SDSU/UCSD
JOINT DOCTORAL PROGRAM

LANGUAGE AND
COMMUNICATIVE DISORDERS

STUDENT HANDBOOK

Academic Calendar Year 2015-2016
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## APPENDIX

- HUMAN SUBJECT GUIDELINES
- REQUIRED COURSES
INTRODUCTION

This Student Handbook contains information regarding the policies and procedures of the SDSU/UCSD Joint Doctoral Program (JDP) in Language and Communicative Disorders. We hope you find the information in this handbook is helpful and serves as a valuable resource throughout the year. The policies and procedures set forth in the handbook are not intended to be the sole source of information, however. They represent a summary of more detailed information contained in official documents (catalogs, policies) of SDSU and UCSD as well as university websites. It is the responsibility of all doctoral faculty and students to read, understand and adhere to official policies at both universities. As in all other matters, program administrators, staff, faculty and students of the JDP rely upon SDSU’s Division of Graduate Affairs and UCSD’s Office of Graduate Studies (OGS) for more specific information.

Finally, the JDP Program Directors and staff at both campuses are here to assist students and faculty and serve as the first point of contact with respect to questions. We welcome your comments, suggestions and active participation in the doctoral program. On behalf of the faculty and staff, we wish you a wonderful and productive year in the doctoral program.
GENERAL DESCRIPTION OF THE PROGRAM

The main objective of our doctoral program is to provide outstanding training and education to scientifically oriented professionals who will subsequently make significant contributions to the fields of Language and Communicative Disorders. This collaborative effort offers many advantages to the students of the program. Among the many benefits of this joint doctoral program is the fact that it offers its students an expansion of graduate study opportunities, courses, and training that might not be available in single-institution programs. The program also allows students to draw upon a wider pool of faculty expertise for teaching, mentoring, and dissertation advising. The use of two campuses enables the program to offer specialized courses for which there may be insufficient demand at a single campus. Opportunities to share other limited resources, such as library materials, are also available to students and faculty.

The JDP in Language and Communicative Disorders is designed to educate a new generation of scientists who are interested in applying research skills to the study of communicative disorders. This interdisciplinary program will provide training in normal and abnormal language (spoken and signed), and in the neural bases of language learning, use and loss. The goals of the JDP in Language and Communicative Disorders are:

- To provide doctoral training in the study of language and communicative behavior with an interdisciplinary focus that integrates state-of-the-art knowledge from the fields of communicative disorders, cognitive sciences, neurosciences, psychology, and linguistics represented by the expertise of core faculty from SDSU and UCSD;
- To prepare professionals, educated in the interface between behavioral and cognitive neuroscience methodologies, who will provide critical leadership in research and health services;
- To prepare Ph.D.-level scientists in the field of language and communicative disorders to serve as faculty in university programs and scientists in a variety of settings to carry out much-needed research on the processes of language development, disorders, assessment, and intervention; and
- To prepare researchers to carry out much-needed research in communicative behavior and disorders related to bilingualism and multiculturalism.

You are in a program that is innovative in that many of the requirements are designed to function as a model of professional preparation specifically incorporating activities in which a successful teacher and researcher must engage after obtaining the Ph.D. Students will be required to participate in interdisciplinary research throughout the program, learn about the nature and ethics of research, prepare grant proposals, write manuscripts, and will gain experience in oral presentations and teaching. Graduates from the program will be well prepared for the rigors of an academic/research career.

PROGRAM RESOURCES

Our program combines the facilities, resources, laboratories and faculties of the School of Speech, Language, and Hearing Sciences (SLHS), Linguistics, and Psychology at SDSU; and
Cognitive Science, Communications, Linguistics, Neurosciences, and Psychology at UCSD. Participating faculty have research interests in a wide range of issues in processes of language development, language and aging, multilingualism, language disorders, assessment, and intervention. This combination offers students the unique strengths of both institutions.

At SDSU, the program is administered through the JDP Office in the School of Speech, Language, and Hearing Sciences. At UCSD, the program is administered through the Center for Research in Language (CRL).

San Diego State University (SDSU)

Founded in 1897, San Diego State University, with over 35,000 students, is the oldest and largest university in the San Diego region and one of the largest in California. SDSU is classified by the Carnegie Foundation as "Doctoral/Research University-Intensive." Peers in this group include George Washington University, Syracuse University, Texas Tech University and the University of Oregon. Since 2000, SDSU faculty and staff have attracted more than $1 billion in grants and contracts for research and program administration. In 2009, SDSU received $29 million from the National Institutes of Health alone, ranking No. 48 in the nation.

The university is proactive in forming partnerships with business and industry, as well as with the state and federal governments. Sixty percent of the thousands of yearly SDSU graduates choose to stay in San Diego to pursue their careers, making SDSU a primary educator of the region’s work force.

SDSU’s joint doctoral program in language and communicative disorders (with UCSD) placed fourth on the Faculty Scholarly Productivity Index rankings compiled by Academic Analytics and released by The Chronicle of Higher Education in 2007. The National Research Council ranked our joint doctoral program among the top ten in the nation in their most recent ranking (2010). The majority of the graduates of the doctoral program hold faculty positions in universities or research scientist positions in labs here in the US and abroad.

University of California, San Diego (UCSD)

UCSD, one of 10 University of California campuses, has been singled out for top rankings in national surveys for both its graduate and undergraduate programs. The Education Editor of The New York Times listed it among the nation’s top-ranking institutions. US News and World Report magazine ranks UCSD eighth in the nation among publicly-supported institutions. It currently ranks eighth in the nation in the amount of federal grant money received for research and development. Since its beginning, UCSD has encouraged interdisciplinary research and education in innovative degree programs that cut across departmental boundaries (e.g. interdepartmental Ph.D. programs in Neuroscience and in Cognitive Science). UCSD has also become a center for comparative psycholinguistics, including cross-linguistic studies of language acquisition and real-time sentence processing in normal adult speakers of more than a dozen different languages.
The School of Speech, Language, and Hearing Sciences is housed in the Speech, Language, and Hearing Sciences (SLHS) building on campus. The school's Director is Dr. Lewis Shapiro. The School is part of the College of Health and Human Services, which includes the School of Exercise and Nutritional Sciences, School of Nursing, School of Social Work, and the Graduate School of Public Health. The Dean of the college is Dr. Marilyn Newhoff. SLHS has 13 tenured/tenure-track faculty, as well as a large number of lecturers.

In Fall 2008, SLHS moved into a newly renovated building. This state-of-the-art facility houses the School's Director (Dr. Shapiro) and SDSU JDP Director (Dr. Tracy Love), Administrative Support Coordinator (Janet Park) and Administrative Support Assistant (Reya Gredonia), most faculty offices, high-tech research and instructional labs, and the School's IT Technician (Leo Lopez). The School's state-of the art Audiology and Speech-Language Clinics also are located in the SLHS building. Most of the School's graduate classes meet in this building. The Clinics are administered by the School's Director and the Clinic Directors in each of the Divisions (Speech-Language and Audiology) with support from the Administrative Support Coordinator (Marla Fulton). The Clinics serve as the primary training site of the MA program in speech-language pathology and the SDSU/UCSD Joint Doctoral Program in Audiology (AuD), and offer a variety of services for persons with speech, language, voice, and hearing problems. The Clinics are open to the community as well as students and faculty. Each year, they serve about 1,300 clients in speech-language and about 450 clients in audiology. Doctoral students with labs located in the SLHS building have access to workspace in these labs. Students in off-campus SDSU or UCSD labs have access to the Ph.D. shared office when at SLHS. Doctoral students should contact Dr. Love if other space/equipment needs arise. The College's computer lab is in Hardy Tower 189. Reservations are normally taken for an entire semester because this computer lab is primarily an instructional laboratory; however, reservations can be made for shorter periods of time. It is fully equipped with 24 student computers, plus 1 instructional computer. No technical assistance is available.
Center for Research in Language (UCSD)

The UCSD Center for Research in Language (CRL) is located on the second floor of the Cognitive Science Building, where research, technical and administrative staff work. CRL has a research lab with testing rooms and a sound-proof chamber (room 212-213), and a conference room (room 280) and common areas with printers, scanners and a photocopier (room 270). JDP students who work with a UCSD advisor are given shared office space if they are not able to work out of their advisor’s laboratory. However, all JDP students are welcome to use the shared space and testing rooms. Please make sure to contact Janet Shin (jshin@ucsd.edu or 858-822-2698) to request access to shared CRL space.

CRL brings together faculty, students and research associates who share an interest in the nature of language and how it is processed. The director of CRL is Professor Marta Kutas. The interdisciplinary academic staff includes specialists in cognitive science, communication disorders, developmental psychology, linguistics, neurosciences, pediatrics and psycholinguistics. The wide range of research projects hosted by CRL include but are not limited to studies of language acquisition, sentence processing, phonological decoding in deaf readers, the role of gesture in learning, and the evolution of new sign languages.

CRL offers a weekly seminar series, which is attended by faculty, postdocs and students from several departments. The speaker presents his/her research followed by a question-and-answer session. The seminar is an opportunity for graduate students, post-docs and faculty to share ideas related to their research. Held every Tuesday afternoon, the presentation is preceded by a “happy half-hour,” an opportunity for the community to get together and chat over food and drinks.

CRL publishes news on its website crl.ucsd.edu as well as its Facebook page. Technical reports and abstracts of the seminars mentioned above, are available at http://crl.ucsd.edu/newsletter/25-1/
PROGRAM ADMINISTRATION

Administration

The program is coordinated by the Doctoral Program Directors at each campus, in conjunction with the Executive Committee comprised of the Directors and two faculty from each campus appointed by the Graduate Deans from each campus. The Co-Directors and the Executive Committee oversee the program, establish procedures and set policies under the auspices of the Graduate Deans at SDSU and UCSD. The SDSU Co-Director is Dr. Tracy Love from the School of Speech, Language, and Hearing Sciences. The UCSD Co-Director is Dr. Seana Coulson from the Department of Cognitive Sciences. The Executive Committee is comprised of the following:

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<tr>
<td><strong>Seana Coulson, PhD</strong></td>
<td><strong>Tracy Love, Ph.D.</strong></td>
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<td>Co-Director, Doctoral Program</td>
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<td><strong>Jeff Elman, Ph.D.</strong></td>
<td><strong>Sonja Pruitt-Lord, Ph.D.</strong></td>
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<td><strong>Jeanne Townsend, Ph.D.</strong></td>
<td><strong>Lewis Shapiro, Ph.D.</strong></td>
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<td><strong>Marilyn Newhoff, Ph.D.</strong></td>
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<td><em>Ex officio</em> member</td>
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SDSU DOCTORAL PROGRAM FACULTY

Jessica Barlow, Ph.D. (Speech, Language, and Hearing Sciences) Office: SLHS 228; Lab: SLHS 205. Phonological theory. Also, speech perception and production in various populations including second-language learners and children with speech disorders.


Karen Emmorey, Ph.D. (Speech, Language, and Hearing Sciences) Office: SLHS 226; Lab 6495 Alvarado Rd., Suite. 200. Research interests include the study of signed languages and how it provides a window into the nature of human language, into the relation between language and spatial cognition, and into the determinants of brain organization for language.


Tracy Love, Ph.D. (Speech, Language, and Hearing Sciences) Office: SLHS 230; Lab 6505 Alvarado Rd., Suite 204. Research interests are primarily centered on language processing in both language impaired and language unimpaired child and adult populations. This research program focuses on examining the nature of the information used during on-going language and cognitive processing, in determining when and how different information sources are integrated, and in determining the biological (neurological) bases of these processes. A multiple methodological approach is employed via the fusion of information provided by brain imaging, on–line and off-line behavioral research.

Ksenija Marinkovic, Ph.D. (Psychology) Office and Lab: 6505 Alvarado Road, Suite 202. Research goals: to examine spatio-temporal (i.e. “where and when”) characteristics of distributed neural circuits underlying cognitive and affective functions such as decision making, inhibitory control, language, and emotion perception. Of particular interest are alcohol-related impairments of self-regulatory functions which may contribute to drinking as a function of family history and neurotransmitter genetic markers. We use multimodal functional imaging including magneto- and electroencephalography (MEG/EEG), functional and structural MRI, and psychophysiological measures of autonomic functions. The synergistic approach allows precise insight into on-line dynamics of these processes, with implications for individualized prevention strategies and pharmacogenetics.

Ralph-Axel Mueller, Ph.D. (Psychology) Office and Lab: 6363 Alvarado Court, #225E. Brain Development Imaging investigates the plasticity of the brain organization for language in healthy children, children and adults with focal brain lesion, and in patients with autistic disorders.
Marilyn Newhoff, Ph.D. (Dean, College of Health and Human Services). Research interests include language, cognition and attention in typical and atypical language systems. Focus is on behavioral and brain imaging techniques.


Judy Reilly, Ph.D. (Psychology) Office and Lab: 6330 Alvarado Court, Suite 208. Interface of linguistic and affective facial expression in normal deaf infants acquiring sign language as their first language, expression of affect in communicatively disordered populations.

UCSD DOCTORAL PROGRAM FACULTY

Farrell Ackerman, Ph.D. (Linguistics) Office: AP&M 4101. Research interests center on interface between morphology and syntax. Viewed from a lexicalist perspective, whereby information associated with lexical representations is a central ingredient in grammatical explanation.

Ursula Bellugi, Ed.D. (Salk Institute). (1) Research on American Sign Language (the nature of ASL, its acquisition by children, processing in normal adults, organization in the brain); (2) Research linking cognition, brain and molecular genetics in genetic syndromes such as Williams Syndrome and Down Syndrome.

Tim Brown, Ph.D. (Neuroscience). Office and Lab: 8950 Villa La Jolla Drive Suite C-101. Dr. Brown's primary research interests are in characterizing developmental changes in the anatomical and physiological organization of the brain during childhood and relating this to specific phases and components of cognitive development. In this effort, he has conducted functional imaging studies of visual and auditory lexical and language processing, memory, executive functions, and learning.


Seana Coulson, Ph.D. (Cognitive Science) Office: CSB 161; Lab: SSRB 216/218. Research addresses the cognitive and neural basis of meaning construction using linguistic, behavioral, and electrophysiological (ERP) techniques. Interests include embodied metaphor theory and the comprehension of jokes, sarcasm, and iconic gestures.

Gedeon Deák, Ph.D. (Cognitive Science) Office: CSB 162; Lab: SSRB 2nd floor. Research interests include cognitive and language development in preschool children including, for example, children's ability to name or categorize an entity differently across situations, or to shift responses across changing problem. Also, how preschoolers learn the meanings of related words. A third line is infant communication, specifically the emergence and development of episodes of shared attention between infants and caregivers.


Victor Ferreira, Ph.D. (Psychology) Office: McGill Hall 5141; Lab: Mandler Hall 1570. Research interests include investigations of the mechanisms of language production, computational and quantitative modeling of cognitive processes, and development of methodological tools for investigation of cognitive and perceptual processes.

Tamar Gollan, Ph.D. (Psychiatry) Office and Lab: B-109, 8950 LVJ Drive. Using bilingualism as an experimental tool for revealing the cognitive and neural mechanisms underlying proficient language processing. Studies designed to reveal the joint consequences of bilingualism, aging, and Alzheimer's disease for language production, language comprehension, and cognitive control.

Mark Kritchevsky, M.D. (Neurosciences) Office: VAMC 9127. Behavioral neurologist and neurologic educator. Sees patients with deficits of higher brain functions and with problems in the overlap between neurology and psychiatry. Teaches Basic Neurology course in the Spring quarter. Also teaches each year a clinical neurology tutorial and courses in behavioral neurology and general clinical neurology.


John Moore, Ph.D. (Linguistics) Office: AP&M 4141. Research interests are in syntactic theory, primarily within Government and Binding. Also interested in cross-framework comparisons. Worked on lexical semantics, as it relates to causative constructions.

Carol Padden, Ph.D. (Communications) Office: CSB 263. Research on American Sign Language, development of ASL, development of English literacy skills in deaf children.

Jeanne Townsend, Ph.D. (Neurosciences) Office and Lab: La Jolla Village Professional Center, Suite B-216. The focus of research is the identification of brain structural and functional correlates of cognitive function, particularly the bases of attentional processes, and developmental changes in these relationships. Employ a variety of methods and techniques including neuropsychological and behavioral testing, neurophysiological recordings (EEG, ERP), structural and functional MR imaging.

FUNDING PROCEDURES / POLICIES

All students are encouraged to apply for funding (e.g., grants, stipends, scholarships) throughout their graduate years since the program itself has limited funding of its own to support students. For example, SDSU has limits on how many years (5 years) a student may receive partial tuition and fee reductions/tuition waivers and this is always subject to availability from the Division of Graduate Affairs. This means that after your fifth year in the program, if you don’t have other sources of funding through a training grant, scholarship or faculty grant, you will have to pay your own tuition fees. State-supported TA and GA funds after the fifth year in the program also may be limited (*See Note below). Students are referred to university financial aid offices for all questions regarding aid, student loans, regulations, etc.

Since our program began, students have not paid tuition at UCSD but pay in-state tuition fees and out-of-state/international student tuition at SDSU. Decisions regarding this policy are under the auspices of the Graduate Deans at SDSU and UCSD and are subject to review and modification at any time. At this time, paying tuition and fees at SDSU entitles doctoral students to enroll in classes at UCSD. The JDP Executive Committee coordinates funding for doctoral students. In spring, after scholarship, training grant, and other funding awards have been decided, student funding projections are reviewed by the Executive Committee and discussed with student advisors. Following this, each summer students are given a summary of their projected funding for the upcoming year based upon information from the program and/or provided by a student’s advisor and the student.

Also since our program began, we have been given funding to underwrite some portion of tuition fees at SDSU. SDSU Graduate Affairs also allows the JDP to apply for non-resident tuition waivers (NRTW) to underwrite some of the unit costs for US out-of-state (first-year students only) and international students. However, only students who have a TA, GA, or RA (SDSUf) position at SDSU are eligible. Finally, if a student receives an NIH training grant at SDSU or UCSD, some or all of a student’s SDSU tuition is generally covered, although there may be unit limits.

*Note: SDSU support for registration fees, NRTWs, and many TA/GA/RAships is contingent upon availability of funds and budgetary decisions by the California Governor, Legislature and the CSU and subject to change at any time.

Graduate Assistantships/Teaching Assistantships

A student’s total workload including courses, labs, and GA/TA/RA appointments should total no more than 40 hours per week between the two universities.

Training Grant Pre-Doctorate Awards

A student who holds an NIH training grant (TGrant) administered through SDSU (Dr. Shapiro) may seek small dissertation awards as long as the terms of the training grant are not violated. Speak to the grant administrator for details and regulations with regard to these awards.
**Additional Funding for Students and Awards**

**UCSD Dissertation Fellowship** -- This fellowship is awarded to promising students in the final stages of their doctoral work who demonstrate strong potential for university teaching and research. This Fellowship is a terminal support award and only candidates projected to finish during the twelve-month award period should be nominated. Contact the UCSD Graduate Studies Office for application deadlines and other information regarding the fellowship.

**Harriet Green Kopp Doctoral Dissertation Award**

The Kopp Award was established in 1999 by Dr. Harriet Green Kopp, professor emeritus in the School of Speech, Language, and Hearing Sciences, SDSU. Dr. Kopp has a long history of service and support to the School of Speech, Language, and Hearing Sciences including service as Chair; to the College of Health and Human Services, where she served as interim Dean; and to the SDSU community. She also played a key role in promoting the development of our doctoral program. The purpose of the Kopp Doctoral Dissertation Award is to recognize an exceptional dissertation that has been completed under the auspices of the SDSU/UCSD Joint Doctoral Program in Language and Communicative Disorders. The Kopp Award Selection Committee reviews all nominated dissertations and selects the awardee. The recipient is given a monetary award and a plaque and honored at a reception where the awardee gives the Harriet Green Kopp Doctoral Dissertation Award Lecture. A plaque engraved with the name of each recipient hangs in the lobby of the School of Speech, Language, and Hearing Sciences. The first awarded was given in 2001.
PROGRAM REQUIREMENTS AND POLICIES

Concentration -- By the end of the first year, all students will select a major field of emphasis by choosing one of three concentrations: Adult Language, Child Language, or Multilingualism. All students will be required to take some courses in each of the three concentrations:

- The Adult Language concentration is intended to provide intensive education in communicative disorders in adults. Students in this concentration will also develop expertise in the study of language processing in normal adults.
- The Child Language concentration is intended to provide specialized education in childhood (birth-adolescence) communicative disorders. Students in this concentration will also achieve competence in developmental psycholinguistics emphasizing language acquisition in normally-developing children.
- The Multilingualism concentration is intended to provide education in cross-linguistic, ethnographic, and other comparative studies of communicative disorders in children and/or adults, including those associated with bilingualism and second-language acquisition (including acquisition of sign language in deaf individuals).

Methods Minor -- All students will be required to develop basic expertise in experimental design and statistics, and to become familiar with standard techniques for behavioral assessment, e.g., intelligence testing, standardized tests of language ability, analyses of free speech, design and implementation of experimental measures of language and other related cognitive behaviors. In addition, by the end of the third year all students will declare a Methods Minor from one of three options:

- The Behavioral Dynamics minor is intended for students who want to specialize in computer-controlled methods for the study of language and cognitive processing in real-time.
- The Neural Imaging minor is intended for students who want to complement behavioral studies with neuroanatomical and neurophysiological techniques, including event-related brain potentials and functional magnetic resonance imaging.
- The Neural Modeling minor is intended for students who are interested in the simulation of normal and abnormal language and cognition in artificial neural networks.

Course Requirements -- The program for each student will consist of a common core of courses designed to provide basic tools for research and a foundation of knowledge in the important issues in language and communicative disorders, together with specific electives appropriate to the student's chosen concentration and methods minor.

Program changes were approved by both SDSU and UCSD Senates Fall 2012. Students entering the program starting in Fall 2012 follow the revised curriculum:

- The Tools requirement consists of two courses in statistics/research design, a course in neuroanatomy and physiology, a course in language structure and theory, and a professional survival skills course.
- The Foundations requirement consists of two courses on normal language/cognition and three courses on disorders of language/cognition.
- The **Electives** requirement consists of at least **four** courses, with a minimum of three courses related to the chosen concentration. These electives must be chosen from a broad list of approved options across both campuses from Anthropology; Cognitive Science; Speech, Language, and Hearing Sciences; Computer Science; Linguistics; Neurosciences; and Psychology.

**Laboratory Rotations and Projects** -- In order to obtain expertise in current, state-of-the-art research methodologies, each student is to complete **two** laboratory practica. These will take the form of rotations through two laboratories (one on each campus) in which different aspects of language and communicative disorders are studied using different methodologies. Completion of both lab rotations should take place within the first two years. Also, it is important to set up each rotation well in advance of the year when the new rotation is to begin because it must be included in the end-of-year annual review where plans are described. Students sometimes need assistance in planning for these rotations. Advisors and program Directors are happy to advise and should be consulted. There is a great deal of flexibility in these rotations because each student may have different interests. All students will carry out **two** potentially publishable research projects (**first- and second-year projects**), which will be analyzed, prepared for publication, and presented orally. The first will be carried out during the first year and will be connected to the first laboratory rotation. The second, completed during the second year, will occur during the second laboratory rotation. These projects are presented to the doctoral faculty and students at the annual Fall Doctoral Colloquium. Students will be encouraged to submit their projects for presentation at professional meetings and to submit them to an appropriate journal. **NOTE**: Human Subjects research must be approved before initiation. [See Human Subjects Procedures located in the Appendix.]

**Teaching** -- The teaching requirement may be satisfied under one of two options. **Model 1** requires that the doctoral student teach a full course and submit the course syllabus to the Executive Committee for review at the end of the semester/quarter. **Model 2** requires that the doctoral student serve as a teaching assistant (TA) for 2 college-level courses. Students should let their faculty advisor know of their interests in being a TA as well as contact individual departments asking to be placed on lists to be considered for a TA assignment at UCSD (Cognitive Science, Human Development, Linguistics, Psychology) and SDSU (Speech, Language, and Hearing Sciences, Linguistics, Psychology).

**Language Requirement** -- Students are required to have some experience in learning a second language. This may be satisfied through informal learning, immersion, or two or more years of formal coursework in a second language. Any recognized natural language will be acceptable to fulfill this requirement (including ASL or other sign languages). Artificial languages, such as computer languages, will not satisfy this requirement. For students selecting the multilingualism concentration, proficiency must be demonstrated in English and at least one other language. Each student must submit a Language Requirement Completion form as soon as possible to assure they have met the requirement or have time to meet it well in advance of their fourth year in the program. The form may be found on the SLHS website: [http://slhs.sdsu.edu/student-resources/current-students/documents/](http://slhs.sdsu.edu/student-resources/current-students/documents/)

**Qualifying Examination and Advancement** -- Students must advance by the end of their fourth year, and there is a one-year minimum between the Qualifying Examination and Dissertation defense. (See Advancement to Candidacy section for more details.)
ASHA CCC and CFY options - SLHS has an educational program in speech-language pathology that is accredited by the Council on Academic Accreditation in Audiology and Speech-Language Pathology of the American Speech-Language-Hearing Association, 2200 Research Boulevard #310, Rockville, Maryland 20850, 800-498-2071 or 301-296-5700. It may be possible for a doctoral student to obtain academic and clinical training in preparation for the ASHA CCC or complete a CFY concurrently with doctoral studies. However, access to clinical training is not automatic nor is it guaranteed. Initiation of clinical training requires the approval of the SL Division faculty and the availability of openings in the clinical program. Students taking SLP clinical coursework will be responsible for paying for those additional units each term (fall, spring and summer). Since these options will likely increase the length of time in the program, it is important to discuss your interests with your advisor. Regardless, students must advance by the end of their fourth year in the program. If a student does not show continued progress in his/her doctoral program during the time they are involved in clinical training, they can be removed from clinical track. Please consult with Dr. Pruitt-Lord or Dr. Love for questions about the clinical program. Program policy and procedure guidelines based upon recent changes in ASHA standards have been developed by the SLHS Speech-Language Division faculty. This may be found on the SLHS website: http://slhs.sdsu.edu/student-resources/current-students/documents/

Student Evaluation
Prior to each school term, doctoral students must meet with their advisors to plan their class schedule and submit it to the JDP office for approval. The UCSD Graduate Council Policy requires that doctoral and M.F.A. students be evaluated every spring. Early evaluations are strongly encouraged to ensure future student registration is not jeopardized. The process is as follows: Before the end of each academic year (or sooner, if necessary), a self-evaluation narrative and supporting materials are prepared by the doctoral student, followed by a written evaluation by the student’s advisor. These materials are then reviewed by the Executive Committee and, based upon a thorough examination of the student’s progress, a recommendation is made as to whether or not the student may continue in the program or be dismissed. This evaluation is given to the student for signature and placed in the student’s file. Also, this information is submitted to UCSD’s Office of Graduate Studies. The annual review form for the revised curriculum may be found on the SLHS website: http://slhs.sdsu.edu/student-resources/current-students/documents/

Student Misconduct, Discipline and Grievances. Inappropriate behavior or conduct by students is subject to disciplinary action including dismissal. Each campus has stated standards and regulations as well as a review process that is described in each university’s catalog and website. Following due process established by each university, a student may be subject to expulsion, suspension, probation, or a lesser sanction. Examples of behavior that might result in disciplinary action include cheating or plagiarism, forgery or misuse of campus documents or records, willful damage to campus property or equipment. See “GENERAL INFORMATION AND HELP FOR STUDENTS” below.

Transcripts
Doctoral students are responsible for checking the accuracy of their official transcripts and reporting discrepancies to the appropriate campus Registrar office. Online access to unofficial transcripts is now available to students at both universities.
RESIDENCY ISSUES INFORMATION

Campus Residency

As stated in the graduate bulletins, JDP students are required to complete a minimum of 36 units at UCSD to establish campus residency requirements. SDSU residency requirements are met by completing a minimum of 6 units for two semesters during an academic year before advancing. These campus residency requirements must be completed before advancing to candidacy.

California Residency Requirements

Out-of-State Students – For joint doctoral students, residency is determined by San Diego State University. If you are an out-of-state student, it is your responsibility to obtain California residency after the first year. Otherwise, you will be required to pay nonresident tuition because neither the program nor your advisors will be able to do so. You should begin the process to establish residency immediately following your arrival in California.

For SDSU, the information link is:
http://arweb.sdsu.edu/es/registrar/residency.html

International Students -- International students are never considered residents and, for that reason, must always pay nonresident tuition in addition to required fees. If a resident alien card is secured, a student may be considered a resident one year from the date on the card. Please consult the International Student Center at SDSU for questions:
http://www.isc.sdsu.edu/index.html

Please see the following website for detailed information about UCSD policy:
http://www.ucsd.edu/current-students/finances/fees/residence/noncitizens.html

NOTE: Students should refer to the policies of both universities that are available on the web, in official catalogs, schedules of classes, and from the SDSU Registrar’s Office and UCSD’s Office of Graduate Studies (OGS) for more specific information.
LEAVE OF ABSENCE / WITHDRAWAL

Leaves of Absence / Withdrawal

If you plan to take a leave of absence, you must consult your advisor beforehand, meet with a JDP Director, and provide notice in writing. Remember that you must inform both campuses to make it official. Information/guidelines regarding a Leave of Absence or withdrawal from the program can be found on the web and in catalogs and course schedules. For questions see JDP Directors or staff at SDSU and UCSD.

You may be responsible to refund the program for funds received from either or both institution(s) on any training grants.
HEALTH SERVICES AND INSURANCE

Health Services

At the present time, JDP students receive their student health services at SDSU. All students who enroll in San Diego State University pay a mandatory Student Health Services fee each semester. This fee is paid at the time of registration and covers the costs of providing required basic health services, the objective of which is to provide outpatient medical services for the care of acute and sub-acute conditions, illnesses and injuries rather than comprehensive care for major and/or chronic problems. You are eligible for health services at SDSU with a valid Red ID card. SDSU same-day appointments: (619) 594-5058; other appointments: (619) 594-4736 or (619) 594-4737; Nurse Advise Line (after-hours care): 1-888-594-5281; the main switchboard: 594-5281. At this time, there are no health care provisions at UCSD for JDP students because fees are paid at SDSU. Health Services Website is http://shs.sdsu.edu/index.asp.

Health Insurance

SDSU Associated Students offers an insurance plan that helps to cover medical needs beyond the scope of services provided at Student Health Services. Several plans are available depending on the number of people covered and the extent of coverage. Applications for the additional insurance are available at the Associated Students Office, Aztec Center. In addition, a doctoral student holding a .50 TAship at SDSU may qualify for health insurance and should contact the Human Resources Dept. Also, doctoral students who are NIH trainees may have access to health insurance funding and should contact the PI of the training grant. Modestly priced health insurance coverage is also available through California State University Healthlink (https://wfis.wellsfargo.com/CSU/).
GENERAL INFORMATION AND HELP FOR STUDENTS

This information has been prepared to help students learn about campus resources that support learning. They are listed according to the kinds of needs students often experience. Doctoral students should note that both campuses have much information available on their websites. If a doctoral student still cannot find the needed information, they should contact the JDP staff at the appropriate campus, their advisor, or the JDP Directors for further assistance.

Affiliation

Students in the program must acknowledge their JDP affiliation in all professional citations including memberships, presentations, posters, publications and other professional associations as follows:

San Diego State University / University of California, San Diego
Joint Doctoral Program in Language and Communicative Disorders

Also, it is important to acknowledge primary funding sources (e.g., NIH training grants, faculty research grants, university support, scholarships, etc.) in your presentations and publications. Please consult with your research advisor or program Directors if you have questions.

Problem Resolution

From time to time, students face problems related to their academic program or personal affairs. There are many channels available to students for addressing these. With regard to academic issues, it is always advisable to discuss issues with your research advisor or, if related to a particular class, with the faculty instructor. However, the doctoral program directors may be consulted at any time for general or specific issues and can serve as a resource for finding resolution within the program, college or campus. Each university also has specific procedures and policies for addressing student grievances if these can’t be resolved internally within the program or with a particular faculty member. The important issue is to seek advice early on and know that we are here to help.

SDSU Help

Personal problems?
  Counseling & Psychological Services
  Calpulli Center, Suite 4401
  Telephone: (619) 594-5220
  psycserv@mail.sdsu.edu

Financial Aid Issues/Regulations?
  Office of Financial Aid and Scholarships
  Student Services West Room 3605,
  Phone: (619) 594-6323; Fax: (619) 594-4268
  http://starter.sdsu.edu/fao/
Disability?
Student Disability Services (SDS)
Calpulli Center, Suite 3101 (third floor)
Telephone: (619) 594-6473, TDD: (619) 594-2929
http://www.sa.sdsu.edu/sds/index.html

Illness?
Health Services
Calpulli Center
Telephone: (619) 594-5281
http://shs.sdsu.edu/index.asp

Student Grievances and Rights and Responsibilities?
Ombudsmen
Student Services West, Room 1604
Telephone: (619) 594-3069
http://www.sa.sdsu.edu/srr/index.html

UCSD Help

Personal problems?
Counseling and Psychological Services
Central Office: Galbraith Hall, Room 190
Plus nine additional CPS offices throughout campus
Telephone: (858) 534-3755
http://psychservices.ucsd.edu/#students

Financial Aid Issues/Regulations?
Financial Aid Office
Student Services Center, 3rd floor north
Telephone: (858) 534-4480
http://students.ucsd.edu/finances/financial-aid/index.html

Disability?
Office for Students with Disabilities (OSD)
University Center, 202
Telephone: (858) 534-4382
http://disabilities.ucsd.edu/about/index.html

Office of Student Conduct
Student Services Center, Suite 510. (858)534-6225.
http://students.ucsd.edu/student-life/_organizations/student-conduct/index.html

Services include:
Receiving and processing student conduct complaints (may be filed by faculty, staff, or students).
Meeting with students involved in student conduct cases to answer questions about the student conduct process.
Consulting and advising to faculty and staff regarding potential (and/or actual) student conduct cases and incidents.
Training and educating staff, faculty, and students about student rights and responsibilities.

**Outside Employment**

Since outside employment may be prohibited and/or restricted by your student stipend or tuition support, progress in the program, and/or teaching assignments, the JDP Committee policy on students wishing to obtain extra income for additional work follows these requirements.

1. Each request is considered on an individual basis.
2. The work must be consistent with the training or educational needs of the student.
3. Each request must be supported by the student’s advisor and approved by the Executive Committee.

**Parking**

Check the Parking offices of both campuses for parking information: SDSU: [http://police.sdsu.edu/parking.htm](http://police.sdsu.edu/parking.htm). UCSD: [http://blink.ucsd.edu/sponsor/trans-services/](http://blink.ucsd.edu/sponsor/trans-services/)

Students will need a parking permit for each campus if they wish to park on campus. Note that the parking enforcement times at each campus are different.

NOTE: At SDSU, a student parking permit may be exchanged at the Parking Office for a Faculty/Staff parking permit. See Janet Park for the required letter once a student permit has been purchased.

**Identification Cards**

**SDSU**

All new students (undergraduate and graduate) are required to purchase a photo identification card (the Red ID), which permits use of campus services such as student activities, athletic events, library privileges, etc.

Students who have lost their ID cards can obtain new ones by paying a $10.00 fee at the University Cashiers Office or the SDSUcard Office in West Commons.

**UCSD**

A student campus identification card is required for use of the library, gymnasium, and other university facilities; and for purchasing tickets to certain university events. Cards are issued at the Student Services Building, third floor of the south building. Replacement cost for lost ID is $15.00, payable at the Cashier's Office. Call (858) 534-3725 for more information.

**Lab and Doctoral Student Offices / Keys**

Lab space is generally available in laboratories of faculty advisors or lab supervisors. Also, some limited shared space may be available at CRL on the UCSD campus. (See the JDP staff at UCSD for information about keys and space.) At SDSU, doctoral students whose labs are not in the SLHS building and need a place to work between classes at the SDSU campus will
have access to the doctoral students’ office (see the JDP administrative assistant about keys and space.) Computers and printers are available for your use. Please remember that this is intended for Doctoral student use only; do not allow anyone else to use the equipment.

Departments on both campuses have been hit by several thefts of equipment in the last few years. Keep doors and windows locked and do not leave the office unattended at any time. Notify the JDP faculty/staff if you suspect any thefts. Call SDSU Public Safety/University Police (x41991 from a campus phone) or UCSD Campus Police (534-4357) if you encounter trouble.

Please note that you will be held responsible for any key(s) issued in your name. No exceptions will be made. Please do not ever pass your key on to someone else no matter what the circumstances. The SDSU campus key office charges $50.00 for each lost key.

Key Renewal
SDSU: JDP students may retain their keys, without renewal, until graduation. Contact Janet Park for the required letter and key authorization.

JDP Mailbox
SDSU: JDP students share one mailbox at SDSU. Please be sure to check this mailbox periodically. If you wish mail to be forwarded to another campus lab, notify the JDP office.

To receive mail at SDSU, the address is:
School of Speech, Language, and Hearing Sciences
San Diego State University
5500 Campanile Drive
San Diego, CA 92182-1518

UCSD: JDP students have individual mailboxes at CRL, Cognitive Science Bldg 266.

Telephones
Most doctoral students have cell phones or have access to a phone in their lab.

Obtaining Email Accounts

SDSU: A student may wish to obtain a ROHAN email account. Log in to the WebPortal and click on the button titled Get a ROHAN/Email account. An account will be created for you. The account information will be displayed on the screen, and will be emailed to your email address on file with the WebPortal. If you need assistance, go to the Student Computing Center in LL-200. Student accounts remain active for the duration of a student’s SDSU affiliation.

UCSD: Grad student email accounts are set up automatically after admission is accepted. http://acms.ucsd.edu/info/newadmits.html. For information on how to subscribe to the UCSD talks mailing list, access the information link on the CRL webpage: http://www.crl.ucsd.edu/mailinglists/
**Travel Funds**

Doctoral students are encouraged to present their research findings at scientific and professional meetings. In some cases, student travel funds are available to students who have submissions accepted through the conference organizations. Students may also have access to travel funds if they have a special scholarship or NIH training grant. JDP students who are employed by San Diego State University (not the Foundation) and wish to attend a conference during the school year must complete a T2 Request for Absence from Campus form whether or not they are receiving travel funds. These students may qualify for some travel funds through the JDP or the College of Health and Human Services. Priority is given to those students presenting papers and/or posters who do not have access to other travel funds through their advisor, training grants, stipends, etc. Contact Dr. Love regarding these funds and to obtain a travel request application. Travel must be completed before June 30 for reimbursement to apply during the current budget period. T2 forms must be filled out in advance of your trip. See the JDP office for information. Include the name of the conference, dates, location, and reason for attending conference. Save all original receipts (copies of receipts **will not** be accepted). [Link to T2 form: http://www.sdsu.edu/cbo/eforms/]

There also may be limited travel funds through the SDSU College of Health and Human Services or through SDSU’s Center for Cognitive and Clinical Neuroscience. See Dr. Love.

Finally, travel awards are available from the Graduate Student Travel Fund, managed by the Research Affairs Division of the Office of Graduate and Research Affairs (http://bfa.sdsu.edu/ap/forms.htm#travelforms). One application per review cycle (fall, winter, and spring) is permitted.

**Safety**

Please use common sense when at either campus, particularly after dark. Be alert! Look around; be aware of who else is around. If you think someone is following you, turn around and check. The surprise of a hostile look or aggressive words might avoid problems. If you feel you are in danger, make as much noise as possible and run. Trust your instincts – if you feel uneasy, get out of the situation as quickly as possible.

**SDSU’s** Department of Public Safety provides an Escort Service for the campus. The service can be accessed by calling (619) 594-6659 or 511 from a campus payphone (free). The service operates from dusk to dawn, seven days a week.

**UCSD** offers the ESCORT program which is available every evening from sun-down to sun-up. For more information call 858-534-WALK (9255).

**Vacations**

Since SDSU is on the semester system and UCSD is on the quarter system, there may be confusion about term beginning and ending dates. As mentioned previously, students should not assume that when classes are out at one university they are out at the other. During winter break, for example, university schedules vary significantly between the two schools. Neither SDSU nor UCSD tolerate unexcused absences from graduate classes, and it is important to be aware of the schedules of each university.
Registration Requirements

A. Students must spend a minimum of one year in academic residence at each campus.
B. Students must be registered on both campuses unless on an official leave of absence, or out one semester at SDSU except as provided in C below. Students who are not continuously enrolled will be considered to have withdrawn from the doctoral program.
C. A student must be registered at the two campuses in the term in which the degree is to be awarded or may pay the filing fee at UCSD providing the student was registered in the previous term.
D. At the beginning of each academic year, the JDP informs the SDSU Division of Graduate Affairs where each student will be enrolled during the academic year. This report also includes all financial support provided from program sources, by type and amount. Graduate Affairs will provide OGS with a copy of this information.
E. All financial aid assistance will be provided by SDSU. Students should not apply for assistance to the Financial Aid Office at UCSD.
REGISTRATION

Directions and guidelines for registration are available on the web, in class schedules, and in correspondence from the JDP. It is a student’s responsibility to keep informed of and meet all enrollment and registration (fee payment) deadlines to avoid late-fee assessments. Enrollment in doctoral summer coursework is not required unless a summer graduation is planned. If taking clinical SLP courses, summer enrollment may be required by that program. In general, summer registration fees are the responsibility of the student because the program does not receive SDSU fee support. However, the SDSU Co-Director should be informed early in the spring semester of summer graduation plans so the program can inquire about a possible fee waiver.

After finalizing course schedule plans with their advisors, doctoral students must submit their course schedules for SDSU and UCSD to Dr. Love three times a year (each quarter/semester) using the JDP enrollment form. For questions regarding course requirements or schedules for each term, please consult with Dr. Love.

How To Register For Courses (SDSU)

(See http://www.sdsu.edu/portal or see JDP SDSU staff)

At SDSU you must register online on Webportal, using your Red ID number. The Class Schedule (available at http://www.sdsu.edu/schedule) contains specific information on registration, the courses offered for the term, and a listing of the fees required for enrollment. The deadline for schedule adjustment is September 4th (to add or drop classes). The last day to apply for December 2015 graduation is September 4, 2015—no exceptions.

How To Register For Courses (UCSD)

(See http://students.ucsd.edu/academics/enroll/index.html or see JDP UCSD staff.)

At UCSD you must register online on WebReg to avoid late fees, using your UCSD ID number by September 18. Additional details about WebReg and the enrollment process can be found on https://students.ucsd.edu/academics/enroll/graduate-enrollment/index.html. After October 9, permission to adjust your schedule must be obtained from Graduate Division and completed through the Registrar’s Office (WebReg will no longer be available). The link to the UCSD Registrar is http://registrar.ucsd.edu; for the UCSD Graduate Division use http://grad.ucsd.edu. It is the responsibility of each graduate student to keep informed of and meet all enrollment and registration (fee payment) deadlines. Scheduling information may also be found on the Registrar’s office home page: http://www.ucsd.edu/current-students/_organizations/registrar/
GRADUATE STUDENT REPRESENTATIVES 2015-2016

Duties

Selection

1. Each spring, doctoral students select Graduate Representatives to serve during the upcoming academic year. The Grad Reps from the previous year oversee this process.

2. Grad Reps should come from different classes.

3. A student can serve as a Grad Rep more than once.

Responsibilities

1. Serve as the initial student contact with interested applicants to the JDP.

2. Help organize and host visits of interested applicants.

3. Serve as mentors to new doctoral students.

4. Assist in organizing practice talks for the Fall Doctoral Student Colloquium.

5. Assist in updating the JDP website sections describing current doctoral students, providing input regarding the Student Handbook and help with the development of new initiatives including a JDP Newsletter.

6. Provide input to the Executive Committee regarding applicants during the admissions review process.

7. Provide input to the Executive Committee on issues of importance to doctoral students.

8. Assist in organizing social events, workshops, guest colloquia and other enrichment functions of the JDP. Oversee proposals to UCSD’s Graduate Student Association for graduate student enrichment funds.

Miscellaneous

1. The JDP office will maintain a list of grad reps for each year.

2. JDP Grad Reps will meet periodically with the JDP Doctoral Directors.
**ADVANCEMENT TO CANDIDACY**  
*(Guidelines for Students and Advisors – 2015-2016)*

**UNIVERSITY TIME LIMITS FOR COMPLETING DOCTORAL STUDIES**  
The program is based upon a five-year coursework and research curriculum; the total registered time in the program may not exceed **eight years**. Completion of the dissertation and graduating in a timely fashion can be challenging. It is very important that you become familiar with university policies, requirements, and regulations well in advance of advancing to candidacy. The JDP Directors and staff on both campuses are here to help. However, it is the student’s responsibility to review information related to doctoral students that is available in the SDSU and UCSD online catalogs and at the graduate division websites. With careful planning in advance, the road to graduation can be a relatively smooth one. A brief summary follows; however, students and advisors are referred to official university documents for full details.

**ADVANCEMENT.** All students must advance by the end of the fourth (academic) year, including those doctoral students taking clinical coursework for SLP. This means that by the end of the fourth year a student must have completed all coursework, two research projects, two lab rotations, teaching requirements, and met the language requirement. In addition, each student must pass a written and oral examination (integrative paper) and successfully defend the dissertation proposal before being advanced to candidacy. In rare cases, an extension of the deadline may be needed; however, waivers must be approved by the Division of Graduate Affairs. Before an extension can be considered, the student and advisor must discuss this with the JDP Directors. Failure to follow all procedures and meet deadlines may put a student in jeopardy. Also, at least a full academic year is required between advancement and the defense of the completed dissertation.

Several university JDP forms must be completed prior to or after advancement. **JDP forms 2-5 may be found on the SLHS website:**

http://slhs.sdsu.edu/student-resources/current-students/documents/

- JDP-2: Nomination of doctoral committee  
- JDP-3: Advancement to doctoral candidacy  
- JDP-4: Change to dissertation committee  
- JDP-5: Dissertation defense completion

The JDP-2 and JDP-4 forms are processed **electronically**. After working with your advisor on the selection of committee members, students should contact Drs. Love or Coulson to confirm eligibility of committee membership (see more details below). Once confirmed, students should contact Janet Shin (jshin@ucsd.edu) so that the committee membership can be submitted electronically on the UCSD web-based system. Other forms, such as the JDP-3 (advancement to doctoral candidacy) and JDP-5 (completion of dissertation defense), still require original signatures from committee members. These must be filled out in succession and routed through the JDP office, followed by approval by the SDSU Division of Graduate Affairs, and then routed to UCSD for approval. The forms must be filled out correctly and signed off in the proper order designated on each form. File copies are to be kept in the JDP office at SDSU. University action regarding approval or denial is sent to the student who should immediately notify their advisor and the JDP office at SDSU. Students should inquire about the status of forms if they haven’t received notification in a timely manner (4 weeks from submission).
Pre-candidacy students and their advisors should meet with Dr. Love no later than the beginning of the fourth year in order to ensure that advancement procedures are completed in a timely manner so that a student's status is not jeopardized.

**Dissertation Committee**

The JDP-2 form is used for nominating a student’s qualifying exam/dissertation committee. The committee consists of five members, including four from the JDP program (two from each campus, including the chair) and one member from outside the program (a tenured faculty member from either campus). Under certain circumstances, Research Scientists (UCSD) may be able to serve as a sixth member of a doctoral committee. Before approaching faculty members to serve on the committee, students should speak with their advisor and one of the JDP Directors to be certain those faculty members are qualified to serve. Before an SDSU faculty member can serve on a committee as an outside member, the faculty member must have prior approval by the College Dean and the Division of Graduate Affairs upon nomination by the JDP Program.

Once a JDP student has chosen committee members and verified their interest, students should contact Janet Shin to electronically file the JDP-2 form. Once submitted, the doctoral Director signatures can be obtained and then routed to the SDSU Division of Graduate Affairs. It takes about **five weeks** to get the form processed through SDSU and UCSD. It is recommended that students check on the status of their JDP-2 form **three** weeks after it has been submitted.

**Qualifying Exam**

In our JDP, the qualifying exam involves writing an [integrative paper](#) in collaboration with your committee and presenting the paper in a public forum. Plan ahead because until formal approval of the committee from both universities has been received, a student cannot finalize preparation of the integrative paper. It is strongly recommended that a student allow ample time to discuss the scope of the integrative paper with his/her committee chair and committee members. The talk should be scheduled with committee members well ahead of the presentation date since faculty are busy and scheduling can be difficult. Also, the doctoral student must give committee members at least **two weeks** to review the paper prior to the formal presentation. If you wish to use SLHS or CRL facilities or presentation equipment for your talk, contact the appropriate JDP staff as soon as you begin finalizing a date.

Once the paper has been written and a date has been set, the student should notify the JDP office to arrange for the public presentation of the paper. You must email Dr. Love the announcement information (the title, abstract, date, time and place of the talk, and email addresses of all committee members). This information must be submitted to the JDP at least **three weeks** before the presentation so that the JDP office can send out an announcement to doctoral faculty and students. Your committee must attend this presentation, as many JDP Executive Committee members as is possible, as well as other JDP students, faculty and interested individuals. An electronic copy of the final paper must be sent to the SDSU JDP office as soon as your committee has approved it.

**Dissertation Proposal.** After the committee approves the integrative paper and oral presentation, and with the dissertation committee’s guidance, the student writes the dissertation
proposal. The proposal will take the form of an NIH or NSF grant application. For Model 1 dissertation (see below), the proposal will be based on completed research that becomes pilot studies for the grant proposal. The student may be encouraged to submit the grant proposal to support their future research (e.g., post-doctoral studies, R03, R01). For Model 2 dissertation, the proposal will become the basis for the dissertation research to be completed.

Please note, as with any other research conducted during a student’s graduate training, Human Subjects approval from both SDSU and UCSD Institutional Review Boards is required prior to initiating dissertation research. See Human Subjects Guidelines in the JDP Student Handbook.

It is strongly recommended that doctoral students allow ample time to discuss the scope of their dissertation proposal concept with their committee chair and committee members well ahead of the actual writing of proposal. Your dissertation chair is responsible for reviewing the proposal and giving you the ok before you send it to your committee members. Also, the doctoral student must give committee members at least two weeks to review the completed proposal prior to the proposal defense. Schedule the talk with committee members well ahead of the defense date since faculty are busy and scheduling can be difficult. Once the proposal has been written and a date has been set, the student should notify the JDP office on the campus where you wish to present your defense to arrange for the public presentation of the defense and give the SDSU JDP office the title, abstract, date, time and place of the defense. The doctoral candidate should contact the JDP office to obtain the JDP-3 form that will need to be taken to the proposal defense. The presentation must be attended by your dissertation chair and all committee members. Any exceptions must be approved in advance by the JDP Directors. In addition, we encourage as many JDP Executive Committee members as possible, as well as other JDP students and interested individuals to attend the defense. An electronic copy of the final proposal must be sent to the JDP office as soon as your committee has approved it.

In order to complete the advancement stage of your doctoral program, the dissertation proposal must be successfully defended and approved by student’s committee members who sign the JDP-3 form recommending advancement. Signatures are then obtained from the JDP Directors at both campuses. The student must then take the signed JDP-3 form to UCSD’s Cashier’s office, pay a $90 candidacy fee and get the form stamped. The completed form must then be submitted to the JDP office which will submit it to Graduate Affairs at SDSU which will then route it to UCSD. After the form is processed, the student will receive official notice of approval to advance and a packet of information regarding Dissertation preparation and policies. To avoid a registration hold, the JDP-3 must be in process prior to the end of the fourth year.

Do not submit nominations for the qualifying committee (JDP-2) simultaneously with the doctoral advancement form (JDP-3). The JDP-3 will not be processed by the SDSU Graduate Division until the JDP-2 has been approved by both universities.

Dissertation. After advancement to candidacy, the remaining requirement will be the satisfactory completion of the dissertation. The dissertation may take one of the following two forms.

Model 1 Dissertation. Students who have maintained continuity through their second-year project, qualifying exam and dissertation proposal, and who have successfully generated
publishable research that has been submitted to refereed journals, may use a minimum of three such interconnected manuscripts as their dissertation. The dissertation will contain an introduction and review of the literature that conceptually links the submitted studies, the studies themselves (exactly as they have been prepared for publication), and a conclusion that pulls the results together in a broader theoretical framework.

**Model 2 Dissertation.** Students may choose to carry out a more traditional dissertation involving the appropriate written presentation of original research carried out by the student under the guidance of the student’s dissertation committee chair.

**Sample Model 1 and 2 dissertations** are available for review in the JDP office at SDSU and at UCSD-CRL. Faculty advisors may also have copies of dissertations in their labs. Both universities have copies of all JDP-LCD dissertations on the web:

UCSD: [http://proquest.umi.com/login](http://proquest.umi.com/login)  
SDSU: [http://library.sdsu.edu/find/digital-collections](http://library.sdsu.edu/find/digital-collections)

**Changes in Dissertation Committee** -- There is a JDP-4 form that can be used if a student needs to petition to change members of their dissertation committee. Please remember that once the Graduate Deans at SDSU and UCSD have given their approval, you may NOT add or change a committee member without filing the JDP-4 form and going through the process again. **Plan ahead** so that deadlines are met. Changes to committees are processed electronically through a UCSD web-based system.

An “in-candidacy” student must register for dissertation at the home university of the dissertation chair. The student must also register for dissertation at the companion campus under a dissertation committee member. At SDSU, SLHS 899 (Doctoral Dissertation) is the required dissertation course, and the schedule number is available from the JDP Office. At UCSD the course number is 299, though the title and acronym will vary depending upon the faculty member’s department affiliation (e.g., PSYC 299, Independent Research; COGS 299, Thesis Research). Policies for dissertation course registration and tuition consequences are subject to change, so in-candidacy students should check with Dr. Love prior to enrollment.

**Dissertation Defense.** There is a one-year minimum between advancement and the dissertation defense. When the dissertation has been completed, the student should notify the JDP office so that the JDP-5 form can be prepared in advance of the dissertation defense. The defense will be the same for both dissertation models and will consist of an oral presentation of the dissertation material to the doctoral committee and a publicly invited audience. You must email Dr. Love the announcement information (the title, abstract, date, time and place of the talk, and email addresses of all committee members). This information must be submitted to the JDP at least **three weeks** before the presentation so that the JDP office can send out an announcement to doctoral faculty and students. Your dissertation chair is responsible for reviewing the dissertation and giving you the ok before you send it to your committee members. Also, the doctoral student must give committee members at least **two weeks** to review the dissertation prior to the defense. Your dissertation chair and all committee members are required to attend the dissertation defense. Any exceptions must be approved in advance by the JDP Directors. Following the public presentation, the dissertation committee meets in private to determine if the dissertation is acceptable. Formal approval requires signatures of the
dissertation committee followed by the JDP Directors on the JDP-5 form and routing it through both SDSU and UCSD. Again, there are several official deadlines that must be adhered to with regard to final submission of the dissertation and petitioning to graduate.

Doctoral candidates are strongly advised to schedule the dissertation defense (and graduation) within the fall/spring academic terms for several reasons. First, it is generally much easier to schedule committee members for the defense during the school year. Second, if a student decides to defend during the summer, he/she must be enrolled in dissertation units during the summer term at SDSU, which will require the doctoral candidate to pay out-of-pocket for dissertation units. Please advise the SDSU Co-Directors of your plans for a summer defense early in the spring semester.
DISSENTATION FILING, GRADUATION and COMMENCEMENT PROCEDURES

Refer to SDSU and UCSD graduate divisions for detailed policy and procedure.

Dissertation
The format for the body of the dissertation is determined by the UCSD “Bluebook.”

Dissertations must be submitted electronically via the UCSD Dissertation Submission Site, just prior to the final appointment with an OGS Academic Affairs Adviser.

The SDSU Graduation Division no longer accepts a hardcopy of the dissertation. The dissertation is submitted online or on flashdrive to Montezuma Publishing. To obtain clearance to file the dissertation, a student must present to the Graduation Division 1 copy of the signature page, 1 copy of the title page, 1 copy of the Survey of Earned Doctorates submitted to UCSD, and the JDP-5 with original signatures.

The date of the award of the degree will be the last day of the quarter at UCSD in which the student completes all degree requirements. OGS will arrange for the printing and mailing of the diploma.

Important Links

UCSD
Dissertation Preparation

Final Examination and Dissertation Filing

SDSU
Doctoral Procedural Steps
http://www-rohan.sdsu.edu/~gra/grad/phdprocsteps.html

Application for Graduation
https://sunspot.sdsu.edu/pls/webapp/web_menu.login/

Montezuma Publishing
Dissertation Processing
Graduation

SDSU. Graduation is not automatic upon the completion of degree requirements. A student must file for graduation through his/her WebPortal account, whether for fall, spring or summer. The university deadline to file for graduation falls early in the semester, usually the second week of classes. Students are encouraged to apply early, since the deadline is firm and no late applications are accepted.

Students who complete their degree requirements and file for graduation in either the fall, spring, or summer term automatically qualify to walk in the SDSU graduation ceremony.

NOTE: The UCSD dissertation filing deadlines govern when a student must deposit the dissertation in order to graduate in a given term. If the student does not complete all requirements, including defending the dissertation, in the term for which he/she applied, the student must reapply for the semester when graduation is expected.

UCSD. Students must meet UCSD’s graduation deadlines. Check the dissertation deadlines at OGS website. A graduate degree and diploma application form (DDA) is required, along with the JDP-5 form or other joint campus forms, in order to receive your diploma.

Commencement

Step 1: Cap and Gown Rental

SDSU. Caps and gowns can be rented at GradFest in early April or after Gradfest at the Campus Store (Aztec Shops). All Ph.D. graduates have the same color hood (royal blue lined with black and red).

Step 2: Ceremony Participation

JDP students may participate in graduation ceremonies for both SDSU and UCSD and are strongly encouraged to do so.

To participate in the SDSU graduation ceremonies, an Application for Graduation with an Advanced Degree must be submitted online through WebPortal. Once filed, the student will be contacted by the College of Health and Human Services Dean’s Office with ceremony details.

To participate in the UCSD graduation ceremony, please fill out the online commencement participation form: http://ogs.ucsd.edu/forms/commencement_app.php
## SUMMARY

<table>
<thead>
<tr>
<th>UCSD</th>
<th>SDSU</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FILING FOR GRADUATION</strong></td>
<td></td>
</tr>
<tr>
<td>Graduation Application</td>
<td>File Application for Graduation with an Advanced Degree with Cashiers Office by filing deadline, usually the last day of schedule adjustment.</td>
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<tr>
<td>All requirements for degree must be completed by the end of quarter; A <strong>graduate degree and diploma</strong> form is required.</td>
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<td>Graduation Fee</td>
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<tr>
<td><strong>DISSERTATION PREPARATION AND SUBMISSION</strong></td>
<td></td>
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<tr>
<td>Formatting the Dissertation</td>
<td>Governed by UCSD &quot;Bluebook.&quot;</td>
</tr>
<tr>
<td>Follow UCSD Preparation and Submission Manual for Doctoral Dissertations and Master's Theses &quot;Bluebook.&quot;</td>
<td></td>
</tr>
<tr>
<td>Preliminary Appointment</td>
<td>None.</td>
</tr>
<tr>
<td>Schedule with OGS two to four weeks prior to dissertation defense. Bring one complete, unbound, single-sided, fully formatted copy (plain paper).</td>
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<tr>
<td>Final Appointment</td>
<td>Appointment not required with Graduate Division; drop-in allowed. Follows final appointment at OGS.</td>
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<tr>
<td>Schedule with OGS immediately following or shortly after dissertation defense.</td>
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<td>Required Items for Final Graduation Audit (electronic submission of dissertation)</td>
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</tr>
<tr>
<td><strong>For OGS:</strong></td>
<td><strong>For SDSU Graduate Division:</strong></td>
</tr>
<tr>
<td>1. Original signature page signed in ink</td>
<td>1. Copy of signature page</td>
</tr>
<tr>
<td>2. 3 copies of abstract</td>
<td>2. Copy of title page</td>
</tr>
<tr>
<td>3. JDP-5 signed by committee members and JDP co-directors</td>
<td>3. JDP-5 (original with ink signatures)</td>
</tr>
<tr>
<td>4. Completed Degree and Diploma Application obtained from grad coordinator</td>
<td>4. Certificate of Completion of Survey of Earned Doctorates</td>
</tr>
<tr>
<td>5. Survey of Earned Doctorates form</td>
<td></td>
</tr>
<tr>
<td>6. Certificate of Completion of the UCSD Graduate Survey.</td>
<td></td>
</tr>
<tr>
<td>Printing the Dissertation</td>
<td></td>
</tr>
<tr>
<td>Students must file their dissertation electronically</td>
<td></td>
</tr>
<tr>
<td>1. Submit either electronically on USB drive or email to Montezuma Publishing.</td>
<td></td>
</tr>
<tr>
<td>2. Contact Montezuma Publishing to discuss processing fee.</td>
<td></td>
</tr>
</tbody>
</table>
SDSU DIRECTORY

School of Speech, Language, and Hearing Sciences

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# STUDENT DIRECTORY

(*Asterisked names are Grad Reps for 2015-2016

<table>
<thead>
<tr>
<th>Student</th>
<th>Email</th>
<th>Lab Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brozdowski, Christopher</td>
<td><a href="mailto:CBrozdowski@gmail.com">CBrozdowski@gmail.com</a></td>
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<tr>
<td>*Smolak, Erin</td>
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<td>(619) 594-0498</td>
</tr>
<tr>
<td>Sullivan, Natalie</td>
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<td>(619) 594-7878</td>
</tr>
</tbody>
</table>
APPENDIX
HUMAN SUBJECTS GUIDELINES

Human Subjects Procedures

Joint doctoral students conducting research involving human subjects must have prior approval from the Institutional Review Board (IRB) at SDSU and the Institutional Review Board (IRB) at UCSD in advance of initiating any research (funded or non-funded starting in your first year of doctoral studies). Doctoral students should speak with their faculty advisor and then the JDP Directors before contacting Human Subject Coordinators at either campus and before initiating the paperwork. With respect to dissertation research, doctoral students should apply for approval from SDSU's IRB and UCSD's IRB committees after their proposal has been approved. It is the doctoral advisor and student’s responsibility to provide the JDP with copies of current IRB approval documents and if requested, consent forms and annual reports, for any research project in which that student is involved from both institutions. These are to be kept on file in the JDP office.

Note that as of May 2008, revisions were made to the SDSU IRB Review process with regard to Student Use of Existing Data. Please confer with the IRB and your advisor.

Application Information and Procedures

Both IRBs have websites containing detailed application guidelines, on-line forms, committee review dates, etc. This includes guidelines for SDSU/UCSD JDP faculty and students

The websites for SDSU’s Division of Research Affairs and IRB are:

http://gra.sdsu.edu/grad/research/researchmain.html

http://gra.sdsu.edu/research/irb/

http://gra.sdsu.edu/grad/research/SDSU_UCSD_JDP-IRB_Review.html

The website for UCSD’s Human Research Protections Program including additional information about SDSU/UCSD joint doctoral program IRB review is:

http://irb.ucsd.edu/
REQUIRED COURSES

The following are lists of courses for JDP-LCD requirements. **For students entering the JDP starting Fall 2015, JDP requirements have been modified—see table below.**

Specific course numbers and possible alternative courses which have been approved to fulfill the requirements are listed when applicable. NOTE: This list dates back 10 years. Some courses may no longer be offered or, they can change in content. Also, new courses may be developed and offered and not be on the list below. Please confirm that your courses will fulfill the intended requirement by checking with Dr. Love.

<table>
<thead>
<tr>
<th>TOOLS</th>
<th>SDSU</th>
<th>UCSD</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>STATISTICS</strong>&lt;br&gt;(2 courses required)</td>
<td>PSYCH 670 or 770 A and B</td>
<td>PSY 201 A and B</td>
</tr>
<tr>
<td><strong>NEUROANATOMY/NEUROPHYSIOLOGY</strong></td>
<td>COGS 201</td>
<td>CLIN 205</td>
</tr>
<tr>
<td><strong>LANGUAGE STRUCTURE AND THEORY</strong></td>
<td>SLHS 790</td>
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<tr>
<td><strong>SURVIVAL SKILLS</strong>&lt;br&gt;(1 course required)</td>
<td>INT-S 690</td>
<td>COGS 241&lt;br&gt;PSY 213&lt;br&gt;SOMI 226</td>
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</table>

| **FOUNATIONS** | | |
| **NORMAL LANGUAGE/COGNITION: ADULT** | SLHS 750<br>PSYC 561 | PSY 218A/B<br>LIGN: 221A, 225, 272<br>NEU: 200C, 243 |
| **DISORDERS LANGUAGE/COGNITION: ADULT** | SLHS 609A<br>SLHS 754 | COGS 251<br>SLHS 790<br>--- |
| **DISORDERS LANGUAGE/COGNITION: CHILD** | SLHS 793<br>PSY 732 | --- |
| **DISORDERS LANGUAGE/COGNITION: MULTILINGUALISM** | SLHS 794 | --- |

**Electives**

Four required as described in Handbook. Electives must be approved by Directors.