Prior to participation in any portion of the ADP defense, the following steps in GradPath must be completed and approved:

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.

**Contents of this document**

[Page 1]: Attendance at the public presentation of ADP

[Page 2]: Instructions for reporting results of the ADP defense

[Page 3]: Form to report results of the ADP defense

[Page 4]: Form to be used for “Pass with Revisions”

[Page 5]: Form to be used for a failed defense

[Page 6-7]: Instructions for conducting the examination

* The “Audiology Doctoral Project” will be referred to as the “ADP” throughout this document.
Attendance at ADP Public Presentation
Doctor of Audiology Graduate Program
Department of Speech, Language, and Hearing Sciences

The public presentation of the Audiology Doctoral Project (ADP) consists of a short presentation with questions from the audience. At least 3 members of the ADP committee must be present during the public presentation (the minor representative may choose to attend the 4th year exam instead of the ADP presentation/defense).

The public presentation of the ADP may be scheduled on a different day and/or time than the closed oral defense. For example, a single day in April is typically scheduled to accommodate most ADP presentations for a given student cohort.

ADP Information

Student name: __________________________

Date and time of public presentation: __________________________

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
Report of ADP Defense
Doctor of Audiology Graduate Program
Department of Speech, Language, and Hearing Sciences

The oral defense of the Audiology Doctoral Project (ADP) consists of a public presentation, with questions from the audience, and a closed portion with questioning from only the ADP committee. Although the ADP defense is primarily focused on questions regarding the project, students may be asked questions about any aspect of the discipline. In addition, if the student has chosen to have the minor representative participate in the ADP defense, questions regarding the minor area will also be included.

Timeline for completion

- The public presentation of the ADP may be scheduled on a different day and/or time than the closed oral defense. For example, a single day in April is typically scheduled to accommodate most ADP presentations for a given student cohort.

- The penultimate written document for the ADP must be submitted by the student to their committee members at least one week prior to the scheduled closed oral defense.

- The closed 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 given semester (typically spring) to avoid requiring continued enrollment in SLHS 912 in subsequent academic terms.

- The final approved document must be submitted to the Graduate College for archival purposes in the Spring of the 4th year. Archiving the ADP document is required, however, the Graduate College cannot accept the document until the Final Examination (4th year exam) has been scheduled in GradPath. Formatting requirements can be found on the UA Graduate College website. It is highly recommended that the student complete the formatting requirements as soon as possible after the ADP document has been approved by the committee!
Report of ADP Defense cont’d
Doctor of Audiology Graduate Program
Department of Speech, Language, and Hearing Sciences

ADP information

Student name: _______________________

Date and time of public presentation: _______________________

Date and time of closed oral defense: _______________________

Committee Chair: _______________________

Committee members: ___________________________________

Results of ADP Defense

_____ 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)
Department of Speech, Language, and Hearing Sciences

Student name: __________________________

Date and time of closed oral defense: _______________________

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 must be submitted by: __________ in order to be approved by the last day of the semester. If the revision submission date is too late for approval to be granted by the final day of the semester, the student must enroll for SLHS 912 in the subsequent academic term for which faculty, departmental, or university resources will be used; SLHS 912 enrollment will continue until the ADP document is completed and approved by the committee.

List of revisions to be completed (use extra pages as needed)

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

__________________________________________  Date

Student’s signature (print name after signature)

__________________________________________

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.
Conditions for a Failed ADP Defense (Option 3)
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 ADP defense has been granted by the committee.
   The repeat of the ADP defense must be completed by: _________________. A repeat means
   that the student will again submit their ADP document (presumed to be significantly re-
   vised) two weeks in advance of the scheduled closed oral examination. The oral portion
   will proceed exactly as the first defense 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 the ADP Defense
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. **At least three committee members must participate for the entire oral examination (both public and closed portions).** The same three committee members must participate in both public and closed portions of the exam. 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 presentation/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 De Ruiter, prior to the exam for approval.

2. **Review of Procedures for the Defense.**

   **Procedures:**
   - Typically the candidate presents the ADP research prior to any questioning by the committee.
   - If the candidate is presenting the ADP to a public audience just prior to the oral examination detailed questions from the committee should be held until the public portion is completed. The public presentation is open to the public and lasts no more than one hour. Clarify that the audience leaves after the candidate’s presentation and subsequent questions from the public audience.
   - If the candidate presents the ADP to a public audience during a session with several other ADP presentations, the closed oral defense may be scheduled on a different day. Just as in the previous case, detailed questions from the committee members should be held until the closed oral defense.
   - Specify time allotment for the closed oral defense (no minimum: maximum is 1.5 hours). The maximum is set to 1.5 hours to ensure that the total amount of time for the ADP public presentation, ADP oral defense, and fourth year final examination does not exceed 3 hours.

3. **Conduct of the Closed Oral Defense**

   - Only the Committee and the candidate are present.
   - The defense is primarily an oral defense of the ADP project, not a general examination. However, the examination may include general questioning related to the fields of study encompassed. If the minor representative participates in the ADP presentation/defense, questions related to the minor should be included in the examination.
   - Request a recess to discuss or redirect the process if needed and ask the candidate to momentarily leave the room.
   - Conclude within a 1.5 hour time period (no minimum; maximum is 1.5 hours)
   - 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) and the Program Coordinator (Susan Bridgewater).

iii) **Option 3. Fail**

The committee must agree whether to allow a repeat of the ADP defense and the timeframe for the repeated defense 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 a project 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 time frame for completion. If there are three committee members then all three members must pass the student in order for that student to pass the ADP 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.