



College of Health and Rehabilitation Sciences: Sargent

Department of Speech, Language and Hearing Sciences

Doctoral Program Manual
2019/2020

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Introduction

The mission of the Department of Speech, Language and Hearing Sciences is to provide high quality pre-professional education in the field of communication sciences and disorders, to provide state of the art preparation for professional practice in speech-language pathology and to offer quality doctoral level preparation for those who wish to assume leadership positions in the realms of teaching, research, or clinical practice. It is also intended that the Department will not only focus on dissemination of knowledge, but also on the discovery and publication of new scholarship relevant to the discipline.

The Department of Speech, Language and Hearing Sciences offers an undergraduate pre-professional degree in speech, language, and hearing sciences, an M.S. degree in speech-language pathology, as well as the Ph.D. in SLHS research/academic degree. There is also a combined M.S.-SLP/Ph.D. degree. The broad goals of the programs include preparing students to understand the normal communication processes, to evaluate and treat disorders of speech, language, and hearing, and to conduct research in the area of communication sciences and disorders. The programs offer preparation for employment in medical, rehabilitation, educational, community, and private practice settings.

Please note that the information contained in this manual is not intended to replace the information available from other College or University resources including:

- a) Boston University Bulletin
- b) Boston University Academic Conduct Code
- c) Mugar Library Guidelines for Preparation of Theses and Dissertations

Doctoral Program Academic Requirements

The department offers a doctoral program that prepares scholars for research and academic leadership positions in speech, language or hearing science. The doctoral degree program awards a PhD and is intended to help students become outstanding researchers. With the resources of Boston University and the surrounding area, doctoral students have the opportunity of taking courses in a wide variety of departments across Boston University (e.g. psychology, linguistics, graduate medical sciences, education, engineering and neuroscience), and to benefit from other university offerings in the area. The program is designed to be individualized and to combine academic work with multiple research experiences. In general, full-time study should be completed within a 5-year timeframe.

Advising and Registration

All beginning doctoral students meet with their faculty research mentor to set customized goals for their doctoral program. The mentor and student develop the student's plan of study, which details the coursework that must be successfully completed by the doctoral student prior to admission to candidacy for the degree. The expected time frame for completion of coursework is two years of full-time study for post-master's students. Official PhD candidacy status is achieved following successful completion of the qualifying project. Advising of degree candidates is the responsibility of the research mentor who customarily serves as the dissertation advisor.

Degree Requirements/Coursework (32 credits)

The PhD requires a minimum of 48 credit hours in graduate level coursework and dissertation research beyond the master's degree or AuD. Twelve credit hours of course work below the graduate level may be allowed with advisor approval. The core course requirements can include SH 906 as a mentored teaching experience or another opportunity for the student to gain teaching experience can be arranged.

Students entering post-baccalaureate, who are interested in speech-language studies and in obtaining clinical certification, are eligible for the combined MS-SLP/PhD program in speech-language pathology. Otherwise, an additional 32 credits, which translates to a supplemental year of study and the MS-SLHS/PhD degree is available as a post-baccalaureate option. These students have the options to (1) transfer up to 8 credits of post-bac courses from any other institution they have attended and take 8 credits of courses at BU, or (2) take approximately $\frac{1}{2}$ those credits (16/32) as courses. The remaining $\frac{1}{2}$ (16 credits) can be taken as 'directed research' with the mentor. This is in addition to the 48 credits that all PhD students typically take.

Coursework requirements include:

Core courses: individualized for each student in collaboration with the mentor 24 credits
Research design (e.g., research methods, advanced statistics) 8 credits

Courses may be taken at other colleges at Boston University or at consortium schools. Courses taken at other schools may be transferred in with faculty approval by petition. Additional information regarding cross registration can be found at:
<http://www.bu.edu/reg/registration/consortia/>.

Degree Requirements/Research (16 credits total)

All degree requirements must be completed within five years of beginning the doctoral program. Note that there is no explicit requirement to publish original research manuscripts in order to obtain the PhD. However, it is the expectation that students will publish several scientific papers throughout their studies. This expectation is motivated by two primary factors:

- 1) Scientific publishing is the backbone of research implementation and clinical translation. As the direct or indirect recipient of federal funds, it is the onus of good scientific citizens to share the output of these funds in a timely and transparent manner.
- 2) Peer-reviewed original articles are the "currency" of an academic career. A history of regular publication is essential to a future career as a scientist.

The doctoral program requires completion of a minimum of three different research projects and a written research proposal for funding. Students who are funded by federal training agencies are required to complete responsible conduct of research training. Information is found here: <http://www.bu.edu/researchsupport/training-how-to/responsible-conduct-of-research-training/>. Each research project should demonstrate increasing independence, integration and innovation by the student; general guidelines are available in Appendix A. The requirements are described below:

Directed Research (4 credits)

The initial project is designed to facilitate learning of lab techniques, analytical methods and provide familiarity with the fundamental literature in the specific research area that the student is pursuing. With the research mentor, a suitable project is planned that includes discussion of crucial experimental design issues as well as focused training in the specific methodologies of the chosen content area. The project must include data analysis and interpretation of statistical results with application to models and follow-up studies. This project is extensively mentored and must be completed before the qualifying project begins.

Qualifying Project (2 credits)

The student will complete a project and write a substantial paper that meets the standards for peer-reviewed work in speech, language and hearing sciences. Project options can include a systematic review; research in a lab outside of the mentor's, a meta-analysis or other significant undertaking approved by the committee.

The topic, scope and appropriate target journal will be agreed upon by the student and research mentor in consultation with at least two other faculty members who agree to be part of the qualifying project committee. A minimum of two members of the qualifying project committee must be from within the SLHS Department.

- The research mentor shall serve as the chair of the qualifying project committee. His/her responsibility shall be to:
 - Consult with the student on the selection of appropriate individuals to serve on the qualifying project committee.
 - Advise the student on topical matters and appropriate scope throughout the project.
 - Determine the date by which the student should complete the project.
 - Moderate the discussion during the project presentation meeting of the committee with the student. This meeting is not open to the public and all committee members should have received the project document at least two weeks in advance.
- If the student is writing a journal article, the project may be a comprehensive systematic review, meta-analysis or other critical analysis of findings from basic or clinical research. Please note that the qualifying project must be distinct from the dissertation project. For example, if the qualifying project is a systematic analysis of the literature, that document may not serve as the entire literature review for the dissertation.
- The student's work will be evaluated by the qualifying project committee. Both the written work and the quality of the student's scholarly contributions during the project meeting will be included in the decision. See Appendix C for an approval form.
 - To successfully pass the qualifying project, a student must have a majority affirmative vote of the committee. If additional course work should be recommended as a result of deficiencies noted during the project, such credits shall be in addition to those required for the doctorate.
 - A student who fails the qualifying project may have a second and final attempt.

Recommendations for guidelines in evaluating all qualifying projects:

1. Student demonstrates clear mastery of material; no factual errors are noted.

2. Significant independent effort is evident.
3. A commitment to excellence is apparent; student has challenged himself/herself.
4. Creativity, innovation and/or original thoughts are expressed; student's unique contribution is identified.
5. Writing skills are appropriate for an advanced graduate student.
6. Oral communication skills during the project discussion meeting are observed to be strong with respect to poise and clarity with evidence of persuasive, logical arguments.
7. Information literacy skills are demonstrated with respect to the breadth and depth of sources that are included in the project's bibliography.
8. Knowledge of the scientific literature is integrated across sources some of which may be conflicting.
9. Critical thinking ability and insightful evaluation of the published evidence were used to develop a research question.
10. Conceptual and practical mastery are demonstrated for any procedural or analytical techniques used in the project.

Written proposal for funding (2 credits)

A grant proposal (NIH F31 or other mechanism relevant to SLHS) is an important doctoral program requirement that is strongly recommended to be completed as part of the doctoral seminar, SH810. Submission of the proposal will be determined by the faculty mentor who serves as the primary scientific advisor on all aspects of the work. The funding proposal is designed to provide pilot data to the dissertation prospectus but may address a different goal at the mentor's discretion.

External grant proposals must be developed and submitted in collaboration with the Sargent research administration team. Policies can be found here:

<http://www.bu.edu/sargent/research/research-funding-administration>.

If students are not eligible for relevant external research funding opportunities, at a minimum they are expected to prepare and submit an application to the Dudley Allen Sargent Research Fund (<https://www.bu.edu/sargent/research/research-funding-administration/dudley-allen-sargent-research-fund/>) before the final year of their doctoral study.

Dissertation Research (8 credits)

All doctoral candidates must submit an acceptable doctoral dissertation in accordance with all Boston University, Sargent College departmental procedures. A maximum of 8 credit hours may be applied toward the dissertation. Completion of this requirement includes:

- Formulation of an original and important research question
- Construction of a careful experimental design
- Collection and analysis of reliable and valid data
- Preparation of a written document that is acceptable to the committee members. Either the traditional format or a series of journal articles with an introduction and a summary section may be used to fulfill the dissertation requirement.
- Delivering a seminar and passing a final oral defense

The dissertation committee shall consist of the research mentor plus a minimum of three other

members selected by the student in consultation with the mentor.

- The first and second members of the committee must be doctoral faculty from the Department of Speech, Language, and Hearing Sciences, including the mentor.
- The third and fourth members should typically be doctoral level faculty members who have an interest and expertise in the proposed problem area. At least one member of the committee must be from outside of Boston University.

The dissertation committee is responsible for the direction of the experimental work and final decision regarding the acceptability of the candidate's proposal, dissertation, and oral defense.

For the Prospectus:

- The chair of the dissertation committee shall schedule a prospectus meeting at which time the candidate shall present his/her dissertation plan and preliminary experimental design to his/her committee. By this point, the student should have finalized their research question(s), conducted a comprehensive literature review of relevant research, and have completed a research proposal that is satisfactory to his/her research mentor.
- The candidate shall submit a detailed research proposal to the committee two weeks prior to the prospectus date. The research proposal should provide a written background, detailed summary of the preliminary work completed toward the dissertation, a meticulous experimental plan and a rational timeline for the work to be completed.
- As part of the meeting, the committee will discuss their comments about the research proposal. The committee must formally approve the topic, research design, and statistical approach before allowing the candidate to begin data collection. In most cases, it is expected that students will need to revise their proposal before continuing the project.

For the Defense:

- The chair and the dissertation committee shall agree that the candidate is ready to move forward; they will schedule a final seminar and dissertation defense meeting. The committee chair will arrange for the SLHS faculty to be notified.
- The candidate shall submit the final copy of the dissertation to the committee two weeks prior to the defense date.
- The seminar is public and the audience will be encouraged to provide feedback about any aspect of the research.
- Following the public seminar, the committee will meet to further examine the student.
- Upon satisfactory completion of the dissertation and the oral examination, the Department will recommend that the candidate be awarded the degree. If the student does not pass the final oral examination, the degree will not be recommended and the dissertation must be revised but an additional defense meeting may be offered at the discretion of the committee.
- All BU and Sargent College Policies for Ph.D. dissertations (detailed in a later section) must be followed.

Boston University and Sargent College Policies for Ph.D. Dissertations

All students who plan to receive the Ph.D. must complete a dissertation and present a public

seminar about their work. Specific information about the format for the BU Library is available: www.bu.edu/library/files/2012/05/Guide2012.pdf

- It is expected that the committee will require the student to submit a final draft for their review at least 2 weeks ahead of time to ensure that a complete and high-quality document is available for the faculty to review prior to the defense.
- Preparation of the dissertation must follow all applicable guidelines in the Sargent College Academic Conduct Code as well as the scholarly standards of the student's specific research area.
- To be eligible for the May commencement ceremony, the dissertation defense and public hearing must be scheduled at least 30 days prior to the Commencement date. At an absolute minimum, if the student is planning to receive a doctoral hood in the May ceremony, the dissertation draft must be completed by March 30th.
- After a successful defense, doctoral candidates are expected to complete their edits and submit a final document to the BU Library at least one week in advance of the Sargent Convocation date.
- Please see <http://www.bu.edu/library/guides/theses/> for further details about the Boston University Library procedures for dissertations. Only students who have successfully deposited their dissertation in the library will be permitted to participate in the hooding ceremony during the Sargent Convocation.
- For the purposes of library archiving, the official name of the college is Sargent College of Health and Rehabilitation Sciences.
- A doctoral dissertation defense can be held during the summer months if all members of the committee agree to attend. A public seminar must still be scheduled and announced to the Sargent community.

General Doctoral Program Policies

Projects and committees

The expectation is that all projects will be substantial and publishable. There must be different personnel on each of the committees to ensure that the student is getting a wide range of input. The PhD faculty will review committee rosters for all doctoral students.

Vacation

The University's policy is that all PhD students receiving stipended support are entitled to paid vacation time. Students with a 12-month stipend are entitled to two weeks (10 working days) of paid vacation time per academic calendar year (September 1 through August 31 of the following year). This vacation time is in addition to the standard Boston University [holidays/Intersession days](#) (Boston University holidays/Intersession days do not include spring or summer recess periods). The guarantee of vacation time must be taken during a single academic year period and may not be rolled over or accumulated across multiple years.

PhD students are expected to coordinate with their research advisor in a timely way about their requested vacation time. Students who wish to take additional periods of time off, paid or unpaid, must receive the approval of their advisor and are subject to funding agency restrictions.

Unauthorized absences may result in a pro-rated withholding of a student's stipend.

More information about this BU policy is found here:

<https://www.bu.edu/academics/policies/vacation-policy-for-phd-students/>.

Annual Progress Report

PhD students in SLHS are required to submit an annual report (Appendix B) each academic year. The report should be completed by the student in collaboration with the research mentor. This will provide an opportunity for candid and constructive feedback for both the student and the mentor related to the student's progress and the mentor's role and mentorship style.

The report includes a summary of courses completed, research progress, teaching experience, examinations passed, committee members and meetings held, and publications and presentations. The student and research mentor are required to meet with the SLHS doctoral faculty group to discuss the annual report. Students will receive regular feedback on their progress and should be proactive in setting goals for completing the doctoral degree.

Students must demonstrate progress toward meeting degree requirements throughout their program, including dissertation research. Students have five years from the date of admission to complete their doctoral degree. Continuation beyond the five-year limit is possible only in exceptional circumstances and requires approval of a written petition stating the justification for continuation by the dissertation committee and the department chair.

- The student must be registered during each regular semester while completing all requirements for the degree. Satisfactory progress in the doctoral degree program must be demonstrated each semester for approval to be granted for registration in subsequent semesters.
- The research mentor must certify that the student is making satisfactory progress each semester. Failure to accomplish satisfactory progress toward the degree in any single semester will result in the student being placed on academic probation.
- Failure to accomplish satisfactory progress toward the degree for 2 consecutive semesters will result in termination from the program. All students must register each semester to continue in the program or receive an official leave of absence from BU.
- Any variance from this policy must be approved by the mentor, SLHS doctoral faculty and the department chair.

Initial Evaluation

After completion of 24 credit hours toward the doctoral degree, students will be reviewed by the faculty. Such review shall be for the purpose of encouraging or discouraging continued participation in the doctoral program.

Residency Requirement

A minimum of one academic year of residence is required in the program. Residence is defined by the department as full-time study via coursework and/or research activities which can be achieved with registration for a minimum of 8-12 credit hours (including research credits) each semester for two consecutive semesters. Full-time status can be demonstrated by either a combination of coursework and appointments to research and/or teaching assistantships (8

credits) or a full-time course load (12 credits). For the combined MS/PhD program, the first two years of study (primarily clinical training) cannot be used to satisfy the residency requirement.

The student must be registered during each regular semester while completing all the requirements for the degree. Students will have five years from date of admission to complete their doctoral degree. To assure compliance with this requirement, a student should become familiar with the University's provision for the Continuing Student Fee.

Grade Point Average Requirement

Candidates must achieve an overall grade point average of 3.0 or higher, with no more than 8 credits of C or C+ work accepted toward the degree. Matriculation in the doctoral program is contingent upon the maintenance of a minimum GPA of 3.0. A student whose GPA falls below 3.0 for more than one semester will be terminated from the program. This standard applies to all graduate students enrolled for more than 4 credits in a semester. The acceptability of C or C+ work in required courses is subject to SLHS doctoral faculty approval.

Registration Requirements

- Students must maintain continuous registration during their doctoral studies.
- Specific credit amounts may vary but the minimum expectation is for the student to be registered for 0.5 credits with his/her dissertation advisor.

Professional Behavior

The mission of Sargent College is to advance, preserve, disseminate, and apply knowledge in the health and rehabilitation sciences. Sargent College strives to create an environment that fosters critical and innovative thinking to best serve the health care needs of society. This environment is made possible only through full participation of all members of the Sargent College community. A key expectation of this community of scholars, educators, practitioners and students is the adherence to the highest standards of professional and ethical behavior.

Academic performance is one indicator of success for Sargent College students. Students are also expected to demonstrate professional behavior, to accept responsibility for their actions, and to expect the same from their peers. Professional behavior is expected across environments, whether the student is engaged in clinical practice, classroom instruction, peer or faculty interaction, research or laboratory activities. Students are expected to know and comply with the specified rules for each of their academic and clinical experiences.

Students are evaluated on professional behavior in addition to academic performance. Failure to meet the standards for professional behavior may result in dismissal from the program. The specific responsibilities of students are outlined in the manual for each program of study. (adopted by SAR Faculty, 12/98)

Transfer/Waiver Procedures

Students who enter the doctoral program with successful completion of graduate coursework (over and above the required credits for the previous degree) at another institution may petition their advisor to accept up to 8 credits as transfer credit. If graduate coursework credits were

applied toward the minimum number of credits required for another degree, they cannot be counted as credits toward the doctoral degree.

Students may request a waiver of a particular course if they feel they have already covered the material in previous coursework. In this situation, students are required to provide the syllabus of the previously completed course, to meet with the SLHS course instructor, and if the instructor agrees that the content has been covered, a Waiver Form must be completed and filed in the student's permanent folder. Students are then required to register for an equal number of credits in elective coursework (i.e., if waived from a 2 credit course, the student needs to register for another 2 credit course etc.).

Pass/Fail

Certain courses may be taken on a P (pass) or F (fail) basis. P then indicates B- or better work.

Incomplete and "J" Grades

No incomplete grades will be reported unless the instructor and the student have conferred, the student has presented a sufficient reason why the work of a course cannot be completed on schedule, and the instructor has assigned a date within the succeeding twelve months by which time all course requirements must be completed. No degree credit for incomplete courses will be granted unless the work is completed by the date assigned, which must be no later than one calendar year of the date on which the incomplete date is reported. In the event that coursework remains incomplete on the assigned date or twelve months after the I grade has been awarded, whichever comes first, the I grade will be changed automatically and permanently to an F grade.

A "J" grade is given for courses that continue over multiple semesters, such as a seminar course or credits for dissertation research. A multiple semester course will include an assigned letter grade for the final semester and, at that time; the instructor should submit grade changes so that the "J" grade is replaced by the letter grade for the course.

Notification of academic status

Faculty will monitor grade point averages of degree candidates each semester. Those students who are in danger of not meeting the academic standards, will receive notification of such in writing at the start of the following semester. Students are then expected to reach or exceed the minimum cumulative grade point average and to maintain consistent good academic standing from then on. Students who do not meet the above standards will be terminated from the degree program.

Academic Advising

Each student in the Department of Speech, Language and Hearing Sciences is assigned an academic advisor. This advisor counsels the student regarding academic matriculation toward graduation. Students are assigned a faculty advisor for assistance and advice throughout their academic careers. All full-time faculty members assist a number of students. Any student may ask his/her department chair for assistance with his/her advisor about any aspect of the advising situation.

Faculty advisors are responsible for:

1. Planning and monitoring a student's plan of study.

2. Being available by appointment during office hours for student consultation.
3. Consulting with students who have academic problems in order to guide them toward success, and inform them of any available campus resources.
4. Advising students of available University counseling services, should they need further assistance.
5. Serving as the primary scientific advisor for all research and approving all committee members for the student.
6. Meeting with advisees prior to each registration period to approve courses selected by each student.
7. Advising students in relation to dropping and/or adding courses.
8. Making suggestions concerning substitution of courses.

A student's overall course of study must be approved by the academic advisor to which he/she is assigned.

To supplement student advising through the appropriate departmental faculty, the Sargent College Academic Services Center offers advising concerned with:

- a) University academic and registration processes.
- b) Degree advice report information.
- c) Accuracy of an individual student's academic record.

Personal Counseling

If an academic advisor or professor perceives that a particular student is in need of personal counseling, an appropriate recommendation will be made to the Boston University Behavioral Medicine facility in Student Health Services, 881 Commonwealth Avenue. Resources can be found here: <https://www.bu.edu/shs/behavioral-medicine>.

Withdrawal/Leave of Absence

Any withdrawal or leave of absence form for graduate students must be signed by their departmental advisor. Sharon Sankey, Assistant Dean of Student Services at Sargent College, and Janet Turner, Financial Aid Administrator, will also assist students with these procedures. More information can be found here: <https://www.bu.edu/sargent/admissions/graduate/financial-aid/withdrawal-leave-of-absence/>.

Information about childbirth and adoption leave may be found in Appendix F.

GENERAL BU/SARGENT POLICIES AND PROCEDURES

Disability Accommodations

Boston University provides reasonable accommodations to eligible individuals with disabilities in conformance with Section 504 of the Rehabilitation Act of 1973 and with the Americans with Disabilities Act of 1990. Requests for disability accommodations must be made in a timely fashion to the Office of Disability Services (ODS), 19 Deerfield Street, Boston, MA 02215; 617-353-3658 (Voice/TTY). Students seeking accommodations must submit appropriate medical documentation and comply with the policies and procedures of the Office of Disability Services. Please see also, <http://www.bu.edu/disability/policy/policyindex.htm>

It is the student's responsibility to make contact with ODS and to take advantage of these services if they are needed. Likewise, **students must inform faculty during the first week in class if approved accommodations for learning/testing are to be implemented.**

Absence for Religious Reasons

1) According to Chapter 151C of the General Laws, Commonwealth of Massachusetts, any student in an educational or vocational training institution, other than a religious or denominational educational or vocational training institution, who is unable, because of his or her religious beliefs, to attend classes or to participate in any examination, study, or work requirements on a particular day, shall be excused from any such examination or study or work requirement, and shall be provided with an opportunity to make up such examination, study, or work requirement that may have been missed because of such absence on any particular day; provided, however, that such makeup examination or work shall not create an unreasonable burden upon such school. No fees of any kind shall be charged by the institution for making available to the said students such opportunity. No adverse or prejudicial effects shall result to students because of their availing themselves of the provisions of this section.

2) Students are asked to identify potential schedule conflicts with religious observances (class attendance, exams, assignment due dates) *within the first week of receiving the course syllabus* and to communicate these to the course instructor. This will enable the course instructor to work with the student to set alternative due dates or exam dates and to identify appropriate methods well in advance for the student to obtain information that may be missed from class.

Plagiarism Policy

Plagiarism occurs when a writer takes another person's (including another student's) ideas and/or language and uses the material as his own without proper acknowledgement through footnotes, endnotes or notes within the text. Plagiarism may be the result of carelessness, ignorance, or premeditation, but any form of it on a paper represents a denial of one's intellectual responsibility. The following are examples of plagiarism:

1. Word by word copying without mentioning the author's name or using quotation marks.
2. Copying many words or phrases without mentioning the author's name or using quotation marks.
3. Copying an occasional key word or phrase without mentioning the author's name or using quotation marks.
4. Paraphrasing without mentioning the author's name.
5. Taking another's ideas without acknowledging the source.

When unsure of whether to acknowledge a source, consult the instructor who made the assignment or the American Psychological Association (APA) Style Manual for documentation of sources. Papers that contain plagiarized material may result in a student's failure in the course and a disciplinary action.

Integrity Violations

In those instances where faculty have observed what they perceive as violations of academic integrity (exam cheating, plagiarism) they may bring the charge to a meeting of departmental faculty. All Sargent College students are subject to the requirements and procedures outlined in the Boston University Academic Conduct Code: www.bu.edu/academics/resources/academic-conduct-code. For violations of the code,, the student may be penalized with one of the following: reprimand, exam or project failure, course failure, suspension or dismissal from the Boston University. The student may appeal decisions made at the departmental level by submitting a petition of appeal to the Sargent College Committee on Academic Policies and Procedures. Please refer to Page 23 *Petitions and Appeals* for more information.

Evaluation Procedures

During the last week of classes, all students are required to evaluate each course in writing.

Filing for Graduation

All students must fill out an application for Graduation after they meet with their advisors to certify that all degree requirements are met. The application for Graduation is available online (<http://www.bu.edu/sargent/current-students/>) and must be submitted by February 1st of your last year of study to ensure that your name is included in the May graduation list and commencement programs. All students (January, May and September grads) are invited to participate in the May commencement ceremony if they have completed all coursework by that date. Commencement materials will be sent by email and postal mail so please be sure that BU has your updated contact information. Check the Sargent College and Boston University websites for important details about the ceremonies or stop by the Academic Services Center office (room 207) if you have any questions.

Program Resources

1. Boston University Speech, Language and Hearing Center - Clinical speech, language, and hearing services available to students for observation of ongoing evaluations and treatment sessions with permission from the appropriate supervisor.
2. The Sargent College Computer Lab is located on the second floor. Additional computers are available for student use in the Makechnie Study Center (MSC).
3. Seven laboratories are housed in the department and their primary research areas are: Language Science, Psychoacoustics, Audiology and Speech Perception, Sensorimotor Learning, Language Acquisition, Communication Neuroscience, Aphasia and Swallowing. These labs contain instrumentation and other facilities that are used in classes and in student/faculty research.
4. The Makechnie Study Center (MSC) of Sargent College is housed on the 2nd floor of the SAR building and provides a broad range of media services for students, faculty and staff for computing, media and library needs. PCs with CD and DVD writers are available in the MSC for student, faculty, and staff use. In addition to word processing, graphics, spreadsheet, database management, and other popular kinds of software are installed on these computers. Specialized curriculum software may also be available. The computers are also linked for Internet access. The MSC keeps a small library of reserve materials for BU Sargent College classes so students can conveniently access these materials. Small study rooms can be reserved http://www.supersaas.com/schedule/MSC/Study_Rooms for group meetings.

Information about scholarships, assistantships and loans

Further information concerning the availability of scholarships, loans, and other forms of financial assistance may be found on the Sargent College website and/or by contacting the Sargent College Financial Aid Administrator. Information regarding the availability of Teaching and Research Assistantships or other forms of departmental traineeships may be obtained by contacting the Chair of the Department of Speech, Language, and Hearing Sciences.

Policies concerning grading, waiver of requirements and grievances

For information concerning grade requirements, incomplete grades, consideration of requests for waiver of policies or the appeal of decisions concerning student status and program requirements, or grievances please refer to the following statement of Petitions and Appeals and the BU Academic Conduct Code.

Petitions and Appeals

The Sargent College Committee on Academic Policies and Procedures (SAR/CAPP) is the body that can take action on petitions from students seeking variance from a Sargent College academic policy or regulation.

Students who seek a variance of departmental policy or regulation or who have a grievance with an instructor or a departmental judgment must attempt to resolve the situation in the department with the individual instructor, the department chair or by petition to the department academic standards committee. If the student is not satisfied with the reconsideration of the department, the student may petition the SAR Committee on Academic Policies and Procedures.

It is the purpose of SAR/CAPP to assure that the standards set by the College-at-large and the academic policies set by the faculty of the individual departments are consistently applied in a non-prejudicial and non-discriminatory manner. Therefore, SAR/CAPP will consider petitions that involve academic standards and policies if there are extenuating circumstances that justify deviation from, or exception to, stated rules or if students feel that the departmental committee or a faculty member has not dealt with them in a fair manner.

Petitions to SAR/CAPP to reconsider academic or disciplinary actions against a student must be submitted for such consideration no later than 2 weeks after the student has been notified of the departmental action. SAR/CAPP will inform the student of the scheduled hearing date. The student will be requested to submit all pertinent materials to the Committee in advance of the hearing. The student has the right to present his/her case in person if so desired. The Committee may request the attendance of other individuals who may speak to the issue(s) under consideration. A verbatim transcript of the hearing may be requested by the Committee and will be made available to the student upon request. The student will generally be notified of the Committee's findings in writing within 5 days after completion of the hearing.

If a student is not satisfied with the reconsideration of SAR/CAPP the student may petition the Dean of the College for reconsideration. All academic conduct and standards cases are subject to the review and final determination, including determination of sanction, by the BU Provost.

Matters relating to a course taken by a student in a school or college other than the one in which the student is enrolled are subject to the determination of the school or college in which the course is offered. Disciplinary or academic actions against a Sargent College student by other segments of the University will be reviewed by the Dean of Sargent College.

Any student terminated from a department within Sargent College for disciplinary reasons is automatically terminated from the college.

Students may petition SAR/CAPP to consider non-academic issues such as charges of discrimination or sexual harassment by faculty, staff or students. Students are urged to seek redress within the appropriate department(s) whenever possible, but SAR/CAPP will hear unresolved issues, or those which might cross departmental lines. As in all cases, due process as described by the Boston University Code of Student Responsibilities will be followed.

BU Sexual Misconduct Policy

Doctoral students can be members of a vulnerable population but they can also find themselves in the role of mandatory reporters. Sexual misconduct includes: rape, sexual assault, sexual coercion, sexual harassment, domestic and dating violence, stalking, and all other forms of sexual violence. For further information, please see Appendix E in this Handbook, <http://www.bu.edu/safety/sexual-misconduct/> or Kim Randall (Title IX Coordinator) who is available at 19 Deerfield Street, 617-353-9286 or by email: krandall@bu.edu. The BU Sexual Assault Response & Prevention Center www.bu.edu/sarp/ is another excellent resource. 617-353-SARP (7277), sarp@bu.edu and 930 Comm. Ave.

APPENDIX A- Research project proposal guidelines

1. **Describe the proposed experiment:**
 - a. **Identify a research area:** Choose an area that you would like to study. Pose an answerable research question in your area of interest. Write this section as if you will be collecting data (even if you will be using previously collected data).
 - b. **Statement of the problem:** Introduce the problem by describing the background to an important, unanswered question in your research area, providing a specific, narrow question and clearly relating these two items to each other.
 - c. **Background:** Review relevant scientific literature that supports your proposed study, and demonstrate how the literature logically leads to the research question. The background literature should proceed from broad to specific information; aim for telling a story about your discovery process.
 - d. **State the purpose and rationale:** Your research question will contain some basic information about the method to be used and should include your hypotheses.
2. **Subjects:** Describe in detail the subjects to be recruited for the experiment, their demographics, how they will be selected and criteria for inclusion/exclusion. Also, provide information about any specific tests that you might administer to include them and describe their behavioral profile. Incorporate information about whether any randomization procedures will be used and if there will be a control group.
3. **Stimuli:** Note whether you will be using standardized tasks or if you will be designing any new materials. Describe the stimuli in detail i.e. what will be presented, how selected, how many test items, calibration and factors that must be controlled in selecting the stimuli.
4. **Design:** Explicitly state the design used in the experiment with the rationale for selecting the design. Also provide a detailed description of the experimental controls to promote internal validity. The experimental set up should maximize the systematic influence of the independent variable and minimize the error variation in the independent variable.
5. **Procedures:** Describe step by step how the experiment will be performed and how the data will be collected. Provide any specific instructions that will be provided to the subjects and the expected demands to be made on the subjects. You will need to address potential confounding factors and how these will be avoided or minimized. Also include how you will collect reliability on your data and whether attrition is likely to be a problem.
6. **Statistical analysis:** Suggest an approach that you think will be suitable for analyzing your data. Your proposed analysis should be consistent with your experimental design.
7. **Open issues:** Include comments or questions about expected results, theoretical motivation, alternative designs or analyses etc.

The information above will be necessary for your Institutional Review Board application (details are available at <http://www.bu.edu/irb/>). Once your project officially begins, you should plan to have regular meetings to go over progress on the data collection, analyses and writing portion of your thesis project. During that time, please bring all data, forms, scores etc. and come prepared to discuss your project in depth with your mentor. Please be aware that it will take at least one month of dedicated work to write up your thesis, so plan your research accordingly.

APPENDIX B- Doctoral student annual report

The doctoral student annual report is in Excel format. Please contact the program director for a personalized template.

APPENDIX C- Qualifying project approval form

Boston University College of Health
& Rehabilitation Sciences: Sargent College



Department of Speech, Language and Hearing Sciences
635 Commonwealth Avenue
Boston, Massachusetts 02215

Qualifying Project Approval

<Name> has completed his/her project, "<title>" in partial fulfillment of the requirements for the Ph.D. in the Department of Speech, Language, and Hearing Sciences, Sargent College of Health and Rehabilitation, Boston University. The completed document was submitted, reviewed and approved by the committee on <date>.

<mentor>

<1st reader>

<2nd reader>

<3rd reader> Ph.D.

Feedback to student:

APPENDIX D- Meeting record form

**Research Doctoral Students
Record of Committee Meetings**

Record of Attendance

Student's name	
Research mentor	
Committee member	
Committee member	
Committee member	
Committee member	
Committee member	

Meeting date	
Meeting purpose	
Public or private	

Summary of outcome by Research mentor:

Student signature and date

Mentor signature and date

APPENDIX E- Boston University Sexual Misconduct Policy

Information from <http://www.bu.edu/safety/sexual-misconduct/reporting/>:

What is sexual misconduct?

Sexual misconduct includes: rape, sexual assault, sexual coercion, sexual harassment, domestic and dating violence, stalking, and all other forms of sexual violence.

Who is required to report sexual misconduct?

Except as described below, any University employee, whether faculty or staff, who receives a complaint or otherwise learns about a possible incident of sexual misconduct involving a member of the Boston University community as complainant or alleged perpetrator **must** complete this report form. Employees responsible for completing the report include student employees whose duties include supervision or teaching of other students (e.g., Resident Assistants, Teaching Assistants, Teaching Fellows, etc.).

You may also use the form to report an incident of sexual misconduct if you are the complainant or if you are not a Boston University employee.

Are there University employees who may keep reports of sexual misconduct confidential?

An employee who becomes aware of a complaint of sexual misconduct while acting in his or her capacity as a member of the clergy, a therapist, a physician, or the University Ombuds may keep reports of sexual misconduct confidential pursuant to the employee's professional and legal obligations, **unless** the complainant requests that the employee report the complaint.

What if a complainant requests confidentiality?

Even if a complainant requests confidentiality or is unwilling to proceed with a complaint, Boston University employees are required to report the complaint to the Title IX Coordinator. If confidentiality is requested, the University will take reasonable steps to investigate and respond to the complaint, consistent with the complainant's request. In all cases the University will weigh its responsibility to provide a safe and nondiscriminatory environment against the complainant's request for confidentiality. The determination of whether and how to proceed will be made by the appropriate University official in consultation with the complainant.

What resources are available to complainants?

The University's Sexual Misconduct Resource Pamphlet, available electronically at http://www.bu.edu/safety/files/2013/10/DOS-Sexual-Misconduct-Brochure_Final.pdf, describes resources available to a complainant. In cases involving sexual violence, the complainant may also wish to contact the Sexual Assault Response and Prevention Center. The complainant also has a right to file both an internal complaint and a criminal complaint.

What happens with the information I provide?

This report will be submitted to the University's Title IX Coordinator, Kim Randall, who will forward it to the proper office for appropriate action. Please contact her at (617) 353-9286 or krandall@bu.edu if you have any questions.

What should I do with the completed report form?

Please provide the information requested on the next page and deliver the completed form to:

Kim Randall, Title IX Coordinator
19 Deerfield Street
Boston, MA 02115

SEXUAL MISCONDUCT REPORT FORM

COMPLAINANT'S INFORMATION (if different from reporter):	
Complainant's Name:	Complainant's Affiliation to BU (student, faculty, staff, unaffiliated):
Complainant's Contact Information (if available):	
<u>Telephone:</u>	<u>Email:</u>
OFFENDER(S) INFORMATION:	
Offender's Name (if known):	Offender's Affiliation to BU (student, faculty, staff, unaffiliated):
INCIDENT INFORMATION:	
Date and Time of Incident:	Location of Incident:
Brief Description of Incident (nature of misconduct, context or circumstances, such as spring break trip, on campus event, off campus party, etc.):	
REPORTER'S INFORMATION (required):	
Reporter's Name:	Date of Report:
Reporter's Affiliation to BU (student, faculty, staff, unaffiliated):	Reporter's Contact Information:
	<u>Telephone:</u>
	<u>Email:</u>

APPENDIX F- Childbirth and adoption accommodation for full-time PhD students
<http://www.bu.edu/academics/policies/childbirth-and-adoption-accommodation/>

Effective June 26, 2014

The childbirth and adoption accommodation policy for full-time or certified full-time PhD students in good academic standing provides for extensions for academic coursework and other requirements to the primary caregiver of an infant or adopted child. It also provides for a continuation of stipend support for funded students during the accommodation period.

A student taking an accommodation due to the birth of a child should notify the relevant department chair (or program director) in writing no later than 30 days prior to the start of the semester during which the birth is expected. In the case of adoption, notification should be made once the student becomes reasonably certain of the expected date of the adoption. The notification should indicate the start and end dates of the accommodation consistent with the allowable time frame below. The department chair (or program director) shall acknowledge receipt in writing. Forms for this purpose are available from the student's school or college dean's office.

The period of accommodation is 60 days and must end no later than the final day of the semester immediately following the semester in which the child is born or the newly adopted child is placed. The summer period between Spring and Fall Semesters will be considered a semester for the purpose of this policy. A student may elect a shorter period of accommodation, at the sole discretion of the student, and should inform the relevant department chair (or program director) in writing.

If both parents are eligible PhD students at Boston University, the accommodation is available to both, but the periods of accommodation may not overlap.

The student will remain registered as a full-time or certified full-time student during the period of accommodation.

The student will be excused from all course requirements during the period of accommodation, including assignments and exams. The student should make arrangements with each instructor to complete any assignments or exams missed.

Other requirements outside of formal coursework, such as qualifying or comprehensive examinations, should be rescheduled as appropriate to provide reasonable time for preparation and completion.

A student holding an appointment for which a stipend is paid, whether service or non-service, will continue to receive the stipend during the period of accommodation.

If the student is serving or was to serve in a teaching role during the semester of the accommodation, the student will be relieved of any responsibilities related to the course(s) during the period of accommodation. At the program's discretion, the student may be relieved of all course responsibilities for the semester.

If the student is serving or was to serve as a research assistant on a funded project during the period of the accommodation, the student will be relieved of any responsibilities directly related to the project during the period of accommodation.

The length of a multi-year stipend commitment made at the time of admission and the total time allowed to obtain the degree will generally not be extended by the period of accommodation.