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**COLLEGE OF COMMUNICATION ARTS AND SCIENCES**  
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**AND DISORDERS**

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**PH.D. HANDBOOK**

**2018-2019**



**SPARTANS WILL**

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## **PROGRAM OVERVIEW**

### **I. Goals and Objectives**

The Doctor of Philosophy (Ph.D.) degree is the highest scholarly degree awarded by Michigan State University. The goal of the Ph.D. program in the Department of Communicative Sciences and Disorders (CSD) is to provide students with the necessary skills and knowledge to undertake productive academic and scientific careers, include teaching at the college/university level and conducting research in the basic and applied sciences related to communication and swallowing.

The following educational and scientific goals are emphasized in the CSD doctoral program:

- Understanding of the principles of scientific inquiry, ethics, and scholarly values
- Knowledge of the discipline of communicative sciences and disorders, including its history, issues, methods, and trends
- Expertise in an area of specialization, combined with the ability to generate and actively address important research questions in that area
- Proficiency in appropriate research, design, analytical, and technical skills
- Ability to communicate the results of research, including presentations at professional meetings and publication in peer-reviewed journals
- Understanding of methods for applying for research support and funding

### **II. Department Goals and Responsibility**

The department has certain obligations to graduate students. Likewise, students have certain obligations to the department and to themselves. The department will strive to foster an environment supportive of excellence in scholarship and of mutual trust, respect, and integrity. Specifically, the department will provide students:

- An environment in which scholarly attainment and conduct of meritorious scientific research can be achieved
- Sensitivity and responsiveness to valid academic needs and desires, and the flexibility to make changes when needed, such that the program meets each student's individual goals
- Support and encouragement for creative original study and research
- A periodic evaluation of each students' program and, where applicable, a confidential rating of their performance.

### **III. Student Goals and Responsibilities**

Students are expected to meet the following goals and responsibilities during their programs:

- To demonstrate aptitude for, and sustained interest in, all aspects of the program, such that all requirements for the degree will typically be completed in 4 to 5 years (including summers)
- To produce research work that is worthy of publication, recognizing that publication is a fulfillment of the responsibility to share information with the scientific community
- To strive for superior performance in academic, research, and other pursuits
- To participate in departmental seminars and colloquia
- To participate, when possible and practical, in departmental teaching, research, or clinical programs as a means of developing skills in these areas, and, if applicable, to effectively fulfill assigned responsibilities as a graduate assistant.

## FACULTY ADVISOR, GUIDANCE COMMITTEE, AND GRADPLAN

### I. Faculty advisor

During the admissions process, a faculty member agrees to serve as the student's faculty advisor. The role of the faculty advisor is to guide and oversee the student's doctoral program on behalf of the department. The selection of the faculty advisor is based on the faculty member's expertise in the area of the student's research interests and usually arises from early communications between the prospective student and faculty members during the application and admission processes. The student should have identified a permanent faculty advisor no later than the end of the first semester in the doctoral program. The appointment of the faculty advisor must be approved by the department chairperson; it can be changed if needed later in the program.

### II. Guidance committee

The student must form a guidance committee, chaired by the student's faculty advisor. Committee members are selected in consultation with the faculty advisor based on the student's research area(s). The doctoral program director serves as an *ex officio* member of all guidance committees. In preparation, students should review the relevant portions of the Academic Programs catalog ([reg.msu.edu/AcademicPrograms/Print.aspx?Section=394](http://reg.msu.edu/AcademicPrograms/Print.aspx?Section=394)), visit the Center for Academic and future Faculty Excellence (CAFFE; [caffe.grd.msu.edu](http://caffe.grd.msu.edu)), and read the Guidelines for Graduate Student Advising and Mentoring Relationships ([grad.msu.edu/sites/default/files/content/researchintegrity/guidelines.pdf](http://grad.msu.edu/sites/default/files/content/researchintegrity/guidelines.pdf)),

Working with the student, the guidance committee plans the doctoral program, modifies the program based on ongoing progress reviews, and supervises the student until completion of the program. The guidance committee must consist of at least four regular MSU faculty members ("all persons appointed under the rules of tenure and holding the rank of professor, associate professor, assistant professor, or instructor, and persons appointed as librarians"). At least three of the committee members must possess an earned doctoral degree. Two members must be regular faculty from within the CSD department, and at least one must be from an MSU department outside of CSD. An Emeritus faculty member may serve as one of the four committee members (including chairperson) with the approval of the CSD department chairperson. A non-tenure-stream faculty member may serve on the guidance committee with the approval of the Dean of the Graduate School. Faculty members from outside MSU may also participate in a guidance committee; such outside members must be in addition to the four regular MSU faculty members. The number of members who are not MSU regular faculty must not exceed the number of regular faculty on the committee. Instructions for seeking approval from the Dean of the Graduate School for adding non-tenure stream faculty or faculty members from outside MSU can be found at the following link: [grad.msu.edu/non-regular-faculty-committees](http://grad.msu.edu/non-regular-faculty-committees).

The membership of the guidance committee may be changed as required by the student, in consultation with the faculty advisor and chair of the department. The composition of the guidance committee must be approved by the department chairperson. Students should submit the [Request for the Appointment of the Doctoral Guidance Committee](#) form when they form their committee. The form [Request for Changes in the Doctoral Degree Program](#) should be used when students wish to make changes to their program.

The guidance committee must be formed and hold an initial meeting within the first two semesters of doctoral study. Within one semester after the committee meets for the first time, the chair of the guidance committee must submit the [Report of the Initial Ph.D. Guidance Committee Meeting](#) form, listing the student's preliminary plan for achieving degree requirements, a plan of study with an approximate timeline for completion, and tentative information about the student's predissertation and dissertation projects. Thereafter, the guidance committee is required to meet at least once every academic year and file the [Annual Progress Report](#) form to ensure that the student is progressing satisfactorily through the doctoral program.

### III. Graduate Plan of Study (GradPlan)

GradPlan is the electronic system for managing graduate plans at MSU. All forms and procedures for the doctoral program are completed through GradPlan. This includes the initial creation of the Plan of Study, any modifications to the Plan of Study that occur during the student's program, course selection, and more. By the last semester in the program the student must enter their IRB number and the Final Dissertation title into GradPlan in order to assure timely processing of their degree certification.

**All CSD Ph.D. students are required to use GradPlan for tracking their Program of Study.** GradPlan can be accessed at [gradplan.msu.edu](http://gradplan.msu.edu) (login required). Instructions for using GradPlan are found at: [grad.msu.edu/sites/default/files/content/gradplan/GradPlanStudentGuide.pdf](http://grad.msu.edu/sites/default/files/content/gradplan/GradPlanStudentGuide.pdf).

## DEGREE COMPONENTS AND REQUIREMENTS

### I. Number of Credits

The total number of credits required for the CSD doctoral degree depends upon the student's prior coursework, degrees, and experiences.

#### A. Students with a Prior Bachelor's Degree

Students entering the program with a **bachelor's degree** must complete a minimum of **90** graduate credits in order to achieve the Ph.D. degree.

#### B. Students with a Prior Master's Degree

Students entering the program with a prior **master's degree** in CSD or any other related field must complete a minimum of **72** credits in order to achieve the Ph.D. degree. Students who completed their master's degree within three years of enrollment in the doctoral program may transfer up to 9 graduate credits that were not counted for their undergraduate degree toward their doctoral degree.

#### C. Dissertation Credits

**All** students must complete a minimum of **24** dissertation and a maximum of **36** dissertation credits (CSD 999) at MSU. Dissertation credits may not be transferred from another institution.

## D. Transfer Credits

Students may transfer a maximum of **9** credits to MSU from a prior institution. The duration of a student's program is timed from when a student first enrolls in the degree program at MSU *or the enrollment date for any course that is counted as part of the degree program or transferred from another institution*. This rule has implications for the total time that a student can enroll in a doctoral program (8 years). Thus, if a student transfers credits from a master's degree program that was completed 3 years prior to enrollment in the doctoral program, MSU considers the student's program to have started with the enrollment date of the first transferred credit.

All credit transfers require approval from the guidance committee. Only courses that contribute to the required components of the Ph.D. program may be transferred. Courses that have no bearing on the student's doctoral studies plan may not be transferred. The following steps must be completed in order for students to transfer credits.

- The doctoral advisor emails the Academic Programs Office, [comdis@msu.edu](mailto:comdis@msu.edu), listing the course(s) and institution(s) to be transferred
- The student has an original, official transcript from the prior university sent to: Academic Programs, CSD, 1026 Red Cedar Road, Room 109, East Lansing, MI 48824.
- After this information is received by the Academic Programs Office, the online transfer equivalency form will be completed by the Academic Programs Office.
- Transfer courses typically appear in GradPlan in two to four weeks after the transfer equivalency form is processed.

In some cases, a student may wish to transfer from an existing Ph.D. program. Such special cases must be coordinated with the Ph.D. Program Director, the Department Chair, and the College Associate Dean for Graduate Studies.

## II. Coursework

The specific courses required for the CSD doctoral degree depends upon the student's prior coursework, degrees, and experiences. In all cases, the specific coursework and number of credits for each component of the program must be approved by the guidance committee. The following coursework is required of all students, except where indicated below:

### A. Graduate-level Courses (18 credits)

Students entering the program without a master's degree will complete at least 18 credits of graduate-level coursework, including 9 credits of clinically focused courses from with CSD, as well as a research experience equivalent to the preparation for a master's thesis.

### B. CSD Clinical Courses (6 to 9 credits)

Students who did not complete a clinical master's degree in CSD within 3 years of enrolling in the doctoral program will select 2 to 3 courses from the CSD clinical coursework. Additional clinical courses may also be required of students with a clinical master's degree as determined by the guidance committee. Students who are not required to take CSD clinical courses may still elect to take such courses in consultation with their guidance committee.



### **C. CSD Core Courses (6 to 9 credits)**

All students will successfully complete 2 to 3 out of 4 course courses addressing fundamental aspects of the field of communicative sciences and disorders, including

- speech perception
- speech production
- language science
- hearing science

These courses are not offered every semester or every year. Students are encouraged to plan carefully so they can take courses of interest to them while being mindful of which courses will be available during their programs.

### **D. Methods and Skills Courses (12 to 15 credits)**

All students will select courses in statistics and experimental design, as well as in related areas such as signal processing, programming, instrumentation, or imaging. As part of these credits, students will be required to gain the equivalent of at least 1 credit each of CSD courses on the scholarship and fundamentals of:

- Research (e.g., research ethics, grant-writing)
- Education (e.g., course and curriculum design, teaching methods and pedagogy)
- Professional issues for academics (e.g., academic committees, editorial review)

In addition to these required credits, students are encouraged to gain additional experiences in these areas (described below).

### **E. Specialized Study Courses (18 to 24 credits)**

All students will take advanced graduate coursework in their area of research interest. Courses may be within the CSD department or within other departments at the University or beyond. Students may split these specialized study courses into a primary and secondary area as appropriate for their goals and interests. The specific courses that students take must be approved by the guidance committee.

## **III. Additional Courses and Experiences**

In addition to approved coursework, all students will engage in the following experiences designed to prepare them for academic work in the field:

### **A. Responsible Conduct of Research (RCR) training.**

Students must complete RCR training to fulfill requirements specified by the MSU Graduate College. If those requirements change during a student's program, the student will be required to fulfill the more stringent requirement. Information about the Graduate School's requirements can be found at the following link: [grad.msu.edu/rcr](http://grad.msu.edu/rcr). Communication Arts and Sciences information RCR information can be found at: [comartsci.msu.edu/responsible-conduct-research-rcr](http://comartsci.msu.edu/responsible-conduct-research-rcr).

As of Fall, 2018, the RCR requirements include an **initial 5 hours** of RCR training using one of the following options:

- Attendance at the annual Fall Orientation RCR workshop PLUS attendance at an additional 2.5 hour, face-to-face CAS Research Integrity workshops
- Attendance at two separate 2.5 hour, face-to-face CAS Research Integrity workshops offered by faculty researchers throughout the academic year
- Enrollment in, and successful completion of, a one-credit Summer Course on Research Integrity offered by CAS.

Students must also complete **3 additional hours** of RCR training **yearly** after the initial training.

The completion of the RCR requirements must be verified by the students' faculty advisor, or for those employed on research grants, by the principal investigator for the grant. Students are responsible for making sure that the documentation of their training is correct. Students can track their RCR attendance at the following link: [comartsci.msu.edu/responsible-conduct-research-rcr](http://comartsci.msu.edu/responsible-conduct-research-rcr).

## **B. Research ethics**

All students will gain basic knowledge about research ethics during their scholarship and fundamentals and RCR courses. Students are also encouraged to gain additional experience with research ethics through coursework and regular, ongoing discussions with their doctoral advisor.

Before engaging in human or animal research, all students must complete the necessary training about subject protection. **Appropriate training must be complete before students begin their pre-dissertation or dissertation research, participate in lab rotations, or participate in any other research-related activities.**

- Information about the protection of human subjects can be found at the following link: <http://www.hrpp.msu.edu/>.
- Information about the protection of animal subjects can be found at the following link: <http://animalcare.msu.edu/>.

## **C. Grant-writing**

All students will gain basic knowledge about grant-writing during their 1-credit scholarship and fundamentals courses described above. Students are also encouraged to gain additional experience with grant-writing either by taking a full 3-credit grant-writing course or by participating in grant-writing with their doctoral advisor. **Students are strongly encouraged to go through the process of submitting a grant, such as an NIH F31.** Pursuing such funding is considered to be an important and appropriate part of doctoral education in the department.

## **D. Teaching**

All students will gain basic knowledge about teaching during their 1-credit scholarship and fundamentals courses described above. **Students are also encouraged to gain additional supervised or independent teaching experiences** by assisting a faculty member with a course, providing guest lectures, or taking significant independent responsibility for designing and teaching a course. The student's committee will also work with the students to find additional ways for the student to become involved in teaching experiences.

## **E. Other Opportunities**

In addition to required and elective coursework, students are encouraged to participate actively in ongoing department activities, including:

- Department, College, and University colloquia, including the Oyer Lecture
- Weekly joint writing times, when available
- The weekly CAS Proseminar or lecture series, when offered
- Open thesis, examination, and dissertation defenses for other students

## **IV. Initial Research Experiences**

### **A. Laboratory rotation(s)**

All students will complete at least **1** one-semester research experience in a laboratory other than the lab in which they primarily work (i.e., their doctoral advisor's lab). This lab may be in CSD, in another MSU department, or outside of MSU. The expected outcome of the rotation will be participation in a research project and submission of a paper on the project. Depending upon the preferences of the faculty supervising the lab rotation, the student may register for up to 3 credits of independent study during the lab rotation, though registration for credit is not required.

### **B. Pre-Dissertation Research Project**

All students will complete at least one research project prior to beginning their dissertation. Students will be responsible for all aspects of the design and conduct of the project, under the supervision of their faculty advisor. The student may begin the pre-dissertation project at any time after beginning their doctoral program; it must be completed before the student begins the comprehensive examination. The pre-dissertation project is not as formal as the dissertation; it does not require a committee, prospectus meeting, or defense. The expected outcome of the project will be a presentation at a national meeting and publication in a peer-reviewed journal. A previously completed Master's thesis can satisfy the requirements for the pre-dissertation projects if the student prepares the paper for presentation and publication during their doctoral program. Students who matriculate to the Ph.D. program without a prior Master's degree are expected to give a presentation about of their pre-dissertation project to the department prior to the end of their fourth semester of study.

## **V. Comprehensive Examination**

All students must pass a written and oral comprehensive examination prior to beginning their dissertation. With the approval of their guidance committee, students may start their comprehensive examination after they have completed nearly all of their required coursework and the pre-dissertation project. Lab rotations, teaching experiences, and optional components of the doctoral program may continue during and after the comprehensive examination.

Students must be registered at MSU during the semester(s) in which they take the comprehensive examination. Waiver of this requirement may be requested from the Dean of the Graduate School, if: (a) approved by the chair of the department and (b) the examination is administered during the summer session immediately following a spring semester during which the student

was registered or immediately prior to a fall semester in which the student will be registered. The comprehensive examination must be passed within **5 years** of the student's first enrollment in the program (or the enrollment date of the first transfer credit, whichever is earlier).

The goal of the examination is to evaluate the student's ability to integrate previously obtained knowledge while critically evaluating and answering questions about their area of specialization. The comprehensive examination consists of two parts: a written portion and an oral examination.

### **A. Written portion**

The student and advisor begin the comprehensive examination process by completing the [Request for Written Portion of Comprehensive Examination](#) form. The written portion of the comprehensive examination involves a detailed paper in which the student independently answers a set of questions developed by the student's doctoral advisor, working in conjunction with the guidance committee. These questions may address topics related to the student's area of specialization, the potential direction of the dissertation, and core content that should be mastered by all doctoral students in Communicative Sciences and Disorders.

The student will have 2 weeks in which to prepare answers to the questions. The written document should then be submitted via email to the student's doctoral advisor and guidance committee members. After the student submits the paper, the committee will have 7 to 10 days to review the document and vote on whether the student may proceed to the oral examination. At least 75% of the committee members must vote in favor of proceeding to the oral examination. The vote may be taken by email.

If the committee members determine that the student may not proceed to the oral examination, they will provide feedback about revisions that must be made before the oral examination can be scheduled. The committee may also specify additional learning experiences that the student must undertake before revising and resubmitting the written document. The timeline for this revision will be determined by the committee, though the overall revision process must be completed by the end of the semester following the initial submission of the written portion.

The student will be given **1** opportunity to revise the written document in this fashion. If, after the student revises the document, the committee determines that the student still may not proceed to the oral examination, the committee will assign a grade of unsatisfactory to the student's responses. The student will then be required to restart the comprehensive examination process from the beginning, with a new set of questions, after completing additional learning experiences specified by the committee.

### **B. Oral examination portion**

When the guidance committee feels that the student is ready to proceed to the oral portion of the examination, the committee chair will submit the [Request for Oral Portion of Comprehensive Examination](#) form. The oral examination provides an opportunity for the committee to explore the student's written responses in greater depth and to ask about other topics that are relevant to the student's studies. The examination will be scheduled for 2 hours. The student will start by providing a brief (10- to 15-minute) overview of his/her responses to the examination questions. The committee will then follow up with additional questions.

At the option and agreement of the student and committee, the oral presentation and initial question session may be attended by other CSD doctoral students and faculty. The examination must include a closed question session attended only by the student, the committee, and, potentially, the program director and department chairperson.

### **C. Outcomes**

Following the oral examination, the guidance committee will assign a grade of satisfactory or unsatisfactory to the student's responses and submit the [Record of Comprehensive Examination](#) form. At least 75% of the committee members must vote satisfactory in order for the student to pass the oral examination. An unsatisfactory grade will require the student to repeat all or part of the examination (potentially including both the written and oral components), following additional learning activities determined by the guidance committee.

***The comprehensive examination may only be repeated once. An unsatisfactory grade on the second attempt will result in the student's termination from the doctoral program.***

Students who satisfactorily complete the comprehensive examination will enter candidacy and become eligible to commence work on their doctoral dissertation.

## **VI. Doctoral Dissertation**

The culmination of the doctoral program is the dissertation and its successful defense. Dissertation research may involve experimental, quasi-experimental, descriptive, or other designs. The expectation is that the dissertation research meets the scholarly research standards and practices of the discipline.

The dissertation involves original and independent research that makes a significant contribution to knowledge in the field. Although the student will have input and guidance from the dissertation advisor and dissertation committee, the student is responsible for the development, design, conduct, and writing of the research project.

Per University policy, the dissertation and oral defense must be completed within **8 years** of the student's first enrollment in the program (or the enrollment date of the first transfer credit, whichever is earlier).

### **A. Registration requirements**

Students must complete a minimum of 24 and a maximum of 36 dissertation credits (CSD 999) at MSU. Students may not transfer dissertation credits to MSU from another institution. During the semester in which the oral defense is scheduled, students must register for a minimum of 1 credit (dissertation credit or other course) in order to maintain student status. Students may only start registering for dissertation credits when they become eligible for the comprehensive examination if their examination preparation is related to their dissertation.

## **B. Dissertation chair and committee**

The student will identify a regular faculty member in the CSD department to serve as the chair of the dissertation committee. The selection of the dissertation chair should be guided by the nature of the student's proposed dissertation topic. This chair may or may not be the primary doctoral advisor or head of the student's guidance committee. Students may have a joint or co-advisor for the dissertation when necessary. The selection of the chair of the dissertation committee must be approved by the department chairperson. The doctoral program director serves as an *ex officio* member of all guidance committees.

Working with the dissertation committee chair, the student will form a dissertation committee. The committee may or may not have the same membership as the guidance committee. The membership of the dissertation committee must follow the same rules as the guidance committee (see Section II) and must be approved by the chair of the department. Students should submit the [Request for the Appointment of the Doctoral Dissertation Committee](#) form when they form their committee or if they wish to make changes to their committee.

## **C. Prospectus meeting**

After the dissertation committee has been formed, the student will submit a prospectus for approval by the committee. The prospectus should be prepared following the electronic thesis and dissertation guidelines found at [grad.msu.edu/etd/](http://grad.msu.edu/etd/). It should be viewed as a **draft** of the first few chapters of the dissertation, pending discussion and approval by the committee. The document should include:

- a discussion of the rationale for the proposed study and a summary of relevant known literature (typically forming Dissertation Chapter 2)
- a description of research participants, methods of data collection and analysis (typically forming Dissertation Chapter 3)
- pilot data (as appropriate; also contained in Dissertation Chapter 3)
- the planned format of the research report (leading to Chapters 4 and 5 of the dissertation)

The student will submit the written prospectus document to the committee by email. The committee will have 2 weeks to review the document. During this time, the committee may ask for additional details, meetings, or revisions to the document prior to the prospectus meeting. Once the committee has agreed that the prospectus document is ready to be discussed (based on a vote to proceed by 75% of the members of the dissertation committee), the dissertation chair will submit the [Request for Dissertation Prospectus Meeting](#) form, and the prospectus meeting will be scheduled. The prospectus meeting will be scheduled for 2 hours, though students should plan for a longer period of time to allow for sufficient discussion of the project.

During the prospectus meeting, the student will provide an overview of the proposed research to the committee for its input and approval. The initial portion of the prospectus meeting will be open to members of the academic community and others. This will include the presentation by the student and questions from the audience. The meeting will then continue with only the committee and relevant faculty (e.g., the department chair and director of the PhD program) in attendance for further discussion of the project.

The prospectus meeting should be viewed as a working meeting, and the presentation should be viewed as a **draft** of the proposed project, pending input from and approval by the committee. The prospectus meeting is not an examination to be “passed” or “failed” – it is one step in the process of developing the student’s dissertation project that continues until the project is ready to be conducted. As such, students should not bring refreshments for the committee or audience to the prospectus meeting; advisors may provide refreshments if desired.

At least 75% of the dissertation committee must approve the prospectus before the student can proceed with the dissertation. If the dissertation committee does not approve the prospectus, the student should work with the committee to revise the prospectus and gain approval before initiating the project. When the committee has agreed that the project can proceed, they will sign the [Acceptance of Dissertation Prospectus](#) form.

#### **D. Preparation of the dissertation**

The dissertation must be prepared in accordance with the guidelines for electronic theses and dissertations, available at: [grad.msu.edu/etd/formatting-guide](http://grad.msu.edu/etd/formatting-guide). Copies of dissertations accepted by the CSD department are available at the MSU libraries and in the Oyer building.

#### **E. Submission of the dissertation to the dissertation committee**

Once the chair of the dissertation committee determines that the dissertation is ready for consideration by the remainder of the committee, the student will submit the dissertation and abstract to the dissertation committee and its chair. **This must be done at least six weeks before the end of the semester in which the student plans to graduate.** No exceptions to this timeline will be allowed, to ensure that there is sufficient time for paperwork and other requirements to be completed within the term.

The dissertation committee will then have 7 to 10 days to review the dissertation. During this time, the committee may request additional information or revisions to the document prior to voting on the status of the written document. The committee will consider factors such as the clarity of the writing; the presentation of the rationale, methods, data, results, conclusion, and significance of the findings; and the student’s responses to questions about the dissertation.

At least 75% of the committee must agree that the document is satisfactory before the oral dissertation defense can be scheduled. (Note that this does not mean that further revisions may not be requested by the committee after the oral defense; it simply means that the committee judges the document to be sufficient for the student to proceed to the oral defense.)

#### **F. Oral defense of the dissertation**

After the committee has determined that the student may proceed to the oral dissertation defense, the advisor will submit the [Request for Oral Dissertation Defense](#) form, and the defense will be scheduled. The oral defense must be advertised at least 7 days prior to the date of the meeting. The student should contact the department administrator with the title of the dissertation, the names and titles of the committee members, the date of the oral defense, and the location of the oral defense, so that appropriate notices can be posted.

The oral defense should be scheduled for 2½ hours, though the student should plan for additional time for discussions with the committee after the defense has been completed. The initial part of the defense will be open, that is, faculty, members of the academic community, and members of the public may attend the student's presentation. Students should not bring refreshments for the committee or audience to the prospectus meeting; advisors may provide refreshments if desired.

The student will begin the defense by providing an overview of the study, lasting approximately 30 to 40 minutes. Then, audience members may ask questions. Ideally, this will begin with attendees who are not members of the academic community, followed by members of the academic community and members of the committee. After initial questions from the committee, the audience will be dismissed and the final portion of the examination will begin. Only dissertation committee members, the program director, and the department chairperson can be present during the final examination and voting period.

Following the oral defense, the guidance committee will assign a grade of satisfactory or unsatisfactory to both the oral defense and the written dissertation document, individually, using the [Results of the Written Dissertation Paper and Oral Dissertation Defense](#) form. An unsatisfactory grade on the oral defense will require the student to repeat the oral defense, following additional learning activities determined by the dissertation committee. An unsatisfactory grade on the written document will require the student to complete additional work on the written document in order to address concerns raised by the committee.

**In order for the student to pass the dissertation process, the oral examination and the written dissertation document must each be approved by a positive vote from at least 75% of the dissertation committee, with not more than one dissenting vote from among the MSU regular faculty members of the committee.**

### **G. Final submission**

Once the committee has approved the dissertation (including all revisions) and oral defense, the student will submit the document to the chair of the dissertation committee for final review and approval. The dissertation chair will then complete the [Outcomes of the Dissertation](#) form. The student must submit this form along with a final electronic copy of the dissertation online. Information about electronic submission is available at [grad.msu.edu/etd/](http://grad.msu.edu/etd/).

### **H. Publication of the dissertation**

All doctoral dissertations must be submitted to the MSU graduate school using [ProQuest-UMI](http://ProQuest-UMI) ([proquest.com/products-services/dissertations/](http://proquest.com/products-services/dissertations/)). Supplementary materials (e.g., video or audio files) may also be submitted to ProQuest with the written approval of the dissertation committee chairperson. The dissertation will be available electronically at the MSU libraries. The abstract will be published online at [proquest.com](http://proquest.com). The student is responsible for all fees associated with publication and distribution of the abstract. An extra fee is required if the dissertation is to be copyrighted. Information about publication through ProQuest is available at [etdadmin.com/cgi-bin/main/resources?siteId=295#guides](http://etdadmin.com/cgi-bin/main/resources?siteId=295#guides). The student may order bound paper copies of the dissertation for himself/herself, the department, the dissertation committee, or others through ProQuest-UMI or through alternate means.



## OTHER REQUIREMENTS

### I. Residency

MSU requires all doctoral students to complete at least one year of residence on campus after the initial enrolment in the doctoral degree program. One year is defined as two consecutive semesters in which the student successfully completed at least six graduate credits each semester.

### II. Fees

Refer to [reg.msu.edu/AcademicPrograms/Text.asp?Section=112#s416](http://reg.msu.edu/AcademicPrograms/Text.asp?Section=112#s416) for a detailed list of Michigan resident and non-resident fees.

International students will be required to purchase the MSU health insurance plan unless they already have other equivalent coverage. Please see the above webpage for health insurance premium costs and other miscellaneous costs such as vehicle registration, campus bus service, and dissertation-related expenses.

### III. Forms

All forms to be completed in the doctoral program can be found at the end of this handbook.

### IV. At the end of the program...

Students should be sure to complete the [Checkout Checklist](#) form at the conclusion of their doctoral program. It is especially important that students return all University property (including keys, resources, and equipment) when they are finished with their program.

## DEPARTMENTAL POLICIES: ACADEMIC PERFORMANCE

### I. Annual review

All graduate students at MSU are entitled to periodic evaluation of their progress through their planned doctoral program and their professional potential. The following steps will be taken to ensure a comprehensive and periodic review of each student's progress in the doctoral program.

#### A. Annual progress report

At least once a year, the guidance committee and the faculty advisor will review with the student his/her progress during the past academic year and the student's plans for the coming year. The guidance committee, the faculty advisor, and the doctoral student will then fill out the Annual Ph.D. Progress Report Form found at the end of this document. This form will then be filed with the doctoral program director and the chair of the department in the doctoral student's permanent file. Students who wish to appeal this evaluation may do so in writing to the chair of the department. This written response, if any, will also be placed in the student's file.

## **B. Review by the doctoral program director or chair**

Once a year, the student and the faculty advisor will meet with the doctoral program director or chair of the department to review all aspects of the annual progress report. The student will have the opportunity to discuss with the program director or chair any factors that seem necessary for successful completion of the doctoral program, any issues that may be hindering progress, and any appeal of the faculty advisor/guidance committee's annual evaluation.

## **II. Guidelines for ensuring acceptable academic performance**

MSU and the CSD department expect doctoral students to excel in their programs of study. A student's progress in the doctoral program is evaluated based on competency (indicated by grades in courses, research performance, and development of professional skills) and the rate of progress through the doctoral program.

### **A. Minimum acceptable grade**

Doctoral students must maintain a minimum GPA of 3.0 in their degree program. Note that this minimum standard alone is not a sufficient indicator of satisfactory progress.

### **B. Outcomes**

A student who receives a grade of less than 3.0 must repeat the course with the approval of the guidance committee and the Associate Dean of Graduate Studies of the College. A grade below 3.0 in *more than two* courses taken for graduate credit will result in an automatic withdrawal from the college. When a course for which the grade is less than 3.0 is subsequently repeated, the initial grade will still count toward the withdrawal criterion. A graduate student automatically withdrawn is required to wait a minimum of one academic year before being eligible to re-apply for admissions to a graduate program in the College of Communication Arts and Sciences. After one year, the student *may* be re-admitted, contingent upon re-taking and earning a grade of 3.0 or higher in one of the three courses in which a grade below 3.0 was earned. The course to be re-taken may be specified by the Department.

Doctoral students will be informed in writing by the guidance committee and the faculty advisor when their academic progress is unsatisfactory. (See GSRR 2.4.) A copy of this notice will be placed in the student's permanent file.

### **C. Access to student records**

Each doctoral student's academic records will be maintained in the CSD office, keeping in mind the student's right to privacy and access. Doctoral students have the right to inspect any of their own educational records (except those that have been waived by the student) such as transcripts, student disciplinary records, and records regarding academic performance. (See GSRR 3.2.3).

## INTEGRITY AND SAFETY IN RESEARCH AND CREATIVE ACTIVITIES

### I. Awareness of professional and academic standards

Upon admission to the doctoral program, students will be provided with several documents related to research integrity, including the Guidelines for Integrity in Research and Creative Activities ([grad.msu.edu/sites/default/files/content/researchintegrity/guidelines.pdf](http://grad.msu.edu/sites/default/files/content/researchintegrity/guidelines.pdf)). Doctoral students must be well-versed in the specific codes of professional and academic standards described in these and other documents.

### II. Research involving human or vertebrate animal subjects

All research protocols involving human or vertebrate animal subjects must be approved prior to implementation.

- Information about the protection of human subjects can be found at: [hrpp.msu.edu/](http://hrpp.msu.edu/).
- Information about the protection of animal subjects can be found at: [animalcare.msu.edu/](http://animalcare.msu.edu/).

### III. Misconduct

Federal and MSU policies define misconduct as encompassing the following:

- **Fabrication:** Any action that involves making up data and recording/reporting them
- **Falsification:** Any action that involves manipulating research materials, equipment, or processes, or changing or omitting data such that the research is not accurately represented in the record.
- **Plagiarism:** Any action that involves assuming another person's ideas, processes, results, or words without giving appropriate credit.
- **Non-compliance** with government regulations pertaining to research
- **Retaliation** against whistle blowers

### IV. Disciplinary procedures

Students found to have engaged in misconduct can be dismissed from the doctoral program.

- The student will be informed of this decision in writing in a timely manner.
- All information regarding the incident that led to dismissal and the decision of dismissal will be held strictly confidential between the student and faculty/administrators with responsibility for the student, on a need-to-know basis.
- This information will be released only with written permission of the student, unless a grievance procedure (See below) is initiated by the student. In that case, the information will be released to the grievance committee.

## STUDENT CONDUCT AND CONFLICT RESOLUTION

Each right of an individual places a reciprocal duty upon others: the duty to permit the individual to exercise the right. The student, as a member of the academic community, has both rights and duties. Within that community, the student's most essential right is the right to learn. The University has a duty to provide for the student those privileges, opportunities, and protections which best promote the learning process in all its aspects. The student also has duties to other members of the academic community, the most important of which is to refrain from interference with the rights of others that are equally essential to the purposes and processes of the University.

The *Michigan State University Student Rights and Responsibilities (SRR)* and the *Graduate Student Rights and Responsibilities (GSRR)* documents establish the rights and responsibilities of MSU students and prescribe procedures to resolve allegations of violations of those rights through formal grievance hearings. All doctoral students should become familiar with these rights and responsibilities. The documents can be found as follows:

- Student Rights and Responsibilities: [ombud.msu.edu/student-rights.html](http://ombud.msu.edu/student-rights.html)
- Graduate Student Rights and Responsibilities: [grad.msu.edu/gsrr](http://grad.msu.edu/gsrr)

In accordance with the SRR and the GSRR, the CSD Program has established the following Hearing Board procedures for adjudicating graduate student academic grievances and complaints. (See GSRR 5.4.) (Approved by Faculty 3-20-2015)

### I. Jurisdiction of the CSD Doctoral Program Hearing Board

- The Hearing Board serves as the initial Hearing Board for academic grievance hearings involving graduate students who allege violations of academic rights or seek to contest an allegation of academic misconduct (academic dishonesty, violations of professional standards or falsifying admission and academic records). (See GSRR 2.3 and 5.1.1.)
- Students may not request an academic grievance hearing based on an allegation of incompetent instruction. (See GSRR 2.2.2)

### II. Composition of the Hearing Board

- The Program shall constitute a Hearing Board pool no later than the end of the tenth week of the spring semester according to established Program procedures. Hearing Board members serve one-year terms with reappointment possible. The Hearing Board pool should include both faculty and graduate students. (See GSRR 5.1.2 and 5.1.6.)
- The Chair of the Hearing Board shall be the faculty member with rank who shall vote only in the event of a tie. In addition to the Chair, the Hearing Board shall include an equal number of voting graduate students and faculty. (See GSRR 5.1.2, and 5.1.5.)
- The Program will train hearing board members about these procedures and the applicable sections of the GSRR. (See GSRR 5.1.3.)

### III. Referral to the Hearing Board

- After consulting with the instructor and appropriate unit administrator, graduate students who remain dissatisfied with their attempt to resolve an allegation of a violation of student academic rights or an allegation of academic misconduct (academic dishonesty, violations of professional standards, or falsifying admission and academic records) may request an academic grievance hearing. When appropriate, the Department Chair, in consultation with

the Dean, may waive jurisdiction and refer the request for an initial hearing to the College Hearing Board. (See GSRR 5.3.6.2.)

- At any time in the grievance process, either party may consult with the University Ombudsperson. (See GSRR 5.3.2.)
- In cases of ambiguous jurisdiction, the Dean of The Graduate School will select the appropriate Hearing Board for cases involving graduate students. (See GSRR 5.3.5.)
- Generally, the deadline for submitting the written request for a hearing is the middle of the next semester in which the student is enrolled (including Summer). In cases in which a student seeks to contest an allegation of academic misconduct and the student's dean has called for an academic disciplinary hearing, the student has **10** class days to request an academic grievance to contest the allegation. (See GSRR 5.3.6.1 and 5.5.2.2.)
- If either the student (the complainant) or the respondent (usually, the instructor or an administrator) is absent from the university during that semester, or if other appropriate reasons emerge, the Hearing Board may grant an extension of this deadline. If the university no longer employs the respondent before the grievance hearing commences, the hearing may proceed. (See GSRR 5.4.9.)
- A written request for an academic grievance hearing must (1) specify the specific bases for the grievance, including the alleged violation(s), (2) identify the individual against whom the grievance is filed (the respondent) and (3) state the desired redress. Anonymous grievances will not be accepted. (See GSRR 5.1 and 5.3.6.)

#### **IV. Pre-Hearing Procedures**

- After receiving a graduate student's written request for a hearing, the Chair of the Department will promptly refer the grievance to the Chair of the Hearing Board. (See GSRR 5.3.2, 5.4.3.)
- Within **5** class days, the Chair of the Hearing Board will:
- forward the request for a hearing to the respondent;
  - send the names of the Hearing Board members to both parties and, to avoid conflicts of interest between the two parties and the Hearing Board members, request written challenges, if any, within **3** class days of this notification;
  - rule promptly on any challenges, impanel a Hearing Board and send each party the names of the Hearing Board members. If the Chair of the Hearing Board is the subject of a challenge, the challenge shall be filed with the Dean of the College, or designee. (See GSRR 5.1.7.)
  - send the Hearing Board members a copy of the request for a hearing and the written response, and send all parties a copy of these procedures.
- Within **5** class days of being established, the Hearing Board shall review the request, and, after considering all requested and submitted information:
  - accept the request, in full or in part, and promptly schedule a hearing.
  - reject the request and provide a written explanation to appropriate parties; e.g., lack of jurisdiction. (The student may appeal this decision.)
  - the GSRR allows the hearing board to invite the two parties to meet with the Hearing Board in an informal session to try to resolve the matter. Such a meeting does not preclude a later hearing. However, by the time a grievance is requested all informal methods of conflict resolution should have been exhausted so this option is rarely used. (See GSRR 5.4.6.)

- If the Hearing Board calls for a hearing, the Chair of the Hearing Board shall promptly negotiate a hearing date, schedule an additional meeting only for the Hearing Board should additional deliberations on the findings become necessary, and request a written response to the grievance from the respondent.
- At least **5** class days before the scheduled hearing, the Chair of the Hearing Board shall notify the respondent and the complainant in writing of the (1) time, date, and place of the hearing; (2) the names of the parties to the grievance; (3) a copy of the hearing request and the respondent's reply; and (4) the names of the Hearing Board members after any challenges. (See GSRR 5.4.7.)
- At least **3** class days before the scheduled hearing, the parties must notify the Chair of the Hearing Board the names of their witnesses and advisor, if any, and request permission for the advisor to have voice at the hearing. The chair may grant or deny this request. The Chair will promptly forward the names given by the complainant to the respondent and visa versa. (See GSRR 5.4.7.1.)
- The Chair of the Hearing Board may accept written statements from either party's witnesses at least **3** class days before the hearing. (See GSRR 5.4.9.)
- In unusual circumstances and in lieu of a personal appearance, either party may request permission to submit a written statement to the Hearing Board or request permission to participate in the hearing through an electronic communication channel. Written statements must be submitted to the Hearing Board at least **3** class days before the scheduled hearing. (See GSRR 5.4.9c.)
- Either party to the grievance hearing may request a postponement of the hearing. The Hearing Board may either grant or deny the request. (See GSRR 5.4.8.)
- At its discretion, the Hearing Board may set a reasonable time limit for each party to present its case, and the Chair of the Hearing Board must inform the parties of such a time limit in the written notification of the hearing.
- Hearings are closed unless the student requests an open hearing, which would be open to all members of the MSU community. The Hearing Board may close an open hearing to protect the confidentiality of information or to maintain order. (See GSRR 5.4.10.4.)
- Members of the Hearing Board are expected to respect the confidentiality of the hearing process. (See GSRR 5.4.10.4.and 5.4.11.)

## **V. Hearing Procedures**

- The Hearing will proceed as follows: Introductory remarks by the Chair of the Hearing Board: The Chair of the Hearing Board introduces hearing panel members, the complainant, the respondent and advisors, if any. The Chair reviews the hearing procedures, including announced time restraints for presentations by each party and the witnesses, and informs the parties if their advisors may have a voice in the hearings and if the proceedings are being recorded. Witnesses shall be excluded from the proceedings except when testifying. The Chair also explains:
  - In academic grievance hearings in which a graduate student alleges a violation of academic rights, the student bears the burden of proof.
  - In hearings in which a graduate students seeks to contest allegations of academic misconduct, the instructor bears the burden of proof.
  - All Hearing Board decisions must be reached by a majority of the Hearing Board, based on a "clear and convincing evidence." (See GSRR 8.1.18.)
  - (See GSRR 5.4.10.1 and 8.1.18.) For various other definitions, see GSRR Article 8.)

- If the complainant fails to appear in person or via an electronic channel at a scheduled hearing, the Hearing Board may either postpone the hearing or dismiss the case for demonstrated cause. (See GSRR 5.4.9a.)
- If the respondent fails to appear in person or via an electronic channel at a scheduled hearing, the Hearing Board may postpone the hearing, hear the case in the respondent's absence, or dismiss the case. (See GSRR 5.4.9-b.)
- If the respondent is absent from the University during the semester of the grievance hearing or no longer employed by the University before the grievance procedure concludes, the hearing process may still proceed. (See GSRR 5.3.6.1.)
- To assure orderly questioning, the Chair of the Hearing Board will recognize individuals before they speak. All parties have a right to speak without interruption. Each party has a right to question the other party and to rebut any oral or written statements submitted to the Hearing Board. (See GSRR 5.4.10.2.)
- Presentation by the Complainant: The Chair recognizes the complainant to present without interruption any statements relevant to the complainant's case, including the redress sought. The Chair then recognizes questions directed at the complainant by the Hearing Board, the respondent and the respondent's advisor, if any.
- Presentation by the Complainant's Witnesses: The Chair recognizes the complainant's witnesses, if any, to present, without interruption, any statement directly relevant to the complainant's case. The Chair then recognizes questions directed at the witnesses by the Hearing Board, the respondent, and the respondent's advisor, if any.
- Presentation by the Respondent: The Chair recognizes the respondent to present without interruption any statements relevant to the respondent's case. The Chair then recognizes questions directed at the respondent by the Hearing Board, the complainant, and the complainant's advisor, if any.
- Presentation by the Respondent's Witnesses: The Chair recognizes the respondent's witnesses, if any, to present, without interruption, and statement directly relevant to the respondent's case. The Chair then recognizes questions directed at the witnesses by the Hearing Board, the complainant, and the complainant's advisor, if any.
- Rebuttal and Closing Statement by Complainant: The complainant refutes statements by the respondent, the respondent's witnesses and advisor, if any, and presents a final summary statement.
- Rebuttal and Closing Statement by Respondent: The respondent refutes statements by the complainant, the complainant's witnesses and advisor, if any, and presents a final summary statement.
- Final questions by the Hearing Board: The Hearing Board asks questions of any of the participants in the hearing.

## **VI. Post-Hearing Procedures**

- **Deliberation:**
  - After all evidence has been presented, with full opportunity for explanations, questions and rebuttal, the Chair of the Hearing Board shall excuse all parties to the grievance and convene the Hearing Board to determine its findings in executive session. When possible, deliberations should take place directly following the hearing and/or at the previously scheduled follow-up meeting. (See Section IV.D above.)

- Decision:
  - In grievance (non-disciplinary) hearings involving graduate students in which a majority of the Hearing Board finds, based on a "clear and convincing evidence," that a violation of the student's academic rights has occurred and that redress is possible, it shall recommend an appropriate remedy to the Department Chair or School Director. Upon receiving the Hearing Board's recommendation, the Department Chair or School Director shall implement an appropriate remedy, in consultation with the Hearing Board, within **3** class days. If the Hearing Board finds that no violation of academic rights has occurred, it shall so inform the Chair or Director. The Chair of the Hearing Board shall promptly forward copies of the final decision to parties and the University Ombudsperson. (See GSRR 5.4.11.)
  - In grievance (non-disciplinary) hearings involving graduate students in which the Hearing Board serves as the initial hearing body to adjudicate an allegation of academic dishonesty and, based on a "clear and convincing evidence," the Hearing Board finds for the student, the Hearing Board shall recommend to the Department Chair or School Director that the penalty grade be removed, the Academic Dishonesty Report be removed from the student's records and a "good faith judgment" of the student's academic performance in the course take place. If the Hearing Board finds for the instructor, the penalty grade shall stand and the Academic Dishonesty Report regarding the allegation will remain on file, pending an appeal, if any to the College Hearing Board within **5** class days of the Hearing Board's decision. If an academic disciplinary hearing is pending, and the Hearing Board decides for the instructor, the graduate student's disciplinary hearing before either the College Hearing Board or the Dean of The Graduate School would promptly follow, pending an appeal, if any, within **5** class days. (See GSRR 5.5.2.2 and 5.4.12.3)
- Written Report:
  - The Chair of the Hearing Board shall prepare a written report of the Hearing Board's findings, including recommended redress or sanctions for the complainant, if applicable, and forward a copy of the decision to the appropriate unit administrator within **3** class days of the hearing. The report shall indicate the rationale for the decision and the major elements of evidence, or lack thereof that support the Hearing Board's decision. The administrator, in consultation with the Hearing Board, shall then implement an appropriate remedy. The report also should inform the parties of the right to appeal within **5** class days following notice of the decision, or **5** class days if an academic disciplinary hearing is pending. The Chair shall forward copies of the Hearing Board's report and the administrator's redress, if applicable, to the parties involved, the responsible administrators, the University Ombudsperson and the Dean of The Graduate School. All recipients must respect the confidentiality of the report and of the hearing board's deliberations resulting in a decision. (See GSRR 5.4.12 and 5.5.2.2)

## **VII. Appeal of the Hearing Board Decision**

- Either party may appeal a decision by the Hearing Board to the College Hearing Board for cases involving (1) academic grievances alleging violations of student rights and (2) alleged violations of regulations involving academic misconduct (academic dishonesty, professional standards or falsification of admission and academic records.) (See GSRR 5.4.12.)



- All appeals must be in writing, signed and submitted to the Chair of the College Hearing Board within **5** class days following notification of the Hearing Board's decision. While under appeal, the original decision of the Hearing Board will be held in abeyance. (See GSRR 5.4.12, 5.4.12.2 and 5.4.12.3.)
- A request for an appeal of a Hearing Board decision to the College Hearing Board must allege, in sufficient particularity to justify a hearing, that the initial Hearing Board failed to follow applicable procedures for adjudicating the hearing or that findings of the Hearing Board were not supported by the "clear and convincing evidence." The request also must include the redress sought. Presentation of new evidence normally will be inappropriate. (See GSRR 5.4.12.1, 5.4.12.2 and 5.4.12.4.)

### **VIII. Reconsideration**

- If new evidence should arise, either party to a hearing may request the appropriate Hearing Board to reconsider the case within **30** days upon receipt of the hearing outcome. The written request for reconsideration is to be sent to the Chair of the Hearing Board, who shall promptly convene the Hearing Board to review the new material and render a decision on a new hearing. (See GSRR 5.4.13.)

### **IX. File Copy**

The Chair of the Department shall file a copy of these procedures with the Office of the Ombudsperson and with the Dean of The Graduate School. (See GSRR 5.4.1.)

### **X. Office of the University Ombudsperson**

Conflicts, disagreements, and issues sometimes arise during the course of a graduate program. If students find themselves in this situation and have exhausted the internal resources for resolving the issue, they may contact the Office of the University Ombudsperson.

The Office of the University Ombudsperson provides assistance to students, faculty, and staff in resolving University-related concerns. Such concerns may include student-faculty conflicts, communication problems, concerns about the university climate, and questions about what options are available for handling a problem according to Michigan State University policy. The University Ombudsperson also provides information about available resources, as well as student/faculty rights and responsibilities. The office operates as a confidential, independent, and neutral resource. It does not provide notice to the University; that is, it does not speak or hear for the University.

The Ombudsperson may be contacted at any point when a confidential conversation or source of information may be needed. The Ombudsperson will listen to students' concerns, give them information about university policies, help them evaluate the situation, and assist in making plans to resolve the conflict.

Contact information:

Office of the University Ombudsperson  
129 N. Kedzie Hall  
(517) 353-8830  
[ombud@msu.edu](mailto:ombud@msu.edu) / [ombud.msu.edu](http://ombud.msu.edu)

## WORK-RELATED POLICIES

Doctoral students may be awarded graduate assistantships which may take the form of research assistantships or teaching assistantships. The CSD department follows the policies of MSU, the Graduate School and, where applicable, the collective bargaining agreement between MSU and the Graduate Employees Union (GEU). The collective bargaining agreement can be found at: [hr.msu.edu/contracts/documents/GEU2015-2019.pdf](http://hr.msu.edu/contracts/documents/GEU2015-2019.pdf).

Graduate assistants whose primary responsibility is **research** should refer to the Graduate School website ([grad.msu.edu/assistantships/](http://grad.msu.edu/assistantships/)) for additional information about wages, benefits, and other terms and conditions of employment.

Students who are employed by the department or University in any capacity must follow the requirements and procedures described in the contract and agreements described above. Students should recognize that, as employees, they are accountable to the University. Therefore, they must follow all policies, **including submitting travel pre-authorization forms and informing their advisors and the department about travel plans and other periods of time where they will be away from their jobs.**

## ADDITIONAL REQUIREMENTS FOR INTERNATIONAL DOCTORAL STUDENTS

International students should ensure that they meet all of the requirements and follow all guidelines found on the website of the Office for International Students and Scholars ([oiss.isp.msu.edu](http://oiss.isp.msu.edu)). Specific requirements that must be considered are as follows:

### I. English language requirements for teaching assistantships

All students whose first language is not English and who are awarded teaching assistantships are required to demonstrate a passing score on the Speaking Proficiency English Assessment Kit (SPEAK) test or the Test of Spoken English (TSE). Students who do not pass the initial SPEAK test or TSE may not assume teaching responsibilities until they complete English 097, an oral skills course for international teaching assistants, and pass the International Teaching Assistant oral interview or pass a subsequent SPEAK or TSE test. Information about the SPEAK can be found at: [elc.msu.edu/tests/msu-speaking-test/](http://elc.msu.edu/tests/msu-speaking-test/).

### II. Accident and health insurance

International students are required to have health and accident insurance. Students are required to purchase the MSU Student Accident and Health Insurance Plan unless they have evidence of alternative insurance equal in benefits and provisions to the Michigan State University plan. Fees for the student's insurance are included with the bill for tuition and fees during registration. Please see the website for MSU Human Resources ([hr.msu.edu/students.html](http://hr.msu.edu/students.html)) for detailed information regarding student employment benefits.

## UNIVERSITY RESOURCES

Following is a list of university resources available to graduate students. **In all cases, University policies override all inconsistent provisions that may exist in this handbook.**

### I. General University resources

- Michigan State University: [www.msu.edu](http://www.msu.edu)
- Graduate School: [grad.msu.edu](http://grad.msu.edu)
- Office of the Registrar: [reg.msu.edu](http://reg.msu.edu)
- Academic Programs: [reg.msu.edu/AcademicPrograms](http://reg.msu.edu/AcademicPrograms)
- Libraries: [lib.msu.edu](http://lib.msu.edu)
- Human Resources: [hr.msu.edu/students.html](http://hr.msu.edu/students.html)
- Travel information: [ctlr.msu.edu/cotavel/](http://ctlr.msu.edu/cotavel/) and [travelclinic.msu.edu](http://travelclinic.msu.edu)
- Resources Center for Persons with Disabilities: [rcpd.msu.edu](http://rcpd.msu.edu)
- Cmte. on Institutional Cooperation (CIC): [research.msu.edu/tag/committee-on-institutional-cooperation](http://research.msu.edu/tag/committee-on-institutional-cooperation)
- Student-Parent Resource Center: [studentparents.msu.edu](http://studentparents.msu.edu)
- Graduate Student Health and Wellness: [grad.msu.edu/wellness](http://grad.msu.edu/wellness)
- Office for International Students and Scholars: [oiss.isp.msu.edu](http://oiss.isp.msu.edu)
- Guidelines for Graduate Student Advising and Mentoring Relationships and Guidelines for Integrity in Research and Creative Activities: [grad.msu.edu/sites/default/files/content/researchintegrity/guidelines.pdf](http://grad.msu.edu/sites/default/files/content/researchintegrity/guidelines.pdf)
- Policy on Relationship Violence and Sexual Misconduct: [hr.msu.edu/policies-procedures/university-wide/RVSM\\_policy.html](http://hr.msu.edu/policies-procedures/university-wide/RVSM_policy.html)
- Anti-Discrimination Policy: [hr.msu.edu/policies-procedures/university-wide/ADP\\_policy.html](http://hr.msu.edu/policies-procedures/university-wide/ADP_policy.html)

### II. Human subjects, animal care, research ethics, environmental safety, student safety

- Human Research Protection Program (HRPP): [hrpp.msu.edu](http://hrpp.msu.edu)
- Institutional Animal Care and Use Committee (IACUC): [animalcare.msu.edu](http://animalcare.msu.edu)
- Research and Scholarly Integrity: [grad.msu.edu/researchintegrity](http://grad.msu.edu/researchintegrity)
- Guidelines on Authorship: [vprgs.msu.edu/michigan-state-university-guidelines-authorship](http://vprgs.msu.edu/michigan-state-university-guidelines-authorship)
- Institutional Data Policy: [tech.msu.edu/about/guidelines-policies/msu-institutional-data-policy/](http://tech.msu.edu/about/guidelines-policies/msu-institutional-data-policy/)
- Environmental Health and Safety: [esh.msu.edu](http://esh.msu.edu)
- Student Affairs & Services: [studentaffairs.msu.edu/health-wellness-safety/index.html](http://studentaffairs.msu.edu/health-wellness-safety/index.html)

### III. Student funding opportunities

- Graduate School: [grad.msu.edu/funding/](http://grad.msu.edu/funding/)
- Office of Financial Aid: [finaid.msu.edu/sships.asp](http://finaid.msu.edu/sships.asp)

### IV. Students rights and responsibilities (including work-related policies related to employment, jury duty, grievance policy, etc.)

- Graduate Student Rights and Responsibilities: [grad.msu.edu/gsrr](http://grad.msu.edu/gsrr)
- Collective Bargaining Agreement between MSU and the Graduate Employees Union (GEU): [hr.msu.edu/contracts/documents/GEU2015-2019.pdf](http://hr.msu.edu/contracts/documents/GEU2015-2019.pdf)

### V. Technology and computing resources

- Center for Statistical Training and Consulting: [cstat.msu.edu](http://cstat.msu.edu)
- MSU Information Technology: [tech.msu.edu](http://tech.msu.edu)

### VI. Teaching resources

- Learning Design and Teaching: [tech.msu.edu/teaching/](http://tech.msu.edu/teaching/)
- Classroom Technology: [tech.msu.edu/teaching/computer-labs-classrooms/type-classroom/](http://tech.msu.edu/teaching/computer-labs-classrooms/type-classroom/)
- Center for Academic and Future Faculty Excellence: [caffe.grd.msu.edu](http://caffe.grd.msu.edu)

## FORMS

- [Request for the Appointment of the Guidance Committee for the Ph.D. degree](#)
- [Request for Changes in the Doctoral Degree Program](#)
- [Report of the Initial PhD Guidance Committee Meeting – Page 1](#)
- [Report of the Initial PhD Guidance Committee Meeting – Page 2](#)
- [Annual Progress Report – Page 1](#)
- [Annual Progress Report – Page 2](#)
- [Annual Progress Report – Page 3](#)
- [Request for Written Portion of the Comprehensive Examination](#)
- [Request for Oral Portion of the Comprehensive Examination](#)
- [Record of Comprehensive Examination](#)
- [Request for the Appointment of the Doctoral Dissertation Committee](#)
- [Request for Dissertation Prospectus Meeting](#)
- [Acceptance of Dissertation Prospectus](#)
- [Request for Oral Dissertation Defense](#)
- [Results of the Written Dissertation Paper and Oral Dissertation Defense](#)
- [Outcomes of the Dissertation](#)
- [Checkout Checklist](#)



**Michigan State University  
College of Communication Arts and Sciences  
Department of Communicative Sciences and Disorders  
Request for the Appointment of the Doctoral Guidance Committee**

Student: \_\_\_\_\_

Date: \_\_\_\_\_

*The following faculty members have agreed to serve on the student's Ph.D. Guidance Committee:*

**MSU CSD Department Faculty (name)** – at least two required; indicate advisor/chair

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**MSU Faculty from Outside the Department (name, department)** – at least one required

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**Faculty from Outside MSU (name, university, and department)**

(Must receive prior approval. See [grad.msu.edu/non-regular-faculty-committees](http://grad.msu.edu/non-regular-faculty-committees) for information.)

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**Student (name, signature, date)**

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**Guidance Committee Chair (name, signature, date)**

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**PhD Program Director (name, signature, date)**

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**Department Chairperson (name, signature, date)**

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Original:

CAS Academic and Student Affairs

Copies:

Student, Guidance Committee Chairperson, PhD Program Director, CSD Student File



**Michigan State University  
College of Communication Arts and Sciences  
Department of Communicative Sciences and Disorders**

**Request for Changes in the Doctoral Degree Program**

Student: \_\_\_\_\_ Date: \_\_\_\_\_

*The following changes in the student's doctoral program are requested:*

- \_\_\_\_\_ Change in chairperson or committee members
  - \_\_\_\_\_ Change in coursework
  - \_\_\_\_\_ Request for exceptions / waiver from program requirements
- 

Explanation:

**Student (name, signature, date)**

\_\_\_\_\_  
\_\_\_\_\_

**Guidance Committee Chair (name, signature, date)**

\_\_\_\_\_  
\_\_\_\_\_

**PhD Program Director (name, signature, date)**

\_\_\_\_\_  
\_\_\_\_\_

**Department Chairperson (name, signature, date)**

\_\_\_\_\_  
\_\_\_\_\_

Original: CAS Academic and Student Affairs  
Copies: Student, Guidance Committee Chairperson, PhD Program Director, CSD Student File



**Michigan State University  
College of Communication Arts and Sciences  
Department of Communicative Sciences and Disorders**

**Report of the Initial PhD Guidance Committee Meeting – Page 1**

Student: \_\_\_\_\_ Advisor: \_\_\_\_\_

Starting Semester: \_\_\_\_\_ Date of Meeting: \_\_\_\_\_

**Planned Coursework**

Attach page 2 indicating semester, department, number, name, and credits for all planned courses

**Planned pre-dissertation project date** \_\_\_\_\_

Tentative pre-dissertation topic: \_\_\_\_\_

**Planned teaching experience date and course** \_\_\_\_\_

**Planned grant-writing experience date and course** \_\_\_\_\_

**Planned lab rotation date(s) and location(s)** \_\_\_\_\_

**Planned comprehensive examination date** \_\_\_\_\_

**Planned dissertation prospectus date** \_\_\_\_\_

**Planned dissertation oral defense date:** \_\_\_\_\_

Tentative dissertation topic: \_\_\_\_\_

**Student (name, signature, date)**

\_\_\_\_\_  
\_\_\_\_\_

**Guidance Committee Chair (name, signature, date)**

\_\_\_\_\_  
\_\_\_\_\_

**PhD Program Director (name, signature, date)**

\_\_\_\_\_  
\_\_\_\_\_

**Department Chairperson (name, signature, date)**

\_\_\_\_\_  
\_\_\_\_\_

Original: CAS Academic and Student Affairs

Copies: Student, Guidance Committee Chairperson, PhD Program Director, CSD Student File

## Report of the Initial PhD Guidance Committee Meeting – Page 2

### Graduate-Level Courses (18 credits, including 9 credits of clinically focused CSD courses)

(For students without a prior Master’s Degree only. If prior Master’s Degree in any field, skip this section.)

Term	Course Name/Number	Credits

### CSD Clinical Courses (6 to 9 credits) (For students with a Master’s degree from a field other than CSD only.)

Term	Course Name/Number	Credits

### CSD Core Courses (6 to 9 credits)

Term	Course Name/Number	Credits

### Methods and Skills Courses (12 to 15 credits)

Term	Course Name/Number	Credits
	CSD Fundamentals in Education	1
	CSD Fundamentals in Research	1
	CSD Fundamentals in Professional Issues	1

### Specialized Study Courses (18 to 24 credits)

Term	Course Name/Number	Credits

### Dissertation Credits (24 to 36 credits) (indicate term, number of credits)

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**Michigan State University**  
**College of Communication Arts and Sciences**  
**Department of Communicative Sciences and Disorders**

**Annual Progress Report – Page 1**

(Portion to be completed by student)

Student: \_\_\_\_\_ Date: \_\_\_\_\_

Date of Entrance into the program: \_\_\_\_\_

If admitted under provisional status, date provisional status was removed: \_\_\_\_\_

Expected program completion date: \_\_\_\_\_

**Planned Coursework**

Attach page 2 indicating semester, department, number, name, and credits for all planned courses  
Highlight changes or updates from the initial meeting or prior annual report.

**Planned pre-dissertation project date** \_\_\_\_\_

Tentative/confirmed pre-dissertation topic: \_\_\_\_\_

**Planned/Completed teaching experience date and course** \_\_\_\_\_

**Planned/Completed grant-writing experience date and course** \_\_\_\_\_

**Planned/Completed lab rotation date(s) and location(s)** \_\_\_\_\_

**Planned/Completed comprehensive examination date** \_\_\_\_\_

**Planned/Completed dissertation prospectus date** \_\_\_\_\_

**Planned dissertation oral defense date:** \_\_\_\_\_

Dissertation topic: \_\_\_\_\_

**Current GPA:** \_\_\_\_\_ **Number of credits below 3.0** \_\_\_\_\_

*Attach the following information, reflecting updates or changes since the last annual progress report or initial guidance committee meeting:*

- Statement of professional goals and goals for the next academic year
- Papers published or submitted since the last annual progress review or initial review
- Presentations since the last annual progress review or initial review
- Participation on funded grants
- Participation in undergraduate or graduate education (e.g., courses taught, mentoring)

Also, briefly summarize your progress toward achieving your goals during the past year. If you feel that you are not making progress, explain why. Describe any perceived department/school obstacles that hinder your progress.

## Annual Progress Report – Page 2

**Graduate-Level Courses (18 credits, including 9 credits of clinically focused CSD courses)**

(For students without a prior Master’s Degree only. If prior Master’s Degree in any field, skip this section.)

Term	Course Name/Number	Credits

**CSD Clinical Courses (6 to 9 credits)** (For students with a Master’s degree from a field other than CSD only.)

Term	Course Name/Number	Credits

**CSD Core Courses (6 to 9 credits)**

Term	Course Name/Number	Credits

**Methods and Skills Courses (12 to 15 credits)**

Term	Course Name/Number	Credits
	CSD Fundamentals in Education	1
	CSD Fundamentals in Research	1
	CSD Fundamentals in Professional Issues	1

**Specialized Study Courses (18 to 24 credits)**

Term	Course Name/Number	Credits

**Dissertation Credits (24 to 36 credits)** (indicate term, number of credits)

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### Annual Progress Report – Page 3

(Portion to be completed by guidance committee chair / faculty advisor)

Student: \_\_\_\_\_ Advisor: \_\_\_\_\_

Has the student made acceptable progress during the evaluation period? Explain.

Please comment on the student's overall academic performance.

**Student (name, signature, date)**

\_\_\_\_\_  
\_\_\_\_\_

**Guidance Committee Chair (name, signature, date)**

\_\_\_\_\_  
\_\_\_\_\_

**PhD Program Director (name, signature, date)**

\_\_\_\_\_  
\_\_\_\_\_

**Department Chairperson (name, signature, date)**

\_\_\_\_\_  
\_\_\_\_\_

Original: CAS Academic and Student Affairs

Copies: Student, Guidance Committee Chairperson, PhD Program Director, CSD Student File



**Michigan State University**  
**College of Communication Arts and Sciences**  
**Department of Communicative Sciences and Disorders**  
**Request for Written Portion of the Comprehensive Examination**

Student: \_\_\_\_\_ Date: \_\_\_\_\_

*As the student's advisor, I affirm that the student has completed nearly all required course work and the pre-dissertation project. I therefore recommend that the student take the comprehensive examination.*

**Date when student will be given questions** \_\_\_\_\_

**Date when student will return answers** \_\_\_\_\_

**Date when guidance committee will provide feedback** \_\_\_\_\_

**Tentative date of oral examination** \_\_\_\_\_

**Comprehensive Examination Questions:**

**Guidance Committee Chair (name, signature, date)**

\_\_\_\_\_  
\_\_\_\_\_

**PhD Program Director (name, signature, date)**

\_\_\_\_\_  
\_\_\_\_\_

Original: CSD Student Files  
Copies: Guidance Committee Chair, PhD Program Director



**Michigan State University  
College of Communication Arts and Sciences  
Department of Communicative Sciences and Disorders**

**Request for Oral Portion of the Comprehensive Examination**

Student: \_\_\_\_\_ Date: \_\_\_\_\_

*As the student's advisor, I affirm that at least 75% of the guidance committee have voted that the student has provided satisfactory answers to the written portion of the comprehensive examination and is ready to proceed to the oral examination.*

**Date and Time of Oral Examination:** \_\_\_\_\_

**Will Oral Examination Include a Portion that is Open to CSD Students and Faculty?**

\_\_\_\_\_ Yes                      \_\_\_\_\_ No

**Does a room need to be scheduled for the oral examination?**

\_\_\_\_\_ Yes                      \_\_\_\_\_ No

**Guidance Committee Chair (name, signature, date)**

**PhD Program Director (name, signature, date)**

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**The completed/signed form should be submitted to the CSD Department Office.**

Original: CSD Student Files  
Copies: Guidance Committee Chair, PhD Program Director



**Michigan State University  
College of Communication Arts and Sciences  
Department of Communicative Sciences and Disorders**

**Record of Comprehensive Examination**

Student: \_\_\_\_\_ Date: \_\_\_\_\_

*The student's advisor and guidance committee provide the following feedback about the student's comprehensive examination:*

- \_\_\_\_\_ The student has PASSED the comprehensive examination  
(based on a positive vote of at least 75% of the guidance committee)
- \_\_\_\_\_ The student has NOT PASSED the comprehensive examination

**Date when student received questions** \_\_\_\_\_

**Date when student returned answers** \_\_\_\_\_

**Date when guidance committee provided feedback** \_\_\_\_\_

**Date of oral examination** \_\_\_\_\_

**Guidance Committee (name, department)**

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**Guidance Committee Chair (name, signature, date)**

**PhD Program Director (name, signature, date)**

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Original: CAS Academic and Student Affairs

Copies: Student, Guidance Committee Chairperson, PhD Program Director, CSD Student File



**Michigan State University  
College of Communication Arts and Sciences  
Department of Communicative Sciences and Disorders**

**Request for the Appointment of the Doctoral Dissertation Committee**

Student: \_\_\_\_\_ Date: \_\_\_\_\_

*The following faculty members have agreed to serve on the student's Doctoral Dissertation Committee:*

**MSU CSD Department Faculty (name) – at least two required; indicate advisor/chair**

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**MSU Faculty from Outside the Department (name, department) – at least one required**

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**Faculty from Outside MSU (name, university, and department)**

(Must receive prior approval. See [grad.msu.edu/non-regular-faculty-committees](http://grad.msu.edu/non-regular-faculty-committees) for information.)

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**Student (name, signature, date)**

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**PhD Program Director (name, signature, date)**

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**Dissertation Committee Chair (name, signature, date)**

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**Department Chairperson (name, signature, date)**

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Original:  
Copies:

CAS Academic and Student Affairs  
Student, Guidance/Dissertation Committee Chairperson, PhD Program Director, CSD Student File



**Michigan State University**  
**College of Communication Arts and Sciences**  
**Department of Communicative Sciences and Disorders**

**Request for Dissertation Prospectus Meeting**  
(to be submitted to the CSD Department Office)

Student: \_\_\_\_\_ Date: \_\_\_\_\_

*The student's advisor and dissertation committee affirm that the student is ready to schedule the dissertation prospectus meeting (based on a positive vote of at least 75% of the members of the dissertation committee).*

**Date and Time of Prospectus Meeting:** \_\_\_\_\_

**Title of Doctoral Dissertation:** \_\_\_\_\_

**Dissertation Committee Members (name, department)**

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**Does a room need to be scheduled for the prospectus meeting?**       Yes       No

**Dissertation Committee Chair (name, signature, date)**

**PhD Program Director (name, signature, date)**

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Original: CSD Student Files  
Copies: Guidance/Dissertation Committee Chairperson, PhD Program Director





**Michigan State University  
College of Communication Arts and Sciences  
Department of Communicative Sciences and Disorders**

**Acceptance of Dissertation Prospectus**

Student: \_\_\_\_\_ Date: \_\_\_\_\_

*The student's advisor and dissertation committee accept the dissertation prospectus (based on a positive vote of at least 75% of the members of the committee), and the student may proceed with the study.*

**Title of Doctoral Dissertation:** \_\_\_\_\_

**Tentative Date of Dissertation Defense:** \_\_\_\_\_

**Dissertation Committee Members (name, department, signature)**

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**Student (name, signature, date)**

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**PhD Program Director (name, signature, date)**

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**Dissertation Committee Chair (name, signature, date)**

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**Department Chairperson (name, signature, date)**

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Original: CAS Academic and Student Affairs

Copies: Student, Guidance/Dissertation Committee Chairperson, PhD Program Director, CSD Student File



**Michigan State University**  
**College of Communication Arts and Sciences**  
**Department of Communicative Sciences and Disorders**

**Request for Oral Dissertation Defense**  
(to be submitted to the CSD Department Office)

Student: \_\_\_\_\_ Date: \_\_\_\_\_

*As the student's advisor, I affirm that at least 75% of the dissertation committee have voted that the student is ready to schedule the oral dissertation defense.*

**Date and Time of Oral Dissertation Defense:** \_\_\_\_\_

**Title of Doctoral Dissertation:** \_\_\_\_\_

**Dissertation Committee Members (name, department)**

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**Does a room need to be scheduled for the oral examination?**       Yes       No

**Student (name, signature, date)**

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**PhD Program Director (name, signature, date)**

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**Dissertation Committee Chair (name, signature, date)**

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**Department Chairperson (name, signature, date)**

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Original:    CSD Student Files  
Copies:     Guidance/Dissertation Committee Chairperson, PhD Program Director



**Michigan State University**  
**College of Communication Arts and Sciences**  
**Department of Communicative Sciences and Disorders**

**Results of the Written Dissertation Paper and Oral Dissertation Defense**  
(to be completed at the conclusion of the oral dissertation defense)

Student: \_\_\_\_\_ Date: \_\_\_\_\_

**Results of the Written Dissertation Paper**

- \_\_\_\_\_ The written dissertation document is **accepted** in its present form. No further revision is required.
- \_\_\_\_\_ The written dissertation document is **accepted pending minor revisions** to be reviewed by the dissertation committee chair only. No further review from the committee is required.
- \_\_\_\_\_ The written dissertation document is **not accepted**. The student must revise the document based on feedback from the committee, then submit the revisions to the committee for further review.

**Results of the Oral Dissertation Defense**

- \_\_\_\_\_ The oral dissertation defense is **accepted**.
- \_\_\_\_\_ The oral dissertation defense is **not accepted**. The student must repeat the oral examination.

**Dissertation Committee Members (name, department, signature, date)**

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**Dissertation Committee Chair (name, signature, date)**

**PhD Program Director (name, signature, date)**

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Original: CSD Student File  
Copies: Guidance/Dissertation Committee Chairperson, PhD Program Director



**Michigan State University**  
**College of Communication Arts and Sciences**  
**Department of Communicative Sciences and Disorders**

**Outcomes of the Dissertation**

(to be submitted by the doctoral advisor to the CAS Academic and Student Affairs office  
only after the final completion of the dissertation)

Student: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ *The student's advisor and dissertation committee affirm (based on a positive vote of at least 75% of the dissertation committee) that the student has PASSED the dissertation. The date of the oral defense can be entered into MSU GradPlan.*

\_\_\_\_\_ *The student's advisor and dissertation committee affirm that the student has NOT PASSED the dissertation. The student will not be continuing in the program.*

**Date and Time of Oral Dissertation Defense:** \_\_\_\_\_

**Title of Doctoral Dissertation:** \_\_\_\_\_

**Dissertation Committee Chair (name, signature, date)**

\_\_\_\_\_  
\_\_\_\_\_

**PhD Program Director (name, signature, date)**

\_\_\_\_\_  
\_\_\_\_\_

**CSD Department Chair (name, signature, date)**

\_\_\_\_\_  
\_\_\_\_\_

Original: CAS Academic and Student Affairs  
Copies: Guidance/Dissertation Committee Chairperson, PhD Program Director, CSD Student File



**Michigan State University**  
**College of Communication Arts and Sciences**  
**Department of Communicative Sciences and Disorders**

**Checkout Checklist**

*To the student: Please ensure that each of the following steps are taken,  
then sign the form and return it your faculty advisor.*

**If the following checkout procedures are not completed, graduation may be delayed.**

Student: \_\_\_\_\_

\_\_\_\_\_ Return any Department keys in your possession to the Department Administrative Assistant.

\_\_\_\_\_ Return any Departmental books, materials, resources, or equipment (including computer equipment) in your possession to the Student Affairs Secretary. (Any materials purchased with University funds are the property of the University and must remain at the University.)

\_\_\_\_\_ Provide your contact information at the bottom of this page.

\_\_\_\_\_ Other: \_\_\_\_\_

\_\_\_\_\_  
*Name*

\_\_\_\_\_  
*Forwarding Address and Phone*

\_\_\_\_\_  
*Place of Employment and Title*

\_\_\_\_\_  
*Employer's Address*

**Signature**

**Date**

Original:

CSD Student File

Copies:

Guidance/Dissertation Committee Chairperson, PhD Program Director