Prior to participation in the Final Examination, the following steps in GradPath must be *completed and approved* as well as additional Departmental requirements:

1. **Plan of Study**
2. **Comp Exam Committee Appointment Form**
3. **Announcement of Doctoral Comprehensive Exam**
4. **Results of Comprehensive Exam**
5. **Doctoral Dissertation Committee Appointment.** This is the appointment form for the ADP committee and must also include the representative from the minor area (regardless of whether they will participate in the ADP itself).
6. **Prospectus/Proposal Confirmation.** This step is approved when a prospectus/proposal document has been submitted to Susan Bridgewater and placed in the student’s file.
7. The ADP has been publicly presented and defended in closed session to the ADP committee. The ADP document is completed, approved by the committee, and has been formatted (but not submitted) for archival purposes according to the policies of the Graduate College.
8. The **Announcement of Final Oral Defense** has been filed and approved. This will initiate an email to the committee chair containing a link for reporting the **Results of the Final Oral Defense.**

[Page 1]: Form to report results of the examination
[Page 2]: Form to be used for “Pass with Revisions”
[Page 3]: Form to be used for a failed examination
[Page 4]: Instructions for conducting the examination
Report of AuD Final Examination
ADP defense and 4th year Examination held concurrently
Department of Speech, Language, and Hearing Sciences

The final examination will be an oral defense of the Audiology Doctoral Project (ADP) as well as questions about any aspect of the discipline.

Timeline for completion

- The written document for the ADP must be submitted by the student to their committee members at least one week prior to the scheduled oral defense.
- The oral defense and all revisions to the ADP document, as requested by the student’s committee, must be completed and approved by the last scheduled day of final examinations during the spring semester to officially graduate in the Spring.

Exam information

Student name: ____________________________  Date and time of exam: ____________________________

Exam results

_____ Option 1: Pass with no revisions to ADP document
_____ Option 2: Pass, but with required revisions to ADP document
_____ Option 3: Fail

‡ Conditions for Option 2 are on page 2
♭ Conditions for Option 3 are on page 3

Signatures of the committee chair, co-chair (if applicable) and members indicate agreement on the outcome listed above and any conditions related to Options 2 or 3.

__________________  ____________________
Chair of ADP Committee (print name after signature)  Date

__________________  ____________________
Co-chair of ADP Committee (print name after signature)  Date

__________________  ____________________
Committee member (print name after signature)  Date

__________________  ____________________
Committee member (print name after signature)  Date

__________________  ____________________
Committee member (print name after signature)  Date
ADP Revisions Requirement (Option 2)
ADP defense and 4th year Examination held concurrently
Department of Speech, Language, and Hearing Sciences

Student name: ___________________________       Date and time of exam: ___________________________

Approval of Revisions

A. _____ The approval of the ADP document will be by the committee chair.
B. _____ The approval of the ADP document will be by the committee chair and the committee.

The revisions will be submitted by: __________ in order to be approved by April 29. If the revision submission date is too late for approval to be granted by April 29, the final examination will be completed in the Summer session.

List of revisions to be completed

I have reviewed and understand that the list of revisions stated above are conditions for the approval (i.e., “pass”) for the final examination.

__________________________________________________________
Student’s signature (print name after signature)       Date

__________________________________________________________
Committee Chair1       Date
Revisions completed on ____________________________ (Date)

1If the approval requires the full committee (case B above), it is assumed that the committee chair has been informed by the other committee members that the revisions are acceptable. Thus, only the signature of the committee chair is needed for either case A or case B.
ADP Conditions for a Failed Exam (Option 3)
ADP defense and 4th year Examination held concurrently

Department of Speech, Language, and Hearing Sciences

Student name: ___________________________  Date and time of exam: ___________________________

A. _____ The failure is final. No degree will be granted.

B. _____ A repeat of the final examination has been granted by the committee.

   The repeat of the final examination must be completed by: _________________. A repeat
   means that the student will again submit their ADP document (presumed to be significantly
   revised) two weeks in advance of the scheduled oral examination. The oral portion will
   proceed exactly as the first oral examination except that the public presentation of the ADP
   project is generally not repeated unless requested by the committee.

Notes regarding the outcome or conditions of a repeat examination

I understand the conditions for the failed final examination.

_____________________________________________________________________________________

Student’s signature (print name after signature)  Date
Instructions for AuD Final Examination
ADP defense and 4th year Examination held concurrently
Department of Speech, Language, and Hearing Sciences

All instructions below are written in strict accordance with the Graduate College instructions for a Ph.D. dissertation defense with exceptions specific to the AuD program.

1. **All committee members must participate for the entire oral examination.** If a committee member is participating remotely, that member needs to be able to communicate with the candidate and other Committee members during the entire defense. If more than one member of the committee, or the student, is participating remotely for the exam please inform the Director of Graduate Studies, Mark DeRuiter, prior to the exam for approval.

2. For students with a minor in Public Health, their participation in the final defense has been waived.

3. **Review the procedures with the Committee before the candidate enters the room.**

   **Procedures:**
   - Typically the candidate presents the ADP research prior to any questioning by the committee
   - If the candidate is presenting his/her ADP to a public audience just prior to the oral examination (e.g., it is often the case than the public portion has been completed on different date that the oral exam) detailed questions from the committee should be held until the public portion is completed. The presentation is open to the public and lasts no more than one hour.
   - Specify time allotment for the examination (no minimum: maximum is 3 hours). This includes the oral presentation of the ADP, and the ADP defense/4th year exam.
   - Clarify that the audience leaves after the candidate’s presentation and subsequent questions from the public audience.

4. **The Examination by the Committee**

   - Only the Committee and the candidate are present.
   - The examination an oral defense of the ADP project as well as a final examination for the program. Thee examination should include general questioning related to the fields of study encompassed.
   - If needed, request a recess to discuss or redirect the process if needed and ask the candidate to momentarily leave the room.
   - Conclude within a 3 hour time period (no minimum; maximum is 3 hours for ADP presentation plus oral defense/examination).
   - Ask the candidate to leave the room for the final discussion and voting.
   - The Committee will evaluate the candidate’s overall performance.

   Review the **three options** with the committee.

   i) *Option 1. Pass with no revisions*
   ii) *Option 2. Pass with revisions*
The ADP chair indicates date by which revisions must be made. The committee decides whether oversight of the revisions will be the sole responsibility of the ADP chair, or whether the ADP document revisions will be approved by each individual Committee member. The ADP chair will summarize the revisions required by the Committee that are needed for approval of the ADP document. Once the candidate completes all revisions to the satisfaction of the Committee, the ADP chair must notify the Director of Graduate Studies (Mark DeRuiter).

### iii) Option 3. Fail

The committee must agree whether to allow a repeat of the final examination and the timeframe for the repeated exam to be completed. Considerations must include a determination of the amount of time needed for a student to significantly revise their ADP project and document, and prepare for a second oral examination. In general, if a student fails an examination of this magnitude they should not expect, or be expected to repeat it in less than one month; in many cases the timeframe would likely be longer and extend into the next academic session. The timeframe is an important consideration for the student because after receiving a “fail,” the repeat examination is the final opportunity to pass and be awarded a degree. It is also important for the committee members so that they are not rushed into a repeat exam and forced to make a decision about the student’s future at the close of a semester. If the timeframe for a repeat examination cannot be agreed upon through discussion, the committee chair will specify two options and will ask for a secret vote. A majority vote will rule.

- **The Committee performs a secret vote (individual vote options: Pass or Fail).** All members of the committee who are present vote and all votes are counted. The outcome of that vote determines whether or not the student has passed. If result is a Pass, the committee must decide on which option to select for the student (Pass or Pass with Revisions). If the result is a Fail, the committee must decide whether to allow a repeat examination and the timeframe for completion. If there are three committee members then all three members must pass the student in order for that student to pass the final defense. If there are more than three committee members then there may be only one negative vote (Fail) for the student to pass (regardless of the number of committee members).

- Inform the candidate of the results of the examination, but do not report the actual votes, only whether a Pass or Fail and which option.

- The committee chair will report the outcome to the Director of Graduate Studies (Mark DeRuiter) on behalf of the entire committee.