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**.
Report of AuD Final Examination
4th year exam only
Doctor of Audiology Graduate Program
Department of Speech, Language, and Hearing Sciences

The final examination will consist of questions from the Committee about any aspect of the discipline, including clinical experiences during the fourth year externship. The Minor representative must also be present for the final examination unless they participated in the ADP presentation/defense or waived participation [Public Health only].

Timeline for completion

- The oral defense and the final version of the ADP document formatted and submitted to the Graduate College, must be *completed and approved* by April 29 to officially graduate in the Spring.

Exam information

Student name: ___________________________ Date and time of exam: ___________________________

Exam results

_____ Option 1: Pass

_____ Option 2: Fail\(^b\)

\(^b\) Conditions for Option 2 are on page 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
Conditions for a Failed Final Examination (Option 2)

4th year exam only

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: ________________

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  
4th year exam only  
Doctor of Audiology Graduate Program  
Department of Speech, Language, and Hearing Sciences

All instructions below are written in accordance with the Graduate College instructions for a Ph.D. dissertation defense with exceptions specific to the AuD program. Unlike a Ph.D. defense, however, the Au.D. final examination is the second and final part of the overall defense. The first part is the defense of the ADP which is assumed to be completed, approved, and filed with the department at this stage.

1. **All committee members must participate for the entire oral examination.**
   - If the minor representative participated in both the ADP presentation and defense, they are not required to participate in this examination.
   - If the minor department has waived participation in the examination they are not required to participate in this examination (Public Health only).
   - 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. **Review the procedures with the Committee before the candidate enters the room.**
   - The final examination will consist of questions from the Committee about any aspect of the discipline, including clinical experiences during the fourth year externship and questions from the minor representative.
   - Specify time allotment for the examination (no minimum: maximum is 1.5 hours). The maximum is set to 1.5 hour 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. **The Examination by the Committee**
   - Only the Committee and the candidate are present.
   - 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 1.5 hour time period (no minimum; maximum is 1.5 hour)
   - Ask the candidate to leave the room for the final discussion and voting.
   - The Committee will evaluate the candidate’s overall performance.
     - Review the **two options** with the committee.
       i) *Option 1. Pass*
       ii) *Option 2. Fail*

The committee must agree whether to allow a repeat of the final examination and the time frame for the repeated exam to be completed. Considerations must include a determination of the amount of time needed for a student to significantly enhance their knowledge and
to 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 time frame 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 chair will report the “Pass” via GradPath on the Results of the Final Oral Defense form provided to the chair in an automatically-generated email link. 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 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 the Director of Graduate Studies (Mark DeRuiter) on behalf of the entire committee.