

Speech, Language, and Hearing Sciences: “Quick Guide to Doctoral Program Requirements”

What follows are separate lists of requirements and recommendations for our doctoral students. These are taken directly from the current Cactus Book which contains much more information concerning exam format, program options, suggested timelines, etc., but this should serve as a quick reference for mentors and students.

Note: Each requirement is followed by either SLHS, GC, or UA. These refer to whether the requirement is departmental (**SLHS**), Graduate College (**GC**), or University policy (**UA**). In general, any **GC**-based requirement involves official paperwork to be submitted to the Graduate College.

Requirements

- Every student is required to have a **doctoral mentor/adviser**. (**SLHS**)
- Every student must receive **HIPAA training** to participate in any clinical endeavor. (**UA**)
- Every student is required to complete the **Human Subject Training Program** approved by the University of Arizona. (**UA**)
- Students must obtain or be covered by **IRB approval** for research projects involving human subjects. Students should consult their mentors, research supervisors, and the chair of the departmental Human Subjects Review committee for clarification on when and how IRB should be obtained. (**UA**)
- Individuals who did not complete a master’s thesis prior to enrolling in the doctoral program are required to **complete a thesis-equivalent research project and present this research in a public forum** (e.g. colloquium, seminar, conference, etc.). The topic and extent of this project, as well as the presentation venue, will be determined by mentor and student. This project must be completed prior to taking the comprehensive exam. (**SLHS**)
- Students are required to be involved in **laboratory-based research during each semester** of their doctoral program. This may be in the form of a laboratory rotation, project assignment by a mentor, independent study, or dissertation research. (**SLHS**)
- Students are required to complete a **minimum of 36 graduate semester credits** according to the plan of study approved by the student’s mentor and Qualifying/Program Development committee. These credits are in addition to credits obtained via dissertation research and audits. (**GC**)

- **Required courses (SLHS)**
 - **SP H 649** Survival Skills and Ethics (3 credits)
 - **SP H 696A** Doctoral Seminars in Speech, Language, and Hearing (4 credits)
 - **SP H 696A** Grant Writing (2 credits)
 - **SP H 900** Laboratory research rotations (two registrations for 3 units each); one rotation must be in a lab other than that of the student’s primary mentor.

- Students are required to complete or present (“take or show”) coursework to the Qualifying/Program Development Committee that is equivalent to **SPH 500. (SLHS)**

- The Graduate College requires that a student complete a formal **minor** course of study. The minor must consist of at least **9 credits** of graduate-level coursework. **(GC)**

- Students are required to file an **annual report** at the end of each spring and student progress will be reviewed annually by the faculty. Note that each student should document at least one research presentation per year. This could consist of a presentation at a lab meeting, colloquium, conference, or other venue. **(SLHS)**

- All students must take a **Qualifying Exam** and conduct a **Program Planning** meeting. These should both be completed in the first semester of the doctoral program but is flexible depending on the specific circumstances of the student’s program. **(SLHS)**

- Must submit the **“Doctoral Plan of Study”** to the Graduate College. This is generally completed at the end of the first year or early in the second year of the doctoral program. **(GC)**

- All students must take a **Comprehensive Exam** that includes representation from both the major and minor departments. Both written and oral components of the exam are required. Committee reporter must submit “Results of the Oral Comprehensive Examination for Doctoral Candidacy” to the Graduate College. **(GC)**

- Following successful completion of the Comprehensive Exam, and appointment of a dissertation committee, a student must **submit a Committee Appointment form** to the Graduate College. This formalizes the student’s Advancement to Candidacy for the PhD. **(GC)**

- All students are required to **prepare a prospectus document and hold a prospectus meeting** with their chosen dissertation committee. A copy of the prospectus document should be put into the student’s file in the departmental office. In addition, the dissertation director should submit a signed note to the student’s file indicating that the prospectus meeting was completed. **(SLHS)**

- All students are required to **present a dissertation proposal** at a departmental colloquium. **(SLHS)**
- Prior to the dissertation defense, student must submit an **“Announcement of Final Oral Examination”** to the Graduate College. **(GC)**.
- At least one week prior to the dissertation defense, the student must **submit an advertisement of the defense to the departmental secretary**. This will be distributed to faculty and students within the department, the School of Mind, Brain, and Behavior, and to other potentially interested parties outside the department. **(SLHS)**
- The dissertation defense must be held publically and scheduled such that it does not conflict or coincide with the departmental colloquium. The defense should be scheduled in a classroom in the SLHS department. **(SLHS/GC)**