



SDSU/UCSD
JOINT DOCTORAL PROGRAM in
LANGUAGE AND COMMUNICATIVE DISORDERS

STUDENT HANDBOOK

Academic Year 2023-2024

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Introduction

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

The JDP-LCD Program Co-Directors, Associate Director, Executive Committee and staff at both campuses are here to assist students and faculty and serve as resources. We welcome your comments, suggestions and active participation in the doctoral program. On behalf of the JDP-LCD, we wish you a wonderful and productive year in the doctoral program!

Program Background

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

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

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

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

Program Administration

The program is coordinated jointly by the Executive Committee (EC), which is comprised of three faculty members from each campus and led by the Program Co-Directors, one from each campus. The Associate Director works closely with the Co-Directors and EC to support the program. The Co-Directors and the Executive Committee oversee the program, establish procedures and set policies under the auspices of the Graduate Deans at SDSU and UCSD.

The **JDP-LCD Executive Committee** includes:

- SDSU Executive Committee members: Phillip Holcomb, PhD, SDSU Co-Director; Sonja Pruitt-Lord, PhD, CCC-SLP; and Stephanie Riès, PhD.
- UCSD Executive Committee members: Seana Coulson, PhD, UCSD Co-Director; Jeanne Townsend, PhD; Sarah Creel, PhD.

The JDP-LCD Associate Director, Dr. Irina Potapova (SDSU), works with the Co-Directors to support the administration of the program. Dr. Potapova also serves as the JDP-LCD Clinical Coordinator. Dr. Tracy Love (SDSU) serves as an Ex Officio member.

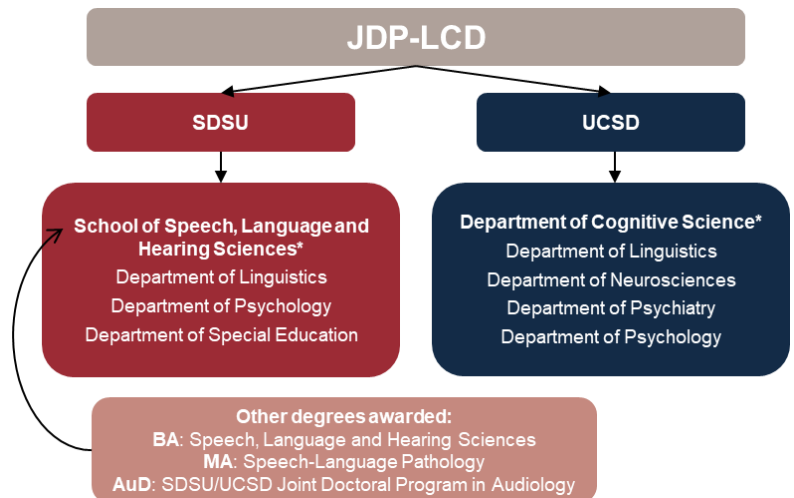
The program also receives support from Administrative Staff at each university, including Janet Park, Administrative Support Coordinator (SDSU); Reya Gredonia, Administrative Support Assistant (SDSU); and Charmaine Lising, Graduate Advisor (UCSD).

Doctoral Program Faculty

A current list of faculty is available on our website: <https://slhs.sdsu.edu/phd/faculty/>

Program Resources

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



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

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

in labs here in the US and abroad.

San Diego State University (SDSU)

Founded in 1897, San Diego State University, with over 35,000 students, is the oldest university in the San Diego region and one of the largest in California. SDSU is classified by the Carnegie Foundation as "Doctoral/Research University-Intensive." Peers in this group include George Washington University, Syracuse University, Texas Tech University and the University of Oregon. Since 2000, SDSU faculty and staff have attracted more than \$1 billion in grants and contracts for research and program administration. In the 2022-2023 Academic year, [SDSU received a record-breaking \\$192.2 million in grants and contracts from national, state, local and private sponsors](#), including the National Institutes of Health and the National Science Foundation. SDSU is one of 23 universities in the California State System (CSU).

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

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

The [School of Speech, Language, and Hearing Sciences](#) is housed in the Speech, Language, and Hearing Sciences (SLHS) building on campus. The school's Director is Dr. Ignatius Nip. The School is part of the [College of Health and Human Services](#), which also includes the School of Exercise and Nutritional Sciences, School of Nursing, School of Social Work, and the School of Public Health. The Dean of the college is Dr. Steven Hooker; the CHHS Dean's office also includes two JDP-LCD faculty members: Dr. Alyson Abel serves as the Interim Associate Dean for Academic and Faculty Affairs and Dr. Giang Pham serves as the Associate Dean for Research. SLHS has 16 tenured/tenure-track faculty, as well as a large number of lecturers.

The Speech, Language, and Hearing Sciences building is a state-of-the-art facility that houses most SLHS faculty offices, high-tech research and instructional labs, classroom spaces as well as the School's Audiology and Speech-Language Clinics. In the SLHS building, you'll also find the School's IT Technician, the Administrative Support Coordinator, Janet Park, and Administrative Support Assistant, Reya Gredonia. Some members of the JDP-LCD Executive Committee and the Assoc. Director are affiliated with SLHS. Most of the School's graduate classes meet in this building.

The clinics are administered by the School's Director and the Clinic Directors (Carrie Goodwiler, MA., CCC-SLP, Speech-Language Clinic Director; Christy Kirsch, AUD., CCC-A, Audiology Clinic Director) within each of the Divisions (Speech-Language and Audiology) and are supported by the Clinical Administrative Support Coordinator, Marla Fulton, and Administrative Technician, Danielle Martin. The clinics serve as the primary training site of the MA program in speech-language pathology and the SDSU/UCSD Joint Doctoral Program in Audiology (AuD), and offer a variety of services related to speech, language, voice, and hearing. The clinics are open to the community as well as students and faculty. Each year, they serve about 1,300 clients in speech-language and about 450 clients in audiology.

Doctoral students with labs located in the SLHS building have access to workspace in their labs. Students in off-campus SDSU or UCSD labs have access to the PhD shared offices when at SLHS. Doctoral students should contact Program Co-Directors and the Associate Director if other space/equipment needs arise.

SDSU College of Graduate Studies

The JDP-LCD falls under the umbrella of the College of Graduate Studies (CGS) at SDSU. The CGS Dean is Dr. Tracy Love, a JDP-LCD faculty member and SLHS Co-Director (2014-2022). The CGS offers a variety of valuable resources to graduate students across programs, ours included. Throughout your time in this program, it will be useful to you to visit the CGS website (<https://grad.sdsu.edu/>) for things like identifying funding opportunities; learning about process and deadlines for graduation; advocacy, and

identifying other resources. Similarly, we encourage you to take advantage of resources and programming available through the Office for Graduate Life and Diversity (<https://sacd.sdsu.edu/gradlife>), an office within Student Affairs and Campus Diversity.

University of California, San Diego (UCSD)

UCSD, one of 10 [University of California](#) campuses, has been singled out for top rankings in national surveys for both its graduate and undergraduate programs. The Education Editor of *The New York Times* listed it among the nation's top-ranking institutions. *US News and World Report* magazine ranks UCSD eighth in the nation among publicly supported institutions. It currently ranks fifth in the nation in the amount of federal grant money received for research and development. Since its beginning, UCSD has encouraged interdisciplinary research and education in innovative degree programs that cut across departmental boundaries (e.g., interdepartmental PhD programs in Neuroscience and in Cognitive Science). UCSD has also become a center for cognitive neuroscience and psycholinguistics, including cross-linguistic studies of language development and the cognitive and neural basis of language production and comprehension across the lifespan.

Department of Cognitive Science (UCSD)

The [UCSD Department of Cognitive Science](#) is located in the Cognitive Science Building (CSB), where faculty, research, technical, and administrative staff work. The UCSD Co-Director, Dr. Seana Coulson, is affiliated with Cog Sci at UCSD.

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

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

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

UCSD Division of Graduate Education and Postdoctoral Affairs

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

Program Requirements

Concentration

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

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

Concentrations are supported by coursework and lab training, and are to be declared in the student's Annual Review (see below for more information).

Methods Minor

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

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

Methods Minors are supported by coursework and lab training, and are to be declared in the student's Annual Review (see below for more information).

Course Requirements

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

- The **Tools** requirement consists of two courses in statistics/research design, one course in

neuroanatomy and physiology, one course in language structure and theory, and one professional survival skills course.

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

A summary of required courses is provided in Appendix A.

At the start of each quarter/semester, you are required to complete an enrollment form and submit to the JDP-LCD office for documentation; instructions will be provided via email.

Minimum GPA

According to UCSD Division of Graduate Education and Postdoctoral Affairs policy and SDSU College of Graduate Studies policy, all students must maintain a 3.0 GPA to be considered in good standing. If a student's GPA at UCSD is below a 3.0 but their GPA at SDSU is above a 3.0 (or vice-versa), UCSD will look at the combination of both GPAs to calculate a student's eligibility. Note that for a class to count towards a requirement (i.e., Tools, Foundations, Electives, Concentrations, and Methods), students must earn at least a B-.

Laboratory Rotations and Projects

To obtain expertise in current, state-of-the-art research methodologies, each student is to complete **two** laboratory practica. These will take the form of rotations through two laboratories (students are encouraged to have an experience on each campus) in which different aspects of language and communicative disorders are studied using different methodologies. There is a great deal of flexibility in these rotations because each student may have different interests. Completion of both lab rotations should take place within the first two years.

In each rotation, students will carry out potentially publishable research projects (i.e., the first- and second-year projects), in which data will be analyzed, prepared for publication, and presented orally. The first-year project will be carried out during the first year lab rotation, and the second-year project will be completed during the second lab rotation. Each project will be presented to the doctoral faculty and students at the annual colloquium. You are encouraged to submit these projects for presentation at professional meetings and to submit them to an appropriate journal. Students are also required to submit a write-up for each presentation to the JDP-LCD office.

First year rotations often take place in the mentor's lab. It is important to set up second year rotations by the end of the first year to facilitate project planning; rotation plans are also to be documented to students' annual reviews. Students and mentors should work together to plan rotations; Program Co-Directors and the EC are happy to advise and should be consulted.

Responsible Conduct of Research

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

- Training is to be completed online through [CITI](#).
- Information for SDSU can be found at: <https://sdsuedu.sharepoint.com/sites/GRA/res/RA/RCR/SitePages/Home.aspx>
- Information for UCSD can be found at: https://irb.ucsd.edu/CITI_UCSD_Training.pdf

You will be required to maintain certification through the program, sharing this documentation with the JDP-LCD office and with your mentor.

IRB approval

Note also that Human Subjects research must be approved before initiation. See Appendix B.

Teaching

The teaching requirement may be satisfied under one of two options.

Model 1 requires that the doctoral student teach a full course and submit the course syllabus to the Executive Committee for review at the end of the semester/quarter.

Model 2 requires that the doctoral student serve as a teaching assistant (TA) for two *different* college-level courses (you can petition to be allowed to teach the same class twice to fulfill this requirement). All requests must be made in writing to the JDP-LCD Executive Committee.

Students should discuss teaching interest with their mentor to identify optimal teaching opportunities. For teaching and TA'ing at SDSU, the JDP-LCD office will invite students to share their interest. At UCSD, TA applications are available here: <https://cogsci.ucsd.edu/graduates/teaching-assistants/index.html>

Teaching Training and Support

At SDSU, the [Center for Teaching and Learning](#) offers a variety of resources to support instructors. It is recommended that JDP-LCD students complete their [self-paced training course for graduate students](#).

At UCSD, the [Teaching + Learning Commons](#) offers similar resources.

Language Requirement

Students are required to have some experience in learning a second language. This may be satisfied through informal learning, immersion, or two or more years of formal coursework in a second language. Any recognized natural language will be acceptable to fulfill this requirement (including ASL or other sign languages). Artificial languages, such as computer languages, will not satisfy this requirement.

For students selecting the multilingualism concentration, proficiency must be demonstrated in English and at least one other language. Each student must submit a Language Requirement Completion form as soon as possible to assure they have met the requirement or have time to meet it well in advance of their fourth year in the program. The form may be found on the JDP-LCD website.

Completed forms should be submitted to the JDP-LCD office and included in the student's annual review.

Qualifying Examination and Advancement

Advancement requires the completion of the Integrative Paper and the Dissertation Proposal (more information in [Appendix C](#)), including written documents and public presentations. **Students must advance by the end of their fourth year.** Importantly, there is a **one-year minimum** between the advancement and the dissertation defense. As such, students and mentors must plan carefully, including working backwards from a desired graduation date. (See [Appendix C](#) for more details.) Plans should also account for committee members' schedules; note that summer defenses may be more difficult to schedule, as not all faculty will have availability during the summer.

Program documentation

Individual Development Plan

We require that ALL JDP students complete an Individual Development Plan (IDP) at the start of the academic year. An IDP is a dynamic individualized document that identifies and outlines career goals and

is a tool to manage career development throughout graduate training. This is a document that is created by the graduate student in partnership with their mentor(s)/mentoring teams.

NIH requires that all students who are funded through any NIH mechanism (training grant, NSRA predoc, faculty grant, etc.) complete an IDP. This is something that both SDSU and UCSD require. That said, even if you are not currently funded by one of these mechanisms, we are still requiring you to complete this at the beginning of each academic year. The NIH has argued that IDPs are a useful tool to help graduate students identify their career goals and what they need to accomplish to achieve those goals. In addition, the IDP process can facilitate communication between faculty mentors and their trainees.

There is a wonderful (free) website that can guide you through this process: <http://myidp.sciencecareers.org/>. Work with your mentor to complete and revise this document. You'll be asked to submit your myIDP summary in the fall.

Annual Reviews / Student Evaluations

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

Program requirements summary

[This document summarizes program milestones](#); you are encouraged to use it to track your program progress.

Throughout the program, students and mentors are encouraged to discuss progress regularly; JDP-LCD leadership is available as questions arise.

Optional Clinic Training Track

SLHS has an educational program in speech-language pathology that is accredited by the Council on Academic Accreditation in Audiology and Speech-Language Pathology of the American Speech-Language-Hearing Association. It may be possible for a doctoral student to obtain academic and clinical training in preparation for the ASHA CCC or complete a CFY concurrently with doctoral studies. The clinical track is optional, and access to clinical training is not automatic or guaranteed. Initiation of clinical training requires the approval of the S-L Division faculty and the availability of openings in the clinical program. Students interested in this track should contact the JDP-LCD Clinical Coordinator (Dr. Potapova) as soon as possible.

In addition to any prerequisite courses needed, students interested in pursuing the optional clinical training track will be required to complete an additional 11 academic courses (~33 units) as well as clinical practicum courses (~17 units). Since these options will likely increase the length of time in the program, it is important to discuss your interests with your advisor. Students must advance by the end of their fourth year in the program. If a student does not show continued progress in their doctoral program during the time they are involved in clinical training, they may be removed from clinical track. Additionally, courses associated with this optional track, including summer units, may not be covered by the program. Thus, students and mentors will need to discuss implications for funding.

Getting started at each campus

Emails

Student accounts on both campuses run on the Google Platform. This means you will be able to use Google Drive, gmail, and other resources associated with G-Suite. Note that checking both emails regularly is needed, as important information from each university will be directed to university-affiliated emails (and not personal emails).

SDSU: Students are required to obtain an @sdsu.edu email account through the SDSUId single sign on. Instructions on how to obtain your email account can be found [here](#). To activate your SDSUId, login with your credentials at: <https://getid.sdsu.edu>. Following these instructions, you will be able to set a new SDSUId password and complete the SDSUId/Microsoft Office 365 activation process. Student accounts remain active for the duration of a student's SDSU affiliation.

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

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

Parking

Check the Parking offices of both campuses for parking information:

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

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

Permits can be purchased online at UCSD and SDSU. Students will need a parking permit for each campus if they wish to park on campus. We now have **parking reciprocity** across campuses. Each semester, we provide all JDP student names to the parking offices at both campuses.

- If you purchase an SDSU parking permit, you can use that to receive parking at UCSD.
 - Note that at SDSU, you are eligible for a faculty/staff parking permit (rather than a student permit). Contact SDSU Administrative staff to obtain the necessary letter for the parking office.
- If you purchase a UCSD parking permit, then you can take that permit to SDSU's parking office off of 55th Street to receive an SDSU one-semester permit.

Identification Cards

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

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

Lab, Shared Spaces and Keys

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

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

At **SDSU**, there are shared doctoral spaces (SLHS 242 and SLHS 230). If you are a course instructor or TA, you may need to host office hours. This can be done in this shared space. Should you need to use this space occasionally, you may borrow a key from SLHS staff or leadership; if you will be using this space regularly, contact [Reya Gredonia](#) for key requests, which are now done through AdobeSign. JDP-LCD students may retain their keys, without renewal, until graduation. Please remember that this space, and any equipment in the space, is intended for **doctoral student use only**.

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

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

JDP-LCD Mailbox

To receive mail at:

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

Telephones

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

Campus resources

JDP students have access to resources at both campuses. A selection of services is listed below:

SDSU	UCSD
Mental Health Counseling and Psychological Services Calpulli Center, Suite 4401 Telephone: (619) 594-5220 Counseling and Psychological Services Student Affairs and Campus Diversity SDSU	Counseling and Psychological Services Central Office: Galbraith Hall, Room 190 Telephone: (858) 534-3755 Counseling and Psychological Services (CAPS)
Financial Aid Issues/Regulations Office of Financial Aid and Scholarships Student Services West Room 3605, Phone: (619) 594-6323; Fax: (619) 594-4268 Financial Aid Student Affairs and Campus Diversity 	Financial Aid Office Student Services Center, 3 rd floor north Telephone: (858) 534-4480 UC San Diego Financial Aid & Scholarships

[SDSU](#)

Accommodations

Student Disability Services (SDS)
Calpulli Center, Suite 3101 (third floor)
Telephone: (619) 594-6473, TDD: (619) 594-2929
https://newscenter.sdsu.edu/student_affairs/sds/

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

Illness

Student Health Services
Calpulli Center
Telephone: (619) 594-5281
[Student Health Services](#)

see also: [Well-being & Health Promotion | Student Affairs and Campus Diversity | SDSU](#)

Economic Support

Economic Crisis Response Team
[Economic Crisis Response Team | Student Affairs and Campus Diversity | SDSU](#)

Student Grievances and Rights and Responsibilities

Ombudsmen
Student Services West, Room 1604
Telephone: (619) 594-3069
[Student Rights and Responsibilities](#)

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

University Registration

Registration Requirements

- Students must spend a minimum of one year in academic residence at each campus.
- Students must be registered on both campuses unless on an official leave of absence, or out one semester at SDSU except as provided in C below. Students who are not continuously enrolled will be considered to have withdrawn from the doctoral program.
- A student must be registered at the two campuses in the term in which the degree is to be awarded or may pay the filing fee at UCSD providing the student was registered in the previous term.
- At the beginning of each academic year, the JDP informs the SDSU College of Graduate Studies where each student will be enrolled during the academic year. This report also includes all financial support provided from program sources, by type and amount. The College of Graduate Studies will provide UCSD's Graduate Division with a copy of this information.
- All financial aid assistance will be provided by SDSU. Students should not apply for assistance to the Financial Aid Office at UCSD.
- Immunizations: Students must follow immunization requirements for both universities (see Graduate Bulletins). [SDSU information](#) / [UCSD information](#)
- [SDSU Immunization Requirements](#) - effective for all regularly enrolled who are incoming to SDSU Fall 2019 and after
 - Entering students are required to present proof of the following immunizations to San Diego State University **by the first day of their first semester at SDSU**. Required immunizations and screening:
 - **Measles, mumps and rubella (MMR):** Two doses with first dose on or after first birthday; OR positive titer (laboratory evidence of immunity to disease).
 - **Varicella (chickenpox):** Two doses with first dose on or after first birthday; OR positive titer. *History of contracting the disease does not meet compliance.*
 - **Tetanus, diphtheria and pertussis (Tdap):** One dose after age 7.
 - **Meningococcal conjugate (serogroups A, C, Y, & W-135):** at least one dose at age 16 or older for students up to age 23.
 - **Meningococcal B (Meningitis B):** Students ages 16 - 23. Complete series, may be two or three doses.
 - **Hepatitis B (Hep B):** Students age 18 and younger should complete series. Based on type of vaccine, the series is either two or three doses. (CA Health & Safety Code, Sec. 120390.5)
 - **Screening/Risk Assessment: tuberculosis (TB):** All incoming students must complete a tuberculosis risk questionnaire.
Incoming students who are at higher risk for TB infection, as determined by the screening questions, should undergo testing for TB infection within one year of SDSU entry.

The above are not admission requirements but are required of students as conditions of enrollment at San Diego State University.

- Additionally, the following immunizations are strongly recommended:
 - **Hepatitis A (Hep A):** All students regardless of age.
 - **Hepatitis B (Hep B):** Students age 19 and older.
 - **Human papillomavirus (HPV):** For women and men through age 45.
 - **Influenza (flu):** Annually for all students, regardless of age.
 - **Pneumococcal:** For all students age 65 and older and for students with certain medical conditions (e.g., severe asthma, diabetes, chronic liver or kidney disease).
 - **Poliovirus (polio):** Regardless of age, if the series was not completed as a child.
 - **COVID-19 Vaccination:** On April 22, 2021 the California State University system and University of California shared in a joint announcement that students, faculty

and staff will be required to have a COVID-19 vaccine to be able to access campus facilities this fall. On December 22, 2021, it was announced that the booster was similarly required.

- The CSU, of which SDSU is part, indicated two important conditions for the requirement to be implemented: The requirement is contingent upon full approval of one or more vaccines by the U.S. Federal Drug Administration (FDA), and adequate availability of fully approved vaccines.
- Additional information and guidance, including exceptions that will be offered for students, faculty and staff, is forthcoming and will be shared [here](#).

Students may fulfill immunization requirements by submitting medical documentation as proof of immunization online through the secure HealthConnect at <https://healthconnect.sdsu.edu>. Positive laboratory evidence of immunity may also be used to prove immunization status. For more information call 619-594-4325 or [email immunizations@sdsu.edu](mailto:email_immunizations@sdsu.edu).

Academic Calendars and Registering for Courses

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

Academic Calendars

Please note that SDSU is on a semester schedule and UCSD is on a quarter schedule. Consult both calendars as you plan things like data collection, various research efforts, professional/personal travel, and more.

In the case that you do not require summer enrollment, you will enroll in units 5 times each academic year: at SDSU, in fall and spring; at UCSD, in fall, winter and spring. **To maintain full-time status, you must always be enrolled in 6 units at SDSU and 10 units at UCSD.** Students and mentors are advised to pay close attention to academic calendars at both universities to ensure that deadlines for registration, schedule adjustment and graduation are met. Note that late registration may result in late fees.

Academic calendars are linked below:

- [SDSU](#)
- [UCSD](#)

How to Register for Courses (SDSU)

At SDSU you must register online on [my.SDSU](#) using your RedID/EmplID. The Class Schedule (available at <http://www.sdsu.edu/schedule>) contains specific information on registration, the courses offered for the term, and a listing of the fees required for enrollment.

How to Register For Courses (UCSD)

At UCSD you must register online on [WebReg](#) to avoid late fees, using your UCSD ID number. Additional details about WebReg and the enrollment process can be found here: <https://students.ucsd.edu/academics/enroll/graduate-enrollment/index.html>.

Health Services and Insurance

Health Services

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

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

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

Health Insurance

Up-to-date information regarding student insurance is available here:

<https://grad.sdsu.edu/current-students/insurance>. Information FAQs about [Health Insurance at SDSU](#) provides information about these and other programs (e.g., Covered California).

Graduate students are strongly encouraged to secure health insurance, taking into consideration federal law (the Affordable Care Act) and similar requirements in the state of California. The resource linked above provides useful information, including the ability to [schedule a one-on-one appointment with a Healthcare Connection Coordinator](#). Another useful resource is [Covered California](#). SDSU students can schedule an on-campus appointment with [San Diegans for Healthcare Coverage \(SDHCC\)](#), 619-231-0333 to discuss health coverage options. Students struggling to afford any of the available options may be eligible for support from [SDSU's Economic Crisis Response Team \(ECRT\)](#).

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

Residency

Campus Residency

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

California Residency Requirements

Out-of-State Students

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

International Students

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

SDSU International Student Center http://go.sdsu.edu/student_affairs/isc/aboutus.aspx	UCSD policy http://www.ucsd.edu/current-students/finances/fees/residence/noncitizens.html
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NOTE: Students should refer to the policies of both universities that are available online, in official catalogs, schedules of classes, and from the SDSU Registrar's Office and UCSD's Graduate Division (GRA) for more specific information.

Funding information

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

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

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

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

Additional Funding for Students and Awards

SDSU's College of Graduate Studies provides a list of available funding resources here:

<https://grad.sdsu.edu/financial-support/internal-fellowships-and-awards>.

Please consult with your mentors and JDP-LCD leadership to generate ideas.

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

A few funding opportunities are highlighted below:

SDSU Scholarships

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

UCSD Dissertation Fellowship

This fellowship is awarded to promising students in the final stages of their doctoral work who

demonstrate strong potential for university teaching and research. This Fellowship is a terminal support award and only candidates projected to finish during the twelve-month award period should be nominated. Contact the UCSD Graduate Studies Office for application deadlines and other information regarding the fellowship.

External Awards

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

Travel funds

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

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

SDSU Graduate Student Travel Funds

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

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

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

UCSD Graduate Student Travel Funds

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

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

must be presenting a paper or giving a talk on their own original research.

Any questions about the Travel Grant program can be directed to contact@gsa.ucsd.edu

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

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

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

Other important information about traveling to conferences

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

Additional notes re: funding

Graduate Assistantships/Teaching Assistantships

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

Training Grant Predoctoral Awards

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

General Information and Help for Students

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

Affiliation

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

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

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

Leave of Absence/Withdrawal

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

Outside Employment

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

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

Problem Resolution

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

SDSU Parental Leave for Graduate Students

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

Student Misconduct, Discipline and Grievances

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

SDSU: http://go.sdsu.edu/student_affairs/srr/conduct.aspx

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

Following due process established by each university, a student may be subject to expulsion, suspension, probation, or a lesser sanction. Examples of behavior that might result in disciplinary action include cheating or plagiarism, forgery or misuse of campus documents or records, willful damage to campus property or equipment.

Transcripts

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

Vacations

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

Specific to our program, it is important to consider that SDSU is on the semester system and UCSD is on the quarter system; start and end times for each semester/quarter may or may not overlap (e.g., during December/January, the two university schedules vary significantly). Attendance and participation in coursework is expected, so please work with your mentor and program leadership to plan off-time effectively.

Safety

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

UCSD offers the following services:

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

SDSU offers the following services:

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

Graduate Student Representatives

Your Graduate student representatives are another resource throughout the program. They are indicated in the student directory, towards the end of this document. Some information about this role is provided below:

Selection

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

Example Responsibilities

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

SDSU JDP-LCD Administrative Directory

Holcomb, Phillip (JDP-LCD Co-Director) (619) 594-3212
pjh@neurocoglabs.org, 6505 Alvarado Road, Suite 203

Riès, Stephanie (JDP-LCD Executive Committee Member) (619) 594-2373
sries@sdsu.edu, SLHS 239

Pruitt-Lord, Sonja (JDP-LCD Executive Committee Member) (619) 594-1224
spruitt@sdsu.edu, MH-3310

Love, Tracy (JDP-LCD Executive Committee Member) (619) 594-6354
tlove@sdsu.edu, SSE 1410

Potapova, Irina (JDP-LCD Associate Director & Clinical Track Coordinator) (619) 594-0243
ipotapova@sdsu.edu, SLHS 241

School of Speech, Language, and Hearing Sciences

Park, Janet (School Administrative Support Coordinator) (619) 594-7746
jpark@sdsu.edu, SLHS 221

Fulton, Marla (Clinic Administrative Support Coordinator) (619) 594-7107
mfulton@sdsu.edu, SLHS 101A

Gredonia, Reya (School Administrative Support Assistant) (619) 594-6775
rgredonia@sdsu.edu, SLHS 248

Tran, Clement (Info Tech Consultant)
ctran7@sdsu.edu, SLHS 240

UCSD JDP-LCD Administrative Directory

Coulson, Seana (JDP-LCD Co-Director) (858) 534-7486
scoulson@ucsd.edu, Department of Cognitive Science

Creel, Sarah (JDP-LCD Executive Committee Member) (858) 534-7539
screel@ucsd.edu, Department of Cognitive Science

Townsend, Jeanne (JDP-LCD Executive Committee Member) (858) 246-1931
jtownsend@ucsd.edu, Department of Neuroscience

Department of Cognitive Science

Charmaine Lising (Graduate Advisor)
c2lising@ucsd.edu

Castro, Joe (IT support) Social Sciences Computing Facility <https://sscf.ucsd.edu/>
jcastro@ucsd.edu

JDP-LCD Student Directory

Student	Email
Abbott (Todd), Noelle	ntodd6857@sdsu.edu
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Akers, Emily	eakers@sdsu.edu
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John, Abby	ajohn0169@sdsu.edu
*Levi, Sophie	slevi@sdsu.edu
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Momsen, Jacob	jmomsen@ucsd.edu
*Pankonin, Ashlie	apankonin3092@sdsu.edu
Parra, Hilda	hparra8841@sdsu.edu
Ramos-Gallardo, Tatiana	tramosgallardo3396@sdsu.edu
*Rishi, Preeti	prishi3933@sdsu.edu
Saunders, Emily	esaunders2292@sdsu.edu
*Sen, Christina	csen7960@sdsu.edu
Terhune-Cotter, Brennan	bterhunecotter0187@sdsu.edu
Wang, Yusheng (Derek)	ywang5969@sdsu.edu

* *Graduate Student Representative*

Appendix A: Required Courses

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

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

		SDSU	UCSD
Tools	Statistics <i>2 courses required</i>	PSY 670 or 770 A and B	PSY 201 A and B
	Neuroanatomy/ Neurophysiology <i>1 course required</i>	PSY 767*	COGS 201 CLIN 205 NEU 200* (A, B, or C), 270A*
	Syntax <i>1 course required</i>	LING 522 LING 581 or approved elective	LIGN 211 LIGN 220 LIGN 221 or approved elective
	Survival Skills <i>1 course required</i>	INT-S 690	ANTH 271/COGS 241/NEU 241/PATH 241 PHAR 219 PSYC 213 SOMI 226, 241
Foundations	Normal Language/Cognition <i>Adult</i>	SLHS 750 PSY 561 PSY 787	COGS: 200*, 203 PSY 218A/B, LIGN: 225, 272 NEU: 200C, 243
	Normal Language/Cognition <i>Child</i>	PSY 632	COGS: 200*, 260* LIGN: 279, 282 PSYC: 217, 235
	Disorders of Language/Cognition <i>Adult</i>	SLHS 790	
	Disorders of Language/Cognition <i>Child</i>	SLHS 793	
	Disorders of Language/Cognition <i>Multilingualism</i>	SLHS 794	

* Rotating topics and varying instructors.

JDP-LCD Executive Committee must approve course for requirement to be met.

Students are thus advised to connect with JDP-LCD leadership prior to enrolling in the course.

Electives

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

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

Examples of Electives

Theme	SDSU	UCSD
Statistics/ Methods	PSY 775 or 776 - Multivariate Statistics SPED 685 - Single Case Research Design	COGS 243 - Statistical Inference and Data Analysis FPM 288 - Intro to Qualitative Research Methods PSYC 201C - Quantitative Methods in Psychology PSYC 210 - Methods of Human Cognitive Neuroscience PSYC 231/NEUG 231 - Data Analysis in Matlab
Language Processing	Basic Computational Linguistics Certificate: LING 420 or 501 - Introductory Linguistics LING 572 - Data Analysis Tools LING 571 - Scripting or Linguistic Databases LING 581 - Intro to Computational Linguistics LING 652 - Second Language Acquisition LING 572 - Python Scripting	COGS 238 - Topics in Cognitive Linguistics: Ambiguity LIGN 210 - Graduate Phonetics LIGN 211 - Graduate Phonology LIGN 274 - Computational Psycholinguistics
Neuroscience/ Neuroimaging	PSY 769 - Advanced Neuroimaging	COGS260/SOMI 276A, B, C - Fundamentals of Functional Neuroimaging NEU 270B - Neurobiology of Disease: Neurodevelopmental Disorders
Other	SLHS 696 - Seminar: Grant Writing for JDP-LCD* LING 505 - Writing for Graduate Students	

* The Grant Writing Course is required for any student supported on the T32 training grant, and it will count towards an elective

Course Descriptions

Students and mentors are advised to regularly review available courses at both campuses to identify training opportunities for their students.

SDSU Graduate Bulletin	UCSD Catalog
SLHS	Psychology
Linguistics	Cognitive science
Psychology	Linguistics
Int-s	Neurosciences
	Clinical Psychology
	Anthropology

Appendix B: Human Subjects Guidelines

Human Subjects Procedures

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

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

Application Information and Procedures

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

Important Links:

- SDSU's [Human Research Protection Program](#)
- UCSD's Human Research Protections Program: <http://irb.ucsd.edu/>
- [Collaborative Institutional Training Initiative \(CITI\) Human Subjects Research Training](#)
- Responsible Conduct of Research: Training in responsible and ethical research practices is an integral part of preparing academic professionals to conduct research. Both the National Institutes of Health (NIH) and the National Science Foundation (NSF) have requirements for training in the Responsible Conduct of Research).
- [SDSU/UCSD Joint Review Agreement for Faculty](#)
- [SDSU/UCSD Agreement for JDP/Master's Degree IRB Review](#)

Appendix C: Advancement to Candidacy & Dissertation Defense

University time limits for completing doctoral studies

The JDP-LCD program is based upon a five-year coursework and research curriculum, with students required to comply with policies at both universities. Importantly, students are required to advance by the **end of their 4th year**, and the total registered time in the program **may not exceed eight years**. A **full academic year is required** between advancement and the defense of the completed dissertation.

Completion of the dissertation and graduating in a timely fashion requires planning and communication between the student, mentor and JDP-LCD leadership. It is very important that you become familiar with university policies, requirements, and regulations well in advance of advancing to candidacy. The JDP-LCD leadership and staff on both campuses are here to help. It is the student and mentor's responsibilities to review information related to doctoral students that is available in the [SDSU](#) and [UCSD](#) online catalogs and at the graduate division websites ([SDSU](#), [UCSD](#)).

A brief summary of advancement requirements and paperworks follows. Students and advisors are referred to official university documents for full details, and it is helpful to reach out to JDP-LCD leadership as you approach these milestones. Please take note of the timelines described below and work backwards to ensure successful completion of all requirements on your preferred timeline.

Advancement

All students must advance by the end of their fourth (academic) year, including those doctoral students completing the optional clinical training track. To advance, program requirements must be completed. That is, by the end of the fourth year, a student must have completed all coursework, two research projects, two lab rotations, teaching requirements, and met the language requirement. In addition, each student must pass a written and oral examination ([integrative paper](#), see below) and successfully defend their [dissertation proposal](#) (see below) before being advanced to candidacy. In rare cases, an extension of the deadline may be needed; however, waivers must be approved by UCSD's Division of Graduate Affairs. Before an extension can be considered, the student and advisor must discuss this with the JDP-LCD Co-Directors. Failure to follow all procedures and meet deadlines may put a student in jeopardy. Looking ahead, the student's defense of the completed dissertation (and graduation) may take place no sooner than one full academic year post advancement.

Forming your Committee

You work with your committee in the preparation of your Integrative Paper (IP), Dissertation Proposal and Dissertation. The committee consists of five members: two JDP-LCD doctoral faculty members from SDSU and two JDP-LCD doctoral faculty members from UCSD. One of these four members will be the student's dissertation chair (faculty advisor). The fifth member can be either a doctoral faculty member (but CANNOT be in the same home department as the committee chair) or a tenured faculty member from either campus. Under certain circumstances, Research Scientists (UCSD/SDSU) may be able to serve as a sixth member of a doctoral committee. Before approaching faculty members to serve on the committee, students should speak with their advisor and one of the JDP-LCD Directors to be certain those faculty members are qualified to serve. Before an SDSU faculty member can serve on a committee as an outside member, the faculty member must have prior approval by the College Dean and the Division of Graduate Affairs upon nomination by the JDP-LCD Program. Accordingly, it is important to communicate to JDP-LCD Co-Directors as students and mentors plan for dissertation committees. Pre-candidacy students and their advisors should meet with program Co-Directors **no later than the beginning of the fourth year** in order to ensure that advancement procedures are completed in a timely manner so that a student's status is not jeopardized.

Once a JDP-LCD student and mentor have chosen committee members and verified their interest, it is required to officially form the committee via the **JDP-2** form—the first of several forms required to move through advancements and your dissertation defense. **Plan ahead** because until formal approval of the committee from both universities has been received (via the JDP-2), a student cannot finalize preparation

of the integrative paper. Information about this and related forms, including submission procedures, is further described below.

Changes in Dissertation Committee

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

Qualifying Exam / Integrative Paper (IP)

In our program, the qualifying exam involves writing an **integrative paper (IP)** in collaboration with your committee and presenting the paper in a public forum. The paper is to be in the form of a scholarly review of one or more issues related to the student's chosen area of research; the oral component is to be a presentation of the paper. It is strongly recommended that a student allow ample time to discuss the scope of the integrative paper with their committee chair and committee members.

An integrated paper is a type of review of the literature that includes the analysis, synthesis and evaluation of information on a well-defined content area. The “integrative” component of the integrative paper is to bring together different strands in the literature related to the topic of interest. In some cases, this is theoretical versus clinical perspectives on an issue; in others, it involves how different populations (children, adults, healthy aging, various patient groups, etc.) support a particular mechanistic account of speech and language processing, or how different methodologies (computational modeling, eye tracking, brain imaging) help illuminate a particular research question.

Along these lines, many students have used the integrative paper to answer a question by integrating 2-4 topic areas (e.g. theories, methodologies, disorders, etc.) to articulate a new way to think about their area of interest. While describing relevant research in the chosen area, this paper should include your original thoughts and ideas on the topic that are based upon the available evidence. Due to the integrative nature of these reviews, they are not expected to be comprehensive in scope.

Importantly, the content of the integrative paper is flexible. In a traditional thesis, the first chapter is a literature review that summarizes extant research relevant to the aims addressed in the dissertation. This is one model for the integrative paper. Another model that may be more appropriate for students whose proposal is an F31 application is to use the integrative paper to review the literature relevant to their proposed studies to highlight the gap in the literature their proposed research will fill. While the IP need not be lengthy, it allows for a more substantive discussion of the literature than does the F31 format.

Please ask your advisor to share examples and work with them and/or your committee to develop an appropriate topic. A general guideline is the paper should be 20 to 40 pages including references and figures. Typically, the oral component is a 30 minute presentation followed by public questions from the audience and private questions from the committee. When scheduling these exams, plan for a total of at least 2 hours. Sometimes the process takes less than this, but occasionally committee discussion goes somewhat beyond the 2 hour mark — especially if the paper provides a novel, provocative synthesis of the literature.

Examples that have been published

- De Anda, S., Poulin-Dubois, D., Zesiger, P., & Friend, M. (2016). Lexical processing and organization in bilingual first language acquisition: Guiding future research. *Psychological Bulletin*, 142(6), 655.
- Potapova, I. & Pruitt-Lord, S. (2019a). Tutorial: Towards understanding the bilingual profile in typical and atypical language development. *International Journal of Speech-Language Pathology*.

Dissertation Proposal

The dissertation proposal will take the form of an NIH or NSF grant application.

For Model 1 dissertations where the studies being included have been completed the proposal will be based on completed research that becomes pilot studies for the grant proposal. The student may be encouraged to submit the grant proposal to support their future research (e.g., post-doctoral studies, R03, R01). When the Model 1 option is being selected and the dissertation proposal format matches a student's grant application for research to be completed, students should share the following sections with their committees: Abstract, Specific Aims, Research Strategy and References, while linking to the previous studies that will be included in the final dissertation. For Model 2 dissertations, the proposal will become the basis for the dissertation research to be completed and should also be written in the form of an NIH or NSF grant application.

While the Integrative Paper and the Dissertation Proposal are both required for advancement, it is required that there be a **minimum of seven days** between the two experiences. Under consultation with the mentor(s) and committee, students may propose the dissertation before the Integrative Paper. Note that the JDP-3 form cannot be completed until both defenses have been successfully completed (as deemed by the chair and committee).

In cases where a dissertation proposal is prepared first (by means of submitting an NIH or NSF grant), the student and mentor must ensure that the following has occurred BEFORE the grant proposal is submitted:

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

It is strongly recommended that doctoral students allow ample time to discuss the scope of their dissertation proposal concept with their committee chair and committee members well ahead of the actual writing of the proposal. Your dissertation chair is responsible for reviewing the proposal and giving you the "OK" before you send it to your committee members.

Candidacy

In order to complete the advancement stage of your doctoral program, both the Integrative Paper and the Dissertation Proposal must be successfully defended and approved by student's committee members, who sign the **JDP-3** form (see below) to recommend advancement. With the completion of your Integrative Paper Defense and your Dissertation Proposal defense, and the processing of your JDP-3 Form, you have officially advanced to candidacy—congratulations! Note that it is the completion of this paperwork that will timestamp your advancement (and start the clock for 1 year until your dissertation defense).

You may hear the time period post-advancement and pre-dissertation defense at the end of your program referred to as "ABD"—All But Dissertation. At this time, you may also choose to use the descriptor doctoral *candidate* rather than doctoral student.

Dissertation

After advancement to candidacy, the remaining requirement will be the satisfactory completion of the dissertation. Students and mentors should work together to plan a timeline that allows for the **one-year minimum** between advancement and the dissertation defense. Please note, as with any other research conducted during a student's graduate training, Human Subjects approval is needed; consult with your mentor to pursue IRB approval at the relevant university.

The dissertation may take one of the following two forms, described below.

Model 1 Dissertation

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

Model 2 Dissertation

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

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

- UCSD: <http://proquest.umi.com/login>
- SDSU: <http://library.sdsu.edu/find/digital-collections>

The defense will be the same for both dissertation models and will consist of an oral presentation of the dissertation material to the doctoral committee and a publicly invited audience.

Additional Logistics For the Dissertation: Formatting, UCSD Graduate Division & Scheduling

Dissertations must be formatted according to UCSD guidelines; see [Appendix D](#) below. As described below, students must share their written works with their committees at least two weeks ahead of the public defense. During this two-week time period, in addition to preparing your presentation, it is strongly suggested that you set up your preliminary appointment with UCSD Graduate Division (see [Appendix D: Dissertation Filing, Graduation And Commencement Procedures](#), below).

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

Working With Your Committee Through Advancement and Dissertation Research

Students are advised to regularly update their committee members on their progress for all projects (Integrative Paper, Dissertation Proposal and Dissertation); students pursuing an F31 application should also connect with their committees as they prepare their submission.

Public presentations (for the IP, Dissertation Defense and Dissertation) must be attended by your dissertation chair and all committee members; any exceptions must be approved in advance by the JDP-LCD Directors. Accordingly, all presentations should be scheduled with committee members' schedules and commitments in mind (including summer). Scheduling should take place well ahead of the proposed presentation date, as faculty are busy and scheduling can be difficult. As noted above, defenses during the fall/winter/spring terms are advised.

For each defense, the dissertation chair is responsible for reviewing the document before it is sent to the entire committee. Plan in advance, as students are required to share the document (i.e., the Integrative Paper, Dissertation Proposal and Dissertation) **at least two weeks** before the defense date.

Guidelines for public presentations: IP, Dissertation Proposal and Dissertation Defense

Event logistics

Defenses are public events, and JDP-LCD students, faculty, and colleagues are invited; students may also be interested in inviting family and friends. Committee members are expected to attend each defense. We aim to advertise each event with ample time for audiences to mark the event in their calendars. Accordingly, students should communicate with the JDP-LCD office at least **three weeks** ahead of the event so that event announcements and calendar events may be sent two weeks before each event.

Following each defense, audience members are invited to ask questions; afterwards, the committee meets with the student, and, ultimately, the committee meets in private to determine if the submitted work is acceptable.

Requesting ASL Interpreters

If ASL interpreters are needed, arrangements are best coordinated by event hosts (i.e., the student and mentor). [Requests are submitted here](#) for SDSU Events and should be submitted **at least one week in advance** (though sooner is better!). Students are further advised to stay in contact with the interpreting team the week of the event to confirm arrangements (use the email: sds.dhh@sdsu.edu). Finally, note that sharing materials (e.g., your abstract, slides) ahead of time may be helpful to the interpreting team.

Teleconferencing

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

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

Paperwork for Advancement and Dissertation Defense

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

JDP-2, 3 and 5 must be filled out in succession and routed through the JDP-LCD office, followed by approval by the SDSU Division of Graduate Affairs, and then UCSD; the JDP-4 only applies to students who are petitioning to change their committees.

The forms must be filled out correctly and signed off in the proper order designated on each form. University action regarding approval or denial is sent to the student who should immediately notify their advisor and the JDP-LCD office at SDSU. Students should inquire about the status of forms if they have not received notification in a timely manner (4 weeks from submission).

Form	Timeline and submission process
JDP-2: Nomination of doctoral committee	<p>As students and mentors begin conversations about the IP and ultimate dissertation research, you are encouraged to discuss potential committee members. As multiple criteria must be met for successful committee formation, you are encouraged to discuss committee plans with the JDP-LCD Co-Directors.</p> <p>To submit this form, email a completed copy to UCSD Grad Advisor; CC your mentor and JDP leadership. It is helpful to stay in contact with the Grad Advisor to learn about the ongoing status of your committee approval.</p> <p>Note that this document must be reviewed by many people across both campuses. As such, it is likely to take several weeks, if not longer. (i.e., do not assume that approval is automatic upon form submission!)</p>
JDP-3: Advancement to doctoral candidacy	<p>Provide a completed copy to the JDP-LCD office at least two weeks prior to your desired advancement date.</p> <p>A document will be routed via AdobeSign on your behalf, to be signed by your committee members after you have completed both the IP and Dissertation Proposal defense. The JDP-3 form will be automatically forwarded to both JDP-LCD Directors, SDSU Graduate Affairs and then to UCSD Graduate Division.</p> <p>You will receive a \$50 candidacy fee on your TritonLink account. After the form is processed, the student will receive official notice of approval to advance and a packet of information regarding Dissertation preparation and policies. To avoid a registration hold, the JDP-3 must be processed prior to the end of the fourth year.</p>
JDP-4: Change to dissertation committee	<i>Submit only as needed, and please discuss any concerns with JDP-LCD leadership</i>
JDP-5: Dissertation defense completion	<p>Provide a completed copy to the JDP-LCD office at least two weeks prior to your desired advancement date.</p> <p>A document will be routed via AdobeSign on your behalf, to be signed by your committee members after you have completed both the IP and Dissertation Proposal defense.</p>

In addition, following each event, students are required to provide an electronic copy of the final paper. Please send your Integrative Papers, Dissertation Proposals and Dissertations to the SDSU JDP-LCD office as soon as your committee has approved each document..

Advancement, Dissertation work, and Implications for Course Enrollment

A post-advancement student must register for dissertation units at the home university of the dissertation chair. The student must also register for dissertation units at the companion campus under a dissertation committee member.

At SDSU, SLHS 899 (Doctoral Dissertation) is the required dissertation course, and the schedule number is available from the JDP-LCD Office. At UCSD the course number is 299, though the title and acronym will vary depending upon the faculty member's department affiliation (e.g., PSYC 299, Independent Research; COGS 299, Thesis Research). Students must be enrolled in dissertation courses the semester that they graduate; students planning for a summer defense are advised to discuss summer tuitions/fees with their mentors.

Policies for dissertation course registration and tuition consequences are subject to change, so in-candidacy students should check with the program Co-Directors prior to enrollment.

Appendix D: Dissertation Filing, Graduation And Commencement Procedures

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

Dissertation Steps at UCSD

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

Dissertation Steps at SDSU

Detailed instructions are provided here: <https://grad.sdsu.edu/announcements-and-deadlines>.

Regarding your dissertation, after you have completed all steps at UCSD and your JDP-5 is signed by Sara Miceli, you must complete a Google form at SDSU (available from the website above).

You will be asked to upload the completed dissertation signature page, your dissertation, the Certificate of Completion of the Survey of Earned Doctorates from sedsurvey.org and an embargo letter (if needed).

Once [Pat Walls](#) (SDSU Doctoral Coordinator) confirms that everything is in order, that you are enrolled in SLHS 899 (see above!), and that all grades are in for earlier semesters etc., he will send your files on to Montezuma Publishing.

Quick links for Dissertation Information

UCSD	SDSU
Dissertation Preparation	Doctoral Procedural Steps
	Application for Graduation: In your Webportal account
	Montezuma Publishing: Dissertation Processing **

*** See the website to review current fees for publication*

Appendix E. Graduation and Commencement

SDSU

Graduation is not automatic upon the completion of degree requirements. A student must file for graduation through my.SDSU, whether for fall, spring or summer. The university deadline to file for graduation falls early in the semester, usually the second week of classes. Deadlines to apply for a summer graduation are particularly early, and take place in spring.

Students are encouraged to apply early, since the deadline is firm, and ***no late applications are accepted***. Students who complete their degree requirements and file for graduation in either the fall, spring, or summer term automatically qualify to walk in the SDSU graduation ceremony.

UCSD

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

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

Commencement

Step 1: Cap and Gown Rental

SDSU

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

UCSD

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

Step 2: Ceremony Participation

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

SDSU

In recent years, JDP-LCD students have been invited to participate in graduation ceremonies for SDSU's College of Health & Services. In 2023, the College of Graduate Studies launched a graduate ceremony. Pay attention to university emails with instructions regarding graduation, and reach out to JDP-LCD leadership with questions.

UCSD

JDP-LCD students are invited to participate in two separate ceremonies: (1) the All-Campus Commencement and (2) the Graduate Division Commencement (hooding ceremony).

UCSD Graduate Division will send an email to students eligible to register for Commencement. If you do not receive the email, please contact the UCSD Graduate Advisor. Additional information can be found on the UCSD Commencement website.

Graduation Summary

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