

DOCTOR OF PHILOSOPHY PROGRAM IN SPEECH AND HEARING SCIENCE

UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN DEPARTMENT OF SPEECH AND HEARING SCIENCE

1. Introduction

1. Admission to the Doctor of Philosophy Program

The procedure for admission to the Ph.D. program is similar to that for admission to the masters program. Undergraduate and graduate transcripts, three letters of recommendation, scores from the Graduate Record Examination (GRE), and a personal letter of intent are required. The letter of intent should address the applicant's objectives in pursuing a doctoral degree and specific reasons for seeking the degree at the University of Illinois at Urbana-Champaign. Any past research experiences also should be included in the letter of intent. Application materials are sent to:

Graduate Admissions
Department of Speech and Hearing Science
University of Illinois at Urbana-Champaign
901 South Sixth Street
Champaign, IL 61820
(217) 333-2230

The letters of recommendation and the personal letter of intent must have been written within three years prior to application to the doctoral program. The GRE must have been taken within five years prior to the date of application.

Masters students who are currently enrolled in the Graduate College of the University of Illinois at Urbana-Champaign and affiliated with the Department of Speech and Hearing Science desiring to enter the Ph.D. program must petition the Department to do so. That petition must include materials already on record, specifically transcripts, GREs, and letters of recommendation, for which the original date is within five years of the petition. In addition, the petition must include a new personal letter of intent. Those materials will be used by the Graduate Admissions Committee following review by the entire departmental faculty in the usual manner to determine acceptance of the petitioner into the Ph.D. program.

2. Registration

The Ph.D. program at the University of Illinois at Urbana-Champaign is divided into three stages: Stage I, which includes the master's degree or its equivalent, Stage II, which is course work, and Stage III, which is the conduct of the dissertation. A candidate for the doctor's degree must complete all requirements for the degree within seven calendar years after first registration in the Graduate College or, if the master's degree was received elsewhere, within five years of first registration in the Graduate College. Candidates must spend two of the three stages in residence, including at least two consecutive semesters. Continuous registration (summer sessions excluded) must be maintained during the third stage. A student who qualifies for the degree in September or October need not register for the Fall semester in which the graduation date occurs.

Under certain conditions, registration in absentia is permissible. The student must submit a petition to the Graduate College to do so. Petition forms are available in Room 202, Coble Hall. In preparing the petition, the student must indicate where he or she plans to be, the nature of the research proposed, and the facilities that will be available.

Registration in absentia during the third stage of a Ph.D. program rarely is advantageous for the student. The exception, of course, is a situation that enables the candidate to devote full

time to his or her research in a laboratory, clinic, or library elsewhere, or to a project in the field. These opportunities might be quite beneficial for the student.

C. Department Administration

The Department of Speech and Hearing Science is organized with a Head, under the Statutes of the University of Illinois.

D. Advisory System

If an entering student elects to pursue a Doctor of Philosophy degree at the University of Illinois at Urbana-Champaign to study with a specific member of the department faculty, he or she should ask the departmental Director of Graduate Studies to appoint that individual as the adviser prior to registration. Otherwise, the Director of Graduate Studies will appoint a temporary adviser. In consultation with the adviser, a Ph.D. student will select an advising committee during the first semester. The advising committee for a given Ph.D. student will be composed of three faculty members from within the department with two members representing the student's area of interest, either Speech and Language Science and Disorders or Hearing Science and Disorders. The third member will represent the other area.

The student may change the temporary adviser to another person who agrees to be the permanent adviser. The permanent adviser will be assigned as such by the Director of Graduate Studies. A permanent adviser must be assigned by the end of the first semester following registration. The adviser or members of the advising committee do not necessarily become the student's dissertation director or members of the dissertation committee.

By the end of the first semester of registration, Ph.D. students should indicate to the Head of the department the members they would like to have assigned to the advising committee. Students must clear this selection with faculty members in advance. The advising committee is responsible for:

1. Identifying strengths and deficiencies in students' backgrounds.
2. Helping students develop a written plan of graduate studies appropriate to their interests and needs and assuring that a sufficiently rigorous academic program is completed.
3. Monitoring the progress of students.

Students may change the academic adviser by submitting a note (signed by both the new and former advisers) to the Head of the department. The academic progress of each Ph.D. student will be reviewed by the faculty on a yearly basis typically at the end of each fall semester. Specific concerns will be transmitted to the student in writing by the student's adviser. The faculty as a whole will determine whether any problems are apparent that make continued pursuance of a degree program inadvisable.

II. Stages of Doctoral Study

A. Stage I

The first stage of the Ph.D. program includes the masters degree or its equivalent. The equivalent is considered to be at least 12 units (48 semester hours) of acceptable graduate work at the University of Illinois or another university. The completion of Stage I of Ph.D. study (qualifying time period) requires a master's thesis or its equivalent. Students entering the Ph.D. program who did not complete a master's thesis must complete a masters's equivalency project to complete Stage I.

Because the master's thesis or its equivalent is the first step in obtaining the Ph.D. degree, some comment on how master's theses are conducted in this department is presented here.

Although the rules of the Graduate College allow for only two signatures on a master's thesis, one faculty member and the Department Head, the Department of Speech and Hearing Science requires the signature of at least three faculty members, at least two of whom are from the Department of Speech and Hearing Science, and the Department Head. That is, master's students completing a master's thesis in this department should have an advisory committee of at least three members of the graduate faculty that (a) evaluates the research plan describing the thesis research before that research is started and (b) examines students on the quality of their research and reporting thereof.

Master's equivalency projects must be approved by the student's advisory committee before the work is started and at the completion of the project. Given the lack of experience in research that characterizes students who have been awarded master's degrees without completing a master's thesis, it is prudent to allow more than one calendar year, the desired time limit, for the completion of the master's equivalency project. The student should be limited to a period of no more than two years to complete this project. Students who do not finish their project in two years will have failed to show satisfactory progress in their Ph.D. studies and may be dismissed from the program. The conventional "roll backs" for illness and the like, however, do apply here.

Students have seven (7) years after their first registration to complete their degree. Students may not proceed to their comprehensive examinations until their master's thesis or master's equivalency project is successfully completed and on file in the department library.

B. Stage II

Stage II involves one or more years devoted to course work and to fulfillment of special requirements. At least 10 units of course work are required by the end of Stage II.

Two examinations are to be taken during Stage II, a comprehensive examination (taken when course work has been completed) and a preliminary examination, which is the prospectus for the dissertation. The preliminary examination terminates Stage II.

1. Comprehensive Examination

An 8-hour comprehensive examination will be written for each of three members of the Graduate College who will collectively evaluate the written performance of the student. At least two of the faculty must be members of the Department of Speech and Hearing Science. Usually the student's advising committee will serve as the examining committee. Examining committee members' scholarly work should be consistent with the student's interest and course work. The exact scheduling and allotment of the 8-hour block of time will be set by the student and the evaluating faculty member. All three examinations must be completed within a three-week period of time determined by the student in consultation with the three faculty evaluators. In the event that a student chooses a research project in lieu of one of the 8-hour examinations, the two remaining 8-hour examinations must be completed within a two-week period during the same total time period devoted to the research project.

The student has the option of substituting a research project for one of the three written comprehensive examinations. The research project will be conducted and completed in cooperation with and following approval by a faculty member in the department who is also a member of the graduate faculty. The total time period devoted to the research project will not exceed one year.

The three faculty members will meet as a group prior to the student's beginning of the comprehensive examination (including the research project, if conducted) and again, as a group, after completion of the comprehensive examination. The purpose of the prior meeting is to prepare and coordinate examination items to be given to the student. A chair from among the three faculty also will be selected at that prior meeting to interact directly with the student.

The purpose of the meeting following the student's performance is for the committee to collectively evaluate the performance of the student. The Doctoral Comprehensive Examination form will be completed at that meeting and will be filed in the student's folder. Each committee member will have three options that appear on the form: Pass, Adjourn, Fail. A committee decision to Pass the student must be a unanimous decision among all three committee members. If one of the three committee members chooses Fail, this will automatically lead to a committee decision of Adjourn. If one or more committee members chooses Adjourn, this will lead to a committee decision to Adjourn. If two or three committee members choose Fail, this will lead to a recommendation of dismissal from the program. A final decision by the committee to Fail will be submitted in writing by the chair of the committee to the student and to the Head of the department.

Should adjournment be selected by the committee, the committee will choose one of two options as a follow-up procedure: 1) face-to-face oral examination involving the student and all three committee members or 2) gathering additional information in a manner other than that of #1. Whichever procedure is used, a final decision by the committee must be made no later than three weeks following the date of adjournment.

The chair of the committee is responsible for written notification to the student following the final disposition of the comprehensive examination and for placing the Doctoral Comprehensive Examination form in the student's folder. Individual committee members may write letters of evaluation to be placed in the student's folder if they choose to do so.

Upon successful completion of course work and passing the comprehensive examination, the student can begin preparing the prospectus for the dissertation under the supervision of the dissertation adviser.

2. Preliminary Examination (Prospectus)

The preliminary examination is an evaluation of the prospectus for the dissertation. It must be taken no later than one year following the comprehensive examination. The prospectus is the document upon which the student is to be examined. This document consists of the pre-results portion of the dissertation. The document must be in the appropriate format for a dissertation (e.g., according to the style of the latest edition of the Publication Manual of the American Psychological Association).

A preliminary examination committee is appointed by the Dean of the Graduate College on the recommendation of the Head of the Department. This committee should have five members, all members of the graduate faculty of the University of Illinois at Urbana-Champaign or another university. The majority of committee members must be from the University of Illinois at Urbana-Champaign. Typically, three of the committee members are from the Department of Speech and Hearing Science but no more than four members should be from the department. Committee members from outside the department must have a demonstrable involvement in the area of research that is reasonably applicable to the student's proposed research project.

Human Subject Protection

A form must be submitted to the Departmental Committee on Human Subject Protection at least two weeks prior to the prospectus meeting. The form titled "UIUC IRB: Information for Review of Research Involving Human Subjects" (Research Board Form IRB-1) is available from the administrative secretary. The departmental committee evaluates all studies involving human subjects except those studies that are funded in whole or in part by funding sources external to the university and those studies that involve more than a "minimal risk" to subjects. Such studies must be submitted to the University of Illinois Institutional Review Board (IRB) for evaluation. Minimal risk is defined as a research protocol in which risks of anticipated harm are not greater, considering probability and magnitude, than those ordinarily encountered

in the subject's daily life or during the performance of routine physical or psychological examinations or tests.

Oral Preliminary Examination

The student must deliver his or her prospectus to each member of the preliminary examination committee at least seven days prior to the date of the oral preliminary examination. The prospectus must be approved by the preliminary examination committee and serves as a contract between the faculty (as represented by the preliminary examination committee) and the student as to what will constitute an acceptable dissertation proposal. The oral examination is open to all faculty and doctoral students.

The preliminary examination marks the end of Stage II and is required by the university. When the Dean of the Graduate College receives the examination form indicating that the graduate student has passed the preliminary examination and is signed by all members of the preliminary examination committee, the Dean will inform the student, by letter, that he or she has been admitted to "Candidacy for the Ph.D. degree." A copy of that letter will be placed in the student's departmental file.

C. Stage III

During Stage III, The student's major responsibility will be the completion of the dissertation.

The doctoral dissertation committee should, but need not be, the same as the preliminary examination (prospectus) committee. Because the prospectus is considered to be a contract between the student and the student's committee, any person who replaces another committee member on a subsequent committee must read the prospectus and agree to its essentials. The doctoral dissertation committee typically consists of five members as follows: 1) three or four persons from within the department including the chair of the committee and 2) one or two persons from outside the department. At least one member of the committee must be from outside the department. The Graduate College requires a minimum of four voting members on the committee, at least three of whom are members of the graduate faculty and at least two of the latter must be tenured. Special approval must be obtained if one of the four voting members is not a member of the faculty at the University of Illinois at Urbana-Champaign. In such an event, a letter is written by the chair of the committee on behalf of the student. That letter constitutes the narrative in association with the green form and describes the relevant qualifications of the off-campus voting member. The green form must be signed by the Head of the department and approved by the Graduate College. All voting members must be present at both the oral preliminary examination and the oral final examination. Non-voting members of the committee need not be present at these examinations. If, for any reason, it is necessary to replace a member of the committee for the dissertation defense, that replacement member must agree that the prospectus constitutes a reasonable proposal for a dissertation.

The dissertation will usually comply with one of the following plans of organization.

PLAN 1:

Abstract
Chapter I: Introduction
Chapter II: Method
Chapter III: Results
Chapter IV: Discussion
Appendices

or

PLAN 2:

Abstract
Chapter I: Introduction, including hypotheses or research questions

Chapter II: Review of Literature
 Chapter III: Procedures
 Chapter IV: Results and Discussion
 Chapter V: Summary and Conclusions
 Appendices

The student should refer to the latest edition of the Publication Manual of the American Psychological Association for details regarding writing style. An abstract, not to exceed 600 words, must be included regardless of the plan used.

Final Examination and Dissertation Deposit

Each Ph.D. student is required to present a final defense of the completed dissertation to the dissertation committee. The student must deliver the completed dissertation to each committee member at least seven days prior to the scheduled date of the final examination. As required by the University, the final examination is oral and public. Normally, the defense will last approximately two hours.

If the student is judged to have passed the final oral examination, then the committee members can sign the examination form indicating to the Dean of the Graduate College that the student has passed (a) without needing to do revisions or (b) pending revision of the dissertation. At the time of the final oral examination, the committee members can be asked to sign the red-bordered sheet that is to immediately follow the title page of the dissertation.

The student must deposit the dissertation with the Graduate College. Before a dissertation can be deposited, it must undergo a format check in the Department of Speech and Hearing Science and the deposited document must be accompanied by a format clearance from the department. Two copies, each unbound and placed in a three-sided "accordion" thesis folder, are to be deposited with the Graduate College. In addition, one hard bound copy is deposited in the departmental library, one copy submitted to the dissertation committee chair, and the student should keep a final copy.

If the student's dissertation is not accepted by the doctoral dissertation committee, the committee will choose one of the following two options:

- a. inform the student that he or she has failed the final examination or
 - b. adjourn for a period no longer than six months to give the student an opportunity to rectify his or her deficiencies. The committee is appointed for a period not to exceed six months to cover this eventuality. If the student's dissertation is not accepted at the end of the 6-month adjournment, then by default the student will have failed the final examination and will be dismissed from the program.
- D. Dismissal from Program
 A recommendation for dismissing a student from the program will be transmitted to the Head of the department by the Chair of the Graduate Committee. If a decision to dismiss a student from the department is made by the Head, the student can appeal that decision in a written statement to the department Advisory Committee. A majority of the Advisory Committee is required to uphold the recommendation of the Graduate Committee and the Head of the department in such appeal cases.

III. Course Work

- A. Requirements
 The academic program is organized to provide the individual student with specialization in one of the following areas: speech science, speech disorders; language science, language disorders; hearing science, hearing disorders. The student may choose a secondary area

(cognate) in addition to the primary area of concentration. Course work in the cognate area may be within or outside of the department. Thus, the cognate may be within the discipline of communication sciences and disorders or in an outside but related area, depending upon the student's specific interests and objectives. In cooperation with his or her advising committee, the student will design a curriculum that best matches his or her specific needs and interests. Typically, courses outside as well as inside the department are taken to satisfy these needs and interests.

A minimum of ten units of graduate credit course work is required before the student can take the preliminary examination (prospectus). No more than two units can be obtained for the master's equivalency project, if such a project is necessary.

Regardless of the area of the specialization, three courses in the broad area of statistics are required. Courses in design of experiments and analysis of data should be included. Two of the required courses must comprise a sequence. The sequence PSYCH 306 and 307 is recommended. The third course can be taken in Educational Psychology (e.g., EDPSY 496, 497), Biostatistics, etc. In addition, all students must register for SPSHS 496 (Proseminar in Speech and Hearing Science) each semester they are in residence.

B. Maximum Credit Load Limits

The maximum credit loads below represent the heaviest credit loads recommended per term and will be taken into consideration in approving the credit load of a student employee outside the University.

University Appointment (%)			
0-10	6	1 1/2	3
11-25	4 1/2	1 1/2	2 1/2
26-40	4	1	2
41-60	3 1/2	1	2
61-74	3	1	1 1/2
75-90	2 1/2	3/4	1 1/2
91-100	2	3/4	1

Registration for more than six units per semester will not be permitted unless the Head of the department submits a written request for an exception explaining the factors that justify the exception. The request must be approved by the Graduate College. Students should note that University appointments are not considered in the definition of a "full-time student" used for loan deferrals.