
2016

Student Handbook

AuD

Joint Doctoral Program

SDSU/UCSD



PREFACE

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

We hope this Student Handbook also provides you with useful information on your academic/clinic requirements and helps you navigate through your graduate experience. The AuD Program faculty and staff at both campuses are also to be a source to answer your questions and are very interested in helping you navigate through the next four years. Bear in mind, however, that faculty/staff advising is just that—advice: it is your responsibility to read and adhere to official policies and program requirements at both universities. You should also make sure to read and understand the procedures, policies, and requirements for graduate degree programs set forth in the graduate catalogs from both institutions (available on-line).

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

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

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OVERVIEW OF PROGRAM

MISSION STATEMENT FOR THE AUD JOINT DOCTORAL PROGRAM

The mission of the AuD Joint Doctoral Program is to prepare graduates who will possess the knowledge and skills necessary to practice as doctoral-level audiologists; who will be thoroughly prepared to enter the work force to meet the current and future needs of the community and society; who are appreciative of scientific inquiry; and who are capable of undertaking the future challenges of the profession.

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

PROGRAM GOALS

1. To provide graduate education culminating in a doctorate in audiology (AuD) and to prepare students to meet the most current professional standards that will be in effect for those applying for clinical certification and licensure.
2. To use an interdisciplinary faculty from otolaryngology, neurosciences, and audiology to prepare students to have a broad understanding of normal and disordered hearing/vestibular systems, including medical aspects of hearing/vestibular disorders, neurophysiological underpinnings, a full-range of diagnostic and treatment methods, and impact of hearing/vestibular disorders on the lives of patients/families.
3. To give students a wide range of clinical experiences, including behavioral and electrophysiological hearing assessments, fitting, validating, and verifying sensory aids, hearing-loss prevention, and aural rehabilitation, through practicum experiences in a variety of clinical facilities.
4. To prepare graduates who are knowledgeable in applied and theoretical issues in assessment, intervention, clinical decision making, and ethical/legal aspects of practice.
5. To insure that graduates are prepared in emerging clinical areas, technologies, and intervention strategies.
6. To prepare graduates who are competent to serve the communication needs of children and adults from diverse cultural and linguistic backgrounds.
7. To provide highly qualified graduates to meet the work force needs of the community, state, and nation in a wide variety of settings, including medical facilities, private practice, government, industry, and schools.

8. To prepare graduates to have an understanding and appreciation of research in the discipline, and to be equipped to contribute to clinical research in areas such as normal and disordered auditory systems, hearing development and changes across the lifespan, technological advances for assessment of hearing, and better strategies and instruments for improving communication.
9. To give students knowledge and opportunities to engage in precepting, and to foster a life-long professional commitment to clinical teaching.

ACCREDITATION STATUS

The AuD Joint Doctoral Program in audiology at SDSU/UCSD is fully accredited by the Council on Academic Accreditation in Audiology and Speech-Language Pathology (CAA) of the American Speech-Language-Hearing Association (effective through 2018). For further information about accreditation or about the Program's accreditation status, you may contact the School (619-594-7746) or CAA at Council on Academic Accreditation in Audiology and Speech-Language Pathology, American Speech-Language-Hearing Association, 2200 Research Blvd, #310, Rockville, MD 20850-3289: Phone 800-498-2071 or 301-296-5700. (URL: caa.asha.org)

AWARD OF THE DEGREE

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

AUD PROGRAM ADMINISTRATION

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

The Executive Committee is comprised of the following:

<u>UCSD</u>	<u>SDSU</u>
Erika Zettner, Ph.D. Executive Committee Member and Co-director	Carol Mackersie, Ph.D. Executive Committee Member and Co-director
Allen Ryan, Ph.D. Executive Committee Member	Steve Kramer, Ph.D. Executive Committee Member
Jeffrey Harris, M.D., Ph.D. Executive Committee Member	Laura Dreisbach, Ph.D. Executive Committee Member
Kim Barrett, Ph.D., Graduate Dean <i>Ex officio</i> member	Stephen Welter, Graduate Dean <i>Ex officio</i> member

OTHER SOURCES OF INFORMATION ABOUT THE AUD JOINT DOCTORAL PROGRAM

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

SDSU Audiology website: <http://slhs.sdsu.edu/programs/aud/>

UCSD Audiology Website: <http://surgery.ucsd.edu/audiology>

Blackboard (Accessed through SDSU Webportal): SDSU/UCSD Joint Doctoral Program Resources

Typhon Allied Health Student Tracking (AHST)

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

Google Drive

PRACTICAL INFORMATION / LOGISTICS

EMAIL ACCOUNTS

As a doctoral student in a joint university program, students are required to maintain TWO active email addresses. One email address is one that you provide to the program; the second is the email address assigned to you through UCSD. Most communication will occur through the email you provide; however, the administration/graduate office at UCSD periodically sends important information through the UCSD-assigned email address (e.g., spring evaluations).

STUDENT PARKING

Students may purchase a student parking permit at SDSU each semester. Doctoral students are eligible for an upgrade to a faculty/staff permit which gives students faculty/staff (F/S) parking privileges for no extra fee. Students must obtain an appropriate authorization letter from the SLHS administrative staff (Janet Park) and then take the student permit and the authorization letter to the Parking Services window (by Peterson Gym) to swap for a faculty/staff permit. The SDSU F/S permit allows students to park in any F/S designated parking structures (e.g., PS2, PS5).

http://police.sdsu.edu/dps/images/where_can_i_park.pdf

NOTE: Students are not permitted to park in the patient (220) parking spaces (Lot 2); these are reserved for the clinic patients.

SDSU and UCSD also have an agreement that supports reciprocal parking privileges for joint doctoral program faculty and students. This means if a student has an SDSU parking permit, he/she can also obtain a special 10 day “scratcher” parking pass through the UCSD Gilman Parking Office (renewable if needed). If during Year 2, a student purchases a UCSD parking permit, he/she can also obtain a one-semester parking permit through the SDSU Parking Office. Prior to the beginning of each semester the

program's administrative assistant (Janet Park) submits a list of AuD students to the appropriate parking coordinators that makes them eligible for the reciprocal parking permits.

STUDENT HEALTH COVERAGE

Most students use the SDSU Student Health Services, which is part of their registration fees. Some may also be on their parents insurance if they are less than 27 years old. Another option is to purchase additional student health insurance through the CSU Healthlink: <https://www.csuhealthlink.com/enroll/schools.aspx>

CURRICULUM

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

.... What our Alumni say

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

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

All students in the AuD Program will fulfill the following requirements.

PREREQUISITES

- One course in each of the following: life sciences, physical sciences, social/behavioral sciences.
- One course in statistics.
- Proficiency in oral and written English (degree from US University, TOEFL, and/or interview)
- ASL from a university or community college (minimum of beginning level)

Course grades must be C or better to satisfy prerequisites. AP courses can be used if scores of 4 or 5 were obtained. Verification and/or plan for completion of prerequisites is to be done at the student's first advising meeting (during the first week of classes).

ASL PREREQUISITE OPTIONS

For matriculated students who have not satisfied the ASL prerequisite, the following course is an option. The fee for the course is paid directly to Columbia College. Students are strongly encouraged to fulfill the prerequisite requirement before arriving at SDSU.

On-line: Columbia College AMSL 101 American Sign Language I; Online 3 unit course:

http://www.ccis.edu/online/schedule/index.asp?CurrentTerm=14_53. Search for the American Sign Language course (AMSL101A or AMSL 101B).

COURSE REQUIREMENTS

The AuD Program is a four-year program, including the summer semesters. A semester system is used at SDSU and a quarter system is used at UCSD. The course requirements are in a structured lock-step curriculum, i.e., everyone takes essentially the same set of courses/clinic in the same sequence. Requirements include didactic (non-clinical) courses, clinical practice, clinical and research methods labs, clinical staffing courses, and a doctoral research project. An exact degree unit minimum is not specified due to the mixing of semester units (SDSU) and quarter units (UCSD) and differences in clinical hours at different settings; however, the program is approximately 140 semester-equivalent course units, including 6 units of doctoral research project. Most of the courses in Years 1, 3, and 4 are at SDSU, and in Year 2 at UCSD.

In addition to the university courses, students are to enroll (and pay the Special Program Fee) in “Audiology Symposium” (zero units) each semester through the College of Extended Studies at SDSU. Instructions and deadlines for enrolling through the CES are emailed to students each term.

ELECTIVE COURSE AT UCSD

Each student completes one approved elective course, usually during Year 2 at UCSD, either in fall, winter, or spring quarter. However, the elective requirement may also be satisfied if the student takes AUD 795 at SDSU (approved by an SDSU faculty member). In that case, the student is to enroll in AUD 296 (3 units) at UCSD and AUD 795 (3 units) at SDSU. Students should obtain approval of the UCSD Co-director (Dr. Zettner) prior to enrolling to be sure the elective does not conflict with other program commitments/assignments. Instructor’s permission is also often required for many of the courses. See the AuD UCSD website <http://surgery.ucsd.edu/divisions/Otolaryngology/education/idp-audiology/Pages/courses.aspx> for more information on electives.

Note: Courses in the School of Medicine follow an earlier schedule (before the start of the term) than the AuD courses, so students should plan accordingly. These typically begin the second week of September.

Popular choices (but not limited to): FPM 246 Occupational Health and begins on Sept 8th. Enrollment information for FPM 246 will be provided (needs to be approved by the instructor). Another popular elective is the Student Run Free Clinic.

- **FPM 246 Occupational/Environmental Health (most popular)**
- FPM 285 Issues and Dilemmas/Clinical Trials
- FPM 241 Aging Social and Health Policy Issues
- FPM 243 Genetics and Preventative Medicine
- FPM 245 Elements of International Medicine
- FPM 252 Doctors of the World-Case Studies in Global Health
- FPM 260 Cases/Health Care Programs; Poor and Underserved Populations
- FPM 272 Community Advocacy (UCSD Student Run Free Clinic)er courses must be approved by the academic advisor.
- AUD 795 (3 units) + AUD 296 (3 unit)

CURRICULUM SCHEDULE BY TERM

See the table of curriculum offerings by term on the next page.

Updated 07-20-15

YEAR 1 CURRICULUM

Term 1 FALL			Term 2 SPRING			Term 3 SUMMER		
Camp #	Title	Units	Camp #	Title	Units	Camp #	Title	Units
SDSU 700	Hearing Science	3	SDSU 701	Clinical Practice	1	SDSU 701	Clinical Practice	1
SDSU 701	Clinical Practice	1	SDSU 702	Clinical Methods Lab	1	SDSU 696	Res Methods Lab	1
SDSU 702	Clinical Methods Lab	1	SDSU 712	Res/Evi-based Prac	3	SDSU 521	Speech-Lang Screen	1
SDSU 705	Diagnostic Audiology 1	3	SDSU 715	Diagnostic Audiology:	3	SDSU 815	Speech-Lang life/cult	2
SDSU 710	Amplification 1	4	SDSU 720	Aud EP 1	4	CES	Audiology Symposium	0
SDSU 721	Staffing	1	SDSU 721	Staffing	1			
			SDSU 725	Pediatric Audiology	3			
CES	Audiology Symposium	0	CES	Audiology Symposium	0			
YEAR 1 QUALS								

Total Units 13 16 5

YEAR 2 CURRICULUM

Term 4 FALL			Term 5 WINTER			Term 6 SPRING			
Camp #	Title	Units	Camp #	Title	Units	Camp #	Title	Units	
UCSD 236	Otol Precept (see notes)	2	UCSD 274	AdvTech Ampli	3	UCSD 272	CAP Assess/Mngmt	4	
UCSD 257	Ear Dis & Treat	3	UCSD 284	Clinic	4	UCSD 275	IntraOp Monitoring	3	
UCSD 263	Tests of Vestib Funct	4	UCSD 291	Staffing	1	UCSD 276	Implantable Devices	3	
UCSD 271	Temp Bone Anat	3	UCSD 298	Aural Rehab	3	UCSD 284	Clinic	4	
UCSD 284	Clinic	4	UCSD 298	Seminar in Audiology	4	UCSD 291	Staffing	1	
UCSD 291	Staffing	1	UCSD TBA	Elective (see notes)	3	UCSD TBA	Elective (see notes)	3	
UCSD TBA	Elective (see notes)	3	SDSU 798	Ind Studies (see notes)	3				
SDSU 798	Ind Studies (see notes)	3	SDSU 897	Independent Research	3				
SDSU 897	Independent Research	3							
CES	Audiology Symposium	0							
AUD-2 submitted									
AUD-3 (Adv to Candidacy)									
YEAR 2 QUALS									
CES	Audiology Symposium	0	CES	Audiology Symposium	0				

Total Units (qtr units) UCSD 16-20 (qtr units) UCSD 15-20 (qtr units) UCSD 15-20
 (spr sem units) SDSU 6 (spr sem units) SDSU 6

YEAR 3 CURRICULUM

Term 7 SUMMER			Term 8 FALL			Term 9 SPRING		
Camp #	Title	Units	Camp #	Title	Units	Camp #	Title	Units
SDSU 801	Precepting clinic	1	SDSU 800	Instr/Hearing Sci	3	SDSU 810	Amplification 3	2
SDSU 802	Precepting course	1	SDSU 831	Off campus clinic	4	SDSU 830	Aging/HIV	1
SDSU 831	Off campus Clinic	4	SDSU 835	Psychoacoustics	3	SDSU 831	Off campus Clinic	4
			SDSU 840	Aud EP II	2	SDSU 845	Hearing Conservator	2
			SDSU/UCSD 899/299	Doctoral Project	3	SDSU/UCSD 899/299	Doctoral Project	3
CES	Audiology Symposium	0	CES	Audiology Symposium	0	CES	Audiology Symposium	0
YEAR 3 PRAXIS/Comps								

Total Units 6 15 12

YEAR 4 CURRICULUM

Term 10 SUMMER			Term 11 FALL			Term 12 SPRING		
Camp #	Title	Units	Camp #	Title	Units	Camp #	Title	Units
SDSU 871	Externship (see notes)	10	SDSU 871	Externship	10	SDSU 871	Externship	10
			SDSU 891	On-line Integrative Sei	2	SDSU 891	On-line Integr Sem	2
			SDSU/UCSD 899/299	Doctoral Project	3	SDSU/UCSD 899/299	Doctoral Project	3
CES	Audiology Symposium	0	CES	Audiology Symposium	0	CES	Audiology Symposium	0
Doc Proj Present								

Total Units 10 15 15

NOTES: In Year 2 at UCSD, you must also enroll in 6 units at SDSU:798 (or 795 if you are doing a research practicum)+ 897;
 If you do a research practicum, this will count as your UCSD elective and you must enroll in 296 at UCSD and 795 at SDSU (instead of 798)
 Otol Preceptorship and elective are only taken one of the quarters
 If externship begins after June 30, enrollment in 871 delayed (fall, spring, summer)
 You must complete at least two terms of doctoral project (299 at UCSD and/or 899 at SDSU).

EACH SEMESTER STUDENTS MUST ALSO ENROLL IN AUDIOLOGY SYMPOSIUM THROUGH CES

SUMMATIVE EXAMINATIONS (QUALIFYING EXAMS AND COMPREHENSIVE EXAM)

QUALIFYING EXAMS

All students in the program will be evaluated at the end of years 1 and 2 to assess their knowledge, skill, and integration of the appropriate academic material and clinic procedures prior to being Advanced to Candidacy. To be eligible to take the First Year Qualifying Examination, students must have satisfactorily completed the appropriate academic and clinic courses for Year 1, through the summer semester. The First Year Qualifying Exam will consist of a three hour written test. To be eligible for the Second Year Qualifying Exam, students must have satisfactorily completed the appropriate academic and clinic courses for Year 2 through spring quarter. The Second Year Qualifying Examination will consist of a written exam and a practical exam.

QUALIFYING EXAM PERFORMANCE EXPECTATIONS (ON PRACTICAL AND/OR WRITTEN PORTIONS)

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

THIRD YEAR COMPREHENSIVE EXAM

During the third year, and after Advancement to Candidacy, the student will take a written Comprehensive Examination. The National Examination in Audiology (given by Praxis through the Educational Testing Service--ETS) may be used to satisfy the third year Comprehensive Examination if the score is 171 or higher (note this is higher than the 170 needed for licensure and certification). If a student does not pass the Praxis, he/she may petition the faculty (via their advisor) to take a Third Year Comprehensive Exam, written by the program faculty.

PRAXIS EXAM

Students must pass the Praxis Exam during year 3 in order to be eligible for temporary license needed for externships in California. Students should check on requirements for externships in other states. Passing the Praxis exam is also needed nationally to obtain a permanent audiology license. **Students are responsible for signing up to take the Praxis on one of the available dates in spring of the third year (visit www.ets.org/praxis).** Since there is some material on hearing conservation, it might be best to take the Praxis in April or year 3. When applying for the Praxis, the student must authorize the ETS to report his/her score to the licensing board using Report Code R8544.

CLINICAL EXPERIENCES

Throughout the program of study, each student will progress through a variety of clinical experiences involving patient assessment and management. Clinic experiences will require concurrent enrollment in clinic courses appropriate for the campus in which they are doing their clinical work. These precepted clinical experiences are completed in the SDSU Audiology Clinic, UCSD Otology Clinics, and in community field sites. All students will have at least one quarter of a clinical rotation with otology staff associated with UCSD (AUD 236: Preceptorship in Otology), whereby the student accompanies one of the otology faculty during his/her clinics and receives training in one or more of the following areas; clinical otology, pre-and post-operative assessment of patients, pharmacology related to otology, design and implementation of clinical trials with balance disorders, and pediatric otology.

Students obtain audiology clinical experiences beginning in Year 1 and continuously throughout the 4 years of the program. Each student will receive, approximately, the following number of clinical hours:

Year 1:	90 hours
Year 2:	225 hours
Year 3:	550 hours
Year 4:	>1,850 hours
Total:	>2,715 hours

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

- Identify, assess, diagnose, interpret, and manage test results related to disorders of hearing, balance, and other neural systems.
- Conduct and interpret behavioral, and electrophysiological tests used to assess hearing, balance, and neural system function and conduct and interpret electroacoustic tests of sensory aid function.
- Perform otoscopic examinations in order to evaluate its effects on hearing test results, hearing aid use, and/or making ear impressions, and to make appropriate referrals if needed.
- Select, evaluate, fit, and facilitate adjustments to hearing aids and other assistive hearing devices.
- Evaluate and manage children and adults with auditory processing disorders.
- Acquire knowledge of newborn hearing screening techniques and implementations.

- Observe/participate in electro-diagnostic tests for the purposes of neurophysiologic intraoperative monitoring and cranial nerve assessment.
- Assess candidacy of clients with hearing loss for cochlear implants, perform CI programming and audiologic rehabilitation to optimize device use.
- Counsel clients for psychosocial adjustment to hearing loss for persons with hearing loss and their families/caregivers.
- Identify practice patterns in educational audiology, classroom acoustics, and use of FM systems and other assistive devices with school age populations.
- Be able to describe techniques related to clinical precepting and acquire skill in precepting 1st year AuD students

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

For all clinical experiences, there is a preceptor on-site and readily available to provide direction and to approve clinical reports. All preceptors are aware of the need to be able to adjust the amount and quality of precepting based upon the demonstrated skills and experiences of each student. The Audiology Clinic Director monitors this process to ensure adequate precepting, based on feedback obtained from the student and the supervisor. Precepting is done by persons holding ASHA certification (CCC/A) for at least 1,820 hours of clinical practicum (the minimum number of hours required for CCC-A); however, some experiences, e.g., intra-operative monitoring, facial nerve monitoring, cerumen management, vestibular assessments, otology preceptorship, and some off-campus settings may be supervised by non-ASHA certified professionals and will not count towards certification(CCC-A) hours. Regardless, students will obtain sufficient hours (and more) to meet the requirements of CCC-A and California state licensure.

CLINIC STAFFING COURSES

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

CLINICAL METHODS LAB COURSES

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

THIRD YEAR OFF-CAMPUS CLINICAL ROTATIONS

The third year clinical rotations are clinical experiences at an approved agency/site. Most sites are located in the metropolitan San Diego area. Occasionally sites may be arranged in the Orange County or Los Angeles areas. Approved sites are ones in which an affiliation agreement between the site and SDSU has been previously established. New clinical sites will be reviewed by the SDSU/UCSD audiology faculty to determine the appropriateness of the site for a clinical placement.

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

EXTERNSHIP

The fourth year externship (AUD 871) is a full time, 12 month, clinical experience (with at least 1850 hours) at an approved agency. Approved agencies are ones in which an affiliation agreement between the site and SDSU has been previously established. Externship sites may be in other parts of the state or country, and may require relocation. Most externship sites require an interview and students may be competing with each other as well as externship applicants from other parts of the country. Not all externship sites have an associated stipend. In addition, during the externship year, all students must enroll in the on-line clinical integrative seminar (staffing) at SDSU (AUD 891) in the fall and spring semesters.

See the Clinic Procedures/Externship section for further details.

CLINIC PROCEDURES

BACKGROUND CHECK

Background checks/fingerprinting are required at SDSU and many of the off-campus rotations, as well as by California's audiology licensing board. The fees for these background checks are the responsibility of the individual student. **A history of a felony or a pattern of misdemeanor offenses may result in ineligibility for licensure.** Consult with the individual licensing boards for guidance. Information about how and where to complete background checks/fingerprinting will be provided by the Audiology Clinic Director.

IMMUNIZATIONS

Students must follow immunization requirements for both universities (see Graduate Bulletins).

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

Year 1:

On or before the first day of clinic, students are required to provide:

1. Completed Clinician Health Certification Form (sent during summer prior to entering) regarding immunity for the following:
 - a. Rubeola (Measles)
 - b. Mumps
 - c. Rubella (German Measles)
 - d. Varicella (Chicken Pox)
 - e. HEP B (recommended, not a requirement)
 - f. Tdap (Tetanus/Diphtheria/Pertussis/(recommended, not a requirement)
2. A record of a recent tuberculosis test (a negative skin test or blood test within last 12 months).
If skin test is positive, student must have a chest x-ray showing absence of any active TB.

Note: Clinical assignments will be delayed until completed (and may affect clinic grade)

Year 2:

On or before the first day of clinic, students are required to:

1. Complete the online questionnaire regarding TB test history.
2. Have proof of the following immunizations (or go to student.health.ucsd.edu);
 - a. Hepatitis B
 - b. Tdap
 - c. TB test (required each year)
 - d. Flu shot (when available, usually around October).

Note: Clinical assignments will be delayed until completed (and may affect clinic grade)

Year 3 and 4:

Upload to Typhon proof of the following:

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

LIABILITY INSURANCE

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

TYPHON CLINICAL HOURS TRACKING (STUDENTS ENTERING PRIOR TO 2016)

For students who entered the program prior to 2016, all clinical hours are tracked through the Typhon Allied Health Student Tracking web based program. Students must pay a one-time fee (\$80) to Typhon prior to beginning the program (instructions sent during summer prior to year 1). There is a training session on Typhon for new students during the first week of the semester. Enrollment in Typhon allows the student to have a record of his/her clinical hours for up to three years after graduation. After the three years, the SDSU Clinic will archive the records; however, it is highly recommended that students make copies of all their clinic hour log sheets and keep them in a safe place (forever!!).

All students in Years 1-3 should enter case-logs and time-logs each day they are in clinic. In Year 4 (externship) need only enter time-logs. If case logs/time logs are not entered within 15 days, the clinical hours will not count.

A document detailing how to track clinical hours can be found in Typhon.

CALIPSO CLINICAL HOURS TRACKING (STUDENTS ENTERING 2016 AND LATER)

For students entering the program Fall 2016 or later, Calipso is used to track of your clinical hours and for preceptors to evaluate your clinical skills. Calipso has a one-time cost of \$85, paid directly to Calipso; payment is required to set up your account. You will receive instructions on how to set up your Calipso account. Once you submit your payment to Calipso and agree to the End-User License Agreement, you will have access to the system. This fee will allow you access to the Calipso system throughout the program. The SDSU Clinical faculty (Drs. Kirsch and Branch) will provide you with more training on the use of the system during clinic orientation. It is recommended that you bookmark the webpage as you will be using it regularly over the course of the next four years.

CALIPSO login: <https://www.calipsoclient.com/audiology/sdsu/account/login>

CLINIC DIRECTOR APPROVAL FOR ALL CLINIC ASSIGNMENTS

Students must meet with the Audiology Clinic Director, Dr. Christy Kirsch, prior to enrolling in any clinic courses during Years 1, 3, and 4. In Year 2, while at UCSD, clinical assignments are managed by Dr. Erika Zettner. Students are not to enroll, arrange, or change any clinic assignment without prior approval.

CLINIC DRESS CODE

The dress code applies to any time you are within a clinic environment/practicum site during which patients could be present. This includes staffing course, labs, student and faculty research, meetings held in the clinic, etc. This dress code is the minimum required for clinical placements. Individual sites

may have more stringent rules. Infringement of the dress code may result in the student being sent home. If sent home, the absence will result in an unexcused absence and will affect the final clinic grade accordingly.

- Shoes worn during clinic should look nice. Open-back shoes such as clogs and mules may be acceptable unless otherwise directed by your preceptor. Shoes must be closed-toed unless receiving prior approval from your preceptor. Heels may need to be less than 2" high. No flip-flops or athletic shoes are allowed during the provision of clinical services. Hose or socks may be required.
- Any pants/skirt/shirt combination must cover the midriff when your arms are raised and also cover the back when bending over. No excessively baggy pants (crotch of pants to the knees, or riding excessively low on the hips).
- Skirts should be of reasonable length, e.g., no more than 4 inches above the knee.
- No denim jeans, shorts or jackets. All pants must be in good condition.
- Low-cut tops, tube tops, or shirts that show-through are not allowed. All tops must have straps that are at least 3" wide. Tops should not be too tight so as to gap in the front.
- Shirts for men must have collars. No Hawaiian or other "loud prints". Ties are recommended when seeing patients.
- Visible or potentially visible "body art" (e.g. tongue, lip, eyebrow, or nose) must be removed unless approved by the Audiology Clinic Director. Any arm/shoulder/neck tattoos must be covered with long sleeves or a high collar. Any leg and/or ankle and/or foot tattoos must be covered with dark tights, socks, or pants. Using Band-Aids to cover tattoos is unacceptable.
- Use of personal care products (perfumes, colognes, aftershave, hair care products) should be minimal. Students may be asked to discontinue the use of personal care products which are offensive to others or should complaints be made.
- Artificial nails (extensions or acrylic nails) may not be acceptable: Check with supervisor prior to starting placement to verify.
- Clinicians must wear their university identification badge while providing services to patients. In addition, a name tag will be issued and is to be worn during clinic.

GETTING READY FOR UCSD

Dr. Zettner will be communicating with rising Year 2 students over the preceding summer (check emails daily); Students should email Dr. Zettner with any questions (ezettner@ucsd.edu). Here are some important things for students to keep in mind in order to transition to UCSD in Year 2:

- Pass the Year 1 Qualifying Exam
- Students should plan on starting at UCSD the second week of September (See shared calendar on Google Drive to the specific date. Although the official first day of classes is typically in the third week of September (see calendar), many electives in the School of Medicine (SOM) start before the official first day of classes in the fall quarter. There is usually a popular SOM elective in the fall quarter that many students like to take.
- Between September 8 and the beginning of classes, Year 2 students will have clinic orientation and clinic observations prior to being phased-in to seeing patients.
- Students are to enroll in 6 units at SDSU during fall and spring semesters (897 + 795/798)

It is highly recommended that students complete the following steps during the summer of Year 1 in order to be ready to begin clinic in September (use the buddy system!). Before a student can set foot in the UCSD clinic, she/he must:

1. Show proof of current TB test (annual requirement). Upload proof to Typhon.
2. Complete the short “EPIC Access” form and return to Dr. Zettner (given out during Year 1 group advising meeting in spring). Dr. Zettner will need this information before completing steps 3 and 4.
3. Get a UCSD student ID and UCSD Hospital Photo ID. Dr. Zettner will generate a letter for each student that will allow him/her to get the ID (given out at Year 1 group advising meeting in spring)
4. Complete the EPIC training (certificate).

YEAR 3 OFF-CAMPUS CLINICAL ROTATIONS

ELIGIBILITY FOR YEAR 3 OFF-CAMPUS CLINICAL ROTATIONS

Third year off campus clinical rotations begin the summer after the spring quarter at UCSD (mid-June). To be eligible for the third-year clinical rotations, the student must have completed all academic and clinical requirements through year two and have a cumulative grade point average (GPA) of 3.0 or better in core academic and clinical practicum courses through the spring quarter of Year 2. In addition, the student must pass the Year 2 Qualifying Exam (usually mid-June) in order to be eligible for an off-campus clinic rotation; however, for the first (summer) term of off-campus clinic rotation, a student who is required to take the Year 2 Retake Exam (usually end of July) may be assigned an off-campus for the summer. Continuation of off-campus clinical rotation in the fall semester requires passing of the Retake Exam. The student is responsible for any additional tuition and special program fees associated with delays in clinical assignments.

TO FIND AND/OR REQUEST OFF-CAMPUS PRACTICUM SITES

Established clinical sites for 3rd year off campus clinical rotations can be found in the Typhon system on the Clinical Site Directory. If a student is interested in a site not already approved, the student should discuss this with the Audiology Clinic Director. The student may contact the site to enquire if a clinical placement is available and to gather any of the information required to make a formal request. The student should consider the quality and depth of the experience prior to discussing the site with the Audiology Clinic Director. Any student may request a maximum of three (3) new sites. Please note that not all requests will result in a new clinical site. Once the request has been made, allow at least 20 business days for the Audiology Clinic Director to initiate contact and correspondence with the new site. Once the Audiology Clinic Director has begun to correspond with the potential new site, students are not to have any further contact with the site unless asked by the Audiology Clinic Director.

PREPARATION AND CONTINUATION IN OFF-CAMPUS PLACEMENTS

Off-campus rotations may have policies in place requiring background checks, drug screenings, immunization records, flu shots, and/or CPR certification. Fees for these requirements are the responsibility of the student. Consult the Clinical Site Directory on Typhon for requirements of individual sites. After receiving final placement notice from the Audiology Clinic Director, the student will have three weeks to upload the required documentation for the clinical site to his/her Typhon profile. If a student has not posted the required information within three (3) weeks, the clinic placement may be canceled for that semester, and the student will be required to pay the tuition and special program fee associated with the delay.

YEAR 4 EXTERNSHIPS

ELIGIBILITY FOR EXTERNSHIP

To be eligible for the Year 4 externship, a student must have completed all academic requirements through Year 3, have a cumulative grade of B or higher in both didactic and clinical courses, and must be Advanced to Candidacy. The student must have also passed the Praxis test, and be eligible for the temporary licensure (if applicable) in the state in which the 4th year externship will be completed. It is the responsibility of the student to apply for the temporary/training license for the applicable state and meet all associated deadlines. The externship can only start after the student receives the appropriate license for the state in which the externship is taking place. Information regarding requirements for externships in California will be provided by the Audiology Clinic Director; however, the student is also responsible to reviewing the requirements of the California state licensing board.

(CA licensing board URL: <http://www.speechandhearing.ca.gov/>)

TO FIND AND/OR REQUEST EXTERNSHIP SITES

Program approved externship sites can be found in the Typhon system in the Clinical Site Directory and have the prefix “EXT” in front of the name of the site. If a student is interested in the possibility of establishing a new externship affiliation, the student must discuss the possibility with the Audiology Clinic Director and fill out the New Externship Request form found on Typhon’s HELP section, “Account Settings & Defaults”. Click on the “Select Your Defaults”, then “Request Addition”. The student may contact the site to enquire if an externship placement is available and to gather any of the information required to make a formal request. Any student may request a maximum of three (3) new externship sites and should consider the quality and depth of the experience prior to filling out the New Externship Request form through Typhon. Please understand that not all requests will result in a new clinical site. Once the request has been made, at least 20 business days must be allowed for the Audiology Clinic Director to initiate contact and correspondence with the new site. Once the Audiology Clinic Director has begun to correspond with the potential new site, students are not to have any further contact with the site unless asked by the Audiology Clinic Director.

APPLYING FOR EXTERNSHIP PLACEMENTS

The process of securing an externship occurs at the beginning of Year 3 (summer) and most sites require the application by October 1. Each student who will be applying for a Year 4 externship must meet with the Audiology Clinic Director during the summer of Year 3 (no later than September 25th). Students should not wait until the last minute to schedule the meeting with the Audiology Clinic Director because office hours book quickly in September. Failure to meet prior to the September 25th deadline may result in a delay of the externship application.

Prior to the meeting, the student is to:

1. Send by email the following to the Audiology Clinic Director:
 - A. Finalized resume
 - B. Cover letter
 - C. 4th Year Authorization Document (found on Typhon) where the student list sites that se/she has an interest in interviewing for an externship. The student is to insert the names and addresses of the externship sites on the Authorization Document. This information can be found on Typhon in the Clinical Site Directory list.
2. Attend a mock interview at SDSU Career Services
 - A. Register with career services online at: <https://sdsu-csm.symphlicity.com/students/index.php>
 - B. Call career services to schedule an interview time (summer is better than waiting until the fall semester begins!).
 - C. Bring the DVD of your mock interview to the meeting. If you do not have the DVD, the meeting with the Audiology Clinic Director will be rescheduled.

At the meeting with the Audiology Clinic Director the following will occur:

1. Review the *4th Year Authorization Document* that the student submitted to the Audiology Clinic Director. The student must bring a finalized resume and cover letter to the meeting or have the final resume/intent statement accessible on the Typhon portfolio. If these items are not available at the time of the meeting, the meeting will be rescheduled.
2. Sign the *4th Year Authorization Document*. The Audiology Clinic Director will make a pdf of the document and send it to the faculty and copy the student. Faculty will only write confidential letters of recommendation to sites listed on the signed *4th Year Authorization Document*.
3. Once cleared by the Audiology Clinic Director, the student may send out externship applications. The applications should be sent by October 1 of Year 3, or earlier, based on individual placement deadlines.

APPLICATION FOLLOW-UP AND INTERVIEWS FOR EXTERNSHIPS

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

Students will not be required to attend class or clinical rotations on that day, thus this may be a good date to schedule an interview. If it is necessary to miss a day of clinic, the absence must be approved by the off-campus site preceptor and the Audiology Clinic Director. Upon approval, the student will be allowed to schedule the interview(s) for the day(s) requested. Time missed from the off campus clinical rotation must be made up prior to the end of finals week. **Students are not allowed to miss class for externship interviews.** If a site is requiring an interview that would interfere with a normally scheduled class meeting, the student should notify the Audiology Clinic Director, who will then contact the site to discuss alternatives for the interview.

COURSE REGISTRATION AND GRADE ASSIGNMENTS FOR EXTERNSHIPS

All students must complete (with B or better) three semester of AUD 871 to fulfill the program's requirements. Externships may not begin earlier than June 1. Externships starting between June 1 and June 30 require registration in AUD 871 first during the summer at the beginning of Year 4 and subsequently in the fall and spring semesters (summer/fall/spring). Externships starting after June 30 require registration in AUD 871 first in the fall of Year 4, and subsequently in the spring and summer semesters (fall/spring/summer).

Summer/fall/spring sequence of 871 does NOT ensure a spring graduation: To be eligible for a spring graduation, the end of the externship and **submission of the SDSU Finalization Document** must occur by June 6. Externships ending after June 6, will have a summer graduation. Spring and summer graduates may attend (and be hooded on stage!) the SDSU Graduation Ceremony, which only occurs in the spring semester. **You must apply for spring or summer graduation by the deadline set by the SDSU Graduate Division (usually January 31 or February 1!!).** Be sure to check the academic calendar <http://arweb.sdsu.edu/es/registrar/academiccalendar.html>

Because spring 871 grades are due before anyone's externship ends, a grade of Incomplete will be assigned. The Incomplete will remain on the student's record until completion of the externship and the submission of the Externship Finalization Document to the Audiology Clinic Director. Upon receipt of the Finalization Document, a grade change will be submitted to the SDSU Registrar. If all degree requirements, except the externship, are completed (including doctoral project presentation at one of the May or December doctoral project presentation dates), the student will not be have to register for any units (or pay the tuition and special program fee) for one semester while finishing up the externship hours to remove the Incomplete.

A student must earn a grade of B or higher in the clinical externship course (AUD 871) for three semesters. Progress in the program may be delayed with any grade of B- or lower, and the student will be required to complete an additional semester of an externship. The additional semester may not be at the original externship site, may be without compensation, and will require the student to pay the tuition and special program fee. A grade of B- or lower means that the student may not count those hours for ASHA certification (CCC-A) or California audiology licensure.

AUD FORMS-COMPLETION PROCEDURES

There are specific milestones that must be met before the universities will grant your SDSU/UCSD degree. (See also Graduation Eligibility and Procedures in this Student Handbook). The student's advisor

and/or doctoral project chair will help with the following steps as needed. Some of these steps refer to official university forms (AUD-1, AUD-2, AUD-3, AUD-4, and AUD-5), copies of which are available on Blackboard (SDSU/UCSD Joint Resources site).

1. **AUD-1 (Conditions/confirmation of admission).** File any missing admission documents if admitted provisionally, e.g., final transcripts with degree posted. The AUD-1 form (recommendation for admission) was used as part of each student's admission process (and not further action is necessary by matriculated students).
2. **AUD-2 (Nomination of Doctoral Project Committee).** After approval of the Doctoral Project Summary, including vetting by the Executive Committee (see below for more details), the student constitutes a doctoral project committee (with chair's assistance) using the AUD-2 form.

The student is to send the approved Doctoral Project Summary to potential committee members and meet with them to discuss their willingness to be on the committee, and then have them sign the AUD-2 form. The student is to submit the signed AUD-2 form to the UCSD Co-Director (Dr. Zettner), who will then submit the information through an online system, and records this on the program's tracking log. The online submission gets routed to the program co-directors and graduate deans for approval. Should a student need to change the membership of the doctoral project committee, he/she must obtain approval using the AUD-4 form (see below) and follow the same procedures as with the AUD-2 Form. See the Doctoral Project Guidelines for further information and important steps.

3. **AUD-3** The program's Co-directors are responsible for filling out and obtaining signatures of the Executive Committee on an AUD-3 form for each student. The AUD-3 forms will remain with Dr. Zettner until the student's AUD-2 has been approved and the student passes year 2 Qualifying Exams. Once the student receives the official letter from the university that the Doctoral Project Committee is approved (see AUD-2) and passes the Qualifying Exams, the student brings the letter to Dr. Zettner in order to pick up the AUD-3. The student is to fill-in on the AUD-3 his/her current address, and anticipated date of completion for the doctoral project, and signs the AUD-3. Then the student must take the AUD-3 form to the UCSD Cashier to pay the Advancement to Candidacy fee (\$50, subject to change). After paying the UCSD fee (cashier stamps the AUD-3), the student takes the AUD-3 form to Janet Park in the SDSU School Office. Janet will make a copy of the AUD-3 form for the student's file, records this on the program's tracking log, and sends the original to the SDSU Office of Graduate and Research Affairs; SDSU Graduate Division will send it to UCSD Graduate Division.
4. **AUD-4 (Change of Doctoral Project Committee).** Should a student need to change the membership of the doctoral project committee, he/she must obtain approval using the AUD-4 form following the same procedures as with the AUD-2 form.
5. **AUD-5 (Completion of Doctoral Project and Comprehensive Exam Requirements—Eligibility for Degree).** The AUD-5 form is the last document to be filled out/prepared by the student, and is to be signed by the student's doctoral project committee and the program Co-directors after completion of all requirements, including presentation of the doctoral project. The completed AUD-5 is to be brought to the student's doctoral project presentation for signatures. The student is to include the title of the doctoral project and the date in which the Comprehensive Exam (Praxis) were completed.

The signed AUD-5 is to be given to Janet in the School Office, either by one of the Co-directors or his/her designee (which could include the student).

ADVANCEMENT TO CANDIDACY

The program's Executive Committee recommends students eligible for Advancement to Candidacy to the graduate deans of both institutions through the AUD-3 form (See AUD Form-completion Procedures above). Students will be recommended for Advancement to Candidacy after successfully completing all Year 1 and Year 2 course and clinic requirements with an overall GPA of at least 3.0, passing the Year 2 Qualifying Exam, approval of the Doctoral Project Summary, and approval of the Doctoral Project Committee (AUD-2 form) (See AUD Forms-completion Procedures above). **Students cannot enroll in any courses at SDSU or UCSD in the fall semester of Year 3 (registration hold will occur)** until Advanced to Candidacy. UCSD student housing may also be affected.

DOCTORAL PROJECT

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

DEVELOPMENT & CHARACTERISTICS OF THE DOCTORAL PROJECT RESEARCH TOPIC

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

DOCTORAL PROJECT COURSE ENROLLMENT REQUIREMENTS

Students are to enroll in the Doctoral Project course at SDSU (AUD 899) or UCSD (AUD 299) depending on where the doctoral project chair resides. If the chair holds a joint appointment at both SDSU and UCSD, the student will register for the doctoral project at the university at which the research will take

place. To be eligible to enroll in AUD 899/299, the student must be Advanced to Candidacy. The student must earn course credit in AUD 899/AUD 299 in at least two terms (semester or quarters) for a total of 6 units. The student should enroll in AUD 899/AUD 299 (after Advancement to Candidacy) during the fall and spring terms of Year 3, and during any term in which university faculty and/or resources are used. The student must be enrolled continuously in AUD 899/AUD 299 until completion of the project, except during summer term and unless she/he has an approved leave of absence. If a student is using resources on either campus (including equipment or faculty) he/she must be enrolled in 899/299 and pay associated fees. If the student is enrolled in AUD 299 at UCSD, he/she must also be enrolled at SDSU (i.e., in regular program courses or AUD 897) and must pay relevant registration tuition and special program fee.

TIMELINE STANDARDS FOR COMPLETION OF DOCTORAL PROJECT

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

DOCTORAL PROJECT SUMMARY: DEVELOPMENT, DISTRIBUTION, AND POSTING

- The student is to obtain approval from one of the full-time Ph.D. program faculty (from either campus) to serve as his/her Doctoral Project Committee Chair.
- The student, with project chair's assistance, will write a 1-2 page project summary to include a short background, rationale, purpose, hypotheses (if applicable), summary of the methodology, and planned statistical analyses. Students are encouraged to review some of the Doctoral Project Summaries posted on Blackboard – especially for projects chaired by the same mentor.
- After approval of the Doctoral Project Summary by the project chair, the student will assume responsibility for emailing the Doctoral Project Summary to the following research faculty for review and comment (vetting): Drs. Dreisbach (ldreisba@mail.sdsu.edu), Kramer (skramer@mail.sdsu.edu), Mackersie (cmackers@mail.sdsu.edu), Torre (ptorre@mail.sdsu.edu), Harris (jpharris@ucsd.edu), Ryan (afryan@ucsd.edu), and Zettner (ezettner@ucsd.edu).
 - Reviewers will have five working days to review the summary. Feedback from the reviewers should go to the all the research faculty and the student.

- o Reviewers will consider the suitability of the proposed project for satisfaction of program requirements, suitability for completion within the time frame (typically one year), and may make suggestions regarding the topic and/or design.
 - o If there are strong objections to the project by the majority of the reviewers (with regard to the suitability of the project for satisfaction of program requirements), or there is insufficient information in the summary, the project chair will make modifications to the project to comply with program policy.
 - o If there are no strong objections, but reviewers have minor concerns or suggestions, then modifications to the summary or project design may be made, at the discretion of the project chair, to satisfy the minor concerns of the reviewers.
- After the doctoral project summary is finalized (after vetting by the research faculty), the student should discuss other potential committee members with the project chair. The student should then contact with the potential committee members (may need to send them copy of approved summary). If willing to be on the committee, the student should have him/her sign the AuD-2 form.
 - The Doctoral Project chair will post the final Doc Project summary on Blackboard after it has been vetted by the Executive committee, will log the date it was posted on the AuD student database, and will indicate the date posted on the AUD-2 form. (Note: if the chair is at UCSD, the student will send a copy of the summary to Dr. Zettner to post on Blackboard).
 - Once the AuD-2 form is signed by all committee members, the student is to take the AUD-2 to Dr. Zettner for online submission (see Forms Completion Procedures).

ADDITIONAL STEPS FOR DEVELOPMENT AND COMPLETION OF THE DOCTORAL PROJECT

1. Discuss with your project chair any specific timelines and expectations to best ensure a timely completion.
2. Discuss any ownership rights regarding data and publication with project chair.
3. Obtain IRB approval if study involves human research. Discuss this with your project chair, and if needed, write an IRB proposal with assistance from your project chair. The project chair is to be the principle investigator on the IRB proposal. There is a form that is to be submitted to indicate that it is a joint doctoral project so that both campuses are informed; however, only one IRB proposal need be submitted.
4. Become Advanced to Candidacy (AUD-3). See section above on Advanced to Candidacy and Forms Completion.
5. After being Advancement to Candidacy, enroll in AUD 899 at SDSU or AUD 299 at UCSD. The student must enroll in 3 units of doctoral project each semester/quarter until graduation, unless on an approved leave of absence. A minimum of 6 units of credit in doctoral project courses is required for graduation. **If enrolling in AUD 299 at UCSD, the student must also be enrolled in one or more of the program courses or 3 units of AUD 897.**
6. Collect and analyze data. Be sure to use the IRB-approved (stamped) consent forms.

7. Write the formal doctoral project document with primary assistance from chair. Note: It takes **several drafts** to get the project in a final form, and generally takes **about 1 year to complete** the analyses and written document.
8. Once approved by project chair, the student circulates the draft of the complete written document to the committee members for feedback and approval. Final approval of the written project must be obtained approximately 1 week prior the oral presentation (dates to be set for May and December).
9. Present the doctoral project at the Doctoral Project Presentation Day (open forum) on the designated date in May or December. The student must be enrolled in AUD 899 or AUD 299 in the semester he/she presents his/her project. The student should bring a filled-out AUD-5, at least 2 bound copies of the doctoral project: 1 for the Chair; 1 for AuD Doctoral Project Library. The student will also bring 1 extra title/signature page for the Graduate Division. The student should also consult with the project chair regarding additional copies of the project that may be needed for the other committee members. After the doctoral project presentation, the committee members will sign the AUD-5, the bound copy, and the extra copy of the signature page.
10. The signed AUD-5 form, copy of the title/signature page of doctoral project, and the bound copy of the project is to be given (by the chair, co-director, or the student) Janet Park in the school office. Upon receipt of the above items, Janet will submit the required documents to the SDSU Graduate Division; the SDSU Graduate Division will send documents to UCSD Graduate Division. Janet will also archive the bound copy in the AuD Doctoral Project Library.
11. Submit a Final Report or extension to the IRB.

ADVISING, TRACKING, AND EVALUATION

ADVISORS/ADVISING

Each student is assigned a primary advisor at the beginning of Year 1, whom will have an advisory meeting with the student at least once each term (typically in conjunction with tracking and evaluation). While at UCSD, students are also assigned a UCSD advisor. Students are also welcome to meet with any of the faculty as needed.

TRACKING OF PROGRESS AND COMPETENCIES

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

ACADEMIC PROGRAM TRACKING FORM (APT)

Each student's didactic course grades and clinic course grades are entered on the APT by the advisor. The term's GPAs and cumulative GPAs, along with other progress markers, are tracked on the APT each term. The student's advisor reviews with the student the grades earned that term, as well as his/her term's GPAs for didactic courses and clinical courses. Each of these types of courses must maintain a cumulative GPA ≥ 3.0 to remain in good standing. See also Performance and Disqualification Policy.

STUDENT EVALUATION AND RECOMMENDATION FORM (SER)

Each student is evaluated each term by his/her advisor. The student's advisor discusses with the student their performance/concerns regarding didactic and clinic courses, doctoral project, qualifying/comprehensive exams, and generic abilities, and documents any needed remediation and/or conditions for probation. The SER is based on the advisor's review of the APT, as well as solicited input from other faculty and preceptors regarding progress and concerns. The SER is reviewed with the student, and signed by the student, advisor, and one or both of the Co-Directors. Copies of the SERs are kept in the student's file at SDSU. In addition, spring evaluations are done through the UCSD online evaluation system coordinated by the UCSD Office of Graduate Studies. The student receives an email notifying him/her when the online evaluation is completed, and then is required to digitally sign the online evaluation.

KNOWLEDGE AND SKILLS ASSESSMENT (KASA) FOR CAA

As an ASHA accredited program, all required standards specified by the Council on Academic Accreditation (CAA) are met or exceeded. The program has developed the KASA-CAA to map and track how the curriculum provides students with the specific knowledge and skills specified in the CAA Standard 3.1A. Each student's KASA-CAA is reviewed with the student at the end of each year in order to monitor his/her attainment of competencies for these standards.

KNOWLEDGE AND SKILLS ASSESSMENT (KASA) FOR CCC-A

One of the requirements for ASHA's Certificate of Clinical Competence in Audiology (CCC-A) is to demonstrate competencies in all of the knowledge and skills outcomes set forth in Standard IV of ASHA's Council for Clinical Certification (CFCC). The program provides all the appropriate training to meet or exceed these standards. However, because the CCC-A standards do not directly correspond to the CAA accreditation standards, the program has also developed the KASA-CCC to map and track your attainment of competencies through the program's curriculum and other experiences. Each student's KASA-CCC is reviewed with the student at the end of each year to monitor his/her attainment of competencies in these standards.

STUDENT REVIEW COMMITTEE

The Student Review Committee (SRC) is comprised of six AuD program faculty, with representation from both campuses. The purpose of the SRC is to review and make recommendations on course of action regarding students who fail to meet conditions of probation or other situations in which the student is failing to meet the program or universities expectations in the areas of academic and/or clinic performance, generic abilities, qualifying and/or comprehensive exam performance, and

progress/performance on the doctoral project. The SRC should have available up-to-date tracking and evaluation materials from advisors and clinic director (e.g., SERs, APT, relevant clinic performance evaluations, and any remediation plans in progress).

Referral to the SRC means that the student is in serious trouble and is facing termination from the program. A student who is referred to the SRC will be notified and invited to attend the meeting and/or may provide written input regarding his/her situation. The SRC's decision is final. In the event the SRC decision is split, the appeal will be sent to the Executive Committee for a decision.

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

The SRC will inform the student of their decision in a timely manner. In addition, the SRC will contact the student's advisor about the outcome of the meeting if the advisor is not a member of the committee. The Chair of the SRC will be responsible for post-meeting communication with the student including delivery of SRC documents prepared by the SRC case manager. In the event that the student is disqualified, the SDSU and UCSD Co-Directors will inform the students of the steps involved in leaving the program. Students will be given the option of voluntarily leaving the program in lieu of formal termination.

RESEARCH ASSISTANTSHIP (RA); A.K.A. GRADUATE ASSISTANTSHIP (GA) OR STUDENT ASSISTANT

Currently, all of the program's Year 1 assistantships at SDSU are classified as Research Assistants (RAs) and are funded from research grants and from the Audiology Clinic, which are operated through the SDSU Research Foundation. Students will be notified via email from administrative assistant, Janet Park, that a position has been requested for them, and within a week or two, students will again be notified via email by Foundation HR with a sign-in date. Year 2 RA assignments (called Student Assistants) are typically funded through UCSD, even if the student's primary work location is at SDSU. Unless otherwise instructed, Year 2 students are to only submit time sheets through UCSD. Dr. Zettner will provide additional information for RAs in Year 2.

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

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

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

RA SUPERVISOR

RAs are assigned a faculty/staff supervisor. The supervisor determines the RA's work schedule and activities. The student's assigned supervisor and activities may change depending on the needs of the program. Exceptions to this include students who are hired on a research grant and students who have an appointment as a Teaching Associate. Please note that there is a difference between submitting time sheets and submitting activity reports (see relevant sections below).

SUBMITTING TIME SHEETS

SDSU Foundation Electronic Time Sheets (Also see section below on RA Activity Reports)

During Year 1, RAs are eligible to be paid for the time worked (up to five hours per week) from about September 1 through about May 20. The student will submit electronic time sheets to the Foundation every two weeks to document the number of hours worked, even if the number of hours worked is zero. Students may work during breaks, beginning after finals weeks (e.g. winter break, spring break), but students may elect not to work during these breaks. Students are responsible for submitting their time sheets on time. Time sheets must be submitted even if the student does not work during the time period – i.e. if the student works 0 hours.

Once a student has signed in with the Foundation, he/she they will be able to access their electronic timesheets. Students must view 2 timesheet tutorials found at <http://www.foundation.sdsu.edu/payroll/empcenter/training.html>

Dr. Kirsch (Clinic RAs) and Dr. Mackersie (other RAs) electronically approve the timesheets on the 1st and 15th of the month, provided that the students have submitted activity reports documenting their activities.

Failure to submit time reports and activity reports (see below) will result in loss of pay.

UCSD Time Cards

The RAs (Student Assistants) at UCSD during Year 2 typically work 5 hours/week during each of the three quarters, including finals. Students are paid for the time worked. Student Assistants who are funded through UCSD during Year 2 must submit activity reports on GDrive (see next section) and electronic time cards using MyTime. UCSD Paychecks are only authorized if a time card is submitted. See Dr. Zettner for details.

RA ACTIVITY REPORTS

Students are also required to submit RA Activity reports using the designated Google Form. This form helps us determine the work flow and utilization of RAs in the department. The designated Foundation supervisors (Dr. Kirsch and Dr.Mackersie) will review these activity reports before approving your Foundation time reports. Foundation time reports will not be approved unless the Activity report is also submitted; this is needed to verify your hours spent working with various assigned faculty supervisors. The RA Activity reports are independent from the Foundation time sheets. Both must be completed to get paid (see time sheets above).

Hours/obligations:

Students are expected to arrange a regular schedule with their faculty supervisor. Once the RA schedule is established, students are expected to work the designated hours at the assigned work site unless other arrangements have been made in advance with the faculty supervisor. If the RA is ill or a family emergency prevents reporting to work, the RA must **contact his/her faculty supervisor by phone immediately**. If the student is an RA for the clinic, he/she must contact Dr. Kirsch if assigned to SDSU and Dr. Zettner if assigned to UCSD. All others should contact their assigned faculty supervisor. If a student would like to request time off, he/she must request this in writing from his/her direct faculty supervisor (Kirsch, Mackersie, Dreisbach, Torre, or Zettner) a minimum of **two weeks before the requested time off**; one month is preferred.

Every effort will be made to keep the RA busy during his/her assigned work hours. In the event that all work assignments have been completed, the RA may study or work on school assignments, but only after checking with his/her supervisor. It is the RA's responsibility to check with his/her supervisor the first thing each day he/she reports for work. The RA must not engage in any personal activities (e.g. homework) unless the assigned work is completed and permission granted by the RA's supervisor. Work "at home" is not permitted.

ACTIVITY REPORTS FOR RAS

Submission of an RA Activity Report is required each week. Activity Reports are to be submitted electronically (via Google Forms) using a URL link provided by each RA's supervisor. RAs are required to submit an Activity Report for every week they are required to work even if they work zero hours. The RA Activity Report is to be completed by the end of the last scheduled work day each week. For each day worked, students will complete separate entries for the time actually worked and the time engaged in independent activities. A student may only log "**independent research**" if **he/she has completed all assigned RA work and is at the assigned work location**. If the student works more than one day during a given week, the student should log the activities for each day worked. The student is to click on the "Submit" button at the bottom of the Activity Report to submit his/her report.

RA WORK SPACE

Work space will vary depending on the RA's supervisor and assignment. RAs are expected to be on site during their assigned hours. RAs should check with his/her supervisor about location for completing assignments.

KEYS/KEY CARDS

The RA's supervisor is responsible for completing the necessary paperwork to gain access to the designated workspace. The RA is responsible for returning the key (s) once his/her assignment is finished.

DISCIPLINARY PROCESS FOR RAS

Failure to adhere to the general RA policies and/or the policies specific to the assignment may result in disciplinary action as described below. Please refer to the appropriate policy for your particular source of funding:

SDSU Foundation, http://www.foundation.sdsu.edu/pag/hr_discipline.html

SDSU Graduate assistant (state funding), http://gra.sdsu.edu/grad/docs/TAGA_Handbook_1314.pdf

UCSD funding (for UCSD student employees), <http://blink.ucsd.edu/HR/supervising/hiring/students/>

(choose link for "Conflict Resolution").

Disciplinary action may be recommended by the student's supervisor. However, any such actions will be approved and taken by the appropriate Human Resources department.

Reinstatement of RA funding is not guaranteed. If funding is terminated, the student must develop a remediation plan for the issues resulting in the termination of funding and is to present it to their faculty committee (academic supervisor, clinic supervisor, and research supervisor) for consideration of reinstatement. If the student completes the remediation successfully, they may apply to re-establish GA funding in a forthcoming semester.

EMPLOYMENT APPEALS AT UCSD

A student holding an academic appointment at UCSD such as a Graduate Student Researcher, may appeal an action relating to his or her employment in accordance with appeal rights described in Academic Personnel Manual Policy 140, which is available on-line at <http://www.ucop.edu/acadadv/acadpers/apm/apm-140.pdf>. An appeal by a teaching assistant, reader, or tutor is covered by the ASE/UAW contract.

DEGREE ELIGIBILITY AND STEPS TO GRADUATION

1. Satisfy the program's academic and clinic performance criteria.
2. Become Advanced to Candidacy (summer, beginning of Year 3)
3. Pass the Comprehensive Examination (winter/spring of Year 3).
 - A. Take the Praxis Examination in the winter/spring of Year 3. The Praxis Examination is to be taken after being Advanced to Candidacy, but before beginning the Externship. Students are responsible for checking the Praxis website for available dates and registering for the exam.
 - B. The Praxis Examination (National Examination in Audiology), with a score of at least 171, may be used to satisfy the Comprehensive Exam (note that the licensure and certification minimum is 170).
 - C. The student must give a copy of his/her Praxis Examination Score Sheet to the SDSU Co-director or Janet Park in the School Office to place in his/her file.
 - D. Should a student not pass the Praxis Examination after the allowed-number of retakes, she/he must petition (check with advisor) to take the program's Written Comprehensive Examination.

If a student does not pass the program's Written Comprehensive Examination (one retake allowed) she/he is subject to dismissal from the program.

4. Apply for graduation (Spring Year 4). Spring and summer graduates must apply by the Graduate Division **deadline of February 1**.
5. Earn Credit in at least 2 terms of doctoral project (AUD 899 at SDSU or AUD 299 at UCSD). This normally occurs in fall, winter, and/or spring terms of Year 3 (after being Advanced to Candidacy).
6. Complete the doctoral project before starting the Externship (May of Year 3). See Doctoral Project Policies and Procedures section. Develop a schedule with project chair for timely completion. Must be enrolled in 899 or 299 in the semester that the doctoral project is presented.
7. Sign-up for the Doctoral Project Presentation Day (May of Year 3 or December of Year 4). Upon approval by the student's project chair (and the committee), and at least one week prior to the presentation day, the student is to send the SDSU Co-director a request to present his/her doctoral project, and **must provide the SDSU Co-director with the project's abstract, including title of the project and the names of the committee members**.
8. Give an oral presentation of the doctoral project (approximately 20-30 minutes) during the scheduled Doctoral Project Presentation Day (May or December). The student should consult with her/his project chair regarding the content of the presentation. The presentation is open to all interested faculty, students, friends, and relatives.
9. Successfully complete (grade of B or better) in three semesters of the Externship (AUD 871) and two semesters of the Online Integrative Seminar (AUD 891).

APPLYING FOR GRADUATION

Apply for graduation by the deadline of Year 4 (usually January 31 or February). The student must apply and pay the graduation application fee for spring graduation (rare) or summer graduation (typical) by the deadline set by the SDSU Graduate Division. Students should consult the section below to determine whether he/she is to be a spring or summer graduate. Due to security reasons, students cannot go through the ceremony unless they have applied for graduation and paid the fee. Since there is only one graduation ceremony each year, all spring and summer graduates should plan to go through the graduation ceremony at SDSU (and be hooded on stage!) at end of spring semester of Year 4. Students may also choose to go through graduate ceremonies at UCSD in mid-June.

Graduate Division Website: <http://aztecgrad.sdsu.edu/gra/Default.aspx>

SPRING VS SUMMER GRADUATION

Depending on the start/end dates of the externship, the student is eligible for graduation in the either the spring or summer of Year 4.

- A. Spring graduation (rare). To be eligible to receive the AuD degree with a spring graduation, all requirements, including the externship, must be completed before the end of the UCSD spring quarter. This means that the student must complete his/her externship and submit all required

paperwork to Dr. Kirsch **by June 6**. *Most students will not meet the spring graduation requirements.*

- B. Summer graduation (typical). If the student's externship (and/or paperwork) is completed after June 6, she/he may be eligible to for a summer graduation. *Most students will have a summer graduation.* To graduate in summer, all requirements must be completed before the end of the UCSD summer quarter. This means that the student must (1) complete his/her doctoral project and presentation by the scheduled May presentation date (NOTE: there is no opportunity to present doctoral projects during the summer); (2) complete his/her externship and submit all required paperwork to Dr. Kirsch **by August 28**. *Most students will be summer graduates.*
- C. Summer (end of Year 4) course enrollment and tuition/fees. (See also the above section "Course Registration and Grade Assignments for Externships").
- 1) For summer graduates who enrolled in externship (AUD 871) with a **summer/fall/spring** sequence and have completed the doctoral project, the only outstanding requirement should be completion of externship hours for which a spring grade of Incomplete had been assigned. **No summer course enrollment is required and no tuition/fees need be paid.** When the externship is completed, and the preceptor submits Clinic Evaluation Rubric, and the student submits his/her Finalization Document (**by August 28**), a grade change to remove the Incomplete will be submitted by Dr. Kirsch. *Note that tuition and special program fee was paid for the initial summer and subsequently for fall and spring semesters.*
 - 2) For summer graduates who enrolled in externship (AUD 871) with a **fall/spring/summer** sequence and have completed the doctoral project there are two scenarios:
 - a) (most typical) If the externship is completed and the Audiology Clinic Director (Dr. Kirsh) receives the Clinic Evaluation Rubric from the externship preceptor and the Finalization Letter from the student before **August 14**, Dr. Kirsch will submit a letter grade for AUD 871, which will satisfy the requirements for a summer graduation.
 - b) (rare) If the externship is completed and the Audiology Clinic Director (Dr. Kirsh) receives the Clinic Evaluation Rubric from the externship preceptor and the Finalization Letter from the student after **August 14** (when summer grades are due), Dr. Kirsch will submit an Incomplete for the summer, but will subsequently submit a grade change (to remove the Incomplete) if the Finalization Document is received by **August 28**, which will still satisfy the requirements for a summer graduation. *Note that tuition and special program fee were not paid during the previous summer, but were paid for in fall, spring, and the subsequent (final) summer semesters.*

More details (University requirements)--You're almost there!:

1. Students must earn an overall GPA of at least 3.00 (not 2.99999) in order to be eligible for a graduate degree.
2. Students must have an approved AUD-2, AUD-3, and AUD-5 on file with the graduate divisions (see earlier sections).

3. Students must be enrolled in AUD 899 or AUD 299 the semester in which she/he presents her/his doctoral project. If enrolling in Doctoral Project at UCSD (AUD 299), the student must also be enrolled at SDSU (i.e., regular program courses or 897) and pay relevant registration and special program fees.
4. Students must be continuously enrolled at SDSU until he/she graduates, unless on an approved leave of absence. Summer enrollment is not required unless the student is using university resources for her/his doctoral project, in which case she/he must enroll in AUD 899/299.
5. If the doctoral project (written and presentation) is not completed by the Year 4 presentation date, the student must continue to enroll in AUD 899/299 each semester/quarter that she/he will be using resources (including review of drafts by faculty) on either campus, and will be required to pay all relevant registration and special program fees.
6. SDSU Graduate Division will look for Credit in at least 6 units of Doctoral Project (AUD 899 or AUD 299), usually completed in fall and spring semesters of Year 3, and a B or higher in three semesters of AUD 871 (Externship) to be eligible for the degree.

OBTAINING THE AUDIOLOGY LICENSE

Please note that licensure is the responsibility of the student; it is independent of the AuD program and the university. A student must have a valid license before seeing any patients.

Requirements

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

Valid fingerprints

Evidence of Doctoral degree in Audiology

Completion of at least 300 hours in three different settings (not relevant for AuD)

Completion of Externship

Transcripts: Student requests UCSD & SDSU Registrars to send to licensing board

Copy of Diploma or Letter of Completion (See LETTER OF COMPLETION BELOW).

Clinical Practicum Verification Form (see below)

CLINICAL PRACTICUM VERIFICATION FORM

Within 10 days of completion of the externship, the student is to download (fillable pdf) the Clinical Practicum Verification form from the licensing board's website. Once the form is filled out, the student is to inform Marla in the SDSU clinic office that it is ready for signature. Marla will then download the form, have it signed by the Audiology Clinic Director, and submit the form to the licensing board.

LETTERS OF COMPLETION

LETTERS OF COMPLETION FROM THE GRADUATE DIVISIONS

If a student is planning to be employed after completion of all requirements (i.e., submission of AUD-5 and a final grade in AUD 871), but before the degree is officially posted, the student may make a request to the Graduate Deans of each campus to write a Letter of Completion for the student's employer and/or the licensing board (see also option of Letter from Dr. Zettner, below). Letters of Completion will not be written by the Graduate Deans after the following semester begins (the student must wait until degree is posted). A requests for a Letter of Completion is to be made by contacting Rita Baumann in the SDSU Graduate Division by phone (619 594-1504) or email (gra@mail.sdsu.edu) and to Sarah Hogue in the UCSD Office of Graduate Studies by phone (858 534-6977) or email (sphogue@ucsd.edu | grad.ucsd.edu).

(From the SDSU Graduate Division website (http://aztecgrad.sdsu.edu/gra/letter_of_completion/)

"A letter verifying completion of degree requirements may be requested ONLY if the student has missed the application for graduation with an advanced degree deadline, yet has completed all degree requirements. "Please email us at gra@mail.sdsu.edu with the name of the requested document and we will send you a fill-able PDF form." **Note: This is a standard letter and no special exceptions of the wording may be requested.** "

LETTER OF COMPLETION FROM DR. ZETTNER TO THE LICENSING BOARD

Please note that it may take 4-6 weeks for the licensing board to issue an audiology license after a student completes his/her externship and after the student/preceptor signs and submits the RPE Completion Form. In some cases, a student may finish his/her externship before the final grade in AUD 871 can be submitted to the registrar (e.g., before August 14), and a student may wish to minimize any delay in obtaining the license. In this case, the student may request Dr. Zettner to write a Letter of Completion to the licensing board. Dr. Zettner will only write the letter after receiving verification from the Audiology Clinic Director that the student has passed AUD 871 and has submitted the Finalization Letter.

IRB FINAL REPORT

Submit an extension or Final Report to the IRB depending on the status of the research data/project (e.g., is it to be published or ended). Consult with your committee chair.

IMPORTANT MILESTONES

Action	Deadline	Whom
Doctoral Project Summary submitted to chair	March 1, Year 2	To Doc Proj Chair
Chair-approved Doctoral Project Summary	March 15, Year 2	To Research faculty
AUD-2 (committee)	Spring Year 2	To Dr. Zettner
AUD-3 (Advanced to Candidacy)	Spring Year 2	Turn in to Janet
National Exam in Audiology - Praxis	Winter/Spring Year 3	SDSU & SLA licensure board
Chair-approved Doctoral Project	Early April Year 3	Chair
Apply for Spring or Summer Graduation	Late Jan / early Feb Year 4	Graduate Division
Approval to Present Doctoral Project	1 week prior to Presentation Day (early May or December)	Chair and committee
Doctoral Project Presentation Day	Mid-May and Mid-December	Open forum
Externship paperwork; Spring Graduation	June 6 Year 4	Kirsch
Externship paperwork; Summer Graduation	August 28 Year 4	Kirsch
Submission of Clinic Practicum Verification	After completion of externship	Preceptor to SLA Board
IRB Final Report	After completion of doctoral project	IRB

POLICIES (ALPHABETICAL)

See the relevant sections of the SDSU Graduate Bulletin regarding doctoral degree requirements, student rights and responsibilities, grading, grade appeals, grievances, leaves of absences/withdrawal, probation and disqualification, plagiarism, and student conduct, and integrity in student research. http://arweb.sdsu.edu/es/catalog/2010_2011/GradPart6.pdf). See also relevant sections of the UCSD Catalog.

CALENDAR AND COURSE SCHEDULE ADHERENCE POLICY

Students are expected to attend all classes. The academic schedule, including those listed in the syllabus, cannot be modified to accommodate students' personal activities (e.g. interviews, vacations, etc.). Such modifications are prohibited by the audiology division and university policies. Exceptions may be made in the case of documented student illness or an emergency involving the immediate family (mom, dad, siblings). Please notify the instructor immediately should this occur. Reasonable accommodations may also be made for religious observances if, by the end of the second week of classes, the student notifies the instructor of the conflict. **Students are not allowed to miss class for externship interviews.** If a site is requiring an interview that would interfere with a normally scheduled class meeting, the student should notify the audiology clinic director. The clinic director will contact the site to discuss alternatives for the interview.

CLINIC ATTENDANCE POLICY

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

1. The student shall call or email his/her preceptor PRIOR to the start time the absence will occur.
2. If the student is physically unable to call or email, he/she shall arrange for a representative to call in accordance to these guidelines.

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

CONTINUOUS ENROLLMENT POLICY (PER GRADUATE DIVISION)

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

For the AuD Program, students who complete their coursework and doctoral project by the end of the spring semester, and only need to complete a few weeks of the externship (AUD 871) in the summer, do not have to enroll in additional units during the summer (they will receive an Incomplete in 871 for spring that will be completed in the summer). However, those who are not on schedule for completion of all requirements, including the doctoral project by the end of spring semester, will be required to enroll again in AUD 899 (Doctoral Project) and the College of Extended Studies Audiology Symposium for the semester in which the degree is awarded.

Course Grade Minimums and Remediation Policy

A course grade of **C+ or higher** must be earned in AUD 705 and AUD 710 for course credit. For all other didactic courses, a grade of C or higher must be earned for course credit; however, all courses must receive a course grade of C+ or higher in order to meet the ASHA competencies (learner outcomes) for CCC-A.

If a student earns a course grade of C- or lower in any course, he/she will be referred to the Student Review Committee (SRC) to determine a course of action.

If a student earns a course grade of C in any course, he/she will receive a course grade of Incomplete and must complete a **remediation plan**, as determined by the instructor.

If a remediation plan is needed, the course instructor informs/advises the student of his/her eligibility for remediation, including details of the remediation plan, at the time that final grades are reported (and sends an email to the student's advisor). The remediation plan must be completed within 3 weeks after the end of the course or through other approved arrangements, and can only improve the student's overall course grade to a maximum of C+.

After successful completion of the remediation plan for any of the didactic courses, the instructor will submit a change of grade from Incomplete to a C+. For unsuccessful remediation of AUD 705 and AUD 710, the student will be referred to the Student Review Committee (SRC) to determine a course of action. For unsuccessful remediation for any of the other didactic courses, the instructor will submit a change of grade from Incomplete to a C.

In addition to the above, even if a student earns a course grade of C+ or higher, but earns a C or lower on one or more of the following specified types of course-related activities, the student will receive a course grade of Incomplete and he/she must remediate the relevant activity until earning a C+ or higher in the relevant category or the time limit runs out for the removal of the Incomplete (and course grade turns to F). After successful remediation of the deficient activity, the instructor will submit a change of grade from Incomplete to the course grade that was originally earned.

The following are the types of activities that are subject to remediation for those who received a course grade of C or for performance in any category that is lower than C+, even if the course grade is C+ or higher. *[Note: The following are only example; th course-specific types of activities are to be included in the course syllabi].*

- Written exams
- Homework assignments
- Lab assignments
- Class presentations

EARLY DISMISSAL FROM OFF-CAMPUS CLINICAL PLACEMENT

Early dismissal from an off-campus clinical placement for failure to demonstrate minimally adequate prerequisite skills shall be regarded as a failing clinic grade for the purposes of student evaluation and review if the off-campus site provides a written qualitative evaluation that clearly supports the dismissal. The Audiology Clinic Director will forward the written qualitative evaluation to the student's advisor and to the Student Review Committee for review.

ENGLISH COMPETENCY POLICY

The academic and clinical components of the AuD program are based on proficiency (understanding and use) of English, in oral and written forms. Incoming students will have an assessment of their English proficiency during an advising appointment in the first week of the program. This is accomplished through dialogue with the student and, if indicated, reading a short paragraph, and/or writing a short paragraph. For students who have problems with oral or written English proficiency, the advisor will arrange a meeting with the program director and clinic director to discuss a plan of action to improve English proficiency. In some cases, this may delay progress in the program.

FAMILY AND FRIENDS USE OF FACILITIES

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

GENERIC ABILITIES POLICY

The AuD Program prepares the student academically and clinically so that he/she is ready to enter the professional world as a competent audiologist. In addition to the student's specific course and clinic assignments, the AuD Program evaluates students in some generic abilities, i.e., attributes, characteristics, or behaviors that are required for success as a student and as a professional. Failure to meet or show adequate improvement in these areas may lead to remediation and/or dismissal from the program. Inadequate student performance will be reviewed by the AuD Program's Student Review Committee to determine if the student should be dismissed from the program. Students will be notified when they are subject to dismissal from the program, and will be asked to appear before the Student Review Committee. The generic abilities include, but are not limited to those listed and defined below, (originally identified through a study conducted at UW-Madison in 1991-92). Generic abilities will be included as part of the student's evaluations:

<u>Generic Ability</u>	<u>Definition</u>
Commitment to Learning	The ability to self-assess, self-correct, and self-direct; to identify needs and sources of learning; and to continually seek new knowledge and understanding.
Interpersonal Skills	The ability to interact effectively with patients, families, colleagues, other health care professionals, and the community and to deal effectively with cultural and ethnic diversity issues.
Communication Skills	The ability to communicate effectively (i.e., speaking, body language, reading, writing, listening) for varied audiences and purposes.
Effective Use of Time and Resources	The ability to obtain the maximum benefit from a minimum investment of time and resources.
Use of Constructive Feedback	The ability to identify sources of and seek out feedback and to effectively use and provide feedback for improving personal interaction.
Problem-Solving	The ability to recognize and define problems, analyze data, develop and implement solutions, and evaluate outcomes.

Professionalism	The ability to exhibit appropriate professional conduct and to represent the profession effectively. This includes timely responses to emails from faculty and/or preceptors.
Responsibility	The ability to fulfill commitments and to be accountable for actions and outcomes.
Critical Thinking	The ability to question logically; to identify, generate, and evaluate elements of logical argument; to recognize and differentiate facts, illusions, assumptions, and hidden assumptions; and to distinguish the relevant from the irrelevant.
Stress Management	The ability to identify sources of stress and to develop effective coping behaviors.
Punctuality and Preparation	The ability to arrive on time for class, clinic, appointments and other program-related commitments and the ability to prepare adequately for these program-related commitments.

INSTRUCTIONAL LAB POLICY (SLHS ROOM 147)

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

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

What facilities are available for students in the IL?

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

The printers in the IL are connected to a University-based printing system that charges for each printed page. Please refer to the instructions in the IL regarding the use of this system.

Instructional lab rules

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

1. Use of computers. The *IL computers are for school work only*. Students may not use the computers for personal business, entertainment, or for any other purpose other than instructional-related activities or doctoral projects. Students are not to download items from sites that are external to the university. When computers become infected with viruses, they are removed from the IL. This has happened in the past and this hurts everyone in the program, as the computers are also used for teaching and lab assignments, not just student work.
2. Eating in the lab. There is to be ABSOLUTELY NO EATING in the IL. The lab is not a lunch room or a student lounge. All food consumption is to take place outside the building or, in cases of inclement weather, in hallways with chairs. The SDSU Student Union is a wonderful space with many places to eat your lunch and gather for socializing. There are also some nice tables in the patios of the SLHS building.
3. Drinking in the lab. Unflavored water may be consumed in the IL, but only at the table where there are NO computers or equipment. Students are not to consume any other liquids in the lab, including coffee, soda, or teas.
4. Usage priorities. Classes are sometimes held in the IL. If an IL lab class is in session, the IL may not be available for use by others. This is up to the discretion of the instructor and depends on the space and equipment usage needed for the class. The classes take priority. Likewise, if research participants are being tested, the use of the IL may be restricted during the testing period. There are federally-regulated confidentiality requirements related to research participants that must be followed. Students are asked to please observe the "availability signage" on the door; if classes are being held or a research subject is being tested, please ask if it is alright to work in the space.
5. Trash. Please use the recycling bin for paper. All trash should be removed regularly to receptacles outside the IL. Custodians do not empty trash in the IL.
6. Security. *Do not prop the door open.* The IL houses very expensive equipment and students often leave valuables in the space. Please do not leave the door open when there is no one in the IL. If a student forgets their key card, he/she must make other arrangements for the day (find a friend!).
7. Personal belongings. No personal belongings should be left out in the IL when not being used; belongings left in the IL during the day should be stored neatly under the desks (not laying in the middle of the floor or strewn over tables) and should be taken home at the end of the day. The IL should always remain neat, as visitors, administrators, faculty, etc, may enter at any point in time.
8. Bulletin board. The bulletin board is to be used by SAA to convey upcoming events/information and some program-related photos may be displayed. This board is for ALL students, even though 1st year students spend the most time in this space. All the materials on the board must be

professional and program-related. There are frequently visitors from outside the program, so maintaining the IL is important.

9. Dr. Dreisbach's research lab. Dr. Dreisbach uses a portion of this space (sound booth and computer next to black equipment rack in back portion of IL) as her research lab. The IL should remain presentable at all times so research participants will feel comfortable in the space. If signage indicates a subject is being tested, students are welcome to ask for permission to work in the IL, but if permission is granted, please refrain from talking or making a lot of noise.
 - a. Items purchased with funding to Dr. Dreisbach have been labeled as such. Please do not open cabinets/drawers labeled APP Lab unless instructed to do so by Dr. Dreisbach or one of her GAs.
 - b. The cabinet in the sound booth is to only hold equipment, no personal belongings (e.g., magazines, books, paper plates, etc...). Again, the cabinet should not be opened by anyone other than employees of Dr. Dreisbach. Any equipment needed for classes/labs, will be out and available for student use either hanging on the sound booth wall or laying on the cabinet.
10. The recliner chair in the sound booth. The recliner chair *should ONLY be used for testing subjects or classmates for laboratory assignments*. Lounging/sleeping in the chair is not permissible. The lever for the footrest can be found on the side of the chair. The footrest **MUST** be returned to the down position when testing is complete. This is a very expensive chair that is needed for research participant testing (2+ hours each session). It is leather, so it can be cleaned in between sessions. Please treat the chair with respect.
11. Turn off all test equipment. Test equipment should be turned OFF when done being used. No test equipment should be left on overnight. Please leave the computers ON.
12. Noise levels. Please keep noise and talking to a minimum:
 - A. Take personal phone calls outside the IL, and silence cell phone when in the IL.
 - B. Be considerate of other students and faculty who are studying or using the IL for educational purposes. Report any issues/concerns or ideas how to improve utilization of this space immediately to Dr. Dreisbach or the SDSU AuD program director.

STUDENT COMPUTER LAB (SLHS ROOM 144)

The Computer Lab is equipped with five PC-based computers in the lab that can be used for student school work. The computers include the basic MS Word Office Suite, and several have statistical software (Statistica) and/or other software programs that may be used to complete research and class assignments. There is also a plotting program (SigmaPlot) that is preferred by many of the faculty for students to use for their doctoral projects.

Computer lab rules

The following rules have been established. Failure to follow these rules may result in revocation of IL privileges and referral to the Student Review Committee to evaluate this misconduct

1. Use of computers. The computers are for school work only. Students may not use the computers for personal business, entertainment, or for any other purpose other than instructional-related activities or doctoral projects. Students are not to download items from sites that are external to the university. When computers become infected with viruses, they are removed from the IL. This has happened in the past and this hurts everyone in the program, as the computers are also used for teaching and lab assignments, not just student work.
2. Eating in the lab. There is to be ABSOLUTELY NO EATING in the Computer. The lab is not a lunch room or a student lounge. All food consumption is to take place outside the building or, in cases of inclement weather, in hallways with chairs. The SDSU Student Union is a wonderful space with many places to eat your lunch and gather for socializing. There are also some nice tables in the patios of the SLHS building.
3. Drinking in the lab. Unflavored water may be consumed in the provided that is it not near the keyboard. Students are not to consume any other liquids in the lab, including coffee, soda, or teas.
4. Usage priorities. On rare occasions, classes may be held in the Computer Lab. If class is in session, the lab will not be available for use by others.
5. Trash. Do not leave any trash in the Computer lab. Custodians do not service this room.
6. Security. *Do not prop the door open if you are not in the room.*
7. Personal belongings. Personal belongings should be stored neatly under the desks and should be taken home at the end of the day. The Audiology student labs should always remain neat, as visitors, administrators, faculty, etc, may enter at any point in time.
8. Leave the computers on. The computers are connected to the University network; automatic updates will be done periodically.
9. Noise levels. Please keep noise and talking to a minimum:
 - A. Take personal phone calls outside the lab, and silence your cell phone when in the lab.
 - B. Be considerate of other students and faculty who are studying or using the lab. Report any issues/concerns or ideas how to improve utilization of this space to the SDSU AuD program director.

PERFORMANCE AND DISQUALIFICATION POLICY

GENERIC ABILITIES

Generic abilities are continually assessed throughout the program by program faculty, staff, and off-campus preceptors (See Generic Abilities Policy). Failure to meet or show adequate improvement in these areas may lead to remediation and/or dismissal from the program. Inadequate student performance will be reviewed by the AuD Program's Student Review Committee to determine if the student should be

dismissed from the program. Students will be notified when they are subject to dismissal from the program, and will be asked to appear before the Student Review Committee.

DIDACTIC COURSES

Didactic (non-clinic) course performance is assessed separately from clinic performance (see below). A grade of C+ or better in AUD 705 and AUD 710 must be earned in order to progress to Year 2 of the program. For all other didactic courses throughout the program, a grade of C or higher is required to earn course credit; however, a course grade of C+ is needed in order to meet all the course competencies necessary for certification and licensure (see also Course Remediation Policy). Courses not meeting the passing grade minimums, i.e. C+ in AUD 705 and AUD 710 or C in all other courses, must be successfully repeated in order to earn course credit for the program. In addition, if a student receives a grade of C- or lower in any two didactic courses throughout the program, they are subject to dismissal.

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

CLINIC COURSES

Clinical performance is assessed separately from didactic course performance. Clinical performance includes the clinical practicum courses (AUD 701, AUD 284, AUD 831, AUD 871), as well as the clinical methods lab courses (AUD 702), and these are all included in the calculation of the cumulative clinical performance GPA. For AUD 702, a grade of C or higher is required to earn course credit; however, a C+ is required to satisfy ASHA competencies: AUD 702 is eligible for remediation (see Course Remediation Policy). Remediation is not available for the clinic practicum courses.

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

Years 1 and 2: For the first occurrence, the student is placed on the Clinic Concern List. For a second occurrence, the student is placed on probation (see Conditions of Probation below). To count the clinical hours, the course grade must be C+ or higher.

Year 3: For the first occurrence, the student is placed on probation (see Conditions of Probation below). To count the clinical hours, the course grade must be C+ or higher.

Year 4: For the first occurrence, the student is placed on probation (see Conditions of Probation below) and completion of an additional semester of AUD 871 will be needed to satisfy the program

requirements of three terms with a grade of B or higher. For a second occurrence, the student is subject to dismissal from the program: The Audiology Clinic Director is to immediately inform the student's academic advisor, and the Student Review Committee will convene a special meeting to determine a course of action.

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

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

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

Clinical Category Competencies

1. Professionalism
2. Patient Interaction
3. Evaluation Skills
4. Treatment Skills
5. Documentation

If the student receives a passing grade (B or higher) in a clinical practicum course, but performance in one or more of the above five categories equates to a B- or poorer (< 83%), the student will first be put on a Clinic Concern List. If the student does not achieve $\geq 83\%$ in all categories the following *semester* (if registered at SDSU) or the next *two quarters* (if registered at UCSD), he/she is automatically placed on probation (see conditions of probation below). By the end of the final probationary session, the student must have a cumulative GPA of B or better in all practicum and clinical methods lab courses and must have achieved 83% or better in all of the five clinical competency categories. If a student fails to meet the conditions of probation by the end of the probationary period, she/he will be subject to dismissal from the program. If a student's clinical performance is deemed deficient a second time, he/she is subject to dismissal from the program.

Conditions of Clinical Probation

If a student is placed on probation during Year 1 through the winter quarter of Year 2, she/he must achieve a 3.0 or higher for clinic courses at the end of the first term of probation in order to progress to the second term of probation. Students allowed to progress to a second term of probation must achieve a clinic GPA

of at least 3.0 for that term AND the cumulative clinic GPA of at least 3.0 at the end of the second term of probation. If a student is placed on probation during the spring term of Year 2 through the fall term of Year 3, the probationary period will be one semester or quarter and she/he must achieve a cumulative GPA of 3.0 or higher by the end of the probationary term. A student may only be placed on probation once during the program based on clinic performance. If a student's clinical performance would result in a second probation, he/she is subject to dismissal from the program.

SUMMATIVE EXAM PERFORMANCE

First Year Qualifying Examination. The student's ability to integrate the content appropriate for the end of the first year will be assessed through a First Year Qualifying Examination. To be eligible for the First Year Qualifying Exam, students must have completed the appropriate academic and clinic courses for Year 1 (through summer semester). A passing grade on the First Year Qualifying Examination is required to advance to the second year of the program.

To pass the First Year Qualifying Examination, students must score at least 83%. For those who pass, there may be some clarifications needed on some key elements that will be handled individually. Students scoring between 73-82.99% must retake the Qualifying Exam (with different questions). Students who score less than 73% on the first try are ineligible to retake the examination and are subject to dismissal from the program. Students eligible to sit for the retake exam who do not pass the retake are subject to dismissal from the program.

Second Year Qualifying Examination. The student's ability to integrate content appropriate for the end of the second year will be assessed through a Second Year Qualifying Examination. To be eligible for the Second Year Qualifying Exam, students must have completed the appropriate academic and clinic courses for Year 2 through spring quarter. A passing grade on the Second Year Qualifying Exam is required to advance to the third year of the program.

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

Third Year Comprehensive Examination. At the end of the third year and after Advancement to Candidacy (see below), the student will take a Third Year Comprehensive Examination. The National Examination in Audiology (given by Praxis) may be used to satisfy the third year Comprehensive Examination if the score is 171 or higher. Students are responsible for signing up to take the Praxis on one of the available dates in winter or spring of the third year. Students are required to verify their Praxis score by showing the original test results to their advisor, who puts a copy in the student's file. Students must pass (achieve

score ≥ 171) the Praxis to be eligible for some externships, as well as temporary and permanent California audiology licenses. If a student does not pass the Praxis, she/he may request a Third Year Comprehensive Exam given by the AuD Program. To pass the program's Third Year Comprehensive Examination, students must score at least 83%. The Third Year Comprehensive Exam may be repeated only once following additional directed study. If a student does not pass the Third Year Comprehensive Examination, he/she is subject to dismissal from the program.

IMPLEMENTATION PROCEDURES FOR PERFORMANCE AND DISQUALIFICATION POLICY

1. Advisors are to meet with each of their advisees during the first week of each semester/quarter to review academic, clinic, and/or professional performance. Advisors are to input the student's grades on the student's Academic Program Tracking (APT) form as soon as available, but no later than the first week of the subsequent semester/quarter. Prior to meeting with the student, the advisor will solicit input from the faculty, preceptors, and the Audiology Clinic Director.
2. If a student's *overall didactic course GPA* is deficient, the advisor will inform the student and Co-directors that she/he is on academic probation during the semester/quarter following the semester/quarter in which the performance was inadequate.
3. If a student's *overall clinic GPA* and/or *professional performance* is/are deficient, the advisor will inform the student and Co-directors that she/he is on clinic or professionalism probation during the semester/quarter following the semester/quarter in which the performance was inadequate.
4. If a student's *professionalism* is deficient, the advisor will inform the student and Co-directors that she/he is on professionalism probation during the semester/quarter following the semester/quarter in which the performance was inadequate.
5. Should a student be placed on probation, the advisor will discuss the conditions of probation with the student; if needed, the advisor will arrange a meeting with the student, their advisor, one of the Co-directors, and the Audiology Clinic Director (if related to clinic performance) to develop a remediation plan. If the student is placed on the Clinic Concern List, the advisor will insure that a remediation plan has been developed by the Audiology Clinic Director in consultation with the student's preceptor and, if necessary, the relevant campus Co-director.
6. Should a student not meet the requirements of probation after two academic terms, the student's advisor will refer him/her to the Student Review Committee, and will inform the Co-directors.
7. If a student does not pass a Qualifying Exams or Comprehensive Exam (after any repeat), the relevant campus Co-director will refer the student to the Student Review Committee and inform the other Co-director.
8. If a student is terminated early from an off-campus clinical rotation by the off-campus site due to inadequate prerequisite skills and/or competency level of the student, the clinical site preceptor will provide written documentation regarding specific reasons for termination. The student, Audiology Clinic Director, and a representative from the clinical site will meet to discuss the reasons for the termination. The student will receive a grade of incomplete for the semester and will be required to complete alternative clinical activities to fulfill the time commitment. This will delay advancement in the clinical education of the program and will ultimately delay the externship and graduation. The

student will be required to pay the appropriate tuition and special program fee associated with the delay. In the subsequent semester, the student will be on clinic probation and must obtain a grade of “B” or better on the clinic evaluation to fulfill the requirements and remove the grade of “Incomplete.”

PLAGIARISM POLICY

The Program takes plagiarism seriously and any offense is subject to dismissal from the program. You will be required to complete a plagiarism tutorial during your first semester as part of AUD 700 class. You should also read the materials and other tutorials found on the Blackboard site (under Tutorials and/or External Links).

The following paragraphs are from the SDSU Graduate Bulletin.
(http://arweb.sdsu.edu/es/catalog/2010_2011/GradPart6.pdf).

“Plagiarism is formal work publicly misrepresented as original; it is any activity wherein one person knowingly, directly, and for lucre, status, recognition, or any public gain resorts to the published or unpublished work of another in order to represent it as one’s own. Work shall be deemed plagiarism: (1) when prior work of another has been demonstrated as the accessible source; (2) when substantial or material parts of the source have been literally or evasively appropriated (substance denoting quantity; matter denoting qualitative format or style); and (3) when the work lacks sufficient or unequivocal citation so as to indicate or imply that the work was neither a copy nor an imitation. This definition comprises oral, written, and crafted pieces. In short, if one purports to present an original piece but copies ideas word for word or by paraphrase, those ideas should be duly noted. “ Lindey, Alexander. Plagiarism and Originality, 1952.

“San Diego State University is a publicly assisted institution legislatively empowered to certify competence and accomplishment in general and discrete categories of knowledge. The president and faculty of this university are therefore obligated not only to society at large but to the citizenry of the State of California to guarantee honest and substantive knowledge in those to whom they assign grades and whom they recommend for degrees. Wittingly or willfully to ignore or to allow students’ ascription of others’ work to themselves is to condone dishonesty, to deny the purpose of formal education, and to fail the public trust. The objective of university endeavor is to advance humanity by increasing and refining knowledge and is, therefore, ill served by students who indulge in plagiarism. Accordingly, one who is suspected or accused of disregarding, concealing, aiding, or committing plagiarism must, because of the gravity of the offense, be assured of thorough, impartial, and conclusive investigation of any accusation. Likewise, one must be liable to an appropriate penalty, even severance from the university and in some cases revocation of an advanced degree, should the demonstrated plagiarism clearly call into question one’s general competence or accomplishments.” (p.432 of SDSU Graduate Bulletin).

PRECEPTOR CONFLICT OF INTEREST POLICY

To avoid any potential conflict of interest and potential ethical issues, clinical placements for off-campus or externships experiences are not allowed at a site of a current or previous employer, or any immediate,

extended family member or close personal friend of the student or student's family. This includes either a primary site or a satellite office.

USE OF ELECTRONIC DEVICES IN CLASS POLICY

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

PROGRAM COSTS

TUITION AND FEES

Students in the AuD program must pay the SDSU tuition and campus fees for Graduate Students as listed with SDSU Cashier's Office each semester, including summers. In addition, there is a Special Program Fee through the College of Extended Studies (see next section). All tuition and fees are paid through SDSU (i.e., no tuition is paid through UCSD, even during Year 2 while taking courses at UCSD). Please note that during Year 2, while enrolled in courses at UCSD, students also enroll in 6 units at SDSU (897 + 795/798) and, therefore, pay the tuition and fees for half-time. Fees are subject to change and may not yet be established for future semesters. For fall 2016, the full time (≥ 6.1 units) tuition/fees for Graduate Students is \$4,175 and the half-time tuition and fees (≤ 6.0 units) is \$2,759.

SPECIAL PROGRAM FEE (COLLEGE OF EXTENDED STUDIES)

The AuD Program has a required Special Program Fee to be paid through the SDSU College of Extended Studies (CES) each semester (even while at UCSD). All students are to enroll in the CES course entitled "**Audiology Symposium**" (zero units). These fees are in addition to the SDSU tuition/fees. The fees for 2016-2019 are set; however, they are subject to change in subsequent years (typically increases 3-5% per year).

Summary Estimate of Program Costs All Four Years

TUITION AND FEES ESTIMATES*							
2016-2020							
Tuition Fee and Mandatory Campus Fee				Programmatic Fee**			
2016-2017** YR1	Fall 13 units	Spring 16 units	Summer 5 units	Fall	Spring	Summer	TOTAL
	\$4,175	\$4,175	\$2,282	\$3,971	\$3,971	\$4,091	\$22,665
2017-2018*** YR2	Fall 6 units	Spring 6 units	Summer 6 units	Fall	Spring	Summer	TOTAL
	\$2,897	\$2,897	\$2,423	\$4,091	\$4,091	\$4,213	\$20,612
2018-2019*** YR3	Fall 15 units	Spring 12 units	Summer 10 units	Fall	Spring	Summer	TOTAL
	\$4,593	\$4,593	\$4,198	\$4,213	\$4,213	\$4,339	\$26,149
2019-2020*** YR4	Fall 12 units	Spring 12 units		Fall	Spring		TOTAL
	\$4,823	\$4,823		\$4,339	\$4,339		\$18,324
							\$87,750

*Does not include per-unit nonresident tuition; currently \$372/unit

INSTRUCTIONS FOR ENROLLING IN AUDIOLOGY SYMPOSIUM AND PAYING AUD SPECIAL PROGRAM FEE

All AuD students should receive an email from Janet Park each semester with instructions similar to the following:

Dear Audiology Students

As you are aware, each semester you must enroll in the Audiology Symposium and pay the programmatic fee. The programmatic fee is assessed for each semester, including summer, of the four-year program (even while at UCSD).

The site is now available for you to register for the XXX term. This is in addition to your regular SDSU course registration. The deadline for of the CES Special Program (and payment if self-pay) is XXXX, Please see the instructions that follow.

For those of you who have applied for financial aid through the SDSU Financial Aid Office or have secured other third-party payer, payment of your CES special program fee will be deferred until disbursement of your financial aid or payment by the outside agency; **however**, you must still register/enroll for the symposium course through CES by the deadline date and indicate financial aid. If you are a self-pay student, you are required to pay the CES fee at the time of registration for the symposium course.

All students

1. Navigate to the College of Extended Studies using URL <https://www.ces.sdsu.edu/Pages/FindCourse.aspx>. Click on A-Z Listing and select "Speech, Language & Hearing Sciences."
2. Select Audiology Symposium (e.g. Fall 2016)
3. Select *Enroll now* (right side of screen): "**NC 0205 Audiology Symposium**." The Registration Wizard will walk you through 4 areas: Account, Verify Fees, Policies, and Payment. Use your login and password from this past spring. Your account information should already be posted based on last spring's registration; update the information where necessary. Pay close attention to the "Payment" tab, as that is where you enter your payment information.

You will receive an electronic registration confirmation number. Please forward a copy of the confirmation to Janet at jpark@mail.sdsu.edu. If you have any problems or questions, please email Janet. She will get you an answer as quickly as possible.

Students who have applied for SDSU Financial Aid or have other third-party payer:

Select "*Bill my company*." (Selecting third-party billing will notify the CES Cashier to process your registration and defer your fee payment.) Fill in the following:

Company name: SDSU Financial Aid; **or** name of third-party payer

Billing Contact Person: Financial Aid; **or** contact of third-party payer

Address, City, State, ZIP: San Diego State University, San Diego, CA 92182-7436; **or**, address of third-party payer

Phone: [619-594-6323](tel:619-594-6323); **or** phone number of third-party payer

Email: fao@mail.sdsu.edu if financial aid; **or** email of third-party payer

PO number or billing number: 12345 if financial aid; **or** third-party purchase

Students who are self-pay:

Select "Credit Card/Electronic Check." Follow instructions for paying the fee.

Miscellaneous Fees

In addition to the program fees, there is a one-time UCSD document fee of \$100 (effective Fall 2016) and there are miscellaneous fees associated with the clinical training (E.g. CALIPSO fee, background checks and fingerprinting, immunizations as required by clinical sites, see section on “Clinical Procedures”).

FINANCIAL ASSISTANCE

Students apply for all financial aid assistance through SDSU (Student Services Building Rm-2536, Phone 594-6422). Students are NOT to apply for financial aid at UCSD. Students in need of financial aid should contact Financial Aid Office once admission has been finalized. All doctoral students who are applying for Financial Aid must fill out the Doctoral Program Enrollment Questionnaire (see below) that is available from the SDSU Financial Aid Office.

DOCTORAL PROGRAM ENROLLMENT QUESTIONNAIRE

The SDSU Office of Financial Aid requires joint doctoral students to fill out the Doctoral Program Enrollment Questionnaire. The Doctoral Program Enrollment Questionnaire is only available through the students AidLink account. Students should download the form, fill it out (follow instructions given here), and submit to Office of Financial Aid.

Here are some instructions to help you complete it. In addition, a sample questionnaire appears in the Appendix. Please note that as an AuD student, you **do not** have to fill out the *Verification of Enrollment for Joint Doctoral Program Students* because you will always be enrolled in more than 5 units at SDSU.

Expected Enrollment Section

- 1) Put in the number of units expected to be taken in summer, fall, and spring semesters. See curriculum summary spreadsheet for estimate of units. Students entering the program in the fall can leave the first summer blank.
- 2) If submitting the questionnaire before tuition is finalized for next year, report the current semester's fees for fall and spring, and leave the summer fees blank.
- 3) The total amount of fees listed should equal the graduate student SDSU tuition/fees (see <http://bfa.sdsu.edu/fm/co/sfs/studentfees.html>) plus the AuD Special Program Fee through the College of Extended Studies (see the table at the beginning of the “Program Costs” section for the AuD Special Program Fee by semester). Write a footnote in this section that says “**AuD College of Extended Studies Special Program Fee included**”.
- 4) Check “No” to the question; Are all of your enrollment fees paid by the SDSU Doctoral Program?

Fee Payment Information Section

- 1) Fees paid by you: \$ all
Fees paid by Doctoral Program: \$ none

Fees paid by other source: \$ none

- 2) If applicable, write a note in this section that says “**Out-of-state fees waived by Graduate and Research Affairs.**”

Financial Assistance (Person or Program Name) Section

- 1) List any scholarships or other awards you will receive
- 2) **Do not report your GA appointment here** (it will be reported on the FAFSA).

SUMMER FINANCIAL AID

For matriculated doctoral students, summer financial aid is available through SDSU. The Financial Aid Office requires the completion of a 10-minute online summer counseling session to receive a postponement of summer registration fees. Students must then register in at least **5 units** to be considered for summer loans. Eligible students should get a message posted on AidLink. The Doctoral Program Questionnaire must be completed before taking the summer online counseling session. Refer to https://go.sdsu.edu/student_affairs/financialaid/summeraid.aspx for general summer financial aid information. The AuD Extended Studies fees (Audiology Symposium) is taken into account when the FAO evaluates summer cost of attendance.

FUNDING OPPORTUNITIES AVAILABLE FOR AUD STUDENTS

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

RESEARCH ASSISTANTSHIPS/GRADUATE ASSISTANTSHIPS (RA/GA)

These appointments are made on a semester by semester basis and the number may depend on the School's budget and faculty research funding. An RA/GA supports faculty activities, including research, courses, and/or general program needs; and/or may be assigned to work in the School's office/library/clinic. The typical appointment is for 5 hours/week, with a pay rate of approximately \$13.00/hour earning up to \$2,280 for the academic year. Additional support may be available during the summer. Students are expected to arrange a regular schedule with their faculty sponsor, but may also be asked to assist other faculty if time permits. Reappointment for successive semesters is possible, and typically are given to students in Years 1 and 2. To be eligible for an RA/GA assignment, an application is required. Some students are hired through a specific faculty's research project

administered directly by the faculty who has the grant. Eligibility for RA/GA support requires at least an overall GPA of at least 3.0. See also program's Graduate and Research Assistant Policy.

DOROTHY LEE ELLIOTT SCHOLARSHIP

The AuD program's Dorothy Lee Elliott Scholarship is used to support selected incoming students during Year 1 of the AuD program. There are usually 3-4 scholarships (approximately \$1500-2000 each, depending on the available funds, and distributed half in the fall and half in the spring. These awards are designed to recruit meritorious students based primarily on admissions criteria/rankings. No applications are required and notification is made with the offer of admission. Release of funds requires the student to following instructions sent by the SDSU Scholarship Office.

OTHER SCHOLARSHIPS

Some of the following scholarships may be available after matriculating since the deadlines are usually in February, therefore, consider applying during the first year in the program. These scholarships are specific to the School of Speech, Language, and Hearing Sciences, but are handled through the SDSU Scholarship Office. Details on these scholarships and deadlines for applying can be obtained from Janet Park in the SLHS Office.

Dorothy Baronofsky Memorial Scholarship (\$700)

Nella Feldman Gross Memorial Scholarship (\$1,000-1,500)

Sam Foshee Memorial Scholarship (\$1,000)

Barry W. Jones Memorial Scholarship (\$700-1000)

Paul Pfaff Memorial Scholarship (\$250)

Kala Singh Memorial Scholarship (\$5,000)

University Awards ((\$1,000)

In addition, consult with your advisor regarding other scholarships that may be available through external foundations or professional organizations, e.g., AAA, ASHA, Sertoma, Starkey.

VA TRAINEESHIPS—YEAR 3

A number of Traineeships become available through the San Diego Veteran's Administration (VA) Hospital during clinical rotation in Year 3 of the program. The Traineeship pays about \$3,500 for either fall or spring semester (3 full days per week). The Audiology Clinic Director will announce the availability of the Traineeships. For those without a VA Traineeship the rotation at the VA is usually only 2 days/week, and typically assigned during summer.

EXTERNSHIP STIPENDS

Although there are no guarantees, almost all of our students have secured externship experiences that pay a stipend or salary, and these have ranged from \$16,000-\$38,000.

PROCEDURES FOR CONFLICT RESOLUTION**SCHOOL OF SPEECH, LANGUAGE, AND HEARING SCIENCES (SDSU)**

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

- I. For problems or complaints such as sexual harassment, discrimination (race, religion, gender, etc.) or violations of the Americans with Disabilities Act, students may seek redress as described below or go directly to the Ombudsman and/or the Vice-President for Student Affairs Office. These are issues that may be violations of state and federal laws.
- II. For problems related to program academic/clinic issues or policies, problem resolution should be addressed first at the most "local level", e.g., talk with the faculty member involved. If that does not resolve the issue, then go through the School's channels before contacting the College Office, Ombudsman's Office, Graduate and Research Affairs, Student Affairs, or Faculty Affairs. For more information on the appropriate procedures or advice on all matters, contact the School Director.
 - A. For circumstances that might lead to academic probation or dismissal, non-reappointment to a GA or TA position or other academic problems, e.g., doctoral project committees, clinical competencies, and comprehensive exams, the following channels of communication are available to the student:
 1. If related to a specific course, discuss the problem with instructor. If related to clinic, discuss problem with Audiology Clinic Director. If related to other academic issues, discuss problem with the AuD program Co-director. If still not resolved,
 2. Discuss the problem with the School Director. If still not resolved,
 3. Contact the Assistant Dean of Student Affairs for the College of Health and Human Services. If still not resolved,
 4. Initiate a more formal grievance through university channel such as the Graduate and Research Affairs (Centennial Hall) and/or Ombudsman's Office (Student Services Building). See also relevant pages in the Bulletin of the Graduate Division.
 - B. For general issues of a collective nature, any student may present their concerns/suggestions to the Audiology Co-director, Audiology Clinic Director, School Director, Graduate Advisor, Academic Advisors, or NSSHLA/SAA advisors, either verbally or by signed-letter. These issues may be addressed directly at the regular faculty meetings.
 - C. For specific problems with a faculty member, administrator, or staff (other than grade dispute) the following channels of communication are available and should begin at the most "local" level.

1. Discuss the matter with the faculty member, administrator, or staff. If not resolved,
 2. Discuss the matter with the School Director (or supervisor). Issues may be brought to the School Director's attention verbally or in writing (signed). Verbal concerns may be brought to the faculty member's attention by the Director; however, no formal action is initiated at this level and nothing is placed in the faculty member's Personnel File. For formal action (more serious complaint), a letter (signed) to the Director describing the problem and desired resolution is required. The faculty member will be informed of the concern and given a copy of your letter. You or the Director may request that the letter be considered for placement in the faculty member's Personnel File.
 3. If not resolved at prior level, discuss the matter with the Assistant Dean of Students for the College of Health and Human Services. If still not resolved,
 4. Contact the Student Affairs Office and/or Ombudsman's Office for advice on formal procedures to follow for student grievances against the faculty.
 5. For situations involving possible discrimination, students may seek the advice of an Equal Opportunity Counselor (EOC). See also the SDSU Policy File (Procedures for Handling Discrimination Complaints). It is recommended that steps 1-4 be followed as well.
 6. For situations involving possible sexual harassment, students should contact the Ombudsman's Office for proper procedures.
- D. For problems with grades for a specific course, the student should go through the following steps:
1. Read relevant course syllabus, Performance and Disqualification Policy of the AuD program, and the Bulletin of the Graduate Division regarding assignment of grades and grade appeals. If still not resolved,
 2. Meet with the instructor of the course. If still not resolved,
 3. Meet with the School Director. If still not resolved,
 4. Meet with the Assistant Dean of Student Affairs for the College of Health and Human Services. If still not resolved,
 5. Contact the Student Affairs Office or Ombudsman's Office for advice on formal procedures for grade appeal.

CONFLICT RESOLUTION AND STUDENT APPEALS AT UCSD

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

- * Attempt to resolve the matter informally first. Most disputes are the result of poor communication.
- * Attempt to resolve the matter immediately.
- * Try to be rational and objective. Do not allow emotions to interfere with finding a resolution.
- * Know your desired outcome. Be objective in this assessment.
- * Keep complete and accurate notes of the situation and the steps you have taken to find a resolution.

Develop a file for these documents.

- * Avoid being confrontational or accusatory. This only stops the resolution process.
- * Know the appropriate policies. Consult the departmental handbook, UCSD General Catalog, and other campus policies.

Appeal and other rights for students accused of violating UCSD policies and procedures are outlined in the UCSD Student Conduct Code http://ugr8.ucsd.edu/judicial/22_00.html.

Non-Academic Appeals and Grievances

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

Grievances concerning violations of student rights are covered by the Student Conduct Code grievance procedures, which are available on-line at http://ugr8.ucsd.edu/judicial/23_00.html#23.10

Examples of violations of students' rights include those affecting rights to privacy or protection from discrimination.

As with other appeals, a complaint about a non-academic decision first should be made promptly to the decision-maker, if known to the student. If an appeal to an individual faculty member or administrator is not resolved to the student's satisfaction, he or she may submit a written appeal to the appropriate committee, governmental body, unit manager, supervisor or designated representative for review and disposition. Such appeal must be made not later than one hundred (100) calendar days from the date of the incident causing the grievance. If the appeal at this level is not resolved to the student's satisfaction, the appeal may be continued as described in the UCSD Catalog or the Student Conduct Code procedures referenced to above.

Employment Appeals

A student holding an academic appointment, such as a Graduate Student Assistant, may appeal an action relating to his or her employment in accordance with appeal rights described in Academic Personnel Manual Policy 140, which is available on-line at <http://www.ucop.edu/acadadv/acadpers/apm/apm-140.pdf>. An appeal by a teaching assistant, reader, or tutor is covered by the ASE/UAW contract.

CONCERNS ABOUT ACCREDITATION/CERTIFICATION STANDARDS OR PROGRAM COMPLIANCE WITH STANDARDS

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

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

LIST OF SUPPORTING DOCUMENTS FOUND/SHARED ON GOOGLE DRIVE

- Academic Program Tracking (APT) document (shared individually with each student)
- Calendar of Important Activities
- KASA-CAA and KASA-CCC (shared individually with each student)

LIST OF SUPPORTING DOCUMENTS FOUND ON BLACKBOARD

(Course) SDSU/UCSD Joint Audiology Resources

- AUD-Forms (e.g., AUD-2, AUD-3, AUD-4, AUD-5)
- Financial Aid
 - Doctoral Project Enrollment Form
 - Instructions for completing Doctoral Project Enrollment Form
- Doctoral Project Listing and Resources
 - Approved summaries and committees of current students
 - Archived summaries and committees of graduated students
 - Mentorship Agreement Form
 - IRB Information
 - Writing resources
 - Statistica video tutorial
- GA Information and procedures
 - GA/RA policies with places for student initials
 - Instructions on how to submit GA/RA weekly Activity Reports

- o GA/RA Activity Report Submissions (Discussion Board Forum by faculty names)
 - o How to do Stuff (helping hints and procedures about GA activities)
- Plagiarism Tutorials
- ASHA (CAA) Accreditation and CCC-A Tracking
 - o KASA CAA
 - o KASA CFCC
- UCSD AuD Program Resources
 - o Contacts
 - o UCSD Handbook from Office of Graduate Student Affairs
 - o Cool audiology webpages

(Course) Audiology Clinic Resources Site

- SDSU Clinic Handbook
- Report Writing and Sample Reports
- SDSU Clinic Forms and Documents
- Lion's Club and Dept of Vocational Rehab procedures and documents
- WRS lists and critical difference values
- Outcomes Measures

LIST OF SUPPORTING DOCUMENTS FOUND ON TYPHON

Note: We are adopting a new program and clinical tracking system call "Calipso". Student who entered with Typhon will continue tracking their hours in Typhon.

- Externship Site Requests (login to your profile—Set up default choices—Clinical site "Request Addition")
- For the following (Student Accounts-->Student Account Tools-->Program Documents/Templates)
 - o Directions for students to track their clinical contact hours
 - o Y3 Off-campus power point from the meeting in December
 - o Y4 Externship power point from the meeting in March
 - o Y4 Externship authorization form
 - o Y4 Externship Finalization document

OTHER CONTACTS AND RESOURCES

STUDENT DISABILITY SERVICES (SDS) AT SDSU

Calpulli Center, Room 3101

Telephone: 619-594-6473

TDD: 619-594-2929

<http://www.sa.sdsu.edu/sds>

OFFICE FOR STUDENTS WITH DISABILITIES (OSD) AT UCSD

202 University Center

(858) 534-4382 (Voice/TDD)

<http://disabilities.ucsd.edu/about/>

STUDENT RIGHTS AND RESPONSIBILITIES

SDSU Student Rights and Responsibilities:

<http://www.sa.sdsu.edu/srr/index.html>

UCSD Academic Integrity:

<http://www.ucsd.edu/current-students/academics/academic-integrity/index.html>

STUDENT COMPLAINT PROCEDURES

<http://www.sa.sdsu.edu/srr/complaint1.html>

AAA CODE OF ETHICS (LINK)

<http://www.audiology.org/publications-resources/document-library/code-ethics>

ASHA CODE OF ETHICS (LINK)

<http://www.asha.org/docs/html/ET2010-00309.html>.

LICENSURE BOARD: CALIFORNIA SPEECH-LANGUAGE PATHOLOGY, AUDIOLOGY, HEARING AID DISPENSING

<http://www.speechandhearing.ca.gov/>

STUDENT ACKNOWLEDGEMENT FORM

After reading the AuD Student Handbook and the Code of Ethics of the American Academy of Audiology (AAA) and American Speech-Language-Hearing Association (ASHA), please print this page, sign-it, and turn it in to the SDSU AuD Program Co-director (use mailbox or put under office door). It is due by Tuesday (end of day) of the first week of classes.

I, _____, have read the Program's policies and procedures, and I understand that the Student Handbook is an important, albeit not only, source of information. In particular, I have read and understand the program's academic, clinical, summative exam grading/remediation/dismissal policy, generic abilities policy, clinical policies and procedures, including clinic attendance and dress code. I am aware that the Student Handbook provides detailed information about required steps and procedures necessary to graduate, and, along with the information provided by the Graduate Divisions of each university, will review this information as appropriate. I also understand that these policies and procedures may be updated during my time in the program, and I will be notified of any changes. By signing below, I acknowledge that I have read the aforementioned documents, and agree to abide by the universities' policies and the AuD Program policies and procedures throughout the SDSU/UCSD Joint Doctoral Program.

Signature

Date

APPENDIX

Financial Aid Doctoral Program Enrollment Questionnaire (SAMPLE)

Financial aid is through the SDSU Financial Aid Office for all 4 years of the program. If you have requested financial aid, you will be also required to fill out The Doctoral Program Enrollment Questionnaire from the SDSU Financial Aid Office. You do not have to complete the Verification of Enrollment for Joint Doctoral Program Students because you will always be enrolled in at least 5 units at SDSU. Below is some help on how to fill out the Doctoral Program Enrollment Questionnaire for **2016-2017** (Do not use this table—get actual Questionnaire from the Financial Aid Office).

Specify Your SDSU Doctoral Program: Audiology (AuD)		
Expected Enrollment Summer 2016	Expected Enrollment Fall 2016	Expected Enrollment Spring 2017
SDSU Units: NA Fees: NA Other Units: NA Fees: NA	SDSU Units: 13 Fees: \$8,808 + nonres? Other Units: 0 Fees: \$0	SDSU Units: 16 Fees: \$8,808 + nonres? Other Units: 0 Fees: \$0
Are all of your enrollment fees paid by the SDSU Doctoral Program? No If No, complete the following		
Summer 2016 Fee Payment Information	Fall 2016 Fee Payment Information	Summer 2017 Fee Payment Information
Fees paid by you: \$ NA	Fees paid by you: \$ All	Fees paid by you: \$ All
Fees paid by Doctoral Program: \$ NA	Fees paid by Doctoral Program: \$ None	Fees paid by Doctoral Program: \$ None
Fees paid by other source: \$ NA	Fees paid by other source: \$ None	Fees paid by other source: \$ None
List below all projected financial assistance (List any known scholarships (e.g., DLE). <i>Do not report GAship</i>)		
Financial Assistance (if applicable) Person or Program Name	Amount Fall 2016	Amount Spring 2017