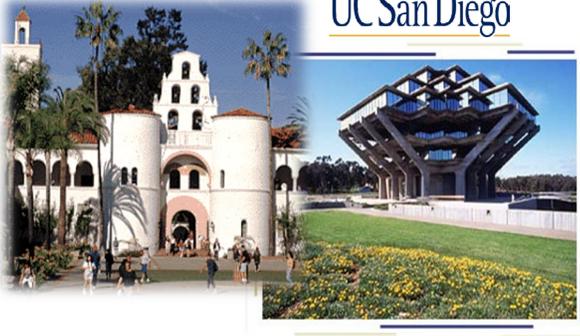


**SDSU**

**UC San Diego**



**SDSU/UCSD  
JOINT DOCTORAL PROGRAM in  
LANGUAGE AND COMMUNICATIVE DISORDERS**

**STUDENT HANDBOOK**

**Academic Calendar Year 2022-2023**

*Updated August 2022*

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## INTRODUCTION

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

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



Look for this icon throughout this handbook to identify action items

## GENERAL DESCRIPTION OF THE PROGRAM

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

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

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

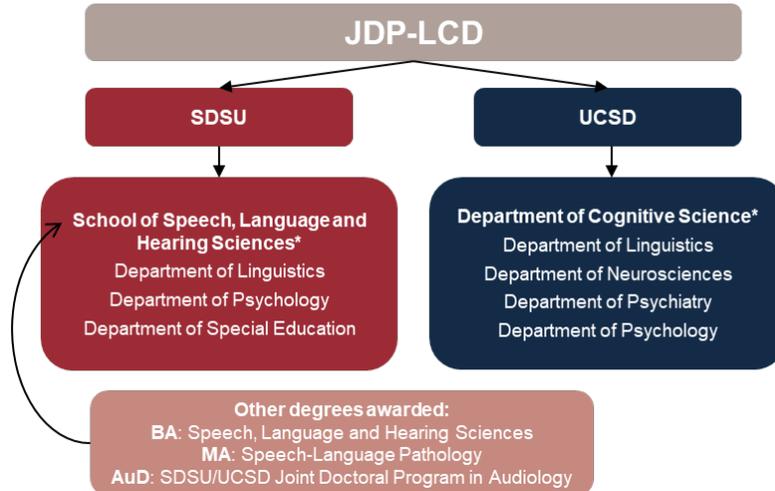
You are in a program that is innovative in that many of the requirements are designed to function as a model

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

## PROGRAM RESOURCES

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

At SDSU, the program is administered through the JDP-LCD Office in the [School of Speech, Language, and Hearing Sciences](#). At UCSD, the program is administered through the [Department of Cognitive Science](#). There is a Program Director at each University Campus (see **Program Administration**, below, for more information).



Our JDP-LCD has achieved high rankings on the Faculty Scholarly Productivity Index (FSP) created by Academic Analytics ([www.academicanalytics.com](http://www.academicanalytics.com)). In the last rankings, our program was ranked fourth in its field nationally. More recently, the JDP-LCD was ranked first in speech and hearing sciences as compared to top tier universities with older and more established programs including the University of Washington, Purdue, Arizona State University, University of Iowa, University of Utah, University of Kansas, University of Arizona, Indiana University and University of North Carolina Chapel Hill. Finally, the National Research Council (NRC) ranked us in the top 10 doctoral programs in the nation. The majority of the graduates of the doctoral program hold faculty positions in universities or research scientist positions in labs here in the US and abroad.

### San Diego State University (SDSU)

Founded in 1897, San Diego State University, with over 35,000 students, is the oldest university in the San Diego region and one of the largest in California. SDSU is classified by the Carnegie Foundation as "Doctoral/Research University-Intensive." Peers in this group include George Washington University, Syracuse University, Texas Tech University and the University of Oregon. Since 2000, SDSU faculty and staff have attracted more than \$1 billion in grants and contracts for research and program administration. In the 2022, [SDSU received a record-breaking \\$164 million from national, state, local and private sponsors](#),

including \$32.8 million from the National Institutes of Health and \$13 million from the National Science Foundation. SDSU is one of 23 universities in the California State System ([CSU](#)).

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

### **School of Speech, Language, and Hearing Sciences (SDSU)**

The [School of Speech, Language, and Hearing Sciences](#) is housed in the Speech, Language, and Hearing Sciences (SLHS) building on campus. The school's Director is Dr. Ignatius Nip. The School is part of the [College of Health and Human Services](#), which also includes the School of Exercise and Nutritional Sciences, School of Nursing, School of Social Work, and the School of Public Health. The Dean of the college is Dr. Steven Hooker; the CHHS Dean's office also includes two JDP-LCD faculty members: Dr. Sonja Pruitt-Lord serves as the Associate Dean for Academic Affairs and Dr. Giang Pham serves as the Associate Dean for Research. SLHS has 15 tenured/tenure-track faculty, as well as a large number of lecturers.

The Speech, Language, and Hearing Sciences building is a state-of-the-art facility that houses the SDSU JDP-LCD Director (Dr. Sonja Pruitt-Lord), the JDP-LCD Associate Director (Dr. Irina Potapova), Administrative Support Coordinator (Janet Park and Administrative Support Assistant, Reya Gredonia), most faculty offices, high-tech research and instructional labs, and the School's IT Technician (Clement Tran). The School's Audiology and Speech-Language Clinics also are located in the SLHS building. Most of the School's graduate classes meet in this building. The clinics are administered by the School's Director and the Clinic Directors (Carrie Goodwiler, MA., CCC-SLP, Speech-Language Clinic Director; Christy Kirsch, AUD., CCC-A, Audiology Clinic Director) within each of the Divisions (Speech-Language and Audiology) and are supported by the Clinical Administrative Support Coordinator (Marla Fulton) and Administrative Technician, Danielle Martin). The clinics serve as the primary training site of the MA program in speech-language pathology and the SDSU/UCSD Joint Doctoral Program in Audiology (AuD), and offer a variety of services related to speech, language, voice, and hearing. The clinics are open to the community as well as students and faculty. Each year, they serve about 1,300 clients in speech-language and about 450 clients in audiology. Doctoral students with labs located in the SLHS building have access to workspace in their labs. Students in off-campus SDSU or UCSD labs have access to the Ph.D. shared office when at SLHS (SLHS 238; 619-594-7907). Doctoral students should contact Drs. Pruitt-Lord and Potapova if other space/equipment needs arise. The College's computer lab is in Hardy Tower 189. Reservations are normally taken for an entire semester because this computer lab is primarily an instructional laboratory; however, reservations can be made for shorter periods of time. It is fully equipped with 24 student computers, plus 1 instructional computer. No technical assistance is available.

### **SDSU College of Graduate Studies**

The JDP-LCD falls under the umbrella of the College of Graduate Studies (CGS) at SDSU. The CGS Dean is Dr. Tracy Love, a JDP-LCD faculty member and SLHS Director (2014-2022). The CGS offers a variety of valuable resources to graduate students across programs, ours included. Throughout your time in this program, it will be useful to you to visit the CGS website (<https://grad.sdsu.edu/>) for things like identifying funding opportunities; learning about process and deadlines for graduation; advocacy, and identifying other resources. Similarly, we encourage you to take advantage of resources and programming available through the Office for Graduate Life and Diversity (<https://sacd.sdsu.edu/gradlife>), an office within Student Affairs and Campus Diversity.

### **University of California, San Diego (UCSD)**

UCSD, one of 10 [University of California](#) campuses, has been singled out for top rankings in national surveys for both its graduate and undergraduate programs. The Education Editor of *The New York Times* listed it among the nation's top-ranking institutions. *US News and World Report* magazine ranks UCSD

eighth in the nation among publicly supported institutions. It currently ranks fifth in the nation in the amount of federal grant money received for research and development. Since its beginning, UCSD has encouraged interdisciplinary research and education in innovative degree programs that cut across departmental boundaries (e.g., interdepartmental Ph.D. programs in Neuroscience and in Cognitive Science). UCSD has also become a center for cognitive neuroscience and psycholinguistics, including cross-linguistic studies of language development and the cognitive and neural basis of language production and comprehension across the lifespan.

### **Department of Cognitive Science (UCSD)**

The [UCSD Department of Cognitive Science](#) is located in the Cognitive Science Building (CSB), where faculty, research, technical, and administrative staff work. The CSB building also houses UCSD Director of the JDP-LCD, Dr. Seana Coulson.

JDP-LCD students who work with a UCSD advisor are typically provided shared office space if they are not able to work in their advisor's laboratory. Shared office space is also available for other JDP-LCD students to use when they work at UCSD. Please see the section on keys below for information on how to request access to this office. Students with advisors at SDSU who are interested in doing testing on the UCSD campus should contact [Dr. Seana Coulson](#).

The [Department of Cognitive Science](#) is committed to transcending theoretical boundaries rooted in traditional disciplines in pursuit of a scientific account of cognition. The department emphasizes three main areas of study: **Brain** - the understanding of neurobiological processes and phenomena; **Behavior** - the experimental methods and findings from the study of psychology, language, and the sociocultural environment, and **Computation** - the powers and limits of various representations, coupled with studies of computational mechanisms. The department's approach is rooted in an inter-disciplinary vision employing ideas and techniques from a number of disciplines, including anthropology, computer science, ethology, electrical engineering, linguistics, neurology, neurosciences, philosophy, psychology, and sociology.

At UCSD, the Center for Research in Language (CRL) offers a **weekly seminar series**, which is attended by faculty, postdocs and students from several departments. The speaker presents their research followed by a question-and-answer session. The seminar is an opportunity for graduate students, post-docs and faculty to share ideas related to their research. Held every Tuesday afternoon, the presentation is preceded by a "happy half-hour," an opportunity for the community to get together and chat over food and drinks. CRL publishes news on its website [crl.ucsd.edu](http://crl.ucsd.edu) as well as its Facebook page.

### **UCSD Division of Graduate Education and Postdoctoral Affairs**

At UCSD, you can find important information and resources for graduate students through the Division of Graduate Education and Postdoctoral Affairs (<https://grad.ucsd.edu/student-life/index.html>), led by Dean Jim Anthony. As at SDSU, you can find a variety of resources and programming directed towards graduate students through this avenue.

## **PROGRAM ADMINISTRATION**

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

The **JDP-LCD Executive Committee** membership for 2022-2023:

SDSU Executive Committee members

Sonja Pruitt-Lord, Ph.D., CCC-SLP, SDSU Co-Director  
Stephanie Riès, Ph.D.  
Phillip Holcomb, Ph.D.

UCSD Executive Committee members

Seana Coulson, Ph.D., UCSD Co-Director  
Jeanne Townsend, Ph.D.  
Sarah Creel, PhD.

The JDP-LCD Associate Director, [Dr. Irina Potapova](#), works with the co-Directors to support the administration of the program. In addition, Dr. Tracy Love serves as an Ex Officio member.

## **SDSU DOCTORAL PROGRAM FACULTY**

[Alyson Abel-Mills](#), Ph.D. (Speech, Language, and Hearing Sciences) Office: SLHS 227; Lab: 6505 Alvarado Rd., Suite 100. Behavioral and neurophysiological methods to examine 1) word learning, particularly verb learning, and 2) interactions between word learning and other linguistic domains in typically developing children and children with specific language impairment

[Jessica Barlow](#), Ph.D. (Department of Geography) Office: AL 377B. Phonology, phonological acquisition and disorders, morphophonology, bilingualism, Spanish.

[Henrike Blumenfeld](#), Ph.D. (Speech, Language, and Hearing Sciences) Office: SLHS 225; Lab: SLHS 217/210. Influence of bilingualism on language and cognition across the lifespan; bilingual aphasia. Behavioral and eye-tracking methodologies.

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

[Margaret Friend](#), Ph.D. (Psychology) Office and Lab: 6363 Alvarado Rd., Suite 103. Developmental psychology, processes of language comprehension and the developmental relation between language and emotion in communication.

[Phillip Holcomb](#), Ph.D. (Psychology) Office and Lab: 6505 Alvarado Rd., Suite 203. The brain basis of human cognition, primarily language comprehension and production, using electrophysiological measures.

[Gregory D. Keating](#), Ph.D. (Linguistics) – Second language acquisition and heritage speaker bilingualism. Focuses on sentence processing in monolingual and bilingual speakers of Spanish and English and the factors that bear upon it, such as individual differences in working memory capacity and age of onset of bilingualism. Research techniques include eye-tracking (with text) and other behavioral techniques.

[Tracy Love](#), Ph.D. (Dean, College of Graduate Studies; Speech, Language, and Hearing Sciences) Office: SLHS 230; Lab: 6505 Alvarado Rd., Suite 204. Research interests are primarily centered on language processing in both language-impaired and language-unimpaired child and adult populations. This research program focuses on examining the nature of the information used during on-going language and cognitive processing, in determining when and how different information sources are integrated, and in determining the neurological bases of these processes.

[Ksenija Marinkovic](#), Ph.D. (Psychology) Office and Lab: 6505 Alvarado Road, Suite 202. Research goals: to examine spatio-temporal (i.e., “where and when”) characteristics of distributed neural circuits underlying

cognitive and affective functions such as decision making, inhibitory control, language, and emotion perception. Of particular interest are alcohol-related impairments of self-regulatory functions which may contribute to drinking as a function of family history and neurotransmitter genetic markers. We use multimodal functional imaging including magneto- and electroencephalography (MEG/EEG), functional and structural MRI, and psychophysiological measures of autonomic functions. The synergistic approach allows precise insight into on-line dynamics of these processes, with implications for individualized prevention strategies and pharmacogenetics.

**Ralph-Axel Müller, Ph.D.** (Psychology) Office and Lab: 6363 Alvarado Court, #225E. Brain Development Imaging investigates the plasticity of the brain organization for language in healthy children, children and adults with focal brain lesion, and in patients with autistic disorders.

**Ignatius Nip, Ph.D., CCC-SLP** (Speech, Language, and Hearing Sciences). Office: SLHS 241; Lab: SLHS 218. Examine speech motor development in typically developing children and children with motor speech disorders. Explore the relationships between speech motor, language, and cognitive skills

**Giang Pham, Ph.D., CCC-SLP** (Associate Dean, College of Health and Human Services; Speech, Language, and Hearing Sciences) Office: SLHS 238; Lab: SLHS 216. Language development and disorders among bilingual children. Her research interests include first and second-language developmental trajectories, cross-linguistic transfer, ethnic identity, and treatment for bilingual children with language impairment.

**Sonja Pruitt-Lord, Ph.D., CCC-SLP** (Associate Dean, College of Health and Human Services; Speech, Language, and Hearing Sciences). Office: SLHS 228; Lab: SLHS 219. Child language development and disorders, in particular, language development in the context of linguistic and cultural diversity, detailing the morphosyntactic abilities of children diagnosed with language impairments, and examining the efficacy of prevention models and advancing policy changes.

**Stéphanie Riès, Ph.D.** (Speech, Language, and Hearing Sciences) – Office: SLHS 239; Lab: 6495 Alvarado Road Suite 105. Research focuses on the brain dynamics of control processes in language production in healthy and impaired speakers using behavioral measures, neuropsychology, surface and intracranial electroencephalography and electromyography. Of particular interest are word retrieval and the compensatory mechanisms engaged when this process is altered.

**JoAnn Silkes, Ph.D., CCC-SLP** (Speech, Language, and Hearing Sciences) – Office: SLHS 229; Lab: 6505 Alvarado Road Suite 204. Research focuses on implicit language and cognitive processing in aphasia. In particular, she is interested in understanding language-specific versus domain-general processing impairments in aphasia, the interface between implicit and explicit processing, and methods of improving aphasia treatment by targeting implicit processes directly.

**Marty Sereno, Ph.D.** (Psychology) – Office: EISC Suite 16 (MRI Center); Lab: 6363 Alvarado Road, Suite 250, Room 7. Cortical-surface-based methods for mapping visual, auditory, somatosensory, and motor areas in relation to scene understanding and language comprehension. Understanding the architecture of naturally occurring symbol-using systems via predictive analogy.

## **UCSD DOCTORAL PROGRAM FACULTY**

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

**Leslie Carver, Ph.D.** (Psychology) Office: McGill Hall 4318. Research on the brain basis of cognitive and social cognitive development using behavioral and electrophysiological (ERP) measures.

**Sarah Creel, Ph.D.** (Cognitive Science) Office: CSB 167. Uses eye tracking and behavioral methods to examine how typically developing children and adults learn and comprehend language. In particular, she investigates how learners represent sound patterns in language (phonemes, words, accents, voices) and how this changes over time and with exposure to particular languages. Her work also extends into comparing sound pattern learning language to sound pattern learning in music.

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

**Gedeon Deák, Ph.D.** (Cognitive Science) Office: CSB 162; Lab: AP&M 2839. Research interests include cognitive and language development in preschool children including, for example, children's ability to name or categorize an entity differently across situations, or to shift responses across changing problem. Also, how preschoolers learn the meanings of related words. A third line is infant communication, specifically the emergence and development of episodes of shared attention between infants and caregivers.

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

**Marc Garellek, Ph.D.** (Linguistics) Office: AP&M 4202; Lab: AP&M 4432. Phonetics and laboratory phonology, in particular phonation types or voice quality: the ways in which speakers manipulate their vocal folds to produce sounds, and how listeners perceive these manipulations

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

**Frank Haist, Ph.D.** (Psychiatry & Center for Human Development) Office and Lab: AP&M 2872. Brain basis of language, perception, and social cognition in typically developing child and adult populations, and in populations with neurological impairments. My work uses behavioral assessments together with functional and structural magnetic resonance imaging (MRI).

**Eric Halgren, Ph.D.** (Radiology) Office and Lab: La Jolla Village Professional Center, Suite C-101. Research into the neural mechanisms of language and other cognitive processes, using magnetoencephalography, intracranial recordings in humans, and other techniques.

**Rachel Mayberry, Ph.D.** (Linguistics) Office: AP&M 4230; Lab: AP&M 4402. First- and second-language acquisition in children and adults with an emphasis on age of acquisition effects on psycho- and neurolinguistic processing. Psycholinguistics of sign language, speech-gesture, and reading development in deaf and hearing populations.

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

**Doris Trauner, M.D.** (Neurosciences) Office and Lab: La Jolla Village Professional Center, Suite B-112. Cognitive development in children with early focal brain damage, genetic and metabolic disorders; plasticity in the developing human nervous system.

## FUNDING PROCEDURES / POLICIES

Since our program began, students have not paid tuition at UCSD but pay in-state tuition fees and out-of-state/international student tuition at SDSU. Decisions regarding this policy are under the auspices of the Graduate Deans at SDSU and UCSD and are subject to review and modification at any time. At this time, paying tuition and fees at SDSU entitles doctoral students to enroll in classes at UCSD for no cost. We have been given funding to underwrite 6 units per semester of in-state tuition fees at SDSU. SDSU's College of Graduate Studies also allows the JDP-LCD to apply for non-resident tuition waivers (NRTW) to underwrite some of the per-unit costs for US out-of-state and international students. This occurs on a yearly basis so receiving an NRTW one year does not guarantee one for subsequent years. [All out of state \(domestic\) students will be required to apply for CA residency for tuition purposes before the program requests additional non-resident tuition waivers beyond year 1.](#) Lastly, If a student receives an NIH training grant at SDSU or UCSD, some or all of a student's SDSU tuition is generally covered, although there may be unit limits.

The JDP-LCD Executive Committee coordinates funding for doctoral students. In spring, after scholarship, training grant, and other funding awards have been decided, student funding projections are reviewed by the Executive Committee and discussed with student advisors. Following this, each summer, students are given a summary of their projected funding for the upcoming year based upon information from the program and/or provided by a student's advisor and the student.



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

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

### **Graduate Assistantships/Teaching Assistantships**

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

### **Training Grant Pre-Doctorate Awards**

A student who holds an NIH training grant administered through SDSU (PI: Dr. [Love](#)) may seek small dissertation awards if the terms of the training grant are not violated. Speak to the grant administrator for details and regulations regarding these awards.

## **Additional Funding for Students and Awards**

**Travel Awards**—There are several travel award possibilities at both SDSU and UCSD. See the Travel Funds section, later in this document.

**SDSU Scholarships.** [There are several modest scholarships for which JDP-LCD students may apply.](#) Information about these scholarships can be found on the [University Scholarships](#) website. Scholarships range in award amount from \$300 to \$2500. Applications are typically accepted between August and February each year. Students are encouraged to apply for all scholarships for which they are eligible.

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

**Other awards** can be found through NSF, NIH, ASHA, CSHA, etc. In addition, novel funding opportunities arise relatively often. For example, in 2021, SDSU's CHHS launched the Graduate Student Research Award (offering up to \$3000 for research-related expenses, including participant incentives and research assistant support). Similarly, SDSU's CGS recently initiated the Completion of Research and Creative Activity (CORE) Fellowship, dedicated to supporting the completion of the research component of a student's dissertation.

Please consult with your mentors and Drs. Pruitt-Lord, Coulson, and Potapova to generate ideas.



→ **Whenever you receive an award, make sure to acknowledge that award/fellowship/scholarship in your papers and presentations.**



## **PROGRAM REQUIREMENTS AND POLICIES**



**Note that each of the numbered Requirements below represents an action item to be completed over the course of the doctoral program.**

**This document summarizes program milestones; you will be provided with a digital copy and are encouraged to use it to track your program progress.**

- 1. Concentration** – By the end of the **first** year, all students will select a major field of emphasis by choosing one of three concentrations: Adult Language, Child Language, or Multilingualism. All students will be required to take some courses in each of the three concentrations:
  - The **Adult Language** concentration is intended to provide intensive education in communicative disorders in adults. Students in this concentration will also develop expertise in the study of language processing in normal adults.
  - The **Child Language** concentration is intended to provide specialized education in childhood (birth-adolescence) communicative disorders. Students in this concentration will also achieve competence in developmental psycholinguistics emphasizing language acquisition in normally developing children.
  - The **Multilingualism** concentration is intended to provide education in cross-linguistic, ethnographic, and other comparative studies of communicative disorders in children and/or adults, including those associated with bilingualism and second-language acquisition, including acquisition of sign language in deaf individuals.
- 2. Methods Minor** – All students will be required to develop basic expertise in experimental design and statistics, and to become familiar with standard techniques for behavioral assessment, e.g., intelligence testing, standardized tests of language ability, analyses of free speech, design and implementation of experimental measures of language and other related cognitive behaviors. In addition, by the end of the **third** year all students will declare a Methods Minor from one of three options:
  - The **Behavioral Dynamics** minor is intended for students who want to specialize in computer-controlled methods for the study of language and cognitive processing in real-time.
  - The **Neural Imaging** minor is intended for students who want to complement behavioral studies with neuroanatomical and neurophysiological techniques, including event-related brain potentials and functional magnetic resonance imaging.
  - The **Neural Modeling** minor is intended for students who are interested in the simulation of normal and abnormal language and cognition in artificial neural networks.

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

→The **Tools** requirement consists of two courses in statistics/research design, one course in neuroanatomy and physiology, one course in language structure and theory, and one professional survival skills course.

→The **Foundations** requirement consists of two courses on normal language/cognition and three courses on disorders of language/cognition.

→The **Electives** requirement consists of at least four courses, with a minimum of three courses related to the chosen concentration. These electives must be chosen from a broad list of approved options across both campuses from Anthropology; Cognitive Science; Speech, Language, and Hearing Sciences; Computer Science; Linguistics; Neurosciences; and Psychology.

**Note:** at the start of each quarter/semester, you are required to complete an enrollment form and submit to the JDP-LCD office for documentation; this will take place via Google Docs. Be on the lookout for emails at the start of each term. **Minimum GPA requirements** – According to [UCSD Division of Graduate Education and Postdoctoral Affairs](#) policy and [SDSU College of Graduate Studies](#) policy, all students must **maintain a 3.0 GPA** to be considered in good standing. If a student's GPA at UCSD is below a 3.0 but their GPA at SDSU is above a 3.0 (or vice-versa), UCSD will look at the combination of both GPAs to calculate a student's eligibility. Note that for a class to count towards a requirement (i.e., Tools, Foundations, Electives, Concentrations, and Methods), students must earn at least a B-.

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

**5. All JDP-LCD students are required to complete training in the Responsible Conduct of Research.**

*More information can be found in the Human Subjects section in the Appendix.*

Training is to be completed online through [CITI](#).

- Information for SDSU can be found at: <https://sdsuedu.sharepoint.com/sites/GRA/res/RA/RCCR/SitePages/Home.aspx>
- Information for UCSD can be found at: [https://irb.ucsd.edu/CITI\\_UCSD\\_Training.pdf](https://irb.ucsd.edu/CITI_UCSD_Training.pdf)

Please submit your completion certificate to the JDP-LCD office and to your mentor.

6. **Teaching** – The teaching requirement may be satisfied under one of two options. *Model 1* requires that the doctoral student teach a full course and submit the course syllabus to the Executive Committee for review at the end of the semester/quarter. *Model 2* requires that the doctoral student serve as a teaching assistant (TA) for two *different* college-level courses (you can petition to be allowed to teach the same class twice to fulfill this requirement). All requests must be made in writing to the JDP-LCD Executive Committee. Students should let their faculty advisor know of their interests in being a TA as well as contact individual departments asking to be placed on lists to be considered for a TA assignment at UCSD (Cognitive Science, Human Development, Linguistics, Psychology) and SDSU (Speech, Language, and Hearing Sciences, Linguistics, Psychology).
7. **Language Requirement** – Students are required to have some experience in learning a second language. This may be satisfied through informal learning, immersion, or two or more years of formal coursework in a second language. Any recognized natural language will be acceptable to fulfill this requirement (including ASL or other sign languages). Artificial languages, such as computer languages, will not satisfy this requirement. For students selecting the multilingualism concentration, proficiency must be demonstrated in English and at least one other language. Each student must submit a Language Requirement Completion form as soon as possible to assure they have met the requirement or have time to meet it well in advance of their fourth year in the program. The form may be found on the JDP-LCD website:  
<https://slhs.sdsu.edu/phd/files/2016/08/JDP-LCD-Language-Requirement-FILL-IN-form.pdf>
8. **Qualifying Examination and Advancement** – Students must advance by the end of their fourth year, and there is a one-year minimum between the Qualifying Examination and Dissertation defense. (See Advancement to Candidacy section for more details.)
9. **Individual Development Plan** – We require that ALL JDP students complete an Individual Development Plan (IDP) at the start of the academic year. An IDP is a dynamic individualized document that identifies and outlines career goals and is a tool to manage career development throughout graduate training. This is a document that is created by the graduate student in partnership with the faculty and additional mentors.

NIH requires that all students who are funded through any NIH mechanism (training grant, NSRA pre doc, faculty grant, etc.) complete an IDP. This is something that both SDSU and UCSD are requiring. That said, even if you are not currently funded by one of these mechanisms, we are still requiring you to complete this at the beginning of each academic year. The NIH has argued that IDPs are a useful tool to help graduate students identify their career goals and what they need to accomplish to achieve those goals. In addition, the IDP process can facilitate communication between faculty mentors and their trainees. There is a wonderful (free) website that can guide you through this process: <http://myidp.sciencecareers.org/>. Once complete, save and print out your myIDP summary. Make sure to make an appointment with your faculty mentor to go over your plan. Once you have met with your mentor, please send a pdf of your IDP to Dr. Potapova no later than September 30 (or sooner if at all possible).

**ASHA CCC and CFY options** – SLHS has an educational program in speech-language pathology that is accredited by the Council on Academic Accreditation in Audiology and Speech-Language Pathology of the American Speech-Language-Hearing Association, 2200 Research Boulevard #310, Rockville, Maryland 20850, 800-498-2071 or 301-296-5700. **It may be possible** for a doctoral student to obtain academic and clinical training in preparation for the ASHA CCC or complete a CFY concurrently with doctoral studies. However, the clinical track is optional, and access to clinical training is not automatic or guaranteed. Initiation of clinical training requires the approval of the S-L Division faculty and the availability of openings in the clinical program. Students taking SLP clinical coursework will be responsible for paying for those additional units each term (fall, spring and summer). Since these options will likely increase the length of time in the program, it is important to discuss your interests with your advisor. Regardless, students must

advance by the end of their fourth year in the program. If a student does not show continued progress in their doctoral program during the time they are involved in clinical training, they can be removed from clinical track. Please consult with [Dr. Potapova](#) for questions about the clinical program. Program policy and procedure guidelines based upon recent changes in ASHA standards have been developed by the SLHS Speech-Language Division faculty. This may be found on the SLHS website: <http://slhs.sdsu.edu/student-resources/current-students/documents/>

**Student Evaluation** –The UCSD Graduate Council Policy requires that doctoral and M.F.A. students be evaluated every spring. Early evaluations are strongly encouraged to ensure future student registration is not jeopardized. The process is as follows: Before the end of each academic year (or sooner, if necessary), a self-evaluation narrative and supporting materials are prepared by the doctoral student, followed by a written evaluation by the student’s advisor. These materials are then reviewed by the Executive Committee and, based upon a thorough examination of the student’s progress, a recommendation is made as to whether or not the student may continue in the program or be dismissed. This evaluation is given to the student for signature and placed in the student’s file. Also, this information is submitted to UCSD’s Office of Graduate Studies. The annual review form will be shared in the spring each year.

**Student Misconduct, Discipline and Grievances** – Inappropriate behavior or conduct by students is subject to disciplinary action including dismissal. Each campus has stated standards and regulations as well as a review process that is described in each university’s catalog and at the following websites:

SDSU: [http://go.sdsu.edu/student\\_affairs/srr/conduct.aspx](http://go.sdsu.edu/student_affairs/srr/conduct.aspx)

UCSD: <https://students.ucsd.edu/sponsor/student-conduct/policiesandprocedures.html>

Following due process established by each university, a student may be subject to expulsion, suspension, probation, or a lesser sanction. Examples of behavior that might result in disciplinary action include cheating or plagiarism, forgery or misuse of campus documents or records, willful damage to campus property or equipment. **See “GENERAL INFORMATION AND HELP FOR STUDENTS” below.**

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

## **RESIDENCY ISSUES INFORMATION**

### **Campus Residency**

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

### **California Residency Requirements**

**Out-of-State Students** – For joint doctoral students, residency is determined by [San Diego State University](#). If you are an out-of-state student, it is your responsibility to obtain California residency after the first year.

Otherwise, you will be required to pay nonresident tuition because neither the program nor your advisors will be able to do so. **You should [begin the process to establish residency](#) immediately following your arrival in California.**



**International Students** – International students are never considered residents and, for that reason, must always pay nonresident tuition in addition to required fees. If a resident alien card is secured, a student may be considered a resident one year from the date on the card.

<b>SDSU International Student Center</b>	<b>UCSD policy</b>
<a href="http://go.sdsu.edu/student_affairs/isc/aboutus.aspx">http://go.sdsu.edu/student_affairs/isc/aboutus.aspx</a>	<a href="http://www.ucsd.edu/current-students/finances/fees/residence/noncitizens.html">http://www.ucsd.edu/current-students/finances/fees/residence/noncitizens.html</a>

**NOTE:** Students should refer to the policies of both universities that are available on the web, in official catalogs, schedules of classes, and from the SDSU Registrar's Office and UCSD's Graduate Division (GRA) for more specific information.

## LEAVE OF ABSENCE / WITHDRAWAL

### Leaves of Absence / Withdrawal

If you plan to take a leave of absence, you must consult your advisor beforehand, meet with a JDP-LCD Director, and provide notice in writing. Remember that you must inform **both** campuses to make it official. Information/guidelines regarding a Leave of Absence or withdrawal from the program can be found on the web and in catalogs and course schedules. For questions see JDP-LCD Directors or staff. **You may be responsible to refund the program for funds received from either or both institution(s) on any training grants.**

### SDSU Parental Leave for Graduate Students

To better serve SDSU graduate students / academic student employees who are expectant parents, the College of Graduate Studies, Faculty Advancement, and Human Resources have collaborated to produce a new form to guide students and their advisors through the resources and options available. The form is available at the Faculty Advancement website: [http://fa.sdsu.edu/resources/a\\_to\\_z#P](http://fa.sdsu.edu/resources/a_to_z#P).

## HEALTH SERVICES AND INSURANCE

Currently, JDP-LCD students receive their [student health services at SDSU](#). All students who enroll in San Diego State University pay a mandatory Student Health Services fee each semester. This fee is paid at the time of registration and covers the costs of providing required basic health services, the objective of which is to provide outpatient medical services for the care of acute and sub-acute conditions, illnesses and injuries rather than comprehensive care for major and/or chronic problems. You are eligible for health services at SDSU with a valid Red ID card. **Importantly, these services are not the same thing as having health insurance.**

SDSU same-day appointments	(619) 594-5058
other appointments	(619) 594-4736 or (619) 594-4737
Nurse Advise Line (after-hours care)	1-888-594-5281
Main switchboard	(619) 594-5281

***At this time, there are no health care provisions at UCSD for JDP-LCD students because fees are paid at SDSU.***

### Health Insurance

Students will not be required to submit proof of insurance for the 2022-23 academic year. Graduate students are strongly encouraged to secure health insurance, taking into consideration federal law (the Affordable Care Act) and similar requirements in the state of California. [You can learn more here](#), including [scheduling a one-on-one appointment with a Healthcare Connection Coordinator](#). Another useful resource is [Covered California](#). SDSU students can schedule an on-campus appointment with [San Diegans for Healthcare Coverage](#) (SDHCC), 619-231-0333 to discuss health coverage options. Students struggling to afford any of the available options may be eligible for support from [SDSU's Economic Crisis Response Team \(ECRT\)](#).

In addition, a doctoral student holding a .50 TA/GAship at SDSU may qualify for health insurance and should contact the Human Resources Dept. Also, doctoral students who are NIH trainees may have access

to health insurance funding and should contact the PI of the training grant.

Information FAQs about [Health Insurance at SDSU](#) provides information about these and other programs (e.g., Covered California).

## GENERAL INFORMATION AND HELP FOR STUDENTS

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

### **Affiliation**

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

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

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



### **Identification Cards**

**SDSU:** All new students (undergraduate and graduate) are required to purchase a photo identification card ([the Red ID](#)), which permits use of campus services such as student activities, athletic events, library privileges, etc. Students who have lost their ID cards can obtain new ones by paying a \$10.00 fee at the University Cashiers Office or the SDSUcard Office in Student Services West, Room 2620.

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

### **Outside Employment**

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

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



### **Parking**

Check the Parking offices of both campuses for parking information:

SDSU: <http://bfa.sdsu.edu/campus/parkingtrans/>

UCSD: <https://transportation.ucsd.edu>

Permits can be purchased in person or online at UCSD and online at SDSU. Students will need a parking permit for each campus if they wish to park on campus. Note that the parking enforcement times at each

campus are different. We now have **parking reciprocity** across campuses. Each semester, we provide all JDP student names to the parking offices at both campuses.

- If you purchase an SDSU parking permit, you can take that to UCSD's parking office off Gilman Drive and receive a free 10-day parking permit. Once you use 10 days' worth, you can go back and get a new one.
  - Note that at SDSU, you are eligible for a faculty/staff parking permit (rather than a student permit). Contact Janet Park to obtain the necessary letter for the parking office.
- If you purchase a UCSD parking permit, then you can take that permit to SDSU's parking office off of 55<sup>th</sup> Street to receive an SDSU one-semester permit.

### **Problem Resolution**

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

<b>SDSU</b>	<b>UCSD</b>
<b>Personal problems</b>	
Counseling and Psychological Services Calpulli Center, Suite 4401 Telephone: (619) 594-5220 <a href="https://sacd.sdsu.edu/cps">https://sacd.sdsu.edu/cps</a>	<b>Counseling and Psychological Services</b> <b>Central Office: Galbraith Hall, Room 190</b> <b>Telephone: (858) 534-3755</b> <a href="https://caps.ucsd.edu/">https://caps.ucsd.edu/</a>
<b>Financial Aid Issues/Regulations</b>	
Office of Financial Aid and Scholarships Student Services West Room 3605, Phone: (619) 594-6323; Fax: (619) 594-4268 <a href="https://sacd.sdsu.edu/financial-aid/financial-aid">https://sacd.sdsu.edu/financial-aid/financial-aid</a>	Financial Aid Office Student Services Center, 3 <sup>rd</sup> floor north Telephone: (858) 534-4480 <a href="https://fas.ucsd.edu/">https://fas.ucsd.edu/</a>
<b>Accommodations</b>	
Student Ability Success Center (SASC) Calpulli Center, Suite 3101 (third floor) Telephone: (619) 594-6473, TDD: (619) 594-2929 <a href="https://newscenter.sdsu.edu/student_affairs/sds/">https://newscenter.sdsu.edu/student_affairs/sds/</a>	Office for Students with Disabilities (OSD) University Center, 202 Telephone: (858) 534-4382 <a href="http://disabilities.ucsd.edu/about/index.html">http://disabilities.ucsd.edu/about/index.html</a>
<b>Illness</b>	
Student Health Services Calpulli Center Telephone: (619) 594-5281 <a href="https://sacd.sdsu.edu/student-health-services">https://sacd.sdsu.edu/student-health-services</a> <b>see also:</b> <a href="https://sacd.sdsu.edu/health-promotion">https://sacd.sdsu.edu/health-promotion</a>	
<b>Economic Support</b>	
Economic Crisis Response Team <a href="https://sacd.sdsu.edu/ecrt">https://sacd.sdsu.edu/ecrt</a>	
<b>Student Grievances and Rights and Responsibilities</b>	
Ombudsmen Student Services West, Room 1604 Telephone: (619) 594-3069 <a href="http://go.sdsu.edu/student_affairs/srr/Default.aspx">http://go.sdsu.edu/student_affairs/srr/Default.aspx</a>	Office of Student Conduct Student Services Center, Suite 510 Telephone: (858) 534-6225 <a href="http://students.ucsd.edu/student-life/organizations/student-conduct/index.html">http://students.ucsd.edu/student-life/organizations/student-conduct/index.html</a>

### **Key Renewal**



### **Telephones**

Most doctoral students have cell phones or have access to a phone in their lab. If you are using the SDSU Doctoral Student office, the phone number is 619-594-4024. (see information below).

**Lab, Shared Spaces and Keys**

Lab space is generally available in laboratories of faculty advisors or lab supervisors. There is also shared space for doctoral students on both campuses. Follow your mentor’s instructions about securing keys to lab space.

At **UCSD**, there is shared doctoral space (JDP-LCD, CogSci PhD) in CSB 269. To request a key or access code complete the google document [here](#). For questions about keys, please contact Courtney Chung at [cogsassistant@ucsd.edu](mailto:cogsassistant@ucsd.edu) for assistance. For questions about door access codes, please contact Alan Garcia at [ajg008@ucsd.edu](mailto:ajg008@ucsd.edu) for assistance.

At **SDSU**, in addition to lab space, there is a shared doctoral space (SLHS 238). If you are a course instructor or TA, you may need to host office hours. This can be done in this shared space. Should you need to use this space occasionally, you may borrow a key from Reya or Irina; if you will be using this space regularly, contact [Reya Gredonia](#) for key requests, which are now done through AdobeSign. JDP-LCD students may retain their keys, without renewal, until graduation. Please remember that this space, and any equipment in the space, is intended for **doctoral student use only**.

Departments on both campuses have been hit by several thefts of equipment in the last few years. **Keep doors and windows locked** and **do not leave the office unattended at any time**. Notify the JDP-LCD faculty/staff if you suspect any thefts. Call SDSU Public Safety/University Police (x41991 from a campus phone) or UCSD Campus Police (858-534-4357) if you encounter trouble.

Please note that you will be held responsible for any key(s) issued in your name. No exceptions will be made. Please do not ever pass your key on to someone else no matter what the circumstances. Key offices at both campus charge fees for lost keys.

**JDP-LCD Mailbox**

To receive mail at:

<b>SDSU</b>	<b>UCSD</b>
[Your name] – JDP-LCD School of Speech, Language, and Hearing Sciences San Diego State University 5500 Campanile Drive, MC 1518 San Diego, CA 92182-1518	[Your name] – JDP-LCD Department of Cognitive Science University of California San Diego 9500 Gilman Drive, MC 0515 La Jolla, CA 92093-0515
<i>JDP-LCD students share one mailbox at SDSU in the SLHS mailroom. <b>Make sure “JDP-LCD” is written next to your name on the receiving address.</b> Please be sure to check this mailbox periodically. If you wish mail to be forwarded to another campus lab, notify the JDP-LCD office.</i>	<i>JDP-LCD students share one mailbox in the Dept of CogSci mailroom- located in the Cognitive Science Bldg. <b>Make sure “JDP-LCD” is written next to your name on the receiving address.</b> Please be sure to check this mailbox periodically.</i>

**Emails**

The JDP-LCD has a Google Group for current doctoral students. Each student was asked which email was their preferred email address (@sdsu or @ucsd). The preferred email address has been added to the JDP-LCD Google Group. You can email the current JDP-LCD students as a whole by emailing: [slhs-jdp@sdsu.edu](mailto:slhs-jdp@sdsu.edu).



**Obtaining Student Email Accounts**

Student accounts on both campuses run on the Google Platform. This means you will be able to use Google Drive, gmail, and other resources associate with G-Suite. *Note that SDSU just converted student accounts to [G-suite](#) this July 2020. Please reach out to [SDSU ITS](#) if you have difficulties with the conversion:*

**SDSU:** Students are required to obtain an @sdsu.edu email account through the SDSUId single sign on. Instructions on how to obtain your email account can be found at <http://it.sdsu.edu/sdsuid/student-activation.aspx>



To activate your SDSUId, login with your [WebPortal](#) credentials at: <https://getid.sdsu.edu>

Following the three-step process, you will be able to set a new SDSUId password and complete the SDSUId/Microsoft Office 365 activation process. Student accounts remain active for the duration of a student's SDSU affiliation.

**UCSD:** Grad student email accounts are set up automatically after admission is accepted.

<http://acms.ucsd.edu/info/newadmits.html>. For information on how to subscribe to the UCSD talks mailing list, access the information link on the CRL webpage: <http://www.crl.ucsd.edu/maillinglists/>. You will receive emails from the [COGS 200 listserv](#) and the [cogsci-talks](#) group through the JDP-LCD google group email address.

### **Travel Funds**

Doctoral students are encouraged to present their research findings at scientific and professional meetings. In some cases, student travel funds are available to students who have submissions accepted through the conference organizations. Students may also have access to travel funds if they have a scholarship or NIH training grant.

Students may apply for and receive travel funds from either or both universities. To be eligible for Student Travel funds at either or both universities, students must be presenting a paper or poster at the conference they wish to attend. Each university has somewhat different procedures for awarding travel funds. Since students can be eligible to receive one award per year from each university, they may want to consider applying at only one university for a conference and the other university for a different conference within the same year.

### **SDSU Graduate Student Travel Funds**

Provided by the College of Graduate Studies, this fund supports travel so that students can carry out research that contributes to their thesis or dissertation, or for presenting their work at professional conferences. Each academic year there are generally two cycles of applications, one in fall/winter and one in spring. This money can be used to reimburse costs for any travel that was completed during the period designated for the award (see website for deadlines).

Although the amount of the award will vary depending on how many students apply and how much funding is available during the period in which the student applies, up to maximum of \$1,000 can be requested. If a student receives an award from both universities for the same conference, there is a possibility s/he may be awarded more money than the actual cost of the travel. In that case, the award may be reduced.

Detailed information about the application process can be found at: [https://grad.sdsu.edu/funding/travel\\_fund](https://grad.sdsu.edu/funding/travel_fund)  
There also may be limited travel funds through the [SDSU College of Health and Human Services](#). See Dr. Giang Pham, JDP-LCD faculty member and SDSU CHHS Associate Dean for Research.

### **UCSD Graduate Student Travel Funds**

The Graduate Student Association has created a Travel Grant program to award graduate and professional students awards of up to \$300 or \$500 to help you travel to conferences where you will be presenting your professional work. This program is funded by GSA, Graduate Division, Vice Chancellor for Student Affairs and the Office of the Chancellor.

Four rounds of applications are held each year, one during each quarter. Funding will be awarded randomly from the full pool of eligible applications. Preference will be given to students who have not received a GSA travel award during the current academic year, defined as the first day of instruction of the fall quarter up until

the first day of instruction of the fall quarter of the subsequent year. Applicants must be presenting a paper or giving a talk on their own original research.

Any questions about the Travel Grant program can be directed to [contact@gsa.ucsd.edu](mailto:contact@gsa.ucsd.edu)

In order to qualify for GSA Travel Grant funding, all of the following must apply. You must be:

- Registered as a full time UCSD graduate or professional student (includes JDP students)
- Presenting own original work as a poster or talk at the conference you are applying for travel funding to attend

This funding mechanism was suspended during the COVID-19 pandemic. For up-to-date information, see here: <https://gpsa.ucsd.edu/grad-resources/travel-grants.html>

### **Other important information about traveling to conferences**

JDP-LCD students who are employed by San Diego State University (not the Foundation) and wish to attend a conference during the school year must complete a [Student Travel Authorization form](#) whether or not they are receiving travel funds. These students may qualify for some travel funds through the JDP-LCD or the College of Health and Human Services (see above). Priority is given to those students presenting papers and/or posters who do not have access to other travel funds through their advisor, training grants, stipends, etc. Contact Dr. Nip regarding these funds and to obtain a [travel request application](#). Travel must be completed before June 30 for reimbursement to apply during the current budget period. T2 forms must be filled out in advance of your trip. See the JDP-LCD office for information. Include the name of the conference, dates, location, and reason for attending conference. **Save all original receipts** (copies of receipts **will not** be accepted).

### **Safety**

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

### **UCSD offers the following services:**

- The **Student Community Service Official Program**: Provides campus safety escorts year-round, sunset through sunrise. Call: 858-534-WALK (9255). You can arrange a recurring escort so a CSO will meet you at the same place and time, which makes late-night service more convenient.

### **SDSU offers the following services:**

- The **Red & Black Shuttle** operates Monday through Friday from 5:30 p.m. to 12:00 a.m. during the fall and spring semesters. This shuttle drives a loop around campus stopping at 18 shuttle stops and offers convenient pickup locations that give easy access to the campus core. The shuttles run approximately every 10-15 minutes depending on traffic.
  - **Parking and Transportation Services (PATS) App**: PATS has provided a phone app to let you see in real time where the shuttles are. You can download **DoubleMap** from the Apple or Google stores.
- **Late Night Ride Program**: The Lyft program will be offered Sundays through Thursdays from midnight to 4 a.m. to assist those who need transit during hours not served by the Red and Black Shuttle.

### **Vacations**

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

classes, and it is important to be aware of the schedules of each university. Of course, no one can (or is expected to) last the entire doctoral program without taking some time to themselves! Students are encouraged to discuss time off with their mentors, taking into consideration classes, research progress, and other requirements associated with the doctoral program and optional clinical track.

## REGISTRATION

### Registration Requirements

- A. Students must spend a minimum of one year in academic residence at each campus.
- B. Students must be registered on both campuses unless on an official leave of absence, or out one semester at SDSU except as provided in C below. Students who are not continuously enrolled will be considered to have withdrawn from the doctoral program.
- C. A student must be registered at the two campuses in the term in which the degree is to be awarded or may pay the filing fee at UCSD providing the student was registered in the previous term.
- D. At the beginning of each academic year, the JDP informs the SDSU College of Graduate Studies where each student will be enrolled during the academic year. This report also includes all financial support provided from program sources, by type and amount. The College of Graduate Studies will provide UCSD's Graduate Division with a copy of this information.
- E. All financial aid assistance will be provided by SDSU. Students should not apply for assistance to the Financial Aid Office at UCSD.
- F. **Immunizations:** Students must follow immunization requirements for both universities (see Graduate Bulletins). [SDSU information](#) / [UCSD information](#)
  - [SDSU Immunization Requirements](#) - *effective for all regularly enrolled who are incoming to SDSU Fall 2019 and after*



Entering students are required to present proof of the following immunizations to San Diego State University **by the first day of their first semester at SDSU.**

- **Required immunizations and screening:**
  - **Measles, mumps and rubella (MMR):** Two doses with first dose on or after first birthday; OR positive titer (laboratory evidence of immunity to disease).
  - **Varicella (chickenpox):** Two doses with first dose on or after first birthday; OR positive titer. *History of contracting the disease does not meet compliance.*
  - **Tetanus, diphtheria and pertussis (Tdap):** One dose after age 7.
  - **Meningococcal conjugate (serogroups A, C, Y, & W-135):** at least one dose at age 16 or older for students up to age 23.
  - **Meningococcal B (Meningitis B):** Students ages 16 - 23. Complete series, may be two or three doses.
  - **Hepatitis B (Hep B):** Students age 18 and younger should complete series. Based on type of vaccine, the series is either two or three doses. (CA Health & Safety Code, Sec. 120390.5)
  - **Screening/Risk Assessment: tuberculosis (TB):** All incoming students must complete a tuberculosis risk questionnaire. Incoming students who are at higher risk for TB infection, as determined by the screening questions, should undergo testing for TB infection within one year of SDSU entry.
- The above are not admission requirements but are required of students as conditions of enrollment at San Diego State University.
- Additionally, the following immunizations are strongly recommended:
  - **Hepatitis A (Hep A):** All students regardless of age.
  - **Hepatitis B (Hep B):** Students age 19 and older.
  - **Human papillomavirus (HPV):** For women and men through age 45.
  - **Influenza (flu):** Annually for all students, regardless of age.

- **Pneumococcal:** For all students age 65 and older and for students with certain medical conditions (e.g., severe asthma, diabetes, chronic liver or kidney disease).
- **Poliovirus (polio):** Regardless of age, if the series was not completed as a child.
- Students may fulfill immunization requirements by submitting medical documentation as proof of immunization online through the secure HealthConnect at <https://healthconnect.sdsu.edu>. Positive laboratory evidence of immunity may also be used to prove immunization status. For more information call 619-594-4325 or email [immunizations@sdsu.edu](mailto:immunizations@sdsu.edu).

**Information about COVID-19 Vaccination:** On April 22, 2021 the California State University system and University of California shared in a joint announcement that students, faculty and staff will be required to have a COVID-19 vaccine to be able to access campus facilities this fall. On December 22, 2021, it was announced that the booster was similarly required.

The CSU, of which SDSU is part, indicated two important conditions for the requirement to be implemented: The requirement is contingent upon full approval of one or more vaccines by the U.S. Federal Drug Administration (FDA), and adequate availability of fully approved vaccines.

Additional information and guidance, including exceptions that will be offered for students, faculty and staff, is forthcoming and will be shared [here](#).

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

***After finalizing course schedule plans with their advisors, doctoral students must submit their course schedules for SDSU and UCSD to the JDP-LCD office; instructions will be provided via email.***

### **How to Register for Courses (SDSU)**



At SDSU you must register online on [Webportal](#), using your Red ID number. The Class Schedule (available at <http://www.sdsu.edu/schedule>) contains specific information on registration, the courses offered for the term, and a listing of the fees required for enrollment. **The deadline for schedule adjustment is September 2<sup>nd</sup> (to add or drop classes). The last day to apply for December 2022 graduation is September 2, 2022—no exceptions.**

Note that SDSU is transitioning away from Webportal in the middle of Fall 2022. You will be informed via email when this change takes effect.

### **How to Register For Courses (UCSD)**

At UCSD you must register online on [WebReg](#) to avoid late fees, using your UCSD ID number no later than **September 16<sup>th</sup>**. Additional details about WebReg and the enrollment process can be found here: <https://students.ucsd.edu/academics/enroll/graduate-enrollment/index.html> . Pay careful attention to the deadlines for adding or dropping a class! **It is the responsibility of each graduate student to keep informed of and meet all enrollment and registration (fee payment) deadlines.**

## **GRADUATE STUDENT REPRESENTATIVES 2022-2023**

Your graduate representatives for the upcoming academic year are listed in the student directory, towards the end of this document.

## **Selection**

1. Each spring, doctoral students select Graduate Representatives to serve during the upcoming academic year. The Grad Reps from the previous year oversee this process.
2. Grad Reps should come from different classes.
3. A student can serve as a Grad Rep more than once.

## **Responsibilities**

1. Serve as the initial student contact with interested applicants to the JDP-LCD.
2. Help organize and host visits of interested applicants.
3. Serve as mentors to new doctoral students.
4. Assist in organizing practice talks for the Fall Doctoral Student Colloquium.
5. Assist in updating the JDP-LCD website sections describing current doctoral students, providing input regarding the Student Handbook and help with the development of new initiatives including a JDP-LCD Newsletter.
6. Provide input to the Executive Committee regarding applicants during the admissions review process.
7. Provide input to the Executive Committee on issues of importance to doctoral students.
8. Assist in organizing social events, workshops, guest colloquia and other enrichment functions of the JDP-LCD. Oversee proposals to UCSD's Graduate Student Association for graduate student enrichment funds.

## **Miscellaneous**

1. The JDP-LCD office will maintain a list of Grad Reps for each year.
2. JDP-LCD Grad Reps will meet periodically with the JDP-LCD Doctoral Directors.

## **ADVANCEMENT TO CANDIDACY**

### **(Guidelines for Students and Advisors – 2022-2023)**

#### **University time limits for completing doctoral studies**

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

#### **Advancement**

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

→ Due to the COVID-19 pandemic, all processes were moved to an electronic format. SDSU uses AdobeSign to route documents and UCSD uses DocuSign. During the 2020-2021 academic year,

presentations/defenses were conducted via Zoom.

**As of Fall 2022**, it is encouraged that defenses be conducted in person; however, we recognize the value of teleconferencing in specific cases. Should students wish to conduct defenses via Zoom, they should discuss this option with their advisor/committee chair and with the JDP-LCD Directors/Executive committee.

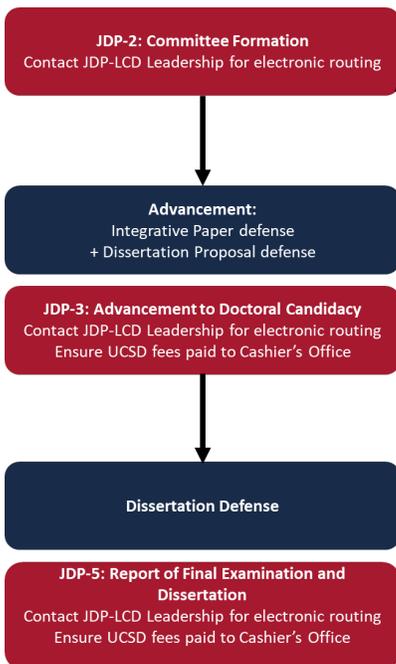
University policies require faculty and students to reside in San Diego, but teleconferencing for these events may be advisable under various circumstances. Up-to-date information on dissertation policies can be found here: <https://grad.ucsd.edu/academics/preparing-to-graduate/index.html>

Several university JDP-LCD forms must be completed prior to or after advancement. **JDP-LCD forms 2-5 may be found on the SLHS website:** <https://slhs.sdsu.edu/phd/resources/documents/>

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

Below is a figure that outlines the advancement and dissertation processes. **{All JDP-LCD forms have moved online as have the payment requirements.}**

After working with your advisor on the selection of committee members, students should contact Drs. Pruitt-Lord and Coulson to confirm eligibility of committee membership (see more details below). Once confirmed, students should fill out the **JDP-2** form and submit it to JDP-LCD leadership so that the committee membership can be submitted electronically. As discussed below, any changes to an approved dissertation



committee must be petitioned via the **JDP-4** form. Other forms, such as the **JDP-3** (advancement to doctoral candidacy) and **JDP-5** (completion of dissertation defense), will be also routed for signatures electronically. These must be filled out in succession and routed through the JDP-LCD office, followed by approval by the SDSU

Division of Graduate Affairs, and then routed to UCSD for approval. The forms must be filled out correctly and signed off in the proper order designated on each form. File copies are to be kept in the JDP-LCD office at SDSU. University action regarding approval or denial is sent to the student who should immediately notify their advisor and the JDP-LCD office at SDSU. Students should inquire about the status of forms if they have not received notification in a timely manner (4 weeks from submission). Pre-candidacy students and their advisors should meet with Dr. Pruitt-Lord no later than the beginning of the fourth year in order to ensure that advancement procedures are completed in a timely manner so that a student's status is not jeopardized.

### **Dissertation Committee**

The **JDP-2** form is used for nominating a student's qualifying exam/dissertation committee. The committee consists of five members: two JDP-LCD doctoral faculty members from SDSU and two JDP-LCD doctoral faculty members from UCSD. One of these four members will be the student's dissertation chair (faculty advisor). The fifth member can be either a doctoral faculty member (but CANNOT be in the same home department as the committee chair) or a tenured faculty member from either campus. Under certain

circumstances, Research Scientists (UCSD/SDSU) may be able to serve as a sixth member of a doctoral committee. Before approaching faculty members to serve on the committee, students should speak with their advisor and one of the JDP-LCD Directors to be certain those faculty members are qualified to serve. Before an SDSU faculty member can serve on a committee as an outside member, the faculty member must have prior approval by the College Dean and the Division of Graduate Affairs upon nomination by the JDP-LCD Program.

Once a JDP-LCD student has chosen committee members and verified their interest, students should contact [Dr. Pruitt-Lord](#) to electronically file the **JDP-2** form. It takes about **five weeks** to get the form processed through SDSU and UCSD. It is recommended that students check on the status of their **JDP-2** form **three** weeks after it has been submitted.

### **Qualifying Exam**

In our JDP-LCD, the qualifying exam involves writing an **integrative paper** in collaboration with your committee and presenting the paper in a public forum. The paper is to be in the form of a scholarly review of one or more issues related to the student's chosen area of research; the oral component is to be a formal presentation of the paper. **Plan ahead** because until formal approval of the committee from both universities has been received (via the JDP-2), a student cannot finalize preparation of the integrative paper. It is strongly recommended that a student allow ample time to discuss the scope of the integrative paper with their committee chair and committee members. The presentation should be scheduled with committee members well ahead of the proposed presentation date since faculty are busy and scheduling can be difficult. Also, the doctoral student must give committee members at least **two weeks** to review the paper prior to the formal presentation.



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

### **Dissertation Proposal**

Typically, the integrative paper and oral presentation occur before a dissertation proposal is presented and orally defended. In cases where a dissertation proposal is prepared first (by means of submitting an NIH or NSF grant), the student and mentor must ensure that the following has occurred BEFORE the grant proposal is submitted:

- The dissertation committee has been formed and submitted to Graduate Division
- The committee members have been contacted about the proposal and have taken part in discussions about its content
- If revisions are required, the committee should be made aware of the comments in the summary statement and be available to discuss changes to address reviewer's concerns

The proposal will take the form of an NIH or NSF grant application. For **Model 1** dissertation (see below), the proposal will be based on completed research that becomes pilot studies for the grant proposal. The student may be encouraged to submit the grant proposal to support their future research (e.g., post-doctoral studies, R03, R01). For **Model 2** dissertation, the proposal will become the basis for the dissertation research to be completed.

Please note, as with any other research conducted during a student's graduate training, Human Subjects approval is needed; consult with your mentor to pursue IRB approval at the relevant university.

It is strongly recommended that doctoral students allow ample time to discuss the scope of their dissertation proposal concept with their committee chair and committee members well ahead of the actual writing of the proposal. Your dissertation chair is responsible for reviewing the proposal and giving you the “OK” before you send it to your committee members. The doctoral student must give committee members at least **two weeks** to review the completed proposal prior to the proposal defense. Schedule the talk with committee members well ahead of the defense date since faculty are busy and scheduling can be difficult.



Once the proposal has been written and a date has been set, the student should notify the JDP-LCD office. As for the integrative paper, email Dr. Potapova to request a template that will be used to format your public announcement; **the template should be completed at least three weeks before the defense date.**



In addition, the doctoral student should download the [JDP-3](#) form, fill in all areas and send it back to Drs. Pruitt-Lord and Potapova. The presentation **must be attended** by your dissertation chair and all committee members. Any exceptions must be approved in advance by the JDP-LCD Directors. In addition, we encourage as many JDP-LCD Executive Committee members as possible, as well as other JDP-LCD students and interested individuals, to attend the defense. **An electronic copy** of the final proposal must be sent to the JDP-LCD office as soon as your committee has approved it.

**In order to complete the advancement stage of your doctoral program**, the dissertation proposal must be successfully defended and approved by student’s committee members, who sign the **JDP-3** form recommending advancement. With the new online routing process, the JDP-3 form will be automatically forwarded to both JDP-LCD Directors, SDSU Graduate Affairs and then to UCSD Graduate Division. **You will receive a \$50 candidacy fee on your TritonLink account.** After the form is processed, the student will receive official notice of approval to advance and a packet of information regarding Dissertation preparation and policies. **To avoid a registration hold, the JDP-3 must be processed prior to the end of the fourth year.**

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

**Note:** With the completion of your Integrative Paper Defense and your Dissertation Proposal defense, and the processing of your JDP-3 Form, you have officially advanced to candidacy—congratulations! You may hear the time period post-advancement and pre-dissertation defense at the end of your program referred to as “ABD”—All But Dissertation. You may also choose to use the descriptor doctoral *candidate* rather than doctoral *student*.

## **Dissertation**

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

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

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

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

the web:

UCSD: <http://proquest.umi.com/login>

SDSU: <http://library.sdsu.edu/find/digital-collections>

### **Changes in Dissertation Committee**

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



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

### **Dissertation Defense**

There is a **one-year minimum** between advancement and the dissertation defense. When the dissertation has been completed, the student should notify the JDP-LCD office so that the **JDP-5** form can be prepared in advance of the dissertation defense. Download the **JDP-5** form, fill in all areas and send it back to Drs. Pruitt-Lord and Potapova.



The defense will be the same for both dissertation models and will consist of an oral presentation of the dissertation material to the doctoral committee and a publicly invited audience. As for your previous defenses, email Dr. Potapova to ask for the announcement template which asks for information such as the title, abstract, date, time and place of the talk, as well as the email addresses of all committee members). This information must be submitted to the JDP-LCD office at least **three weeks** before the presentation so that the JDP-LCD office can send out an announcement to doctoral faculty and students.



Your dissertation chair is responsible for reviewing the dissertation and giving you the “OK” before you send it to your committee members. Also, the doctoral student must give committee members at least **two weeks** to review the dissertation prior to the defense. Your dissertation chair and all committee members **are required** to attend the dissertation defense. Any exceptions must be approved in advance by the JDP-LCD Directors. During this two-week time period, in addition to preparing your oral defense, it is **strongly suggested** that you set up your preliminary appointment with UCSD Graduate Division (see DISSERTATION FILING, GRADUATION and COMMENCEMENT PROCEDURES, below).

Following the public presentation, the dissertation committee meets in private to determine if the dissertation is acceptable. This process has been automated. The chair of the committee will communicate the committee’s approval via an email to Dr. Pruitt-Lord. She will then initiate the electronic **JDP-5** form (based on the document you submitted), which will be routed to each committee member, followed by the JDP-LCD Directors, and then on to the Graduate Deans at SDSU and UCSD. You will receive instructions from UCSD Graduate Division about the specific order of steps to take after your preliminary meeting (see below). Again, there are several official deadlines that must be adhered to regarding final submission of the dissertation and petitioning to graduate.

Doctoral candidates are **strongly advised** to schedule the dissertation defense (and graduation) within the fall/spring academic terms for several reasons. **First**, it is generally much easier to schedule committee

members for the defense during the school year. **Second**, if a student decides to defend during the summer, s/he must be enrolled in dissertation units during the summer term at SDSU, which will require the doctoral candidate to pay out-of-pocket for dissertation units. **Please advise the JDP-LCD Co-Directors of your plans for a summer defense early in the spring semester.**

## DISSERTATION FILING, GRADUATION and COMMENCEMENT PROCEDURES

Refer to [SDSU](#) College of Graduate Studies and [UCSD](#) Division of Graduate Education and Postdoctoral Affairs for detailed policy and procedure.



Note that this section contains multiple action items for students!



### Dissertation

The format for the body of the dissertation is determined by the [UCSD “Bluebook”](#). There are Formatting Webinars offered through UCSD—[check here for times and registration information](#).

- A student must make an [appointment](#) with the UCSD Graduate Division for a **preliminary check** of their dissertation. The contact is [Sara Miceli](#) (Graduate Academic Affairs Advisor). At that appointment, the formatting is checked and instructions on the final preparation and submission of the dissertation are given. The dissertation must be formatted according to the requirements provided by UCSD.
- **Before your final appointment** with Sara, you should
  - submit your final dissertation (after changes from your committee and final proofing) to UCSD Graduate Division via [www.etsadmin.com](http://www.etsadmin.com) and email Sara that you have done so.
  - Confirm that the **JDP-5** form has been initiated by Dr. Pruitt-Lord
  - submit all coauthor permission letters to Sara via email (PDF or zip file).
  - Initiate your [JDP signature page](#) via DocuSign. Students will be responsible for initiating the routing of the Signature page electronically to the committee members. Please make sure to cc Drs. Pruitt-Lord and Potapova on that routing form. Once all signatures have been collected, the form will be automatically routed to the Graduate Division. The completed/signed signature page must be received by the Graduate Division on or before the student’s final appointment with the Graduate Division.
    - To initiate the form for routing, students enter their name and email address first, followed by the names and email addresses (official campus email address) of all dissertation/thesis committee members.
    - Click the “Begin Signing” button at the bottom of the form to access the form. If there is a co-chair, please specify that using the drop-down options on the right side of the form.
    - The student’s name will appear on the first line at the top of the form. The committee names will appear on the signature lines below.
    - Click the “Finish” button at the bottom of the page.
    - Recipients will receive an email notice that the signature page is available for signature. Once the dissertation/thesis has been approved, each member clicks on the link in the email and signs the signature page.
  - Complete the [Survey of Earned Doctorates](#) and UC San Diego Graduate Survey. A link will be emailed to you a few days before your final appointment. Once completed, students should enter their email address and **forward** the Completion Certificate via email to [Sara Miceli](#) (UCSD).
- At the **final** appointment, all your documents and forms should have been submitted to UCSD Graduate Division (JDP-5 routing, signature page routing, uploading of the items above). Sara will review all documents and confirm that the dissertation is free of formatting errors and that all necessary paperwork has been submitted. Final approval and acceptance of the dissertation by UCSD’s Dean of the Graduate Division (on behalf of the University Archivist and Graduate Council) represents the final step in the completion of all requirements for the doctoral degree. You will receive a congratulatory dean’s letter stating you have met the requirements of the Ph.D. Please forward a copy of that certificate to the JDP-

LCD office for filing.

- The SDSU College of Graduate Studies: A Google form is available for dissertation submission. This step is completed AFTER all forms have been submitted to UCSD and your JDP-5 form is signed by Sara Miceli. You will be asked to upload the completed dissertation signature page, your dissertation, the Certificate of Completion of the Survey of Earned Doctorates from [sedsurvey.org](http://sedsurvey.org) and an embargo letter (if needed). Once [Pat Walls](#) (SDSU Doctoral Coordinator) confirms that everything is in order, that you are enrolled in SLHS 899 (see highlighted area on the page above!), and that all grades are in for earlier semesters etc., he will send your files on to Montezuma Publishing.

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

**Important Links**

UCSD	SDSU
<a href="#">Dissertation Preparation</a>	<a href="#">Doctoral Procedural Steps</a> Application for Graduation: In your Webportal account
	<b>Montezuma Publishing:</b> <a href="#">Dissertation Processing</a> **

*\*\* Note, check this website as there are fees involved in processing dissertations. This past year, the fee was \$45*

**Graduation**

**SDSU.** Graduation is not automatic upon the completion of degree requirements. A student must file for graduation through their [WebPortal](#) account, whether for fall, spring or summer. The university deadline to file for graduation falls early in the semester, usually the second week of classes. Students are encouraged to apply early, since the deadline is firm, and **no late applications are accepted**. Students who complete their degree requirements and file for graduation in either the fall, spring, or summer term automatically qualify to walk in the SDSU graduation ceremony.

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

**UCSD.** Students must meet [UCSD's graduation deadlines](#). A graduate degree and diploma application form (DDA) is required, along with the **JDP-5** form or other joint campus forms, in order to receive your diploma.

**Commencement**

**Step 1: Cap and Gown Rental**

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

**UCSD.** Caps and gowns can be rented online through the [UCSD Bookstore](#).

**Step 2: Ceremony Participation**

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

UCSD	SDSU
JDP-LCD students are invited to participate in two separate ceremonies: (1) the All-Campus Commencement and (2) the Graduate Division Commencement (hooding ceremony).  UCSD Graduate Division will send an email to students eligible to register for Commencement. If you do not receive the email, please contact Ashian Nuristani (a2nuristani@ucsd.edu). Additional information can be found on the <a href="#">UCSD Commencement</a> website.	Application for Graduation with an Advanced Degree must be submitted online through <a href="#">WebPortal</a>

# GRADUATION SUMMARY

<b>UCSD</b>		<b>SDSU</b>
<b>FILING FOR GRADUATION</b>		
<b>Graduation Application</b>	All requirements for degree must be completed by the end of quarter. A graduate degree and diploma form are required.	File Application for Graduation with an Advanced Degree with Cashiers Office by filing deadline, usually the last day of schedule adjustment.
<b>Graduation Fee</b>	None.	\$100
<b>DISSERTATION PREPARATION AND SUBMISSION</b>		
<b>Formatting the Dissertation</b>	Follow UCSD Preparation and Submission Manual for Doctoral Dissertations and Master's Theses "Bluebook."	Governed by UCSD "Bluebook."
<b>Preliminary Appointment</b>	Schedule with Sara Micelli two to four weeks prior to dissertation defense. Follow all instructions provided on the scheduling page, including uploading your formatted dissertation to ProQuest.	None.
<b>Final Appointment</b>	Schedule with Sara Micelli immediately following or shortly after dissertation defense.	Schedule with Pat Walls in GRA. Follows final appointment at GRA.
<b>Required Items for Final Graduation Audit (electronic submission of dissertation)</b>	For UCSD Graduate Division (GRA): <ol style="list-style-type: none"> <li>1. Original signature page signed in ink</li> <li>2. 3 copies of abstract</li> <li>3. JDP-5</li> <li>4. Dissertation Signature Page via Docusign</li> <li>5. Completed Degree and Diploma Application obtained from grad coordinator</li> <li>6. Survey of Earned Doctorates form</li> <li>7. Certificate of Completion of the UCSD Graduate Survey.</li> </ol>	For SDSU Graduate Affairs: <ol style="list-style-type: none"> <li>1. Copy of signature page</li> <li>2. Copy of title page</li> <li>3. JDP-5</li> <li>4. Certificate of Completion of Survey of Earned Doctorates</li> </ol>
<b>Printing the Dissertation</b>	Students must file their dissertation electronically	<ol style="list-style-type: none"> <li>1. Submit either electronically on USB drive or email to Montezuma Publishing.</li> <li>2. Contact Montezuma Publishing to discuss processing fee.</li> </ol>

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# APPENDIX

## HUMAN SUBJECTS GUIDELINES

### Human Subjects Procedures

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

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

#### Application Information and Procedures

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

### SDSU's Division of Research Affairs and IRB are:

SDSU's [Human Research Protection Program](#)

- [Collaborative Institutional Training Initiative \(CITI\) Human Subjects Research Training](#) (Responsible Conduct of Research: Training in responsible and ethical research practices is an integral part of preparing academic professionals to conduct research. Both the National Institutes of Health (NIH) and the National Science Foundation (NSF) have requirements for training in the Responsible Conduct of Research).

SDSU IRB:

- [SDSU/UCSD Joint Review Agreement for Faculty](#)
- [SDSU/UCSD Agreement for JDP/Master's Degree IRB Review](#)

**UCSD's Human Research Protections Program:** <http://irb.ucsd.edu/>

## REQUIRED COURSES

The following are lists of courses for JDP-LCD requirements. One course is required unless specified otherwise. In total, the curriculum includes 40 semester units / 60 quarter units.

Specific course numbers and possible alternative courses which have been approved to fulfill the requirements are listed when applicable. NOTE: This list was updated July 2020. Some courses can change in content and may only be offered during specific years/terms. Also, new courses may be developed and offered and not be on the list below. Please confirm that your courses will fulfill the intended requirement by checking with Drs. Pruitt-Lord, Coulson and Potapova.

TOOLS	SDSU	UCSD
STATISTICS (2 courses required)	PSY 670 or 770 A and B	PSY 201 A and B
NEUROANATOMY/ NEUROPHYSIOLOGY	PSY 767 (instructors and content vary- get approval before enrolling)	COGS 201 CLIN 205 NEU 200* (A, B, or C), 270A*
SYNTAX	LING 522 LING 581 or approved elective	LIGN 211 LIGN 220 LIGN 221 or approved elective
SURVIVAL SKILLS (1 course required)	INT-S 690	ANTH 271/COGS 241/NEU 241/PATH 241 PHAR 219 PSYC 213 SOMI 226, 241
<b>FOUNDATIONS</b>		
NORMAL LANGUAGE/ COGNITION: ADULT	SLHS 750 PSY 561 PSY 787	COGS: 200*, 203 PSY 218A/B, 244* LIGN: 225, 272 NEU: 200C, 243
NORMAL LANGUAGE/ COGNITION: CHILD	PSY 632	COGS: 200*, 260* LIGN: 279, 282 PSYC: 217, 235
DISORDERS LANGUAGE/ COGNITION: ADULT	SLHS 790	
DISORDERS LANGUAGE/ COGNITION: CHILD	SLHS 793	
DISORDERS LANGUAGE/ COGNITION: MULTILINGUALISM	SLHS 794	

\* Rotating topics– depends on instructor. JDP-LCD Co-directors must review the syllabus for approval.

**Electives:** Four required as described in Handbook. Electives must be approved by the JDP-LCD Director(s). You are not limited to the courses listed below; any rotating Special Topics courses will likely be approved.

Students on the optional clinical training track may not count clinical coursework towards electives without approval from the JDP-LCD office, including JDP Clinical Coordinator, Dr. Irina Potapova.

## Examples of Electives

Theme	SDSU	UCSD
Statistics/ Methods	PSY 775 or 776 - Multivariate Statistics SPED 685 - Single Case Research Design	COGS 243 - Statistical Inference and Data Analysis FPM 288 - Intro to Qualitative Research Methods PSYC 201C - Quantitative Methods in Psychology PSYC 210 - Methods of Human Cognitive Neuroscience PSYC 231/NEUG 231 - Data Analysis in Matlab
Language Processing	Basic Computational Linguistics Certificate: <ul style="list-style-type: none"> <li>• LING 420 or 501 - Introductory Linguistics</li> <li>• LING 572 - Data Analysis Tools</li> <li>• LING 571 - Scripting or Linguistic Databases</li> <li>• LING 581 - Intro to Computational Linguistics</li> </ul> LING 652 - Second Language Acquisition LING 572 - Python Scripting	COGS 238 - Topics in Cognitive Linguistics: Ambiguity LIGN 210 - Graduate Phonetics LIGN 211 - Graduate Phonology LIGN 274 - Computational Psycholinguistics
Neuroscience/ Neuroimaging	PSY 769 - Advanced Neuroimaging	COGS260/SOMI 276A, B, C - Fundamentals of Functional Neuroimaging NEU 270B - Neurobiology of Disease: Neurodevelopmental Disorders
Other	SLHS 696 - Seminar: Grant Writing for JPD-LCD* LING 505 - Writing for Graduate Students	

\* Note that the grant writing course is required for any student supported on the T32 training grant, and it will count towards an elective

Here are links to course descriptions for each department:

<a href="#">SDSU Graduate Bulletin</a>	<a href="#">UCSD Catalog</a>
<a href="#">SLHS</a>	<a href="#">psychology</a>
<a href="#">Linguistics</a>	<a href="#">Cognitive science</a> see also <a href="http://www.cogsci.ucsd.edu/graduates/courses/index.html#COGS-Course-Offerings-2020-21">http://www.cogsci.ucsd.edu/graduates/courses/index.html#COGS-Course-Offerings-2020-21</a>
<a href="#">psychology</a>	<a href="#">linguistics</a>
<a href="#">Int-s</a>	<a href="#">neurosciences</a>
	<a href="#">clinical psychology</a>
	<a href="#">anthropology</a>
	SOMI

**Clinical coursework:** In addition to any prerequisite courses needed, students interested in pursuing the optional clinical training track will be required to complete an additional 11 academic courses (~33 units) as well as clinical practicum courses (~17 units). As mentioned above, there is no guarantee that these extra units will be covered. Students interested in this track should contact Dr. **Irina Potapova** as soon as possible to discuss prerequisites and course planning.

## ACADEMIC CALENDARS FOR 2022-2023

### SDSU:

#### **Fall 2022**

August 18	First day of Fall semester
<b>August 22</b>	<b>First day of classes</b>
September 2	Deadline: Add/Drop & Dec. Graduation Application
September 5	Labor Day (Campus closed)
November 11	Veterans Day Observed (Campus closed)
November 23—November 25	Thanksgiving Break
December 12	Last day of classes
<b>December 13 – Thurs., December 19</b>	<b>Final Examinations</b>
December 22 – Friday, December 27	Winter Break (Campus closed)

#### **Spring 2023**

[Not yet available at time of handbook preparation: Please see here for up-to-date academic calendars.](#)

### UCSD:

#### **Fall 2022**

September 19	Fall Quarter begins
<b>September 22</b>	<b>First day of Class</b>
November 11	Veterans Day Observed
November 24—November 25	Thanksgiving Holiday
December 2	Instruction ends
<b>December 3—December 10</b>	<b>Final Exams</b>
December 23—December 26	Winter Break
Thursday, December 30—January 2	New Year Holiday

#### **Winter 2023**

January 4	Winter Quarter begins
<b>January 9</b>	<b>Instruction begins</b>
January 16	Martin Luther King, Jr. Holiday
February 20	Presidents' Day Holiday
Friday, March 17	Instruction ends
<b>March 18—March 25</b>	<b>Final Exams</b>

#### **Spring 2023**

March 29	Spring Quarter begins
March 31	César Chávez Holiday
<b>April 3</b>	<b>Instruction begins</b>
May 29	Memorial Day observance
June 9	Instruction ends
<b>June 10—June 16</b>	<b>Final Exams</b>