DEPARTMENT OF
COMMUNICATION SCIENCES AND
DISORDERS

DOCTOR OF AUDIOLOGY
PROGRAM

ACADEMIC HANDBOOK
2024-2025

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I. GENERAL INFORMATION

This handbook describes important policies and procedures related to the USF Department of Communication Sciences and Disorders Doctor of Audiology (Au.D.) program. Please refer to the USF Graduate Catalog for further details and for a complete listing of Graduate School and College policies:

https://catalog.usf.edu/

A number of other resources on the USF website will be of use to you during your graduate studies. A listing of a few of these key resources is provided below.

USF Graduate School – https://www.usf.edu/graduate-studies/ – The Graduate School's website contains a variety of resources for graduate students at USF – the Graduate Catalog, policies and procedures, possible funding opportunities, forms, and much, much more.

College website – https://www.usf.edu/cbcs/ – The College website has a nice section for graduate students, with links to forms and scholarship opportunities. It also contains news items and upcoming events that may be of interest to Au.D. students.

Department website – https://www.usf.edu/cbcs/csd/ – The Department website is the most up-to-date source of information regarding activities in the department. As you consider topics for your Audiology Doctoral Project (ADP), you may find the list of faculty interests helpful.

My USF – http://my.usf.edu – The "Communication Sciences and Disorders" Canvas Site is often the first place to visit in your efforts to find things. For example, you can find this document there along with departmental rules, regulations, and forms.

II. FACULTY AND STAFF CONTACT INFORMATION

Faculty:

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III. IMMUNIZATIONS

As you are entering a healthcare or educational profession, there are certain public health requirements to which our programs expect you to adhere. All State of Florida immunizations that are required by State law as well as those recommended by the Centers for Disease Control and Prevention (CDC) must be up to date when you enter our program. People who are not correctly immunized pose a significant public health risk to their patients, co-workers, and themselves. Seasonal flu shots and COVID-19 vaccinations are being required by many external clinical sites and some will not accept student clinicians who have not had one or both of these immunizations. Flu shots and COVID-19 vaccinations may be obtained through USF Student Health Services, the Florida Health Department, your personal physician's office, local pharmacies, and other flu shot clinics in the area. Documentation of your flu shot must be provided to the Hearing Clinic Director in the Fall of each year. If immunizations and TB tests are not up to date, we cannot guarantee that you will be accepted at medical and/or educational clinical rotation sites. This could impact your timely progression through the program, prevent you from participating in a variety of clinical experiences and ultimately prevent you from graduating.

IV. CONDITIONAL ADMISSION

Students who do not meet the minimum requirements for admission to the Au.D. program can be admitted "conditionally." Students admitted conditionally must achieve good academic standing during their first semester in the program (GPA ≥ 3.0 while taking 9 or more credits) in order to continue to the second semester. Students admitted conditionally may not be assigned a Graduate Assistantship until after they have achieved good academic standing in the first semester.

V. FIRST DAY ATTENDANCE

Students are required to attend the first class meeting of all courses for which they registered prior to the first day of the term. Names of students who register prior to the first day of the term appear in Canvas for each course section. This Canvas roster is used by professors to drop students who do not attend the first day of class (either online or in person). Students having extenuating circumstances beyond their control and who are unable to attend the first class meeting must notify the instructor or the department prior to the end of the first class meeting to request a waiver of the first

class attendance requirement. Students who add courses or late-register during the first week of classes will not be on the Canvas roster and, therefore, will not be dropped for non-attendance by the instructor. To avoid fee liability and academic penalty, the student is responsible for ensuring that he/she has dropped or been dropped from all undesired courses by the end of the 5th day of classes.

VII. ACADEMIC ADVISING

All students are assigned a faculty advising team based on their year in the program, starting with new student orientation in August of the first year. Advisors typically meet with students in mid-fall for spring course advising, and mid-spring for summer-fall course advising. During the advising appointment, students will update their record of progress in the program and, if previous academic requirements have been met, be permitted to register courses for the next 1-2 semesters. Progress will be documented on the advising form, which outlines the requirements needed for graduation. Students should also see one of the assigned advisors during drop-add periods if adjustments are needed in the student's schedule. In addition to individual advising meetings, group orientation meetings are held each year to inform students of the expectations and requirements for the upcoming year.

VI. GRADUATE ASSISTANTSHIPS

Students in good standing in the Au.D. program are eligible to apply for graduate assistantships. The number of positions may vary from year to year, depending on funding from the University. Graduate assistants for the Summer, Fall, and Spring semesters are competitively assigned/re-assigned late in the Spring semester of each year for the following year. The Program Director will solicit applications from eligible students early in the Spring semester for positions available during the following Summer, Fall, and Spring semesters.

Two types of graduate assistantship positions are available: 1) Department positions that support faculty in their teaching and research responsibilities; 2) Newborn hearing screening positions at Tampa General Hospital. Both types of assistantships require 10 hours of work per week, for which the student is paid a stipend, and carry a partial tuition waiver. Grant-funded research assistantship positions may also be available at the discretion of the faculty member who holds the grant.

In assigning/re-assigning graduate assistantships, priority is determined by several factors: 1) Students who have demonstrated outstanding academic performance will be given priority over those with less strong performance. 2) Students who have demonstrated outstanding performance in previous graduate assistant assignments will be given priority over those who have demonstrated average or poor performance. 3) Students with special skills (e.g., fluency in ASL, fluency in Spanish) may be given priority for some positions. 4) Graduate assistantships that involve supervising labs for first- and second-year Au.D. courses will be assigned to students who demonstrated outstanding performance in the corresponding course. 5) Other factors being equal, students who have received fewer previous semesters of graduate assistantship

support will be given priority over those who have received more semesters. 6) Fourth year students are not eligible for graduate assistantships.

The academic performance of all graduate assistants will be reviewed throughout the year. At mid-term of any given semester, if an assistant's semester grade point average is less than 3.0, the assistant will be counseled by the Program Director regarding his/her performance. If the graduate assistant ends the semester with a cumulative grade point average less than 3.0, the student will be placed on probation by the Graduate School and the assistantship will be revoked. Graduate assistantships may also be revoked following an unsatisfactory performance review or due to any concern about the student's progress in the program, such as unsatisfactory performance on the 1st or 2nd year examination or if a Clinical Assistance Plan (CAP) is instituted for a student in clinic.

Graduate assistants are required to work 10 hours each week during the appointed semester. For a Fall-Spring appointment, this equates to a total of 390 hours from the beginning of the Fall semester to the end of the Spring semester. Scheduling of the hours is negotiated with the assigned supervisor and may change from week to week. It is expected that graduate assistants will generally have availability to work assistantship hours during any times other than class and clinic meeting times. As they must maintain a very flexible schedule for fulfilling their assistantship hours, assistants are strongly discouraged from working outside the department. Clinical assignments, academic assignments, and graduate assistant work hours will NOT be scheduled around any outside work or volunteer commitments.

Graduate assistants assigned to the newborn hearing screening program at Tampa General Hospital should be aware that every day of the year must be covered, regardless of holidays or semester breaks. If a date falls between semester appointment dates, the screening team for the semester that falls before the "in between" date is responsible for covering that date.

The Graduate School resource page concerning graduate assistantships may be found at the following link: http://www.grad.usf.edu/assistantships.php

VII. CODES OF ETHICS

Students are required to abide by the Codes of Ethics set forth by our professional organizations, the American Academy of Audiology and the American Speech-Language-Hearing Association.

https://www.audiology.org/clinical-resources/code-of-ethics/
http://www.asha.org/policy/ET2016-00342/

VIII. EQUAL OPPORTUNITY

The University of South Florida is a diverse community that values and expects respect and fair treatment of all people. USF strives to provide a work and study environment for faculty, staff and students that is free from discrimination and harassment on the basis of race, color, marital status, sex, religion, national origin, disability or age, as provided

by law. USF protects its faculty, staff, and students from discrimination and harassment based on sexual orientation, as well as gender identity and expression. USF is also committed to the employment and advancement of qualified veterans with disabilities and veterans protected under the Vietnam Era Veterans' Readjustment Assistance Act, as amended (VEVRAA). Please refer to the webpage maintained by the Diversity, Inclusion & Equal Opportunity Office for more information:

https://www.usf.edu/diversity/

Furthermore, the Au.D. program at USF complies with all applicable laws, regulations, and executive orders prohibiting discrimination towards students, faculty, staff, and persons served in the program's clinics. This includes prohibitions on discrimination based on any category prohibited by applicable law but not limited to age, citizenship, disability, ethnicity, gender identity, genetic information, national origin, race, religion, sex, sexual orientation, and veteran status.

IX. ACADEMIC INTEGRITY

Students are required to read and comply with USF's policy on the Academic Integrity of Students (see USF Regulation 3.027 at https://usf.app.box.com/v/usfregulation3027 and note the sections that specifically pertain to graduate students). A few items from that policy are highlighted below; however, students are responsible for the entire policy.

Each student is expected to earn his/her degree on the basis of his/her own personal effort. Consequently, any form of cheating on examinations or plagiarism on assigned papers constitutes an unacceptable violation of academic integrity. This cannot be tolerated in the University community and will be met with academic sanctions, according to the seriousness of the offense, in conformity with this rule.

Academic sanctions in response to academic dishonesty will depend on the seriousness of the offense and may include receipt of an "F" or "Zero" on the subject paper, lab report, etc., an "F" in the course, suspension or expulsion from the University. The University drop and forgiveness policies shall be revoked for a student accused of academic dishonesty. The internal transcript of a student who is awarded an "F" for academic dishonesty will read "FF." Graduate Students who are assigned an "FF" grade will be academically dismissed from the university and will not be eligible to apply to any Graduate program at USF. Notice that dismissal for reasons of academic dishonesty may be reflected on the student's transcript.

Faculty of the AuD program who become aware of academic dishonesty by a student are required to report that behavior to the Audiology Program Director. Upon receiving such a report, the Program Director will notify the student to schedule a meeting between the Program Director, the student, and other relevant parties (if any) to discuss the behavior in question. If the behavior occurred within a course, the course instructor(s) will determine the academic sanctions. If the behavior occurred outside a course, the Program Director will determine sanctions in consultation with the full AuD faculty. In either case, the behavior is also considered unprofessional and will be handled according to the program's policy on professionalism, described below.

X. ACADEMIC PROBATION AND MAINTENANCE OF GOOD STANDING

Graduate students must maintain an overall average of 3.0 ("B") in all courses and clinic assignments and must meet the program requirements to be considered "in good standing." No grade below "B-" will be accepted toward a graduate degree. All grades will be counted in computing the overall grade point average (GPA). Any student who is not in good standing at the end of a given semester will be placed on probation and any graduate assistantship held by the student will be revoked. Notification of probation will be made to the student in writing by the department, with a copy to the College Dean and the Dean of Graduate Studies. At the end of the probationary semester, the Department will review the student's GPA. If the GPA has not improved during the probationary semester, the Department will recommend dismissal from the degree program. The Dean of Graduate Studies, upon recommendation by the Dean of the student's college, may dismiss the student from a degree-seeking status after one semester of probation. The inability of a student to achieve a passing cumulative GPA after two consecutive semesters of probationary status will result in termination, regardless of whether the GPA has improved during the probationary period.

XI. INCOMPLETE GRADES

An "I" grade indicates incomplete coursework and may be awarded to graduate students at the discretion of the instructor, only when a small portion of the student's work is incomplete and only when the student is otherwise earning a passing grade. The course instructor and student must draft and sign a contract that describes the work to be completed, the date it is due, and the grade earned including the zero for the incomplete portion. The instructor will be required to complete the I-Grade Contract online when posting the semester grade at the end of the term, identifying the remaining coursework to be completed, the student's last day of attendance, and the percent of work accomplished to this point. This online contract will be automatically copied to the student's email and to the Registrar. Additional information about "I" grades can be found in the Academic Standards and Grades section of the Graduate Catalog: https://catalog.usf.edu/content.php?catoid=18&navoid=2820#academic-standards-and-grades.

XII. ABSENCES

Attendance at all official department functions including classes, clinical assignments, scheduled Grand Rounds meetings, and scheduled clinical meetings/staffings is required. Unexcused absences will result in a lowering of the student's grade and/or disciplinary action.

Excused absences require instructor / supervisor approval. Examples of excused absences include 1) any planned absence due to a religious observance, 2) any planned absence for a professional meeting, or 3) any unplanned absence (due to severe illness or emergency situation) that was immediately communicated to the instructor/supervisor. In the case of a planned absence, if the planning occurs before specific class or clinical assignments are known, the student should discuss the plans with his or her advisor, the Hearing Clinic Director (for clinic assignments), the Externship Coordinator (for clerkship assignments) and the Audiology Program Director.

No absence should be assumed to be excused, even if it falls within one of the categories listed above.

For planned absences, notification by the student to all faculty members affected by the absence must be made during the first week of the semester. For absences of any kind, the student must personally inform (via email, phone, or face-to-face communication) all instructors and supervisors impacted by the absence. The student should not expect one instructor or supervisor to inform others of the absence. In all cases, the student should consult course syllabi for other attendance requirements.

XIII. PROGRAM REQUIREMENTS

A. Essential Functions

Essential functions, as distinguished from academic standards, refer to those cognitive, physical, and behavioral abilities that are necessary for satisfactory completion of all aspects of the curriculum, and the development of professional attributes required by the faculty of all students at graduation.

All students must read the Essential Functions document and confirm that they meet all of the Essential Functions for the profession of Audiology (see Audiology section of the CSD Canvas site) during the first semester of their Au.D. program. The document will be distributed during new student orientation in August of each year (or in one of the student's fall semester classes) along with a form that must be signed by the student. This form will be placed in the student's Typhon portfolio.

If a question arises at any point regarding a student's ability to meet the Essential Functions, the student may be asked to provide medical documentation confirming that all Essential Functions are met. Any student who fails to meet one or more of these Essential Functions will have his/her case reviewed by the full Audiology faculty and may be dismissed from the program.

B. Professional Behavior

The AuD program places the highest possible emphasis on professionalism and the demonstration of consistent, professional behavior by its students.

As a first step to ensuring that all students are aware of program expectations with respect to professional behavior, each student must read the statement on Professionalism (Adapted from Chial, Michael, 1998, *Audiology Today, 10*, pg 25) during the first semester of the Au.D. program. The statement will be distributed during new student orientation in August of Year 1. In Years 2, 3 and 4, it will be distributed again prior to the student beginning clinic, clerkship and externship rotations, respectively. In each case, students will be required to sign a form that confirms they have read and understood the statement. The signed form will be placed in the student's Typhon portfolio.

Professional behavior will also be discussed in depth in the Professional Audiology

course (SPA 6392), which all students take during the first semester of the Au.D. program. The discussion of professional behavior in this course will include the implications of professionalism for the range of interactions (with other students, faculty, clerkship and externship supervisors, patients and their families) and specific situations that the student may encounter during the AuD program.

Finally, professional behavior with respect to clinical activities, and interactions with clinical supervisors at in-house and external clinical sites, will be discussed as part of the Clinic orientation meetings that occur at the beginning of each semester starting in the second year of the program.

Instances of unprofessional behavior related to clinical coursework will result in a grade deduction in those courses. Similar grade deductions for unprofessional behavior may also be implemented in other (non-clinical) courses at the discretion of the course instructor. Policies regarding unprofessional behavior, and its potential impact on the course grade, are described in the syllabus for each course.

Faculty of the AuD program who become aware of unprofessional behavior by a student are required to report that behavior to the Audiology Program Director (if the Audiology Program Director is the first to become aware of unprofessional behavior, he or she is required to report it to the Hearing Clinic Director). Upon receiving such a report, the Program Director will notify the student to schedule a meeting between the Program Director, the student, and other relevant parties (if any) to discuss the behavior in question. Depending on the nature and seriousness of the behavior, the student may be (1) required to complete educational activities to increase his/her awareness and knowledge of professional behavior, (2) required to take specific steps to make amends for the behavior(s), or (3) dismissed from the Au.D. program. In addition, any student who demonstrates a pattern of unprofessional behavior (three or more separate instances) during the course of the program will automatically have his/her case reviewed by the full Audiology faculty and may be dismissed from the program.

C. Audiology Doctoral Project (ADP)

The goal of the Audiology Doctoral Project (ADP) is provide the student with a research experience that will allow them to become a better consumer of research and give them basic tools that may be applied to generating clinical research in their future professional careers. In the typical case, the plan for the ADP will be developed by the student and the Chair of the ADP Committee during the Research in CSD course (Fall semester of the second year). During the semester(s) following the Research course, the student will complete the project, write the ADP document, and give a presentation of the project results during Audiology Grand Rounds / Research Day. Work on the ADP should not begin until after the student passes the end of the first year exam.

It is expected that most students will present their projects at Research Day in the Fall semester of the third year; a backup Research Day is offered in the Spring semester for any students unable to meet this timeline. The final, approved ADP document must be submitted to the Audiology Program Director for archiving by the end of the third year of

study. In exceptional cases, the student may be permitted to complete the ADP during the beginning of the fourth year of the program; however, in all cases, the Grand Rounds / Research Day presentation and final ADP document must be completed at least one semester prior to graduation.

ADP Seminar and Directed Research

The ADP requires a minimum of 3 credits of ADP Seminar and a minimum of 3 credits of Directed Research. The first semester of ADP seminar is taken when students are ready to select a mentor and a research area (typically the first summer/beginning of the second year), the second semester is taken the semester immediately after completion of the Research in CSD course (typically the spring of the second year), and the third semester is the one in which the student makes his or her presentation at Grand Rounds / Research Day. Students are required to be enrolled in ADP seminar when they present at Grand Rounds / Research Day; if the presentation is not successfully completed during the third semester of ADP seminar, an additional semester will be required. During the semester in which students take the Research in CSD course, students may begin Directed Research by registering for 1 credit with the Chair of their ADP Committee (this is optional and at the discretion of the committee chair). Beginning with the semester following completion of the Research in CSD course, students are required register for a minimum of 1 credit of Directed Research. Students must continue to register for a minimum of 1 credit of Directed Research each semester until the ADP document is completed and submitted to the Audiology Program Director for archiving.

ADP Semester Goals

Each semester in which the student is registered for ADP Seminar (with the exception of the first one, when students are looking for mentors), the student and ADP Committee Chair will establish goals for that semester. Completion of ALL goals will result in a grade of “A”. Completion of fewer than all of the goals will result in a grade lower than “A”. The grade for goals will be combined with other grades earned in ADP Seminar to calculate an overall ADP Seminar grade for the semester.

ADP Committee

The ADP Committee must include at least two members, with one member serving as Chair, or both members serving as Co-Chairs. Additional members are optional. The Chair, or one of the two Co-Chairs, must be a member of the Graduate Faculty in the Department of Communication Sciences or Disorders. A member of the Graduate Faculty of another USF Department or School and research faculty members of CSD (Research Assistant Professor or higher rank) may request approval to chair ADPs only after they have served as a committee member for at least one completed ADP. Once approved, they may serve as Chair or Co-Chair (taking the responsibilities normally allocated to the Graduate Faculty member) on future ADP committees without additional approvals. Committee members may be tenure-track, clinical, research, or affiliated

faculty within CSD or, upon approval of the Audiology Program Director and the Committee Chair, may be from outside the department.

Steps for Completing ADP:

1. Topic and Committee - In the summer of Year 2, following successful completion of all first-year coursework and exams, students should identify an ADP topic, ADP committee chair, and ADP committee member(s).
    a. Planning Meeting - In this same timeframe, students should meet with the committee chair and committee member(s) for an informal planning meeting. The scope of this meeting will be determined by the committee.
2. Research in CSD course - In the fall of year two, the student will prepare a "pre-proposal" as part of the Research in CSD course. During the development of the pre-proposal, the student will work with his/her ADP Committee Chair.
    a. Also as part of the Research in CSD course, the student will complete online training in Human Subject Protection or Ethical Use and Care of Animals in Research. He or she must save and print the certificate of completion that is displayed when the program is completed.
3. ADP Proposal – During the second year of the program, the student will develop a proposal under the direction of the ADP Committee Chair. The student will share the proposal with the committee and will allow at least two weeks for the committee to evaluate the proposal.
    a. The proposal will consist of the first portion of the ADP document, including the title page, Introduction and Methods sections, together with relevant references.
    b. At the discretion of the ADP Committee Chair, a student may be allowed to develop an outline for committee approval rather than a full proposal. The presentation of an outline in place of a full proposal must be approved by the ADP committee.
4. ADP Committee Meeting - Following review of the proposal (or outline) by the committee, the student will schedule a committee meeting during which he/she will present the proposal (or outline) to the Committee for approval. Outline presentations are only allowed with approval from the committee.
    a. This proposal/outline presentation meeting should occur before the ADP work begins (e.g., data collection).
    b. The format of the proposal/outline presentation (formal/informal) will be determined by the committee.
    c. The goal of this meeting is to ensure that the committee agrees to the scope and method of the proposed ADP, and that the student demonstrates a clear understanding of the project. It is the responsibility of the student to convince the committee that he/she understands the rationale and motivation for the project as well as the proposed method. The student will be expected to answer questions regarding the proposed project.
5. ADP Committee Form – The student should obtain the ADP committee approval form and have the form signed by committee and the Audiology Program

Director. The Program Director will place the ADP committee approval form in the student's permanent department folder.

6. Prepare an IRB or IACUC application if needed.
7. Collect data, attend ADP Seminar, etc. as prescribed.
    a. As part of ADP Seminar, a Power-Point presentation will be created, with information added as the project progresses.
8. ADP document – The student will complete a written report of work done in consultation with the ADP Committee.
    a. Jointly authored documents are not permitted. If multiple students work on an ADP project, each student must write a separate ADP document. Typically, this is accomplished by each student focusing on a different research question within a larger project.
    b. A template and formatting guidelines for the written report (title page, abstract, format, acknowledgements) are available online and are reviewed in ADP Seminar.
    c. The length of the written report will be appropriate for the project and will vary. Typically, the written report includes a 3-5 page Introduction, a concise description of the Methods, and a 3-5 page Results and Discussion.
9. Presentation - A presentation of the ADP to the faculty and students of the Au.D. program will take place during a regularly scheduled Grand Rounds / Research Day meeting. Grand Rounds / Research presentations are typically 15-30 minutes in length. A general announcement of the presentation date and time will be circulated.
    a. Students may choose to also present their ADP at a local or national meeting (e.g., AAA or ASHA).
    b. The ADP Committee is typically present at the ADP presentation. The committee members may agree among themselves that one or more committee members may be absent. However, at least one committee member must witness the presentation of the ADP.
10. Submission to Committee – The student should submit the final version of the PPT presentation and/or a draft of the written ADP document to the ADP Committee a minimum of two weeks before the ADP presentation. The Committee Chair must approve distribution of the PPT or report document to Committee members. If any Committee member believes the project is not at a near-final stage of completion, the presentation date will be cancelled.
11. Presentation Timeline - ADP presentations should be scheduled for Fall semester of the 3rd year. If the ADP presentation is delayed, it cannot be scheduled during the same semester that a student plans to graduate. ADP presentations must be completed no later than the semester BEFORE the semester of graduation (e.g., present in fall if planning a spring graduation).
12. ADP Completion Form - Following the presentation, the Committee members must approve the final report and presentation of the ADP by signing the ADP Completion form. This form includes a formal assessment rubric which is used by the Committee members to evaluate the ADP.

13. PDF Format - The final ADP document must be converted to PDF format. This can be done using Adobe Acrobat in the office of a faculty member.
14. Archiving - The ADP in PDF format is submitted to the Audiology Program Director for archiving. Submission should occur prior to the start of Externship and must occur at least one semester prior to graduation in order to insure on-time graduation.
15. The IRB/IACUC must be notified as to the outcomes of the project (if IRB/IACUC approval was needed for the study).
16. Once IRB/IACUC is notified, the Committee Chair will notify the Program Director for Audiology that the ADP is completed.
17. The student is responsible for knowing all of the deadline dates for the term in which they expect to graduate.
18. At graduation, typically the chair (or co-chair) of the ADP Committee hoods the student. If the chair/co-chair are unavailable to perform the hooding, the student may consult with his/her committee to select an alternative hooder.

D. Course and Clinic Hour Requirements

Specific course requirements for the doctoral degree in Audiology are listed on the advising form in the student's permanent file. This form is reviewed and updated at each advising meeting. The University of South Florida Division of Graduate Studies has a number of regulations and requirements that apply to all graduate degree programs. These are found in the University Graduate School Catalog. The student should read that section and become familiar with the content. Particular attention should be paid to the pages regarding Incomplete Grades and Academic Integrity.

Enrollment expectations

Time to completion for this program is 11 semesters, including summers. Please be aware that full-time enrollment is expected throughout all 11 semesters. Generally, part-time study or other deviations from the prescribed course sequence is not permitted except under the following circumstances:

1) A student who has not demonstrated the necessary pre-requisite knowledge for one or more courses but is currently following a faculty-approved plan to address shortcomings (e.g. Clinical Assistance Plan, Remediation plan, retaking a course to achieve a B- or better, etc.)
2) A student who requests part-time status by contacting the AuD Program Director and receives approval to enroll part-time by a majority vote of the entire Audiology faculty. In order to make such a request, the student must provide the AuD Program Director with a proposed alternative plan of study (documenting how and when all program requirements will be met) that is supported by at least one faculty member.

Program of Study

The current program of study can be found in the graduate catalog. Visit https://usf.edu/grad-catalog-audiology-aud and scroll to the section on "Curriculum Requirements."

Grades of C+ or less

- Graduate Coursework – All students must earn a B- or better in each graduate course. Failure to do so will require that the student repeat the course. Grade forgiveness may not be used at the doctoral level.
- **The Department of Communication Sciences and Disorders maintains high standards in its Graduate Programs and grades of "C+" or less are not consistent with this standard. Therefore, any student who receives two grades of "C+" or lower will be excused from graduate study.**
- Clinical Hours – All majors must earn B- or better in each clinical assignment. If a student earns a grade of C+ or below, the clinical supervisor will not approve the clinic hours accumulated that semester and the student will not receive credit for those hours.
- If any student earns a failing grade in clinic and/or is placed on a clinical assistance plan (CAP), the student's case will be reviewed by the audiology clinical faculty and the Au.D. Program Director so that the individual needs of the student may be addressed in the most comprehensive way.

Clinic Hours – Year 2 on-campus (Clinic I, II, III)

Students will be assigned to clinic slots in the USF Speech Language and Hearing Center. Prior to this assignment, students MUST successfully complete Clinic Lab I, Clinic Lab II, and the first year examination. Failure to successfully complete all three of these pre-requisite requirements will delay the beginning of on-campus clinical assignments by one year, and delay graduation. Clinics I, II, and III are typically completed in the semesters as shown below. Please note that the number of scheduled weeks of clinic within a term and clinical hours are considered "minimums" which must be met in order to obtain a grade for the course. Faculty reserve the right to extend clinic to the full number of weeks within a semester and the number of hours per week will often be more than the minimum.

Summer Semester:	Minimum of 8 weeks@ 6 hours/week	48 hours minimum
Fall Semester:	Minimum of 12 weeks @ 6 hours/week	72 hours minimum
Spring Semester:	Minimum of 12 weeks @ 6 hours/week	72 hours minimum
	Total	192 hours minimum

Clinic Hours – Year 3 off-campus (Clerkship I, II, III)

Students will rotate through a sequence of clinical settings designed to provide a variety of clinical experiences (e.g., adult diagnostics, pediatric diagnostics, adult hearing aids, pediatric hearing aids, vestibular evaluation/treatment). Prior to this assignment, students MUST successfully complete Clinic I, Clinic II, Clinic III, and the second year examination. Failure to successfully complete all three of these pre-requisite requirements will delay off-campus clerkship assignment by one year, and delay graduation. Each of the three clerkship experiences will take place in different settings. VA traineeships or other paid clerkships may only be counted as one of the three clerkship experiences. Only one clerkship assignment will be approved per semester. The minimum number of clerkship hours is listed below for each semester as well as for

the entire year. Please be aware that an individual site may expect more weeks or hours than are listed. Students are responsible for any costs associated with fingerprinting and/or background checks if they are required by a clerkship site.

Summer Semester:	Minimum of 10 weeks @ 10 hours/week	100 hours minimum
Fall Semester:	Minimum of 14 weeks @ 10 hours/week	140 hours minimum
Spring Semester:	Minimum of 14 weeks @ 10 hours/week	140 hours minimum
	Total	380 hours minimum

Clinic Hours – Year 4 off-campus (Externship I, II, III).
Students are responsible for identifying potential fourth year externship sites; however, all placements are subject to department approval and approval by USF Legal Counsel. All other program requirements (excluding the ADP, but including any "extra" course requirements such as Phonetics or Language Development and Disorders) must be completed before the Audiology Externship Coordinator will process externship site paperwork. In addition, all externship site paperwork must be completed and processed before the Audiology Externship Coordinator will approve registration for Externship I. Processing of externship paperwork requires a minimum of 6 weeks. Students are responsible for any costs associated with fingerprinting and/or background checks if they are required by an externship site. The three-semester externship sequence is typically completed during the summer, fall and spring of the 4th year of the Au.D. program. This sequence must consist of 32-40 hours/week. The entire clinical practical component of the Au.D. program (including Clinics, Clerkships, and Externships) must comprise **a minimum of 1820 hours**.

E. Additional Course Requirements for Students without CSD Background
Students from a wide variety of academic backgrounds are welcome in the Au.D. program. However, students entering with an earned degree in an area other than Communication Sciences and Disorders may be required to take additional coursework either prior to or simultaneous with the standard Au.D. curriculum. This coursework may be designed to meet certain state licensure requirements (students are responsible for checking requirements of the states in which they anticipate employment) and American Speech-Language-Hearing Association (ASHA) requirements for clinical certification in Audiology. In addition, any student who has not had a formal course in Phonetics and/or Language Development will be required to take formal courses in each of these areas. Students wishing to fulfill this requirement at the University of South Florida can do so with the following courses:

- Phonetics – SPA 4930 Introduction to Phonetics for Audiology (1 cr, online, self-paced). Offered Fall and Spring semesters. **For best results, it is recommended that students take this course in Spring of Year 1 (and if possible, complete the course prior to or early in the semester**) to support learning the material in the required SPA 7150 Advanced Speech Science course taken in Spring of Year 1.
- Language Development – SPA 3004 Introduction to Language Development and Disorders (3 cr, online). Typically offered Spring semesters only.

Students may add these courses to their regular program of study anytime during their first three years (although it is recommended that Phonetics is completed in Spring of Year 1). **All students must complete both requirements by Spring semester of Year 3. Students who have not completed these requirements will not be permitted for Year 4 summer externship courses.**

F. Observation Hours

All students, regardless of academic background, must have completed 15 hours of audiology clinical observation by the end of the first semester of the Au.D. program. These observation hours must be signed off by a licensed and ASHA certified Audiologist.

G. Examinations

Students in Audiology will be evaluated at the end of each year of course work. The purpose of these examinations is twofold: 1) to determine eligibility for continuation in academic coursework and practical experiences; and 2) to determine areas of weakness to be addressed through further study by the student.

First Year Examination

This examination will be given in the Summer at the beginning of the second year of the program. The objective examination will consist of questions related to coursework and clinical labs taken in the first year of study. Passing will be considered as an overall 80% or higher grade. A student who receives a score of less than 80% in any one area is strongly encouraged to complete a program of self-study in that area as the material may appear on subsequent examinations. An overall score lower than 80% will require a complete re-examination at a later date, following extensive self-study. **Students with an overall score lower than 80% should be aware that permission to enter clinic and classes may be delayed until the re-examination is successfully completed. Those students holding graduate assistantships should be aware that the assistantship may be revoked if an overall score of less than 80% is earned.** Only one re-examination will be allowed, scheduled at the convenience of the Audiology faculty during the summer semester. The re-examination may be provided in a format different than that of the initial examination and all material covered by the initial examination as well as new material may appear on the re-examination. If a student fails both the initial examination and the re-examination, academic dismissal will be considered. The student's case will be reviewed by the entire Audiology faculty to determine if he or she will be allowed to continue in the Au.D. program.

Second Year Examination

This examination will be given in the Summer at the beginning of the third year of the program. It will require the student to demonstrate the application of knowledge gathered from both classroom and clinical coursework and will be conducted in two parts. Part One will be an objective examination that will consist of written questions related to course work and clinic assignments from the second year of study. Part Two will be an oral examination that will evaluate clinical decision-making skills by requiring

students to work through 3 clinical cases with a panel of academic and clinical faculty. For each case, students will receive a rating of High Pass, Pass, Low Pass, or Fail.

For Part One, passing requires an overall score of 80% or higher. A student who receives a score of less than 80% in any one area is, at minimum, strongly encouraged to complete a program of self-study in that area as the material may appear on subsequent examinations. In addition, their case will be reviewed by the Audiology faculty, and the student may be placed on a clinical assistance plan (CAP). An overall score lower than 80% will require a complete re-examination at a later date, following a period of intensive self-study. Students should be aware that permission to enter Clerkship may be delayed by this remediation. Those students holding graduate assistantships should be aware that the assistantship may be revoked if an overall score of less than 80% is earned.

For Part Two, passing requires either 1) a score of Low Pass, Pass, or High Pass on all three cases or 2) a score of Pass or High Pass on two cases and a score of Fail on one case. A student who receives a score of Fail on any one case is strongly encouraged to complete a program of self-study in that area as the material may appear on subsequent examinations. An overall score on Part Two that does not meet these passing criteria (e.g., failing two or more cases, or failing one case and receiving a low pass on at least one other case) will require the student to be placed on a clinical assistance plan (CAP). Students should be aware that permission to enter Clerkship will be delayed by at least one semester. Those students holding graduate assistantships should be aware that the assistantship may be revoked if the passing criteria for Part Two are not met.

For Part One, only one re-examination will be allowed, scheduled at the convenience of the Audiology faculty during the summer semester. The re-examination may be provided in a format different than that of the initial examination and all material covered by the initial examination as well as remediation material may appear on the re-examination. If a student fails both the initial Part One examination and the Part One re-examination or if the student fails Part Two and is not able to successfully complete the CAP in one semester, academic dismissal will be considered. The student's case will be reviewed by the entire Audiology faculty to determine if he or she will be allowed to continue in the Au.D. program.

Third Year Examination

All students are required to pass the departmental third year comprehensive examination prior to completion of the third year of study. This requirement will be waived if the student successfully passes the national examination in audiology (PRAXIS Audiology Exam) prior to the end of the third year of study. The PRAXIS is given approximately four times a year. It is the student's responsibility to determine when sufficient coursework has been taken to attempt the examination. However, we recommend that students take the PRAXIS in the Spring of the third year of study. Also, sufficient time must be allowed following the examination date for the Department to receive the student's test results. The student should anticipate that receipt of PRAXIS

results requires at least **6 weeks.** Students must successfully complete the departmental third year examination or the PRAXIS prior to beginning their Externship experience in the fourth year. Applications for the PRAXIS may be obtained online (www.ets.org) or in the Testing office of the Student Services Center (SVC). At the time of the examination, students should request that a copy of their test results be sent to the Department. If such a request is not made, the Department cannot confirm that this graduation requirement has been met.

XIV. 3RD YEAR COURSE SUBSTITUTION for AuD-PhD Dual Degree

Students interested in the Au.D.-Ph.D. dual-degree program may, upon approval, replace a 3rd year advanced course for a concentrated study area specific to their PhD focus. Please see the Program Director and your PhD advisor for information.

XV. 3rd YEAR CLERKSHIP AT A DISTANCE

During the 3rd year of the Au.D. curriculum, opportunities may arise for clerkships that take place outside the Tampa Bay area. Such opportunities will only be approved for the most advanced and competent students. Approval must be sought initially from the Clerkship Coordinator and Program Director well in advance of the semester in which the distance clerkship will take place. For approval, the student must submit a plan for successful completion of courses and ADP goals during the time away. This plan must be approved by the relevant course instructors and the ADP committee. Approval may require review by the entire Audiology faculty. Students completing distance clerkship are expected to match or exceed the number of hours and competency levels required for in-town clerkships.

XVI. CLINICAL ASSISTANCE PLAN (CAP)

A student who is not achieving competencies in clinic as appropriate for the student's current year and semester may be placed on a clinical assistance plan (CAP). If any student earns a failing grade in clinic and/or is placed on a CAP, the student's case will be reviewed by the audiology clinical faculty and the Audiology Program Director so that the individual needs of the student may be addressed in the most comprehensive way. The CAP is designed to provide extra clinical supervisory support to those students identified by their supervisors/preceptors as needing extra assistance. It may also include components related to academic coursework or assignments, if appropriate for a given student. CAP procedures are outlined in the audiology clinic handbook.

XVII. KNOWLEDGE AND SKILLS ASSESSMENT (KASA) COMPETENCIES

The Au.D. curriculum, as described in the graduate catalog, is designed to provide opportunities for the successful student to meet the KASA competencies outlined by the American Speech-Language-Hearing Association. The KASA competencies are available in spreadsheet form in the Audiology section of the CSD Canvas site. In situations where a student fails to meet KASA competencies, either in an academic or a clinical course, the Audiology Program Director or Hearing Clinic Director (as appropriate) is notified. Individualized plans are then developed in consultation with appropriate faculty members, directors, and the student. Once the plan is developed, the student and other relevant faculty sign to indicate agreement with the written plan.

Remediation for academic course competencies typically involves independent study and remediation for clinical course competencies typically involves additional supervised clinical experience.

XVIII. GRADUATION REQUIREMENTS

Graduation is not an automatic process that occurs as a result of completing the final course or practicum assignment. It is the student's responsibility to initiate the process by applying for graduation via the Registrar's website and in compliance with the deadlines listed there. The student must separately apply for the commencement ceremony via links from the Registrar's website.

Prior to applying for graduation and commencement, the student must make an appointment with his or her assigned Advisor and the Academic Program Assistant to review his/her academic file and confirm that all Department and University Requirements for graduation have been met. Subsequent to this, and at least one semester prior to the end of the student's final semester, he/she must make an appointment with the Academic Program Assistant to begin the process of the Certification for Graduation (or Graduation Check). The student must also schedule an appointment with the Academic Program Assistant 4-5 weeks prior to graduation to assure that the Graduate Program contract and the Certification for Graduation form have been completed. Any course or practicum discrepancies must be resolved prior to certification for graduation and it is the student's responsibility to work with the Academic Program Assistant and the advisor to resolve any discrepancies. All of the preceding steps are essential and must be completed to assure that the student will graduate on the date anticipated. If the student fails to complete the items required for graduation, they will not be permitted to graduate. If the student omits or overlooks any of the Department's check procedures and any problems develop regarding your eligibility for graduation, they will receive a notice, by mail, of their ineligibility to graduate.

XIX. CERTIFICATION AND LICENSING

The Department of Communication Sciences and Disorders is accredited in Speech-Language Pathology and Audiology by the Council of Academic Accreditation of the American Speech-Language-Hearing Association (ASHA), and as such adheres to the standards set forth in the ASHA Code of Ethics. All of the programs of study within the Department are structured to prepare graduates to meet the **Standards of Clinical Competence** established by ASHA that are prerequisites to in-field employment in most employment settings. The Doctor of Audiology program is also structured to prepare graduates for licensure in Audiology by the State of Florida. Students planning to practice in other states should review the requirements for licensure in those states.

ASHA issues Certificates of Clinical Competence to individuals who present satisfactory evidence of their ability to provide independent clinical services to persons who have disorders of communication (speech, language, and/or hearing). An individual who meets these requirements may be awarded a Certificate of Clinical Competency (CCC) in Speech-Language Pathology (CCC-SLP) or in Audiology (CCC-A), depending upon

the emphasis of preparation; a person who meets the requirements in both professional areas may be awarded dual Certification. This certification is optional but often eases the process of licensure in some states and/or portability from state to state. Ultimately, it is state licensure that allows practice, not the CCC.

Graduates from this program meet all current ASHA/State of Florida requirements for coursework and clinical experience; therefore, the process of applying for the CCC/licensure is greatly simplified. Students should see the Academic Program Assistant for additional information prior to the completion of their CCC/licensure application(s).

Students who wish to obtain licensure in the State of Florida must complete the application as described on the Florida Department of Health website (https://floridasspeechaudiology.gov/licensing/audiologist). Requirements for licensure in the State of Florida are: 1) doctoral degree with a major emphasis in audiology; 2) applicants who earned a doctoral degree from an approved program conferred after January 1, 2008, must complete seventy-five (75) semester hours; 3) 300 clock hours supervised experience with at least 200 of the 300 hours in the area of audiology; 4) eleven months professional employment experience; 5) passing of the Educational Testing Services Praxis Series Examination; and 6) two hours training in Prevention of Medical Errors.

A student who wishes to obtain the CCC-A is responsible for completing the ASHA Certification application and for obtaining the necessary information and signature from the Audiology Program Director. The certification application may be found on the ASHA website - http://www.asha.org/certification/AudCertification/.

XX. STUDENT COMPLAINT PROCESS

Students who have a complaint are encouraged to begin by speaking directly to the instructor in question or an academic advisor. If an issue arises that cannot be resolved through direct communication with an instructor or advisor, students should contact the Program Director or Clinic Director, as appropriate, to schedule a meeting to discuss the issue. If the Program Director or Clinic Director is not able to resolve the situation, the student will be referred to the Departmental Chair. For cases that are not resolved at this level, the student may file a grievance with the USF Office of Graduate Studies. For more information, please see the following:

- USF 10.002 Student Academic Grievance Procedure- **https://usf.app.box.com/v/usfpolicy10-002**
- USF 30-053 Student Grievance Processes and Non-Academic Grievance Policy - **https://usf.app.box.com/v/usfpolicy30-053**

For concerns that are clearly related to the Au.D. program's compliance with accreditation standards and cannot be resolved through these procedures, a complaint may be filed with the Council on Academic Accreditation (CAA) via the complaint process described here: https://caa.asha.org/programs/complaints/. Please note that the CAA cannot intervene in disputes between individuals and programs, and cannot

affect outcomes such as grade changes, reinstatement to the graduate program, employment, etc., as part of this complaint process. Before filing a complaint with CAA, it is strongly recommended that you read Chapter XIII: Complaints in the Accreditation Handbook, located here: https://caa.asha.org/SysSiteAssets/files/accreditation-handbook.pdf

XXI. GRADUATE STUDENT TRAVEL

Doctor of Audiology students who are presenting original work at a professional meeting may request partial travel reimbursement from the Department. To do so, a student must have already applied for any other funding available to USF students and submit that/those application(s) to the Audiology Program Director well in advance of the planned travel. The Audiology Program Director will present the request to the Executive Committee of the Department. The Executive Committee will determine if funds are available for partial travel reimbursement on an individual student basis.

XXII. AUDIOLOGY SCHOLARSHIPS

ALUMNI SCHOLARSHIPS

Dependent upon continued generous donations by alumni of the program, the Audiology Program is able to offer scholarships each year to students who demonstrate excellence in three areas: academics, clinical performance, and leadership. Each year, one scholarship is awarded to the 1st year AuD student with the highest GPA and another scholarship is awarded to the 2nd year AuD student who shows the most outstanding clinical performance. A third scholarship may also be awarded to a 3rd year AuD student who has demonstrated impressive leadership in the profession throughout his/her Au.D. program. The third year scholarship is awarded only when a highly deserving candidate is present among the third-year students.

AUDIOLOGY ENDOWMENT SCHOLARSHIP

This scholarship is presented to a third-year student who demonstrates interest in Audiology through academic excellence, outstanding clinical achievement and displays leadership qualities through participation and volunteerism. Scholarship applications are due in May of the third year with a faculty committee selecting the recipient.

JOHN M. TRAGON III MEMORIAL ENDOWED SCHOLARSHIP

John M. Tragon III, for whom this scholarship is named, led a life that was dedicated to the service of others. This scholarship is awarded by the Tampa Sertoma Breakfast Club to an audiology student in the third or fourth year who demonstrates exemplary service to the profession of audiology and the patients and families we serve in the greater Tampa community. Scholarship applications are due in May of the third year. A faculty committee reviews the applications, and the Tampa Sertoma Breakfast Club selects the recipient.

XXIII. GRADUATE FELLOWSHIPS AND RESEARCH FUNDING OPPORTUNITIES

The University offers a number of awards and fellowships for graduate students. A list of opportunities and eligibility requirements can be found at https://www.usf.edu/graduate-studies/funding/fellowships-scholarships/.

Students are also welcome and encouraged to apply for scholarships and funding from outside organizations. The Audiology faculty have compiled a list of some of the many opportunities open to students in the field. The list is updated periodically and can be found at https://usf.box.com/v/FundingOpportunities.

XXIV. CAREER AND STUDENT SUPPORT RESOURCES

USF offers a service to students to assist in career placement and planning. The Career Center (https://www.usf.edu/career-services/) may assist graduates with such tasks as job search strategies, resume writing, and interview skills. Individual appointments are available and group presentations are also available by calling 813-974-2171.

The Center coordinates placement activities, presents job search mini-classes, and holds special events throughout the year such as the Career Expo, Teacher Job Fair, State Wide Job Fair, Hire a Florida MBA Day, and the Graduate/Professional Day.

In addition to Career Services, USF offers a number of student support services (http://www.usf.edu/Campus-Life/index.asp), including services related to technology, finances, employment, and health.

XXV. COMMUNICATION SCIENCES AND DISORDERS (CSD) ALUMNI GROUP

The USF Audiology Program maintains an email listserv for alumni of our program, USFAUDTALK@listserv.usf.edu. The listserve is an informal discussion forum where alumni can chat with each other, post personal and professional announcements and news items, and connect/reconnect with other alums. In addition, the Department is in the process of organizing USF CSD Alumni Association. For information and application contact the Alumni Office at 813-974-2100.