2026-2027

(revised 8/1/26)

Student Handbook

Audiology (AuD)

Joint Doctoral Program

SDSU/UCSD

SDSU | San Diego State University UC San Diego

PREFACE

Welcome to the AuD Joint Doctoral Program, which is offered jointly by San Diego State University (SDSU) and the University of California, San Diego (UCSD). This Program will lead to a professional doctorate degree (AuD) in audiology, designed for individuals who intend to specialize in clinical practice. The Program combines resources and faculty from the School of Speech, Language, and Hearing Sciences in the College of Health and Human Services at SDSU, and from the School of Medicine's Department of Otolaryngology at UCSD. We are very pleased that you have chosen this program for your graduate studies and can promise you a challenging and rewarding four years!

This Student Handbook (and the Canvas AUD-STAFF-HR) provides you with important information about your academic/clinic requirements, program policies, and helps you navigate your graduate experience. The AuD Program faculty and staff at both campuses are also a source to answer your questions and are very interested in helping you navigate through the next four years. Bear in mind, however, that faculty/staff advising is just that—advice: it is your responsibility to read and adhere to official policies and program requirements at both universities. You should also make sure to read and understand the procedures, policies, and requirements for graduate degree programs set forth in the graduate catalogs from both institutions (SDSU/UCSD). You will not remember everything in this handbook; please remember to come back to the handbook to find answers to your questions.

Each of you will have a primary advisor, housed at SDSU, and an additional advisor during your year at UCSD. The Director of Clinical Education will also work closely with you regarding your clinical experiences/assignments. Be sure to have regular contact with your advisors; they are there to help you and provide you with up-to-date information, help you with any problems, and help you with your professional goals. The program director at SDSU also serves as the graduate advisor and can be contacted at any time for assistance. Do not go it alone and do not rely on fellow students for information. You will find that all of us love to meet with students and are quite approachable.

Finally, please feel free to visit or call any of us with questions or problems, or just to say hello. You are a valuable resource to help us monitor how we are doing and make changes to better meet your needs and those of the students that will follow you. As you use this Student Handbook, feel free to give us feedback on what is useful and what would be a helpful addition, or any suggestions as to how to improve. Again, on behalf of the faculty and staff we welcome you and wish you well in your doctoral studies.

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1.0 OVERVIEW OF PROGRAM

1.1 MISSION & VISION STATEMENTS FOR THE AUD JOINT DOCTORAL PROGRAM

The Mission of the College of Health and Human Services is: Together we advance equitable health and wellbeing for all.

The Mission of the Joint Doctoral Program (JDP) in Audiology is to train students, contribute research, and serve the community to promote well-being and to empower individuals to reach their potential. We believe that communication is a human right and strive to ensure that our work is based on evidence and centered on the people we serve.

The Vision of the JDP in Audiology is to prepare reflective learners that will serve diverse, changing communities and promote well-being related to hearing and balance.

To achieve its mission, the Program provides basic and advanced professional preparation in audiology/hearing science, with a strong commitment to the theoretical and research components; it also provides supervised clinical experiences that prepare graduates who are highly competent to manage a variety of hearing-related problems, across the lifespan, and from culturally and linguistically diverse populations. The academic and clinic preparation will ensure that entry-level audiologists have the competencies to be independent clinicians. The preparations will exceed the minimum academic requirements/outcomes for professional certification, state licensure, and program accreditation. The AuD Joint Doctoral Program complements, enriches, and broadens existing graduate education at both UCSD and SDSU by providing interactions among faculty with experience and expertise in audiology, related medical practice, and a variety of related research.

1.2 AUDIOLOGY PROGRAM LEARNING OUTCOMES AND GOALS

1.2.1 AUD DEGREE LEARNING OUTCOMES (DLOS) (SLHS-CHHS)

1. Apply foundational knowledge about the anatomical and physiological basis of hearing and balance and apply knowledge about psychological and sociological bases of human communication.
2. Apply theory and research to the diagnosis, management, and prevention of hearing, balance, and communication disorders.
3. Demonstrate professional oral and written communication skills.
4. Plan, implement, and modify clinical services across a wide range of populations including individuals from culturally- and linguistically-diverse groups.
5. Acquire the professional knowledge and skills needed to be eligible for state licensure and professional certification in audiology.

1.2.2 AUD PROGRAM LEARNING GOALS (PLGS) (SLHS-CHHS)

1. Adopt an interprofessional perspective in evaluating and treating hearing and balance across the lifespan
2. Apply the understanding of the influence of culture and linguistic background on human communication, hearing, and balance
3. Use a wide range of techniques to evaluate, treat, and manage hearing and balance disorders
4. Apply critical thinking and the principles of evidence-based practice to audiological services

1.2.3 AUD PROGRAM GOALS

1. To provide graduate education culminating in a Doctor of Audiology (AuD) degree and to prepare students to meet the current professional standards for clinical certification and licensure.
2. To utilize multidisciplinary faculty to provide an educational framework of patient-centered, culturally competent, interprofessional practice for the diagnosis and treatment of hearing and balance disorders.
3. To provide students with a wide range of clinical experiences with culturally and linguistically diverse populations in a variety of settings.
4. To provide integrative learning experiences that foster the development of clinical decision-making skills.
5. To provide research experiences that will enable graduates to apply principles of evidence-based practice and to contribute to ongoing advances in the field.
6. To provide academic and clinical experiences that foster a life-long commitment to professional development.

1.3 ACCREDITATION STATUS

The Doctor of Audiology (Au.D.) education program (residential) at San Diego State University and University of California-San Diego 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, MD 20850, 800-498-2071, 301-296-5700.

For further information about accreditation or about the Program's accreditation status, you may contact the School (619-594-7746) or CAA (URL: caa.asha.org)

1.4 AWARD OF THE DEGREE

The Doctor of Audiology (AuD) degree will be awarded jointly by the Regents of the University of California and the Trustees of The California State University in the names of both cooperating institutions.

1.5 AUD PROGRAM ADMINISTRATION

The AuD Joint Doctoral Program is coordinated by the AuD Program Co-directors (one from each campus), in conjunction with other members of an Executive Committee comprised of three faculty members from each campus (including the Co-directors). The Graduate Deans from each campus serve as *ex officio* members. From SDSU, the AuD Program Co-director is Dr. Laura Dreisbach in the School of Speech, Language, and Hearing Sciences; and from UCSD, the AuD Program Co-director is Dr. Erika Zettner in the Division of Otolaryngology/Head and Neck Surgery. The Executive Committee oversees the program, establishes procedures, and sets policies with input from faculty and students.

The Executive Committee comprises the following individuals:

UCSD	**SDSU**
Erika Zettner, Ph.D., CCC-A *Co-director*	Laura Dreisbach Hawe, Ph.D., CCC-A *Co-director, and Graduate Advisor*
Allen Ryan, Ph.D.	Peter Torre III, Ph.D. *Division Head*
Jeffrey Harris, M.D.	Laura Coco, Au.D, Ph.D., CCC-A

1.6 OTHER SOURCES OF INFORMATION ABOUT THE AUD JOINT DOCTORAL PROGRAM

Students are to take responsibility for understanding program policies and procedures. Students should always first check the AuD Student Handbook and the following reference sites before asking for help (the answers are usually easily found). Of course, if you cannot find an answer in these resources, feel free to contact your advisor, the Clinic Director, or Co-directors. The information on each of these sites is listed at the end of the Student Handbook.

SDSU Audiology website

UCSD Audiology Website

Canvas (Accessed through my.SDSU and canvas.ucsd.edu): SDSU/UCSD Joint Doctoral Program Resources, listed as "Audiology-Staff HR"

Calipso(clinical hours, clinical evaluation, and course tracking)

Google Drive (e.g., shared program calendar)*

1.7 UNIVERSITY NONDISCRIMINATION POLICY STATEMENT

San Diego State University, the University of California-San Diego and the Joint AuD Audiology Program within these institutions are committed to "maintain and promote a policy of nondiscrimination on the basis of race, religion, color, sex, age, disability, marital status, sexual orientation, gender identity and expression, national origin, pregnancy, medical condition, and covered veteran status. Further, the University's commitment requires that there be no retaliation against an individual who has filed a complaint of discrimination or in some other way opposed discriminatory practices, or participated in an investigation related to such a complaint"

Both universities will provide reasonable accommodations for students with disabilities through Student Disability Services SDS at SDSU and through the Office for Students with Disabilities at UCSD.

2.0 GETTING STARTED

2.1 ADMISSIONS INFORMATION

2.1.1 GENERAL ADMISSION INFORMATION AND INSTRUCTIONS

Students are admitted for the Joint AuD program through San Diego State University. Students may enter the program without a background in Communication Sciences and Disorders but must satisfy the prerequisites. Complete instructions for admission to the Audiology Doctoral Program can be found on our website.

2.1.2 ENGLISH PROFICIENCY POLICY

The academic and clinical components of the AuD program are based on proficiency (understanding and use) of English, in oral and written forms. Proof of English proficiency is still required from applicants who received or will receive their undergraduate and/or post-baccalaureate degree at an international institution (regardless of citizenship status) where the primary language of instruction was not English. Students enrolling in the Joint SDSU/UCSD Doctor of Audiology Program must satisfy the English proficiency requirements of **both** universities. If one University requires a higher minimum score, then that must be met. Both SDSU and UCSD will accept TOEFL, IELTS, PTE, or DuoLingo English test scores as proof of English

proficiency. SDSU requirements are located here and the UCSD requirements are located here. The requirements for UCSD are higher than SDSU's. Below are the minimum scores that are accepted for UCSD.

1. TOEFL: 85 (iBT)
2. IELTS: 7
3. PTE: 65
4. DuoLingo: 120

Scores must be achieved within the past two years and must be sent electronically from Educational Testing Service (ETS) using the SDSU institution code: **4682.** The scores do not need to be sent to UCSD.

2.2 PREREQUISITES

Prerequisite completion of at least one course in statistics, one course in biological science, one course in physical science, one course in behavioral/social sciences, and one course in American Sign Language* (that includes instruction in Deaf Culture). Courses must be taken from an accredited university or community college. For students who have not satisfied the ASL prerequisite, see section 4.2 PREREQUISITES for online options approved by the faculty.

*Students who have taken three years of ASL in high school in courses that appear on the high-school transcript will have satisfied the ASL prerequisite once the transcript is verified.

Deficiencies in these areas may be completed after admission to the program if approved by the Admissions Committee. Satisfaction of the prerequisite requirements must be completed before advancement to candidacy (Spring quarter in the 2nd year).

2.3 COMPLETING THE ADMISSIONS PROCESS

Students who receive and accept an offer of admission from SDSU to the program will receive detailed instructions in a "Welcome" letter in April. All steps outlined in that letter must be completed to be accepted at both SDSU and UCSD.

In addition to the required steps needed to become a fully matriculated doctoral student in the AuD Joint Doctoral Program (JDP-AUD), UCSD requires all Year 1 students to complete the following found at "Welcome to UC San Diego: Admitted Students" as soon as possible. The best time to do this is soon after you have completed steps 1-3 above. If these items are not completed, students will have a hold placed on their records and will not be allowed to enroll in UCSD classes until completed. While AuD students do not attend UCSD campus during Year 1, AuD students are considered UCSD students and must complete these steps during Year 1:

1. "What to Do Immediately": You likely already completed these items during the admission process including setting up your UCSD password and activating your UCSD email.
2. "Before You Arrive on Campus":
    a. Submit Pending Admissions Documents
    b. Read Policy on Integrity of Scholarship and Principles of Community
3. "When You Arrive on Campus":
    a. Complete the Sexual Assault Prevention and Resource Training (Think About It) typically available after August 31 and must be completed by Nov 6 of Year 1.

2.4 REGISTRATION AND ENROLLMENT

(Source: SDSU Graduate Division)

2.4.1 SDSU AND UCSD IDs

SDSU ID

The ID for faculty, staff, and students at SDSU is called a **RedID** and is used to engage with university services. A **RedID** will begin with an **8** for anyone who joined SDSU before the transition to my.SDSU or a **1** for anyone who joined after the transition to my.SDSU. If the ID on an SDSU card begins with an **8**, that person will also have an **EmplID** that begins with a **1**. Each **EmplID** is a unique identification number stored in my.SDSU. If the ID on the SDSU card begins with a **1**, it will serve as both a **RedID** and an **EmplID**.

All faculty, staff, and students also have an SDSUid, which is the same as an SDSU email address. For anyone new to SDSU, the SDSUid was sent to their personal email address. The SDSUid is used to log in to my.SDSU and other campus systems. If you forget your RedID number, click here

The SDSU Card Office is responsible for producing and issuing official SDSU identification cards to students, faculty, and staff, as well as guest cards to the greater campus community. The SDSU Card is the official campus wide form of identification and has multiple useful features. With the SDSU Card you will have access to the following facilities and services on campus:

- Campus library - borrowing privileges, research and computer access.
- Meal Plan for residence hall students
- Student verification for sport events, career services, health services and Aztec Recreation Center
- SDSU Funds™ Account - deposit money on your SDSU card to pay for services on campus.

Your Red ID number is printed on the SDSU Card issued by the SDSU Card Office, located in Student Services West 2536. Information about how to obtain your SDSU card is available here.
You will also be asked to activate your SDSUid and set up your secure Google G Suite email account. This Google account will give you access to all the apps in the Google Suite. We will be sharing Google documents and other files with you throughout the program. We are prohibited from sharing documents with private email accounts. More information about SDSU Google G Suite accounts and apps can be found here.

In addition to registration and email, the SDSUid gives you access to Microsoft Office 365 and other site-licensed software.

UCSD Student Triton ID
As a Joint Doctoral Student, you are also a UCSD Student. The ID for students at UCSD is called a **Triton Student Number TSN.** Unless you live on the UCSD Campus, a Student Triton ID Card is not required. However, previous students highly recommend you get your Triton ID Card because it entitles you to many discounts throughout San Diego. Submit your photo via the UCSD Photo Tool. The UCSD Co-Director will pick up all AuD student's cards at the beginning of Year 1 and will deliver your card to you. Students may submit a photo any time after that but are responsible for picking up their own card.

2.4.2 REGISTRATION AND my.SDSU

Registration at San Diego State University is administered through the Office of the Registrar. In nearly all cases, you will register online through my.SDSU, which is your online resource for information about your student standing, registration, course schedule, transcripts, SDSU email, and much more. The my.SDSU registration guide will allow you to view your registration date and time, obtain information about fees, add and drop courses, and much more. This is a Step-by-Step registration guide. Please note that this Step-by-Step guide was designed for undergraduate students and you will be completing this process as a **graduate student**. Information on how to pay tuition can be found here. Current tuition information can be found here. The correct tuition category for our program is "Graduate". You will have to activate your financial aid / loans before you are permitted to register.

For additional information regarding registration and records, contact the Office of the Registrar at 619-594-6871 or registrar@sdsu.edu.

2.4.3 REGISTRATION FOR CLINIC AND RESEARCH PRACTICUM

All clinic and research practicum courses are restricted. You will need to sign up for the course so that you are associated with the correct faculty member as your preceptor or research mentor. Once the clinic assignments are determined and the student has undergone the required clinic onboarding steps, Marla Fulton, the administrative coordinator in the clinic office, will send you registration information. Research practicum (AUD 795, 798, 897, and 899) are linked to specific Ph.D. research faculty. The graduate advisor or Reya Gredonia, the administrative assistant for the AuD program will let you know when you are able to register.

2.5 PRACTICAL INFORMATION / LOGISTICS

2.5.1 EMAIL ACCOUNTS

As a doctoral student in a joint university program, students are required to maintain TWO active email addresses. One email address is an official SDSU email account linked to your SDSUid; the second is the email address assigned to you through UCSD. Google gmail is used for the SDSU email accounts. We are required to use your official email accounts for all university business. ***Students are expected to check SDSU email accounts daily***.

Students are expected to check UCSD email accounts weekly and to keep email information with the UCSD registrar's office up to date. Emails are often sent to students from the Registrars and Graduate Education and Postdoctoral Affairs (GEPA) with important information such as deadlines for payments, deadlines for adding/dropping classes, registration holds, fees assessed etc. Students' advisors do not have access to student accounts. Students **are solely responsible for making sure that their accounts are managed** properly. Students also need a UCSD email address to access Canvas.

2.5.3 STUDENT PARKING

Students may purchase a student parking permit at SDSU each semester. Doctoral students are eligible for an upgrade to a faculty/staff permit which gives students faculty/staff (F/S) parking privileges for no extra fee. The SDSU F/S permit allows students to park in any F/S designated parking structures (e.g., PS2, PS5).

NOTE: Students are not permitted to park in the patient (220) parking spaces (Lot 5); these are reserved for clinic patients.

SDSU and UCSD also have an agreement that supports reciprocal parking privileges for joint doctoral program faculty and students. If you have purchased a parking pass at SDSU you may request reciprocal parking privileges at UCSD by contacting the parking office and telling them that you are a joint doctoral student with a pass at SDSU and you would like parking at UCSD. You may need to provide them with a letter from Dr. Zettner stating your full-time student status and proof of a SDSU parking permit.

2.5.4 STUDENT HEALTH INSURANCE REQUIREMENT

All graduate students must have health insurance and you must be prepared to show your coverage when asked. You may have health insurance through a parent or a partner. If you do not have insurance, you may: 1) qualify for insurance through: Medi-Cal (low-cost or no-cost), 2) Find coverage through Covered California which is the US Affordable Care Act exchange in CA, or 3) Sign up for the GSHIP Program which will provide coverage through Aetna Student Health for graduate students at SDSU. Since students pay tuition fees for student health at SDSU, students should use SDSU health services.

The Graduate Student Health Insurance Program (GSHIP) provides more information about all these options. Please read this carefully.
IMPORTANT: All graduate students will automatically be billed for the GSHIP program when you register. **If you do not want the GSHIP health plan (and you already have coverage for the academic year) you must OPT OUT**. If you do not opt out, you will be charged for this coverage.

2.6 ON-BOARDING PROCESSES

There are several steps that must be completed to prepare for the first semester. Typically, the SDSU and UCSD Co-Directors, Clinic Director and administrative staff will start sending students information about these processes during the summer before the first Fall semester. In addition, on- and off-campus clinics have onboarding requirements that must be completed before students can participate in clinical practicum experiences.

2.6.1 REQUEST FOR ACCOMMODATION

Students requiring accommodations are referred to the appropriate campus resource office (e.g., Student Disability Services at SDSU, Office for Students with Disabilities at UCSD, American Language Institute (SDSU)).

Students are responsible for applying for services through SDS and are encouraged to do so **well before** the beginning of the academic year so that appropriate evaluation and, if necessary, accommodations, can be put into place. The program will work with students with disabilities to determine whether there are ways in which the students can be assisted toward successful completion of tasks required of the profession.

2.6.2 GRADUATE/RESEARCH ASSISTANTSHIP HIRING PROCESS

Graduate and Research Assistants (GA/RAs) assistantships are funded by the Audiology Clinic, the School of SLHS, and research grants, which are operated through the SDSU Research Foundation. Students will be notified via email from either the clinic administrative coordinator, Marla Fulton (mfulton@sdsu.edu), the SLHS administrative coordinator, Jennifer McFadden (jtmcfadden@sdsu.edu), or from the faculty member funding the student, that a position has been requested for them. Students will continue to receive instructions from the Research Foundation or SDSU for steps that must be taken to complete the hiring process. Students must report to the Human Resources (HR) Department of the Research Foundation to complete the sign-in process. HR will notify students with a sign-in date. Year 2 funding within the AuD program is limited. Faculty with grants may have some funds available and a small number of SDSU Clinic RA positions may be available.

2.6.3 AUDIOLOGY CLINIC PRACTICA ONBOARDING PROCESSES

OVERVIEW OF CLINIC ONBOARDING PROCESSES

Clinic onboarding requirements are required for SDSU, UCSD, and most off-campus clinic sites. These requirements vary with the clinical practicum site. The UCSD Co-Director, SDSU Clinic Director, and SDSU Director of Clinical Education will keep students informed regarding the requirements. Students are to respond promptly to onboarding requests to avoid delaying the clinical practicum.

BACKGROUND CHECK – SDSU CLINIC

Background checks/fingerprinting are required at SDSU and many of the off-campus rotations, as well as by California's audiology licensing board. The fees for these background checks are the responsibility of the individual student. **A history of a felony or a pattern of misdemeanor offenses may result in ineligibility**

for licensure. Consult with the individual licensing boards for guidance. Information about how and where to complete background checks/fingerprinting will be provided by the Director of Clinical Education.

IMMUNIZATIONS

Students must follow immunization requirements for both universities (see Graduate Bulletins).
A Clinician Health Certification Form, as proof of immunizations, must be completed upon entry to the program. If needed, immunizations can be obtained through the SDSU Student Health Services or through a private physician. Students will not be able to report for clinical rotations at facilities requiring immunizations if their immunizations are not current. This is likely to impact a student's progression through the program, prevent them from participating in a variety of clinical experiences, and could ultimately prevent graduation from the program.

Year 1:
On or before the first day of clinic, students are required to provide to **SDSU**:

1. Completed Clinician Health Certification Form (sent during summer prior to entering) regarding immunity for the following:
    a. Measles, mumps and rubella (MMR)
    b. Meningococcal conjugate (serogroups A, C, Y, & W-135): At least one dose at age 16 or older for students through age 21.*
    c. Meningococcal B (Meningitis B): Complete series, may be two or three doses, for students aged 16 through 21.*
    d. Varicella (Chicken Pox)
    e. HEP B (recommended, not a requirement)
    f. Tdap (Tetanus/Diphtheria/Pertussis/(recommended, not a requirement)
2. Covid-19 vaccination and boosters will be required for all students. For up-to-date Covid-19 requirements see here.
3. A record of a recent tuberculosis test (a negative skin test or blood test within the last 12 months). If the skin test is positive, the student must have a chest x-ray showing absence of any active TB.

For a complete list of other recommended vaccinations by the university, please click here

Note: Clinical assignments will be delayed until this required documentation is furnished to SDSU (and may affect clinic grade).

During the Fall term of Year 1, students are also required to provide health information to **UCSD** even though you will not be in the UCSD hearing clinic until Year 2.

1. Access the UCSD Admissions website: "Welcome to UC San Diego: Admitted Students," then click on "Before You Arrive on Campus":
2. Activate UCSD My Student Chart online health portal (used to document your immunizations).
3. Complete the TB Questionnaire online
4. Complete the Immunization Requirements including current immunization Covid requirements.
5. Upload your photo to the UCSD website Submit your photo via the UCSD Photo Tool. Once students have submitted this photo, by the deadline sent to them over the summer, the UCSD Co-Director will pick up the ID cards at one time and will deliver them to SDSU.

In October of Year 1 at SDSU:
Students are also required to get a seasonal influenza vaccine when this becomes available in October. Documentation of vaccination must be provided. Students who are unable to be vaccinated for flu will be required to wear a mask when seeing patients in the clinic.

Year 2:
Before you can enroll in courses at UCSD, students are required to have any Registration holds resolved (usually these are due to steps that were not completed during Year 1). Contact the Registrar or UCSD Student Health (depending on the question) if you have questions. Proof of the following immunizations is required via MyStudentChart). Students must also upload any new or updated immunizations to their Calipso student profile. MyStudentChart and Calipso do not "talk" to each other, so each must be updated separately.

1. A record of a recent tuberculosis test (a negative skin test or blood test within the last 12 months). If the skin test is positive, the student must have a chest x-ray showing absence of any active TB.
2. UC required Vaccinations include: Tdap – Tetanus, Diphtheria and Pertussis, MMR – Measles, Mumps and Rubella, Varicella, Meningococcal ACWY (Serogroups A, C, Y, & W-135)
3. Flu shot (when available, usually around October). Flu shots are free with a UCSD employee badge (i.e., clinic badge).
4. Up-to-date Covid-19 vaccination will be required for all students.

In October of Year 2 at UCSD: Students are also required to get a seasonal influenza vaccine when this becomes available in October. Documentation of vaccination must be provided. Students who are unable to be vaccinated for flu will be required to wear a mask when seeing patients in the clinic during flu-season (typically October-March).

Note: Students may not begin clinical orientations and assignments until completed (and may affect clinic grade).

Year 3 and 4:
Upload proof of the following to Calipso

1. Annual flu shot
2. Annual TB test
3. Immunization record (Proof of Vaccinations) from Year 2 covers what is needed for most Year 3 and 4 clinic placements; however, there may be some additional site-specific requirements (posted for each site on Calipso).

2.6.3.4 CLINIC LIABILITY INSURANCE

Students enrolled in fieldwork and/or clinical practicum in the program are provided with general and professional liability insurance through the California State University System's Student Professional Liability Insurance Program (SPLIP). Courses that are covered under this policy: AUD 701, 801, 831, 871 (at SDSU), and AUD 284 and 236 (at UCSD).

3.0 SDSU FACILITIES, EQUIPMENT AND ACCESS

3.1 CLASSROOMS

Most of the audiology courses are held in classrooms in our SLHS building, typically rooms 149, 201, 204, 247, and in the Instructional Lab (see below). There are many classes from other departments scheduled in our building, so it is unlikely that students will be able to use the classrooms for studying. All classrooms are equipped with "Smart Classroom" technology to enhance students' learning experiences. Occasionally, classes will also be held in the Audiology Clinic or in other classrooms on the main campus. Courses at UCSD are located on the School of Medicine campus. Classrooms contain internet, main room computer and projector.

3.2 INSTRUCTIONAL LAB (SLHS ROOM 147)

3.2.1 PURPOSES OF THE INSTRUCTIONAL LAB

The Instructional Lab (IL) is a shared space used for two main purposes:

A. *Instructional space*. The IL is a space used for AuD Program instructional activities, course related Labs, and student research. Students may use the lab for quiet studying and to work on program-related assignments.
B. *Auditory Physiology and Psychoacoustics Lab (APP Lab)*. The IL is also used as the primary research lab for Dr. Dreisbach. Dr. Dreisbach conducts research studies using the sound booth and the adjacent equipment. More details on her lab space appear below.

WHAT FACILITIES ARE AVAILABLE FOR STUDENTS IN THE IL?

The IL is equipped with audiometric, middle ear, electrophysiological, hearing-aid testing equipment, and software to support course-related activities and student research. There are also several PC-based computers in the lab that can be used for student schoolwork. The computers include the basic MS Word Office Suite. One computer has hearing aid fitting software and web-based reference software (EndNote) can be accessed from computers connected to the internet.

3.2.2 INSTRUCTIONAL LAB RULES

To maintain the working order, neatness, and professionalism of the IL, the following rules have been established. Failure to follow these rules may result in revocation of IL privileges and referral to the Student Review Committee to evaluate this misconduct.

1. Usage priorities. Classes are sometimes held in the IL. If an IL lab class is in session, the IL may not be available for use by others. This is up to the discretion of the instructor and depends on the space and equipment usage needed for the class. Classes take priority. Likewise, if research participants are being tested, the use of the IL may be restricted during the testing period. There are federally regulated confidentiality requirements related to research participants that must be followed. Students are asked to please observe the "availability signage" on the door; if classes are being held or a research participant is being tested, please ask if it is alright to work in the space. To see IL availability and sign up for use, check the SLHS 147 Instructional Laboratory shared Google calendar:
2. Use of computers**.** The *IL computers are for schoolwork only*. Students may not use computers for personal business, entertainment, or for any other purpose other than instructional-related activities or doctoral projects. Students are not to download items from sites that are external to the university. When computers become infected with viruses, they are removed from the IL. This has happened in the past and this hurts everyone in the program, as the computers are also used for teaching and lab assignments, not just student work.
3. Eating in the lab**.** There is to be ABSOLUTELY NO EATING in the IL**.** The lab is not a lunchroom or a student lounge. All food consumption is to take place in the AuD student room, outside the building or, in cases of inclement weather, in hallways with chairs. The SDSU Student Union is a wonderful space with many places to eat your lunch and gather for socializing. There are also some nice tables on the patios around the SLHS building.
4. Drinking in the lab**.** Unflavored water may be consumed in the IL, but only at the table where there are NO computers or equipment. Students are not to consume any other liquids in the lab, including coffee, soda, or teas.
5. Trash. Please use the recycling bin for paper. All trash should be removed regularly to receptacles outside the IL. Custodians do not empty trash in the IL.

6. Security. *Do not prop the door open.* The IL houses very expensive equipment and students often leave valuables in the space. Please do not leave the door open when there is no one in the IL. If a student forgets their key card, they must make other arrangements for the day (find a friend!).
7. Personal belongings. No personal belongings should be left out in the IL when not being used; belongings left in the IL during the day should be stored neatly under the desks (not laying in the middle of the floor or strewn over tables) and should be taken home at the end of the day. The IL should always remain neat, as visitors, administrators, faculty, etc., may enter at any point in time.
8. Dr. Dreisbach's research lab**.** Dr. Dreisbach uses a portion of this space (sound booth, various electrophysiological equipment, audiometer, and computer next to black equipment rack in the back portion of IL) as her research lab. The IL should always remain presentable so research participants will feel comfortable in the space. If signage indicates a participant is being tested, students are welcome to ask for permission to work in the IL, but if permission is granted, please refrain from talking or making a lot of noise.
    a. Items purchased with funding to Dr. Dreisbach have been labeled as such. Please do not open cabinets/drawers labeled APP Lab unless instructed to do so by Dr. Dreisbach or one of her GAs.
    b. The cabinet in the sound booth is to only hold equipment, no personal belongings (e.g., magazines, books, paper plates, etc.). Again, the cabinet should not be opened by anyone other than employees of Dr. Dreisbach. Any equipment needed for classes/labs, will be out and available for student use either hanging on the sound booth wall or laying on the cabinet.
9. The recliner chair in the sound booth. The recliner chair *should ONLY be used for testing participants or classmates for laboratory assignments*. Lounging/sleeping in the chair is not permissible. The lever for the footrest can be found on the side of the chair. The footrest MUST be returned to the down position when testing is complete. This is a very expensive chair that is needed for research participant testing (2+ hours each session). It is leather, so it can be cleaned in between sessions. Please treat the chair with respect.
10. Turn off all test equipment. Test equipment should be turned OFF when not being used. No test equipment should be left on overnight. Please leave the computers ON.
11. Noise levels. Please keep noise and talking to a minimum:
    a. Take personal phone calls outside the IL, and silence cell phones when in the IL.
    b. Be considerate of other students and faculty who are studying or using the IL for educational purposes. Report any issues/concerns or ideas how to improve utilization of this space immediately to Dr. Dreisbach.

3.3 CLINIC AND CLINIC FACILITIES

3.3.1 USE OF CLINIC EQUIPMENT FOR CLASS ASSIGNMENTS.

Clinic spaces and facilities at SDSU and UCSD are intended primarily for clinic and research use. With permission, however, students are permitted to use clinic facilities to complete course assignments that require use of clinical equipment (e.g., AUD 702, 710, etc.). Students are expected to clean up the area after use and return all equipment to the state in which they found it (e.g., typically computers are left on, and other equipment is turned off). Students are not permitted to use the equipment and facilities during clinic sessions, unless they have obtained prior permission from the Audiology Clinic Director, Dr. Kearney (SDSU) or UCSD faculty for UCSD facilities. Students have 24/7 access to the clinic giving them ample opportunities to complete the assignments that require the use of clinic facilities. When possible, students are encouraged to use the instructional lab instead of the clinic.

3.3.2 USE OF CLINIC COMPUTERS FOR CLASSROOM ASSIGNMENTS OR PERSONAL WORK

Clinic computers should not be used to complete non-clinic-related assignments, access course materials, or to complete other personal work. Also, the personal use of clinic printers is prohibited. The computers

may be used for reports, documentation, and work related to direct patient care that is part of a clinic rotation (AUD 701, 801). Graduate assistants hired to work in the clinic may use all facilities and computers to carry out their assigned work but may not use the computers during non-work hours for personal work.

3.3.3 Audiology Student Workroom (AKA "Audiology Freezer Room")
Audiology students have access to SLHS 123. This space is to be used for clinic and program-related purposes such as completing clinic notes, studying, homework, etc. It is not a place to keep personal items or hold personal appointments. No food or personal items should be left in this room at the end of the day.

Please be considerate as this is a shared space between many students across all cohorts.

3.3.4 PERSONAL ITEMS IN CLINIC FACILITIES
No personal items (bags, backpacks, etc.) should be kept in the SDSU Clinic rooms while clinic is in session. Water bottles and notepads are acceptable.

3.3.5 POLICY FOR CLEANING ROOMS AFTER EACH CLINIC SESSION
All clinic rooms and booths must be cleaned up by the student after their assigned clinic session is complete. This means all used specula/probes placed in the appropriate container for disinfecting, all surfaces wiped down, and any equipment/forms used during the clinic session put in its respective place.

3.4 KEYS AND ELECTRONIC ACCESS CARDS

At SDSU students in the Audiology Joint Doctoral Program have electronic access keys to enter the SLHS building (24/7 access), the Instructional Lab, the Student Lounge, and the Audiology Clinic electronic entrance door. Students will also have physical keys to open other areas of the building such as the clinic treatment rooms and the entrance to the diagnostic sound suites. Research lab keys will be provided to students working in Drs. Coco's, Dreisbach's, Torre's, or Wang's lab as needed.

Key authorization cards are issued at the beginning of the program. The student is responsible for returning the key(s) once their assignment is finished. Students must take the key authorization card to the Key Issue Office at SDSU to pick up the physical keys and activate the electronic access function on the SDSU ID. Lost SDSU IDs must be reported immediately so that the electronic access can be canceled.

The key issue office is a row of cashier windows on the left side of the University Police Department building (to the right of Peterson Gym.

At UCSD students will not be issued keys for Perlman Clinic. With valid hospital ID, students may call UCSD Hospital Security (858-657-6420) who will give access to the clinic after normal working hours.

3.5 FAMILY AND FRIENDS USE OF FACILITIES

The instructional labs (including research instructional labs), the clinic and the classrooms are intended for AuD student-related and research-related work only. Generally, friends and family are not permitted to use or hang out in these spaces unless they are serving as a research participant or serving as a participant for a class laboratory assignment. If circumstances arise in which a student would like to invite a friend/family member into the lab for a short time, the student may request permission from Dr. Dreisbach for the Instructional Lab, Drs. Coco and Torre for SLHS 138/140, and from the Audiology Clinic Director, Dr. Kearney, for the clinic, ***before*** the visit. If permission is granted, friends/family members should never be left alone in these spaces; there are issues related to confidentiality, liability, and equipment security that necessitate this policy. Family or friends should not be invited to attend a class unless the instructor has granted explicit permission to do so. Note: Faculty permission is not required if students are simply giving friends/family a tour of our facilities. At UCSD, students must request permission from the UCSD Audiology faculty.

3.6 CAMPUS FACILITIES AND RESOURCES FOR STUDENTS

The university has a variety of resources for students including computer labs, study rooms, and even a massage chair in the Center for Well Being.

3.6.1 LIBRARY GROUP STUDY ROOM

Students with a valid SDSU ID may reserve a study room that will accommodate 3-10 people. This is a great way to prepare for quizzes and exams. The study rooms are equipped with LCD monitors that permit users to hook up a laptop to display/share information.

3.6.2 CAMPUS COMPUTER RESOURCES AND SOFTWARE

There are additional computer workstations at the library. In addition, the Student Help Desk is located at the library. Help with Canvas (Web-based Learning Management System used in all courses), wireless services, and software is available.

Software downloads

We have a site license for several programs that we use including the complete MS Office suite, Matlab, SPSS, and EndNote (bibliography software). The software can be downloaded with a valid SDSU ID.

3.6.3 CENTER FOR WELL BEING

The Center for Well Being offers a quiet place to relax. Options include:

1. **Alpha Chamber:** Our alpha chamber consists of an egg-shaped chair with built-in speakers and a TV with a DVD of your choice. The DVD choices consist of varying topics to promote personal growth and relaxation by increasing alpha waves in the brain.
2. **Massage Chair:** Come in and relax in our state-of-the-art massage chair. The chair has multiple settings that can massage different parts of your back and legs in a variety of ways.
3. **Mental Stimulation:** With our wide selection of books and pamphlets, information is at your fingertips along with a quiet reading area.
4. **Chalkboard Wall:** Express yourself through art and color on a large chalkboard wall.
5. **Journal:** We have a journal for students to write in anonymously. Come in and share your thoughts or read what others have written.
6. **Board Games:** Come in, relax, and challenge your friends to a game of chess or checkers!
7. **Computerized Discovery:** Our computers have internet access, where you will be able to access our website that has online surveys and strength-based assessments.
8. **Nurtured by Nature:** Come relax outside in the comfortable patio furniture and soak up the sun.

3.6.4 DIVISION OF STUDENT AFFAIRS AND CAMPUS DIVERSITY

The Division of Student Affairs and Campus Diversity has programs and resources to help students succeed. These include:

- The Center for Inclusive Excellence
- Economic Crisis Response Team
- Office of Graduate Life and Diversity

Being a graduate student can be difficult. Please take advantage of these opportunities if you think they may help you.

4.0 CURRICULUM

The SDSU/UCSD Joint AuD Program is a comprehensive and intensive program. Students should expect to be very busy throughout their doctoral level education, and at times may feel overwhelmed and feel we are not sensitive to their needs to "have a life." We understand those feelings, but we are committed to providing students with a cutting-edge education that we know will put them well ahead of their peers in other programs. We assume that students want the best experience possible, and we know from our alums that our students will be highly competitive in obtaining an externship and in the job market.

See the 2026 – 2027 table of TYPICAL curriculum offerings by term (exact term of offerings may vary):

Year 1 Curriculum

Term 1 – Fall				Term 2 – Spring				Term 3 – Summer			
Campus	#	Title	Units	Campus	#	Title	Units	Campus	#	Title	Units
SDSU	700	Hearing Science	3	SDSU	712	Research/EBP	3	SDSU	696	Diagnostics Aud	3
SDSU	705	Diagnostic Aud	3	SDSU	720	Aud EP 1	4	SDSU	815	Speech-Lang Lit	2
SDSU	710	Amplification 1	4	SDSU	725	Pediatric Aud	3	SDSU	701	Clinical Practice	1
SDSU	701	Clinical Practice	1	SDSU	701	Clinical Practice	1				
SDSU	702	Clinic Methods	1	SDSU	702	Clinic Methods	1				
SDSU	721	Staffing	1	SDSU	721	Staffing	1				
		SDSU Units	13			SDSU Units	13			SDSU Units	6
		UCSD Fee				UCSD Fee				UCSD Fee	

Summer Y1 = part-time tuition at SDSU

UCSD Fee increases every summer, then cost remains the same for Spring and Winter

Year 2 Curriculum

Term 4 – Fall				Term 5 – Winter				Term 6 – Spring			
Campus	#	Title	Units	Campus	#	Title	Units	Campus	#	Title	Units
UCSD	257	Ear Dis & Treat	3	UCSD	271	Temp Bone Anat	3	UCSD	260	Adv Diagnostic	3
UCSD	263	Tests of Vestib Fi	4	UCSD	276	Cochlear Impla	3	UCSD	272	Aud Processing	4
UCSD	274	Adv Amplificati	4	UCSD	278	Special Topics i	3	UCSD	275	Intraoperative	3
UCSD	TBA	Elective	3	UCSD	236	Oto Preceptorsh	2	UCSD	284	Clinical Practice	4
UCSD	284	Clinical Practice	4	UCSD	284	Clinical Practice	4	UCSD	291	Staffing	1
UCSD	291	Staffing	1	UCSD	291	Staffing	1				
SDSU	897	Independ Res	3	SDSU	897	Independ Res	3				
SDSU	798+	Independ Study	3	SDSU	798+	Independ Study	3				
SDSU	795+	Research Prac	3	SDSU	795+	Research Prac	3				
										Year 2 Quals June	
										AuD-3 Submitted	
		SDSU Units	6			SDSU Units	6			No additional fees or tuition-	
		UCSD Fee				UCSD Fee				cost was paid in Winter	

Year 3 Curriculum

Term 7 – Summer				Term 8 – Fall				Term 9 – Spring			
Campus	#	Title	Units	Campus	#	Title	Units	Campus	#	Title	Units
SDSU	802	Precepting Cours	1	SDSU	800	Instrumentatio	4	SDSU	711	Audiologic Mana	3
SDSU	801	Precepting Practi	1	SDSU	835	Psychoacoustic	3	SDSU	830	Seminar - Aging	2
SDSU	831	Field Clinic	4	SDSU	830	Seminar in Aud	2	SDSU	845	Hearing Conser	1
				SDSU/UCSD 899/299 Doc Project			3	SDSU/UCSD 899/299 Doc Project			3
				SDSU	831	Field Clinic	4	SDSU	831	Field Clinic	4
		SDSU Units	6			SDSU Units	13-16			SDSU Units	10-13
		UCSD Fee				UCSD Fee				UCSD Fee	

Year 4 Curriculum

Term 10 – Summer				Term 11 – Fall				Term 12 – Spring			
Campus	#	Title	Units	Campus	#	Title	Units	Campus	#	Title	Units
SDSU	871	Externship	10	SDSU	871	Externship	10	SDSU	871	Externship	10
SDSU/UCSD 899/299 Doc Project			0-3	SDSU	891	Integrat Sem-o	2	SDSU	891	Integrat Sem-o	2
				SDSU/UCSD 899/299 Doc Project			0-3	SDSU/UCSD 899/299 Doc Project			0-3
		SDSU Units	10-12			SDSU Units	12-15			SDSU Units	12-15
		UCSD Fee				UCSD Fee				UCSD Fee	

Notes:

- You pay SDSU tuition, every term except tor Term 6 (When at UCSD you enroll in SDSU 897 and either +795 or +798)
- You do not pay UCSD tuition; instead you pay the the Audiology Symposium Fee every term
- You must complete at least two terms of Doc Project units (UCSD 299 or SDSU 899)
- No tuition or fees for this quarter because tuition and fees are paid on smester schedule

…. What our Alumni say

"I AM DEFINITELY SATISFIED WITH HOW THIS PROGRAM PREPARED ME FOR MY CLINICAL PLACEMENTS AND EMPLOYMENT. I AM SURE I GOT THE BEST EDUCATION POSSIBLE OUT OF THE PROGRAMS I COULD HAVE ATTENDED."

"SDSU/UCSD AUD PROGRAM ALWAYS KEPT THEIR STANDARDS HIGH. THAT TYPE OF TRAINING IS KEY. THESE HIGH STANDARDS STAY EMBEDDED IN THEIR STUDENTS THROUGHOUT THEIR CAREER AND HELP KEEP THE PROFESSION OF AUDIOLOGY AT THOSE HIGH STANDARDS AS WELL."

4.1 CURRICULUM SCHEDULE BY TERM

The AuD Program is a four-year program, including the summer semesters. A semester system is used at SDSU, and a quarter system is used at UCSD. The course requirements are in a structured lock-step curriculum, in other words, everyone takes essentially the same set of courses/clinic in the same sequence. Occasionally, course sequences and offerings may be adjusted to meet faculty needs (e.g., sabbaticals). Requirements include didactic (non-clinical) courses, clinical practice, clinical and research methods labs, clinical staffing courses, and a doctoral research project. An exact degree unit minimum is not specified due to the mixing of semester units (SDSU) and quarter units (UCSD) and differences in clinical hours at different settings; however, the program is approximately 145 semester-equivalent course units, including at least 6 units of a doctoral research project. Most of the courses in Years 1, 3, and 4 are at SDSU, and in Year 2 at UCSD.

In addition to the university courses, students are to enroll (and pay the Special Program Fee) in "Audiology Symposium" (zero units) each semester. Instructions and deadlines for paying the Audiology Symposium Fee are emailed to students each term. This fee is determined by a memorandum of understanding (MOU) between SDSU and UCSD that is renegotiated every 3 to 5 years; In addition, the amount typically increases by 3% each August. More detailed information related to the Special Program Fee can be found in the Tuition and Fees section in the handbook.

4.2 PREREQUISITES

As described in Section 2.2 Prerequisites, students must complete prerequisite courses to be advanced to candidacy. The faculty **strongly** recommend that students complete the prerequisites before they arrive because the AuD academic schedule allows little time for extra classes. **Students will not be advanced to candidacy and cannot start the 3rd year of the program or the externship until the requirements are completed**.

American Sign Language (ASL)

Students who have taken three years of ASL in high school in courses that appear on the high-school transcript will have satisfied the ASL prerequisite once the transcript is verified.

AuD students who have not satisfied the prerequisite must take ASL through a university or local community college. American Sign Language (ASL) is offered at SDSU and local community colleges; however, in the past, students have had challenges gaining access to these courses and/or the courses conflict with AuD courses or clinic assignments.

For students who have not satisfied the ASL prerequisite, the following three online courses are approved by the faculty. The fee for the course is paid directly to the institutions:

- ***UCSD Extended Studies*** UCSD offers an online course that explores the basic language structure of ASL and Deaf Culture at a reasonable price.
- ***Columbia College***. On-line: Columbia College AMSL 101 American Sign Language I; Online 3-unit course: Search for the American Sign Language course (AMSL101A or AMSL 101B).
- ***Gallaudet University*** Online: The course (ASL I) is a 3-unit course. Note: The online courses also fill up, but students may be placed on a waiting list. Although expensive (approximately $1000), students' impressions of the online courses have been positive.

Testing out of the ASL prerequisite

Occasionally students will learn ASL early in their lives without taking a formal course. If you believe that you are proficient in ASL, but you have never taken a course or are unable to provide a college transcript, you may satisfy the prerequisite requirement successfully by completing an ASL proficiency exam. Gallaudet University offers an American Sign Language proficiency interview (ASLPI). Students may satisfy the ASL prerequisite by earning a "Level 1" or higher score on the ASLPI. Test results must be provided to the AuD program. More information about this program is provided here. There may also be a local proficiency exam option at SDSU; if interested, discuss this option with your advisor.

4.3 ELECTIVE COURSE AT UCSD

Each student completes one approved elective course during Year 2 while at UCSD, either in Fall, Winter, or Spring quarter. The elective requirement is usually satisfied with Fall enrollment in AUD 296 Research Practicum (3 units) at UCSD; IF the student works with an SDSU faculty member, they will also enroll in AUD 795 at SDSU (3 units; approved by an SDSU faculty member). This practicum can entail early work on the student's doctoral project. Alternative options for satisfying the elective requirement include a UCSD course from another department. Instructor's permission is also often required for many of the courses, they may follow a different enrollment date (e.g., follow the School of Medicine calendar which **starts up to 2 weeks prior to the start of the AuD courses**). Courses outside the AuD program often conflict with required courses. Inquire with the UCSD Co-Director for advice. Courses that other students have taken in the past are listed on AuD UCSD website. Students should obtain approval from the UCSD Co director (Dr. Zettner) prior to enrolling to ensure the elective does not conflict with other program commitments/assignments.

4.4 CALENDAR AND COURSE SCHEDULE ADHERENCE POLICY

Students are expected to attend all classes and clinic sessions IN PERSON. If students are unable to attend a class or clinic session, they are expected to notify the instructor or clinical preceptor promptly. The academic schedule, including those listed in the syllabus, cannot be modified to accommodate students' personal activities (e.g., interviews, vacations, etc.). Such modifications are prohibited by the audiology division and university policies. Exceptions may be made in the case of documented student illness or an emergency involving the immediate family (mom, dad, siblings). Please notify the instructor immediately should this occur. Reasonable accommodations may also be made for religious observances if, by the end of the second week of SDSU classes and on or before the first day of class at UCSD , the student notifies the instructor of the conflict.

If it is necessary for a student to be absent from clinic or class because of personal illness, illness of a member of the student's immediate family, or an emergency, the following guidelines should be followed:

1. The student shall text or email their preceptor/instructor PRIOR to the start time of the absence.
2. If the student is physically unable to text or email, they shall arrange for a representative to call in accordance with these guidelines.

3. If a student must miss clinic, the student should discuss when to make up the session (if possible) and arrange this with their preceptor. If a make-up session isn't possible, the preceptor may assign a clinically relevant assignment or simulation instead.
4. If a student must miss a class, the student should watch a recording of the class, join via Zoom if appropriate, if these options are offered by the instructor.

Students should view attending class and clinic as a career. Arriving to work late or leaving early should not occur without telling your supervisor. When clinic patients have cancelled their appointments, you are still required to go to clinic. Similarly, you would contact your supervisor to arrange for planned absences as soon as possible, and you would contact work as soon as possible if you cannot attend due to illness. Treat your faculty and your preceptors with respect for their time and expertise.

Planned absences. Students who wish to attend a conference, must inform the instructor **BEFORE** the start of the semester. This will allow modifications to the syllabus if possible. First year students given the opportunity to attend a conference in the Fall semester **MUST** inform their instructors as soon as they learn of the opportunity and must get permission. Students should plan on missing no more than one class from a course or one clinic absence **PER** term (Fall and Winter/Spring) to attend a conference or to interview for an externship. If the student will be presenting a poster or podium session, the student should notify the SDSU Program Director and the course instructors for permission.

Finally, students must check the Audiology Calendar when planning vacations or family events. All students will have access to the calendar and mandatory events are indicated. It includes the beginning and end of each semester or quarter, dates for qualifying exams, Doctoral Project presentations and orientations. If you cannot find the link to the calendar you may ask Reya.

4.5 COURSES AND COURSE-RELATED POLICIES

4.5.1 COURSES

Typically, students take a total of 26 didactic courses during the AuD program. The year 1 and 3 courses are held at SDSU, the year 2 courses are held at UCSD, and the year 4 course is online (AUD 891 On-Line Integrative Seminar). A variety of pedagogical styles are used to encourage integration of material including didactic, group discussions, team projects, seminars, laboratory demos, and exercises. Course instructors are in close communication with clinical preceptors during the first two years to ensure that clinic expectations are compatible with course content.

4.5.2 USE OF ELECTRONIC DEVICES IN CLASS POLICY

If a student wishes to record faculty lectures and/or use a computer or smartphone to take notes, they are to ask the instructor for prior permission. The intellectual material in these recordings is the property of the instructor and is only to be used for the student's immediate educational needs and not to be shared publicly. It is strictly forbidden to use computers and smart phones during class for any other activity, for example, email, surfing the web, social media, or doing work for another class or other personal business not related to the class.

4.5.3 OTHER COURSE POLICIES IN SYLLABUS

Each faculty member includes several university and classroom policies in the syllabus for each course and clinic practicum. It is the student's responsibility to carefully read and adhere to the course policies described in each syllabus. Failure to adhere to a syllabus policy is considered student misconduct; this may result in referral to the University Student Judicial Review for action per university policy.

4.6 RESEARCH CURRICULUM OVERVIEW

There are several components of the research curriculum that culminate in the completion of an independent Doctoral Research Project.

- ***Year 1.*** During the first year, students take a course on research and evidence-based practice to learn the basics of research, statistical tools, and the critical evaluation of research designs.
- ***Year 2.*** During year 2 most students complete research practicum to work directly on preparation of a research proposal for the Doctoral Research Project, to begin the writing process, and/or to begin data collection on a research study that may develop into a doctoral project. All students are required to complete the CITI training modules for Human Subjects Research and Information Privacy and Security if these were not completed earlier in the program or before entering the program. Note: The training certifications expire after three years and must be renewed to continue doing human subjects' research.
- ***Year 3.*** During year 3 students are expected to complete data collection and a formal write-up of the Doctoral Research Project. Students present the research at an open forum by the end of the 3rd year.

More information about the Doctoral Research Project is provided in the next section.

4.7 DOCTORAL RESEARCH PROJECT

Each student will complete a data-based doctoral research project. The doctoral project is to be completed by the end of Year 3 (beginning of May). Only research-based projects that generate new information will be approved (see next section). The student's doctoral project committee consists of two AuD program faculty eligible to serve on the committee (one from each campus); one of these committee members will serve as chair. There must also be a third committee member (outside of the program), suggested by the student's doctoral project chair and eligibility to serve will be determined by the graduate deans of UCSD. The third committee member must be a full-time, tenured (or "in-residence" in the School of Medicine) faculty member who is not an AuD program faculty member. Students must submit an AUD-2 (Committee) and AUD-3 (Advancement to Candidacy) form to be approved (see AuD Forms-completion Procedures). Depending on the project, the student and the chair may include a fourth committee member who has specific expertise in the research topic, but who is not eligible to be a primary committee member.

4.7.1 DEVELOPMENT & CHARACTERISTICS OF THE DOCTORAL PROJECT RESEARCH TOPIC

Students will hear from a variety of faculty about possible ideas for a doctoral project in their first year. Only research (data)-based projects will be approved, but projects may be based on existing data from someone's lab or clinical chart review projects may be based on existing data. Clinical case studies are not appropriate for a doctoral project (i.e., in which results of a small number of patients are only compared to normative data). Single-subject research designs involving a small number of subjects ***may*** be appropriate if the design includes a sufficient number of within-condition replications to enable meaningful statistical analyses of the independent variable(s) at the individual subject level.

4.7.2 DOCTORAL PROJECT COURSE ENROLLMENT REQUIREMENTS

Students are to enroll in the Doctoral Project course at SDSU (AUD 899) or UCSD (AUD 299) depending on where the doctoral project chair resides. If the chair holds a joint appointment at both SDSU and UCSD, the student will register for the doctoral project at the university at which the research will take place. To be eligible to enroll in AUD 899/299, the student must be Advanced to Candidacy (See AUD 3 form information). The student must earn course credit in AUD 899/299 in at least two terms (semester or quarters) for a total of 6 units. The student should enroll in AUD 899/299 (after Advancement to Candidacy) during the fall and spring terms of Year 3, and during any term in which university faculty and/or resources are used. The student must be enrolled continuously in AUD 899/299 until completion of the project,

except during the summer term. A student does not have to enroll continuously during an approved leave of absence. If a student is using resources on either campus (including equipment or faculty) they must be enrolled in 899/299 and pay associated fees. If a student has completed all requirements ***except*** for the Doctoral Project and is enrolled in AUD 299 at UCSD, the student must also be enrolled at SDSU (AUD 897) and must pay tuition and the special program fee.

4.7.3 TIMELINE STANDARDS FOR COMPLETION OF DOCTORAL PROJECT

The standard deadline for completion of the doctoral project shall be the end of Year 3 (May). The student's doctoral project chair will notify the student's advisor and the Student Review Committee if the project is not completed by this deadline. For those not meeting the Year 3 deadline, the advisor will indicate "Improvement Needed" on the Student Evaluation and Recommendation (SER) form for each term from the Year 3 deadline through the end of Year 4. Students who do not meet the Year 3 deadline will meet with the doctoral project chair to establish specific milestones. Students who do not make adequate progress on the specific milestones during Year 4 may be referred to the Student Review Committee, and they are subject to dismissal from the program. If the doctoral project is not completed by the end of Year 4 (May), the student's advisor will indicate "Unsatisfactory" performance for Doctoral Project on the SER during the student's evaluation. The student's advisor will inform the Student Review Committee, which will formally review the student's situation and make appropriate recommendations and/or establish additional required milestones. Students will be subject to termination from the program if any of the established milestones are not met during the fifth year. Students must be enrolled in AuD 899/299 during the term in which they will present their doctoral project. If this goes beyond the end of Year 4, tuition and the special program fee will be incurred.

4.7.4 DOCTORAL PROJECT SUMMARY: DEVELOPMENT, DISTRIBUTION, AND POSTING

- The student is to obtain approval from one of the full-time Ph.D. program faculty (from either SDSU or UCSD) to serve as their Doctoral Project Committee Chair.
- Working with the project chair, the student will prepare a Doctoral Project Summary which should include:
  - Background
  - Rationale
  - Purpose of the project
  - Hypotheses (if applicable)
  - Summary of the methodology
  - Planned statistical analyses
- Students are encouraged to review examples of Doctoral Project Summaries posted on Canvas, especially projects completed with the same mentor/chair.
- After the project chair approves the summary, the student is responsible for emailing it to the SDSU/UCSD AuD Executive Committee for review ("vetting"):
  - Dr. Coco – lcoco@sdsu.edu
  - Dr. Dreisbach – ldreisba@sdsu.edu
  - Dr. Torre – ptorre@sdsu.edu
  - Dr. Harris – jpharris@ucsd.edu
  - Dr. Ryan – afryan@ucsd.edu
  - Dr. Zettner – ezettner@ucsd.edu
- Faculty reviewers will have five working days to review the summary and give feedback. Feedback will be shared with both the student and all research faculty reviewers.
- Reviewers will evaluate:
  - Whether the project meets program requirements
  - Whether the project can reasonably be completed within the required timeline

  - Suggestions related to the topic or study design
- If most reviewers have major concerns about the project's suitability or if more information is needed, the project chair will work with the student to revise the project so it meets program requirements.
- If reviewers only have minor concerns or suggestions, the project chair may decide whether changes to the summary or project design are needed.
- After your doctoral project summary has been finalized and approved by the research faculty, meet with your project chair to discuss possible committee members.
- Contact potential committee members to ask if they are willing to serve on your committee. You may need to send them a copy of your approved doctoral project summary.
- Once the Executive Committee has approved the summary, the Doctoral Project Chair will post the final version on Canvas.
- The student completes the AUD-2 Doctoral Committee Form, which can be found in the Canvas Homeroom.
- Obtain signatures from all committee members.
  - Email confirmations or letters from committee members may be submitted instead of handwritten ("wet") signatures.
- Email the completed AUD-2 form and attached email confirmations to Dr. Zettner in one combined email and cc your committee chair. Separate emails will not be accepted.

4.7.5 CONDUCTING AND COMPLETING THE DOCTORAL RESEARCH PROJECT

1. Discuss with your project chair any specific timelines and expectations to best ensure a timely completion.
2. Discuss any ownership rights regarding data and publication with the project chair.
3. Obtain IRB approval if study involves human research. Discuss this with your project chair, and if needed, write an IRB proposal with assistance from your project chair. The project chair is to be the principal investigator on the IRB proposal.
4. Advance to Candidacy (AUD-3) by completing the AUD-3 form. See Section 12.1 (AuD Forms) and Section 12.3 (Advancement to Candidacy) for instructions.
5. After advancing to candidacy, enroll in doctoral project units:
   - SDSU students: AUD 899
   - UCSD students: AUD 299
6. Students must enroll in 3 units of doctoral project for two semesters/quarters prior to graduation, unless they are on an approved leave of absence, and they must be registered for doctoral project units in the semester in which they complete their oral presentation of their project to the AuD Program (e.g., faculty, students, family members).
7. A minimum of 6 doctoral project units is required for graduation.
8. Students enrolled in AUD 299 at UCSD must also enroll in SDSU program coursework or 3 units of AUD 897.
9. Collect and analyze your data.
   - Be sure to use the IRB-approved (stamped) consent forms during data collection.
10. Write the formal doctoral project document with primary assistance from the chair.
    - Expect multiple drafts and revisions.
    - Completing the analyses and final written document usually takes about one year.
11. The final written document must include the following sections:
    - Abstract
    - Introduction
    - Methods
    - Results
    - Discussion

12. Additional sections or appendices may be required by your mentor or project chair.
13. Before writing, review the scientific writing resources available on Canvas:
    - AUD-STAFF-HR 6.2 Doctoral Project Resources for Students
14. After your chair approves the full draft, send the document to **your committee members** for feedback and approval.
    - This should be least 3 weeks before the oral presentation
15. At that time, you also need to send your **title, abstract,** and the **names of your committee members** to Reya so she can create the flyer announcing the presentations. .
16. Final approval from your committee members must be obtained **at least 1 week before** the oral presentation.
    - Presentation deadlines are scheduled in May and December.
    - Refer to the Audiology Calendar for exact dates.
17. Finalize your oral presentation with guidance from your project chair.
18. Submit an electronic copy of your completed doctoral project to Reya.
    - Ask committee members if they would like a finalized electronic copy of the project.

4.7.6 COMPLETION OF DOCTORAL PROJECT PAPER AND PRESENTATION OF THE PROJECT

1. **Final Paper Requirements.** The final doctoral project paper must include the following sections:
   - Title page in the approved format (see Appendix A)
   - Abstract
   - Introduction
   - Methods
   - Results
   - Discussion
2. **Abstract Submission for the Doctoral Project Presentation Forum.** Students who have received final committee approval and have been approved by the Chair to present are required to submit the following to the SDSU AuD Administrative Assistant, Reya Gredonia (rgredonia@sdsu.edu) and copy Dr. Dreisbach on the email submission:
   - Title of the doctoral project
   - Approved abstract
   - Committee members

This information is typically due one week prior to the presentation date. Students should refer to the Audiology Calendar for the specific deadline for the term in which they will present.

All student abstracts will be included in the announcement for the Doctoral Project Presentations. An example abstract demonstrating the required formatting and font for the presentation flyer is provided below.

Additional subsections may be required by the doctoral project faculty mentor.

The abstract should be formatted in the following way:

(Black Font: Times New Roman 10 pt; single spaced)
Your name [bolded]: *Project title [italicized].* Committee members: e.g., Laura Dreisbach (SDSU, Chair), Erika Zettner (UCSD), Sonja Pruitt-Lord (SDSU, external)

Stacey Ochoa Armas: *Benefits of Directional Microphones for Understanding Speech in Noise in Cochlear Implant Users.* Committee Members: Erika Zettner (UCSD, Chair), Carol Mackersie (SDSU), Jessica Barlow (SDSU, external)

> Cochlear implants (CIs) have vastly improved the quality of life for individuals who cannot benefit from traditional amplification. However, even the most proficient cochlear implant users continue to have difficulty understanding speech in noise. Directional microphones are frequently used as a strategy to improve performance in this area. Currently, audiologists use their best clinical judgment when deciding which microphone configuration to use for programming cochlear implant processors; however, there is little research examining if different types of speech noise affects CI users' performance when using directional microphones. This study seeks to compare the effects of directional processing on speech perception in two different types of realistic competing signals and to assess if there is a difference in performance between the two CI manufacturers. A total of 10 subjects participated in this study (four subjects used Advanced Bionics (AB) sound processors and six used Cochlear Corp). Subjects were asked to repeat HINT sentences in four listening conditions: using omnidirectional and directional microphones with two different types of speech noise, which was systematically adapted during testing. Performance in each listening condition was measured by sentence reception for threshold for speech (SRT), defined as the average signal-to-noise ratio that allowed participants to correctly repeat the equivalent percentage of words in noise compared to their respective scores in quiet. SRTs for each listening condition were compared. Results indicated the use of directional microphones provided a statistically significant benefit in noise as demonstrated by a lower SRT. Trends associated with the type of competing signal and CI manufacturers were not statistically significant.

3. **Present the doctoral project at the Doctoral Project Presentation Day** (open forum). The designated date is in May or December. The student must be enrolled in AUD 899 or AUD 299 in the semester they present their project. Students may not present until the final paper is approved by all committee members. The deadline for final approval varies each semester; it is usually one week before the presentation date. Check the Google Audiology calendar or ask your mentor if you are unsure of the deadline. Students who do not meet the approval deadline will complete the presentation requirement in a later term.
    - **Students are advised to send their PowerPoint slides to their mentor a minimum of one week before the presentation**. Your mentor may make suggestions.
    - Typically, presentations are 15 minutes with 5 minutes for questions.
    - Students sometimes feel nervous about the presentation, but the presentation has uniformly been a feel-good event. Sometimes students invite family members. It is a happy time – a chance for you to show off all the hard work you have done.
4. **AUD-5 Committee Signatures (after submission of electronic copy to Reya)**. After the doctoral project presentation, the SDSU Co-Director or designated administrative assistant will complete the AUD-5 form and route this to the Doctoral Project Committee Members for signature. The form will not be completed until the student has passed the Third-Year exam, has provided an electronic copy of the research project to the SDSU AuD Administrative Assistant (Reya Gredonia), and has completed their externship. Delay in providing this required electronic copy may delay graduation. Please refer to the document posted on Canvas (under Doc Projects) entitled "*Doc Project Paper and Presentation – final steps.docx.*"
5. **Submit a Final IRB Report or Continuing Project Report to the IRB with the assistance of your doc project mentor**. Note: if you and your mentor plan to publish or present the work, you may close the project provided that all the data are de-identified. Closing the project allows researchers to continue analyzing de-identified data.

4.8 CLINICAL CURRICULUM

4.8.1 OVERVIEW

Throughout the program of study, each student will progress through a variety of clinical experiences involving patient assessment and management. Clinic experiences will require concurrent enrollment in clinic courses appropriate for the campus in which they are doing their clinical work. These precepted

clinical experiences are completed in the SDSU Audiology Clinic, UCSD Otology Clinics, and in community field sites. All students will have at least one quarter of a clinical rotation with otology staff associated with UCSD (AUD 236: Preceptorship in Otology), wherein the student accompanies one of the otology faculty during their clinics and receives training in one or more of the following areas: clinical otology, pre-and post-operative assessment of patients, pharmacology related to otology, and design and implementation of clinical trials with balance disorders.

Students obtain audiology clinical experiences beginning in Year 1 and continuously throughout the 4 years of the program. Each student will receive, approximately, the following number of clinical hours:
Year 1: 52 hours
Year 2: 138 hours
Year 3: 414 hours
Year 4: >1,800 hours
Total: >2,400 hours

Students receive intensive and broad-based clinical training in a variety of clinical settings. Students are exposed to a diverse group of clients across the lifespan with diverse ethnic, cultural, and linguistic backgrounds, and multiple disabilities. Major emphasis is on learning state-of-the-art techniques, grounded in evidence-based practice, to meet the current challenges and standards in diagnostic, treatment, and rehabilitative care of patients with auditory and vestibular disorders. Through the clinical practicum experiences and the externship, students learn to apply much of what they have learned in classes, as well as develop additional skills and levels of clinical independence. Students will:

- Identify, assess, diagnose, interpret, and manage test results related to disorders of hearing, balance, and other neural systems.
- Conduct and interpret behavioral, and electrophysiological tests used to assess hearing, balance, and neural system function and conduct and interpret electroacoustic tests of sensory aid function.
- Perform otoscopic examinations to evaluate their effects on hearing test results, hearing aid use, and/or making ear impressions, and to make appropriate referrals if needed.
- Select, evaluate, fit, and facilitate adjustments to hearing aids and other assistive hearing devices.
- Acquire knowledge regarding the evaluation and management of children and adults with auditory processing disorders.
- Acquire knowledge of newborn hearing screening techniques and implementations.
- Observe/participate in electro-diagnostic tests for the purposes of neurophysiologic intraoperative monitoring and cranial nerve assessment.
- Assess candidacy of clients with hearing loss for cochlear implants, perform cochlear implant programming and audiologic rehabilitation to optimize device use.
- Communicate with patients and families/caregivers following the guidelines of patient-centered care and the Four Habits Model
- Identify practice patterns in educational audiology, classroom acoustics, and use of FM systems and other assistive devices with school age populations.
- Be able to describe techniques related to clinical precepting and possibly acquire skill in precepting 1st year AuD students.

Each clinical practicum experience is designed to be commensurate with the student's level of training. Students are only allowed to perform specific clinical tasks after the relevant course preparation and/or a period of observation and demonstration by their preceptor. For the first two years, the clinical portion of the AuD Program is designed to begin with 100% supervision and progressively builds toward more independence. As the student progresses from one semester to the next, the intensity of the clinical

experiences and the demands of the setting develop into more challenging experiences and a greater degree of independence.

For all clinical experiences, there is a preceptor on-site and readily available to provide direction and to approve clinical reports. All preceptors are aware of the need to be able to adjust the amount and quality of precepting based upon the demonstrated skills and experiences of each student. The Director of Clinical Education monitors this process to ensure adequate precepting, based on feedback obtained from the student and the preceptor. For students who choose to pursue ASHA certification, they are counseled to choose an externship position where they will be supervised by an ASHA certified audiologist. During the program, some clinical experiences will be precepted by persons holding ASHA certification (CCC-A) while other experiences, for example, intraoperative monitoring, cerumen management, vestibular assessments, otology preceptorship, and some off-campus settings may be supervised by non-ASHA certified professionals and will not count towards certification (CCC-A) hours.

Students are required to complete a full-time (35 hours/week) 12-month externship to meet the AuD program requirements. Typically, students accrue a minimum of approximately 1820 supervised clinical hours. To count the hours toward the total, they must be logged in our tracking system, Calipso, and approved by the students' licensed preceptors.

4.8.2 CLINICAL PRACTICA AND COURSE OFFERINGS

CLINIC STAFFING COURSES

In conjunction with clinical practicum, students will be required to participate in formal clinical case study/staffing courses. At SDSU, these clinical staffing courses (AUD 721 and AUD 891) include presentations and discussions of cases seen in their clinics, as well as a variety of clinically relevant activities. At UCSD, these clinical staffing courses (AUD 291) include weekly meetings to discuss clinical cases and/or presentations on various cases focusing on pathologies, difficult testing scenarios encountered, or rehabilitation plans. Students may also be required to attend other staffings of the medical staff as relevant.

CLINICAL METHODS LAB COURSES

During the fall and spring semesters of Year 1, students take the Clinical Methods Lab course (AUD 702), in addition to their clinic course (AUD 701). These Clinical Methods Lab courses provide clinically relevant practice with equipment, tests, diagnoses, and procedures, and ensure that students receive a well-balanced set of activities in diagnostics and hearing aid fittings.

FIRST AND SECOND YEAR ON-CAMPUS CLINICAL ROTATIONS

During the first year, each student is assigned a weekly 2-hour block of clinic time and is paired with a preceptor. During the second year, each student is assigned a weekly ½ day (typically 2-4 patients) of clinic per term and is paired with one preceptor. The first-year clinic primarily involves diagnostic and hearing aid services for adults and children. The second year involves a faster-paced practice and a wide variety of medical cases and services. Second-year students also rotate through several specialty clinics to gain experience in vestibular testing, cochlear implants, evoked potentials and complete an otology preceptorship with an otolaryngologist. First and second year clinic experiences provide opportunities for interprofessional education and collaboration.

THIRD YEAR OFF-CAMPUS CLINICAL ROTATIONS

The third-year clinical rotations are clinical experiences at an approved agency/site. Most sites are in the metropolitan San Diego area. Occasionally sites may be arranged in the Orange County or Los Angeles areas. Approved sites are ones in which an affiliation agreement between the site and SDSU has been

previously established. New clinical sites will be reviewed by the SDSU/UCSD audiology faculty to determine the appropriateness of the site for a clinical placement.

See the Clinic Procedures/Year 3 Rotation section for further details.

EXTERNSHIP

The fourth-year externship (AUD 871) is a full time, 12-month clinical experience at an approved agency/site. Students are required to complete the full 12 months. Approved sites are ones in which an affiliation agreement between the site and SDSU has been previously established. Externship sites are generally in other parts of the state and usually require student relocation. On occasion, students may be able to complete an externship out-of-state. Most externship sites require an interview and students may be competing with members of their cohort as well as externship applicants from other parts of the state/country. Not all externship sites are salaried or have an associated stipend. In addition, during the externship year, all students must enroll in the On-Line Integrative Seminar (staffing) at SDSU (AUD 891) in the fall and spring semesters. Students who have not presented their Doctoral Project yet will have to enroll in the Doctoral Project course at SDSU (AUD 899) or UCSD (AUD 299) depending on where the doctoral project chair resides. The student must be enrolled continuously in AUD 899/AUD 299 until completion of the project, except during the summer term between Year 3 and 4.

5.0 CLINIC PROCEDURES

5.1 CALIPSO CLINICAL HOURS TRACKING

Calipso is used to track your clinical hours and for preceptors to evaluate your clinical skills. Calipso has a one-time cost of $125, paid directly to Calipso; payment is required to set up your account. You will receive instructions on how to set up and use your Calipso account during Clinic Orientation in Year 1. Once you submit your payment to Calipso and agree to the End-User License Agreement, you will have access to the system throughout the program. It is recommended that you bookmark the webpage as you will be using it regularly over the course of the next four years.
Calipsologin

5.2 DIRECTOR OF CLINICAL EDUCATION APPROVAL FOR ALL CLINIC ASSIGNMENTS

Students must meet with the Director of Clinical Education, Dr. Karolina Crawford, prior to enrolling in any clinic courses during Years 3, and 4. In Year 2, while at UCSD, clinical assignments are managed by UCSD audiology faculty. Students are not to enroll, arrange, or change any clinic assignment without prior approval. Students who attempt to modify their clinic assignment without prior approval are subject to dismissal from the program.

5.3 CLINIC ATTENDANCE POLICY

Students are expected to attend all assigned clinic placements and are to take this responsibility seriously. Students are expected to be prepared and ready to begin their duties at the appointed time of arrival each day. The first instance of tardiness will result in a verbal warning. Continued tardiness will result in an immediate intervention plan and will affect the final clinic grade. If it is necessary for a student to be absent from clinic because of personal illness, illness of a member of the student's immediate family, or an emergency, the following guidelines should be followed:

1. The student shall call or email their preceptor PRIOR to the start time the absence will occur.
2. Students in off-campus placements must notify the Director of Clinical Education of any absences, planned or unplanned.

3. If the student is physically unable to call or email, they shall arrange for a representative to call in accordance with these guidelines.

Planned absences. Students who wish to attend a conference must inform their preceptor and SDSU Clinic Dr. Kearney, for 1st year students, UCSD audiology faculty for 2nd year students, or Dr. Crawford for 3rd and 4th year students) **BEFORE** the start of the semester/quarter. This will allow modifications to the syllabus, if possible. Students should plan on missing no more than one (two is an extreme exception and must be approved prior to the semester) clinic day **PER** term to attend a conference or to interview for an externship and should be prepared to make up the missed sessions. If the student will be presenting a poster or podium session, the student should notify the SDSU co-director and their preceptor/Director of Clinical Education for permission.

In the event the student does not contact their preceptor prior to the beginning of clinic, unless unable to as described above, the absence will be deemed an unexcused absence and will affect their clinic grade as stated in the syllabi, as well as negatively affect Generic Abilities in the Student Evaluation and Recommendation (SER). In the event of any other conflict (e.g., weddings, funerals) any changes must be discussed **in advance** and **in person** with the preceptor (and followed up with a confirmatory email) and the Director of Clinical Education should be copied. All absences must be documented to be excused. Upon approval, the student and the preceptor will arrange a make-up time for the missed clinic time.

5.4 CLINIC DRESS CODE

The dress code applies to any time a student is within a clinic environment/practicum site during which patients could be present. This includes staffing courses, labs, student and faculty research, meetings held in the clinic, etc. This dress code is the minimum required for clinical placements. Individual sites may have more stringent rules. Infringement of the dress code may result in the student being sent home. If sent home, the absence will result in an unexcused absence and will affect the final clinic grade accordingly.

For all students working in the SDSU Clinic:

- Black scrubs with red SDSU/UCSD program embroidery are required at SDSU. Instructions for purchase will be provided to all incoming students prior to the start of the semester. Please see Marla Fulton in the Clinic office for additional information, if needed. Scrubs are acceptable for year 2 at UCSD.
- Shoes worn during clinic should look nice and be in good condition. Shoes must be closed toe with heels less than 2 inches high (no flip-flops). Non-descript athletic shoes (e.g., no neon or high-top shoes) and low-heeled, closed toe shoes are preferred with scrubs. Open-back shoes such as clogs and mules may be acceptable unless otherwise directed by your preceptor. Socks may be required.
- Visible or potentially visible “body art/tattoos”, head/facial piercings and distracting, unnatural hair color must be approved by the Audiology Clinic Director or covered/removed/returned to a more natural state.
- Refrain from use of personal care products with fragrances as much as possible. This includes perfumes, colognes, aftershave, hair care products, etc. This is particularly important for your clinic rotations at UCSD.
- Artificial nails (extensions/acrylics) may not be acceptable, especially if they are long.
- Students must wear their school-issued Clinic name tags as well as their university ID badges while providing services to patients.

For all students not working in the clinic but entering the SDSU Audiology Clinic space (labs, research meetings, etc.):

- Professional dress is required; SDSU clinic scrubs are acceptable.
- Any pants/skirt/shirt combination must cover the midriff when your arms are raised and cover the back when bending over. No excessively baggy pants (crotch of the pants to the knees) or pants riding excessively low on the hips are allowed.
- No sheer fabric allowed for clothing (except sleeves).
- No low-cut tops, tight tops (with or without gaps in the front) or tube tops allowed. Straps on tops must be at least 2 inches wide.
- Men's shirts should have collars and be in plain or subdued prints; no "loud" or Hawaiian prints.
- Skirts should not be shorter than 4 inches above the knee.
- No shorts are allowed.
- Any denim worn must be in good condition without holes, rips, etc.

For all students entering the UCSD Audiology Clinic space during all business hours:

- Professional dress/scrubs. The student may use their SDSU scrubs or purchase their own (no specific color required)
- No denim, shorts, low cut tops etc.
- Non-slip closed toes shoes required
- Weekdays after 6pm and weekends, denim is allowed.

5.5 GETTING READY FOR UCSD

Dr. Zettner will be communicating with rising Year 2 students over the preceding summer (check emails daily); Students should email Dr. Zettner with questions (ezettner@ucsd.edu). There will be an orientation to help prepare students for a smooth transition to UCSD.

Although the official first day of AUD classes and clinic is typically during the last week of September (see calendar), students should plan on starting at UCSD the second week of September for clinic observations and potential elective courses through the School of Medicine. School of Medicine (SOM) courses follow an earlier schedule than AUD courses. Once assignments are made, students are to contact their preceptor to arrange at least one observation day prior to the first day of clinic/classes during the observation period.

Orientation topics covered:

- Academic issues for Year 2.
- Hospital clinic preparations will include proof of a current TB test, steps to obtaining a hospital security ID badge, and access to the online Medical Record System called Epic.
- **Bootcamp** introduction to clinic at UCSD.
- Syllabi for all clinical courses will be reviewed so that expectations are clear prior to the first day.
- **Clinic observations** begin 1-2weeks prior to the start of clinic and classes. These are typically done with the student's assigned preceptor for the Fall Term. This allows time to become familiar with clinic procedures, staff, procedures, and clinic supplies before the first assigned clinic day.
- Students are to enroll in 6 units at SDSU during fall and spring semesters (897 + 795 or 798).

5.6 YEAR 3 OFF-CAMPUS CLINICAL ROTATIONS

5.6.1 ELIGIBILITY FOR YEAR 3 OFF-CAMPUS CLINICAL ROTATIONS

Third year off campus clinical rotations begin the summer after the spring quarter at UCSD (mid-June). To be eligible for the third-year clinical rotations, the student must have completed all academic and clinical requirements through year two and have a grade of B or better in didactic classes and in clinical courses, each term, through the spring quarter of Year 2. In addition, the student must pass the Year 2 Qualifying Exam (usually end of June) to be eligible for an off-campus clinic rotation; however, for the first (summer)

term of off-campus clinic rotation, a student who is required to retake the qualifying exam (usually mid-July) may continue in their assigned ~~an~~ off-campus placement for the summer as deemed appropriate by the Clinic director and student academic advisor. If there is a current SRC issue being reviewed, the SRC may also determine readiness for off-campus placement. Continuation of off-campus clinical rotation in the fall semester requires passing the Year 2 Retake Exam. The student is responsible for any additional tuition and special program fees associated with delays in clinical assignments.

5.6.2 TO FIND AND/OR REQUEST OFF-CAMPUS PRACTICUM SITES

Established clinical sites for 3rd year off campus clinical rotations can be found in the Calipso system in the clinical Site directory as well as on Canvas in the Audiology-Clinic-Resources-HR course under "Rotations and Externships" in the Modules tab. If a student is interested in a site not already approved, the student should consider the quality and depth of the experience offered by the site and discuss this with the Director of Clinical Education. Any student may request a maximum of three (3) new rotation sites. Please note that not all requests will result in a new clinical site. Once the request has been made, allow at least 20 business days for the Director of Clinical Education to initiate contact and correspondence with the new site. Once the Director of Clinical Education has begun to correspond with the potential new site, students are not to have any further contact with the site unless asked by the Director of Clinical Education. Communication with a potential clinic site without approval of the Director of Clinical Education is unprofessional behavior (see generic abilities); this behavior will result in immediate referral to the SRC and can result in dismissal from the program.

5.6.3 PREPARATION AND CONTINUATION IN OFF-CAMPUS PLACEMENTS

Off-campus rotations may have policies in place requiring background checks, drug screenings, immunization records, flu shots, site-specific training modules and/or CPR certification. Fees for these requirements are the responsibility of the student. Consult the Y3 Rotation for 2026-27 PowerPoint Presentation on Canvas in the Audiology-Clinic-Resources-HR course under Rotations and Externships for requirements of individual sites. After receiving final placement notice from the Director of Clinical Education, the student will have one week to upload the required documentation for the clinical site to their profile. If a student has not posted the required information within the agreed upon time frame, the clinic placement may be canceled for that semester, and the student will be required to pay the tuition and special program fee associated with the delay.

5.7 YEAR 4 EXTERNSHIPS

5.7.1 ELIGIBILITY FOR EXTERNSHIP

To be eligible for the Year 4 externship, a student must have completed all academic requirements through Year 3, have a cumulative grade of B or higher in both didactic and clinical courses, be Advanced to Candidacy, and have also passed the Third-year Exam.

In addition, students must be eligible for the temporary licensure (if applicable) in the state in which the 4th year externship will be completed. It is the responsibility of the student to apply for the temporary/training license for the applicable state and meet all associated requirements and deadlines. The externship can only start after the student receives the appropriate license for the state in which the externship is taking place. Although, information regarding requirements for externships in California will be provided by the Director of Clinical Education, the student is also responsible for reviewing the requirements of the California state licensing board. It is the sole responsibility of the student to obtain the temporary license. (CA licensing board)

5.7.2 FIND AND/OR REQUEST EXTERNSHIP SITES

Program approved externship sites can be found in Calipso ("Site Information Forms") and have the prefix "X-" in front of the name of the site. If a student is interested in the possibility of establishing a new externship affiliation, the student must discuss the possibility with the Director of Clinical Education. The student may contact the site to inquire if an externship placement is available and to gather any of the information required to make a formal request. See 5.6.2 TO FIND AND/OR REQUEST OFF-CAMPUS PRACTICUM SITES for more details.

5.7.3 APPLYING FOR EXTERNSHIP PLACEMENTS

The process of securing an externship occurs at the beginning of Year 3 (summer). Many sites are now following the Audiology Clinical Education Network (ACEN) guidelines which require receipt of the application by (approximately) the third week in September (although a few may require the application as early as the end of August). Each student who will be applying for a Year 4 externship must meet with the Director of Clinical Education during the summer of Year 3 (no later than August 23rd). Students should not wait until the last minute to schedule the meeting with the Director of Clinical Education because office hours book quickly in August. Failure to meet prior to the August 23rd deadline may result in a delay of the externship application.

Prior to the meeting, the student is to:

1. Send by email the following to the Director of Clinical Education:
   a. Finalized resume
   b. Cover letter
   c. Placement Clearance Form (found in the Audiology-Clinic-Resources-HR course in Canvas- see Externships) where the student lists sites that they have interest in interviewing for an externship.
2. Attend a mock interview with SDSU Career Services
   a. Explore career services online to register for resume and cover letter workshops.
   b. Contact career services to schedule an interview time through Handshake (summer is better than waiting until the fall semester begins!).
   c. Record your mock interview and review it prior to discussing it at the meeting with the Director of Clinical Education.
3. At the meeting with the Director of Clinical Education the following will occur:
   a. Review the Placement Clearance Form that the student submitted to the Director of Clinical Education. The student must bring a finalized resume and cover letter to the meeting or have the final resume/intent statement. If these items are not available at the time of the meeting, the meeting will be rescheduled.
   b. Sign the Placement Clearance Form. The Director of Clinical Education will make a pdf of the document and send it to the faculty with a copy to the student. Faculty will only write letters of recommendation to sites listed on the signed Placement Clearance Form.
   c. Once cleared by the Director of Clinical Education, the student may send out externship applications. The applications should be sent by, approximately, the third week of September (according to current ACEN guidelines) of Year 3, or earlier, based on individual placement deadlines.

5.7.4 APPLICATION FOLLOW-UP AND INTERVIEWS FOR EXTERNSHIPS

Once the applications have been sent, the student may follow-up with the sites regarding the status of the application and to schedule interviews. Available times for interviews should be prioritized to days in which class and clinical rotations are not scheduled. Veteran's Day is an observed holiday at SDSU and may be a good date to schedule an interview because students will not be required to attend class or clinical

rotations on that day. If it is necessary to miss a day of clinic, the absence must be approved by the off-campus site preceptor and the Director of Clinical Education. Upon approval, the student will be allowed to schedule the interview(s) for the day(s) requested. Time missed from the off-campus clinical rotation must be made up prior to the end of finals week. Students should make every effort not to miss any classes for externship interviews. If this cannot be avoided, students must notify their instructors to request permission to attend interviews during class time. In very rare cases, students will be allowed to miss more than one class from the same course within a semester.

5.7.5 EXTERNSHIPS THAT DO NOT PROVIDE ASHA-CERTIFIED PRECEPTORS

For some externships, a preceptor who holds ASHA certification may not be available. To count the clinical experiences toward ASHA certification, ASHA requires that the competencies be met while supervised by a preceptor who holds a current ASHA Certificate of Clinical Competence in Audiology (CCC-A). Students may still count the clinical hours supervised by a licensed audiologist who does not hold the CCC-A toward program requirements and licensure. Prior to beginning the externship, students will be required to sign a waiver acknowledging their understanding that if an externship preceptor does not hold a current CCC-A, the ability to obtain certification upon graduation is not guaranteed.

ASHA has mechanisms in place for clinicians to become eligible for ASHA certification following graduation. Details can be found on the ASHA website. ASHA allows audiology graduates 24 months from their application-received date to initiate the remainder of their (supervised clinical) experience and will have 48 months from the initiation date of their post-graduation supervised clinical practicum to complete the experience. This means that if a student decides that they want ASHA certification post-graduation, they can do so by tracking their clinical hours under the supervision of a CCC-A audiologist; this experience must be started within 2 years of graduation.

5.7.6 COURSE REGISTRATION AND GRADE ASSIGNMENTS FOR EXTERNSHIPS

To fulfill the program's requirements, all students must complete a 12-month full-time externship and earn credit for three semesters of AUD 871. Students must earn a B or better during each semester. Externships may not begin earlier than the Monday following commencement in May. Externships typically start between May 15th and July 15th and almost all students will begin their externship during this timeframe (summer semester). Your externship end date will determine whether you can complete your externship in 3 or 4 semesters, your graduation date, and your commencement date. Your audiology faculty do not determine these dates; these are decided by the Dean of Graduate Studies at SDSU. Here is more information:

1. The state of California requires a 12-month externship for audiology licensure. As such, the Program in Audiology also requires a 12-month externship. Your externship start date determines the externship end date; if you start your externship on June 1, your externship end date will be May 31st of the following year.
2. Graduation is the date when you finish all requirements for your degree. Once you graduate the CA licensing board will begin to process your application. There are three graduation dates at SDSU: End of Spring semester in May, end of summer semester in August, and end of Fall semester in December.
3. Commencement is the date when you walk across the stage and get hooded. There is only one commencement date each year. If you graduate after the Spring graduation date, SDSU typically will allow you to commence at the previous Spring ceremony with your cohort (but you still need to complete your externship to graduate). Commencement is a ceremony; it does not have an impact on when you can apply for licensure.
4. Your externship end date determines your graduation date. Typically, if you complete your externship before the end of the UCSD Spring term (it varies between June 10th-16th) you will likely be able to

graduate in Spring. If your externship end date is later, you will be given an incomplete for the course, which will be removed when you complete your externship. Receiving an incomplete for the second summer semester guarantees continuation of your liability insurance which is required for you to complete your externship.

5. The California licensing board will start to process your license when they receive transcripts from both SDSU and UCSD stating that you have attained your degree. There is NO WAY to speed up this process and letters of Completion from our program are not considered by the licensing board.

You must apply for spring or summer graduation by the deadline set by the SDSU Graduate Division (usually January 31 or February 1). Instructions on how to apply are on the Graduate Studies website.

5.8 PRECEPTOR CONFLICT OF INTEREST POLICY

To avoid any potential conflict of interest and potential ethical issues, clinical placements for off-campus rotations or externships experiences are not allowed at the site of a current or previous employer, or any immediate, extended family member or close friend of the student or student's family. This includes either a primary site or a satellite office.

5.9 APPLY FOR TEMPORARY LICENSE BEFORE BEGINNING THE EXTERNSHIP

Students who complete the externship in California are required to acquire a temporary license before beginning the externship. The Director of Clinical Education, Dr. Crawford, will hold an information session with a PowerPoint presentation in the Spring of Year 2 to address any questions. Students will then be directed to the licensure portion of the website for the Speech-Language Pathology & Audiology & Hearing Aid Dispensers Board and will follow the step-by-step directions printed there.

The audiologist who will have primary responsibility for the student during the externship registers as the Required Professional Experience (RPE) supervisor of record. Students who do not register for the RPE and file for the temporary license before the externship begins may not start their externship on time and may not be eligible for a permanent audiology license in California.

Students can continue to work under their RPE for 15 months, even if there is a change in site/supervisor (a change in RPE Supervisor Form would need to be submitted). Following completion of the externship and all other program requirements, students may apply for a permanent license. To be eligible for a permanent license in California, students must pass the Praxis-Audiology exam. Students completing externships outside California are responsible for determining the requirements for licensure in the state in which they complete the externship. A passing score on the Praxis exam is also needed to obtain ASHA certification. See the section on the Praxis exam for more details on registering and sending your scores to the appropriate recipients.

See the Audiology License section near the end of the handbook for further information about obtaining a license. Licensing is the sole responsibility of the student

6.0 ADVISING, TRACKING, AND EVALUATION OF STUDENT PERFORMANCE

6.1 ADVISORS/ADVISING

Each student is assigned a primary advisor at the beginning of Year 1. Advisors will meet with their advisees at least once each term (typically in conjunction with tracking and evaluation). While at UCSD, students are also assigned a secondary UCSD advisor, Dr. Zettner.

In addition to the primary advisor, the Director of Clinical Education advises students on clinical career planning and needs/desires for clinical placements designed to help the student meet their goals. Each student will also have a research advisor who will mentor the student during completion of the Doctoral Research Project.

Students are also free to meet with any of the faculty as needed or desired. We love to hear about your successes and are always available to talk to you about your goals and concerns.

6.2 TRACKING OF PROGRESS AND COMPETENCIES

The Program carefully documents each student's academic and clinical progress at regularly scheduled meetings with their SDSU primary advisor at SDSU during Years 1, 3 and 4, and with their UCSD advisor during Year 2. The faculty welcome additional requests for advising on an individual basis as needed or desired. The following forms are used to track and document each student's progress towards the degree, as well as his/her achievement of competencies needed to satisfy the ASHA Standards to be eligible for ASHA Certification (CCC-A) at the completion of the program. Students are introduced to these forms and procedures through advising appointments.

6.2.1 ACADEMIC PROGRAM TRACKING FORM (APT)

Each student's didactic course grades and clinic course grades are entered on the APT by the advisor. The term's GPAs and cumulative GPAs, along with other progress markers, are tracked on the APT each term. Attainment of competencies (KASAs) for each course (see below) is also tracked on the APT. The student's advisor reviews the APT with the student each term, including the grades earned that term and the GPAs for didactic courses and clinical courses. Students must maintain a cumulative GPA $\geq$ 3.0 in both didactic and clinical courses to remain in good standing. In addition to academic and clinical performance, student generic abilities are assessed based on input from the audiology faculty. These generic abilities represent the "soft skills" important for effectiveness as a professional clinician. See also Performance and Disqualification Policy.

6.2.2 STUDENT EVALUATION AND RECOMMENDATION FORM (SER)

Each student is evaluated each term by the assigned academic advisor. The advisor and student will discuss the student's performance/concerns pertaining to didactic and clinic courses, the doctoral project, qualifying/comprehensive exams, and generic abilities. The need for intervention, a description of intervention in progress or the results of one or more interventions will be documented. Conditions for probation will be identified and documented, as needed.

Each term, your progress in the program is evaluated and documented on the SER Adobe Sign form. The SER is based on the advisor's review of the APT, as well as solicited input from other faculty and preceptors regarding progress and concerns. The SER is reviewed with the student, and electronically signed by the student, advisor, and one or both Co-Directors. Hard copies of the SERs are kept in the student's file at SDSU.

In the Spring, a doctoral student evaluation form is **ALSO done online at UCSD** in accordance with the UCSD Office of Graduate Studies policies. You will receive an email notification (sent to your UCSD email account early Spring) when the online evaluation is first initiated in which the student answers a set of questions (see box below). A second email is sent to the student once completed and signed by advisors (and doctoral project committee members if established) in early Summer. You are required to respond to both emails.

Students are expected to respond in a timely manner to Student Evaluation emails sent to their UCSD accounts. Failure to respond promptly may result in registration holds and delay your progress in the program. The first email you will receive from UCSD will have some questions you must answer (see below). The questions are generally worded for all UCSD Ph.D. programs and may not seem to apply to you; simply answer with "NA" if it does not apply to you or if you do not have anything to report. Dr. Zettner has added some text in [brackets] to clarify. Filling in answers to the questions assists the faculty in providing an up-to-date evaluation about you. You are not expected to have things to report in these areas as these questions are generic for all doctoral programs at UCSD.

You will be able to save and return later to complete the questions. Once you hit the *submit* button no further changes can be made. The form will then be forwarded to the rest of your advisors and committee members for review/signatures. Forms will be routed back to you to review and finally to SIGN the evaluation once everyone else has signed.

UCSD Spring Student Evaluation Questions

Student Accomplishments during the Current Academic Year:
Have you had a thesis committee meeting [*doc project meeting with your mentor*] since your last annual evaluation [*last spring*]?

If you answered yes, what date(s) did you meet? If you answered no, when are you scheduled to meet?

Number of Publications Submitted or Published:
List of Publications Submitted or Published:
Number of Conferences/Symposiums/Presentations/Performances/Shows Participated in:
List of Conferences/Symposiums/Presentations/Performances/Shows Participated in:
Number of Awards/Honors/Fellowships Received:
List of Awards/Honors/Fellowships Received:
Number of Outreach Activities Participated in:
List of Outreach Activities Participated in:
Number of Mentorships Engaged in (tutoring undergraduates and/or high school students):
List of Mentorships Engaged in (tutoring undergraduates and/or high school students):
Number of Other Activities Participated in:
List of Other Activities Participated in:

The current UCSD questions students are asked to respond to are shown in the following box:

6.2.3 KNOWLEDGE AND SKILLS ASSESSMENT (KASA) FOR CAA

As an ASHA accredited program, all required standards specified by the Council on Academic Accreditation (CAA) are met or exceeded. The program has developed the KASA-CAA to map and track how the curriculum provides students with the specific knowledge and skills specified in the (2027) CAA Standard

4.2. The KASA-CAA Standards tracking form is available on the Joint SDSU/UCSD AuD Resources Canvas website. KASAs are tracked for individual students through Calipso (CFCC Standards) and through the Academic Program Tracking Form (CFCC and CAA standards). It will be noted if any student who, after intervention, fails to meet one or more of the standards. This information will be reviewed with the student at the end of each year to monitor their attainment of competencies of these standards.

6.2.4 KNOWLEDGE AND SKILLS ASSESSMENT (KASA) FOR CCC-A

One of the requirements for ASHA's Certificate of Clinical Competence in Audiology (CCC-A) is to demonstrate competencies in all the knowledge and skills outcomes set forth in Standard IV of ASHA's Council for Clinical Certification (CFCC). Our program provides all the appropriate training to meet or exceed these standards. However, because the CCC-A standards do not directly correspond to the CAA accreditation standards, our program uses Calipso to track a student's attainment of competencies through the program's curriculum and other experiences. Each student's progress toward CFCC is reviewed with the student each year to monitor their attainment of competencies in these standards.

6.3 STUDENT REVIEW COMMITTEE (SRC)

The Student Review Committee (SRC) is comprised of up to six AuD program faculty members, with representation from both campuses. The purpose of the SRC is to review and make recommendations on course of action regarding students who fail to meet conditions of probation or other situations in which the student is failing to meet the program or universities expectations in the areas of academic and/or clinic performance, generic abilities, qualifying and/or comprehensive exam performance, and progress/performance on the doctoral project. The SRC obtains up-to-date tracking and evaluation materials from advisors and clinic directors for students referred to the SRC (e.g., SERs, APT, relevant clinic performance evaluations, and any intervention plans in progress).

Referral to the SRC means that the student is in serious trouble and is facing dismissal from the program. A student who is referred to the SRC will be notified and invited to attend the meeting and/or may provide written input regarding their situation. A case manager will be assigned for each SRC referral. The case manager, a member of the SRC will compile and maintain relevant documentation for SRC review. In the event the SRC decision is split, the case will be sent to the AuD Executive Committee and the SLHS Director for evaluation.

In rare circumstances, the SRC may consider an appeal by the student or advisor if there had been an error in information for which the judgment had been based, or if new information becomes available that was not previously considered. Letters from a student's peers are not considered as new information and will not be accepted.

The SRC will inform the student of their decision in a timely manner. In addition, the SRC Case Manager will contact the student's advisor about the outcome of the meeting if the advisor is not a member of the committee. The SRC Case Manager will be responsible for post-meeting communication with the student. If the student is disqualified, the SDSU and UCSD Co-Directors will inform the student of the steps involved in leaving the program. Students will be given the option of voluntarily leaving the program in lieu of formal administrative termination.

6.4 EARLY DISMISSAL FROM OFF-CAMPUS CLINICAL PLACEMENT

Early dismissal from an off-campus clinical placement for failure to demonstrate minimally adequate prerequisite skills shall be regarded as a failing clinic grade for the purposes of student evaluation and review if the off-campus site provides a written qualitative evaluation that clearly supports the dismissal.

The Director of Clinical Education will forward the written qualitative evaluation to the student's advisor and to the Student Review Committee for review.

7.0 PERFORMANCE STANDARDS AND DISQUALIFICATION POLICY

COURSE GRADE MINIMUMS AND INTERVENTION POLICY

7.1 INTERVENTION POLICY AND PROCEDURES

7.1.1 INTERVENTION POLICY

An appropriate faculty member (e.g., instructor, advisor, co-director) will write an intervention plan whenever a student does not satisfactorily demonstrate one or more accreditation competencies (CAA or CCC). Interventions will be completed to satisfy deficient competencies, regardless of whether the deficiencies are related to courses, clinic, research, or other professional-related competencies and/or generic abilities. Interventions will vary, but may include repetition of one or more exams, supplemental clinical work, submission, or resubmission of course or clinic-related assignments, or other additional non-course related work needed to demonstrate understanding in an area that is deficient (e.g., paper on timeliness or professionalism, additional lab assignment, etc.). Intervention activities for courses are described in each syllabus. An intervention plan may also be initiated when a student does not demonstrate satisfactory generic abilities.

Appropriate documentation will be completed for each intervention (see below).

For a given student, there may be several interventions at the same time if deficiencies are identified by more than one faculty member.

7.1.2 INTERVENTION PROCEDURE

INTERVENTION PLAN

If a course, clinic, or generic abilities intervention plan is needed, the appropriate faculty member informs the student regarding the need for intervention. The faculty member completes the *Intervention Plan Form* detailing the steps the students must complete to demonstrate competencies in the deficient area and notifies the student's advisor. Once the plan has been communicated to the student, the student signs the form indicating they understand the steps to be completed and returns the form to the faculty member. The faculty member logs the need for intervention in the Central Repository.

INTERVENTION TIMELINE AND DOCUMENTATION

Course interventions must be completed within 3 weeks after the end of the course or through other approved arrangements. Clinic and non-course related interventions should be completed within a reasonable time frame (depending on the length of the intervention), but no later than the end of the relevant term. After successful completion of the intervention plan for any of the didactic courses, the instructor signs the *Intervention Plan Form* indicating that the intervention was completed successfully. The faculty member will log and date the outcome of the intervention in the Central Repository (i.e., completed successfully; unsuccessfully; or not completed). A hard copy of the completed form is to be placed in the student's file.

UNSUCCESSFUL INTERVENTION

Unsuccessful intervention will be reflected in the AuD Program Tracking Form, the KASA Tracking Form, and the Student Evaluation and Recommendation (SER). Unsuccessful intervention may affect the student's eligibility for professional (ASHA) certification.

7.2 DIDACTIC COURSES

7.2.1 DIDACTIC COURSE PERFORMANCE STANDARDS

Didactic (non-clinic) course performance is assessed separately from clinic performance (see below). A course grade of C+ or higher must be earned in AUD 705 and AUD 710. If a student earns a course grade of C in AUD 705 and/or AUD 710, he or she will be referred to the SRC to determine a course of action. For all other didactic courses, a grade of C or higher must be earned for graduate credit; however, a student must receive a course grade of C+ or higher to meet the relevant ASHA competencies (learner outcomes) for CCC-A. If a student earns a course grade of C in any course (other than AUD 705 and/or AUD 710), they must complete an intervention plan, as determined by the instructor, to satisfy ASHA competencies. If a student earns a course grade of C- or lower in any course, they will be referred to the SRC to determine a course of action.

In addition to the above, even if a student earns a course grade of C+ or higher but earns a C or lower on one or more of the following specified types of course-related activities, the student must complete an intervention plan (see above) and demonstrate competencies in the relevant area(s) and activity (activities) equivalent to a C+ or higher in the relevant category. A list of the course-related activities will vary with the course; several examples are shown below:

- Written exams (must take another exam)
- Practical exam (must repeat the practical exam)
- Lab assignments (must repeat one or more of the lab assignments)
- Writing assignment (repeat the Web site review)

7.2.2 MINIMUM GPA IN DIDACTIC COURSES AND ACADEMIC PROBATION

If the cumulative grade point average (GPA) for didactic courses falls below 3.0 at the end of any academic semester or quarter, the student is placed on academic probation for the next semester or quarter. If the student does not earn a GPA of at least 3.0 in didactic courses during the first probationary term, they will be subject to dismissal from the program. If the student earns a GPA of at least 3.0 in didactic courses taken during the first probationary term, they may continue on academic probation for a second term. By the end of the second probationary term, the student must have earned at least a 3.0 for courses in that semester and an overall GPA of at least 3.0; if not, they will be subject to dismissal from the program. A student may only be placed on probation once during the 4-year program based on didactic courses performance. If a student's didactic performance requires a second probation, they are subject to dismissal.

Students are also required to meet GPA requirements for graduate students at SDSU (see the section: Probation and Disqualification (Graduate Students)) and at UCSD (see the section: Academic Standing & Probation).

7.3 CLINIC COURSES

7.3.1 CLINIC PERFORMANCE STANDARDS

Clinical performance is assessed separately from didactic course performance. Clinical performance includes the clinical practicum courses (AUD 701, 284, 831, and 871), as well as the clinical methods lab course (AUD 702), and these are all included in the calculation of the cumulative clinical performance GPA. For AUD 702, a grade of C or higher is required to earn course credit, however, a C+ is required to satisfy

ASHA competencies. Intervention for clinic practicum courses will be designed by the preceptor, and, if applicable, will be coordinated with the Student Review Committee (SRC). Intervention may include specific clinic related assignments and/or simulations.

For any of the clinical practicum courses, the student must earn a course grade of B or higher. A course grade of B- may result in delayed progression in the program (the student will be required to pay the tuition and special program fee associated with the delay) and will result in the following:

Years 1 and 2: For the first occurrence, the students will complete an intervention plan designed by the preceptor. The intervention plan will be designed for the student's particular areas of weakness and may include additional clinic, simulations, written case studies, reading assignments, and regular meetings with the preceptor for reassessment. For a second occurrence, the student is placed on probation (see Conditions of Probation below).

Year 3: For the first occurrence, the student is placed on probation (see Conditions of Probation below). The students will complete an intervention plan designed by the Director of Clinical Education (DCE), Dr. Crawford, in consultation with the off-campus preceptor.

Year 4: For the first occurrence, the student is placed on probation (see Conditions of Probation below) and completion of an additional semester of AUD 871 will be needed to satisfy the program requirements of three terms with a grade of B or higher. The student is responsible for tuition and the program fee for the additional semester. The student will complete an intervention plan designed by the externship site and approved by the DCE. For a second occurrence, the student is subject to dismissal from the program: The DCE is to immediately inform the student's academic advisor, and the SRC will convene a special meeting to determine a course of action.

If an off-campus clinical rotation or externship is terminated early by the site due to inadequate skills, competencies, or generic abilities, the student, DCE, and a representative from the clinical site will meet to discuss the reasons for the termination. As a result, the student will:

- Meet with the SRC. The DCE will forward the written qualitative evaluation to the student's advisor and to the SRC for review. Should the student be allowed to remain in the program, the SRC and/or DCE will establish an intervention plan for the student.
- Receive a formal course grade of Incomplete for the semester. Upon satisfactory completion of the intervention plan, the DCE will submit a change of grade; however, the student may not receive a grade exceeding C+.
- Receive a grade of F on the Academic Program Tracking (APT) form if the off-campus site provides a written qualitative evaluation that clearly supports the dismissal.
- Receive an "Unsatisfactory" on the Student Evaluation and Recommendation (SER) form for Clinic for that term.

If a student receives B- or lower in any of the clinical practicum courses in any two terms of the program, they are subject to dismissal from the program.

7.3.2 CLINICAL CATEGORY COMPETENCIES

1. Prevention, Screening, and Identification
2. Assessment
3. Audiologic (Re)habilitation
4. Pediatric Audiologic (Re)habilitation

5. Counseling
6. Communication
7. Professional Practice

If the student receives a passing grade (B or higher) in a clinical practicum course, but performance in one or more of the above seven categories is poorer than expected as compared to the clinic grading rubric for their year, the DCE will communicate with the preceptor. Depending on the outcome of that conversation, appropriate intervention steps may be taken which might include site-specific recommendations or an Intervention Plan (see Section 7.1.2 above). If the student does not achieve the equivalent of a B (designated in Calipso and dependent on Year in the program) in all categories the following *semester* (if registered at SDSU) or the next *two quarters* (if registered at UCSD), they are automatically placed on probation (see conditions of probation below). By the end of the final probationary session, the student must have a cumulative GPA of 3.0 or better in all practicum and clinical methods lab courses and must have achieved ratings of a B or better in all seven clinical competency categories. If a student fails to meet the conditions of probation by the end of the probationary period, they are subject to dismissal from the program. If a student's clinical performance is deemed deficient a second time, they are subject to dismissal from the program.

7.3.3 CONDITIONS OF CLINICAL PROBATION

If a student is placed on probation during Year 1 through the winter quarter of Year 2, they must achieve a GPA of 3.0 or higher for clinic courses at the end of the first term of probation to progress to the second term of probation. Students allowed to progress to a second term of probation must achieve a clinic GPA of at least 3.0 for that term AND a cumulative clinic GPA of at least 3.0 at the end of the second term of probation. If a student is placed on probation during the spring term of Year 2 through the fall term of Year 3, the probationary period will be one semester or quarter, and the student must achieve a cumulative clinic GPA of 3.0 or higher by the end of the probationary term. A student may only be placed on probation once during the program based on clinic performance. If a student's clinical performance results in a second probation, they are subject to dismissal from the program.

7.4 REQUIRED PROGRAM ASSESSMENTS OF PERFORMANCE

7.4.1 FIRST- AND SECOND-YEAR SUMMATIVE QUALIFYING EXAMS

All students in the program will be evaluated at the end of years 1 and 2 to assess their knowledge, skill, and integration of the appropriate academic material and clinic procedures prior to being Advanced to Candidacy. To be eligible to take the First Year Qualifying Examination, students must have satisfactorily completed the appropriate academic and clinical courses for Year 1.

The First-Year Qualifying Exam consists of a four-hour written comprehensive exam covering content from the first year, including the summer. A passing grade on the First Year Qualifying Examination is required to advance to the second year of the program.

The student's ability to integrate content appropriate for the end of the second year will be assessed through a Second Year Qualifying Examination. To be eligible for the Second Year Qualifying Exam, students must have completed the appropriate academic and clinic courses for Year 2 through spring quarter. The Second-Year Qualifying Examination will consist of a written exam and a practical exam. The written exam assumes all Year 1 knowledge with questions focusing on all Year 2 courses and clinic content. A hard-copy paper format is used for the written exam. The practical exam consists of at least 3 skill areas assessed usually over 1 day (sometimes 2 days depending on the number of proctors available). A passing grade on the Second Year Qualifying Exam (the

written exam and each of the practical exam content areas) is required for advancement to candidacy and progression to the third year of the program.

7.4.2 FIRST-YEAR QUALIFYING SUMMATIVE EXAM PERFORMANCE EXPECTATIONS (WRITTEN)

To pass the First Year Qualifying Examination, students earn a mean score of at least 83%. Whereas questions are created based on content from specific courses, the overall score across ALL content areas determines pass, retake, or fail status. In other words, the score for the entire exam must be ≥ 83%, but it can be less than 83% on individual content areas. For those who pass, there may be some clarifications needed on some key elements that will be handled individually. Students scoring between 73-82.99% must retake the Qualifying Exam (with different questions). Students who score less than 73% on the first try are ineligible to retake the examination and are subject to dismissal from the program. Students eligible to sit for the retake exam who do not pass the retake are subject to dismissal from the program.

Summary:

- Students who score ≥83% across all questions are considered to have passed. For those who pass, there may be some written or oral clarifications needed on some key elements that will be handled individually with a specified faculty member.
- Students who score 73-82.99% will be required to take and pass the Retake Exam.
    - Students who fail to achieve ≥ 83% (across all content areas and types of questions) on the Retake Exam will be referred to the SRC and are subject to dismissal from the program.
- Students who score lower than 73% (across all content areas and types of questions) will not be eligible for the Retake Exam and are subject to dismissal from the program.

7.4.3 SECOND-YEAR QUALIFYING SUMMATIVE EXAM PERFORMANCE EXPECTATIONS (WRITTEN AND PRACTICAL)

- Students who score ≥83% on each section of the exam (the written portion and each section of the practical) are considered to have passed. For those who pass, there may be some written or oral clarifications needed on some key elements that will be handled individually with a specified faculty member.
- Students who score 73-82.99% on the written or on any portion of the practical exam will be required to take and pass the Retake Exam. Students only need to retake the practical sections with grades less than 83%.
    - Students who fail to achieve ≥ 83% on the written Retake Exam, or on any portion of the practical exam will be referred to the SRC and are subject to dismissal from the program.
- Students who score lower than 73% on the practical exam (overall score) or on the written exam will not be eligible for the Retake Exam and will be referred to the SRC and are subject to dismissal from the program.

7.4.4 THIRD YEAR EXAM – PRAXIS EXAM

A third-year exam is given near the end of the Spring of year 3 if a student has not passed the Praxis exam, which is typically taken at the beginning of the Spring semester of year 3. If a passing score is not obtained on the first try, the student signs up for a retest and if that exam is not passed then a third year exam is administered. Either the third year exam or Praxis exam must be passed before a student may start their externship.

You are required to pass the Praxis to be eligible to receive your permanent California license. Either passing the Praxis or a third-year exam is required for program completion in order to receive the AuD degree. When taking the test, we recommend sending your scores to 3 locations:

1. Most students request that the scores be sent to the CA licensure Board at the time they take the test. To do this, you must authorize ETS to report your test score to the CA Licensure Board using Report Code (enter 8544).

2. If you are interested in ASHA certification in audiology, you may also request that the score be sent to ASHA at the time you register for the Praxis exam (enter code 5031). More information can be found here. You may also request that scores be sent later, but you will be charged if you do not make the request at the time of registration.
3. We also request that you send a copy of your score to SDSU, SLP/AUD (enter code 0021).

7.4.5 FINAL SUMMATIVE RESEARCH (DOCTORAL) PROJECT (END OF YEAR 3)

The Doctoral Research Project paper and presentation serve as the final summative evaluation. The final paper must be approved by the student's Doctoral Project Committee. The student is required to present the research project in an open forum following approval of the paper by the committee. See the section on Doctoral Projects for more detail.

The standard deadline for completion of the doctoral project shall be the end of Year 3 (May). For those not meeting the Year 3 deadline, the advisor will indicate "Improvement Needed" on the SER form for each term from the Year 3 deadline through the end of Year 4. A student who does not make adequate progress on the specific milestones during Year 4 may be referred to the SRC and is subject to dismissal from the program. If the doctoral project is not completed by the end of Year 4 (May), the student's advisor will indicate "Unsatisfactory" performance for Doctoral Project on the SER during the student's evaluation. The student's advisor will inform the SRC, which will formally review the student's situation and make appropriate recommendations and/or establish additional required milestones. Students will pay tuition and the special program fee for any additional semesters needed to complete the doctoral project beyond year 4 as registration in AuD 899 is a requirement for the semester in which the student presents their doctoral project. In addition, the student is subject to termination from the program if any of the established milestones are not met during the fifth year.

7.5 IMPLEMENTATION PROCEDURES FOR PERFORMANCE AND DISQUALIFICATION POLICY

1. Advisors are to meet with each of their advisees during the first week of each semester/quarter to review academic, clinic, and/or professional performance. Advisors or the administrative assistant at SDSU are to input the student's grades on the student's Academic Program Tracking (APT) form as soon as available, but no later than the first week of the subsequent semester/quarter. Prior to meeting with the student, the advisor will solicit input from the faculty, preceptors, and the Director of Clinical Education.

2. If a student's *overall didactic course GPA* is deficient, the advisor will inform the student and Co-directors that they are on academic probation during the semester/quarter following the semester/quarter in which the performance was inadequate.

3. If a student's *overall clinic GPA* is deficient, the advisor will inform the student and Co-directors that the student is on clinic probation during the semester/quarter following the semester/quarter in which the performance was inadequate. The Director of Clinical Education will be informed of the deficiency.

4. If one or more of a student's *generic abilities* are deficient, the advisor will inform the student and Co-directors that the student is on generic abilities probation for whichever generic ability(ies) (e.g., timeliness, professionalism) during the semester/quarter following the semester/quarter in which the performance was inadequate. The Director of Clinical Education will be informed if the deficiency is related to clinic performance.

5. Should a student be placed on probation, the advisor will discuss the conditions of probation with the student; if needed, the advisor will arrange a meeting with the student, their advisor, one of the Co-directors, and the Director of Clinical Education (if related to clinic performance) to develop an intervention plan. If the student is placed on the Clinic Concern List, the advisor will ensure that an

intervention plan has been developed by the Director of Clinical Education in consultation with the student's preceptor and, if necessary, the relevant campus Co-director.

6. Should a student not meet the requirements of probation after two academic terms, the student's advisor will refer them to the SRC and inform the Co-directors. The Director of Clinical Education will be informed if the deficiency is related to clinic performance.

7. If a student does not pass a Qualifying Exam or Comprehensive Exam (after any repeat), the relevant campus Co-director will refer the student to the SRC and inform the other Co-director.

8. If a student is terminated early from an off-campus clinical rotation by the off-campus site due to inadequate prerequisite skills and/or competency level of the student, the clinical site preceptor will provide written documentation regarding specific reasons for termination. The student, Director of Clinical Education, and a representative from the clinical site will meet to discuss the reasons for the termination. The student will receive a grade of incomplete for the semester and will be required to complete alternative clinical activities to fulfill the time commitment. This will delay advancement in the clinical education requirements of the program and will ultimately delay the externship and graduation. The student will be required to pay the appropriate tuition and special program fee associated with the delay. In the subsequent semester, the student will be on clinic probation and must obtain a grade of "B" or better on the clinic evaluation to fulfill the requirements and remove the grade of "Incomplete."

8.0 PROGRAM COSTS

8.1 TUITION AND FEES

Students in the AuD program must pay the SDSU tuition and campus fees for Graduate Students as listed with SDSU Bursar's Office each semester, including summers. In addition, there is a Special Program Fee (aka Symposium Fee) that goes to support the joint program. All tuition and fees are paid through SDSU (i.e., no tuition is paid directly to UCSD, even during Year 2 while taking courses at UCSD). Note that during Year 2, while enrolled in courses at UCSD, students also enroll in 6 units at SDSU (AUD 897 + AUD 795/798) and, therefore, pay the tuition and fees for half-time "Grad PT" (For Fall and Spring). Students pay per unit (6 units in the first and second summers) and full-time tuition in the Fall and Spring Semesters. Students also pay SDSU Fees every semester.

Additional tuition and fee information- Please read carefully

1. In the Fall or Spring semesters you will pay full-time tuition and fees "Grad (FT)" in Years 1, 3, and 4 and part-time "Grad (Pt)" in Year 2.
2. In the Summer your tuition will be determined by the number of units you are signed up for. See the Curriculum Section in the Handbook for the expected number of units each summer.
3. The California State University (CSU) Board of Trustees made the decision to approve a multi-year tuition proposal that will increase tuition by six percent per year for four years (2029 – 2030 will be the last year of the tuition increase).
4. We do not know if fees will also increase; this is determined separately by each California State University campus.
5. Out-of-state and foreign students, referred to as Non-Resident, will be charged Non-Resident Tuition & Fees at a rate of $471 per unit of coursework (in 2026).
6. The Bursar's Office website also lists an "Out of State and International Student Fee" that is listed as an additional $1500 per student. HOWEVER, our students DO **NOT** PAY THIS FEE, as it is waived for Doctoral Students.

7. This is very confusing as these fees have almost the exact same name. To be clear: Out-of-State and International students do pay an additional $471 per unit, but they do not pay the extra $1500 per semester.
8. Non-residents may be able to establish residency in California, if they meet the qualifications, after only one year in the program. Requirements have changed and you may not need to be financially independent from your parents to qualify. The requirements and steps to establish residency are outlined here. If you follow the steps to prepare for residency **at the beginning of your first semester** you should be able to qualify for in-state tuition by the Fall term of the second year. This is only for out-of-state students; it does not apply to International Students.

UCSD Waived Fees

As JDP-AUD Students, students pay fees and tuition at SDSU all four years. All the UCSD fees (except a few reviewed below) are assessed and then waived for JDP students. It is important that students check their UCSD accounts periodically to verify the waivers have been applied. You will see things like "health insurance" fees etc. appear on your account, but you should also see waivers applied before the payment deadline. The fees are assessed automatically, but the waivers are applied manually so it is possible there is a glitch with a waiver getting applied. The student is responsible for monitoring their UCSD accounts and notifying the UCSD Co-Director if they have a question.

UCSD Required Fees

The UCSD fees that students are required to pay include a:

1. One-time Document Processing Fee of $100, this is assessed around the first time a student enrolls in courses at UCSD (i.e., fall quarter Year 2). This fee covers all the time that UCSD staff in registration, admissions, graduate division etc. spend processing students' official papers including the AUD Forms 1 through 5 and diploma spanning students' time in the program.
2. $50 Advancement to Candidacy Fee (this is assessed around the beginning of Year 3) and is required of all doctoral program students. This fee is posted to the student's UCSD account in October. Students should check their Triton accounts in October to avoid incurring late fees and prevent enrollment/registration holds.

Summary **Estimate** of Program Costs All Four Years							
Tuition and Fees Estimates* 2026-2030							
	Tuition Fee and Mandatory Campus Fee			**Programmatic Fee**			
2026-2027**	**Fall**	**Spring**	**Summer**	**Fall**	**Spring**	**Summer**	**TOTAL**
	13 units	**13 units**	**6 units**				
	$5,745	$5,745	$3,089	$4,343	$4,343	$4,473	$27,737
2027-2028***	**Fall**	**Winter**	**Spring**	**Fall**	**Winter**	**Spring**	**TOTAL**
	6 units	**6 units**					
	$4,188	$4,188	$0	$4,473	$4,473	$4,607	$21,929
2028-2029***	**Summer**	**Fall**	**Spring**	**Summer**	**Fall**	**Spring**	**TOTAL**
	6 units	**16 units**	**15 units**				
	$3,274	$6,434	$6,434	$4,607	$4,607	$4,745	$30,103
2029-2030***	**Summer**	**Fall**	**Spring 12 units**	**Summer**	**Fall**	**Spring**	**TOTAL**
	10 units	**12 units**					
	$5,347	$6,820	$6,820	$4,745	$4,745	$4,888	$33,367
**Does not include per-unit nonresident tuition; currently $471/unit*							**$113,136**
***Programmatic fee is estimated to increase 3%/yr each summer. The actual cost could vary.*							
****The California State University (CSU) Board of Trustees made the decision to approve a multi-year tuition proposal that will increase tuition by six percent per year for five years. We have estimated NO increase in fees over the next four academic years.*							

8.2 SPECIAL PROGRAM FEE (AKA: AUDIOLOGY SYMPOSIUM FEE)

The AuD Program has a required Special Program Fee to fund the Joint Doctoral Program (JDP) between SDSU and UCSD. This fee is paid EVERY semester (11 semesters) through the SDSU Bursar's office. The Bursar's office collects: 1) Gradual School Tuition, 2) SDSU fees, and 3) the Special Program Fee. Financial aid can be applied to all 3 of these costs.

The Audiology Symposium fee is determined by a Memorandum of Understanding between the UCSD Otolaryngology program and the College of Health and Humans Services at UCSD. The Symposium fee for Fall 2026 and Spring 2027 is $4342.76. For budgeting purposes, the Symposium fee will likely increase by 3 to 5% every year. If the Special Program Fee is missing from your Bursar's Tile in my.SDSU, it will show up eventually; so, **plan for it**.

8.2.1 INSTRUCTIONS FOR PAYING TUITION AND SYMPOSIUM FEES

Please see this my.sdsu guide for how to pay your tuition and fees. Financial Aid information is here. You should be able to pay the Audiology Symposium Fee from a tile on your tuition and fees page in my.sdsu. Reya should be able to tell you the deadlines as to when you need to pay the Symposium Fee. We will be conducting audits to ensure that you are paying for what you think you are paying for.

8.3 MISCELLANEOUS FEES

There are miscellaneous fees associated with the clinical training [approximately $200-$250] (e.g., Calipso fee, background checks and fingerprinting, immunizations as required by clinical sites, see section on "Clinical Procedures").

There will be fees associated with books and course materials for most classes. This may include software (e.g., simulation) and textbooks.

9.0 FINANCIAL ASSISTANCE

Students apply for all financial aid assistance through SDSU. Students are NOT to apply for financial aid at UCSD. Students in need of financial aid should contact the Financial Aid Office once admission has been finalized. See here for different ways to contact the Financial Aid Office.

Some students may qualify for a State Grant that is dispersed from the California State University Chancellor's Office. All students are automatically evaluated for their eligibility based on the FAFSA; qualification is based on income. Once allocated CSU funds are depleted, no further grants are issued, so it is important to submit your FAFSA early. The State Grant is based on the number of SDSU units because this is only for students registered within the CSU system. In the second year, students enroll at SDSU part-time. Therefore, the amount funding from the State Grant in Year 2 will be substantially less to reflect change to part-time SDSU enrollment. Fortunately, tuition is also lower in the second year.

The SDSU Financial Aid Office will process your financial aid for all 4 years of the program. If you are requesting financial aid (State University Grant and/or student loans), complete the 2026-27 Free Application for Federal Student Aid (FAFSA) as soon as possible and be sure to list San Diego State University (School Code 001151) as one of your schools. Once you have filed your FAFSA, check my.SDSU to respond to requests for additional documentation if needed. When your aid eligibility has been determined, you will receive an email to view your award on my.SDSU. If you have any questions about your financial aid or your student account, please contact the SDSU Cal Coast Student Financial Center for assistance.

9.1 SUMMER FINANCIAL AID

For matriculated doctoral students, summer financial aid is available through SDSU. The Doctoral Program Questionnaire must be completed for the upcoming year before summer financial aid is dispersed. Students must register for at least **5 units** to be considered for summer loans. We recommend that students are enrolled in 5 units or more for the summer by April 1 to maximize opportunities for aid. Eligible students should receive notifications (email and a message posted on AidLink). Refer to general summer financial aid information. The Audiology Symposium fee is considered when the Financial Aid Office evaluates summer cost of attendance.

PLEASE NOTE: Although summer courses begin in late May, disbursement of summer financial aid does not occur until **mid-July**. As such, it is important to plan your budget so that funds received in the Fall and Spring semesters of the first year cover your expenses (e.g., rent, bills, books, etc.) through mid-July. If you have any questions or concerns about receiving financial assistance, you can meet with financial aid counselors (no appointment is needed). Please refer here for further details about financial aid counseling.

9.2 FUNDING OPPORTUNITIES AVAILABLE FOR AUD STUDENTS

Although funding through the AuD Joint Doctoral Program cannot be guaranteed, every effort will be made to provide some financial support for as many students as possible, through graduate assistantships, research grants, and/or scholarships. Financial support will be awarded consistent with the policies of the two universities. Tuition and fees will be charged in accordance with the extant policies at the campus in which the student is matriculated each year. International students and first-year US non-residents may be eligible for out-of-state tuition waivers through the Graduate Division, with endorsement from the Program Directors. These are awarded at the time of admission. Funding provided by the program is only for a specified period and is subject to change each semester. The AuD Joint Doctoral Program has the following opportunities for financial assistance:

9.2.1 RESEARCH ASSISTANTSHIPS/GRADUATE ASSISTANTSHIPS (RA/GA)

These appointments are made on a semester-by-semester basis, and the number may depend on the school's budget and faculty research funding. A RA/GA supports faculty activities, including research, courses, and/or general program needs; and/or may be assigned to work in the school's office or clinic. The typical appointment is for 5 hours/week, with a pay rate of approximately $22/hour earning up to approximately $1,878 for each semester (Fall and Spring; total of approximately $3756). Additional support may be available for some students during the summer. Students are expected to arrange a regular schedule with their faculty sponsor but may also be asked to assist other faculty if time permits. Reappointments for successive semesters are possible. Also, see the program's Graduate and Research Assistant Policy.

9.2.2 DOROTHY LEE ELLIOTT SCHOLARSHIP

The AuD program's Dorothy Lee Elliott Scholarship is used to support selected incoming students during Year 1 of the AuD program. Students who apply to the program are automatically considered for this scholarship. There are usually 2-3 scholarships (approximately $1500-3000 each), depending on the available funds, and distributed half in the fall and half in the spring. These awards are designed to recruit meritorious students based on admissions criteria/rankings. An application through Aztec Scholarships is required to receive the scholarship, and notification can be made with the offer of admission or after acceptance to the program and submission of an application. Release of funds requires the student to follow instructions sent by the SDSU Scholarship Office. The awards are non-renewable and are only granted to top-ranked incoming Year 1 students.

9.2.3 OTHER UNIVERSITY SCHOLARSHIPS

Some of the following scholarships may be available after being admitted to the program. Consider applying prior to starting your first year in the program and each year after. These scholarships are specific to the School of Speech, Language, and Hearing Sciences (SLHS), but are handled through the SDSU Aztec Scholarships Office. The SDSU Scholarship application is open from approximately March 1 to August 5. Deadlines are strictly enforced, so no late submissions will be accepted. Consult the Aztec Scholarships Office website for exact deadlines. Students complete one scholarship application and are matched to the scholarship they qualify for. Applications are reviewed by the SLHS Scholarship Committee. The scholarships preceded by an * are typically awarded to audiology graduate students.

Dorothy Baronofsky Memorial Scholarship ($700)
Nella Feldman Gross Memorial Scholarship ($1,000-1,500)
Sam Foshee Memorial Scholarship ($1,000)
*Barry W. Jones Memorial Scholarship ($700-1000)
Paul Pfaff Memorial Scholarship ($250)
*Kala Singh Memorial Scholarship ($5,000)
University Awards ($1,000)

9.2.4 EXTERNAL SCHOLARSHIPS – OPEN APPLICATIONS

Scholarships may be available through external foundations or professional organizations. An organization that accepts open applications does not limit the number of applicants from individual programs. An organization that restricts applications requires programs to nominate a single candidate from the graduate program. The scholarships listed in this section do not have any restrictions that we know of.

American Speech-Language and Hearing Association Scholarships

Do this now! *Request notification when scholarship competitions reopen*

What: The American Speech-Language and Hearing Association offers a variety of scholarships to students in Audiology and Speech-Language Pathology

Who: Eligibility requirements vary with the scholarship. All applicants must be enrolled full time in an Audiology or Speech-Language Pathology program that is accredited by the Council on Academic Accreditation (CAA)

When: Spring

Details:

General scholarships: Up to 15 general graduate student scholarships, of $5,000 each, will be awarded

Endowed scholarships: Up to nine graduate student scholarships will be awarded for special purposes. Scholarships of $5,000 each are available for the following categories, and applicants who wish to be considered for any of these endowed scholarships must indicate this during the Graduate Student Scholarship application process.

- **International Student Scholarship:** Up to three graduate student scholarships, underwritten by the Kala Singh Memorial Fund, for international students studying in the United States. Only non-U.S. citizens are eligible.
- **Minority Student Scholarship:** Up to three graduate student scholarships, underwritten by the ASHFoundation's Minority Fund, for students who are members of a racial or ethnic minority group and are U.S. citizens. (Please note this scholarship is separate from ASHA's Minority Student Leadership Program.)
- **NSSLHA Scholarship:** Up to three graduate student scholarships, underwritten by the NSSLHA Scholarship Fund, for undergraduate senior students with active National NSSLHA memberships and who will begin graduate study in the fall.
- **Dr. Sadanand Singh Scholarship**: One graduate student scholarship, funded by the Dr. Sadanand Singh Scholarship Fund, for students pursuing research in areas aligned with the work of the late Dr. Singh, contributing to evidence-based practices in speech, language, or hearing.

California Academy of Audiology Scholarship

What: Offers a few scholarships each year.

Who: Audiology students enrolled in California AuD programs

When: Usually in the spring

CaptionCall - scholarship details and requirements still TBA; check often!

What: Provides up to five $3000 Scholarships for Graduate Audiology Students

Who: Eligibility requirements

- Be current post-secondary undergraduate planning to pursue graduate study or current graduate-level student studying Audiology.

- Plan to enroll for the entire upcoming academic year in a full-time graduate level course of study in audiology at and accredited school in the United States.
- Have a minimum grade-point average of 3.0 on a scale of 4.0.

When: Applications are due in January

Council on Academic Programs in Communication Sciences and Disorders (CAPSCD)

What: Plural Publishing Award ($3000 Research)
Who: Master's/AuD level award: This award is intended for Master's/AuD level students who are pursuing research in speech-language pathology or audiology.
When: announcement will be posted in August; applications are due in the Fall
Multiple applicants from the same institution allowed? Yes

Seratoma Communication Disorders Scholarship

What: $1000 scholarship
Who: Audiology and Speech-Language Pathology students enrolled in an accredited graduate program (we qualify)
When: Applications due March 30

9.2.5 EXTERNAL SCHOLARSHIPS – RESTRICTED APPLICATIONS

An organization that restricts applications requires programs to nominate a single candidate from the graduate program. The scholarships listed in this section are restricted.

AAA Foundation and SAA Foundation

What: The American Academy of Audiology Foundation offers several scholarships for Audiology Students ranging from $500 to $10,000. The SAA Foundation offers an award of $1000
Who: Audiology students
When: Fall (SAA Foundation) and Spring (AAA Foundation)
Restrictions: University audiology programs may nominate/recommend only one student for each scholarship opportunity annually.
Application procedures: Students who wish to apply for one of these scholarships must notify the SDSU Co-Director at least three weeks before the application deadline. If students wish to apply for more than one award, they should indicate the rank of the award opportunities they are interested in. Scholarship application materials must be submitted to the AuD Scholarship subcommittee (via Dr. Dreisbach) at least two weeks before the deadline. If there is more than one applicant, the subcommittee will review the materials and select the student(s) to nominate. A student will not be considered as a nominee if there is a pool of more than one applicant and the students did not notify the faculty or submit materials on time.

Council on Academic Programs in Communication Sciences and Disorders (CAPSCD)

What: One award - Francis J. Lavan Scholarship award ($5000) for outstanding service
Who: This very competitive scholarship opportunity is open to both speech-language and audiology students nationwide. Graduate students are eligible if they are currently enrolled in a professional graduate program (Master's SLP, AuD, or SLP-D) at a CAPCSD member institution (SDSU is a member)
When: Must submit materials to SLHS in the Fall for application to CAPSCD in January
Restrictions: One nomination from a member program (this includes both speech-language and audiology students)
Application: There is a three-part application/review process. Students must first submit application materials to their Program Directors (audiology or speech-language). The Program Directors will recommend a single applicant for the next level of review by the SLHS Executive Committee. The SLHS

Executive Committee will either select a single nominee for the award or will decline to nominate if there is not a candidate strong enough to compete on a national level.

9.2.6 EXTERNSHIP STIPENDS

Many of our students have secured externship experiences that pay a stipend or salary, and these have ranged from $16,000-$50,000. Some outstanding externship opportunities do not pay stipends, however.

9.2.7 CALFRESH

CalFresh is California's Supplemental Nutrition Assistance Program (SNAP) that awards eligible recipients with monthly benefits that can supplement your food budget and help you pay for groceries. CalFresh benefits are loaded onto an Electronic Benefit Transfer (EBT) debit card each month and can be spent at most grocery stores, farmers markets, and some on-campus markets.

Through UCSD, the Doctoral Program in Audiology (Joint, SDSU-UC San Diego) has received the designation of a Local Program that Increases Employability (LPIE) for the purposes of CalFresh eligibility. Students can use their JDP Audiology enrollment status as a qualifying student exemption to the CalFresh work requirement. Students who meet the remaining CalFresh eligibility requirements, including current income requirements, may be eligible to receive CalFresh benefits to spend on groceries. Incoming students receive a letter from the UCSD co-director stating the student's JDP Audiology enrollment status to be used for the CalFresh application.

9.3 FINANCIAL CRISES

Students who experience a sudden negative change in their financial situation may be eligible for emergency assistance through the Economic Crisis Response Team. Students may also explore the on-campus food security programs offered by the Associated Students Food Pantry at SDSU or the UCSD Basic Needs Center or check out these off-campus community resources.

10.0 RESEARCH/GRADUATE ASSISTANTSHIP (RA/GA)

Currently, most of the Year 1 assistantships programs at SDSU are classified as Research Assistants (RAs) and are funded from SLHS funds, research grants, and from the Audiology Clinic, which are operated through the SDSU Research Foundation. Students funded by the Research Foundation will be Foundation Employees and Human Resources (HR) will contact you with instructions regarding the application/hiring process. Students will have to get fingerprinted and complete HR related materials. A few students may be funded by the University (as opposed to the Foundation), your faculty mentor will let you know if onboarding is different. Please note that the Foundation calls all AUD student workers Research Assistants even if you are working as a GA in the clinic. Do not worry about this.

Graduate Assistants are not funded during year 2 at UCSD, except in rare instances. A limited number of Year 2 students may be funded through SDSU faculty research grants or through the SDSU clinic.

All RAs are required to comply with the policies and procedures described below, as well as those of the relevant institutions. Failure to adhere to these policies and procedures will result in disciplinary action and may result in loss of assistantship. Continuation of a RA appointment requires the student to have at least a 3.0 cumulative GPA.

RAs are expected to demonstrate professional behavior appropriate for the assignment and environment. This includes dependability, punctuality, professional dress if applicable, and honesty in reporting hours.

A student has the right to resign from the RA position if he/she is unable to meet the work and schedule requirements or if there are personal reasons for resigning; however, the student should discuss this ahead of time with his/her supervisor or program director.

10.1 RA SUPERVISOR

RAs are assigned to a faculty supervisor. The supervisor determines the RA's work schedule and activities. The student's assigned supervisor and activities may change depending on the needs of the program. Students hired beyond the 5-hour program RA position are an exception to this policy; while funded by a grant, the assigned faculty supervisor will remain the same.

10.2 RESEARCH/GRADUATE ASSISTANT WORKSPACE

Workspace will vary depending on the RA's supervisor and assignment. RAs should check with their supervisor about the location for completing assignments.

10.3 HOURS/OBLIGATIONS:

Students are expected to arrange a regular schedule with their faculty supervisor. Once the RA schedule is established, students are expected to work the designated hours at the assigned work site unless other arrangements have been made in advance with the faculty supervisor. If the RA is ill or a family emergency prevents reporting to work, the RA must **contact their faculty supervisor by phone or text immediately.** If a student would like to request time off, they must request this in writing from their direct faculty supervisor (Kearney, Coco, Dreisbach, Torre, Wang, or Zettner) a minimum of **two weeks before the requested time off**; one month is preferred.

Students working in Research Labs will discuss with their mentor whether: they should come the same ½ day each week, if they should come in when needed, and if they can work at home. Students working in the Clinic may study or work on school assignments, but only after checking with their supervisor and only if they remain at the assigned work location. It is the GA's responsibility to check with their supervisor the first thing each day when they report for work. The GA must not engage in any personal activities. Students are expected to discuss the work arrangements with their assigned supervisors.

GAs and Ras are required to report hours worked for each pay period, as described below.

10.4 RA/GA ACTIVITY AND WORK REPORTING REQUIREMENTS

RAs and GAs will report hours worked to their supervisor (see section 10.4.1) and possibly either SDSU or the Research Foundation (see section 10.4.2).

10.4.1 ACTIVITY REPORTS FOR RESEARCH/GRADUATE ASSISTANTS

RAs and GAs will be instructed how their supervisor would like to track hours worked.

RAs are required to report the number of hours even if they work zero hours. Reporting is to be completed by the **end of the last scheduled workday in each time period (the 15th of the month and the last day of the month)**. We have promised to pay you for 75 hours of work in the Fall and again in the Spring. If you work the same 5 hours each week for 15 weeks, you will accumulate 75 hours for the semester. You and your supervisor should keep track of your hours and discuss if you are accumulating too many or too few hours.

GA's working in the clinic will be oriented regarding procedures to report time worked and you should follow those instructions.

10.4.2 SUBMITTING EMPLOYMENT TIMESHEETS

During Year 1, GAs/RAs are eligible to be paid for the time worked (up to five hours per week) from about September 1 through about May 15-20 (end of the term). The student will most likely submit electronic time sheets to either SDSU or the Foundation every two weeks to document the number of hours worked, even if the number of hours worked is zero. Students may work during breaks, beginning after finals weeks (e.g., winter break, spring break) if approved by their supervisor, but students may elect not to work during these breaks. Time sheets are to be submitted on the 15th of the month and on the last day of the month.

Students are expected to submit their employment timesheets on time. Time sheets must be submitted even if the student does not work during the time period (students will submit a time sheet with 0 hours). Once a student is hired through SDSU or the Research Foundation, they will be able to access their electronic timesheets. Your supervisor will instruct you on the process of reporting hours worked.

10.4.3 FAILURE TO SUBMIT TIME REPORTS AND ACTIVITY REPORTS WILL RESULT IN A LOSS OF PAY.

Failure to submit these reports on time may also result in an unsatisfactory student evaluation in generic abilities (e.g., punctuality, responsibility).

10.5 DISCIPLINARY PROCESS FOR RAs/GAs

Failure to adhere to the general RA/GA policies and/or the policies specific to the assignment may result in disciplinary action as described here: SDSU Foundation

Disciplinary action may be recommended by the student's supervisor. However, any such actions will be approved and taken by the appropriate Human Resources department. Reinstatement of RA/GA funding is not guaranteed. If funding is terminated, the student must develop an intervention plan for the issues resulting in the termination of funding and present it to their faculty committee (academic supervisor, clinic supervisor, and research supervisor) for consideration of reinstatement. If the student completes the intervention successfully, they may apply to re-establish RA/GA funding in a forthcoming semester.

11.0 PROCEDURES FOR CONFLICT RESOLUTION AND COMPLAINTS

11.1 SDSU - SCHOOL OF SPEECH, LANGUAGE, AND HEARING SCIENCES

Students have many channels open to them for addressing or appealing problems, as well as for providing input of a general nature regarding the program. The following gives suggested steps for providing input and/or seeking resolution to problems. All complaints will be acted upon (verbal or written). Formal complaints must be made in writing and signed. In addition to the following, the student should consult the Faculty Senate's Procedures for Handling Student Grievances Against Members of the Faculty (available from the SDSU Ombudsman's Office), and/or the graduate catalogs from the relevant university. The Program's grievance procedures may not supersede the grievance procedures of the university.

1. For problems or complaints such as sexual harassment, discrimination (race, religion, gender, etc.) or violations of the Americans with Disabilities Act, students may seek redress as described below or go directly to the Ombudsman and/or the Vice-President for Student Affairs Office. These are issues that may be violations of state and federal laws.

2. For problems related to program academic/clinic issues or policies, problem resolution should be addressed first at the most "local level", e.g., talk with the faculty member involved. If that does not resolve the issue, then go through the School's channels before contacting the College Office, Ombudsman's Office, Graduate and Research Affairs, Student Affairs, or Faculty Affairs. For more information on the appropriate procedures or advice on all matters, contact the School Director.
    a. For circumstances that might lead to academic probation or dismissal, non-reappointment to a GA or RA position or other academic problems, including doctoral project committees, clinical competencies, and comprehensive exams, the following channels of communication are available to the student:
        i. If related to a specific course, discuss the problem with the instructor. If related to the clinic, discuss the problem with the Director of Clinical Education. If related to other academic issues, discuss the problem with the AuD program Co-director/Graduate Advisor. If still not resolved,
        ii. Discuss the problem with the School Director. If still not resolved,
        iii. Contact the Assistant Dean of Student Affairs for the College of Health and Human Services. If still not resolved,
        iv. Initiate a more formal grievance through university channels such as the Graduate and Research Affairs (Centennial Hall) and/or Ombudsman's Office (Student Services Building). See also relevant pages on the SDSU website (Student Services East Room 1105)
    b. For general issues of a collective nature (e.g., program policy issues), any student may present their concerns/suggestions to the Audiology Co-director, Audiology Graduate Advisor, Director of Clinical Education, School Director, Academic Advisors, or SAA advisors, either verbally or by signed letter. These issues may be addressed directly at the regular faculty meetings.
    c. For specific problems with a faculty member, administrator, or staff (other than grade dispute) the following channels of communication are available and should begin at the most "local" level.
        i. Discuss the matter with the faculty member, administrator, or staff. If not resolved,
        ii. Discuss the matter with the School Director (graduate advisor or supervisor). Issues may be brought to the School Director's attention verbally or in writing (signed). Verbal concerns may be brought to the faculty member's attention by the Director; however, no formal action is initiated at this level, and nothing is placed in the faculty member's Personnel File. For formal action (more serious complaint), a letter (signed) to the Director describing the problem and desired resolution is required. The faculty member will be informed of the concern and given a copy of your letter. You or the Director may request that the letter be considered for placement in the faculty member's Personnel File.
        iii. If not resolved at the prior level, discuss the matter with the Assistant Dean of Students for the College of Health and Human Services. If still not resolved,
        iv. Contact the Student Affairs Office and/or Ombudsman's Office for advice on formal procedures to follow for student grievances against the faculty.
        v. For situations involving possible discrimination, students may seek the advice of an Equal Opportunity Counselor (EOC). See also the SDSU Policy File. Nondiscrimination and Equal Opportunity offices at each University: SDSU/UCSD
        vi. For situations involving possible sexual harassment, students should contact the appropriate university department for proper procedures: SDSU/UCSD.
        Click here for Information about SDSU students' rights and options
    d. For problems with grades for a specific course, the student should go through the following steps:
        i. Read relevant course syllabus, Performance and Disqualification Policy of the AuD program, and the Bulletin of the Graduate Division regarding assignment of grades and grade appeals. If still not resolved,
        ii. Meet with the instructor of the course. If still not resolved,

iii. Meet with the AuD Program Director/graduate advisor. If still not resolved,
iv. Meet with the School Director. If still not resolved,
v. Meet with the Assistant Dean of Student Affairs for the College of Health and Human Services. If still not resolved,
vi. Contact the Student Affairs Office or Ombudsman's Office for advice on formal procedures for grade appeal.
SDSU Ombudsman Office
UCSD Ombuds Office

11.2 UCSD - CONFLICT RESOLUTION AND STUDENT APPEALS

Occasionally interactions between students, staff and faculty result in misunderstandings, disputes and/or differences of opinion. Usually, these differences can be resolved because of an informal discussion between the persons involved. UCSD encourages students to promptly pursue informal action first. In instances where informal resolution is unsuccessful, students have various formal avenues for complaint resolution. Graduate students are encouraged to contact the Assistant Dean for Graduate Student Affairs in the Office of Graduate Studies and Research for information and assistance with the resolution of conflicts.

- Attempt to resolve the matter informally first. Most disputes are the result of poor communication.
- Attempt to resolve the matter immediately.
- Try to be rational and objective. Do not allow emotions to interfere with finding a resolution.
- Know your desired outcome. Be objective in this assessment.
- Keep complete and accurate notes of the situation and the steps you have taken to find a resolution.
- Develop a file for these documents
- Avoid being confrontational or accusatory. This only stops the resolution process.
- Know the appropriate policies. Consult the departmental handbook, UCSD General Catalog, and other campus policies.

Appeal and other rights for students accused of violating UCSD policies and procedures are outlined in the UCSD Student Conduct Code.

Non-Academic Appeals and Grievances

A student may appeal an action or inaction of their department, program, individual faculty member, or UCSD administrator. Examples include those actions taken on grounds not relating to a student's academic performance that affects a student's educational status, program of study, financial support, or access to services. The procedures are set forth in the General Catalog, Graduate Studies, and Student Appeals. Generally, appeals of non-academic decisions apply only to situations in which due process was not followed in arriving at the decision or the decision was motivated by personal prejudice.

Grievances concerning violations of student rights are covered by the Student Conduct Code grievance procedures. Examples of violations of students' rights include those affecting rights to privacy or protection from discrimination.

As with other appeals, a complaint about a non-academic decision should be made promptly to the decision-maker, if known to the student. If an appeal to an individual faculty member or administrator is not resolved to the student's satisfaction, they may submit a written appeal to the appropriate committee, governmental body, unit manager, supervisor or designated representative for review and disposition. Such appeals must be made no later than one hundred (100) calendar days from the date of the incident causing the grievance. If the appeal at this level is not resolved to the student's satisfaction, the appeal may be continued as described in the UCSD Catalog or the Student Conduct Code procedures referenced above.

Employment Appeals
A student holding an academic appointment, such as a Graduate Student Assistant, may appeal an action relating to his or her employment in accordance with appeal rights described in Academic Personnel Manual Policy. An appeal by a teaching assistant, reader, or tutor is covered by the ASE/UAW contract.

11.3 CONCERNS ABOUT ACCREDITATION/CERTIFICATION STANDARDS OR PROGRAM COMPLIANCE WITH STANDARDS

Students should address the issue first with one of the program Co-directors, or the SDSU School Director. These complaints will be documented in separate summary notes by the SDSU Co-director or School Director without any identifying information for purposes of sharing with the accreditation board should the board make such a request. Should the issue still not be resolved, or for questions about the program's accreditation status, the student may contact the Council on Academic Accreditation (CAA) at:

Council on Academic Accreditation in Audiology & Speech-Language Pathology
American Speech-Language-Hearing Association
2200 Research Blvd #310
Rockville, MD 20850-3289
Phone: 800-498-2071 or 301-296-5700

11.4 COMPLAINTS RELATED TO DISCRIMINATION, HARASSMENT, SEXUAL HARASSMENT

Title IX is a federal law that protects students, educators, and school employees against all forms of sex or gender discrimination, including sexual harassment, dating and domestic violence, other forms of sexual misconduct, stalking and retaliation. Students or staff experiencing discrimination based on sex or gender should contact their campus Title IX office.

The SDSU (California State University system) institutional policy
The UCSD policy
For more information, or to file a complaint please see the following websites
SDSU Title IX Officer
UCSD Office for the prevention of Harassment and Discrimination (OPHD)

12.0 AUD PROGRAM MILESTONES AND STEPS TO GRADUATION

12.1 AUD FORMS: COMPLETION PROCEDURES

There are specific milestones that must be met before the universities will grant your SDSU/UCSD degree. (See also Graduation Eligibility and Procedures in this Student Handbook). The student's advisor and/or doctoral project chair will help with the following steps as needed. Some of these steps refer to official university forms (AUD-1, AUD-2, AUD-3, AUD-4, and AUD-5), copies of which are available on Canvas (Audiology Staff Homeroom).

1. **AUD-1 Conditions/confirmation of admission**. File any missing admission documents if admitted provisionally, e.g., final transcripts with a degree posted. The AUD-1 form (recommendation for admission) is used as part of each student's admission process (and no further action is necessary by matriculated students).
2. **AUD-2 Nomination of Doctoral Project Committee**. After approval of the Doctoral Project Summary, including vetting by the Executive Committee (see below for more details), the student constitutes a

doctoral project committee (with the chair's assistance) using the AUD-2 form. The student meets with their Project advisor to discuss potential committee members. Once agreed upon, the student sends the approved Doctoral Project Summary to potential committee members. If the faculty members are interested, they may wish to meet with the student. The students are responsible for completing the AUD-2 form including signatures from participating faculty. In lieu of wet signatures, students can provide a combined submission of the AUD-2 form and correspondence from participating faculty in either hard copy or a single email to the UCSD program co-director. That information will be submitted online to initiate the online AUD-2 form. The online form is routed to the program co-directors and graduate deans for approval. Should a student change the membership of the doctoral project committee, they must obtain approval using the AUD-4 form (see below) and follow the same procedures as with the AUD-2 Form. See the Doctoral Project Guidelines for further information and important steps.

3. **AUD-3 Advancement to Candidacy**. The UCSD program Co-director will inform the SDSU Administrative Assistant to initiate the Adobe Sign AUD-3 form which includes routing for signatures of the Executive Committee for each student. The AUD-3 forms will be generated after the student's AUD-2 has been approved and the student passes year 2 courses with at least 3.0 GPA and passing Year 2 Qualifying Exams. The UCSD Advancement to Candidacy fee ($50) will be billed to the student's UCSD Triton account in **October of Year 3**. It is the student's responsibility to check both the UCSD email account and the Triton account on a regular basis to avoid a late fee. The complete form will be routed via Adobe Sign to the student, AuD Executive Committee, and Graduate Divisions for signatures and processing. Once fully processed, the registration/enrollment hold for Advancement to Candidacy is removed from the student record.
4. **AUD-4 Change of Doctoral Project Committee**. Should a student need to change the membership of the doctoral project committee, they must obtain approval using the AUD-4 form following the same procedures as with the AUD-2 form (i.e., submit the new committee member names to the UCSD Co-Director for online submission/approval).
5. **AUD-5 Completion of Doctoral Project and Third-Year Exam Requirements—Eligibility for Degree**. The AUD-5 form is the last document to be completed and routed to the SDSU and UCSD Graduate Divisions for approval when all degree requirements have been met. Following the completion of all milestones culminating in the completion of the Externship, this form is initiated by the SDSU Program Co-Director. It includes dates of completion and signatures for: completion of the Doctoral Research Project, the Praxis exam (or 3rd year exam), and the Externship. The SDSU Co-Director will complete the form and route this to the Doctoral Research Committee for signatures. The form then will be routed back to the SDSU Co-Director and to the Graduate Division of both institutions for final signatures and approval.

12.2 TABLE OF IMPORTANT MILESTONES

Action	Deadline	Whom
Year-1 Qualifying Examination	Year 1, July/August	Results to advisors
Doctoral Project Summary submitted to chair	Year 2, March 1	To Doc Project Chair
Chair-approved Doctoral Project Summary	Year 2, March 15	To Research faculty
AUD-2 form (committee)	Year 2, March 31	To Dr. Zettner
Year-2 Qualifying Examination	Year 2, June/July	Results to advisors
AUD-3 form (Advanced to Candidacy)	Year 2, Summer (June/July)	Routed through AdobeSign
National Exam in Audiology - Praxis	Year 3, Winter (February)	SDSU, SLA licensure board & ASHA (optional)
Chair-approved Doctoral Project	Year 3, Early April	Chair
Approval to Present Doctoral Project	Year 3, 1 week prior to Presentation Day (May or Dec)	Chair and committee
Doctoral Project Presentation Day	Year 3, Last Friday before finals in Dec or Day before commencement in May	Open forum
File application for temporary CA Audiology License and Required Professional Experience	Year 4, By the beginning of the externship	To SLPAB (licensing board) CA only
Apply for Spring or Summer Graduation	Year 4 Late Jan/early Feb	Graduate Division
Externship paperwork; Spring Graduation	Year 4, June 6	Director of Clinical Education, Crawford
AUD-5 form (Completion of requirements)	The end of the term in which all requirements are completed	Initiated electronically by SDSU Co-Director
Externship paperwork; Summer Graduation	Year 4, August 28	Director of Clinical Education, Crawford
Submission of Clinic Practicum Verification	After completion of externship	Preceptor to SLA Board
IRB Final Report (if needed)	After completion of doctoral project	IRB

12.3 DEGREE ELIGIBILITY AND STEPS TO GRADUATION

1. Satisfy the program's academic and clinic performance criteria.
2. Become Advanced to Candidacy (summer, beginning of Year 3)
3. Pass the Year-3 Examination - Praxis or Faculty Generated (winter/spring of Year 3).
    a. **Students are responsible for signing up to take the Praxis during the earliest test window offered in the Spring (typically February)** and may repeat this until May 1. (Note: you must pay $146 each time you register for the exam.)
    b. The student must give a copy of their Praxis Examination Score Sheet to Reya Gredonia (AuD Administrative assistant) or to the SDSU Audiology Program Co-Director to place in their file OR have ETS report exam score to SDSU 0021.
    c. Should a student not pass the Praxis Examination after the allowed number of retakes by May, they must petition (check with advisor) to take the program's Written Comprehensive Examination/Third Year Exam, written by the program faculty. If a student does not pass the

program's Written Comprehensive Examination (one retake allowed) they are subject to dismissal from the program.

d. Note: You must pass the Praxis exam to get licensed in most States.

4. Apply to graduate (Spring Year 4). Spring and summer graduates must apply by the Graduate Division **deadline (usually between 3 to 6 months before the diploma date).** You may be able to apply late if you pay an additional fee.
5. Earn Credit in at least 2 terms of doctoral project (AUD 899 at SDSU or AUD 299 at UCSD). This normally occurs in fall, winter, and/or spring terms of Year 3 (after being Advanced to Candidacy).
6. Complete the doctoral project before starting the Externship (May of Year 3). If late, develop a schedule with the project chair for timely completion. **Students must be enrolled in 899 or 299 in the semester that the doctoral project is presented.**
7. Sign-up for the Doctoral Project Presentation Day (December or May). Upon approval by the student's project chair (and the committee), and at least one week prior to the presentation day, the student is to send the SDSU Administrative Assistant (Reya Gredonia) a request to present their doctoral project and **must provide Reya with the project's abstract, including title of the project and the names of the committee members.**
8. Give an oral presentation of the doctoral project (approximately 15-20 minutes) during the scheduled Doctoral Project Presentation Day (May or December). The student should consult with their project chair regarding the content of the presentation. The presentation is open to all interested faculty, students, friends, and relatives.
9. Successfully complete (grade of B or better) in three semesters of the Externship (AUD 871) and two semesters of the On-Line Integrative Seminar (AUD 891).

12.4 APPLYING FOR GRADUATION

Apply for graduation by the deadline of Year 4 (usually between 3 to 6 months prior to commencement). The application is due 3-6 months before the official diploma date and must be done through your my.SDSU account. The SDSU program co-director will let you know when this must be completed. Be sure and follow directions or you may end up having to pay a late fee.

Students should consult the section below to determine whether they are to be a spring or summer graduate. Due to security reasons, students cannot go through the ceremony unless they have applied for spring or summer graduation and have paid the fee. Since there is only one graduation ceremony each year, all spring and summer graduates should plan to go through the graduation ceremony at SDSU (and be hooded on stage!) at the end of spring semester of Year 4. Students may also choose to go through graduate ceremonies at UCSD in mid-June.

12.5 EXTERNSHIP REGISTRATION AND COMPLETION

The final semester of the externship will be either in the Spring or the summer, it depends on when the student begins the externship. Students will begin their externship in the Summer. Those who start after June 15 (approximately) may need to sign up for 1 credit over the next summer to complete their 1-year externship. Students will work with the Director of Clinical Education and the co-Director to figure this out. The graduation date also depends on when the student begins the externship. Graduation dates are constrained by the institutional academic calendars for SDSU and UCSD. More details can be found in the next section.

12.6 SPRING VS SUMMER GRADUATION

Students who complete their externship prior to UCSD Spring graduation should be able to graduate in the Spring. For students who start their externship later, please review the information here to estimate your graduation semester: (see 5.7.6 Course Registration and Grade Assignments for Externships)

A. Spring graduation. All requirements, including completion of the full 12 months of the externship (and accrual of required number of program clinical hours), must be completed before the end of the **UCSD** spring quarter (e.g., June 12, 2026). This means that the student must complete their externship and submit all the required paperwork to the Director of Clinical Education, Dr. Crawford, by this date.

B. Summer graduation. If the student finishes their externship after the end of the UCSD Spring quarter they may be eligible for a summer graduation. To graduate in summer, all requirements must be completed before the end of the UCSD summer quarter (early September). This means that the student must
   i. complete their doctoral project and presentation by the scheduled May presentation date (NOTE: there is no opportunity to present doctoral projects during the summer),
   ii. apply for summer graduation by the Graduate Division deadline, and
   iii. complete their externship and submit all required paperwork to the Director of Clinical Education by the end of the summer semester.

12.7 More University Requirements for Graduation

1. Students must earn an overall GPA of at least 3.00 (not 2.99) to be eligible for a graduate degree.
2. Students must have an approved AUD-2, AUD-3, and AUD-5 on file with the graduate divisions (see section 12.1).
3. Students must be enrolled in AUD 899 or AUD 299 for at least two terms and **during the semester in which they present** their doctoral project. If enrolling in Doctoral Project at UCSD (AUD 299), the student must also be enrolled at SDSU (i.e., regular program courses or 897) and pay relevant registration and special program fees if the student is not registered for anything else at SDSU. That is, the student must be registered for something at SDSU during the semester they graduate.
4. Students must be continuously enrolled at SDSU until graduation, unless on an approved leave of absence. The continuous enrollment excludes summers because AUD 899/299 registration is not available in the summers.
5. If the doctoral project (written and presentation) is not completed by the Year 4 presentation date, the student must continue to enroll in AUD 899/299 each semester/quarter that they will be using resources (including review of drafts by faculty) on either campus and will be required to pay all relevant registration and special program fees.
6. SDSU Graduate Division will look for Credit in at least 6 units of Doctoral Project (AUD 899 or AUD 299), usually completed in fall and spring semesters of Year 3, and a B or higher in three semesters of AUD 871 (Externship) to be eligible for the degree.

12.8 IRB Final Report

Prior to graduation, submit a Final Report to the IRB, if applicable and you have not already done so.

13.0 OBTAINING THE AUDIOLOGY LICENSE

Please note that licensure is the responsibility of the student; it is **independent of the AuD program** and the university. Successful completion of the SDSU/UCSD program will allow students to meet the prerequisite requirements for licensure in the state of California. Although most externships are in California, occasionally students elect to complete the externship in another state. No determination has been made about whether the program meets the licensure requirements in states other than California. The California Licensing board (SPLAHADB) requires transcripts (SDSU & UCSD) showing degree completion.

A student completing an externship in California must have a valid temporary license before seeing any patients. Students completing externships outside of California must research the requirements for licensure in the applicable state before beginning the externship.

13.1 Requirements FOR CALIFORNIA LICENSURE

The following information is needed by the Speech Language Audiology Hearing Aid Dispensing Board **(SLPAHADB)** referred to herein as the licensing board:

- ✓ Valid fingerprints
- ✓ Evidence of Doctoral degree in Audiology
- ✓ Completion of at least 300 hours in three different settings
- ✓ Completion of a 12-month Externship under the direction of an AuD program
- ✓ Transcripts: Student requests both UCSD & SDSU Registrars send transcripts to licensing board which shows degree completion/conferral
- ✓ Copy of Diploma or Letter of Completion (See LETTER OF COMPLETION BELOW)
- ✓ Test score from the Audiology Praxis Test

13.2 Audiology Required Professional Experience Clinical Practicum/University Recommendation

Within 10 days of completion of the externship, the primary supervisor listed on the RPE is to download and complete the Required Professional Experience Verification form (fillable pdf) from the licensing board's website. The preceptor is responsible for submitting the form to SLPAHADB.

14.0 OBTAINING THE CERTIFICATE OF CLINICAL COMPETENCE (CCC-A) FROM ASHA

Instructions and access to the CCC-A certification application can be found on the ASHA website. Applicants must have earned a doctoral degree and must have satisfied all the requirements for certification, including a minimum of 1820 clinical clock hours under the supervision of an ASHA-certified audiologist. Although the certification board does not have a minimum number of hours, the accreditation board standards state that accredited programs uphold this 1820 minimum clock hour requirement. As an accredited program, we track students' progress toward certification through Calipso and other tracking systems. As noted earlier in the document, some externships do not have ASHA-certified preceptors and thus, students who accept externships at those sites may not accumulate the required number of clinic hours supervised by an ASHA-certified audiologist.

Alumni who wish to apply for ASHA certification must complete the online application. The Program Verification page of the application will be submitted to the SDSU AuD Program Co-Director, for review and signature. The process is as follows:

1) Applicant will complete the online certification application

2) The Program Director (SDSU Co-Director) will receive electronic notification that Program Verification has been requested and will review the Calipso Clinical Hours Summary and KASA tracking with the SDSU Director of Clinical Education to determine eligibility for certification.
3) The Program Co-Director will sign the Verification form once the degree is posted.

Not all students will be eligible for certification at the end of their externship. Those students who complete their externships with a non-ASHA certified primary preceptor may not count those clinical hours toward ASHA certification requirements and may, therefore, not have enough other hours to satisfy the clinical competencies. If you did not complete all supervised clinical practicum hours under a CCC-A certificate holder during your doctoral degree program, but have completed these hours post-graduation, you may still apply for ASHA certification. You will be required to submit an additional verification [PDF] from your post-graduate CCC-A supervisor. See Audiology Certification Standard III for details.

15.0 Degree, Diploma and LETTERS OF COMPLETION

15.1 Degree and Diploma

Your degree is awarded by both institutions, and the diploma will have both institutions names on it. As described on the UCSD website, diplomas are typically mailed 3-6 months after the end of the quarter in which the student graduates. Degrees are conferred/awarded on the last day of the UCSD quarter; this is the date that appears on transcripts/diplomas. However, timing of the paperwork processing and dean's congratulatory letters is not completed until early August for Spring graduates and the following quarter for summer graduates. That means that students will not be able to obtain a transcript showing degree conferral from UCSD before those dates.

15.2 Letters of Completion from the Graduate Divisions

Once you have completed all requirements, and both final grades and the AUD-5 form have been submitted, the degree is typically posted 6-7 weeks **after the end of the UCSD quarter**. The UCSD quarter usually ends 3-4 weeks after the end of the SDSU semester in which you graduate. This means that the degree will typically post ~ 8-10 weeks after the SDSU semester ends. The processing timeline is controlled by the Graduate Division and cannot be "rushed." During this period, the student may ask the directors for letters of completion for the student's employer. The **licensing board does not accept letters by faculty**, the student must wait until the Letters of Completion are sent out by the Graduate Deans.

A request for a *Letter of Completion* from SDSU can be made by completing the electronic form available on the SDSU Graduate Division website.

UC San Diego does not issue a standalone "letter of completion" for graduate students. Instead, proof of graduation is provided through your official academic transcript showing the conferred degree, an official enrollment/degree verification via TritonLink, or a congratulatory letter issued by the Division of Graduate Education and Postdoctoral Affairs (GEPA) after final degree processing. [1, 2, 3]

Official Proof Alternatives

- Official Transcript: Shows your awarded degree and conferral date once processing finishes
- Degree Verification: Order official verification proofs through TritonLink for employers or schools.
- Dean's Congratulatory Letter: Issued automatically by GEPA post-completion.

16.0 UNIVERSITY POLICIES

16.1 Graduate Bulletins contain important policies

The SDSU University Policies contains a number of policies that apply to students in the Audiology Doctoral Program. See the relevant sections of the SDSU Graduate Bulletin regarding doctoral degree requirements, student rights and responsibilities, grading, grade appeals, grievances, leaves of absences/withdrawal, probation and disqualification, plagiarism, and student conduct, and integrity in research and scholarship. See also relevant sections of the UCSD catalog, UCSD Academic and Administrative Calendar 2026-2027.

16.2 Continuous Enrollment Policy (per Graduate Division)

Students in doctoral programs are expected to make steady progress on their degree program. UCSD has a six-year time limit for doctoral degrees. SDSU requires that doctoral students be enrolled in one or more units at the time the degree is awarded.

AuD students who complete their coursework and doctoral project by the end of the spring semester and only need to complete a few weeks of the externship (AUD 871) in the summer, may have to enroll in additional units during the summer. Those who have not completed the doctoral project by the end of the spring semester of the 4th year are required to enroll again in AUD 899 (Doctoral Project).

16.3 Leave of Absence

16.3.1 SDSU Policy

Students who do not register for main campus classes continuously must formally request a leave of absence from the AuD faculty or lose matriculation. Students who lose matriculation must then apply for readmission. Continuous enrollment is required to maintain continuing student status.

16.3.2 Procedures for applying for a leave of absence

1. The student will make a formal written request to both co-directors requesting the length of absence, academic terms involved (e.g., Fall, Spring).
2. The program co-directors (graduate advisors) will consult the executive committee if clarification is needed.
3. Following steps 1 and 2
    a) The student will apply for a leave of absence on the Office of Registrar's website. The Graduate Division will update the student's file. The leave of absence is not reflected on the transcript.
    b) Dr. Zettner will let the student know how to file for a leave of absence with the UCSD Graduate Division.
4. Leave of absence for parental leave
    a) If a student will become a parent during the program, the student should meet with their advisor and if a leave of absence will be requested they should follow steps 1-3 above.

IMPORTANT: During the leave of absence, the student will not pay tuition or the special program fee and **access to all program resources are withdrawn** for the entire period of the leave (faculty time, building, room, equipment, and computer access).

Continuing student status includes the maintenance of catalog requirements for graduation. Disqualified students, students absent without an **approved leave of absence**, and those who attend another institution for more than one semester must apply for readmission should they wish to return to SDSU. Students who are disqualified are not eligible for a leave of absence.

Course expiration: Students must complete all requirements for graduating within 7 consecutive calendar years (not academic years) for programs with ≥ 36 units. This includes time spent on leave of absence and one-semester stop outs.

16.4 Standards for Student Conduct

Students are expected to follow the standard for student conduct as described below.

16.4.1 Title 5 (section 41301), California Code of Regulations

(a) Campus Community Values

The university is committed to maintaining a safe and healthy living and learning environment for students, faculty, and staff. Each member of the campus community should choose behaviors that contribute toward this end. Students are expected to be good citizens and to engage in responsible behaviors that reflect well upon their university, to be civil to one another and to others in the campus community and contribute positively to student and university life.

(b) Grounds for Student Discipline

Student behavior that is not consistent with the Student Conduct Code is addressed through an educational process designed to promote safety and good citizenship and, when necessary, impose appropriate consequences.

The following are grounds upon which student discipline may be based.

1. Dishonesty, including:
   a. Cheating that is intended to gain unfair academic advantage.
   b. Plagiarism that is intended to gain unfair academic advantage.
   c. Other forms of academic dishonesty that are intended to gain unfair academic advantage.
   d. Dishonesty, including: Furnishing false information to a University official, faculty member, or campus office.
   e. Dishonesty, including: Forgery, alteration, or misuse of a University document, key, or identification instrument.
   f. Dishonesty, including: Misrepresenting oneself to be an authorized agent of the University or one of its auxiliaries.
2. Unauthorized entry into, presence in, use of, or misuse of University property.
3. Willful, material and substantial disruption or obstruction of a University-related activity, or any on-campus activity.
4. Participating in an activity that substantially and materially disrupts the normal operations of the University or infringes on the rights of members of the University community.
5. Willful, material, and substantial obstruction of the free flow of pedestrian or other traffic, on or leading to campus property or an off-campus University related activity.
6. Disorderly, lewd, indecent, or obscene behavior at a University related activity, or directed toward a member of the University community.
7. Conduct that threatens or endangers the health or safety of any person within or related to the University community, including
   a. physical abuse, threats, intimidation, or harassment
   b. sexual misconduct.
8. Hazing, or conspiracy to haze. Hazing is defined as any method of initiation or pre-initiation into a student organization, or student body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury to any former, current, or prospective student of any school, community college, college, university, or other educational institution in this state. (Penal Code 245.6) and in addition, any act likely to cause physical harm, personal degradation or disgrace resulting in physical or mental harm to any former, current or prospective student of any school, community college, college, university or other

educational institution. The term "hazing" does not include customary athletic events or school sanctioned events. Neither the express or implied consent of a victim of hazing, nor the lack of active participation in a particular hazing incident is a defense. Apathy or acquiescence in the presence of hazing is not a neutral act and is also a violation of this section.

9. Use, possession, manufacture, or distribution of illegal drugs or drug-related paraphernalia, (except as expressly permitted by law and University regulations) or the misuse of legal pharmaceutical drugs).
10. Use, possession, manufacture, or distribution of alcoholic beverages (except as expressly permitted by law and University regulations), or public intoxication while on campus or at a University related activity.
11. Theft of property or services from the University community, or misappropriation of University resources.
12. Unauthorized destruction, or damage to University property or other property in the University community.
13. Possession or misuse of firearms or guns, replicas, ammunition, explosives, fireworks, knives, other weapons, or dangerous chemicals (without the prior authorization of the campus president) on campus or at a University related activity.
14. Unauthorized recording, dissemination, or publication of academic presentations (including handwritten notes) for a commercial purpose.
15. Misuse of computer facilities or resources, including:
    a. Unauthorized entry into a file, for any purpose.
    b. Unauthorized transfer of a file.
    c. Use of another's identification or password.
    d. Use of computing facilities, campus network, or other resources to interfere with the work of another member of the University Community.
    e. Use of computing facilities and resources to send obscene or intimidating and abusive messages.
    f. Misuse of computer facilities or resources, including: Use of computing facilities and resources to interfere with normal University operations.
    g. Use of computing facilities and resources in violation of copyright laws.
    h. Violation of a campus computer use policy.
16. Violation of any published University policy, rule, regulation, or presidential order.
17. Failure to comply with directions of, or interference with, any University official or any public safety officer while acting in the performance of his/her duties.
18. Any act chargeable as a violation of a federal, state, or local law that poses a substantial threat to the safety or well-being of members of the University community, to property within the University community or poses a significant threat of disruption or interference with University operations.
19. Violation of the Student Conduct Procedures, including:
    a. Falsification, distortion, or misrepresentation of information related to a student discipline matter.
    b. Disruption or interference with the orderly progress of a student discipline proceeding.
    c. Initiation of a student discipline proceeding in bad faith.
    d. Attempting to discourage another from participating in the student discipline matter.
    e. Attempting to influence the impartiality of any participant in a student discipline matter.
    f. Verbal or physical harassment or intimidation of any participant in a student discipline matter.
    g. Failure to comply with the sanction(s) imposed under a student discipline proceeding.
20. Encouraging, permitting, or assisting another to do any act that could subject him or her to discipline.

(Students residing in university Residence Halls are responsible for additional and contractual community standards as published in the Student Housing License Agreement)

(c) Application of this Code

Sanctions for the conduct listed above can be imposed on applicants, enrolled students, students between academic terms, graduates awaiting degrees, and students who withdraw from school while a disciplinary matter is pending. Conduct that threatens the safety or security of the campus community, or substantially disrupts the functions or operation of the University is within the jurisdiction of this Article regardless of whether it occurs on or off campus. Nothing in this Code may conflict with Education Code section 66301 that prohibits disciplinary action against students based on behavior protected by the First Amendment.

(d) Procedures for Enforcing this Code

The Chancellor shall adopt procedures to ensure students are afforded appropriate notice and an opportunity to be heard before the University imposes any sanction for a violation of the Student Conduct Code.

16.4.2 Plagiarism Policy

The following is taken from the **Center For Student Rights & Responsibilities**. Plagiarism is defined as the act of incorporating ideas, words, or specific substance of another, whether purchased, borrowed, or otherwise obtained, and submitting the same to the university as one's own work to fulfill academic requirements without giving credit to the appropriate source. Plagiarism shall include but not be limited to:

a. submitting work, either in part or in whole, completed by another;
b. omitting footnotes for ideas, statements, facts, or conclusions that belong to another;
c. omitting quotation marks when quoting directly from another, whether it be a paragraph, sentence, or part thereof;
d. close and lengthy paraphrasing of the writings of another;
e. submitting another person's artistic works, such as musical compositions, photographs, paintings, drawings, or sculptures; and (f) submitting as one's own work papers purchased from research companies.

Disciplinary Action

Plagiarism in connection with an academic program at the university may warrant two separate and distinct courses of disciplinary action that may be applied concurrently in response to a violation of this policy:

a. academic sanctions, such as grade modifications; and
b. punitive sanctions, such as probation, suspension, or expulsion.

Academic sanctions are concerned with the student's grades and are the responsibility of the instructor involved. Punitive sanctions are concerned with the student's records and status on campus and shall be the responsibility of the university president or designated representative. The Coordinator of Judiciary Procedures shall be the president's representative in matters of student discipline.

17.0 Codes of Ethics

Because the profession of audiology is governed by ethical principles and by state and federal laws, students must have the capacity to learn and understand these values and law, and to perform within their guidelines. A student must possess adequate behavioral and social attributes to conduct oneself in an ethical and legal manner, upholding professional Codes of Ethics, federal privacy policies, and university/program policies.

Students are required to abide by both the American Academy of Audiology Code of Ethics and the American Speech-Language-Hearing Association Code of Ethics. It is recommended that you download

these Codes of Ethics and become familiar with them as they will guide you as a student and a future practicing clinician.

APPENDIX A. TITLE PAGE TEMPLATE FOR DOCTORAL RESEARCH PROJECT PAPER

TITLE OF YOUR PROJECT

_____

A Doctoral Project Presented to the Faculty
of
San Diego State University
and
University of California, San Diego

_____

In Partial Fulfillment
of the Requirements for the Degree
Doctor of Audiology (Au.D.)

_____

By

YOUR NAME
MONTH YEAR

Committee Chair

Committee Member

External Committee Member