-level credits per term (see [Graduate School Academic Policies and Procedures > Financial Aid](#)).

International students should check on their visa status with [International Student Services](#).

This departmental leave policy was approved March 1, 2010.

Courses

Ph.D. Required Courses

See Official Regulations; Section B: Coursework in the Department.

Ph.D. Core Course Offerings

900

GRADUATE PROSEMINAR. 2 cr. Current research on normal and disordered aspects of speech, language, and hearing.

900

GRANT WRITING. 2-3 cr. How to write a federally-funded research grant.

Graduate Content Courses

503

NEURAL MECHANISMS OF SPEECH, HEARING AND LANGUAGE. 3 cr. Basic neuroanatomical and neurophysiological mechanisms underlying the communication process. Neuropathologies and their associated communication disorders.

Prereq> Grad st in com dis or undergrad biol major with neurobiol option, or consent

703

LANGUAGE AND LEARNING DISORDERS OF CHILDREN. 3 cr. Theoretical concepts of symbolic disorders with emphasis on variables which interfere with language learning and function.

Prereq> Enrollment in the clinical speech-language pathology master's program or consent of instructor.

704

ACQUIRED LANGUAGE AND COGNITIVE-COMMUNICATION DISORDERS IN ADULTS. 3 cr. Intervention for adults with acquired aphasia and cognitive-communication disorders, including principles of evaluation and treatment.

Prereq> Enrollment in the clinical speech-language pathology master's program or consent of instructor.

705

MOTOR SPEECH DISORDERS/AUGMENTATIVE AND ALTERNATIVE COMMUNICATION. 3 cr. The nature and classification of motor speech disorders, and techniques and methods which provide non-speaking children and adults with effective means of interaction and communication.

Prereq> Enrollment in the clinical speech-language pathology master's program or consent of instructor.

706

MANAGEMENT AND ASSESSMENT OF VOICE DISORDERS. 3 cr. Techniques applicable to children and adults with disorders of voice, both functional and organic in origin. Lecture plus lab or observation.

Prereq> Enrollment in the clinical speech-language pathology master's program or consent of instructor.

707

SWALLOWING DISORDERS. 3 cr. Presents information on the anatomy, physiology, and neural bases of normal swallowing, the various diseases that can affect swallowing function, the nature of swallowing dysfunction and ways to assess it, and treatment options for patients with swallowing disorders.

Prereq> Enrollment in the clinical speech-language pathology master's program or consent of instructor.

708

FLUENCY AND PHONOLOGICAL DISORDERS. 3 cr. An advanced course concerning the etiology, definition, diagnosis, and management of fluency and phonological disorders in children and adults.

Prereq> Enrollment in the clinical speech-language pathology master's program or consent of instructor.

709

LANGUAGE PROBLEMS OF SCHOOL AGE CHILDREN AND ADOLESCENTS. 3 cr. A review of the contemporary literature relating to the language disorders of school age children and adolescents. Emphasis on description of disorders, assessment techniques, and intervention strategies.

Prereq> Enrollment in the clinical speech-language pathology master's program or consent of instructor.

790

PRACTICUM IN COMMUNICATIVE DISORDERS. Variable cr. Supervised experience with persons manifesting communicative problems. Evaluation, rehabilitation, and conservation of hearing, language, and speech disorders in various clinical settings.

Prereq> Enrollment in the clinical speech-language pathology master's program or consent of instructor. Register only as directed by Clinic Coordinator.

799

INDEPENDENT STUDY. Variable cr. See description for Com Dis 999.

Prereq> Cons dept & cons inst

900

SEMINAR-SPECIAL TOPICS 2 cr. Focus varies with staff.

Prereq> Cons inst

913

SEMINAR-PROBLEMS IN VOICE DISORDERS. 0 cr. Symptomatology, etiology, diagnosis, and treatment of voice disorders with emphasis on current research procedures and findings and consideration of special problems.

Prereq> Cons inst

990

RESEARCH AND THESIS. 0 cr. Under the supervision of a staff member.

Prereq> Grad st & cons inst

999

INDEPENDENT STUDIES. 0 cr. Creative project designed by the student and supervised by staff.

Prereq> Grad st & cons inst

[View course offerings for Doctor of Audiology \(Au.D.\) program](#)

To prepare a proposal for independent study, you must complete the [Proposal for Registration in Independent Study](#) form. Following completion of the independent study, the instructor completes the Report on Independent Study form.

Research Areas

You can choose a research focus in normal and/or disordered aspects of speech, language, and hearing.

Our research laboratories, developed and supervised by department faculty, offer students cutting-edge training opportunities in basic, applied, and translational research topics in communication sciences and disorders.

Most of our laboratories are supported by competitive grants awarded by extramural funding agencies, especially the National Institutes of Health.

Labs are located across campus, including:

- [Goodnight Hall](#), where the [department](#) is located;
- [The Waisman Center](#), an NIH-funded interdisciplinary research center where many faculty conduct their research programs;
- [UW Hospital and Clinics](#);
- The [Wisconsin Institute for Medical Research \(WIMR\)](#)
- [The Medical Sciences Center](#).
- Visit the [Research](#) section of the CSD website for details about our faculty's individual research programs.

Financial Information

Tuition and Fees

Please visit the [UW Madison Bursar's Office](#) for up-to-date information on tuition and fees.

Important facts:

- Tuition and fees are subject to change without notice.
- Students who are Minnesota residents may be eligible for resident tuition under the Minnesota-Wisconsin reciprocity agreement.
- Segregated fees must be paid by every student, even if tuition is covered by an appointment or fellowship.
- Graduate students who are classified as non-residents of Wisconsin and who hold an appointment as a teaching, research, or project assistant are granted full tuition remission in any semester in which their appointment rate is greater than or equal to 33.3%.
- For Ph.D. students, tuition is decreased upon admission to candidacy for the doctorate.

Financial Support

The department is committed to providing financial assistance to students in the Ph.D. program, and makes every effort possible to provide assistance to students in the M.S./Ph.D. program. Please visit the [Graduate School's Office of Fellowships and Funding Resources](#) for up-to-date information on financial support options.

Assistantships

Project assistantships (PAs) and Research Assistantships (RAs) provide financial aid and permit you to assist in a research program, which may contribute to requirements for your doctoral dissertation.

Teaching assistantships (TAs) provide financial aid as well as opportunities for acquiring valuable teaching experience. The stipend depends upon the time devoted to departmental duties.

The department selects project and teaching assistants according to their scholarly promise and ability to perform the required duties. You will automatically be considered for these assistantships when you apply for admission.

Training Grants

The department has students funded by two training grants from NIDCD: one on speech and language

disorders, and one on voice disorders. Both support five pre-doctoral students. You will automatically be considered for the speech and language disorders training grant when you apply for admission. To be considered for the Voice Research Training Program, a separate application is necessary. Please see: <http://www.surgery.wisc.edu/education-training/training-for-researchers/voice-research-training-program/>

Fellowships

UW-Madison offers several fellowships, including Advanced Opportunity Fellowships. Visit the [Graduate School's Office of Fellowships and Funding Resources](#) for details.

Also consider applying for fellowships sponsored by federal and non-federal agencies, such as the National Science Foundation, National Institutes of Health, and Fulbright-Hays. An applicant who has been awarded a national fellowship has a high probability of being admitted to our program.

If you receive a fellowship in a national competition, please notify [Amanda Talbert, Graduate Studies Coordinator](#).

Scholarships

- Department Scholarships. The department administers several [scholarships](#) open to graduate majors. Recipients are chosen on a competitive basis according to criteria established for each award.
- WSHA Foundation Scholarships. Each year, following a statewide competition, the Wisconsin Speech-Language-Hearing Association (WSHA) Foundation awards scholarships to second-year master's students or doctoral students. Visit the [WSHA Foundation](#) for details.
- ASHFoundation Scholarships. The American Speech-Language-Hearing Foundation (ASHFoundation) has funds available for graduate student scholarships. Visit [ASHFoundation](#) for details.

Health Care

Graduate students can receive health insurance benefits through the [Student Health Insurance Plan \(SHIP\)](#).

Services are available at the University Health Services to all full-time students and all part-time students who have paid the health care fee (included in the registration fees).

University Health Services offers a wide variety of outpatient medical and nursing services, but there are certain limitations. Hospitalizations, emergency room visits, and medication, for instance, are not included. Insurance covering hospital and emergency services is strongly recommended for those not eligible to be covered by SHIP.

Housing

For information on on-campus housing options, please visit the [Division of University Housing](#).

For information on off-campus housing options, please visit the [Campus Area Housing Listing Service](#).

Professional Behavior Code of Conduct

When you are a Department of Communication Sciences and Disorders graduate student, you must adhere to the highest standards of professional behavior and ethics. You should avoid even an appearance of improper behavior or lack of ethical standards while a student, in all professional settings, and in your personal life—and conduct yourself according to the standards expected of members of the professional community to which you aspire.

Regulations and Codes of Ethics

1. Students must adhere to the rules and regulations contained in the following UW statutes:
 - [UWS 14: Student Academic Disciplinary Procedures](#)
Violation of the Wisconsin Administrative Code UWS 14 may result in University disciplinary action such as disciplinary probation, suspension, or expulsion.
 - [UWS 17: Student Nonacademic Disciplinary Procedures](#)
Violation of the Wisconsin Administrative Code UWS 17 may result in University disciplinary action such as disciplinary probation, suspension, or expulsion.
 - [UWS 18: Conduct on University Lands](#)
Violation of the Wisconsin Administrative Code UWS 18 may result in University disciplinary action such as a fine of not more than \$500 for each offense, imprisonment for no more than 6 months for each offense, and/or disciplinary probation, suspension, or expulsion.

2. Students must adhere to the [ASHA Code of Ethics](#)
Violation of the ASHA Code of Ethics may result in disciplinary action as determined by the UW-Madison Department of Communication Sciences and Disorders.
3. Students must adhere to the [American Academy of Audiology \(AAA\) Code of Ethics](#). *Violations of the AAA Code of Ethics may result in disciplinary action as determined by the UW-Madison Department of Communication Sciences and Disorders.*
4. Students must adhere to the Department of Communication Sciences and Disorders' Professional Behavior Code of Conduct as defined below: "Unprofessional behavior towards clients, faculty, staff, peers and public are significant issues in the evaluation and promotion of Communication Sciences and Disorders students. Inappropriate behavior may be grounds for failure to promote, dismissal and/or denial of degree. Separate and apart from a violation of the Professional Behavior Code of Conduct, a student may face University disciplinary action with regard to the same action."

Guidelines and Responsibilities

The following are professional behavior guidelines and responsibilities that the University of Wisconsin Communication and Sciences Disorders Department expects of its students.

1. **Interpersonal Relationships.** Students shall communicate with and treat instructors, fellow students, clients, staff, allied professionals and the public in a professional manner. This includes addressing them in a collegial, professional manner and respecting individual rights to hold opinions that differ from their own.
2. **Honesty, Integrity and Confidentiality.** In the pursuit and achievement of all academic and professional matters, students shall act fairly and honestly. They shall treat all confidential information in an appropriate manner. In the clinical circumstance, the student-client relationship is dependent on the client's assurance that the clinician or student-clinician will not divulge sensitive information to others. Thus, client records and all conversations between student and client are considered confidential and shall not be disclosed or made available to any person not directly involved in the client's care.
3. **Professional Appearance.** Students shall maintain a physical appearance and personal hygiene that is conducive to developing effective client relationships. Students who do not appear well-groomed and appropriately attired when interacting with a client are at risk for jeopardizing client respect and

for creating a barrier to effective communication. Examples of inappropriate attire in professional settings include blue jeans, shorts, short skirts, tee shirts, and shirts revealing bare midriffs. In certain professional settings, facial jewelry, other than earrings, may be viewed as inappropriate. Also see below, Departmental Procedures, Dress Code.

4. **Professional Responsibility and Judgment.** Students are expected to meet their educational and clinical responsibilities at all times. While personal issues that conflict or interfere with such obligations can arise, every effort should be made by the student to resolve the conflict in a professional manner by assuring that client care is not compromised and that appropriate instructors, clinical supervisors, and administration are notified in a timely fashion. Students who are unable to attend class are responsible for finding out what occurred that day and should not expect instructors to give them individual instruction. Students shall not participate in classroom and clinical activities while under the influence of alcohol or any psychoactive substances, unless the use of such a substance is under the orders of a physician or other licensed health care provider.

Procedures for Alleged Infractions of the Professional Behavior Code of Conduct

The Professional Behavior Code of Conduct and the Procedures for Alleged Infractions of the Professional Behavior Code of Conduct shall be published on the Department's Web site. Students are responsible for reading the information and material as well as the information published on all the relevant web sites shown above. Lack of knowledge of this information does not excuse any infraction.

Concerns about infractions of the Professional Behavior Code of Conduct may be effectively handled informally between the instructor and the student. If a resolution is not achieved, a UW-Madison Department of Communication Sciences and Disorders primary academic advisor may be brought into the discussion.

In cases of allegations of unprofessional behavior:

1. Faculty, residents, staff, fellow students, clients or members of the non-academic community who believe that a student has failed to adhere to the Professional Behavior Code of Conduct should contact the Chair's office of the Communication Sciences and Disorders Department within a reasonable time of learning of the alleged failure. The Chair's designee will advise the alleging party

of the appropriate University and Department of Communication Sciences and Disorders procedure that may apply to the situation.

2. If appropriate, the Chair's designee will instruct the alleging party to prepare a written statement describing the alleged failure to adhere to the Professional Behavior Code of Conduct. This statement, along with any supporting materials, shall be submitted to the office of the Chair within ten (10) days of the issuance of the instructions.
3. In writing, the Chair's designee shall notify the student who is alleged to have failed to adhere to the Professional Behavior Code of Conduct of the allegation. The Chair's designee shall either: a.) request written response by the student to the allegation, to be submitted to the Chair's office within ten (10) days of notice, or (b) schedule a meeting with the student to discuss the allegation.
4. The student may contact their primary academic advisor for information regarding the investigation and review process.
5. Following investigation and review of all available information, the Chair's designee shall determine whether the allegations potentially violate the Professional Behavior Code of Conduct. If so, the Chair's designee shall send a letter to the student explaining findings of the investigation and informing the student that the case will be presented to the Professional Behavior Committee consisting of a Communication Sciences and Disorders primary academic advisor and two other faculty members as determined by the Chair.
6. The Chair's designee shall present the case to the Professional Behavior Committee.
7. The student shall attend an open-session portion of the Committee meeting and may be accompanied by an advocate.
8. The student shall have an opportunity to present relevant information, including witnesses. The student also has the right to question any witness presented by the department.
9. Each party must speak for him/herself, including questioning of witnesses, even if legal counsel or another representative has been retained.

10. The meeting shall not be bound by common law or statutory rules of evidence and may admit information having reasonable probative value, but shall exclude immaterial, irrelevant, or unduly repetitious testimony, and shall give effect to recognized legal privileges.
11. The Committee shall make a record of the meeting. Any party to the meeting may obtain copies of the record at his/her expense.
12. The Committee shall have access to all relevant school records of the student alleged to have failed to adhere to the Professional Behavior Code of Conduct.
13. The Committee shall make its decision during a closed-session portion of the meeting. Decisions are made by a majority of voting members present.
14. If the Committee finds a student has violated the Professional Behavior Code of Conduct, when determining appropriate sanction, the Committee may take into account prior incidences of review by the Committee. Allegations of unprofessional behavior brought to the attention of the Chair but not requiring review by the Committee and allegations of academic or nonacademic misconduct brought to the attention of the Dean of Students also may be taken into consideration.
15. Sanctions that may be imposed for unprofessional behavior include:
 - a. Written reprimand
 - b. Denial of specified UW-Madison Department of Communication Sciences and Disorders privilege(s)
 - c. Imposition of reasonable terms and conditions on continued student status
 - d. Disciplinary probation
 - e. Restitution
 - f. Removal of the student from the course(s) in progress
 - g. Failure to promote

- h. Withdrawal of an offer of admission
 - i. Placement on Medical Leave for up to one year
 - j. Suspension from a UW-Madison Department of Communication Sciences and Disorders program for up to one year with the stipulation that remedial activities may be prescribed as a condition of later readmission. Students who meet the readmission condition must apply for readmission and the student will be admitted only on a space available basis
 - k. Suspension from a UW-Madison Department of Communication Sciences and Disorders program. The suspensions may range from one semester to four years.
 - l. Dismissal from a UW-Madison Department of Communication Sciences and Disorders program
 - m. Denial of a degree
16. A student receiving any sanction included in (d) through (m) above is not permitted to seek or hold office in any Department of Communication Sciences and Disorders school student organization, is not permitted to represent the Department of Communication Sciences and Disorders in any capacity, and is ineligible for awards and non-needs-based scholarships from the Department of Communication Sciences and Disorders.
17. The Committee shall prepare written findings of fact and a written statement of its decision based upon the record of the meeting. If the decision by the Committee is adverse to the student, the decision shall include notification that the student may appeal the decision to the Chair.
18. The decision of the Committee shall be delivered in writing to the student either by personal delivery or by first class US mail.

Appeal of a Decision of the Professional Behavior Committee

1. A student may appeal a decision of the Professional Behavior Committee to the Chair of the Department of Communication Sciences and Disorders. Appeals shall be in writing and be received or postmarked within ten (10) calendar days of the student's receipt of the Committee's decision. The appeal must be based on: 1) new facts that were not available at the time of the Committee meeting and that have direct bearing on the student's professional behavior, 2) a claim of inadequate consideration of specific information by the Committee, 3) a claim that the Committee did not follow appropriate procedures, or 4) a claim that the Committee's action was unduly severe. If an appeal is based on availability of new facts that were not available at the time of the Professional Behavior Committee meeting, the Chair may direct the Committee to reconsider the case. The Chair's decision is final.
2. Any Committee decision involving medical leave, suspension, or dismissal will be referred automatically to the Chair for review. If, upon review, the Chair upholds the decision of the Committee, the student may appeal the decision to the faculty of the Department of Communication Sciences and Disorders. In such an appeal, the student shall appear in person before the Faculty of the Department of Communication Sciences and Disorders at a regular or a specially-called faculty/academic staff meeting to present his/her case. Voting faculty/academic staff members in attendance will render an appeal decision, which is final.
3. In the case of appeal to the Chair or to the Faculty, the student must speak for him/herself, even if legal counsel has been retained.

Rights & Grievances

General Rights and Responsibilities

Visit the following campus Web sites for detailed information on student rights and responsibilities:

Dean of Students:

- [UW Division of Student Life](#)
- [Safety and health](#)
- [Rights and responsibilities](#)

- [Diversity resources](#)

Disabilities:

- [UW-System Policy on Individuals with Disabilities](#)
- [McBurney Disability Resource Center](#)

Discrimination or Harassment:

- [UW-Madison Policy on Prohibited Harassment](#)
- [Office of Compliance](#)
- [Dean of Students Office](#)
- [Graduate School Affirmative Action and Compliance Statement](#)

Privacy: [Office of the Registrar](#)

Conduct: [Student Assistance and Judicial Affairs](#)

Complaints, Grievances, and Concerns

If you believe your rights have been violated, feel that you have been dealt with unfairly, or have other concerns within the department, we encourage you to seek a resolution of the problem at the departmental level.

Specifically, student grievances and complaints regarding instruction or grading, faculty or academic-staff conduct, or other concerns should be directed to the department chair or associate chair.

Note on grade conflicts: In cases of grade conflicts, talk with the course instructor first. If the difference is not resolved, document the specific concerns and differences between your and the instructor's perceptions, including documentation, and submit this to the department chair. (You may wish to first consult with the chair to determine what specific information to provide.) This document will then be discussed during a meeting between you, the course instructor, and the chair.

If a complaint or grievance has arisen at another level within the university, the chair or associate chair will provide advice regarding the appropriate contact person and procedures to follow.

If you have a complaint about the program or its accreditation, see ASHA's [Complaint Procedures](#) for how to lodge a complaint with the Council on Academic Accreditation (CAA). Contact CAA at 2200 Research Boulevard, #310, Rockville, MD 20850, 800-498-8071 or 301-296-5700, accreditation@asha.org.

In cases of sexual harassment, you are urged to contact [Timothy McCarty](#), the department contact person for such complaints.

Faculty and academic staff concerns, grievances, or complaints regarding students are also directed to the chair or associate chair.

Department Procedures

Building Access and Security

Goodnight Hall is open during normal business hours. Use your WisCard to enter the building after hours. Building permits are issued to students when they enter the program. Students who intend to be in Goodnight Hall after hours or on weekends should obtain a special building permit from the department's building manager. The Department of Police and Security routinely checks for permits after hours and on weekends. To access security-locked rooms in the building, you must obtain a code from the faculty/staff member in charge of the space.

Committees

The University of Wisconsin is a faculty-governed University. The department chair manages the affairs of the department, and various departmental committees develop and administer academic, clinic, and research policies. Student participation on all departmental committees is encouraged.

Equipment and Facilities

- **Computers:** Computers for student use are located in the Computer Lab in Room 403. Computers that are located in faculty/staff offices are not available to students.

Files saved on Computer Lab computers will be erased at 1:00 AM nightly due to a scheduled system restart, or anytime if there is an unscheduled system restart. Always keep your files in a safe, personal location.

You receive a fixed dollar amount each year to cover printing costs; after you reach this quota, you must pay by the page. There is no discount for double-sided printing, though we encourage you to do so to conserve paper.

Computer Lab training sessions are held at the beginning of the academic year. Please direct any questions about the lab to IT Specialist, [Michael Block](#).

- **Photocopiers:** The photocopier on the fourth floor is for student use. The photocopier on the third floor is for faculty and staff use only; however, students can make copies of clinic-related documents with permission of their clinical supervisor.

Facility Assignments

Department space assignments are made by the department chair and are based on the University Space Policy and departmental committee. All offices are for the use of the designated occupant only. Students should not enter offices without permission. Staff offices also contain confidential information and files that are not to be used without the occupant's permission.

Infection Control

It is important to protect your health and safety and the health and safety of the clients you serve during your practicum and clerkship experiences in the University Speech and Hearing Clinic. Due to the increased prevalence of infectious diseases and the expanded scope of practice for speech-language pathologists and audiologists, infection control and prevention of disease transmission are crucial concerns for the practicing clinician.

The department has a set of standard precautions that should be used when providing services in the UWSHC. [Infection control policy and procedure documents for both the SLP and the AuD program](#) can be found on the CSD website.

Mail and E-mail

Faculty and staff mailboxes are located on the third floor of Goodnight Hall. Student mailboxes are located across from the Student Lounge on the fourth floor. It's recommended that you check your mailbox and wisc.edu email account frequently. All departmental e-mail communications will be sent to your wisc.edu address only.

Recommendations

If you are seeking a professional recommendation for future employment or additional training, first ask the faculty member for permission to use his/her name as a reference, and then make a request for a letter of recommendation.

If you are seeking a general recommendation that will not be addressed to any particular individual, please state this upfront. Otherwise, specify the type of position for which the recommendation is to be made and to whom it should be sent.

To request forwarding of copies of letters of recommendation that were sent earlier to the department in support of your graduate application, please do the following:

1. Contact the writer of the original letter, to inform him/her of the request and to secure written permission to copy the letter for forwarding to a named person or institution.
2. Inform the writer of the original letter of the reason for requesting that his/her letter be forwarded (e.g., admission to another graduate school, employment recommendation).

The department needs permission from **both** the writer of the original letter and the student to proceed with the request without violating the Buckley Amendment. After this is received, the requested information will be sent for the cost of photocopying plus postage.

Student Files

Student files are confidential, but you may request permission from the Graduate Studies Coordinator to examine materials in your file. The Family Educational Rights and Privacy Act of 1974 (Buckley Amendment) prohibits us from sending copies of letters and/or other materials in your file to other individuals or institutions. The terms of this Act, protecting your rights as a student, prevent us from using material in your file for any purpose other than for what it was originally intended.

Resources

- [An Introductory Guide to Research Ethics](#)
- [National Student Speech Language Hearing Association \(NSSHLA\)](#)
- [UW-Madison Responsible Conduct of Research \(RCR\)](#)
- [Intellectual Property \(IP\) Policies and Procedures](#)

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- [Office of Biological Safety](#)
- [UW-Madison Human Resource Protection Program](#)
- [A Guide to Preparing Your Doctoral Dissertation](#)

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