

HANDBOOK



UNM Communication Sciences and Disorders Doctoral Student Handbook

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UNM DEPARTMENT OF SPEECH AND HEARING SCIENCES

Doctoral Student Handbook

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Chapter 1

Program Overview

1.1 Introduction

This handbook describes important policies and procedures related to the Ph.D. program in Communication Sciences and Disorders. Some policies and procedures in this handbook come from the UNM Graduate School and the College of Arts and Sciences and will be cross-referenced (via links) throughout. Frequently visited links will include:

UNM Graduate Studies - <https://grad.unm.edu/home/> - including this Doctoral Degree Roadmap (with links/buttons for specific topics) that are particularly helpful - <https://grad.unm.edu/resources/graduate-students/start-to-finish-unm/phd/phd-roadmap.html> .

Other resources you may find useful during your studies include:

Financial Assistance and Support Programs

<https://studentaid.gov/>

<http://grad.unm.edu/funding/fellowships/index.html>

<https://grad.unm.edu/funding/index.html>

<http://grad.unm.edu/funding/scholarships/>

<http://scholarship.unm.edu/>

<https://artsci.unm.edu/for-students/scholarships/information.html>

<https://artsci.unm.edu/for-students/fellowships/index.html>

[SHS Financial Resources](#)

<https://research.unm.edu/zancada>

<https://crsinfo.unm.edu/funding/special-projects.html>

Equity and Inclusion

<https://diverse.unm.edu/>

<https://shs.unm.edu/student-equity/index.html>

<http://pnmgc.unm.edu/>

Other Links

<https://loborespect.unm.edu/>

<https://gpsa.unm.edu/>

[UNM SHAC](#)

<https://mentalhealth.unm.edu/>

[ASHA](#)

<https://www.nsslha.org/>

<https://nmcrisisline.com/>

<https://loborespect.unm.edu/services/lobo-food-pantry.html>

<https://sac.unm.edu/>

1.2 History and Description

UNM's PhD in Communication Sciences and Disorders was a dream of UNM SHS faculty for over a decade and was finally approved in October 2021. It is an individualized doctoral program designed to prepare researchers and scholars to be leaders of discovery within the fast-growing discipline of communication and swallowing sciences and disorders. This program will help meet both state and national demands for both clinical and PhD-level professionals. It includes in-depth, advanced study within each student's area of specialization, which will be enhanced by campus-wide interdisciplinary grounding and training.

The Department of Speech and Hearing Sciences has a strong focus on cultural and linguistic diversity as well as numerous specialization areas such as adult speech, language, and swallowing disorders (which result from stroke, traumatic brain injury, progressive disease, etc.), augmentative and alternative communication, child speech and language disorders (which result from autism, Down syndrome, etc.), and fluency disorders (such as stuttering). Our program will focus on both theory and clinical practice, offering students the opportunity to develop both clinical research and teaching skills that will position them to compete for top academic and professional jobs at both state and national levels. As with other PhD programs in NM, many of our students are expected to be New Mexicans who will wish to remain in the state upon graduation.

1.3 Mission, Vision, and Values

1.3.a University Mission

The University will engage students, faculty, and staff in its comprehensive educational, research, and service programs.

- UNM will provide students the values, habits of mind, knowledge, and skills that they need to be enlightened citizens, to contribute to the state and national economies, and to lead satisfying lives.
- Faculty, staff, and students create, apply, and disseminate new knowledge and creative works; they provide services that enhance New Mexicans' quality of life and promote economic development; and they advance our understanding of the world, its peoples, and cultures.
- Building on its educational, research, and creative resources, the University provides services directly to the City and State, including health care, social services, policy studies, commercialization of inventions, and cultural events.

1.3.b. Department Mission

For over 50 years, we have pursued excellence in academics and clinical services. We support the missions of the University and the College of Arts and Sciences by:

- creating and disseminating scientific, assessment, and intervention knowledge about communication sciences and disorders within our own academic discipline, and in collaboration with related disciplines.
- providing quality educational experiences in both academic and clinical contexts to prepare students to become effective professionals in speech-language pathology and related professions
- providing excellence in clinical service (a) through the University of New Mexico Speech-Language Clinic and affiliated professionals and agencies in the community; and (b) by serving as a model for clinical services
- serving the unique needs of the state of New Mexico by increasing the participation of culturally diverse populations in our disciplines, preparing our students to be leaders in a multicultural and multilingual society, providing our students with unique opportunities to excel in multicultural and multilingual settings, and collaborating with other disciplines to ensure our graduates are prepared to provide comprehensive and effective services
- creating a culture of research achievement to support the evidence base of our clinical disciplines

1.3.c. Ph.D. Program Vision and Mission

Vision Statement

The vision of our doctoral program is to prepare scholars to be leaders of discovery within the field of Communication Sciences and Disorders.

Mission Statement

The University of New Mexico's doctoral program in Communication Sciences and Disorders is an individualized, mentor-based program. Our program is designed to develop researchers and scholars, including those interested in clinical practice research as well as the scholarship of teaching and learning. Areas of specialization include communication and swallowing sciences and disorders, and related areas of faculty expertise. Students in our program are exposed to a broad range of research methodologies (including both qualitative and quantitative methods) with in-depth study within each student's area of specialization, enhanced by campus-wide interdisciplinary grounding and training. Our graduates will be leaders in the field of Communication Sciences and Disorders, thoroughly prepared for employment in the academic and professional fields of the future. The University of New Mexico, located in Albuquerque, New Mexico, offers a unique multicultural and multilingual research environment.

1.4 Degree Specializations

The program of study is tailored to meet individual interests, with degree specializations offered in areas aligned with faculty research interests and expertise. A brief description of our academic faculty and their research interests is provided below. Please visit individual faculty webpages on

the Department website for more details - <https://shs.unm.edu/programs/doctor-of-philosophy/index.html> and <https://shs.unm.edu/people/our-faculty.html>.

Professors

Cathy Binger, Ph.D., CCC-SLP, Penn State University, leads the **AAC lab**. Her research focuses on ensuring that children who can benefit from aided AAC are meeting their full communication potential. Part of this approach includes working closely with families and educators to achieve this goal.

Jessica Richardson, Ph.D., CCC-SLP, University of Georgia, directs the **Neuroscience of Rehabilitation Lab** which is home to Brain Scouts and SPACE (Stable and Progressive Aphasia Center). Several funded projects are focused on improving assessment and treatment of speech, language, and cognitive disorders in adults, using a variety of techniques, such as EEG, eye tracking, MRI, brain stimulation, and more.

Barbara Rodriguez, Ph.D., CCC-SLP, University of Washington, is not taking PhD students at this time.

Associate Professors

Rick Arenas, Ph.D., University of Iowa, directs the **UNM Stuttering Lab** and uses a variety of research methods to investigate the variability of stuttering and the process of therapeutic change.

Cindy Gevarter, Ph.D., BCBA-D, University of Texas-Austin, leads the **Autism Lab**. Her research specifically focuses on building the communication skills of young children with autism spectrum disorder (ASD) via augmentative and alternative communication, naturalistic early intervention, and collaboration with families.

Phyllis Palmer, Ph.D., CCC-SLP, University of Iowa, leads the **Swallow Disorder Lab** focused on understanding the process of swallowing and its disorders with a goal of identifying best treatment practices to enhance the lives of individuals with dysphagia.

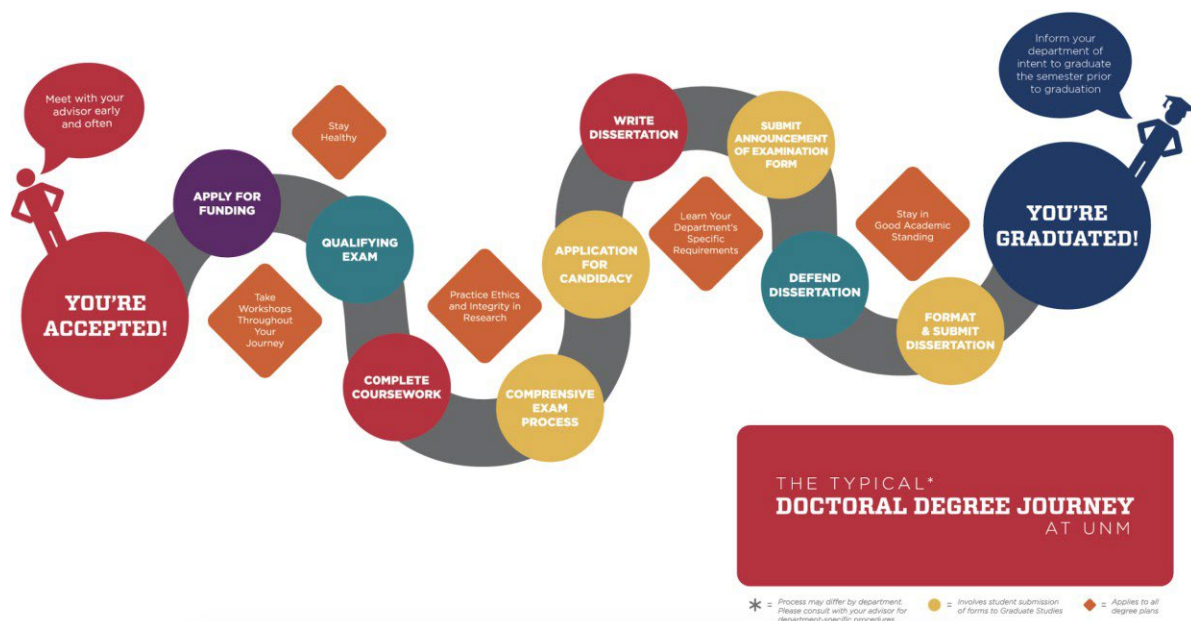
Assistant Professor

Carlos Irizarry-Perez, Ph.D., CCC-SLP, University of Texas-Austin, directs the **Bilingual Speech and Language Lab** focusing on identifying best practices to improve speech production in Spanish-English bilingual children.

Chapter 2

Advisement, Courses & Credit

2.1 Doctoral Program Roadmap



<https://grad.unm.edu/resources/graduate-students/start-to-finish-unm/phd/phd-roadmap.html>

After you view the Doctoral Roadmap materials (online) and complete reading of this handbook, please acknowledge your understanding of the content by signing [Appendix A](#) and submitting to the Graduate Advisor.

2.2 Entrance Requirements

2.2.a. Basic Requirements

Master's Degree: Applicants for admission to graduate study must hold a master's degree from an accredited college or university in the United States or its equivalent in another country.

2.2.b. Academic Record

In general, applicants must present a cumulative grade point average of at least 3.5 or its equivalent in their master's degree. Applicants may be denied admission if their previous scholastic record indicates little likelihood of success in doctoral-level work. Program faculty review each applicant file individually.

Students must indicate all academic institutions they have previously attended on their applications. Failure to disclose any previous college attendance or any other misrepresentation of the record may result in disciplinary action, including revocation of admission to the University.

2.2.c. Admission Decisions

Each application is reviewed by members of the research faculty and is rated utilizing rubrics. (See [Appendix B](#) for Application Guidelines table.) Ratings are discussed in admissions meetings and research faculty makes admissions decisions. The Dean of Graduate Studies sends the official letter of admission to the student, based upon the graduate unit's admission decision.

2.3 Prerequisite Coursework

Students who do not have a master's degree in speech-language pathology or whose degree has not been completed within the last 6 years may be required to complete additional coursework, including SHS 302 (Introduction to Communicative Disorders), SHS 506 (Reading and Writing in Research) and other SHS masters' courses determined by their committee.

2.4 Program Curriculum Overview

Students will be required to complete a minimum of 74 credits which will include core, research, specialty, teaching, and elective coursework (see below). In addition to the dissertation (18 credits), the PhD program includes 4 required SHS credit hours across two classes (i.e., a 3-hour research methods class + 1 credit mentored teaching; SHS 459 (Multicultural Considerations, within the past 7 years [as Master's student] or SHS 520 as a PhD student). Specialty coursework will vary and depend on area of interest; it may include coursework from other departments such as Psychology, Linguistics, Special Education, and Neurosciences.

Additional requirements include passing qualifying and comprehensive exams, obtaining UNM's Graduate Teaching Certificate, completing research experiences in at least two laboratories, and successful defense of the dissertation. See [Appendix C](#) for example programs.

Table 1. Program Curriculum

Core (6)	<ul style="list-style-type: none">• SHS 459 or SHS 520 (3) Multicultural Considerations in Communication <p><i>Plus select one of the following:</i></p> <ul style="list-style-type: none">• PEP 625 Writing for professional publication (3)• LLSS 610 Seminar in academic writing in education and related fields (3)• Alternate committee- approved writing course (3)
Research (15)	<ul style="list-style-type: none">• SHS 606 Research Methods in Communication Sciences and Disorders (3) <p><i>Plus select:</i></p> <ul style="list-style-type: none">• Statistics (6 min); taken in Psych, ED PY, or elsewhere

	<ul style="list-style-type: none"> • Additional Methods, Statistics, Tools, Grant-Writing or Lab Experience (6 min)
Specialty (24)	Selected with advisor and program committee; includes SHS 651: Independent Study in Communication Sciences and Disorders as needed
Teaching (5)	<ul style="list-style-type: none"> • OILS 583 Graduate Teaching (1) • ED PY 630 College Teaching Seminar (3) • SHS 610 Mentored University Teaching Experience in Communication Sciences and Disorders (1) • Apply for Graduate Teaching Academy Certificate
Electives (6)	Additional 6 credits from research methods or specialty areas; includes SHS 651: Independent Study in Communication Sciences and Disorders as needed
Qualifying Exam (0)	Synthesis of Research Literature completed by end of second semester
Comps (0)	Submittable systematic review, research study with empirical data, or major external grant application completed within 5 years of start date
Dissertation (18)	SHS 699 (taken each semester after admission to candidacy) completed within 3 years of passing the comprehensive exam

2.4.a. Doctoral Program General Requirements

The doctorate is a degree representing broad scholarly attainments, a deep grasp of a field of study, and expertise in conceiving, conducting and reporting original and individual research. As such, its attainment is no mere matter of meeting requirements. **Those requirements described below are established by the graduate school** and should be viewed only as a **minimal** formal context in which the student is expected to grow to the professional stature denoted by the doctoral degree.

1. A minimum of 48 credit hours of graduate credit coursework (certain graduate programs require more credit hours).
 - a. The PhD in Communication Sciences and Disorders requires a minimum of 74 credit hours.
2. Must be enrolled in at least one credit hour of graduate credit in the semester in which the doctoral comprehensive examination is taken.

3. At least 24 credit hours of graduate credit coursework must be completed at the University of New Mexico.
4. At least 18 credit hours of graduate credit coursework must be completed at the University of New Mexico after admission to the doctoral program.
5. A minimum of 18 hours of graduate credit coursework must be earned in the University of New Mexico courses numbered 500 or above.
6. No more than 6 credit hours of coursework in which a grade of "C" (2.0), "C+" (2.33) or "CR" (grading option selected by student) was earned may be credited toward a graduate degree. Courses offered only on a CR/NC basis and required by the graduate program are excluded from this limitation (see Grade Requirements for Graduation policy).
7. No more than 50% of the required course credit hours at the University of New Mexico that they take as part of their doctoral program may be taken with a single faculty member
8. A minimum of 18 credit hours of dissertation credit hours (699) is required for the doctorate.
9. Doctoral candidates must be enrolled the semester in which they complete degree requirements, including the summer session.

2.5 Program of Study

Each doctoral student should assemble a committee on studies to assist in planning a program of studies. This program should be designed to foster a fundamental knowledge of the major field, both in depth and in breadth. The committee generally includes three University of New Mexico faculty members approved by the student's graduate unit. The Chairperson is usually the student's major advisor. If the committee on studies also serves as the doctoral comprehensive examination committee, they must meet the requirements listed in that section.

The basic role of the committee is to plan, with the student, an integrated individual program of study and research meeting general University and specific graduate program requirements. The Committee may also establish prerequisites when needed; recommend transfer of credit; certify proficiency in a foreign language or alternative skill; approve significant changes in the program of studies; and may serve as the core of the doctoral comprehensive examination committee and/or the dissertation committee.

Appointment of the Committee usually involves the following steps:

1. The student arranges for an appropriate faculty member to serve as Committee Chair;
2. The student and the Committee Chair agree upon the remaining members of the Committee;
3. The Committee must be approved by the graduate unit Chairperson or graduate unit advisor, as evidenced by their signature on the student's "Application for Doctoral Candidacy."

See Section 2.6a and 2.6b below for categories of faculty required for service on student committees.

See [Appendix D](#) for Program of Study Form. (This is an in-house departmental document; the grad school does not oversee program of study for PhD students.)

2.6 Doctoral Program Committees

2.6.a. Faculty Approval for Committee Service

Graduate Studies must approve all members of student committees prior to appointment to the committee. Completing the Committee Service Approval form and submitting it, together with curriculum vitae when appropriate, to Graduate Studies, request approval. The Committee Service Approval form should be submitted to Graduate Studies a minimum of two weeks before the student's committee is announced.

The categories of faculty approvals for service on student committees (with the approval of the unit faculty and Graduate Studies) are as follows:

- **Category One:** UNM tenured or tenure-track faculty or UNM-National Laboratory Professors. Role: Chair or a member of any master's or doctoral committee in any discipline, regardless of the Faculty member's FTE status.
- **Category Two:** Tenured or tenure-track faculty at other institutions. Role: external member on dissertation committee.
- **Category Three:** Individuals whose primary employer is UNM and who hold the titles of research professor, research associate professor, research assistant professor; clinician educators with the rank of professor, associate professor, assistant professor or faculty hired onto the flex track or "V" category in the School of Medicine. Role: Co-Chair or member of master's or dissertation committee; may only chair committees if his/her appointment is within the student's major.
- **Category Four:** Others who are considered experts in the field. Role: voting member of the committee.
- **Category Five:** Emeriti/Emeritae faculty may continue to chair existing committees for up to one calendar year from the date of their retirement if the graduate unit approves. They may not be appointed Chair of any new committees once retired. Role: Chair, Co-Chair, or voting member of the committee.
- **Category Six:** After the first year of retirement, Emeriti/Emeritae faculty may continue to serve on committees if the graduate unit approves. Role: Co-Chair or voting member of the committee.

Emeriti Faculty: The department must notify Graduate Studies when a faculty member who is chairing a thesis or dissertation committee retires. If the graduate unit approves, Emeriti/Emerita faculty are allowed to continue to chair existing thesis/dissertation committees for up to one calendar year from the date of their retirement. They may not be appointed Chair of any new thesis/dissertation committees once retired but may serve as Co-Chair. If the student has not completed their thesis/dissertation within one year of the Chair's retirement, the retired faculty member may continue to serve on the committee as a Co-Chair or member of the committee. The approval is subject to renewal.

Faculty Resignations: The department must notify Graduate Studies when a faculty member serving on a committee in Category 1 or 3 leaves the university for another position. The graduate unit may submit a Committee Service Approval Form for Categories 2 or 4. In addition, they may serve as Co-Chair of existing student committees for which they served as Chair.

Note: All expenses incurred for member services on a Dissertation Committee are the responsibility of the student.

2.6.b. Committee Composition - Program of Study Committee (aka Program Planning Committee)

The role of the program of study committee is to assist in planning a program of studies with appropriate depth and breadth (see 2.5 above). The committee must consist of a minimum of three members.

1. Two members must be Category 1 (see section 2.6a above) - at least 1 tenured - within the UNM SHS department.
 - a. One of these should be the committee chair/major advisor.
 - b. One of these should be the graduate advisor (which may also be the committee chair/major advisor)
2. The third member can be any Category 1-6 (see section 2.6a above) as long as they have a proven research track record and are approved by the committee chair. This third member is another UNM faculty member.
3. A fourth member may be included and can be any Category 1-6 (see section 2.6a above) as long as they have a proven research track record and are approved by the committee chair.

2.6.c. Committee Composition - Qualifying Exam Committee

The role of the examination committee is to approve the exam questions, conduct the exam, evaluate the student response and report the results. This committee must consist of a minimum of three members.

1. Two members must be Category 1 (see section 2.6a above) - at least 1 tenured - within the UNM SHS department.
 - a. One of these should be the committee chair.
2. The third member can be any Category 1-6 (see section 2.6a above) as long as they have a proven research track record and are approved by the committee chair.

2.6.d. Committee Composition - Comprehensive Exam Committee

The role of the examination committee is to approve the exam questions, conduct the exam, evaluate the student response and report the results. Each committee must consist of a minimum of three members approved by Graduate Studies.

1. Two members must be Category 1 OR one member can be Category 1 and one member may be Category 3 if their appointment is within the student's major
2. The Chair of the exam committee must be Category 1 or 3 if their appointment is within the student's major
3. The third member can be any Category 1-6 as long as they have a proven research track record and are approved by the committee chair.
4. A Co-Chair can be from any Category 1-6 as long as the other Co-Chair is a Category 1 or 3 if their appointment is within the student's major.
5. A fourth member may be included and can be any Category 1-6 (see section 2.6a above) as long as they have a proven research track record and are approved by the committee chair.
6. No more than one voting member can be in Category 4.

2.6.e. Committee Composition - Doctoral Dissertation Committee

The role of the dissertation committee is to supervise a doctoral candidate dissertation activity. See appropriate sections of this Catalog for additional information. Each committee must consist of a **minimum** of four members approved by Graduate Studies; 2 of the 4 members must have Category 1 approval*.

1. Chair must have approval as a Category 1 or 3 if their appointment is within the student's major
2. The second member must have approval as Category 1 or 3 if their appointment is within the student's major*
3. The third member (external/outside) must have approval as Category 2 if selected from the faculty of an institution other than UNM, or Category 1 if a UNM faculty member outside the student's discipline*
4. The fourth member can have approval as Category 1-6 as long as they have a proven research track record and are approved by the Chair
5. Co-Chair (optional) must have approval as a Category 1-6 as long as the other Co-Chair is a Category 1 or 3 if their appointment is within the student's major
6. No more than one voting member may be in Category 4.

Member Attendance at Dissertation Defense: All members of a student's dissertation committee must be present at the manuscript defense. Although physical presence is strongly encouraged for all members, synchronous participation by telephone/video conference is allowed when necessary. It is wise to keep this rule in mind when formulating your committee.

2.7 Teaching Certification

Graduate Studies and the Center for Teaching and Learning are pleased to offer the [Graduate Teaching Academy](#) for all UNM graduate students who are teaching (or planning to teach) college courses. Those who complete Academy training will receive a non-transcript certificate in college teaching, which will enhance their CVs and improve their chances of placement as faculty and lecturers at colleges and universities. (See also section 2.4, Table 1.) This certificate requires the following:

1. OILS 583 Graduate Teaching (1) - Introduces new Teaching and Graduate Assistants to teaching at UNM; reviews various instructional methods, assessment strategies, and pedagogical theories pertinent to teaching in higher education. The course consists of 8 workshops held on Friday afternoons.
2. ED PY 630 College Teaching Seminar (3) - Offered Spring semesters.
3. SHS 610 Mentored University Teaching Experience in Communication Sciences and Disorders (1) - Upon completion, participants must submit a letter from their department chair attesting that they have taught a college course, or have designed and delivered at least three classroom lectures.
 - a. This should also involve attendance at no fewer than four CTL workshops.
(Verified by the Director of CTL.)
4. Apply for Graduate Teaching Academy Certificate, showing evidence of #1-3 (including 3a).
 - a. Send the following information in one email message to the appropriate contact person in Graduate Studies. In the subject line of the email insert: Graduate Teaching Academy Certificate. The template for submitting these materials is found in [Appendix E](#).
 - i. Semester of completion of OILS 583 and ED PSYCH 630 with section number.
 - ii. Scan of signed letter from department chair on UNM letterhead attesting to successful completion of teaching requirement.
 - iii. Semester of Completion and CTL workshop names.

2.8 Research Rotations

As described in the Program Curriculum (2.4), students are required to complete two research rotations in order to qualify for graduation. These rotations are designed to provide students with varied research experiences and methods before initiating their dissertation. Successful completion of research rotations is required for progression to dissertation.

2.8.a. Committee

The nature and schedule of the Research Rotation will be determined on a student-by-student basis and will take into account such factors as: course schedule, GA duties, etc. The committee is the same as the Program of Studies committee (see 2.6.b.) (plus the Department Chair, if this involves a departmental GA).

2.8.b. Timeline

A Research Rotation should be initiated within the first year, and both rotations must be completed before dissertation is initiated. Exceptions may be allowed on a case-by-case basis.

2.8.c. Description and Process

One rotation is in the student's primary area of interest and includes a minimum of 3 semesters in the lab of the mentor/advisor. The other rotation is in a secondary or other research area and is a minimum of 1 semester in the lab of another faculty member in SHS and/or the lab of another committee-approved faculty member at UNM.

1. Primary lab rotation (with major advisor)
 - a. Minimum of 3 semesters
 - b. Minimum of 45 hours of the course of each semester (i.e., the equivalent of 1 credit) (e.g., average 3 hrs/week)
 - c. Maximum of the equivalent of 3 credit hours (e.g., average 9-10 hours/week for 15 weeks)
 - d. Committee-approved focus of lab rotation
 - e. May or may not involve credit and/or pay; committee decision
2. Secondary lab rotation (with any other advisor)
 - a. Minimum of 1 semester
 - b. Minimum of 45 hours over the course of the semester (i.e., the equivalent of 1 credit) (e.g., average 3 hrs/week)
 - c. Maximum of the equivalent of 3 credit hours (e.g., average 9-10 hours/week for 15 weeks)
 - d. Committee-approved focus of lab rotation
 - e. May or may not involve credit and/or pay; committee decision

2.8.d. Evaluation

Students are expected to put forth their best efforts in each lab rotation. Lab rotations do not necessarily require a deliverable/final product. Successful completion of lab rotations are tracked via forms below (see 2.8.e).

2.8.e. Forms

UNM graduate studies does not require any forms for research rotations. In-house department forms ([Appendix F](#)) will be used to track the successful completion of the rotations. The form must be filled out for each rotation - within the first 2 weeks of the semester and must be signed by those indicated in 2.8.a. An additional signature must be provided by the end of the research rotation by the lab supervisor when the rotation has been successfully completed.

2.9 Qualifying Exam

The purposes of the qualifying exam are to (a) demonstrate that the student can write an academic paper, and (b) demonstrate critical thinking skills. The qualifying exam will involve writing a literature review on a topic of interest that has been approved by the student's committee. Students will also orally present their findings to their committee.

2.9.a. Committee

The committee for a student's qualifying exam will consist of **three members**. At least **two members need to be research faculty from UNM's SHS department** and **one of these must be tenured**. Any external committee members must have a proven research track record and be approved by the committee chair. (See also 2.6c).

2.9.b. Timeline

For students who have **completed their masters in SHS or communication sciences within the last six years**, the qualifying exam will be completed **by the end of the 2nd semester** (Fall + Spring, or Spring + Fall, not including summer semester), unless another timeline has been agreed upon by the committee. For students who are **attending part time** or who have **not completed their masters in SHS or communication sciences within the last six years**, the PhD committee will determine when the qualifying exam should be taken on a **case-by-case basis**.

2.9.c. Examination Description and Process

1. Students will work with committee members to develop a research question and a list of articles to review.
 - a. The committee will determine the minimum # of articles that must be included
 - b. The student's question and list of articles must be approved by committee no later than the middle of the student's 2nd semester* (unless another timeline has been agreed upon by the committee).
 - i. (*except in case above, see Timeline (section 2.3) for students who have not completed their masters in SHS or communication sciences within the last six years)
2. Students will work with the committee to determine the most appropriate format for the review (e.g., a meta-analysis, systematic review, narrative review, etc.) ([Appendix G](#))
3. Students will develop the manuscript throughout the semester.
 - a. While the advisor and committee members may give feedback and suggestions, the student will be responsible for writing the manuscript.
 - b. It is highly recommended that students write a manuscript that could be developed into something submittable for publication.
4. Students will turn in a written manuscript and will also present on their topic orally.
 - a. The oral presentation should be scheduled no later than the week of finals for the approved semester.
 - i. All committee members should be present.

- ii. Other faculty and graduate students may be invited at the student's and/or committee's preference.
- iii. The oral presentation will be no more than 30 minutes in length and will be followed by a 30-minute Q&A.
- b. The written manuscript should be turned in at least 2 weeks before the scheduled oral presentation.
- c. The qualifying exam decision will be based upon the written manuscript and the oral presentation.

2.9.d. Grading of Exam

The committee will assign either a pass or fail grade. ([Appendix H](#)) There will not be any options to retake the exam. Students who fail the exam will be exited from the program.

2.9.e. Forms

UNM graduate studies does not require any forms for qualifying exams. In-house department forms ([Appendix G](#) and [Appendix H](#)) will be used to track the qualifying exam plan and the qualifying exam final grade (approval/disapproval).

2.10 Doctoral Candidacy

Each doctoral student must submit an [Application for Candidacy \(AC\)](#) listing all the courses that apply to the degree. [The AC form](#) should be filed the term the student passes the comprehensive examination and no later than the last day of the term before the student intends to graduate. It is ***strongly recommended*** that the Application for Candidacy be completed and approved by the graduate unit ***before*** the student takes the doctoral comprehensive examination.

If a language or a skill requirement is a criteria of the degree program, meeting this requirement should be noted on the AC form where indicated. If the language/skill requirement is not noted on the AC form a "Certification of Language or Research Skill Requirement" form must be submitted before the student is advanced to candidacy.

2.11 Comprehensive Exam

A doctoral student must pass a comprehensive examination in the major field of study. This examination, which is both written and oral, is not limited to the areas of the student's coursework, but tests the student's grasp of their field of study as a whole. The primary purpose of the comprehensive exam is to provide an opportunity for the student to demonstrate their ability to synthesize information. The student will be able to select from several written format options to do so, and will also be required to orally present their work to their committee.

2.11.a. Committee

The committee for a student's comprehensive exam will consist of **three members**. At least **two members need to be research faculty from UNM's SHS department** and **one of these must be tenured**. Any external committee members must have a proven research track record and be approved by the committee chair. (See also 2.6d).

2.11.b. Timeline

For full time students who have **completed their masters in SHS or communication sciences within the last six years**, the comprehensive exam is expected to be completed by the end of the 3rd year of study; it should be completed no later than 5 years from initial enrollment.

For students who **are attending part time** or who have **not completed their masters in SHS or communication sciences within the last six years**, the PhD committee will determine when the comprehensive exam should be taken on a **case-by-case basis**. This should coincide with the student being at (or very near) the end of their coursework and before they begin dissertation work. You will set the dates for your comprehensive exam with your committee.

At least two weeks prior to the date of the oral examination, the student must request approval from the Dean of Graduate Studies to hold the exam by electronically submitting the [Announcement of Examination form](#).

2.11.c. Examination Description and Process

5. Pre-requisites
 - a. The student must have a cumulative grade point average of at least 3.0 (good academic standing) at the time of the examination.
 - b. The student must be enrolled in a minimum of one credit of graduate coursework the semester in which he/she takes the doctoral comprehensive examination.
 - i. In order to qualify to sit for a doctoral exam during the intersession, the student must be registered for the following semester.
 - c. At least two weeks prior to the date of the examination, the student must request approval from the Dean of Graduate Studies to hold the exam by electronically submitting the [Announcement of Examination form](#). (See 2.11.b. Timeline above)
6. Students will consult with committee chair/advisor to select one of the following comprehensive examination formats:
 - a. Submittable systematic review
 - i. (Topic does not need to be different topic than qualifying exam review.)
 - b. Submittable research study with empirical data
 - c. Submittable major external grant application
7. After the format is selected, the topic and the timeline should be submitted to the committee for feedback and approval
8. Students will develop the comprehensive exam throughout the time allotted.

- a. Students should receive mentoring from their comprehensive exam committee members in the conceptualization, development, and (for research studies) data analysis portions of the research study.
 - b. Students are responsible for the write-up of the manuscript that will be submitted as the written portion of the exam. If the student is completing a review or research study, the committee may contribute to conceptualization of the results and discussion sections, but the student is responsible for the actual write-up.
 - c. As appropriate, a ‘staged’ approach should be taken, where the student composes initial drafts; e.g., student composes an introduction and method section for empirical or systematic review that is reviewed and approved by the committee.
9. Students will turn in a written comprehensive exam and will also present on their topic orally.
- a. The oral presentation should be scheduled no later than the week of finals for that semester.
 - i. All committee members should be present.
 - ii. Other graduate students may be invited at the student’s and/or committee’s preference.
 - iii. The oral presentation will be approximately 30 minutes in length and will be followed by a Q&A with the committee members.
 - iv. The oral presentation/examination is the occasion when committee members have the opportunity and obligation to require the student to display their comprehensive knowledge.
 - b. The written comprehensive exam should be turned in at least 2 weeks before the scheduled oral presentation.
 - c. Committee feedback (brief) will be provided by committee members 1 week before the oral presentation.

2.11.d. Grading of Exam

The final evaluation for the comprehensive exam is an evaluation of the written and oral examination. A grading rubric will be used based upon the following:

Pass: The student’s work (written and oral) demonstrates adequate or strong doctoral level understanding of the fundamental issues/topics that were assigned to be addressed. The student’s answer is well-organized, well-written, and well-presented.

Conditional Pass: Having evaluated the materials required for the examination, if the Committee feels that, although the student has demonstrated knowledge and understanding of the field, it is not quite sufficient to justify a grade of “ pass”, the committee may assign the grade of “Conditional Pass” and require that the student meet additional conditions before a grade of "pass" is awarded. The student must meet the conditions noted on the Conditional Pass by the end of the subsequent term. However, students who plan to graduate in a specific term must resolve a Conditional Pass by the posted deadline for submission of examination results. The committee notes the conditions that need to be met by the student on the examination form.

Fail: The student’s work (written and/or oral) does not effectively convey knowledge that a doctoral-level student must possess to be considered competent in the assigned topic, and/or the examination contains serious errors in clarity of expression, grammar, etc.

If a student fails the examination, the Committee on Studies may recommend a second examination, which must be administered within one calendar year from the date of the first examination. The doctoral comprehensive examination may be taken only twice. A second failure results in the student’s termination from the program.

2.11.e. Reporting of Exam

Barring extraordinary circumstances, the graduate unit notifies the student of the results of the examination no later than two weeks after the date on which it was administered. Should such circumstances arise, the graduate unit notifies the student in writing of the reason for the delay and let him/her know when notification can be expected.

The results of the examination must be reported to the Dean of Graduate Studies on the “Report of Examination” form no later than two weeks after the date of the examination.

2.11.f. Forms

In-house department forms (**Appendix I** and **Appendix J**) will be used to track the comprehensive exam plan and the comprehensive exam final grade (pass, conditional pass, fail).

At least two weeks prior to the date of the examination, the student must request approval from the Dean of Graduate Studies to hold the exam by electronically submitting the [Announcement of Examination form](#).

Report of Examination Approvals and Signatures: Each committee member with a UNM netID is required to record their decision through the electronic [Report of Examination](#) for each examination. Committee members without UNM netIDs are informed that they will give their proxy decision through the Chair of the committee who will record their decision.

2.12 Advancement to Candidacy

A key requirement that must be satisfied in order to earn the doctoral degree is Advancement to Candidacy. The student is Advanced to Candidacy (All But Dissertation/ABD) by the Dean of Graduate Studies in the term when all the following criteria have been met:

1. The doctoral comprehensive examination has been passed;
2. Graduate Studies has approved the Application for Candidacy;
3. Language/skill requirement (if appropriate) is satisfied; and
4. Graduate Studies has approved the Appointment of Dissertation Committee form.

2.13 Doctoral Dissertation

Each doctoral candidate must prepare a written dissertation. The dissertation is the product of your experience and studies during the doctoral program and should be considered as a major research project. You will work closely with your dissertation chair/advisor to propose and complete a project based on original data collected during your time in the program. Your advisor and you should work closely to 1) select a dissertation committee, 2) propose a project, and 3) complete the project under the guidance of your committee. The dissertation must demonstrate one's ability to do independent research and one's competence in scholarly exposition. At an advanced level, it should present the results of an original investigation of a significant problem and should provide the basis for a publishable contribution to the research literature in the major field.

2.13.a. Committee

The dissertation committee (whose members often include those on the Program of Study, Qualifying Exam, and/or Comprehensive Exam Committee) is charged with the supervision of a doctoral candidate's dissertation activities, including the review and approval of the student's research proposal. Doctoral candidates initiate the process of selecting the dissertation committee by first arranging for a qualified faculty member to serve as the Director/Chair. The faculty director and the candidate jointly select the remainder of the committee.

The committee for a student's qualifying exam will consist of a minimum of **four members** (see 2.6.e. for details). At least **one member** will be your advisor, who will serve as the chair. Although all committee members can be from UNM's SHS department, at least **two members need to be research faculty from UNM's SHS department** (this can include your advisor/chair) and **one of these must be tenured**. Any external committee members must have a proven research track record and be approved by the committee chair.

Note: All expenses incurred for member services on a Dissertation Committee are the responsibility of the student.

2.13.b. Timeline (and Prospectus)

For full time students who **are attending full time**, the dissertation must be completed within 3 years following completion of coursework and comprehensive exams. For students who **are attending part time**, the PhD committee will determine when the comprehensive exam should be taken on a **case-by-case basis**.

Within this 3-year timeframe, and before you initiate dissertation research, you must develop your prospectus and hold a prospectus meeting to determine suitability of your project proposal by your dissertation committee. This prospectus meeting should ideally occur within 6 months of completing your coursework/comprehensive exam and cannot occur until the committee has determined readiness for the dissertation stage by vote (see [Appendix J](#)). For either dissertation

format selected (traditional or hybrid, see below), your prospectus must consist of the following chapters, in addition to a presentation, to gain approval for your original investigation to proceed:

- 1) Chapter 1: Introduction & Literature Review
- 2) Chapter 2: Methodology

Students should fill out [Appendix K](#) and arrange the prospectus meeting. The prospectus meeting should occur before any new work beyond these chapters has been completed on your project (e.g., data collection, data analysis, Results, Discussion). These chapters should be written and sent to your committee before your presentation as determined by your chair.

The presentation portion of your prospectus will be open to the public for questions. This will be followed by a private meeting with your committee. If a second meeting is required, this meeting will be privately held with only your committee. Your committee will advise you of any revisions that should be made to address the committee's concern if needed.

Upon successful completion of both the written and oral portions of the prospectus, the student must obtain signatures to complete the Dissertation Prospectus Approval Form ([Appendix K](#)). The prospectus document (incorporating any edits/changes resulting from the meeting/suggested by committee members) must be completed within 12 months of completing coursework.

Following prospectus approval, the student will initiate their original investigation and will work towards completing their final dissertation manuscript and preparing for their oral defense of their scholarship.

2.13.c. Format/Description/Process

1. Pre-requisites

- a. The student must have a cumulative grade point average of at least 3.0 and be in good academic standing.
- d. The student must have passed the comprehensive examination.
- e. Credits
 - i. During the course of their dissertation work, doctoral candidates are required to enroll in a minimum of eighteen credit hours of dissertation (699) credit.
 1. Enrollment in 699 should not begin prior to the semester in which the student takes the doctoral comprehensive examination. Only those credit hours gained in the semester during which the comprehensive examination is passed and in succeeding semesters can be counted toward the eighteen credit hours required. A student who fails the comprehensive exam cannot apply any 699 credit hours toward his/her program of studies until the semester in which the comprehensive examination is retaken and passed.
 - ii. Ph.D. students may enroll in three, six, nine, or twelve credit hours of dissertation (699) credit hours per semester, with nine credit hours the

maximum in Summer session. Minimum enrollment in 699 for one semester is three credit hours. Once enrollment in 699 begins, students must maintain continuous enrollment according to the guidelines stated in the “Continuous Enrollment Policy” delineated above. / Once a student begins enrollment in 699 s/he must enroll in 699 every term (summer term is excluded, except if the student is graduating in the summer) until the manuscript is accepted by Graduate Studies.

- iii. The student must be enrolled in a minimum of one credit of graduate coursework the semester in which he/she takes the doctoral comprehensive examination.
2. Students will consult with committee chair/advisor to select one of the following dissertation formats:
 - a. Traditional Option
 - i. Completion of a single manuscript using primary data, authored solely by the student, presenting original scholarship
 1. Usually Introduction and Literature Review, Methodology, Results, Discussion/Conclusion
 - b. Non-traditional Hybrid Option
 - i. 2-3 previously completed, publishable manuscripts (i.e. completed to a level of acceptable journal submission).
 1. If submitting 2 manuscripts, student must be 1st-author in both
 2. If submitting 3 manuscripts, student must be 1st-author on at least one
 - a. The comprehensive exam may count toward your manuscripts with approval of your committee
 - c. Regardless of the option you choose, the following criteria must be met: 1) an original investigation must be conducted following prospectus approval; 2) the final dissertation manuscript must include “introduction” and “conclusion” sections; and 3) the manuscript must meet the general format criteria set forth in the UNM Catalog and Office of Graduate Studies (see manuscript guidelines - <https://grad.unm.edu/degree-completion/thesis-dissertations/guidelines.html>). If the hybrid option is selected, the student must adhere to copyright policies for obtaining permission to use a previously published manuscript.
3. Dissertation Defense (Final Examination)
 - a. The candidate should determine *with their chair* when the manuscript is ready for defense. The oral defense is the last formal step before the degree is awarded.
 - b. The completed written manuscript should be sent to the candidate’s committee at least 30 days (1 month) before the proposed oral defense date. Committee feedback (brief) will be provided by committee members 1 week before the oral presentation.
 - c. At least two weeks before the final examination is held, and no later than November 1 for Fall graduation, April 1 for Spring, or July 1 for Summer, the major graduate unit must notify Graduate Studies of its scheduled date by submitting the [Announcement of Examination form](#).

- d. The oral presentation should be scheduled in time to submit the final manuscript according to Graduate Studies deadlines (<https://grad.unm.edu/degree-completion/thesis-dissertations/guidelines.html>).
 - i. All committee members should be present.
 1. Although physical presence is strongly encouraged for all members, synchronous participation by telephone/video conference is allowed when necessary.
 - ii. Other faculty members, graduate students, and other relevant persons should be invited at the student's and/or committee's preference.
 1. The presentation is open to the University community.
 - iii. The oral presentation will be approximately 30 minutes in length and will be followed by a Q&A (audience, followed by committee members only), with total meeting time not to exceed 2 hours.
 - iv. The oral presentation/examination is the occasion when committee members have the opportunity and obligation to require the student to display both a broad and deep knowledge of the chosen field of study and of the primary investigation. Specifically:
 1. To provide an opportunity for candidates to communicate the results of their research to a wider group of scholars;
 2. To afford an opportunity for the members of the examination committee, as well as others (faculty, students, staff, etc.), to ask relevant questions;
 3. To ensure that the research reflects the independence of the thought and accomplishment of the candidate rather than excessive dependence on the guidance of a faculty member; and finally,
 4. To ensure that the candidate is thoroughly familiar not only with the particular focus of the dissertation but also its setting and relevance to the discipline of which it is a part.

2.13.d. Grading of Dissertation

The final evaluation for the dissertation is an evaluation of the written manuscript and the oral defense. At the conclusion of the examination, the dissertation committee members confer and make one of the following recommendations, which must be agreed upon by at least three of them:

- That the dissertation be approved without change;
- That the dissertation be approved subject only to minor editorial corrections; or
- That the dissertation be rewritten or revised before approval.

If the committee chooses either the first or second recommendation, they may decide that no further meetings are needed. In the second instance the director of the dissertation is responsible for seeing that all necessary corrections are made before the dissertation is submitted to Graduate Studies. If the third recommendation is made, the full committee may elect to meet again to determine that their concerns have been addressed. ([See Appendix L.](#))

2.13.e. Reporting of Dissertation

Each committee member must complete [Appendix L](#) and a dissertation [report](#) with an original signature.

Upon completion of your dissertation project and successful defense, your dissertation must be submitted to the Office of Graduate Studies within 90 days or the term graduation deadline, whichever comes first. *

(The student must notify the degree program of their intent to graduate the term prior to the term of graduation. The student should confirm additional deadlines with their program.)

(The student must satisfy degree requirements [defended and submitted dissertation] by the deadlines of July 15 for summer graduation, November 15 for Fall graduation, or April 15 for Spring graduation. *)

Please follow the graduate school's formatting and submission [guidelines](#). The candidate is responsible for ensuring compliance with all defense and written manuscript guidelines and policies.

The student must meet all [dissertation requirements](#). Please refer to the [Graduation Checklist form](#). The dissertation must be submitted no later than 90 days after passing the dissertation defense, or the term graduation deadline, whichever comes first. Manuscript formatting guidelines are available through the [Preparing Your Manuscript Tutorial](#).

The student who misses the term graduation deadline, but completes degree requirements by the last day of that term may choose to follow the [Courtesy Policy](#).*

2.13.f. Dissertation Forms

See [Appendix L](#). Also, each committee member with a UNM netID is required to record their decision through the electronic [Report of Examination](#) for each dissertation defense. Committee members without UNM netIDs are informed that they will give their proxy decision through the Chair of the committee who will record their decision.

Accompanying Forms

The following forms, which must be submitted along with the manuscript, may be obtained from the [Graduate Studies Web site](#):

1. A "Certification of Final Form"
2. An "Information Cover Sheet"
3. A "Survey of Earned Doctorate"
4. The ProQuest UMI Dissertation Electronic Submission is required for Ph.D. doctoral students to the ProQuest repository.
5. Embargo Request Form (if requesting an embargo).

2.14 Graduation

Grade Requirements for Graduation

To earn a graduate degree at the University of New Mexico, students must have a minimum cumulative grade point average of 3.0 in graduate-level courses taken in graduate status at the time of degree completion as well as a grade point average of at least 3.0 for courses listed in their Program of Studies or Application for Candidacy.

Students may not graduate with Incompletes or unrecorded grades (NR) pending in any graduate course, nor may they graduate while on probation.

Courses taken to meet undergraduate deficiencies/prerequisites cannot be used to meet graduate degree requirements nor are they calculated into the graduate grade point average. It is expected that the student earns at least a B (3.0) in each of these courses. If a grade of less than "B" (3.0) is earned in any of these, the major department may deem that the prerequisite has not been satisfied.

No more than 6 credit hours of coursework in which a grade of "C" (2.0), "C+" (2.33) or "CR" (grading option selected by student) was earned may be credited toward a graduate degree. Courses offered only on a CR/NC basis and required by the graduate program are excluded from this limitation.

Notification of Intent to Graduate

Students must inform their graduate unit in writing of their intent to graduate. The graduate units must submit their proposed graduation list to Graduate Studies no later than 5:00 p.m. on the last day of the semester immediately preceding the semester of graduation.

Graduation Courtesy Policy

University regulations require that the student must be enrolled and complete a minimum of three credit hours of dissertation in the term s/he completes degree requirements. Should the student miss the graduation deadline (July 15 for summer graduation, November 15 for fall graduation, April 15 for spring graduation), but completes all degree requirements on or before the last day of that term, the student is not required to register for the next (graduation) term. The degree program must submit the student's name on the proposed graduation list for actual term of graduation.

2.15 Miscellaneous

2.15.a. Semester Course Loads

In general, a graduate student enrolling for and completing a minimum of 9 graduate credit hours per semester is considered to be a full-time student at the University of New Mexico. However, if holding an assistantship, the minimum course load is 6 graduate credit hours per semester.

Graduate students not holding an assistantship and taking 8 credit hours or less per semester are

considered part-time students.

All graduate students are encouraged to enroll in and complete at least 9 credit hours per semester (except for summer) in order to achieve their expected time-to-degree.

Chapter 3

Academic & Professional Standards & Policies

3.1 General Academic Regulations and Catalog Requirements

Students are responsible for complying with all rules and regulations of the University and of their respective colleges and departments from which they take courses, as well as for fulfilling all degree requirements. Students are responsible for knowing and complying with all academic regulations.

Students are responsible for knowing and abiding by the general University rules and regulations pertaining to graduate study at the University of New Mexico and the specific academic requirements of their particular degree program. They are also expected to be aware of their academic standing at all times.

Ignorance of a rule is not accepted as a basis for waiving that rule.

Students may graduate under the degree requirements of any Catalog in effect since the year in which they were first enrolled in a degree-granting graduate program at The University of New Mexico, provided that they have maintained continuous active status and they complete the graduation requirements for the degree sought within the appropriate time period. Students who are readmitted or who transfer from one degree granting program to another within the University graduate under the Catalog in effect at the time of their readmission/transfer or a succeeding Catalog. The Catalog under which a student intends to graduate must be specified on the first page of their Program of Studies/Application for Candidacy. Students must meet all the degree requirements for graduation in the Catalog chosen.

Notwithstanding the above, the University of New Mexico reserves the right to make changes in the curricula and degree requirements as deemed necessary, with the changes being applicable to currently enrolled students.

3.2 Accommodation of Differences and Disabilities

SHS adheres to the UNM Equal Education Policy, which states:

The University of New Mexico is committed to providing equal educational opportunity and forbids unlawful discrimination and/or harassment on the basis of race, color, religion, national origin, physical or mental disability, age, sex, sexual orientation or gender identity, ancestry, spousal affiliation, medical condition, or veteran status. Equal educational opportunity includes: admission, recruitment, academic endeavors, extracurricular programs and activities, housing, health and insurance services and athletics. In keeping with this policy of equal educational opportunity, the University is committed to creating and maintaining an atmosphere free from all forms of harassment.

We also adhere to the UNM Reasonable Accommodation Policy, which states:

The University makes reasonable accommodation to the religious observances /national origin practices of a student, an employee or prospective employee, and to the known

physical or mental limitations of a qualified student, employee, applicant, or program user with a disability, unless such accommodations have the end result of fundamentally altering a program or service or placing an undue hardship on the operations of the university. Qualified students, employees, or program users with disabilities should contact the Office of Equal Opportunity or Student Support Services for information regarding accommodations. The University of New Mexico is committed to the recognition and proactive pursuit of compliance with the Americans with Disabilities Act of 1990 (ADA).

3.3 Social Media

Social media is an umbrella term that encompasses the various activities that integrate technology, social interaction, and content creation. Social media encompasses many technologies and forms, such as blogs, wikis, photo and video sharing, podcasts, social networking, mashups, and virtual worlds. Means of accessing social media may include applications (Facebook, Instagram, Twitter, Skype, Snap Chat, YouTube, etc.). These devices and applications are subject to having content transmitted to others, with or without consent from the original author.

Students are required to use caution and good judgment when posting information to electronic communications and social networking sites, both personal and those that are related to the University of New Mexico and/or the Department of Speech and Hearing Sciences. UNM SHS students must follow the criteria below:

- No posting, photos, or recordings are allowed during class or clinical experience except when approved by the faculty member or clinical instructor responsible for the learning experience.
 - **Under no circumstances** will a client be photographed without a signed photo release from that individual.
 - Students and faculty should obtain verbal permission from friends or colleagues before posting on social media.
- Careful consideration should be given to any posting on social networks. Students create personal public images with these posts. However, they also represent the SHS Department, the University of New Mexico, and the field of speech-language pathology. Employers commonly review social media sites when considering new hires; thus, students should carefully consider what they contribute to their on-line profile, and that they may be held accountable for anything they post that reflects poorly on SHS or the University.
- Students should carefully consider the way they describe the program, clinical assignments, and professional experiences. Future or current instructors, supervisors, peers, and co-workers may be reading posts. Respectfulness and professionalism are expected.
- Use of social media that results or could result in individual or group harm, physical or emotional (e.g., damage to an individual's personal or public reputation or harassment resulting in personal or public humiliation of others), will not be tolerated.
- ***Per HIPAA regulations, no information, pictures, videos or descriptions of clients/families can be posted on social media sites.*** Violation of HIPAA regulations

may result in appropriate disciplinary action being taken by the University against the student. ^{[[1]]}_{SEP} The Department of Speech and Hearing Sciences takes all violations of HIPAA regulations seriously. Sanctions imposed on violators vary with the seriousness of the violation, ranging from a written reprimand to dismissal from the graduate program. As required by federal law, violations of HIPAA regulations will be documented permanently in the SHS HIPAA Violations Record Book. All members of the SHS Department must comply with HIPAA policies and the procedures outlined in the following document: <http://shs.unm.edu/assets/documents/generalhipaapolicy.pdf>.

3.4 Computer Use and Email Communication

Here are the basic guidelines for safe use of departmental computers (you should also be sure to have antivirus software, regularly updated, on your own computer.

Do not install or download ANY files or programs to the hard drive.

- If you must download something from the internet, save it directly to your own external storage medium (CD, USB memory stick, etc.). ^{[[1]]}_{SEP}
- Never open an e-mail attachment if you are not sure of its contents. Delete it without opening it. In fact, never open an e-mail if you don't know who sent it or why. ^{[[1]]}_{SEP}

Here are some guidelines for e-mail communication.

- You will receive a NETid when you become a student. Your NETid serves as your email address— netid@unm.edu.
- Your UNM e-mail address will be used for all official departmental and university e-mail communication. Therefore, it is essential that you set up a UNM e-mail account if you have not done so already.
- Check your e-mail regularly, preferably daily, during the week.

If using departmental or lab computers, best practice is to, upon completion of the computer session, log out of their session and remove their flash drives, or any other devices from the computer.

Computer viruses are a constant threat. Be sure to have antivirus software, regularly updated, on your own computer.

Helpful links:

<https://it.unm.edu/>

<https://artsci.unm.edu/college/it-services/index.html>

3.5 Student Records and Retention Policy

SHS graduate student academic records will be stored in the department office for ten years after a student graduates or discontinues attendance. For the safety of your information, we recommend that when you leave the SHS Department you have copies of all documentation that you may need in the future.

3.6 Student Funding & Financial Aid

The SHS Department will strive to award department-specific funding opportunities to as many doctoral students as possible. To achieve this goal, the department's financial aid committee will adhere to the following guidelines:

- Incoming graduate students will be considered for department funding or scholarship if they have completed the department-specific financial aid form and submitted it with their admissions application.
- Current graduate students will be alerted via UNM email when funding opportunities become available. At that time students may be asked to update their department-specific financial aid application.
 - The SHS department-specific financial aid application requires students to report current financial aid/awards from other departments, organizations, etc.
 - Department financial aid application form can be found online at <http://shs.unm.edu/assets/documents/2021-financial-aid-application.pdf>
 - Internal departmental scholarship awards (e.g., funded by private endowments, SHS scholarship, differential tuition) will only be granted to eligible students. Eligibility for these awards is determined based upon the specific criteria or general area of interest set forth by the donors or approved funding proposals.
- In cases where a single SHS doctoral student is eligible for multiple financial awards, the department's financial aid committee will present the award options to the student and ask the student to select one. The student will have no more than 7 calendar days to notify the financial aid committee of his/her selected financial aid award.
- If appropriate, more than one financial award may be granted to an individual student.

In addition to the department-specific financial aid application, all graduate students are strongly encouraged to file a Free Application for Federal Student Aid (FAFSA) in order to be considered for need-based scholarships offered by the SHS Department and UNM.

Additional information about scholarships and other means of support can be obtained from the UNM Financial Aid Office, Mesa Vista Hall (building #56 on the campus map), 1-800-CALL-UNM or 505-277- 8900

Financial Assistance and Support Programs

<https://studentaid.gov/>

<http://grad.unm.edu/funding/fellowships/index.html>

<https://grad.unm.edu/funding/index.html>

<http://grad.unm.edu/funding/scholarships/>

<http://scholarship.unm.edu/>

https://artsci.unm.edu/assets/docs/as_scholarship_guidelines.pdf

<https://artsci.unm.edu/for-students/fellowships/index.html>

[SHS Financial Resources](#)

<https://research.unm.edu/zancada>

<https://crsinfo.unm.edu/funding/special-projects.html>

APPENDIX A - Doctoral Student Handbook Acknowledgement
Signature Page

**Doctoral Student Handbook
ACKNOWLEDGEMENT
Signature Page**

I, _____ (student's name), have read the CSD Doctoral Student Handbook (version _____), which outlines the department's policies, practices, and procedures. By my signature below, I acknowledge, understand, accept and agree to comply with the information, and to undertake the responsibilities contained in the CSD Doctoral Student Handbook. Since the information and responsibilities contained in this Handbook are subject to change, I understand that revisions to the Handbook may occur and that such revisions will supersede the policies, practices, and procedures outlined here. The SHS Department's Chair and/or CSD Doctoral Advisor will inform students immediately of such revisions.

Student's Name (print): _____

Signature _____ Date _____

APPENDIX B - APPLICATION GUIDELINES TABLE

Application Category	Specific Instructions
Application Deadlines	We review applications on an ongoing basis. Priority review is given to students who apply by February 1 for Fall admittance, by August 1 for Spring admittance, and by December 1 for Summer admittance.
Website	General program information: http://shs.unm.edu/programs/doctor-of-philosophy/index.html Application information: https://shs.unm.edu/programs/doctor-of-philosophy/apply.html
Contact Information	Contact Cathy Binger (cbinger@unm.edu) for questions about admissions requirements or the content of your application Contact the department administrator for questions about transcripts or whether items have been received. For technical/system difficulties: use the “Technical Support” link at the bottom of the UNM Graduate application site.
Educational Background	Master’s degree is required; minimum GPA = 3.50. Master’s degree may be in any discipline. Unofficial transcripts must be uploaded to the online application. Include both bachelor and master’s level transcripts. Official transcripts must be sent to the UNM Office of Admissions.
Program of Interest	Select College of Arts & Sciences > Speech & Hearing Sciences > PhD in Communication Sciences & Disorders
Test Scores	Completion of the GRE is required (no minimum scores required). An English proficiency test is required for international applications (TOEFL). See https://international.unm.edu/ for additional information.
Letter of Intent	Use the UNM PhD in CSD Letter of Intent Instructions to complete your letter of intent. Upload your letter of intent as part of your application. These instructions may also be useful for you.

Academic writing sample	PhD applicants must submit a professional writing sample. Instructions are located here and here
Curriculum Vitae	PhD applicants must submit a CV/resume that contains the students prior educational and relevant work experiences as well as descriptions of other relevant academic experiences or products (e.g., teaching experiences such as guest lectures, conference presentations, publications).
Relevant coursework	Students who do not have a master's degree in speech-language pathology or whose degree is greater than 7 years old may be required to complete additional coursework, including SHS 302 (Introduction to Communicative Disorders), SHS 506 (Reading and Writing in Research) and other SHS masters' courses determined by their committee.
Assistantship Interest	MS Program: To be considered for ANY form of departmental financial aid, applicants must complete and upload the SHS department's PhD financial aid form and complete a FAFSA. Additional information is located here and here .
Recommendations	Three letters of recommendation are required, all of which must be submitted through the online application system. Letters should reflect the student's past research and academic experiences, especially as they relate to the completion of a PhD in Communication Sciences and Disorders.
Special Requirements	All applicants are required to follow our department's instructions on the application process.

APPENDIX C - EXAMPLE PROGRAMS

	Example area of interest: <i>Autism and Developmental Disabilities</i>	Example Area of Interest: <i>Neurorehabilitation</i>	Example Area of Interest: <i>Bilingual Assessment and Intervention</i>
Core (6)	<ul style="list-style-type: none"> • SHS 459 (3) Multicultural Considerations in Communication • Select one of the following: <ul style="list-style-type: none"> ◦ PEP 625 Writing for professional publication (3) ◦ LLSS 610 Seminar in academic writing in education and related fields (3) ◦ Alternate committee- approved writing course (3) 		
Research (15)'''' Required SHS Survey of Research Methods in CSD + at least 6 credits in statistics + additional courses in research methods, stats, tools, lab experiences, grant writing	Required Methods (3):	Required Methods:	Required Methods:
	<ul style="list-style-type: none"> • SHS 606 <i>Survey of Research Methods in CSD</i> (3) 	<ul style="list-style-type: none"> • SHS 606 <i>Survey of Research Methods in CSD</i> (3) 	<ul style="list-style-type: none"> • SHS 606 <i>Survey of Research Methods in CSD</i> (3)
	Statistics (6 credits minimum)	Statistics (6 credits minimum)	Statistics (6 minimum)
<ul style="list-style-type: none"> • ED PY 511 Introductory Educational Statistics (3) • ED PY 603 Applied Statistical Design and Analysis (3) 	<ul style="list-style-type: none"> • PSYC 501 Advanced Statistics (3) • PSYC 502 Design and Analysis of Experiments (3) 	<ul style="list-style-type: none"> • ED PY 511 Introductory Educational Statistics (3) • ED PY 603 Applied Statistical Design and Analysis (3) 	
Additional Methods, Statistics, Tools, Grant-Writing or Lab Experience (6 credits minimum)	Additional Methods, Statistics, Tools, Grant-Writing or Lab Experience (6 credits minimum)	Additional Methods, Statistics, Tools, Grant-Writing or Lab Experience (6 credits minimum)	Additional Methods, Statistics, Tools, Grant-Writing or Lab Experience (6 credits minimum)
Select from: <ul style="list-style-type: none"> • SPCD 619 Single Case Research design (3) • ED PY5 505 Conducting Quantitative Research (3) • ED PY 515 Survey and Questionnaire Design and Analysis (3) • LING 590 Methods in Language Research (3) • PSYC 502 - Design and Analysis of Experiments (3) 	Select from: <ul style="list-style-type: none"> • PSYC 541 Intro to functional neuroimaging (3) • PSYC 644 Advanced EEG Analysis in Matlab (3) • PSYC 601 Multivariate statistics (3) • SHS 651 Grad Topics - EEG/fNIRS Analysis • BIOM 557 Measurement in Clinical and Translational Research (1-6) • ECE 510 Medical Imaging (3) • ECE 511 Analysis methods in fMRI (3) 	Select from: <ul style="list-style-type: none"> • LING 590 Methods in Language Research (3) • LLSS 505 Advanced Qualitative Research (3) • EDPY Conducting Quantitative Research (3) • EDPY 515 Survey and Questionnaire Design and Analysis (3) • SPCD 619 Single Case Research Design (3) • BIOM 557 Measurement in Clinical and Translational Research (1-6) 	

<p>Specialty (24)* Selected with advisor and program committee</p>	<p>Select from</p> <ul style="list-style-type: none"> • SHS 539 Autism and DD (3) • SHS 532 AAC (3) • SHS 651 Independent study in Autism and DD (1-3) • SPCD 519 Intro to ABA (3) • SPCD 584 Research and Teaching Intervention in Autism Spectrum Disorders (3) • SPCD 527 Assessment for Intellectual or severe disabilities (3) • SPCD 582 Teaching students with intensive communication needs (3) • FCS 502 Developmental issues in families (3) • FCS 584 Multicultural issues working with families (3) • FCS 576 Teaching and learning through play (3) • PSY 539 Child Psychopathology (3) • LING 560 Child Language (3) 	<p>Select from:</p> <ul style="list-style-type: none"> • PSYC 540 Biological Bases of Behavior (3) • PSY 565 Seminar in Thought and Language (3) • PSY 567 Psychology of language (3) • LING 569L Experimental Psycholinguistics (3) • SHS 651 Independent study in Cognitive-linguistic outcomes in adult populations (3) • PSY 641 Seminar in cognition brain, and behavior (2) • STAT 520 (or EGE 620) Topics in Interdisciplinary Biological and Biomedical Sciences (3) • SHS 651 Independent study in Noninvasive brain stimulation 1 (3) • SHS 651 Independent study Noninvasive brain stimulation 2 (3) 	<p>LINGUISTIC ASPECTS <i>At least 3 er from any of the following</i></p> <ul style="list-style-type: none"> • LING 504 Phonological Analysis (3) • LING 522 Grammatical Analysis (3) • LING 531 Language in Society (3) • LING 512 Morphosyntax (3) • LING 525 Semantic Analysis (3) • LING 559 Language in Culture (3) • LING 515 Native American Languages <p>CULTURAL ASPECTS <i>At least 3 er from any of the following</i></p> <ul style="list-style-type: none"> • FCS 615 Human Development in Cultural Contexts (3) • LLSS 524 Critical Race Theory (3) • LLSS 529 Race, Ethnicity, and Education (3) • LLSS 558 Literacy across Cultures (3) • LLSS 559 Second Language Literacy (3) • LLSS 560 Language and Education in Southwest Native American Communities (3) • LLSS 561 Reading, Writing, and Diversities <p>BILINGUAL PRACTICES <i>At least 3 er from any of the following</i></p> <ul style="list-style-type: none"> • SHS 539 Biling Acquisition: Clinical Implications (3) • LLSS 579 The Teaching of Reading in the Bilingual Classroom (3) • LLSS 568 Alternative Assessment Practices
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			for English Language Learners (3) <ul style="list-style-type: none"> • SPCD 517 Assessment of Diverse Students with Learning and Behavior Exceptionalities (3)
Qualifying Exam (no credits)	Synthesis of Research Literature completed by end of second semester		
Teaching (5)	<ul style="list-style-type: none"> • OILS 583 Graduate Teaching (1 credit) • ED PY 630 College Teaching Seminar (3 credits) • SHS 610 Mentored Teaching Experience in SHS (1 credit) • Apply for Graduate Teaching Academy Certificate 		
Electives (6)*	Additional 6 credits from research, specialty area, or other LING/SHS such as: <ul style="list-style-type: none"> • SHS 539 Biling Acquisition Clinical Implications (3) • LING 504 Phonological Analysis (3) • LING 525 Semantic (3) 	Additional 6 credits from research or <ul style="list-style-type: none"> • BIOM 566 Grantsmanship in clinical and translational research (1-3) 	Additional 6 credits from specialty areas or <ul style="list-style-type: none"> • SHS 651 Independent study in cultural and linguistic diversity (1-3) • PSY 565 Seminar in Thought and Language (3) • LLSS 614 Vygotsky Seminar (3)
Comps (no credits)	Submittable systematic review, research study with empirical data or major external grant application completed within 5 years of start date		
Dissertation (18)	SHS 699 (taken each semester after admission to candidacy)		

*These are **examples** of possible ways students could complete their 74 hours. These are NOT required specialization area plans; students with similar interests may have different programs of study as determined via committee.

*** Students are responsible for completing any prerequisite courses.

APPENDIX E - Template for Submitting Teaching Certificate Materials

Send the following information (with attachments) in one email message to the appropriate official in Graduate Studies. In the subject line of the email insert: Graduate Teaching Academy Certificate.

To whom it may concern:

I am emailing you the information and materials needed to complete my application for the Graduate Teaching Academy Certificate.

1. I completed the following:
 - a. OILS 583 (*insert section number*) during Semester Year.
 - b. ED PSYCH 630 (*insert section number*) during Semester Year.
 - c. I can provide unofficial transcripts to show my successful completion of these courses if needed.
2. I have attached a signed letter on UNM letterhead from my department chair attesting to successful completion of the teaching requirement, which was fulfilled via SHS 610 Mentored University Teaching Experience in Communication and Disorders, where I was required to teach a college course, or design and deliver at least three classroom lectures.
3. I list here the Semester of Completion and CTL workshop names for the 4 workshops I attended:
 - a. Semester Year - CTL Workshop Name 1
 - b. Semester Year - CTL Workshop Name 2
 - c. Semester Year - CTL Workshop Name 3
 - d. Semester Year - CTL Workshop Name 4

Please let me know if you require additional information. I look forward to hearing from you.

Thank you,

Signature Info / Contact Info

APPENDIX F – RESEARCH ROTATION CONTRACT

Student: _____ Primary or Secondary? (circle) Supervisor: _____

SECTION 1: EXPECTATIONS

*This section should be filled out by the student and faculty member **at the beginning of the rotation**. Check and briefly fill out all those that apply.*

___ 1. Reading Relevant Literature:

___ 2. Experimental Work:

___ 3. Research Meetings:

___ 4. Student Presentations:

___ 5. Estimated Time in Lab:

Student Signature

Date

Faculty Signature

Date

SECTION 2: ACCOMPLISHMENTS OF THE STUDENT

*This section should be filled out by the student **after the rotation is completed**. Check and briefly fill out all those apply. Use additional pages if necessary; attach relevant documents if needed.)*

___ 1. Approximate avg hours/week of participation in rotation:

___ 2. Describe direct participation in research work:

___ 3. Briefly describe outside reading/literature study:

___ 4. Describe presentations in research group meetings:

___ 5. Approximate time spent with rotation supervisor:

___ 6. Approximate time spent with other mentors in the lab (students, postdocs, research staff):

___ 7. Participation in other pertinent activities:

Student Signature *Date*

SECTION 3: FACULTY APPROVAL

*This section should be filled out by the supervisor **after review of student report** (Section 2).*

Student has participated in the above activities: _____ Agree _____ Disagree

General comments and recommendations:

Faculty Signature *Date*

APPENDIX G – QUALIFYING EXAM PLAN

Student: _____

Date: _____

Target Qualifying Exam Semester/Date: _____

Format: ___Meta-Analysis ___Systematic Review ___Narrative Review ___Other: _____

Research Question/Topic: _____

Minimum # of Articles (committee determined): _____

Committee Chair (printed and signature)

Date

Committee Member (printed and signature)

Date

Committee Member (printed and signature)

Date

Committee Member (printed and signature)

Date (optional)

Student (printed and signature)

Date

APPENDIX H - QUALIFYING EXAM GRADE/DECISION

Student: _____

Date: _____

Research Question/Topic: _____

The advisory committee evaluation is:

___ Approval

___ Disapproval

General comments and recommendations:

Committee Chair (printed and signature)

Date

Committee Member (printed and signature)

Date

Committee Member (printed and signature)

Date

Committee Member (printed and signature)

Date (optional)

Student (printed and signature)

Date

APPENDIX I – COMPREHENSIVE EXAM PLAN

Student: _____

Date: _____

Target Start Semester/Date: _____

Target Comprehensive Exam Semester/Date: _____

Format: ___ Systematic Review
 ___ Research Study (w/ empirical data)
 ___ External Grant Application

Research Question/Topic: _____

Committee Chair *(printed and signature)*

Date

Committee Member *(printed and signature)*

Date

Committee Member *(printed and signature)*

Date

Committee Member *(printed and signature)*

_____ (optional)
Date

Student *(printed and signature)*

Date

APPENDIX K – DISSERTATION PROSPECTUS APPROVAL FORM

Student: _____

Date: _____

Target Start Semester/Date: _____

Target Dissertation Defense Semester/Date: _____

Anticipated Format: Traditional
 Hybrid

Research Question/Topic: _____

Brief description of proposed project (150 word max):

Prospectus: Please attach a dissertation prospectus of no more than 1500 words describing the proposed research question, its relation to theoretical concerns of one or more of your concentrations, and the research methods to be used:

General comments / recommendations / plan:

SIGNED APPROVAL OF PROSPECTUS BY DISSERTATION COMMITTEE:

Committee Chair (printed and signature)

Date

Committee Member (printed and signature)

Date

Committee Member (printed and signature)

Date

Committee Member (printed and signature)

Date

Student (printed and signature)

Date

APPENDIX L – DISSERTATION DEFENSE APPROVAL FORM

Student: _____ Exam #: _____ Date: _____

Research Question/Topic: _____

The advisory committee evaluation is:

___ Approved without change
 ___ *No further meetings needed* ___ *Further meetings needed*

___ Approved subject only to minor editorial corrections
 ___ *No further meetings needed* ___ *Further meetings needed*

___ Not approved; must be rewritten or revised
 ___ *Further meetings needed*

General comments / recommendations / plan:

Committee Chair *(printed and signature)*

Date

Committee Member *(printed and signature)*

Date

Committee Member *(printed and signature)*

Date

Committee Member *(printed and signature)*

Date

Student *(printed and signature)*

Date

