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PH.D. HANDBOOK

2020-2021

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PROGRAM OVERVIEW

I. Goals and Objectives

The Doctor of Philosophy (Ph.D.) degree is the highest scholarly degree awarded by the George Washington University. The doctoral program in Speech-Language-Hearing Sciences (SLHS) is an individualized, mentored, and interdisciplinary research degree aimed at educating future members of the SLHS professoriate, industry researchers, and clinical practitioners. The program's aim is to provide education and training in basic and translational research and teaching related to human speech, language, and hearing sciences. The translational nature of our research involves scientific methods and lines of inquiry that address real-world problems in SLHS domains. Faculty in the department and in other departments at GWU make the program especially appealing for students interested in speech, language, and hearing sciences. The program of study is guided by the dissertation director and an advisory committee pre-candidacy. Post candidacy, the dissertation is guided by the dissertation director and an examination committee.

Doctoral Program Learning Objectives

Today's researchers, whether contributing within a university, industry, or clinic, are expected to have mastered diverse sets of skills, many of which were not explicitly taught in the past. Graduates of the SLHS Ph.D. program will:

Demonstrate depth and breadth of knowledge in program specialization

- Synthesize and evaluate existing scientific literature
- Engage in and appreciate the strengths of a multi-disciplinary orientation to research
- Develop expertise in a SLHS research area(s), with an acute awareness of current research trajectories within the area(s)
- Develop critical thinking and analytical skills
- Develop reflection skills, including summarizing learning processes in self and others

Conduct and communicate scholarly research

- Apply contemporary research methods and statistics
- Demonstrate understanding in the use of state-of-the-art technologies to inform research
- Design and carry out original research studies
- Synthesize and evaluate research data
- Communicate research effectively in oral and written formats
- Explain how their research can ultimately improve real world outcomes for people with communication disorders.

Demonstrate competence in professional skills in SLHS

- Apply scholarship of teaching and learning in classroom teaching contexts
- Develop competence in teaching
- Demonstrate basic competency in grantsmanship
- Demonstrate an understanding of ethics in research and teaching
- Develop the ability to evaluate disciplinary and interdisciplinary research and contribute to the scientific review process
- Develop laboratory management skills

II. Department Goals and Responsibility

The SLHS department has certain obligations to graduate students. Likewise, students have certain obligations to the department and to themselves. The department will strive to foster an environment supportive of excellence in scholarship and of mutual trust, respect, and integrity. Specifically, the department will:

- Aim to demonstrate our values of trust, respect, and integrity
- Support and recognize excellence in scholarship, collegiality, and citizenship
- Strive to provide mechanisms for annual evaluation and custom feedback regarding the student's performance in the program
- Strive to provide a curriculum designed to develop the knowledge and skills required
- Collaborate with the student to develop their individual expertise and progress toward their professional goals

III. Student Goals and Responsibilities

Students are expected to meet the following goals and responsibilities during their programs:

- To demonstrate aptitude for, and sustained interest in, all aspects of the program, such that all requirements for the degree will typically be completed in 4 to 5 years (including summers)
- To produce research work that is worthy of publication, recognizing that publication is a fulfillment of the responsibility to share information with the scientific community
- To strive for superior performance in academic, research, and other pursuits
- To participate in departmental seminars and colloquia
- To participate, when possible and practical, in departmental teaching, research, or clinical programs as a means of developing skills in these areas, and, if applicable, to effectively fulfill assigned responsibilities as a graduate assistant.
- To participate and foster a collaborative environment to help and learn from other researchers

DISSERTATION DIRECTOR, ADVISORY COMMITTEE, AND GRADUATE PLAN OF STUDY

I. Dissertation director

During the admissions process, a faculty member agrees to serve as the student's dissertation director. The role of the dissertation director is to guide and oversee the student's doctoral program on behalf of the department. The selection of the dissertation director is based on the faculty member's expertise in the area of the student's research interests and usually arises from early communications between the prospective student and faculty members during the application and admission processes. The dissertation director must be a tenure-track or tenured faculty member in the SLHS department. In certain circumstances, it is permissible for the student to request a co-director for their dissertation from outside the department, either from another GWU department or another university; if this occurs, then the student must also have a co-director within the department. The appointment of the dissertation director must be approved by the doctoral program director and the department chairperson. Changing dissertation directors requires discussion with the doctoral program director.

The American Psychological Association provides useful tips for mentors and mentees: <https://www.apa.org/education/grad/mentoring.aspx>.

II. Advisory committee

In their first year of study, the student must form an advisory committee, chaired by the dissertation director. Committee members are selected in consultation with the dissertation director based on the student's research area(s). The doctoral program director serves as an *ex officio* member of all advisory committees. The committee serves until the Prospectus and Examination committee is formed.

Students should familiarize themselves with information in the CCAS doctoral student handbook (https://columbian.gwu.edu/sites/g/files/zaxdzs1971/f/Student%20Handbook%2019_20%20-%20Doctoral.pdf).

Working with the student, the advisory committee plans the doctoral program, modifies the program based on ongoing progress reviews, and supervises the student until completion of the program. The advisory committee must consist of at least four regular GWU faculty members (regular, tenured, or tenure track faculty at the rank of professor, associate professor, or assistant professor). At least three of the committee members must possess an earned doctoral degree. Two members must be regular faculty from within the SLHS department, and at least one must be from a GWU department outside of SLHS. An Emeritus faculty member may serve as one of the four committee members (including chairperson) with the approval of the SLHS department chairperson. A non-tenure-track, regular faculty member may serve on the committee. Faculty members from outside GWU may also participate in an advisory committee; such outside members must be in addition to the four regular GWU faculty members. The number of members who are not GWU regular faculty must not exceed the number of regular faculty on the

committee. CCAS does not currently require that students get Graduate school approval for adding faculty members from outside GWU.

The membership of the advisory committee may be changed as required by the student, in consultation with the dissertation director and doctoral program director. The composition of the advisory committee must be approved by the doctoral program director. Students should submit the [Request for the Appointment of the Doctoral Advisory Committee](#) form when they form their committee. The form [Request for Changes in the Doctoral Degree Program](#) should be used when students wish to make changes to their program.

The advisory committee must be formed and hold an initial meeting within the first two semesters of doctoral study. Within one semester of the initial committee meeting, the chair of the advisory committee must submit the [Report of the Initial Ph.D. Advisory Committee Meeting](#) form, listing the student's preliminary plan for achieving degree requirements, a plan of study with an approximate timeline for completion, and tentative information about the student's pre-dissertation and dissertation projects. Thereafter, the advisory committee is required to meet at least once every academic year and file the [Annual Progress Report](#) form to ensure that the student is progressing satisfactorily through the doctoral program.

III. DegreeMap and Graduate Plan of Study

DegreeMap is the electronic system for managing and tracking completion of graduate program requirements at GWU. As each degree requirement is completed, the dissertation director enters this information into DegreeMap. **All SLHS Ph.D. students are required to use DegreeMap for tracking their Program of Study.** Students should monitor their account in DegreeMap and notify their directors of any discrepancies. Only dissertation directors can make changes in DegreeMap, but it is a responsibility of both the student and the director to monitor the tracking of program completion in DegreeMap. Students will not be cleared for graduation unless DegreeMap indicates 100% completion of degree requirements.

DEGREE COMPONENTS AND REQUIREMENTS

I. Number of Credits

A total of 72 credits are required for the SLHS doctoral degree. Some of these credits may be transferred in, depending on the nature of the student's prior coursework, degrees, and experiences.

A. Students with a Prior Bachelor's Degree

Students entering the program with a **bachelor's degree** in a related field must complete a minimum of 72 graduate credits in order to achieve the Ph.D. degree.

B. Students with a Prior Master's Degree

Students entering the program with a prior **master's degree** in SLHS or any other related field may request to transfer a maximum of 30 credits toward the 72 required for the degree. If 30 credits are approved for transfer, then these students must complete a minimum of **42** credits in order to achieve the Ph.D. degree.

C. Students who wish to earn a clinical SLP master's degree

Students entering the program with a bachelor's degree in SLP will complete a minimum of 12 additional credits (**84** credits), including 42 credits for the clinical MA degree in addition to the 42 credits required for the Ph.D. degree. Students who wish to pursue this option should review the SLHS Master's Program handbook.

D. Dissertation Credits

All students must complete a minimum of **12** dissertation credits (SLHS 8999) at GWU. Dissertation credits may not be transferred from another institution.

E. Transfer Credits

For students who have completed a master's degree in a related field, CCAS allows students to request the transfer of a maximum of 30 credits needed for the 72-credit doctoral degree to GWU.

Those without master's degrees who have taken graduate level coursework may request to transfer up to 25% of their total graduate credits for the doctoral degree (18 credits). To be eligible for transfer, the following conditions must be met (please see CCAS Ph.D. Handbook):

- graduate level work from an accredited institution
- grade of B or better
- taken no more than five years prior to doctoral program admission
- not have been applied to a prior degree
- approved by the doctoral program director
- credits are noted on an official transcript

All credit transfers require approval from the advisory committee and the doctoral program director prior to being submitted to CCAS for approval. Only courses that contribute to the required components of the Ph.D. program may be transferred. Courses that have no bearing on the student's doctoral studies plan may not be transferred. Transfer credits must be approved during the first year of doctoral study. Following department approval, the following steps must be completed in order for students to transfer credits.

- The doctoral program director emails the Office of Graduate Studies listing the course(s) by institution(s) to be transferred

- The student has an original, official transcript from the prior institution(s) sent to the CCAS Office of Graduate Studies
- Once the above information is received by the CCAS Graduate Studies Office they make the approval decision
- Transfer courses typically appear in DegreeMap within 1-2 months after the transfer equivalency form is processed

In some cases, a student may wish to transfer from an existing Ph.D. program. Such special cases must be coordinated with the doctoral program director, the department chair, and the College Associate Dean for Graduate Studies.

II. Enrollment

GWU requires doctoral students to be enrolled each semester until their degree requirements are met. This rule does not include the summer. Funded students must be enrolled full time or be certified by CCAS as full time equivalent. International students may have additional enrollment requirements; please see the CCAS doctoral student handbook.

III. Coursework

The Ph.D. program in SLHS has both required courses and elective courses. The required courses cover the breadth of SLHS, assist students in developing and carrying out research projects, and in developing necessary professional skills to enter the SLHS professoriate.

A. Program Specialization Courses (17 credits)

Program specialization courses assist students in learning the depth and breadth of human communication and its disorders, as well as research designs for human subjects research. Required courses in this area include:

- SLHS 8100: Speech, Language, and Hearing Sciences across the Lifespan (3)
- SLHS 8200: Research, Writing, and Ethics (4)
- SLHS 8201: Research Rotation (2)
- A minimum of 8 credits of elective coursework

The Lifespan course includes topics related to the study of human communication across the lifespan. SLHS 8200 includes research design, grant writing, and issues related to the study of human participants. Students will develop an F31 (or equivalent) grant application during this course. All students will complete at least **1** one-semester research experience in a laboratory other than the lab in which they primarily work (i.e., their dissertation director's lab). Students must register for two credits of SLHS 8201: Research Rotation during the semester in which they complete the rotation (see details below regarding research rotations). Elective courses can be taken within the SLHS department or outside of it. These courses are meant to allow exploration of topic areas pertinent to the student's research and areas of interest. Students with an interest in clinical research are encouraged to take SLHS clinical courses. Students whose research is not

directly clinical may still elect to take such courses in consultation with their advisory committee.

B. Research Tools (9 credits)

Students are required to take a minimum of 9 credits of coursework in statistical methods. Required courses in this area include:

- DNSC 6274: Statistical Modeling and Analysis (3)
- DNSC 6275: Advanced Statistical Modeling and Analysis (3)
- SLHS 8300: Statistical applications for translational research in SLHS (3)

DNSC 6274 and DNSC 6275 are statistical procedures courses offered through the Decision Sciences department at GWU. SLHS 8300 addresses statistical methods in SLHS-related topics.

C. Professional Skills Courses (4 credits)

Students are required to take four credits of coursework in professional skills development. Required courses in this area include:

- SLHS 8202: Teaching Rotation (2)
- SLHS 8203: Ph.D. seminar leadership (2)

SLHS 8202 is a mentored teaching experience under the direction of a SLHS faculty member. Students will give lectures, be responsible for evaluating student performance, and attend periodic discussions on pedagogy. SLHS 8203 requires planning, organizing, and carrying-out a departmental seminar and is meant to be an introduction to service work required in academia.

IV. Additional Experiences

In addition to approved coursework, all students will engage in the following experiences designed to prepare them for academic work in the field:

A. Responsible Conduct of Research (RCR) Training.

Students are required to complete RCR training. This training is available at GWU via the CITI training website: <https://about.citiprogram.org/en/series/responsible-conduct-of-research-rcr/>. The completion of the RCR requirements must be verified by the students' dissertation director, or for those employed on research grants, by the principal investigator for the grant. Students are responsible for making sure that the documentation of their training is correct and up-to-date. - Students should confer with their advisor about which specific trainings to take.

B. Research Ethics Training

All students will gain basic knowledge about research ethics during their scholarship as well as their fundamentals and RCR courses. Students are also encouraged to gain additional experience

with research ethics through coursework and regular, ongoing discussions with their dissertation director.

Before engaging in human or animal research, all students must complete the necessary CITI training about subject protection. **Appropriate training must be completed before students begin their pre-dissertation or dissertation research, participate in lab rotations, or participate in any other research-related activities.**

- Information about the protection of human subjects can be found at the following link: <https://humanresearch.gwu.edu/collaborative-irb-training-initiative-citi>
- Information about the protection of animal subjects can be found at the following link: <https://research.gwu.edu/office-animal-research>.

Students must keep their CITI training current throughout their course of doctoral study. Students should provide a copy of their CITI completion certificate to their dissertation director. The completion of the CITI requirements must be verified by the students' dissertation director, or for those employed on research grants, by the principal investigator for the grant. Students are responsible for making sure that the documentation of their training is correct and up-to-date.

C. Teaching

All students will gain basic knowledge about teaching during their 2-credit teaching rotation described above. Students are also encouraged to gain additional supervised or independent teaching experience by assisting a faculty member with a course, providing guest lectures, or taking significant independent responsibility for designing and teaching a course. The student's committee will also work with the students to find additional ways for the student to become involved in teaching experiences.

D. Other Opportunities

In addition to required and elective coursework, students are encouraged to participate actively in ongoing department activities, including:

- Department, College, and University colloquia
- Open thesis, examination, and dissertation defenses for other students

V. Initial Research Experiences

A. Research Rotation(s)

All students will complete at least **1** one-semester research experience in a laboratory other than the lab in which they primarily work (i.e., their dissertation director's lab). The purpose of this experience is for the student to gain experience working in another laboratory. This lab may be in SLHS or in another GWU department. The expected outcome of the rotation will be participation in a research project and submission of a presentation or paper on the project, as agreed upon by the research mentor and student, and approved by the student's advisory

committee. Students must register for two credits of SLHS 8201: Research Rotation during the semester in which they complete the rotation.

B. Pre-dissertation Research Project

All students will complete at least one research project prior to beginning their dissertation. Students will be responsible for all aspects of the design and conduct of the project, under the supervision of their dissertation director and members of the advisory committee. The student may begin the pre-dissertation project at any time after beginning their doctoral program; it must be completed before the student begins the general examination. The pre-dissertation project is not as formal as the dissertation; it does not require a committee, prospectus meeting, or defense. The expected outcome of the project will be a presentation at a national/international meeting and submission for publication in a peer-reviewed journal. All students are expected to give a presentation about their pre-dissertation project to the department prior to the end of their fourth semester of study.

A previously completed Master's thesis may satisfy the requirements for the pre-dissertation project; this decision is made on a case-by-case basis at the discretion of the dissertation director and members of the advisory committee. All students are expected to give a presentation about their pre-dissertation project to the department prior to the end of their fourth semester of study.

VI. General Examination

CCAS requires that all Ph.D. students complete a general examination. All students must pass a written and oral general examination prior to entering candidacy and beginning their dissertation. With the approval of their advisory committee, students may start their general examination after they have completed all of their required coursework and the pre-dissertation project. Additional lab rotations, teaching experiences, and optional components of the doctoral program may continue during and after the general examination. Students must be registered at GWU during the semester(s) in which they take the general examination.

The goal of the examination is to evaluate the student's ability to integrate previously obtained knowledge while critically evaluating and answering questions about their area of specialization.

The General examination is viewed as a gateway to independence as a researcher. To this end, the general examination is meant to allow students to **demonstrate the following skills**:

- Integrate ideas from different areas into a logical line of research
- Express scientific and/or technical ideas orally to different audiences
- Demonstrate competency in written communication (manuscript writing)
- Demonstrate competency in visual representation of research ideas and results
- Think critically under pressure

A. Procedure

The general examination involves explaining and defending two empirical papers written by the student, and giving an oral overview of where the student's research is headed. The explanation

of these papers will occur at the SLHS department's INTERACT meetings and be open to the entire department/university community. The Interact session will be followed by an oral defense of the two papers with the student's advisory committee. The student and director begin the general examination process by completing the [Request for Oral Explanation and Defense of General Examination](#) form.

Students must:

- Make a substantive contribution to both papers
- Be first author on one paper

Papers must:

- At least one paper must be from a project that the student has had primary responsibility
- At least one of the papers must contain quantitative analyses
- Both papers must be original research articles written in the format of a peer-reviewed journal article

Common or likely options for these papers include:

- Primary data analyses
- Meta-analyses
- Secondary data analysis using existing data sets

Our discussions with colleagues at other universities that use this model suggest that the papers should NOT be narrative review papers, as these are not easily published and mentors often run out of topics that are appropriate for review. However, under certain circumstances they may be permissible if the advisory committee approves of the topic.

B. Potential Sources

Potential sources of these papers include:

- First year paper written in mentor's lab
- Other papers written in mentor's lab
- Paper written during research rotations
- Student's master's thesis (with approval of advisory committee)

C. Grading

Grading of the general examination will be Pass/Fail. The grading is determined by the members of the advisory committee. $\frac{2}{3}$ of the committee must vote to Pass the student. Following the explanation and defense, the advisory committee will assign a grade of satisfactory or unsatisfactory to the student's responses and submit the [Record of General Examination](#) form. An unsatisfactory grade will require the student to repeat all or part of the oral examination following additional learning activities determined by the advisory committee.

Students who satisfactorily complete the general examination will enter candidacy and become eligible to commence work on their doctoral dissertation.

V. Candidacy and the Doctoral Dissertation

GWU divides Ph.D. programs into two phases: Pre-candidacy and Candidacy. During Pre-candidacy students complete graded coursework, any special department requirements, and the General examination. Candidacy includes research, writing, and orally defending the dissertation. A minimum of **45** credits, and not more than 60 credits must be completed in Pre-Candidacy. The remainder of the 72 credits needed for the degree may be taken during Candidacy. A student who successfully completes at least 45 credits of graded coursework, completes all additional departmental requirements, and passes the general examination is eligible to enter the candidacy phase of the doctoral program. During the candidacy phase the student carries out independent research that becomes the basis for the dissertation.

The culmination of the doctoral program is the dissertation and its successful defense. The expectation is that the dissertation research meets the scholarly research standards and practices of the discipline.

The dissertation involves original and independent research that makes a significant contribution to knowledge in the field. Although the student will have input and guidance from the dissertation director, advisory committee, and the prospectus committee, the student is responsible for the development, design, conduct, and writing of the research project.

Per University policy, all coursework, the dissertation and oral defense must be completed within **8 years** of the student's first enrollment in the program.

A. Format of the Dissertation

The dissertation will take the form of at least 3 thematically cohesive manuscripts with an introductory chapter and integrative conclusion (Discussion). That is, three related manuscripts form the middle of the dissertation document. They are preceded by an introductory document that sets the stage for the three manuscripts and explains how they relate to each other. The discussion chapter integrates findings across all three manuscripts, relates these new findings to prior work, and makes suggestions for future work.

B. Registration Requirements

SLHS students must complete 12 dissertation credits at GWU (SLHS 8999). Students may only start registering for dissertation credits once they have been accepted into candidacy. Students may not transfer dissertation credits to GWU from another institution. During the semester in which the oral defense is scheduled, students must register for a minimum of 1 credit (dissertation credit or Continuous Enrollment) in order to maintain student status.

C. Dissertation Research Committee

Upon entering Candidacy, the student is expected to work closely with the department and the Dissertation Research Committee. The dissertation research committee consists of the dissertation director(s) and two readers. Members of this committee may be the same as the

advisory committee membership, or the student, in consultation with the director, may request different members for the dissertation research committee whose expertise is more in line with the dissertation research. This committee is responsible for reading the prospectus, deciding if the student is ready to defend it in the final oral defense, and participating in the final oral defense.

Students should submit the [Request for the Appointment of the Dissertation Research Committee](#) form when they form their committee or if they wish to make changes to their committee.

D. Prospectus Meeting

After the dissertation research committee has been formed, the student will submit a prospectus for approval by the committee. The prospectus should be prepared following the electronic thesis and dissertation guidelines found at <https://library.gwu.edu/etd>. It should be viewed as a **draft** of the first few chapters of the dissertation, pending discussion and approval by the committee. The document should include:

- a discussion of the rationale for the proposed study and a summary of relevant known literature
- a description of research participants, methods of data collection and analysis
- pilot data (if any)
- the planned format of the research report

The student will submit the written prospectus document to the committee by email. The committee will have 2 weeks to review the document. During this time, the committee may ask for additional details, meetings, or revisions to the document prior to the prospectus meeting. Once the committee has agreed that the prospectus document is ready to be discussed (based on a vote to proceed by 75% of the members of the dissertation committee), the dissertation chair will submit the [Request for Dissertation Prospectus Meeting](#) form, and the prospectus meeting will be scheduled. The prospectus meeting will be scheduled for 2 hours, though students should plan for a longer period of time to allow for sufficient discussion of the project.

The dissertation director chairs the prospectus meeting. During the prospectus meeting, the student will provide an overview of the proposed research to the committee for its input and approval. The initial portion of the prospectus meeting will be open to members of the academic community and others. This will include the presentation by the student and questions from the audience. The meeting will then continue with only the committee and relevant faculty (e.g., the department chair and director of the Ph.D. program) in attendance for further discussion of the project.

The prospectus meeting should be viewed as a working meeting, and the presentation should be viewed as a **draft** of the proposed project, pending input from and approval by the committee. The prospectus meeting is not an examination to be “passed” or “failed” – it is one step in the process of developing the student’s dissertation project that continues until the project is ready to be conducted.

At least 75% of the dissertation committee must approve the prospectus before the student can proceed with the dissertation. If the dissertation committee does not approve the prospectus, the student should work with the committee to revise the prospectus and gain approval before initiating the project. When the committee has agreed that the project can proceed, they will sign the [Acceptance of Dissertation Prospectus](#) form.

After successful completion of the Prospectus meeting, students are expected to present their project to the department in a departmental group venue.

E. Dissertation Defense Committee

The Dissertation Defense Committee is comprised of the Dissertation Research Committee members plus two additional Examiners. Per CCAS guidelines, Examiners cannot have had a direct role in the dissertation research process. One examiner must be from within the SLHS department and the other examiner must be from outside the department. The chair of the dissertation defense committee must be a SLHS faculty member who has not been directly involved in the student's research mentoring; oftentimes the Doctoral Program Director serves in this role. The membership of the dissertation defense committee must be approved by the chair of the department. Students should submit the [Request for the Appointment of the Dissertation Research Committee](#) form when they constitute their committee or if they wish to make changes to their committee.

F. Preparation of the Dissertation

The dissertation must be prepared in accordance with the guidelines for electronic theses and dissertations, available at: <https://library.gwu.edu/etd/formatting-content>. Copies of dissertations accepted by the SLHS department are available at Gelman Library.

G. Submission of the Dissertation to the Final Oral Examination Committee

Once the dissertation director determines that the dissertation is ready for consideration by the remainder of the committee, the student will submit the dissertation and abstract to the examination committee and its chair. **This must be done at least one month prior to the examination.** Please see the CCAS guidelines for graduation deadlines.

When the dissertation defense committee is reviewing the dissertation, they may request additional information or revisions to the document prior to voting on the status of the written document. The committee will consider factors such as the clarity of the writing; the quality of the rationale, methods, data, results, conclusion, and significance of the findings; and the student's responses to questions about the dissertation.

At least 75% of the committee must agree that the document is satisfactory before the oral dissertation defense can be scheduled. (Note that this does not mean that further revisions may not be requested by the committee after the oral defense; it simply means that the committee judges the document to be sufficient for the student to proceed to the oral defense.)

H. Oral Defense of the Dissertation

After the committee has determined that the student may proceed to the oral dissertation defense, the director will submit the [Request for Oral Dissertation Defense](#) form, and the defense will be scheduled. The oral defense must be advertised at least 7 days prior to the date of the meeting. The student should contact the department administrator with the title of the dissertation, the names and titles of the committee members, the date of the oral defense, and the location of the oral defense, so that appropriate notices can be posted.

The oral defense should be scheduled for 2½ hours, though the student should plan for additional time for discussions with the committee after the defense has been completed. The initial part of the defense will be open, that is, faculty, members of the academic community, and members of the public may attend the student's presentation.

The student will begin the defense by providing an overview of the research, lasting approximately 30 to 40 minutes. Then, audience members may ask questions of the candidate. Then the audience will be dismissed and the final portion of the examination will begin. Only Examination Committee members, the program director, and the department chairperson can be present during the final examination and voting period.

Following the oral defense, the examiners and readers will assign a grade of satisfactory or unsatisfactory to both the oral defense and the written dissertation document, individually, using the [Results of the Written Dissertation Paper and Oral Dissertation Defense](#) form. An unsatisfactory grade on the oral defense will require the student to repeat the oral defense, following additional learning activities determined by the Examination Committee. An unsatisfactory grade on the written document will require the student to complete additional work on the written document in order to address concerns raised by the committee.

In order for the student to pass the dissertation process, the oral examination and the written dissertation document must each be approved by a positive vote from at least 75% of the Examination Committee, with not more than one dissenting vote from among the GWU regular faculty members of the committee. If the student fails the oral defense, they are allowed to retake the final oral examination one additional time. If the second attempt is failed, the student is dismissed from the program.

I. Final Submission

Once the committee has approved the dissertation (including all revisions) and oral defense, the student will submit the document to the chair of the Examination Committee for final review and approval. The Examination Committee chair will then complete the [Results of the Written Dissertation Paper and Oral Dissertation Defense](#) form. The student must submit this form along with a final electronic copy of the dissertation online. Information about electronic submission is available at <https://library.gwu.edu/etd>

J. Publication of the Dissertation

All doctoral dissertations must be submitted to the GWU graduate school using [ProQuest-UMI \(proquest.com/products-services/dissertations/\)](https://proquest.com/products-services/dissertations/). Supplementary materials (e.g., video or audio files) may also be submitted to ProQuest with the written approval of the dissertation director. The dissertation will be available electronically at the GWU libraries. The abstract will be published online at proquest.com. The student is responsible for all fees associated with publication and distribution of the abstract. An extra fee is required if the dissertation is to be copyrighted. Information about publication through ProQuest is available at <https://www.etsadmin.com/main/resources?siteId=55>. The student may order bound paper copies of the dissertation for himself/herself, the department, the Examination Committee, or others through ProQuest-UMI or through alternate means.

OTHER REQUIREMENTS

I. Enrollment

GWU requires Ph.D. students to be enrolled every Fall and Spring semester until their degree requirements are met. Students do not have to enroll in the summer. Funded students must be full time or be certified as full time equivalent.

II. Fees and Health Insurance

Refer to <https://studentaccounts.gwu.edu/fees-charges> for a detailed list of fees and charges associated with GW programs.

It is mandatory for all international students on an F-1 or J-1 visa to have adequate health insurance while registered as a GW student. Consequently, all international students are automatically enrolled in the University Student Health plan. You may choose to opt-out of the GW plan if you already have an adequate health insurance policy that meets the University's minimum requirements. To opt-out of the GW plan, you must submit an online waiver before the following dates:

Fall – September 30

Spring – January 31

Please visit the [student health website](#) for more information on the GW health insurance plan, minimum coverage requirements and how to opt-out.

III. Forms

All forms to be completed in the doctoral program can be found at the end of this handbook.

IV. Immunization Requirements

All students must comply with the immunization requirement as set forth by the Law of the District of Columbia. If you do not comply with this requirement, your account will be placed on hold by the university. Students aged 26 and over are automatically exempt from university immunization requirements. More information about this requirement (including the mandatory form) can be found on the Student Health Center's website:

<https://healthcenter.gwu.edu/immunizations>

You will need to send these records to the Student Health Center. The Department **DOES NOT** keep a copy on file. We **HIGHLY** recommend you make a copy of these records before sending them in. You may need proof of immunization for your externships during Fall and Spring semester of your second year and the Student Health Center charges a nominal fee to retrieve these records. However, this record expires after one year so you may be required by your externship to update them.

V. At the End of the Program...

Students should be sure to complete the [Checkout Checklist](#) form at the conclusion of their doctoral program. It is especially important that students return all University property (including keys, resources, and equipment) when they are finished with their program.

UNIVERSITY AND DEPARTMENT POLICIES STUDENTS RIGHTS AND RESPONSIBILITIES

The Guide to Student Rights and Responsibilities is the primary document concerning student behavior, and it applies to all students, at all times:

<https://studentconduct.gwu.edu/sites/g/files/zaxdzs1151/f/downloads/190517%20Code%20of%20Student%20Conduct%202019.pdf>

Policies explained in the guide include, but are not limited to:

Equal Opportunity

The George Washington University does not unlawfully discriminate against any person on any basis prohibited by federal law, the [District of Columbia Human Rights Act](#), or other applicable law, including without limitation, race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, or gender identity or expression. This policy covers all programs, services, policies, and procedures of the university, including admission to education programs and employment. (continues on

<https://studentconduct.gwu.edu/university-policy-equal-opportunity>)

Sexual Harassment and Sexual Violence Policy

The [Sexual Harassment and Sexual Violence Policy \(PDF\)](#) is intended to inform members of the university community, including guests and visitors about sexual harassment, including sexual violence and the procedures they should follow if they encounter or observe it. The university prohibits sexual harassment by any student, staff member, faculty member, and others in the university community; encourages reporting of sexual harassment before it becomes severe or pervasive; identifies persons to whom sexual harassment may be reported; prohibits retaliation against persons who bring sexual harassment complaints; assures confidentiality to the extent possible consistent with the need to address and resolve harassment appropriately; assures all members of the university community that each complaint of sexual harassment will receive an adequate, reliable, and impartial investigation; and provides for appropriate corrective action.

The ultimate goal is to prevent sexual harassment through education and by developing a sense of community. Additional information can be obtained from visiting the university's [Haven](#) website.

Grievances

On occasion, a student may encounter a situation where he/she believes there is a legitimate grievance regarding an academic or clinical decision. In such cases, the Department adheres to a very specific protocol to ensure that the grievance receives appropriate consideration.

The steps include the following:

- Address the concern with the individual (faculty member, clinical supervisor, fellow student, etc.)
- If the issue is not resolved, meet with and discuss the issue with that person's immediate supervisor (for course related issues, see the Doctoral Program Director; for clinical issues, the Clinic Director; for issues related to research mentorship, see the department chair)
- If the issue is still not resolved, meet with and discuss the issue with the Chair

If the matter cannot be resolved at the Department level the student should pursue the matter following the University Grievance process that is described in the Graduate Bulletin (see <https://studentconduct.gwu.edu/student-grievance-procedures>)

To preserve your rights, it is important that you adhere to this chain of authority in stating your grievance. This also enhances the likelihood of resolving the issue in a satisfactory and timely way.

Student Code of Conduct

The [Code of Student Conduct](#)

- Sets minimum standards for non-academic student conduct
- Defines the rights of students charged with a non-academic disciplinary violation
- Lists the procedures for resolving non-academic disciplinary matters
- Provides guidance for non-academic disciplinary sanctions
- Addresses other issues regarding non-academic student conduct (e.g., possession of certain drugs and firearms, demonstrations on campus, dismissal from University)

Academic Integrity

The [Code of Academic Integrity](#)

- Sets minimum standards for academic student conduct
- Defines the rights of students charged with an academic disciplinary violation
- Lists the procedures for resolving academic disciplinary matters
- Provides guidance for academic disciplinary sanctions
- Addresses other issues regarding academic student conduct

The University defines academic dishonesty as cheating of any kind, including misrepresenting one's own work, taking credit for the work of others without crediting them and without appropriate authorization, and the fabrication of information. The complete code of ethics can be found at: <https://studentconduct.gwu.edu/code-academic-integrity>

The Department and profession take cheating seriously. The consequences of engaging in practices deemed a violation of the University Code of Ethics will be a range of sanctions that can include a failing grade in a class, reporting of the incident to ASHA, or termination of the student in the program.

In addition, faculty, staff, and students in the Department of Speech, Language, and Hearing Sciences are bound by the ASHA Code of Ethics. It can be found on ASHA's website (<http://www.asha.org/Code-of-Ethics/>)

ACADEMIC PERFORMANCE

I. Annual Review

All graduate students at GWU are entitled to periodic evaluation of their progress through their planned doctoral program and their professional potential. The following steps will be taken to ensure a comprehensive and periodic review of each student's progress in the doctoral program.

A. Annual Progress Report

At least once a year, the advisory committee and the dissertation director will review with the student his/her progress during the past academic year and the student's plans for the coming year. The advisory committee, the dissertation director, and the doctoral student will then fill out the Annual Ph.D. Progress Report Form found at the end of this document. This form will then be filed with the doctoral program director and the chair of the department in the doctoral student's permanent file. Students who wish to appeal this evaluation may do so in writing to the chair of the department. This written response, if any, will also be placed in the student's file.

B. Review by the Doctoral Program Director or Chair

Once a year, the student and the dissertation director will meet with the doctoral program director or chair of the department to review all aspects of the annual progress report. The student will have the opportunity to discuss with the program director or chair any factors that seem necessary for successful completion of the doctoral program, any issues that may be

hindering progress, and any appeal of the dissertation director/advisory committee's annual evaluation.

II. Guidelines for Ensuring Acceptable Academic Performance

GWU and the SLHS department expect doctoral students to excel in their programs of study. A student's progress in the doctoral program is evaluated based on competency (indicated by grades in courses, research performance, and development of professional skills) and the rate of progress through the doctoral program.

A. Minimum Acceptable Grade

Doctoral students must maintain a minimum GPA of 3.0 in their degree program. Note that this minimum standard alone is not a sufficient indicator of satisfactory progress.

B. Outcomes

A student who receives a grade of less than 3.0 will be placed on academic probation or have their program terminated. While on probation, the student will be limited in the number of credits they may take, and no failing or incomplete grades are permissible. Students are given one semester to raise their cumulative GPA to 3.0 or above. If the terms of the probation period are met, then the student returns to good standing in CCAS. If the terms of the probation are not met, then the student is terminated from the program.

Doctoral students will be informed in writing by the advisory committee and the dissertation director when their academic progress is unsatisfactory. A copy of this notice will be placed in the student's permanent file.

C. Access to Student Records

Each doctoral student's academic records will be maintained in the SLHS office, keeping in mind the student's right to privacy and access. Doctoral students have the right to inspect any of their own educational records (except those that have been waived by the student) such as transcripts, student disciplinary records, and records regarding academic performance.

INTEGRITY AND SAFETY IN RESEARCH AND CREATIVE ACTIVITIES

I. Awareness of Professional and Academic Standards

Doctoral students must be well-versed of the codes of professional and academic standards related to research integrity, including the guidelines for Ensuring Research Integrity and Compliance (<https://research.gwu.edu/research-integrity>).

II. Research Involving Human or Vertebrate Animal Subjects

All research protocols involving human or vertebrate animal subjects must be approved prior to implementation.

- Information about the protection of human subjects can be found at: <https://humanresearch.gwu.edu/>.
- Information about the protection of animal subjects can be found at: <https://research.gwu.edu/office-animal-research>.

III. Misconduct

Federal and GWU policies (<http://my.gwu.edu/files/policies/ResearchMisconductPolicy.pdf>) define misconduct as encompassing the following:

- **Fabrication:** Any action that involves making up data and recording/reporting them
- **Falsification:** Any action that involves manipulating research materials, equipment, or processes, or changing or omitting data such that the research is not accurately represented in the record.
- **Plagiarism:** Any action that involves assuming another person's ideas, processes, results, or words without giving appropriate credit.
- **Retaliation** against whistle blowers

IV. Disciplinary Procedures

Students found to have engaged in misconduct can be dismissed from the doctoral program.

- The student will be informed of this decision in writing in a timely manner
- All information regarding the incident that led to dismissal and the decision of dismissal will be held strictly confidential between the student and faculty/administrators with responsibility for the student, on a need-to-know basis
- This information will be released only with written permission of the student, unless a grievance procedure (See below) is initiated by the student. In that case, the information will be released to the grievance committee

ADDITIONAL REQUIREMENTS FOR INTERNATIONAL DOCTORAL STUDENTS

International students should ensure that they meet all of the requirements and follow all guidelines found on the website of the International Student Services Office (<https://internationalservices.gwu.edu/>). Specific requirements that must be considered are as follows:

English for academic purposes

International students who have a TOEFL score below 100 or an IELTS scores below a 7.0 (with no individual band score below a 6.0) are required to satisfactorily complete an English for Academic Purposes (EAP) course in the first semester. Your admission letter will indicate which EAP course you are required to take.

EAP 6110: Academic Writing and Research I (3 credits).

EAP 6111: Academic Writing and Research II (3 credits).

Students will take a short exam in the first class of the semester to ensure you are in the correct EAP course. You may need to change EAP courses if the results of your exam indicate another course is better suited for you.

The EAP course credits do not count towards your degree credit requirements or your degree GPA. If you do not successfully complete the EAP course, you may be required to take the course again, or you may be put on academic probation or terminated from your degree program. For additional information on the content of each course please visit the [EAP website](#).

Accident and health insurance

It is mandatory for all international students on an F-1 or J-1 visa to have adequate health insurance while registered as a GW student. Consequently, all international students are automatically enrolled in the University Student Health plan. You may choose to opt-out of the GW plan if you already have an adequate health insurance policy that meets the University's minimum requirements. To opt-out of the GW plan, you must submit an online waiver before the following dates:

Fall – September 30

Spring – January 31

Please visit the [student health website](#) for more information on the GW health insurance plan, minimum coverage requirements and how to opt-out.

UNIVERSITY RESOURCES

Following is a list of university resources available to graduate students. **In all cases, University policies override all inconsistent provisions that may exist in this handbook.**

I. General University Resources

- George Washington University: <https://www.gwu.edu>
- Graduate School: <https://www.gwu.edu/graduate-admissions>
- Office of the Registrar: <https://registrar.gwu.edu>
- Academic Programs: <https://www.programs.gwu.edu/graduate>
- Libraries: <https://library.gwu.edu>
- The Writing Center: <https://writingcenter.gwu.edu>
- Human Resources: <https://hr.gwu.edu>
- Travel information: <https://ibuy.gwu.edu/travel-services> and <https://finance.gwu.edu/booking-travel>
- Resources Center for Persons with Disabilities: <https://disabilitysupport.gwu.edu>
- Student Support and Family Engagement: <https://families.gwu.edu>
- Health Center: <https://healthcenter.gwu.edu>
- International Services Office: <https://internationalservices.gwu.edu>
- Policy on Relationship Violence and Sexual Misconduct: <https://haven.gwu.edu/gw-policies-title-ix>
- Multicultural Student Services Center and Non-Discrimination Policy: <https://mssc.gwu.edu/non-discrimination-policy>

II. Human Subjects, Animal Care, Research Ethics, Environmental Safety, Student Safety

- Office of Human Research: <https://humanresearch.gwu.edu>
- Office of Animal Research: <https://research.gwu.edu/office-animal-research>
- Research and Academic Integrity: <https://research.gwu.edu/research-integrity> and <https://studentconduct.gwu.edu/code-academic-integrity>
- Guidelines on Authorship: <http://www.icmje.org/recommendations/browse/roles-and-responsibilities/defining-the-role-of-authors-and-contributors.html>
- Division of Safety and Security: <https://safety.gwu.edu>
- Human Resource Management & Development - Student Affairs: <https://hr.gwu.edu/student-affairs>

III. Student Funding Opportunities

- Funding your Graduate Education: <https://gsehd.gwu.edu/admissions/funding-your-graduate-education>
- Office of Financial Assistance: <https://financialaid.gwu.edu>
- The Office of Graduate Student Assistantships and Fellowships: <https://www2.gwu.edu/~fellows/>

IV. Students Rights and Responsibilities (including work-related policies related to employment, jury duty, grievance policy, etc.)

- Guide to Student Rights & Responsibilities: <https://studentconduct.gwu.edu/guide-student-rights-responsibilities>
- GW Grad Students United - SEIU Local 500 Labor Union: <http://www.gwgradstudentsunited.com>

V. Technology and Computing Resources

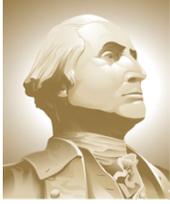
- Center for Statistical Consulting at Gelman Library: <https://library.gwu.edu/services/computers-wireless/statistical-consulting>
- GWU Division of Information Technology: <https://it.gwu.edu>

VI. Teaching Resources

- Classroom Technology: <https://acadtech.gwu.edu/classroom-technology>
- Teaching and Learning: <https://library.gwu.edu/utlc>

FORMS

- [Request for the Appointment of the Advisory Committee for the Ph.D. degree](#)
- [Request for Changes in the Doctoral Degree Program](#)
- [Report of the Initial Ph.D. Advisory Committee Meeting – Page 1](#)
- [Report of the Initial Ph.D. Advisory Committee Meeting – Page 2](#)
- [Annual Progress Report – Page 1](#)
- [Annual Progress Report – Page 2](#)
- [Annual Progress Report – Page 3](#)
- [Request for Oral Explanation and Defense of General Examination](#)
- [Record of General Examination](#)
- [Request for the Appointment of the Doctoral Examination Committee](#)
- [Request for Dissertation Prospectus Meeting](#)
- [Acceptance of Dissertation Prospectus](#)
- [Request for Oral Dissertation Defense](#)
- [Results of the Written Dissertation Paper and Oral Dissertation Defense](#)
- [Final Dissertation Approval](#)
- [Checkout Checklist](#)
- [Graduation Clearance Form](#)



**THE GEORGE
WASHINGTON
UNIVERSITY**

WASHINGTON, DC

DEPARTMENT OF SPEECH, LANGUAGE, AND HEARING SCIENCES

Request for the Appointment of the Doctoral Advisory Committee

Student: _____

Date: _____

The following faculty members have agreed to serve on the student's Ph.D. Advisory Committee:

GWU SLHS Department Faculty (name) – at least two required; indicate director/chair

GWU Faculty from Outside the Department (name, department)

Faculty from Outside GWU (name, university, and department)

Student (name, signature, date)

Advisory Committee Chair (name, signature, date)

Ph.D. Program Director (name, signature, date)

Department Chairperson (name, signature, date)

Original: CCAS Graduate Studies Office

Copies: Student, Advisory Committee Chairperson, Ph.D. Program Director, SLHS Student File



**THE GEORGE
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UNIVERSITY**

WASHINGTON, DC

DEPARTMENT OF SPEECH, LANGUAGE, AND HEARING SCIENCES

Request for Changes in the Doctoral Degree Program

Student: _____

Date: _____

The following changes in the student's doctoral program are requested:

_____ Change in chairperson or committee members

_____ Change in coursework

_____ Request for exceptions / waiver from program requirements

Explanation:

Student (name, signature, date)

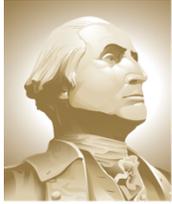
Advisory Committee Chair (name, signature, date)

Ph.D. Program Director (name, signature, date)

Department Chairperson (name, signature, date)

Original: CCAS Graduate Studies Office

Copies: Student, Advisory Committee Chairperson, Ph.D. Program Director, SLHS Student File



Report of the Initial Ph.D. Advisory Committee Meeting – Page 1

Student: _____

Director: _____

Starting Semester: _____

Date of Meeting: _____

Planned Coursework

Attach page 2 indicating semester, department, number, name, and credits for all planned courses

Planned pre-dissertation project date

Tentative pre-dissertation topic:

Planned teaching experience date and course

Planned grant-writing experience date and course

Planned lab rotation date(s) and location(s)

Planned comprehensive examination date

Planned dissertation prospectus date

Planned dissertation oral defense date:

Tentative dissertation topic:

Student (name, signature, date)

Advisory Committee Chair (name, signature, date)

Ph.D. Program Director (name, signature, date)

Department Chairperson (name, signature, date)

Original: CCAS Graduate Studies Office

Copies: Student, Advisory Committee Chairperson, Ph.D. Program Director, SLHS Student File

Report of the Initial Ph.D. Advisory Committee Meeting – Page 2

Graduate-Level Courses (18 credits, including 9 credits of clinically focused SLHS courses)
 (For students without a prior Master’s Degree only. If prior Master’s Degree in any field, skip this section.)

Term	Course Name/Number	Credits

SLHS Clinical Courses (6 to 9 credits) (For students with a Master’s degree from a field other than SLHS only.)

Term	Course Name/Number	Credits

SLHS Core Courses (6 to 9 credits)

Term	Course Name/Number	Credits

Methods and Skills Courses (12 to 15 credits)

Term	Course Name/Number	Credits

Specialized Study Courses (18 to 24 credits)

Term	Course Name/Number	Credits

Dissertation Credits (24 to 36 credits) (indicate term, number of credits)



Annual Progress Report – Page 1

(Portion to be completed by student)

Student: _____ Date: _____

Date of Program Entrance: _____ Expected program completion date: _____

If admitted under provisional status, date provisional status was removed: _____

Planned Coursework

Attach page 2 indicating semester, department, number, name, and credits for all planned courses
Highlight changes or updates from the initial meeting or prior annual report.

Planned pre-dissertation project date

Tentative/confirmed pre-dissertation topic:

Planned/Completed teaching experience date and course

Planned/Completed grant-writing experience date and course

Planned/Completed lab rotation date(s) and location(s)

Planned/Completed comprehensive examination date

Planned/Completed dissertation prospectus date

Planned dissertation oral defense date:

Dissertation topic:

Current GPA:

Number of credits below 3.0

Attach the following information, reflecting updates or changes since the last annual progress report or initial advisory committee meeting:

- Statement of professional goals and goals for the next academic year
- Papers published or submitted since the last annual progress review or initial review
- Presentations since the last annual progress review or initial review
- Participation on funded grants
- Participation in undergraduate or graduate education (e.g., courses taught, mentoring)

Also, briefly summarize your progress toward achieving your goals during the past year. If you feel that you are not making progress, explain why. Describe any perceived department/school obstacles that hinder your progress.

Annual Progress Report – Page 2

Graduate-Level Courses (18 credits, including 9 credits of clinically focused SLHS courses)

(For students without a prior Master’s Degree only. If prior Master’s Degree in any field, skip this section.)

Term	Course Name/Number	Credits

SLHS Clinical Courses (6 to 9 credits) (For students with a Master’s degree from a field other than SLHS only.)

Term	Course Name/Number	Credits

SLHS Core Courses (6 to 9 credits)

Term	Course Name/Number	Credits

Methods and Skills Courses (12 to 15 credits)

Term	Course Name/Number	Credits

Specialized Study Courses (18 to 24 credits)

Term	Course Name/Number	Credits

Dissertation Credits (24 to 36 credits) (indicate term, number of credits)

Annual Progress Report – Page 3

(Portion to be completed by advisory committee chair / dissertation director)

Student: _____ Director: _____

Has the student made acceptable progress during the evaluation period? Explain.

Please comment on the student’s overall academic performance.

Student (name, signature, date)

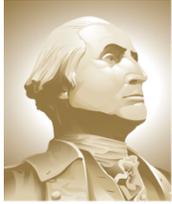
Advisory Committee Chair (name, signature, date)

Ph.D. Program Director (name, signature, date)

Department Chairperson (name, signature, date)

Original: CCAS Graduate Studies Office

Copies: Student, Advisory Committee Chairperson, Ph.D. Program Director, SLHS Student File



**THE GEORGE
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UNIVERSITY**

WASHINGTON, DC

DEPARTMENT OF SPEECH, LANGUAGE, AND HEARING SCIENCES

Request for Oral Explanation and Defense of General Examination

Student: _____ Date: _____

As the student's director, I affirm that the student has completed nearly all required coursework and the pre-dissertation project. I therefore recommend that the student take the comprehensive examination.

Date when student will submit written documents to advisory committee

Date when advisory committee will provide feedback

Tentative date and time of oral explanation and defense

Does a room need to be scheduled for the oral explanation and defense?

_____ Yes _____ No

Titles of papers to be submitted

Advisory Committee Chair
(name, signature, date)

Ph.D. Program Director
(name, signature, date)

The completed/signed form should be submitted to the SLHS Department Office.

Original: SLHS Student Files
Copies: Advisory Committee Chair, Ph.D. Program Director



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WASHINGTON, DC

DEPARTMENT OF SPEECH, LANGUAGE, AND HEARING SCIENCES

Record of General Examination

Student: _____ Date: _____

The student's director and advisory committee provide the following feedback about the student's comprehensive examination:

_____ The student has PASSED the general examination
(based on a positive vote of at least 75% of the advisory committee)

_____ The student has NOT PASSED the comprehensive examination

Date when student submitted written documents to advisory committee

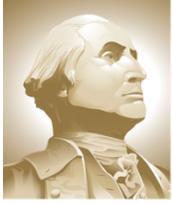
Date of oral explanation and defense

Advisory Committee (name, department)

Advisory Committee Chair
(name, signature, date)

Ph.D. Program Director
(name, signature, date)

Original: CCAS Graduate Studies Office
Copies: Student, Advisory Committee Chairperson, Ph.D. Program Director, SLHS Student File



**THE GEORGE
WASHINGTON
UNIVERSITY**

WASHINGTON, DC DEPARTMENT OF SPEECH, LANGUAGE, AND HEARING SCIENCES

Request for the Appointment of the Dissertation Research Committee

Student: _____ Date: _____

The following faculty members have agreed to serve on the student's Dissertation Research Committee:

GWU SLHS Department Faculty (names)

Director: _____

Co/Director: _____

Reader 1: _____

Reader 2: _____

GWU Faculty from Outside the Department

Name Department

Faculty from Outside GWU (Must receive prior approval. See PhD handbook for information.)

Name University Department

Student (name, signature, date)

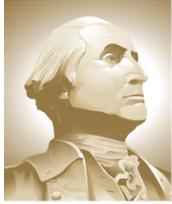
Ph.D. Program Director (name, signature, date)

Dissertation Director (name, signature, date)

Department Chairperson (name, signature, date)

Original: CCAS Graduate Studies Office

Copies: Student, Advisory/Examination Committee Chairperson, Ph.D. Program Director, SLHS Student File



**THE GEORGE
WASHINGTON
UNIVERSITY**

WASHINGTON, DC

DEPARTMENT OF SPEECH, LANGUAGE, AND HEARING SCIENCES

Request for Dissertation Prospectus Meeting

(to be submitted to the SLHS Department Office)

Student: _____ Date: _____

Date and Time of Oral Dissertation Defense: _____

Title of Doctoral Dissertation: _____

Dissertation Defense Committee Members (name, department)

Director: _____

Co-Director: _____

Reader 1: _____

Reader 2: _____

GWU Faculty from Outside the Department

Name Department

Faculty from Outside GWU (Must receive prior approval. See PhD handbook for information.)

Name University Department

Does a room need to be scheduled for the oral examination? Yes No

Student (name, signature, date)

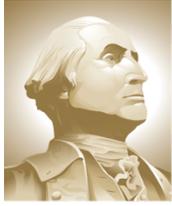
Ph.D. Program Director (name, signature, date)

Dissertation Director (name, signature, date)

Department Chairperson (name, signature, date)

Original: SLHS Student Files

Copies: Advisory/Examination Committee Chairperson, Ph.D. Program Director, SLHS Student File



**THE GEORGE
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UNIVERSITY**

WASHINGTON, DC

DEPARTMENT OF SPEECH, LANGUAGE, AND HEARING SCIENCES

Acceptance of Dissertation Prospectus

Ph.D. Program Director: _____ Date: _____

Student's Name: _____ GWID: _____

First semester in program: _____

Dissertation topic: _____

Dissertation Research Committee:

Dissertation Director: _____

Co-Director (if any): _____

Reader 1: _____

Reader 2: _____

Intended Semester of Completion: _____

Student (name, signature, date)

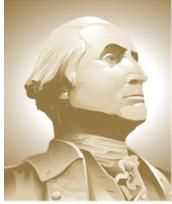
Ph.D. Program Director (name, signature, date)

Dissertation Director (name, signature, date)

Department Chairperson (name, signature, date)

Original: CCAS Graduate Studies Office

Copies: Student, Advisory/Examination Committee Chairperson, Ph.D. Program Director, SLHS Student File



**THE GEORGE
WASHINGTON
UNIVERSITY**

WASHINGTON, DC DEPARTMENT OF SPEECH, LANGUAGE, AND HEARING SCIENCES

Advancement to Candidacy Form

We recommend that this Ph.D. student be advanced to Candidacy

Department/Program: _____

Ph.D. Program Director: _____ Date: _____

Ph.D. Program Director Signature (if not submitted electronically): _____

Student name: _____ **GWID:** _____

Graduate credit hours (including transfer, excluding 399s): _____ **GPA:** _____

General Examination Date Passed: _____

Examiner(s): _____

Special departmental requirements: _____ **Date satisfied** _____

Dissertation Information:

Dissertation Topic/Title: _____

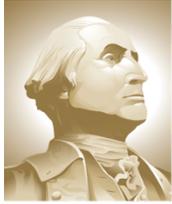
Dissertation Director (& Co-Director): _____

Reader 1: _____

Reader 2: _____

Original: CCAS Graduate Studies Office

Copies: Student, Advisory/Examination Committee Chairperson, Ph.D. Program Director, SLHS Student File



**THE GEORGE
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UNIVERSITY**

WASHINGTON, DC

DEPARTMENT OF SPEECH, LANGUAGE, AND HEARING SCIENCES

Request for Oral Dissertation Defense
(to be submitted to the SLHS Department Office)

Student: _____ Date: _____

As the student's director, I affirm that at least 75% of the Examination Committee have voted that the student is ready to schedule the oral dissertation defense.

Proposed Date and Time of Oral Dissertation Defense: _____

Title of Doctoral Dissertation: _____

Dissertation Defense Committee Members (name, department)

Director: _____

Co-Director: _____

Reader 1: _____

Reader 2: _____

Examiner 1: _____

Outside Examiner: _____

Department/institution: _____

Does a room need to be scheduled for the oral defense? Yes No

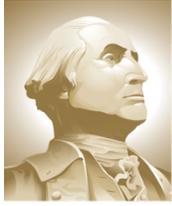
Student (name, signature, date)

Ph.D. Program Director (name, signature, date)

Dissertation Director (name, signature, date)

Department Chairperson (name, signature, date)

Original: SLHS Student Files
Copies: Advisory/Examination Committee Chairperson, Ph.D. Program Director



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WASHINGTON, DC

DEPARTMENT OF SPEECH, LANGUAGE, AND HEARING SCIENCES

Dissertation Research Committee Approval

The members of this student’s Dissertation Research Committee, having read the student’s Ph.D. dissertation, all agree that it is acceptable in its current form and suitable for distribution to the Examiners in preparation for the Dissertation Defense.

Director of Graduate Studies: _____ Date: _____

Student’s name: _____ GWID: _____

First semester in program: _____

Dissertation title: _____

Dissertation Research Committee:

Name	Signature
Director: _____	_____
Co-Director: _____	_____
Reader: _____	_____
Reader: _____	_____

Examiners:

Departmental Examiner: _____

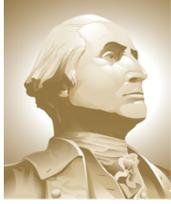
Outside Examiner: _____

Department/Institution: _____

Ph.D. Program Director: _____

Original: SLHS Student File

Copies: Advisory/Examination Committee Chairperson, Ph.D. Program Director



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WASHINGTON, DC

DEPARTMENT OF SPEECH, LANGUAGE, AND HEARING SCIENCES

Results of the Written Dissertation Paper and Oral Dissertation Defense

(to be completed at the conclusion of the oral dissertation defense)

Student: _____ Date: _____

Results of the Written Dissertation Paper

_____ The written dissertation document is **accepted** in its present form. No further revision is required.

_____ The written dissertation document is **accepted pending minor revisions** to be reviewed by the Examination Committee chair only. No further review from the committee is required.

_____ The written dissertation document is **not accepted**. The student must revise the document based on feedback from the committee, then submit the revisions to the committee for further review.

Results of the Oral Dissertation Defense

_____ The oral dissertation defense is **accepted**.

_____ The oral dissertation defense is **not accepted**. The student must repeat the oral examination.

Dissertation Defense Committee information:

Reader (Title): _____

Reader (Title): _____

Examiner (Title): _____

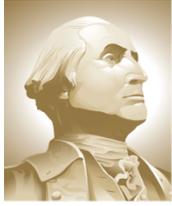
Outside Examiner (Title): _____

Department/Institution: _____

Dissertation Director (name, signature, date) Ph.D. Program Director (name, signature, date)

Original: SLHS Student File

Copies: Advisory/Examination Committee Chairperson, Ph.D. Program Director



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WASHINGTON, DC

DEPARTMENT OF SPEECH, LANGUAGE, AND HEARING SCIENCES

Final Dissertation Approval

As was decided at this student’s Dissertation Defense, the following members of the Final Dissertation Defense Committee have read the revised Ph.D. dissertation and all agree that the requested revisions have all been implemented.

Director of Graduate Studies: _____ Date: _____

Student’s name: _____ **GWID:** _____

First semester in program: _____

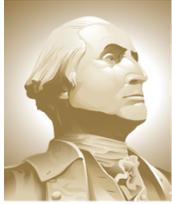
Dissertation title: _____

Dissertation Defense Committee members required to sign:

	Name	Signature
Director:	_____	_____
Co-Director:	_____	_____
Reader 1:	_____	_____
Reader 2:	_____	_____
Examiner 1:	_____	_____
Examiner 2:	_____	_____

Department/Institution _____

Original: CCAS Graduate Studies Office
Copies: Advisory/Examination Committee Chairperson, Ph.D. Program Director, SLHS Student File



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WASHINGTON, DC

DEPARTMENT OF SPEECH, LANGUAGE, AND HEARING SCIENCES

Checkout Checklist

*To the student: Please ensure that each of the following steps are taken,
then sign the form and return it your dissertation director.*

If the following checkout procedures are not completed, graduation may be delayed.

Student: _____ Date: _____

_____ Return any Department keys in your possession to the Department Administrative Assistant.

_____ Return any Departmental books, materials, resources, or equipment (including computer equipment) in your possession to the Department Administrative Assistant. (Any materials purchased with University funds are the property of the University and must remain at the University.)

_____ Provide your contact information at the bottom of this page.

_____ Other:

Name: _____

Forwarding Address and Phone: _____

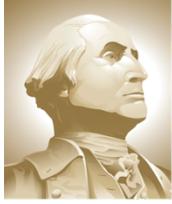
Place of Employment and Title: _____

Employer's Address: _____

Signature

Date

Original: SLHS Student File
Copies: Advisory/Examination Committee Chairperson, Ph.D. Program Director, SLHS Student File



**THE GEORGE
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WASHINGTON, DC

COLUMBIAN COLLEGE OF ARTS AND SCIENCES

Graduation Clearance Form (Ph.D.)

This student has completed all the requirements for the Ph.D. as of the end of
_____ (semester), _____ (year)

Note: The student must submit an [Application for Graduation](#) to CCAS

Department/Program: _____

Director of Graduate Studies: _____ Date: _____

DGS' Signature (if not submitting electronically): _____

Student name: _____ **GWID:** _____

First semester in program: _____

Total graduate credit hours (including transfer): _____ **GPA:** _____

Dissertation Research hours: _____

Dissertation title: _____

Dissertation defense date: _____ **Dissertation approval date:** _____

Director: _____

Co-director (if applicable): _____

Co-director's department/institution (if applicable): _____

Provide committee information on the second page

Dissertation Defense Committee information:

Reader (Title): _____

Reader (Title): _____

Examiner (Title): _____

Examiner (Title): _____

Outside examiner (Title): _____

Department/institution: _____

Original: CCAS Graduate Studies Office
Copies: Advisory/Examination Committee Chairperson, Ph.D. Program Director, SLHS Student File