



CONCORDIA
UNIVERSITY
W I S C O N S I N

**Speech-Language
Pathology**

Graduate Program in Speech-Language Pathology Handbook

The Department of Speech-Language Pathology is committed to:

PROMOTING ♦ **EXCELLENCE**

SERVING ♦ **COMMUNITY**

EMBRACING ♦ **DIVERSITY**

INSPIRING ♦ **COMPASSION**

FOSTERING ♦ **CRITICAL THINKING**

VALUING ♦ **INDEPENDENCE**

2021-2022

**DEPARTMENT OF SPEECH LANGUAGE PATHOLOGY HANDBOOK
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INTRODUCTION AND OVERVIEW

The Department of Speech-Language Pathology (SLP) originated in 2015 as the eighth discipline in the School of Health Profession at Concordia University Wisconsin. The Department of Speech-Language consists of an undergraduate major in Communication Sciences and Disorders, a minor in Communication Sciences, a leveling program in Speech-Language Pathology and a graduate program in Speech-Language Pathology. In addition to these pre-service offerings, the department is also committed to ongoing continuing education to local practicing clinicians. In all of its endeavors, the Department of Speech-Language Pathology is focused on Interprofessional Education and Practice.

GRADUATE PROGRAM DESCRIPTION: SLP GRADUATE PROGRAM

The two-year graduate, full-time Master of Science program in speech-language pathology is designed to prepare students to become competent speech-language pathologists who provide quality care in a respectful, culturally sensitive, caring, and knowledgeable manner. Committed and experienced faculty will guide the didactic program along with high-quality clinical experiences to prepare students for professional certification and licensure.

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Concordia University Wisconsin Department of Speech-Language Pathology is committed to offering an engaging environment and access to off-site community service and clinical opportunities, in addition to the soon to-be-completed, state-of-the-art, on-campus Concordia University Wisconsin Speech, Language, and Hearing clinic. Clinical and therapeutic services are provided to students at LUMIN (Lutheran Urban Mission Initiative, Inc.) elementary schools throughout the Milwaukee area, individuals affiliated with Portal Industries in Grafton, and more.

In addition to clinical instruction/supervision, didactic clinical instruction is provided in conjunction with all on-campus clinical education opportunities (placements). This didactic instruction is in a small seminar-type setting focused on topics related to the collective caseload of the students in the group. Topics included will include but not be limited to clinical procedures, medical and clinical diagnoses, and cultural and ethical considerations.

Upon successful completion of all requirements and graduation from the Master of Science in speech-language pathology program at CUW, individuals will be prepared to apply for initial licensure required for practice in the state of Wisconsin and will have demonstrated the knowledge and skills necessary for ASHA certification with a faith-based focus. Students will have completed the required 25 hours of observation and 375 hours of clinical practicum and be prepared to transition into their clinical

fellowship year. Upon completion of their clinical fellowship, students will have completed all the requisite knowledge and skills competencies and will be eligible to apply for their certificate of clinical competence (CCC) through ASHA. Additionally, students will have demonstrated effective and professional interaction skills with patients, families, and other health care professionals through service learning and/or the provision of clinical services in the CUW Interprofessional Education (IPE) clinic while working collaboratively with other disciplines.

This program will require successful completion of 42 core academic credit hours, 6 credit hours of electives, and 9 credit hours of clinical practicum resulting in a minimum of 57 credit hours of coursework (academic and clinical) for completion.

Completion of an undergraduate degree in Communication Sciences and Disorders at CUW does not guarantee students admission to the graduate program in Speech-Language Pathology.

For more information, visit WWW.CUW.EDU/SLP

Scope of practice

Students and faculty clinicians assess, diagnose, and treat speech, language, social communication, cognitive communication, and swallowing disorders in individuals across the life span.

Service delivery areas include all aspects of communication and swallowing and related areas that impact communication and swallowing: speech production, fluency, language, cognition, voice, resonance, feeding, swallowing, and hearing.

For more information, please visit WWW.CUW.EDU/SLHCLINIC .

ASHA Scope of Practice can be found at <http://www.asha.org/policy/SP2007-00283/>

ASHA Code of Ethics can be found at <http://www.asha.org/Code-of-Ethics/>

Faculty, staff, and students are bound to the ASHA Code of Ethics. Students should read this material carefully as they are accountable to the ASHA code of ethics. The principles will be addressed throughout the training program, both in academic classes and in clinical practicum. Students should become well acquainted with the Code of Ethics so that the judgments and decisions made as a graduate student form a solid, ethical foundation for a future as a professional speech-language pathologist.

MISSION STATEMENT OF DEPARTMENT OF SPEECH-LANGUAGE PATHOLOGY

The Department of Speech-Language Pathology is dedicated to the missions of Concordia University Wisconsin and the School of Health Professions and is focused on developing independent life-long learners with strong critical thinking and communication abilities. In addition, the department of Speech-Language Pathology aims to prepare students for the opportunities and rigors of a vocation positively impacting communicatively-challenged individuals across the lifespan and their families by providing outstanding academic/clinical education, as well as community outreach. The department also aims to support the continuing education needs of practicing clinicians to ultimately have a positive

impact on individuals with communication and/or swallowing challenges. This professional education is grounded in faith, excellence, and service to others.

CUW SLP STRATEGIC PLAN EXECUTIVE SUMMARY 2021-2026

The Concordia University Wisconsin (CUW) strategic planning process occurs over five years. The current plan addresses 2021 through 2026. The institutional plan is focused on the following five key performance goals:

- Offer unsurpassed whole student learning and developing
- Expand the impact and reach of Concordia’s mission
- Exemplify Christian values and ethics within all engagements
- Tap the full potential of all learners
- Allocation and invest in innovation across Concordia University.

The School of Health Professions (SHP) Strategic plan for 2021-2026 is aligned with the Concordia University Wisconsin Strategic Plan and includes the following five strategies:

- increasing recruitment and retention through funding support
- increasing SHP student enrollment through interprofessional collaborations
- increasing recruitment through enhancements to program facilities and delivery modalities
- increasing diverse student enrollment
- developing efficient operational processes and procedures

The Department of Speech-Language Pathology (SLP) has identified five strategic initiatives to advance programs within the department in a manner that articulates with the institutional and school plans summarized above. Specific foci of this plan include:

- delivering, assessing, and refining our academic and clinical curricula and processes to continually reflect cutting-edge, evidenced-based practices in communication sciences and disorders
- emphasizing the role of interprofessional education (IPE) and practice (IPP) through varied teaching and learning opportunities for students and community members
- prioritizing initiatives related to antiracism, diversity, equity and inclusion
- recruiting and retaining quality undergraduate and graduate students
- building and enhancing on-campus and off-campus clinical offerings and partnerships to meet specialized community and student needs

Program Accreditation

The Master of Science (M.S.) program in speech/language pathology at Concordia University Wisconsin is a Candidate for Accreditation by the Council on Academic Accreditation in Audiology and Speech-Language Pathology (CAA) of the American Speech-Language-Hearing Association. This is a “pre-accreditation” status with the CAA, awarded to developing or emerging programs for a maximum period of five years.

Council on Academic Accreditation in Audiology and Speech-Language Pathology

American Speech-Language Hearing Association

2200 Research Boulevard #310, Rockville, MD 20850 800-498-2071
The CAA has determined that the program demonstrates sufficient compliance with the Standards for Accreditation as outlined in the 2019 Candidacy Compliance Continuum. As a result, the CAA has awarded candidacy for a period of five

years beginning 3/1/2019 through 2/29/2024. Award of candidacy allows the program to matriculate students into the program as it continues to document compliance with accreditation standards for the duration of the candidacy accreditation cycle.

DEPARTMENT CONTACT INFORMATION

Information related to the undergraduate Communication Sciences and Disorders major and the graduate Speech-Language Pathology (SLP) program can be obtained by contacting:

Kris Maas	Concordia University Wisconsin	WWW.CUW.EDU/CSD
Administrative Assistant	12800 North Lake Shore Drive	WWW.CUW.EDU/SLP
Phone: 262-243-2212	HS 110	WWW.CUW.EDU/SLHCLINIC
Kristin.maas@cuw.edu	Mequon, WI 53097-2402	WWW.CUW.EDU/SLPCE

To obtain information related to the Speech, Language & Hearing Clinic located in the Robert W. Plaster Free Enterprise Center, contact slh.clinic@cuw.edu or visit WWW.CUW.EDU/SLHCLINIC.

To obtain information related to the continuing education program and opportunities, please contact slpce@cuw.edu or visit WWW.CUW.EDU/SLPCE.

Faculty

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Chair, Program Director and Assistant Professor

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Areas of Interest: Child Language and Literacy Development and Disorders

Erin Regis Bailey, MS, CCC-SLP

Assistant Professor and Clinical Education Coordinator

Office: HS 104A

Areas of Interest: Clinical Education, Dysphagia, Cognitive-Communication Disorders, Medically Fragile and Complex Adult Clinical

Angela D. Haendel, Ph.D., CCC-SLP

Associate Professor and Clinic Director

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Areas of Interest: Child Language Development and Disorders, Speech Sound Development and Disorders, Telepractice, and Autism Spectrum Disorder, Fluency

Cindy M. Lund, M.S., CCC-SLP, C/NDT

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Areas of Interest: Pediatric Feeding and Swallowing, Kinesiology and Motor Speech Disorders

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Assistant Professor

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Areas of Interest: Language Development and Disorders and Impact on Literacy Development

Mikaely T. Schmitz, M.A., M.S., CCC-SLP

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Areas of Interest: Heritage Language, Second Language Acquisition, and Culturally Linguistically Diverse Populations

Kim E. Sesing, Au.D., CCC-A

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Areas of Interest: Hearing Science, Diagnostic Audiology, and Aural Rehabilitation

Michael VanLue, Ph.D., CCC-SLP

Assistant Professor

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Areas of Interest: Genetics, Craniofacial, Cleft Palate, Velopharyngeal Dysfunction

Students' Right to Privacy

Concordia University Wisconsin (CUW) is committed to respecting your privacy as a customer. Our privacy policy is clear: CUW will not sell, exchange or otherwise distribute your personally identifiable information without your consent, except to the extent required by law.

The graduate program in speech-language pathology is committed to the privacy of our students and clients. This program adheres to all of the privacy policies of CUW. Details of the university privacy policies may be found at: <https://www.cuw.edu/academics/compliance/privacy/index.html> .

Family Educational Rights and Privacy Act (FERPA)

CUW fully complies with the Family Educational Rights and Privacy Act (FERPA), which generally prohibits the release of student education records without student permission. CU reserves the right to notify parents, in accordance with FERPA, when it determines the circumstances warrant such notification.

- a) CU will notify parents/legal guardians of students following the first violation of the CU drug policy.

- b) CU will notify parents/legal guardians of students following the second violation of the CU alcohol policy.
- c) For any student, regardless of age, that is in a situation that is threatening to their own health or safety situation or placed another in a situation that is threatening to their health or safety, the parents, legal guardians, and any “emergency contact” may be notified. This may include any referral to any wellness center for an alcohol or drug assessment.
- d) When the CSAO or designee determines that circumstances exist where it is in the best interest of the student and University to notify the parent, CU will notify the parents/legal guardians
- e) If it is deemed by the Chief Student Affairs Officer (CSAO) or designee that it may be counterproductive to notify a parent, then the procedures may be altered as necessary.

Security Statement

CUW utilizes industry standard SSL (Secure Socket Layer) encryption (registered with VeriSign Trust Network to Concordia University Wisconsin) when accepting your credit card information during online e-commerce checkout and in certain other instances where personal information is requested. SSL encryption is a method by which information transmitted across the Internet is encoded to defeat theft by anyone who should intercept the data before it reaches its destination. Web pages where SSL encryption is activated are typically identified by a lock or key symbol displayed in your web browser.

CUW employees may access non-public personal information in relation to their job functions and the services they provide to you.

NON-DISCRIMINATION STATEMENT OF THE DEPARTMENT OF SPEECH-LANGUAGE PATHOLOGY

The Department of Speech-Language Pathology at Concordia University Wisconsin will not discriminate against any student, applicant, or client on the basis of age, citizenship status, color, disability, ethnicity, gender, gender identity, genetic information and characteristics, national origin (including ancestry), marital status, pregnancy, race, religion, sex, sexual orientation, veteran or military status, or any other protected category under applicable local, State, or Federal law.

CONTINUING EDUCATION

The Speech-Language Pathology department focuses on developing independent life-long learners, and as part of this commitment, we are pleased to offer continuing education to the public. Our continuing education program and events support practicing clinicians by providing relevant continuing education courses for the advancement of their clinical practice and maintenance of certification and licensure. The Department of Speech-Language Pathology at CUW is a certified ASHA CE provider.

By pursuing continuing education, speech-language pathologists have the opportunity to engage with topics and issues across the lifespan and scope of practice. CE Events will delve into current topics relevant to the needs of practicing clinicians in southeast Wisconsin and the surrounding areas. Each course is tailored to benefit speech-language pathologists and/or audiologists currently in practice, regardless of how much experience they have in the field.

For further information, to join our mailing list, or to request or suggest a specific topic or speaker for future offerings please email us at slpce@cuw.edu or visit www.cuw.edu/SLPCE

UNIVERSITY GLOBAL LEARNING OUTCOMES

Concordia University graduates are well developed in mind, body, and spirit, fulfill their vocations, and serve Christ in the Church and the world. Expected CUW Student Outcomes include:

- Christian Faith - Our graduates are grounded in the Christian faith while also recognizing other major worldviews and how they differ from a Christian understanding of the world.
- Service and Global Citizenship - Our graduates are globally-minded citizens.
- Integrated Disciplinary Knowledge - Our graduates integrate insights from a wide range of disciplines.
- Critical Thinking/Creative Problem Solving - Our graduates think rationally, critically, and creatively.
- Communicative Fluency - Our graduates communicate effectively.
- Analytical Fluency - Our graduates work with data effectively.

For more information, please see: <https://www.cuw.edu/about/offices/institutional-effectiveness/outcome-statements.html>

Expected SLP Graduate Student Academic and Clinical Experience and Practice Outcomes

Upon successful completion of all requirements and graduation from the Master of Science in speech-language pathology program at CUW, individuals will be prepared to apply for initial licensure required for practice in the state of Wisconsin and will have demonstrated the knowledge and skills necessary for the ASHA Certificate of Clinical Competence. Upon completion of the SLP graduate program, students will have completed all required knowledge and skills competencies consistent with ASHA's Council for Clinical Certification in Audiology and Speech-Language Pathology (CFCC – *see link below*). Further, all students will have met the required 25 hours of observation and 375 hours of clinical practicum to be prepared to transition into their clinical fellowship year following graduation. All competencies and clinical hours will be documented and maintained by the program using CALIPSO, a web-based academic and clinical management program. In addition, the SLP graduate program will prepare students to pass the Praxis examination in Speech-Language Pathology (<https://www.ets.org/praxis/asha>).

Upon completion of their clinical fellowship, students will have completed all the requisite knowledge and skills competencies and will be eligible to apply for their certificate of clinical competence (CCC) through ASHA. Additionally, students will have demonstrated effective and professional interaction skills with patients, families, and other health care professionals through service learning and/or the provision of clinical services in the CUW Interprofessional Education (IPE) clinic while working collaboratively with other disciplines. This program will require successful completion of 42 core academic credit hours, 6 credit hours of electives, and 9 credit hours of clinical practicum resulting in a minimum of 57 credit hours of coursework (academic and clinical) for completion.

(CFCC link- <https://www.asha.org/about/governance/committees/committeesmartforms/council-for-clinical-certification-in-audiology-and-speech-language-pathology/>)

SPEECH-LANGUAGE PATHOLOGY GRADUATE PROGRAM APPLICATION PROCEDURES

Current application policies and procedures for the Master of Science in Speech-Language Pathology program at CUW are available at WWW.CUW.EDU/SLP

ESSENTIAL FUNCTIONS OF A SPEECH-LANGUAGE PATHOLOGIST

The Department of Speech-Language Pathology at CUW is committed to developing future speech-language pathologists with established knowledge and skills competencies, as well as independent critical thinkers. In addition to having the knowledge and skills to practice as a speech-language pathologist, there are *essential functions* critical to successful treatment of individuals with communication and swallowing disorders. Students are therefore required to meet all essential functions needed with or without reasonable accommodations. Students who do not demonstrate essential functions at any point in their course of study, may be denied continuation in the program.

In 2007, the Council of Academic Programs in Communication Sciences and Disorders (CAPCSD) outlined the essential functions necessary for speech-language pathologists. The document may be found at <http://www.capcsd.org/proceedings/2007/talks/EFchecklist.pdf>

The following are specific skills/essential functions needed by speech-language pathologists in order to provide service within the scope of practice.

Communication Skills:

- Speech-language pathologists must have strong communication skills, verbal and non-verbal.
- Students must demonstrate proficiency in spoken and written English in order to communicate effectively with clients/patients, caregivers, faculty, staff, peers, payer sources, and other health care professionals

Physical Health:

- Speech-language pathology students must be in good physical health overall. A student with a chronic illness may not be able to have consistent attendance in class and/or clinic, limiting their ability to gain all the knowledge and skills required.
- Students must possess the stamina for physical tasks. Must be able to sit/stand for several hours.
- Students must demonstrate the stamina to perform classroom/clinical tasks for the amount of time in a typical workday.

Observation Skills/Sensory Abilities:

- Speech-language pathologists must have keen observation skills.
- Students must be able to pick up on non-verbal communication and non-verbal cues (e.g., facial expressions, gestures, body language/orientation, joint attention, eye contact)
- Students need to be aware of the sensory needs of their clients/patients and the impact on communication.
- Students must therefore demonstrate functional hearing skills (aided or unaided) for speech frequencies.

- Students must have sufficient vision (with or without glasses) to participate in academic and clinical aspects of their education.
- Students must be able to read materials such as medical records, IEP's, and testing materials.
- Students must be able to complete visual assessment of the structure and function of oral-facial structures.
- Students must have the visual capability to read and interpret videos fluoroscopic swallow studies.

Intellectual/Cognitive Skills:

- Students must have the cognitive skills to achieve competencies in required academic coursework.
- Students must demonstrate the ability to attend, memorize, organize, analyze, integrate and apply the information from coursework in a clinical setting.
- Students must have sufficient problem solving and critical thinking skills.
- Students must demonstrate the ability to use professional written language.

Motor Skills:

- Students must have sufficient use of gross and fine motor skills to carry-out clinical service to clients/patients. This includes, but is not limited to: keyboarding, clinical, diagnostic, and lab equipment, and note-taking (in class and clinically during interview/case history).
- Students must demonstrate the ability to access operate and/or access transportation to all clinical and academic placements.
- Students must demonstrate the ability to transfer to and from the floor safely.
- Students must demonstrate the ability to move between areas (some maneuverability in small spaces), and use technology (e.g., AAC, computers, hearing aids, microphones).

Behavior/Social Skills:

- Students must have good judgment and behave professionally.
- Students must have good emotional health, to allow for use of intellectual skills even in stressful situations.
- Students must be reliable, mature and act responsibly.
- Students must demonstrate the ability to interact with faculty, preceptors, other students, other professionals, clients/patients, and caregivers in a variety of academic and clinical settings.
- Students must demonstrate understanding of the ASHA Code of Ethics and be able to apply it to difficult clinical situations.
- Students must have sufficient time management skills to complete all required academic and clinical coursework in a timely manner.
- Students must demonstrate the ability to take in constructive criticism and self-evaluation and use it to enhance their skill development.
- Students must show respect for individuals of diverse backgrounds.

CLINICAL EDUCATION AND PRACTICE ADMISSION AND REQUIREMENTS

Clinical education is a required component of the graduate program in speech-language pathology. For explicit guidelines, requirements, and details related to clinic and clinical education and practice, please refer to the most current version of the Clinic Handbook of the Department of Speech-Language Pathology.

SLP Graduate Clinic Education and Practice Requirements

Graduate students in the Speech-Language Pathology graduate program must be “in good standing” to enroll in Clinical Practicum courses (SLP 650, SLP 651, & SLP 652) and to participate in scheduled clinical activities. Students must maintain a cumulative GPA of 3.0 to be considered “in good standing”. In addition, students must have completed or be concurrently enrolled in any requisite academic coursework when enrolling in clinical practicum related to a specific disorder.

Additionally, students must have no documented professional and/or ethical behavioral concerns in their graduate program record/file. Students may request access to their student record/file from their Departmental Advisor, the Clinic Director, and/or Department Chair.

ASHA CLINICAL CERTIFICATION STANDARDS (CCC-SLP)

Speech-Language Pathology graduate program student outcomes are consistent with the ASHA Clinical Competency and Certification Standards. All SLP graduates will likely meet the 2020 Standards for the Certificate of Clinical Competence in Speech-Language Pathology. These standards can be found at <https://www.asha.org/Certification/2020-SLP-Certification-Standards/>

Council for Clinical Certification in Audiology and Speech-Language Pathology of the American Speech-Language-Hearing Association. (2018). 2020 Standards for the Certificate of Clinical Competence in Speech-Language Pathology.

Standard I: Degree

The applicant for certification (hereafter, “applicant”) must have a master's, doctoral, or other recognized post-baccalaureate degree.

Standard II: Education Program

All graduate coursework and graduate clinical experience required in speech-language pathology must have been initiated and completed in a speech-language pathology program accredited by the Council on Academic Accreditation in Audiology and Speech-Language Pathology (CAA).

Implementation: The graduate program of study must be initiated and completed in a CAA-accredited program or a program with candidacy status for CAA accreditation. The applicant’s program director or official designee must complete and submit a program director verification form. Applicants must submit an official graduate transcript or a letter from the registrar that verifies the date on which the graduate degree was awarded. The official graduate transcript or letter from the registrar must be received by the ASHA National Office no later than one (1) year from the date on which the application was received. Verification of the applicant’s graduate degree is required before the CCC-SLP can be awarded.

Applicants educated outside the United States or its territories must submit documentation that

coursework was completed in an institution of higher education that is regionally accredited or recognized by the appropriate regulatory authority for that country. In addition, applicants outside the United States or its territories must meet each of the standards that follow.

Standard III: Program of Study

The applicant must have completed a program of study (a minimum of 36 semester credit hours at the graduate level) that includes academic coursework and supervised clinical experience sufficient in depth and breadth to achieve the specified knowledge and skills outcomes stipulated in Standards IV-A through IV-G and Standards V-A through V-C.

Implementation: The minimum of 36 graduate semester credit hours must have been earned in a program that addresses the knowledge and skills pertinent to the ASHA Scope of Practice in Speech-Language Pathology.

Standard IV: Knowledge Outcomes

Standard IV-A

The applicant must have demonstrated knowledge of statistics as well as the biological, physical, and social/behavioral sciences.

Implementation: Coursework in statistics as well as in biological, physical, and social/behavioral sciences that is specifically related to communication sciences and disorders (CSD) may not be applied for certification purposes to this category unless the course fulfills a general the university requirement in the statistics, biology, physical science, or chemistry areas.

Acceptable courses in biological sciences should emphasize a content area related to human or animal sciences (e.g., biology, human anatomy and physiology, neuroanatomy and neurophysiology, human genetics, veterinary science). Chemistry and physics are important for the foundational understanding of the profession of speech-language pathology. For all applicants who apply beginning January 1, 2020, courses that meet the physical science requirement must be in physics or chemistry. Program directors must evaluate the course descriptions or syllabi of any courses completed prior to students entering their programs to determine if the content provides foundational knowledge in physics or chemistry. Acceptable courses in social/behavioral sciences should include psychology, sociology, anthropology, or public health. A stand-alone course in statistics is required. Coursework in research methodology in the absence of basic statistics cannot be used to fulfill this requirement.

Standard IV-B

The applicant must have demonstrated knowledge of basic human communication and swallowing processes, including the appropriate biological, neurological, acoustic, psychological, developmental, and linguistic and cultural bases. The applicant must have demonstrated the ability to integrate information pertaining to normal and abnormal human development across the life span.

Standard IV-C

The applicant must have demonstrated knowledge of communication and swallowing disorders and differences, including the appropriate etiologies, characteristics, and anatomical/physiological, acoustic, psychological, developmental, and linguistic and cultural correlates in the following areas:

- Speech sound production, to encompass articulation, motor planning and execution, phonology, and accent modification
- Fluency and fluency disorders
- Voice and resonance, including respiration and phonation
- Receptive and expressive language, including phonology, morphology, syntax, semantics, pragmatics (language use and social aspects of communication), pre-linguistic communication, paralinguistic communication (e.g., gestures, signs, body language), and literacy in speaking, listening, reading, and writing
- Hearing, including the impact on speech and language
- Swallowing/feeding, including (a) structure and function of orofacial myology and (b) oral, pharyngeal, laryngeal, pulmonary, esophageal, gastrointestinal, and related functions across the life span
- Cognitive aspects of communication, including attention, memory, sequencing, problem solving, and executive functioning
- Social aspects of communication, including challenging behavior, ineffective social skills, and lack of communication opportunities
- Augmentative and alternative communication modalities

Implementation: It is expected that coursework addressing the professional knowledge specified in this standard will occur primarily at the graduate level.

Standard IV-D

For each of the areas specified in Standard IV-C, the applicant must have demonstrated current knowledge of the principles and methods of prevention, assessment, and intervention for persons with communication and swallowing disorders, including consideration of anatomical/physiological, psychological, developmental, and linguistic and cultural correlates.

Standard IV-E

The applicant must have demonstrated knowledge of standards of ethical conduct.

Implementation: The applicant must have demonstrated knowledge of the principles and rules of the current ASHA Code of Ethics.

Standard IV-F

The applicant must have demonstrated knowledge of processes used in research and of the integration of research principles into evidence-based clinical practice.

Implementation: The applicant must have demonstrated knowledge of the principles of basic and applied research and research design. In addition, the applicant must have demonstrated knowledge of how to access sources of research information and must have demonstrated the ability to relate research to clinical practice.

Standard IV-G

The applicant must have demonstrated knowledge of contemporary professional issues.

Implementation: The applicant must have demonstrated knowledge of professional issues that affect speech-language pathology. Issues include trends in professional practice, academic program accreditation standards, ASHA practice policies and guidelines, educational legal requirements or policies, and reimbursement procedures.

Standard IV-H

The applicant must have demonstrated knowledge of entry level and advanced certifications, licensure, and other relevant professional credentials, as well as local, state, and national regulations and policies relevant to professional practice.

Standard V: Skills Outcomes

Standard V-A

The applicant must have demonstrated skills in oral and written or other forms of communication sufficient for entry into professional practice.

Implementation: Applicants are eligible to apply for certification once they have completed all graduate-level academic coursework and clinical practicum and have been judged by the graduate program as having acquired all of the knowledge and skills mandated by the current standards. The applicant must have demonstrated communication skills sufficient to achieve effective clinical and professional interaction with persons receiving services and relevant others. For oral communication, the applicant must have demonstrated speech and language skills in English, which, at a minimum, are consistent with ASHA's current position statement on students and professionals who speak English with accents and nonstandard dialects. In addition, the applicant must have demonstrated the ability to write and comprehend technical reports, diagnostic and treatment reports, treatment plans, and professional correspondence in English.

Standard V-B

The applicant must have completed a program of study that included experiences sufficient in breadth and depth to achieve the following skills outcomes:

1. Evaluation

- a. Conduct screening and prevention procedures, including prevention activities.
- b. Collect case history information and integrate information from clients/patients, family, caregivers, teachers, and relevant others, including other professionals.
- c. Select and administer appropriate evaluation procedures, such as behavioral observations, nonstandardized and standardized tests, and instrumental procedures.
- d. Adapt evaluation procedures to meet the needs of individuals receiving services.
- e. Interpret, integrate, and synthesize all information to develop diagnoses and make appropriate recommendations for intervention.
- f. Complete administrative and reporting functions necessary to support evaluation.
- g. Refer clients/patients for appropriate services.

2. Intervention

- a. Develop setting-appropriate intervention plans with measurable and achievable goals that meet clients'/patients' needs. Collaborate with clients/patients and relevant others in the planning process.
- b. Implement intervention plans that involve clients/patients and relevant others in the intervention process.
- c. Select or develop and use appropriate materials and instrumentation for prevention and intervention.
- d. Measure and evaluate clients'/patients' performance and progress.
- e. Modify intervention plans, strategies, materials, or instrumentation as appropriate to meet the needs of clients/patients.
- f. Complete administrative and reporting functions necessary to support intervention.
- g. Identify and refer clients/patients for services, as appropriate.

3. Interaction and Personal Qualities

- a. Communicate effectively, recognizing the needs, values, preferred mode of communication, and cultural/linguistic background of the individual(s) receiving services, family, caregivers, and relevant others.
- b. Manage the care of individuals receiving services to ensure an interprofessional, team-based collaborative practice.
- c. Provide counseling regarding communication and swallowing disorders to clients/patients, family, caregivers, and relevant others.
- d. Adhere to the ASHA Code of Ethics, and behave professionally.

Implementation: The applicant must have acquired the skills listed in this standard and must have applied them across the nine major areas listed in Standard IV-C. These skills may be developed and demonstrated through direct clinical contact with individuals receiving services in clinical experiences, academic coursework, labs, simulations, and examinations, as well as through the completion of independent projects.

The applicant must have obtained a sufficient variety of supervised clinical experiences in different work settings and with different populations so that the applicant can demonstrate skills across the ASHA Scope of Practice in Speech-Language Pathology. Supervised clinical experience is defined as clinical services (i.e., assessment/diagnosis/evaluation, screening, treatment, report writing, family/client consultation, and/or counseling) related to the management of populations that fit within the ASHA Scope of Practice in Speech-Language Pathology.

These experiences allow students to:

- interpret, integrate, and synthesize core concepts and knowledge;
- demonstrate appropriate professional and clinical skills; and
- incorporate critical thinking and decision-making skills while engaged in prevention, identification, evaluation, diagnosis, planning, implementation, and/or intervention.

Supervised clinical experiences should include interprofessional education and interprofessional collaborative practice, and should include experiences with related professionals that enhance the

student's knowledge and skills in an interdisciplinary, team-based, comprehensive service delivery model.

Clinical simulations (CS) may include the use of standardized patients and simulation technologies (e.g., standardized patients, virtual patients, digitized mannequins, immersive reality, task trainers, computer-based interactive). These supervised experiences can be synchronous simulations (real-time) or asynchronous (not concurrent in time) simulations.

Clinical educators of clinical experiences must hold current ASHA certification in the appropriate area of practice during the time of supervision. The supervised activities must be within the ASHA Scope of Practice in Speech-Language Pathology in order to count toward the student's ASHA certification requirements.

Standard V-C

The applicant must complete a minimum of 400 clock hours of supervised clinical experience in the practice of speech-language pathology. Twenty-five hours must be spent in guided clinical observation, and 375 hours must be spent in direct client/patient contact.

Implementation: Guided clinical observation hours generally precede direct contact with clients/patients. Examples of guided observations may include but are not limited to the following activities: debriefing of a video recording with a clinical educator who holds the CCC-SLP, discussion of therapy or evaluation procedures that had been observed, debriefings of observations that meet course requirements, or written records of the observations. It is important to confirm that there was communication between the clinical educator and observer, rather than passive experiences where the student views sessions and/or videos. It is encouraged that the student observes live and recorded sessions across settings with individuals receiving services with a variety of disorders and completes debriefing activities as described above.

The observation and direct client/patient contact hours must be within the ASHA Scope of Practice in Speech-Language Pathology and must be under the supervision of a qualified professional who holds a current ASHA certification in the appropriate practice area. Guided clinical supervision may occur simultaneously during the student's observation or afterwards through review and approval of the student's written reports or summaries. Students may use video recordings of client services for observation purposes.

Applicants should be assigned practicum only after they have acquired a base of knowledge sufficient to qualify for such experience. Only direct contact (e.g., the individual receiving services must be present) with the individual or the individual's family in assessment, intervention, and/or counseling can be counted toward practicum. When counting clinical practicum hours for purposes of ASHA certification, only the actual time spent in sessions can be counted, and the time spent cannot be rounded up to the nearest 15-minute interval.

Up to 20% (i.e., 75 hours) of direct contact hours may be obtained through CS methods. Only the time spent in active engagement with CS may be counted. CS may include the use of standardized patients and simulation technologies (e.g., standardized patients, virtual patients, digitized mannequins, immersive reality, task trainers, computer-based interactive). Debriefing activities may not be included as clinical clock hours.

Although several students may observe a clinical session at one time, clinical practicum hours should be assigned only to the student who provides direct services to the individual receiving services or the individual's family. Typically, only one student at a time should be working with a client in order to count the practicum hours. Several students working as a team may receive credit for the same session, depending on the specific responsibilities that each student is assigned when working directly with the individual receiving services. The applicant must maintain documentation of their time spent in supervised practicum, and this documentation must be verified by the program in accordance with Standards III and IV.

Standard V-D

At least 325 of the 400 clock hours of supervised clinical experience must be completed while the applicant is enrolled in graduate study in a program accredited in speech-language pathology by the CAA.

Implementation: A minimum of 325 clock hours of supervised clinical practicum must be completed while the student is enrolled in the graduate program. At the discretion of the graduate program, hours obtained at the undergraduate level may be used to satisfy the remainder of the requirement.

Standard V-E

Supervision of students must be provided by a clinical educator who holds ASHA certification in the appropriate profession, who has the equivalent of a minimum of 9 months of full-time clinical experience, and who has completed a minimum of 2 hours of professional development in clinical instruction/supervision after being awarded ASHA certification.

The amount of direct supervision must be commensurate with the student's knowledge, skills, and experience; must not be less than 25% of the student's total contact with each client/patient; and must take place periodically throughout the practicum. Supervision must be sufficient to ensure the welfare of the individual receiving services.

Implementation: Effective January 1, 2020, supervisors for ASHA certification must complete 2 hours of professional development/continuing education in clinical instruction/supervision. The professional development/continuing education must be completed after being awarded ASHA certification and prior to the supervision of a student. Direct supervision must be in real time. A clinical educator must be available and on site to consult with a student who is providing clinical services to the clinical educator's client. Supervision of clinical practicum is intended to provide guidance and feedback and to facilitate the student's acquisition of essential clinical skills.

In the case of CS, asynchronous supervision must include debriefing activities that are commensurate with a minimum of 25% of the clock hours earned for each simulated individual receiving services.

Standard V-F

Supervised practicum must include experience with individuals across the life span and from culturally/linguistically diverse backgrounds. Practicum must include experience with individuals with various types and severities of communication and/or related disorders, differences, and disabilities.

Implementation: The applicant must demonstrate direct clinical experiences with individuals in both

assessment and intervention across the lifespan from the range of disorders and differences named in Standard IV-C.

Standard VI: Assessment

The applicant must have passed the national examination adopted by ASHA for purposes of certification in speech-language pathology.

Implementation: Results of the Praxis® Examination in Speech-Language Pathology must be submitted directly to ASHA from the Educational Testing Service (ETS). The certification standards require that a passing exam score be earned no earlier than 5 years prior to the submission of the application and no later than 2 years following receipt of the application. If the exam is not successfully passed and reported within the 2-year application period, the applicant's certification file will be closed. If the exam is passed or reported at a later date, then the applicant will be required to reapply for certification under the standards in effect at that time.

Standard VII: Speech-Language Pathology Clinical Fellowship

The applicant must successfully complete a Speech-Language Pathology Clinical Fellowship (CF).

Implementation: The CF experience may be initiated only after completion of all graduate credit hours, academic coursework, and clinical experiences required to meet the knowledge and skills delineated in Standards IV and V. The CF experience must be initiated within 24 months of the date on which the application for certification is received. Once the CF has been initiated, it must be completed within 48 months of the initiation date. For applicants completing multiple CFs, all CF experiences related to the application must be completed within 48 months of the date on which the first CF was initiated. Applications will be closed for CFs that are not completed within the 48-month timeframe or that are not submitted to ASHA within 90 days after the 48-month timeframe. The Clinical Fellow will be required to reapply for certification and must meet the standards in effect at the time of re-application. CF experiences more than 5 years old at the time of application will not be accepted.

The CF must be completed under the mentorship of a clinician who held the CCC-SLP throughout the duration of the fellowship and must meet the qualifications described in Standard VII-B. It is the Clinical Fellow's responsibility to identify a CF mentor who meets ASHA's certification standards. Should the certification status of the mentoring SLP change during the CF experience, the Clinical Fellow will be awarded credit only for that portion of time during which the mentoring SLP held certification. It is incumbent upon the Clinical Fellow to verify the mentoring SLP's status periodically throughout the CF experience. Family members or individuals related in any way to the Clinical Fellow may not serve as mentoring SLPs to that Clinical Fellow.

Standard VII-A: Clinical Fellowship Experience

The CF must consist of clinical service activities that foster the continued growth and integration of knowledge, skills, and tasks of clinical practice in speech-language pathology consistent with ASHA's current Scope of Practice in Speech-Language Pathology. The CF must consist of no less than 36

weeks of full-time professional experience or its part-time equivalent.

Implementation: At least 80% of the Clinical Fellow's major responsibilities during the CF experience must be in direct, in-person client/patient contact (e.g., assessment, diagnosis, evaluation, screening, treatment, clinical research activities, family/client consultations, recordkeeping, report writing, and/or counseling) related to the management process for individuals who exhibit communication and/or swallowing disabilities.

Full-time professional experience is defined as 35 hours per week, culminating in a minimum of 1,260 hours. Part-time experience should be at least 5 hours per week; anything less than that will not meet the CF requirement and may not be counted toward completion of the experience. Similarly, work in excess of 35 hours per week cannot be used to shorten the CF to less than 36 weeks.

Standard VII-B: Clinical Fellowship Mentorship

The Clinical Fellow must receive ongoing mentoring and formal evaluations by the CF mentor. Mentorship must be provided by a clinician who holds the CCC-SLP, who has the equivalent of a minimum of 9 months of full-time clinical experience, and who has completed a minimum of 2 hours of professional development/continuing education in clinical instruction/supervision after being awarded the CCC-SLP.

Implementation: Effective January 1, 2020, CF mentors for ASHA certification must complete 2 hours of professional development/continuing education in clinical instruction/supervision after being awarded the CCC-SLP and prior to mentoring the Clinical Fellow.

Direct observation must be in real time. A mentor must be available to consult with the Clinical Fellow who is providing clinical services. Direct observation of clinical practicum is intended to provide guidance and feedback and to facilitate the Clinical Fellow's independent use of essential clinical skills.

Mentoring must include on-site, in-person observations and other monitoring activities, which may be executed by correspondence, review of video and/or audio recordings, evaluation of written reports, telephone conferences with the Clinical Fellow, or evaluations by professional colleagues with whom the Clinical Fellow works. The CF mentor and the Clinical Fellow must participate in regularly scheduled formal evaluations of the Clinical Fellow's progress during the CF experience. The Clinical Fellow must receive ongoing mentoring and formal evaluations by the CF mentor. The amount of direct supervision provided by the CF mentor must be commensurate with the Clinical Fellow's knowledge, skills, and experience, and must not be less than the minimum required direct contact hours. Supervision must be sufficient to ensure the welfare of the individual(s) receiving services.

The mentoring SLP must engage in no fewer than 36 supervisory activities during the CF experience and must include 18 on-site observations of direct client contact at the Clinical Fellow's work site (1

hour = 1 on-site observation; a maximum of six on-site observations may be accrued in 1 day). At least six on-site observations must be conducted during each third of the CF experience. On-site observations must consist of the Clinical Fellow engaging in screening, evaluation, assessment, and/or habilitation/rehabilitation activities. Mentoring must include on-site, in-person observations; however, the use of real-time, interactive video and audio-conferencing technology may be permitted as a form of observation, for which pre-approval must be obtained. Additionally, supervision must include 18 other monitoring activities. Other monitoring activities are defined as the evaluation of reports written by the Clinical Fellow, conferences between the CF mentor and the Clinical Fellow, discussions with professional colleagues of the Clinical Fellow, and so forth, and may be executed by correspondence, telephone, or reviewing of video and/or audio tapes. At least six other monitoring activities must be conducted during each third of the CF experience.

If the Clinical Fellow and their CF mentor want to use supervisory mechanisms other than those outlined above, they may submit a written request to the CFCC prior to initiating the CF. Written requests may be emailed to cfcc@asha.org or mailed to: CFCC, c/o ASHA Certification, 2200 Research Blvd. #313, Rockville, MD 20850. Requests must include the reason for the alternative supervision and a detailed description of the supervision that would be provided (i.e., type, length, frequency, etc.), and the request must be co-signed by both the Clinical Fellow and the CF mentor. On a case-by-case basis, the CFCC will review the circumstances and may or may not approve the supervisory process to be conducted in other ways. Additional information may be requested by the CFCC prior to approving any request.

Standard VII-C: Clinical Fellowship Outcomes

The Clinical Fellow must demonstrate knowledge and skills consistent with the ability to practice independently.

Implementation: At the completion of the CF experience, the applicant must have acquired and demonstrated the ability to:

- integrate and apply theoretical knowledge;
- evaluate their strengths and identify their limitations;
- refine clinical skills within the Scope of Practice in Speech-Language Pathology; and
- apply the ASHA Code of Ethics to independent professional practice.

In addition, upon completion of the CF, the applicant must demonstrate the ability to perform clinical activities accurately, consistently, and independently and to seek guidance as necessary.

The CF mentor must document and verify a Clinical Fellow's clinical skills using the Clinical Fellowship Report and Rating Form, which includes the Clinical Fellowship Skills Inventory (CFSI), as soon as the Clinical Fellow successfully completes the CF experience. This report must be signed by both the Clinical Fellow and CF mentor.

Standard VIII: Maintenance of Certification

Certificate holders must demonstrate continued professional development for maintenance of the CCC-SLP.

Implementation: Clinicians who hold the CCC-SLP must accumulate and report 30 Certification Maintenance Hours (CMHs) (or 3.0 ASHA continuing education units [CEUs]) of professional development, which must include a minimum of 1 CMH (or 0.1 ASHA CEU) in ethics during every 3-year certification maintenance interval beginning with the 2020–2022 maintenance interval. Intervals are continuous and begin January 1 of the year following the initial awarding of certification or the reinstatement of certification. Random audits of compliance are conducted.

Accrual of professional development hours, adherence to the ASHA Code of Ethics, submission of certification maintenance compliance documentation, and payment of annual membership dues and/or certification fees are required for maintenance of certification.

If maintenance of certification is not accomplished within the 3-year interval, then certification will expire. Those who wish to regain certification must submit a reinstatement application and meet the standards in effect at the time the reinstatement application is submitted.

A detailed list of the requirements needed for ASHA Certificate of Clinical Competence (CCC) can be found at: <http://www.asha.org/certification/AboutCertificationGenInfo.htm>

SLP GRADUATE ADVISING AND PROFESSIONAL MENTORING

SLP Graduate Student Annual Orientation

A mandatory SLP Graduate Student Orientation is conducted annually during the week prior to the start of the summer session. The entire orientation is required for first year graduate students, with select portions required for second year graduate students. The purpose of this orientation is to review the information, policies, and procedures contained in the “Concordia University Wisconsin Department of Speech-Language Pathology Graduate Handbook” that pertain to the SLP graduate student, and to discuss specific information related to policies, procedures, assignments, and issues related to the clinical education.

SLP Graduate Student Advising

Each SLP graduate student will be assigned a faculty advisor prior to the mandatory orientation session. This faculty advisor advises students about their academic and clinical programs and other issues related to the student’s educational experience as a whole. It is important for students to meet regularly with their advisor on an individual or small -group basis to ensure that they are fulfilling their requirements and developing strategies and practices for academic success.. An advisor is a resource for school and university support in academic growth and development. An advisor shares opinions and guidance related to academic and clinical programming as well as extra- and co-curricular choices, community service experiences, networking and/or other student issues. The faculty member is an advocate who

will provide mentoring to students as future practicing professionals. The role of the advisor includes, but is not limited to the provision of:

- academic advice related to the student’s plan of study, registration, academic and clinic policies, expectations, resources, and available services
- mentoring related to professional memberships and participation, development of professional acumen, communication, and professional/personal characteristics
- information related to professional certification, licensure, and related credentialing
- assistance to the student in marshaling the support needed on an academic, personal, or professional level
- general advocacy on behalf of the student

Although the department offers opportunities for group and individual advising appointments each semester, , a savvy student will recognize that their advisor is a key component in their personal support system and will establish a solid relationship with this faculty member by meeting with them frequently. In those instances where a student is experiencing difficulty in a course, the program, or on a personal level, they should see their faculty advisor early to gain support and assistance in addressing the difficulty.

Advisor Change

Having a productive relationship with their department faculty advisor is important to a student’s academic, personal, and professional development and success. Due to a host of factors (e.g., gender, personality, shared interest, age, etc.), a student and their Department Advisor may not have an open and productive working relationship. Students may request a faculty advisor change at any time by requesting such a change in person or in writing from the Program Director. Students do not have to reveal their motivations related to a department faculty advisor change request.

Academic and Clinical Practice Mentoring

In addition to their Department Faculty Advisor, all students will receive academic, clinical, and/or professional mentoring during all courses and clinical placements. Students are strongly encouraged to get to know their instructors, as a relationship with faculty members will lead to increased informal mentoring in the context of our profession. This mentoring is also intended to occur during all on and off campus clinical placements. In the department, all clinical practica and off-campus placement instructors/preceptors are expected to act within a mentoring context.

CUW STUDENT CODE OF CONDUCT - INCLUDING ALCOHOL AND DRUG GUIDELINES, ACADEMIC HONESTY, BEHAVIORAL CODE

All students in the Department of Speech-Language Pathology are accountable to the CUW student code of conduct. This includes SLP graduate students both on and off campus. Students are accountable for accessing and understanding all aspects of the CUW Student Code of Conduct which is electronically published and available within the current year’s academic catalog. (<https://catalog.cuw.edu/graduate/student-conduct/>).

PROFESSIONALISM AND STUDENT BEHAVIOR EXPECTATIONS

This section applies to all Department of Speech-Language Pathology Students. This includes graduate students both on and off campus during professional, educational, outreach, and clinical experiences.

Students within the Department of Speech-Language Pathology are speech-language pathologists and professionals in training and are therefore held to the highest standards of integrity and ethical principles. The guiding principles for professional contact and conduct come from the ASHA Code of Ethics and ASHA Scope of Practice in Speech-Language Pathology, as well as the CUW Student Code of Conduct. At the core of professionalism is personal integrity and work ethic. Students have the opportunity to establish their professional identity on a daily basis through their actions. Professionalism is established by these actions over time, however, it takes one lapse in judgment or a poor decision to damage one's professional reputation. Please realize that the main questions future employers ask faculty serving as references relate to work ethic and professionalism.

Students within the Department of Speech-Language Pathology are preparing to take part in an honorable profession that is dedicated to the welfare of others and held in high regard in society. Conduct that is illegal, unethical, immoral or unprofessional not only affects the reputation of the student but also that of Concordia University and the profession of speech-language pathology. Students agree to act honorably at all times academically and professionally with honesty, integrity and compassion. Students understand that if they are ever found to be in violation of the CUW Student Code of Conduct or ASHA Code of Ethics, they may be subject to appropriate disciplinary action which will be documented in their student file.

Student clinicians are responsible to honor the privacy, confidentiality, communication needs, and individual rights of every client. They are responsible for client-centered care, intervention planning and treatment, record keeping, and written reports that are an integral part of the profession of speech-language pathology.

Unprofessional conduct by a student, in and out of the department, may be considered grounds for unsatisfactory progress in the program and is subject to review by the SLP Faculty, Program Director, Department Chair, and the Dean of the School of Health Professions. In some cases, unprofessional conduct may also be grounds for dismissal from the program. Unprofessional conduct includes but is not limited to:

- Absenteeism
- Tardiness
- Unprofessional attitudes or behaviors, disrespect of clients, fellow students, and/or faculty
- Unprofessional behavior, dress, or conduct
- Negative or defamatory comments about a clinical placement or supervising CI (whether explicitly named or not)
- Breaches in confidentiality, including HIPAA and FERPA violations
- Cheating
- Plagiarism
- Insufficient response to communications
- Insufficient clinical performance or preparation
- Other forms of academic misconduct as defined by the student conduct code
- Unethical behavior as described by ASHA.

Dress Code

The following professional standards of attire have been adopted by CUW Department of Speech-Language Pathology and apply to all students including CSD undergraduates, leveling students, and SLP graduate students. Professional dress and appropriate appearance, as judged by faculty and staff of the Department of Speech-Language Pathology, is required. All attire must be clean, neat, and in good repair (no holes). Visible piercings and tattoos are acceptable to the point they become a distraction to the client/families or violate a practica site appearance code, at which point they will be addressed. Violation of dress code, as determined by faculty or staff, may result in removal from clinic, classroom, practica site, other educational setting, a letter of concern, or other recourse as determined appropriate by the Department of Speech-Language Pathology.

General Classroom Attire

Students are expected to dress appropriately in the classroom and when representing CUW on campus or during extracurricular activities. See-through or low-cut clothing is not acceptable. Shoes are required for all students at all times. **All attire must be clean, neat, and in good repair (no holes).** Clothing that includes advertising or “mock advertising” for alcoholic beverages, sexual behavior or innuendos, tobacco products, or profane language and gestures is not allowed. Students are expected to maintain good personal hygiene and grooming, including the use of deodorant and professional/ appropriate makeup, hair, and personal appearance. Cologne or perfume should be not be used to avoid triggering clients, peers, or others with asthma, allergies, or sensitivities.

Any medical conditions that inhibit adherence to these Standards must be discussed with the Program Director.

CUW Department of Speech-Language Pathology faculty or staff members may require students to follow alternate dress code guidelines for special events or in specific laboratories or experiences.

Experiential Attire

Students are expected to dress professionally and to adhere to site-specific dress codes at all times during experiential rotations, service learning experiences, and clinical practicum. Appropriate professional attire for male students may include trousers and collared shirt. Appropriate professional attire for female students shall include skirts, dresses, khakis/ trousers or dress slacks and a blouse or sweater. Closed-toe shoes and socks or nylons may be required for students depending on the site.

Students must wear their CUW Department of Speech-Language Pathology identification badge and/or site identification at all times. All students are expected to practice good personal hygiene (clean and well-groomed with professional appearance) and the use of perfume/cologne should be avoided to avoid potential patient irritation.

Attire for Professional Meetings, Conferences and other CUW-Sponsored Events

Business casual dress is expected for all interactions with others from the profession, including other students. Exceptions for this policy include events that call for school spirit or themed parties and as otherwise indicated by Department of Speech-Language Pathology faculty and staff. Business casual

dress is required for on-campus events when the Department of Speech-Language Pathology is hosting other professionals, students, or prospective students and off campus events where SLP students are representing CUW and the profession.

Classroom Etiquette

This section applies to all Department of Speech-Language Pathology students. This includes SLP graduate students both on and off campus during professional, educational, outreach, and relevant clinical experiences.

- a. Any individual faculty member may reserve the right to be more or less stringent with the rules for classroom etiquette, provided that the framework for those changes is made known through the syllabus for the course.
- b. Sustained conversation that impedes student learning will result in the student(s) being asked to end the conversation and may result in students being asked to leave the classroom.
- c. Cell phones, tablets, laptops, etc. are to be turned off or in “silent mode” (not “vibrate”) while class is in session. Students failing to follow such policies may be subject to grade deductions as described in the course syllabi and/or asked to leave class at the discretion of the instructor. Students should refrain from cell phone use.
- d. Students are expected to be prepared for class at the designated start time and attentive during the lecture. Any students considered to not be meeting this criteria (i.e. sleeping, using technology inappropriately, distracting others) may be asked to leave the classroom.
- e. Students are expected to dispose of their trash (e.g. beverage containers or papers) prior to exiting any university facility.
- f. Students who must leave class early are encouraged to sit in areas closest to the exit to minimize the degree of disruption to the learning environment for those remaining students.
- g. At all times, it is expected that students are respectful and courteous of each other and the space. Students are responsible for leaving the room in the same condition in which it was found.
- h. Any behavior determined by faculty/staff to be disrespectful, disruptive, or unprofessional to peers or instructors will not be tolerated and may result in the student being dismissed from the educational space and a potential discussion with the Director of Student & Alumni Affairs regarding professionalism and the Student Code of Conduct.
- i. Failure to adhere to the classroom etiquette expectations may result in the loss of access to educational space.

Class Attendance/Participation

Class attendance is a concern of great importance, not only to the instructor and the individual student, but also to the whole campus community. It is, moreover, an interacting matter in which all students and faculty members have a vital part and in which the attendance of each affects everyone else. The Concordia University Wisconsin policy permits each instructor to establish the specific details of class attendance for his/her particular class.

Attendance and Absences

The CUW Faculty Handbook permits each course’s faculty to set their attendance policies. Each instructor will apprise his/her classes at the beginning of the semester of his/her class attendance policy, in writing, usually as part of the student syllabus.

In addition to any course-specific criteria, students must notify both the course instructor/ clinical professional by email of an upcoming absence or, when specifically not possible, within 24 hours of the absence. The determination of whether the absence is excused or unexcused is made by the course or clinical instructor/preceptor based on the criteria in their syllabus and their professional judgment. In the event of an excused absence, the format of the work to be made up will be left to the discretion of the instructor.

If further information is not provided in the course syllabus, following types of absences may be considered “excused” absences:

1. **Illness/injury of students:** The student who seeks an excused absence may be asked to submit written confirmation of treatment by a medical practitioner including date(s) of care.
2. **Death or illness in the immediate family:** “Immediate family” is typically defined as spouse, child, parent, legal guardian, sibling and grandparent. The student who seeks an excused absence for this purpose may be asked to submit acceptable documentation.
3. **Short term military:** A copy of the student’s orders will be submitted to the Director of Student Affairs as documentation.
4. **Jury duty or subpoena for court appearance:** A student must submit a copy of the subpoena or notification of jury duty to the Director of Student & Alumni Affairs as soon as the student is notified of the appearance.
5. **Extra-ordinary circumstances:** Examples of an extra-ordinary circumstance include, but are not limited to: serious illness of family members, accidents, acts of God (fire, flood, etc.), attending funerals of friends or extended family members, etc. All of these absences will need to be approved by the Department Chair/Program Director on a case-by-case basis. Documentation will be required in most circumstances.
6. **Professional Interviews and Professional Meetings:** If an interview, students may be asked to submit documentation from the organization he/she will be interviewing with to have this absence excused. Similarly, documentation confirming attendance at the professional meeting may be requested. *Not all interview and meetings will be considered for excused absences.

Policy Regarding Excessive Student Absences

1. After the maximal equivalent of 150 missed instructional minutes the instructor makes a concerted effort to contact the student to mutually discuss the absence problem situation.
2. The instructor contacts the student’s Department of Speech-Language Pathology advisor (SLP graduate) and the Program Director if these absence concerns have not been resolved, or if the attendance continues to a present a problem.
3. After 500 missed instructional minutes the instructor has the prerogative to withdraw the student from the class. The withdrawal form may be obtained from the Registrar’s Office. If the instructor withdraws the student before the last day of being able to drop a class without penalty (the end of the tenth week of class for a regular semester class) a grade of “W” will be given. After that time a grade of “WF” will be assigned. The faculty member should make every reasonable effort to notify the student of the withdrawal.

The Department of Speech-Language Pathology policy aligns with the CUW attendance policy. Acquisition of the knowledge competencies will be impaired without attendance and participation. Individual faculty will communicate their own or additional attendance policies on the syllabus for each course they teach.

ZOOM Online Etiquette and Expectations

Zoom class sessions are an important component of remote learning and provide the interaction of a live traditional classroom. The same principles apply to online course meetings as to on-campus meetings. Students are expected to be professional, treat others with courtesy and respect, use language thoughtfully, and maintain a professional appearance. In addition, students are expected to be active and engaged participants in the Zoom class sessions.

All participants in the Zoom class sessions are expected to adhere to the following rules and best practices in order to ensure the best possible learning environment with limited distractions:

- Join class from a suitable, quiet location with limited distractions
- Participate with video on in a well-lit environment for best image quality
- Use a device that permits full participation in the class activities
- Maintain posture before the camera which is conducive to active learning and participation (e.g., no reclining)
- Ensure student's full face must be visible in the camera frame
- Attend to personal needs (meals, restroom use, phone calls) prior to entering the Zoom class session
- Consider professionalism when choosing attire

The following actions are not permitted during Zoom class sessions:

- Participating while riding in a moving vehicle
- Taking screenshots or screen recordings of virtual class sessions without the explicit permission from the teacher and class members
- Use of a cell phone for reasons other than attending the class session
- Eating
- Changing physical locations during the class session

Infractions of this policy represent lack of professional behavior and will be noted by faculty. Such notations may affect future letters of recommendation.

ACADEMIC ETHICS

This section applies to all students in the Department of Speech-Language Pathology. This includes SLP graduate students both on and off campus during professional, educational, outreach, and clinical experiences. The Office of Academics and the Department of Speech-Language Pathology administer these policies. They are to be taken in the spirit of academic excellence and for the expectation that CUW students will demonstrate ethical principles in their academic pursuits:

Respect for Oneself, Others & the Academic Community

In respecting oneself, the student will have the integrity to develop and enhance his/her own academic skills. This can also be accomplished by respecting other students and the faculty. Faculty members are professional in their expectations of academic excellence, and students should respond with an appropriate level of effort and commitment. In respecting students, the faculty will inform the student,

in writing of the instructor's policies at the beginning of each course, usually via the syllabus. The student is then responsible for being aware of such policies included in syllabi and the handbook of the department. The University further expects that the student will not undermine other students' academic pursuits and/or the academic community of Concordia. Therefore, the following has been developed to create an environment where respect for self, others, and the academic community can be fostered.

Academic Dishonesty and Misconduct

This policy and section applies to all students within the Department of Speech-Language Pathology, including SLP graduate and clinical experience students.

Plagiarism

The term "plagiarism" includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment or without quotation marks and proper citation/documentation. Plagiarism is any misrepresentation in the use of another's work, especially as that misrepresentation gives the impression that the student is presenting his or her own work. Plagiarism is also paraphrasing in which a student makes a composite of borrowed phrases, ideas, or sentences without proper documentation. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials. Papers handed in for one course may not be used for another course unless the instructors have given specific approval. NOTE: If the student uses the services of a typist, the student bears the responsibility for any mistakes or omissions that may constitute plagiarism/cheating. Consequences of confirmed plagiarism are at the discretion of the instructor/program and may result in assignment failure, class failure and dismissal from the graduate program.

Cheating

Cheating is a form of stealing that is considered academic misconduct. Consequences of confirmed cheating are at the discretion of the instructor/program and may result in assignment failure, class failure and dismissal from the graduate program. Some examples of cheating are, but not limited to:

- Turning in someone else's work as your own (with or without his or her knowledge)
- Turning in a completely duplicated assignment is a flagrant offense, but even copying only a portion of the assignment and turning it in as your own is considered cheating
- Allowing someone else to turn in your work as his or her own
- Several people writing one paper, or other work, and turning in multiple copies, all represented (implicitly or explicitly) as individual work
- Using any part of someone else's work without proper acknowledgement
- Submitting falsified application information or someone else's application as your own
- Stealing an examination or a solution from the instructor; the acquisition, without permission, of tests or other academic material belonging to a member of the University faculty or staff
- Use of any unauthorized assistance in taking quizzes, tests, or examinations
- Dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments
- The electronic theft of papers, reports, or other similar material

Academic Misconduct

Academic misconduct is intentionally or recklessly interfering with teaching, research, and/or other academic functions.

CUW Academic Dishonesty Policy

The Concordia University Wisconsin Academic Dishonesty Policy can be found in both the Undergraduate and Graduate Catalogs.

In addition to the explicit Academic Ethics and Honesty Policies included in this handbook, students are accountable to and responsible for accessing and complying with all CUW Academic Policies electronically published and available at cuw.edu.

Appeal Process

Students may appeal a faculty-issued academic dishonesty decision or penalty in writing to the Dean of the School in which the course was offered within 15 working days of receiving the report. The Dean (in consultation with the Department Chair or Program Director) will consider the appeal and render a decision within 10 working days of receiving the appeal and issue a written response to the student.

Complaint Procedures

This policy applies to all students within the Department of Speech-Language Pathology including SLP graduate students.

The steps required are found in the CUW Undergraduate and Graduate catalogs. Face-to-face meetings are encouraged throughout the process, but may not be possible in certain situations.

Academic Probation and Dismissal Policy

In general, a graduate/professional student, admitted without condition, who does not maintain a cumulative GPA of at least 3.00 (after taking at least 9 credits) is placed on academic probation; s/he then has 9 credits to raise her/his GPA to 3.0 or better. If a student fails to achieve this goal, the Dean of the School of Health Professions, in consultation with the Program Director, will review each case to determine if dismissal is appropriate.

Non-Academic Probation and Dismissal Policy

Students may be terminated from the Graduate Program in Speech-Language Pathology for any of the following non-academic reasons:

- If a student does not pass a background check as determined by faculty review
- If evidence exists that shows the student's conduct to be a violation of the ASHA Code of Ethics
- If evidence exists that shows the student's conduct to be a violation of the CUW Student Code of Conduct
- If evidence exists that shows the student's conduct to be a violation of the CUW Department of Speech-Language Pathology Code of Conduct or stated expectations contained within the Graduate Program of Speech-Language Pathology and/or Department of Speech-Language Pathology Clinic handbooks

- If evidence exists that shows the student's conduct or behavior to demonstrate incapability of demonstration/execution of essential functions of speech-language pathology as outlined by CAPCSD
- If the student has engaged in conduct which significantly disrupts the ongoing functioning of the Speech-Language Pathology program, coursework, or clinical education setting
- If within clinical education settings, either on or off campus, the student is unable to satisfactorily complete the essential functions or requirements of the program or site

Appeal Process

Graduate students who have been dismissed from their program and had their appeal denied by the program may only appeal to the Academic Office if they believe that the program's appeal process was not properly followed. If that is the case, the student will present an argument in writing to the Academic Office. The Chief Academic Officer or designee will examine the request, and if s/he ascertains that due process was not followed, s/he may return the appeal to the program for reconsideration. This decision will be communicated to the student within 10 working days of receiving the request.

All dismissed students may appeal a decision to the President of the University in writing within 5 working days of the decision only if they can demonstrate that due process was not followed.

Complaints Regarding Grading of Tests/Assignments

This policy and section applies to all students within the Department of Speech-Language Pathology including SLP graduate students.

Students may feel that they were graded unfairly on a test or assignment, including clinical assignments. After discussing this with the instructor, if they continue to feel graded unfairly, they may contact the Program Director. The Program Director and the instructor will discuss the issue(s) and decide the final disposition of the grade for the test or assignment. If the student still believes their grievance has not been fully or fairly addressed, they may take their concern to higher levels of administration as outlined in the CUW grievance process outlined above.

All complaints that rise to the level of the Program Director will be archived in a secured "complaint folder" maintained by the Program Director.

Final Course Grade Appeal – University Policy as of 12.16.19

RIGHTS CONCERNING GRADING PRACTICES

The determination of grades is the responsibility of the course instructor. Instructors are required to inform students, through the course syllabus at the beginning of each semester, of the grading criteria for assignments and all grading policies. Instructors must apply all grading criteria uniformly and in a timely manner. A final grade is defined as the grade recorded on the student's academic record by term for each course. Final grades submitted to the Registrar's Office are presumed to be accurate and final.

GROUNDINGS FOR A FINAL COURSE GRADE APPEAL

Students and faculty should make every effort to resolve questions about grades without seeking a grade appeal. A Final Course Grade Appeal is a last resort and should be pursued only if evidence exists that the student's final grade does not accurately reflect the grading policy. The responsibility for developing and presenting the case for changing a grade rests with the student making the appeal. In addition, depending on the nature of the appeal, a final grade appeal may involve re-examination of all components that constitute the final grade.

PROCEDURE FOR FINAL COURSE GRADE APPEAL

This procedure involves specific deadlines for pursuing an appeal. Students are required to follow the steps and timeline outlined within this procedure. At any step in the appeal process, issues presented past the deadlines will not be considered.

The steps listed below are to be carried out by all parties with an attitude of Christian love and concern for academic, moral, and spiritual growth. Face-to-face meetings are expected throughout the process, but may not be possible depending on the specific circumstances. In such cases, a phone call or other real-time conversation may be substituted. All parties will be expected to act in a professional and civil manner and make good-faith attempts to resolve the grievance.

Step 1: The student must take the appeal, in writing, to the instructor no later than sixty (60) calendar days after the final grade is posted on the transcript. The instructor has ten (10) business days of receiving the appeal to respond to the student, in writing. If the issue is rectified, or the student is satisfied in this meeting with the instructor, the matter is settled. The dean of the school in which the class is offered has the authority to extend the deadline for an appeal due to extenuating circumstances.

Step 2: If the student is dissatisfied with the instructor's response to the appeal, the student may take an appeal to the chair of the department in which the instructor involved is a member. If the instructor is one of these officials, the appeal should be made to the instructor's immediate supervisor. This appeal must be brought within ten (10) business days of the unsatisfactory response to the initial statement of appeal. The student must provide, in writing, relevant evidence that supports the argument that the final grade was assigned incorrectly, based on the criteria established in the Grounds for Final Course Grade Appeal section.

The department chair will review the material submitted by the student. The reviewer may choose to meet individually with the student and the faculty member, or may choose to meet together, in an attempt to resolve the grade.

The reviewer's decision will be given to the student in writing within ten (10) business days of receiving the student's appeal, and a written record of the decision and its basis must be kept by the chair and shared with the instructor. The chair must confine the grade analysis to the fidelity of the scoring as presented in the syllabus, along with the published grade scale and other pertinent information, and not rescore assessments as he/she wishes. The decision of the department chair is final.

Complaints Against Practicum Site Supervisors: SLP Graduate Students and Clinical Experience and Practice Students

A complaint regarding an off-campus clinical supervisor should begin with the student speaking with that supervisor so that he/she may have an opportunity to correct the problem or provide an explanation. If the student does not feel this first step has corrected the problem or has provided an acceptable explanation, the student should file a written notice with the Clinical Education Director. If concerns persist the student should advance the issue within the following administrative structure:

1. Program Director
2. School Dean
3. Provost

All complaints that rise to the level of the Program Director will be archived in a secured “complaint folder” maintained by the Program Director.

Complaints Against the SLP Graduate Program

The CAA is committed to quality, and dedicated to audiology and speech-language pathology programs’ success in preparing future professionals. Grievances related to the standards of accreditation may to be directed to the Council on Academic Accreditation in Audiology and Speech-Language Pathology (CAA). If there is a complaint related in some way to the CAA Accreditation Standards and the quality of our academic program, you may contact the CAA. All complaints must be signed and submitted in writing to the Chair, Council on Academic Accreditation in Audiology and Speech-Language Pathology. For more information related to the CAA and how to file a complaint, consult: <http://caa.asha.org/> - CAA.

American Speech-Language-Hearing Association (ASHA) Complaint Procedures

This policy and section applies to all students within the Department of Speech-Language Pathology including CSLP graduate students.

On occasion, students may feel that it is necessary to contact the American Speech-Language-Hearing Association (ASHA) regarding complaints related to the practice of Speech Language Pathology and/or Audiology. The grievance procedure should begin with the person involved and should proceed through the CUW Complaint Procedure before contacting ASHA. An example of a complaint that would be appropriate to contact ASHA would involve behavior in violation of the ASHA Code of Ethics. To view the Code of Ethics, visit the ASHA website at <http://www.asha.org> or see the copy of the ASHA Code of Ethics provided in Appendices section of this handbook.

Complaints Against the Council on Academic Accreditation (CAA)

Procedures for complaints against the CAA must relate to the accreditation process, decisions, or actions of the council. The link for this procedure is located at: <http://caa.asha.org/> - CAA. Questions and/or requests for information about accreditation or the CAA can be directed to:

**The Council on Academic Accreditation in
Audiology and Speech-Language Pathology**
American Speech-Language-Hearing Association

2200 Research Boulevard, #310
Rockville, MD 20850
Phone: 800-498-2071

GENERAL STUDENT GRIEVANCE POLICY – University Policy as of 12.16.19

Concordia University is committed to providing students with an avenue to express concerns and to work with CU officials toward amical resolutions. CU believes engaging in this process can also be an inherently valuable educational experience for students and can help prepare students to address issues in a professional productive manner after they leave CU.

Grievances applicable under this policy:

- Arbitrary and/or capricious actions by a college employee or administrative office that caused demonstrable harm to a student;
- Policy or procedure applied unfairly and/or in a different manner than it was applied to others in like circumstances; or
- Administrative error in the application of a policy or procedure.

Grievances not applicable under this policy (but which may be covered under other existing policies):

- Accessibility services (e.g., student accommodations through the ARC);
- Final grade appeals;
- Academic misconduct;
- The Code of Student Conduct and the conduct system;
- Title IX (e.g., sexual harassment);
- Residence Life;
- Parking tickets;
- Financial debt to the University;
- Financial Aid appeals; and
- University-wide requirements (e.g., student fees).

The steps listed below shall be carried out by all parties with an attitude of Christian love and concern for academic, moral, and spiritual growth. Face-to-face meetings are expected throughout the process, but may not be possible depending on the specific circumstances. All parties will be expected to act in a professional and civil manner and make good-faith attempts to resolve the grievance in the spirit of Matthew 18.

GENERAL GRIEVANCE PROCEDURE

There are specific deadlines for pursuing a grievance. Students are required to follow the steps and timeline outlined within this procedure. At any step in the grievance procedure, issues presented past the deadlines will not be considered.

CU is committed to the Peacemakers model of conflict resolution (i.e., Biblical reconciliation). Peacemakers encourages all parties to discuss conflicts in person, when possible. Therefore, when a student does not feel comfortable directly confronting the alleged, the student is encouraged to schedule a “coaching session” with our Director of Counseling or his/her designee to help prepare the

student for the conversation. The Assistant Vice President of Academics (for academic grievances) and the Dean of Students (for non-academic grievances) may also serve as resources for the grievance process.

Informal Resolution

Step 1: Student complaints should first be communicated to the appropriate person¹ to resolve the matter informally. Resolution of a majority of complaints can likely be resolved at this informal level. This communication must take place within ten (10) business days of the alleged injustice. If the complaint is resolved, or the student is satisfied with the outcome of this meeting, the matter is settled. If resolution does not occur, the student may elect to file a formal grievance.

Formal Resolution

Step 2: Within ten (10) business days of the informal resolution attempt, a student may present the grievance in writing to the chair or director (or the dean if the complaint involves a chair or director), who hereinafter is referred to as the University Official, of the department or area where the person alleged to have caused the grievance is employed. The student shall include the following elements in his/her written grievance:

- a clear description of the incident(s) and the parties involved;
- a chronological timeline of all relevant communications and events;
- the efforts taken to resolve the matter (e.g., Informal Resolution);
- a list of potential witnesses (e.g., someone who overheard a conversation or observed something);
- the outcome being sought.

The student may use the help of an advisor or support person but the student must be the sole author of the document. The University Official will conduct an inquiry, gathering additional information if needed. Following this, the University Official will issue a formal written response within ten (10) business days of receiving the written grievance. If the student is satisfied, the matter is settled.

Step 3: If the student is dissatisfied with the decision regarding the grievance rendered by the individual at step 2, he/she may grieve the decision within ten (10) business days of the unsatisfactory decision to the supervising vice president (non-academic) or dean (academic). This grievance must be in writing, include the same elements described above, and also must indicate why a grievance should be heard.

The vice president/dean will review the documentation, possibly request a meeting with one or both parties, and issue a decision within ten (10) business days of receiving the written grievance. Decisions at this level are final.

Who may file a grievance under this policy? Any student who is admitted, enrolled, or registered for study at the University for any academic period and/or those who may attend other educational institutions and reside in a University residence hall or attend University classes. The full definition of a

¹ Typically, the appropriate person in Step 1 is the person who has allegedly violated the student's rights. In some instances, the appropriate person could be the direct supervisor of the alleged.

student is listed in the Code of Student Conduct. Please note that third parties (e.g., parents; faculty) are not allowed to file a grievance on behalf of a student under this policy.

Utilizing an Advisor. The University encourages the student to create a support network with an advisor. The advisor may be a member of the campus community or a family member of the student. The advisor may not make a presentation, speak on behalf of the student, or write the documentation. During any meetings, the student and advisor may speak quietly, request a short break to talk, or communicate in writing.

Sanctions/Consequences. Please note that any administrative actions or decisions imposed on a student stand until “overturned” in any of the steps listed above. For example, a student who has been dismissed from an athletic team remains dismissed until otherwise determined by the University.

Retaliation Prohibited. Retaliation against a complainant (i.e., student) or witness involved in the investigation is prohibited. Retaliation may be an implicit or explicit act (e.g., intimidation, hostility). The University will investigate any reports of retaliation and take appropriate action.

Privacy. All communications and investigative actions related to a grievance will be treated with as much privacy as possible without compromising the thoroughness and fairness of the process. Confidentiality cannot be guaranteed.

STUDENT SERVICES

CUW Student Services are available to all CUW students including SLP graduate students. A comprehensive list of student services, details regarding specific services provided, contact information, and more is available at cuw.edu and on the homepage on the CUW portal.

Student services include:

Campus Health Services:

Serious illness and emergencies are referred to local professional health care agencies. **If at any time a problem appears to be time-urgent or life-threatening, call 9-911 from an on-campus phone or 911 from off-campus.**

All SLP graduate students are required to carry adequate health and accident insurance, and encouraged to be familiar with what area providers and services are covered by their insurance before coming to school.

Counseling Services:

The Concordia University Wisconsin Counseling Center is available to all students. In the event of a suicide attempt, alcohol, or drug overdose, or serious mental health crisis, call 9-911 from on-campus phone or 911 from off-campus, or proceed to the local emergency room at:

Columbia St. Mary’s – Ozaukee County
13111 N. Part Washington Rd.
Mequon, WI 53097
262-243-7300

Campus Safety:

Campus Safety is located in Rincker Hall 023 and is available 24/7 year-round on-campus to support students and student safety.

Safety Contact Information

- Campus Security: 262-243-4344 (ext 4344 from an on-campus phone)
- Mequon Police Department: 262-242-3500
- In an emergency, dial 911 from an off-campus phone (9-911 from on-campus phone)
- **Campus Safety Email:** campus.safety@cuw.edu

Academic Resource Center and Accessibility Services

The Academic Resource Center (ARC) provides a variety of free services that aim to increase students' academic success. <https://www.cuw.edu/academics/services/student-academic-resources/academic-resource-center/index.html>

Accessibility Services)

CUW works closely with students, faculty, and staff to provide equal access to university facilities, programs, and functions as mandated by Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 (ADA), and the Americans with Disabilities Act as Amended in 2010.

To receive services from CUW's Accessibility Services, the student, according to the Americans with Disabilities Act (ADA), must have a physical or mental impairment that substantially limits one or more major life activities. In addition, students must provide appropriate documentation which supports the physical or mental impairment that substantially limits one or more major life activities. Students with disabilities must self-identify and register with Accessibility Services and submit documentation from a licensed professional of his/her disability/impairment. The confidentiality of the student and nature of his/her disability is of the utmost importance. Student records are maintained in accordance with the Family Educational Rights and Privacy Act (FERPA). The Academic Resource Center is can be reached at 262-243-4299 or arc-as@cuw.edu.

Concordia University is committed to full compliance with the Americans With Disabilities Act of 1990 (ADA) and Section 504 of the Rehabilitation Act of 1973, which prohibit discrimination against qualified persons with disabilities, as well as other federal and state laws pertaining to individuals with disabilities. Under the ADA and its amendments, a person has a disability if he or she has a physical or mental impairment that substantially limits a major life activity. The ADA also protects individuals who have a record of a substantially limiting impairment or who are regarded as disabled by the institution whether qualified or not. A substantial impairment is one that significantly limits or restricts a major life activity such as hearing, seeing, speaking, breathing, performing manual tasks, walking, or caring for oneself.

1. Concordia University is committed to providing qualified students with disabilities with reasonable accommodations and support needed to ensure equal access to the programs and activities of the University.

2. All accommodations are made on a case-by-case basis. A student requesting any accommodation should visit the Academic Resource Center and register with Accessibility services at <https://www.cuw.edu/academics/services/student-academic-resources/academic-resource-center/accessibility-services/index.html>
3. The documentation provided by the student will be reviewed and in consultation with the student, the ARC staff will determine which accommodations are appropriate to the student's particular needs and programs. It is then the student's responsibility to make direct requests for accommodations to the appropriate staff.

Library

Rincker Memorial Library is located on the second floor of Rincker Hall. For additional information consult the library's website at <https://www.cuw.edu/academics/library/index.html>.

Career Services

Visit the Career Services website at <https://www.cuw.edu/academics/services/student-academic-resources/career-services/index.html> to view a complete list of resources and services available.

Interprofessional Education

Students in the graduate program in Speech-Language Pathology are required to participate in Interprofessional Education (IPE) activities and events. Scheduled events will be shared with students as available. Interprofessional Education (IPE) at CUW provides opportunities for students enrolled in health and human services programs to learn and train together. The goal is for collaborative learning, where students build their IPE communication skills, as well as knowledge base and understanding of other health and human service specialties, in order to fully appreciate how Interprofessional education and practice positively impacts and nurtures patient –centered care. For more information, see the CUW Interprofessional Education website at <https://www.cuw.edu/academics/services/student-academic-resources/interprofessional-education/index.html> or call 262-243-2779.

Student Organizations

Students are encouraged to be active members of professional and student organizations in speech-language pathology. This program believes that active engagement in professional issues should be encouraged and supported at the student level. This will bring about engaged, active professional memberships.

NSSLHA – National Student Speech-Language-Hearing Association

NSSLHA is a pre-professional association for graduate and undergraduate students interested in the study of communication sciences and disorders, which is recognized by the American Speech-Language-Hearing Association (ASHA). The purpose of the organization is to provide opportunities for networking through interaction, exchanging of ideas, and sharing of knowledge with other students and professionals. NSSLHA also functions to develop students' interests and skills pertaining to the field of speech-language pathology as well as to promote awareness through creative events, guest lectures, meetings, and fundraisers. CUW has been officially affiliated with NSSLHA since 2018-2019. For more information, please see:

<https://www.nsslha.org/>

WSHA – Wisconsin Speech-Language Pathology and Audiology Association – Student Membership

As stated on its website, “the mission of the Wisconsin Speech-Language Pathology and Audiology Association (WSHA) is to provide leadership and support for speech-language pathologists, audiologists and speech, language and hearing scientists in Wisconsin through advocacy, education, and public awareness.” All students are encouraged to participate in student membership including attending the statewide annual conference each winter. For more information, please see: <https://www.wisha.org/>

NBALSH – National Black Association for Speech Language and Hearing – Student Membership

NBALSH provides support, education, research and advocacy for Black students, professionals and individuals with communication disorders. Students are encouraged to explore this opportunity. For more information please see: <https://www.nbaslh.org/>.

ACADEMIC INFORMATION AND PROCEDURES

Academic Calendar – Current CUW academic calendars are available online www.cuw.edu/academics/calendars.html

Speech-Language Pathology Graduate Program

Degree Requirements

Successful completion of the graduate program in Speech-Language Pathology is determined by completion of all academic and clinical requirements in order to develop competencies needed for ASHA certification.

This program requires successful completion of 42 core academic credit hours, 5 credit hours of electives, and 10 credit hours of clinical practicum resulting in a minimum of 57 credit hours of coursework (academic and clinical) for completion. Students may choose a six-credit hour thesis option in place of electives. Research practicum may be taken for up to four credits of electives. A total of 400 clinical observation and practicum hours must be completed to matriculate. Clinical clock hours are comprised of 25 hours of observation and a minimum of 375 clock hours of supervised clinical practicum.

Students in the MS SLP program are expected to carry a full course load during each semester. The Department of Speech-Language Pathology schedule of classes, assignments, experiential education, examinations, and other activities take precedence over outside employment or extracurricular activities. Course sessions, experiential education, clinical practica, and examinations will normally be scheduled within normal business hours of 8:00 a.m. – 8:00 p.m., Monday through Friday. However, for students to obtain the most value from all experiences, there may be requirements that happen earlier

than 8:00 a.m. or later than 8:00 p.m. The extra hours of participation or work are part of the students' professional responsibility and no compensatory time off is guaranteed.

Graduate Research Opportunities

The graduate program in speech-language pathology is not only committed to the development of knowledge and skills in our students, but also to the development of life-long learners. This program places a high value on research and therefore will provide opportunities that fit within the framework of our program. We encourage any and all students interested to complete a research practicum or thesis. Students who are considering a terminal degree are strongly encouraged to complete a thesis or research practicum. Students are provided with opportunities to develop research skills through a thesis, research practicum, or working with faculty as an unpaid research assistant. The credits earned through the thesis option are counted toward required elective credits.

All SLP graduate students are required to take Research Methods during their 1st summer in the program. Students who are interested in a future in research may take a thesis option as their capstone experience in place of the comprehensive examination. (See Departmental Thesis Policy/Procedure.)

Academic Requirements for Clinical Practicum

Graduate students in the Speech-Language Pathology program must be "in good standing" to enroll in the Clinical Practicum courses and to participate in scheduled clinical activities. Students must maintain a cumulative GPA of 3.00 or higher to be considered "in good standing". In addition, students must complete the requisite academic coursework concurrently or prior to enrolling in clinical practicum related to that specific disorder.

Sample SLP Graduate Plan of Study – subject to change

Summer 1	CHs	Summer 2	CHs
Child Language Disorders I SLP 505	3	Cognitive Comm. Disorders SLP 610	3
Special Topics: SLP 665 ¹ Fundamentals of Audiology	2	Augment. & Alternative Comm. SLP 530	3
Research Methods SLP 515	3	Clinic Pract.: SLP 650 or SLP 651	1
Clinic Pract.: SLP 650 Boot Camp	1	Elective – Special Topics: SLP 665 ¹	(2)
***SLP 645 Audiology Practicum (1/3 of cohort)	(1)		
<i>Semester Total 9-10</i>		<i>Semester Total 7-9</i>	
Fall 1	CHs	Fall 2	CHs
Speech Sound Disorders SLP 520	3	Professional Issues and Counseling SLP 635	3
***SLP 645 Audiology Practicum (1/3 of cohort)	(1)	Assess Manage. Multicult. Pop. SLP 615	3
Aphasia & Related Disorders SLP 525	3	Motor Speech Disorders SLP 545	3
Dysphagia SLP 555	3	Genetic Factors in SLP Practice SLP 630	3
Clinic Pract.: SLP 650	1	Elective – Special Topics: SLP 665 ¹	(2)
Neurobases of Communication SLP 570 (Elective - if needed)	(3)	Clinic Pract.: SLP 650 or 651	1
<i>Semester Total 10-14</i>		<i>Semester Total 13-15</i>	
Winterim 1	CHs	Winterim 2	CHs
Elective – Special Topics: SLP 665 ¹ (as offered/ intermittent)	(2)	Elective – Special Topics: SLP 665 ¹ (as offered/ intermittent)	(2)
<i>Semester Total 0-2</i>		<i>Semester Total 0-2</i>	
Spring 1	CHs	Spring 2	CHs
Child Language Disorders II SLP 535	3	Clinical Externship: SLP 652	4
Fluency Disorders SLP 540	3		
Voice Disorders SLP 620	3		
School Methods SLP 560 Elective	(3)		
***SLP 645 Audiology Practicum (1/3 of cohort)	(1)		
Clinic Pract.: SLP 650 or SLP 651	1		
<i>Semester Total 10-14</i>		<i>Semester Total 4</i>	

¹ Elective – Special Topics: SLP 665 can be repeated with different specific topics; student must complete a minimum of 5 elective credits; students may opt for a thesis option in place of all 5 credits of electives or complete research practicum may for up to 4 credits of 5 credit hours of electives.

Clinical Opportunities - SLP 650: On-Campus Placements at the CUW Speech-Language Hearing Clinic or other CUW associated site. SLP 651: Part-Time, Off-Campus Placements, Level 1 and SLP 652: Full-Time, Off-Campus Placements, Level 2 at various off-campus medical or school-based sites.

**Practicum: Audiology – SLP 645 Only one session of the three offerings needed.

Sample of SLP Graduate Clinical Placement Rotations is found in the Clinic Handbook.

Graduate Capstone Experience

A capstone to completion of the graduate program in speech-language pathology will be an oral comprehensive examination. This exam will be given during Winterim of the 2nd year after all required academic coursework has been completed. The procedure is as follows:

- Students will be given a broad-based case developed by faculty.
- Students will have 1 week to prepare a 10-15 minute presentation which will be presented and defended to a pre-appointed faculty committee.
- There will then be a 15 minute Q & A with the committee. Questions may include any relevant information related to the case, within our scope of practice.
- Student will be dismissed for 15 minutes while the committee reviews and debates.
- The student will return to the room and offer a self-critique to the committee.
- The committee will offer feedback and indicate pass/ fail.
- If the student did not pass, a remediation plan will be developed with the committee.

Graduate Grading System***Academic Grading Scale:***

A	100-93.00%	B-	82.99-80.0%
A-	92.99-90.00%	C	79.99-70.00
B+	89.99-88.00%	F	69.99 and below
B	87.99-83.00%		

Any grade below a B- is considered an unsatisfactory grade in the SLP graduate program and will require a retake of the course in CUW SLP program. Unsatisfactory grades may result in an extension of a student's length of program.

Grade point:

Formal reports of the student's progress are posted in the Banner Self-Service section of the student services tab of my.cuw.edu at the close of each course. The following grade point system is used to determine grade point average.

A equals 4.00 points per credit	B- equals 2.67 points per credit
A- equals 3.67 points per credit	C+ equals 2.33 points per credit
B+ equals 3.33 points per credit	C equals 2.00 points per credit
B equals 3.00 points per credit	

Incomplete Grades

An incomplete grade given in any term (Fall, Spring or Summer session) becomes a failing grade if the work is not completed within six weeks after the end of the course. Requests for extension of time to resolve an Incomplete (I) grade will be approved only when the instructor is satisfied that circumstances prompting the request justify waiving this six-week policy. In unusual circumstances beyond the control of the student and with the approval of the instructor,

incomplete grades can be held for one semester. These requests must be made in writing before the last day of the course. The incomplete policy as written above does not apply to Thesis or Graduate Seminar papers. In such cases the incomplete will remain until the thesis or paper is completed or the instructor determines that progress has ceased.

Expiration of Courses

Students are expected to make steady progress toward their degree. In alignment with the CUW policy, the speech-language pathology program policy is that courses expire after seven years and need to be retaken if they are to count toward the degree.

Repetition of Courses

Students may repeat a course in which they receive a grade of C (2.0) or lower. The student must request permission to retake the class prior to the beginning of the class, and this permission is placed on file in the Registrar's Office. At the end of the course, the grade the student received in the repetition of the course is recorded on the transcript; this grade is used to recalculate the grade-point average. The original grade is no longer computed in the grade-point average but does remain on the official transcript. The students will be assessed tuition for the retaken course.

SLP GRADUATE PROGRAM COURSE DESCRIPTIONS/OFFERINGS

SLP 500/CSD 300 Kinesiology & Motor Learning (ELECTIVE-offered periodically)

Course Description: This foundation course examines and analyzes human motion. Basic principles of kinematics, kinetics, levers, and movements are covered. Muscle mechanics and neural control of muscles and joints are introduced. An overview of motor learning principles and theories leading to an understanding of the neurophysiological and behavioral approaches to motor skill acquisition are introduced. Elements of kinesiology and motor learning as related to clinical evaluation and treatment of speech and swallowing are presented.

SLP 505 Child Language Disorders I

Course Description: This course focuses on assessment and intervention for preschool language disorders. Topics addressed include etiology and characteristics of language/communication disorders in infants and preschool children with an eye toward cultural and linguistic diversity, theoretical frameworks for assessment and intervention, evidence-based methods of assessment and intervention, connections between oral language and emergent literacy, and exploration of current issues in the research literature.

SLP 510/CSD 410 Aural Rehabilitation

Course Description: This course introduces principles of aural (re)habilitation. Perceptual, cognitive, communicative, educational, occupational, social, and emotional aspects of life related to hearing loss will be studied. Methods of management which optimize the use of residual hearing with amplification or other assistive devices are considered for patients across the lifespan. Further techniques for hearing loss intervention, including auditory training, counseling, and speech reading, will be presented.

SLP 515 Research Methods

Course Description: This course focuses on developing foundational knowledge of the research process, becoming knowledgeable consumers of research, and increasing students' understanding of the role of

research in enhancing clinical practice in Speech-Language Pathology. Students will be learn about collection evidence-based, literature review, research design, and data analysis.

SLP 520 Speech Sound Disorders

Course Description: This course focuses on information regarding normal and disordered aspects of speech sound production including articulation and phonology. There is an emphasis placed on theoretical and practical considerations for clinical assessment and treatment.

SLP 525 Aphasia & Related Disorders

Course Description: This course focuses on the neuroanatomy and neurophysiology of aphasia and related disorders. The course will emphasize etiology, prevention, assessment and treatment of the different types of aphasia, right hemisphere disorders, and encephalopathy. This course uses a case-based approach and stresses evidence based practice.

SLP 530 Augmentative and Alternative Communication

Course Description: This course focuses on a wide range of non-vocal communication systems. In this course, students: (1) develop an understanding of the governmental and professional policies pertaining to augmentative communication; (2) develop an understanding of the advantages and disadvantages of using non-vocal systems for communication; (3) learn principles for assessing non-vocal clients and selecting appropriate non-vocal communication systems for those clients; (4) explore the features of electronic and microcomputer based communication aids; (5) review strategies for facilitating non-vocal communication in a variety of settings; and (6) apply concepts and principles to a series of case examples.

SLP 535 Child Language Disorders II

Course Description: This course applies theoretical models and research perspectives to assessment and intervention for language and related literacy disorders in children from elementary school through adolescence. Topics include the impact of language disorders on academic achievement, integration of curriculum-based standards in Individualized Education Plans, cultural and linguistic diversity, and the role of the SLP in supporting oral language, reading, writing and spelling related to the literacy demands of the curriculum.

SLP 540 Fluency Disorders

Course Description: This course provides an overview of normal fluency and an exploration of the nature and causes of fluency disorders. Specifically, this course focuses on the clinical assessment and treatment of stuttering and other fluency disorders.

SLP 545 Motor Speech Disorders

Course Description: This course focuses on the specific neuro-anatomy and neuro-physiology involved in normal and disordered motor-speech production. Additionally, this course addresses the differential diagnosis of motor-speech disorders, specifically apraxia and the dysarthrias. This course also focuses on evidence-based assessment and intervention strategies for Motor Speech Disorders.

SLP 555 Dysphagia

Course Description: This course focuses on the foundational knowledge of the neuroanatomy and neurophysiology of normal swallowing. This course emphasizes etiology, prevention, assessment and treatment of all phases of the swallow. Swallowing disorders related to specific disease processes will be addressed, as well as treatment using an evidence-based practice approach.

SLP560/ CSD 460 School Methods

Course Description: This course provides an overview of communication disorders and therapeutic methods in school-aged children, as well as the educational impact. There is a focus on practical application through understanding of IDEA, RTI, classroom interventions, and student accommodations. A study of procedures and materials used in the public schools by Speech-Language Pathologists/Audiologists is included. Effective strategies within the context of the Christian perspective for managing ethical dilemmas in the school setting will also be addressed.

SLP 570/ CSD 470 Neurological Bases of Communication

Course Description: This course focuses on the study of neurological development and function related to speech, language, and hearing. Emphasis is placed on the neuroanatomy and neurophysiology involved in communication and swallowing.

SLP 610 Cognitive Communication Disorders

Course Description: This course focuses on the etiology, prevention, assessment and treatment of cognitive communication disorders, including but not limited to: attention, memory, executive function, dementia, and traumatic brain injury.

SLP 615 Assessment & Management of Multicultural Populations

Course Description: This course focuses on the application of theoretical models and research perspectives to the assessment and treatment of communication disorders, specifically related to individuals from diverse backgrounds.

SLP 620 Voice Disorders

Course Description: The course focuses on the development of an understanding of the processes involved in voice production as they relate to typical and atypical aspects of phonation. Emphasis is placed on developing a solid understanding of perceptual, acoustic, aerodynamic, and biomechanical perspectives on normal and disordered phonation to inform evidence-based assessment and treatment.

SLP 630 Genetic Factors in SLP Practice

Course Description: This course focuses on genetics, embryonic development, syndromes and related congenital anomalies including cleft lip and/or palate, and the impact these conditions have on speech-language development and functioning. The role of the speech-language pathologist in evidence-based approaches to prevention, assessment and treatment of a variety of hereditary and related disorders in the clinical setting will be emphasized.

SLP 635 Professional Issues and Counseling

Course Description: This course focuses on the business, legal and ethical issues in speech-language pathology that affect clinical practice, including counseling for individuals with communication disorders and their caregivers. Emphasis is placed on the administrative aspects of service delivery pertaining to private practice, clinics and hospital-based programs.

SLP 640 Research Practicum

Course Description: This course provides a closely mentored empirically-based research experience, which is an extension of the research process acquired in SLP 515-Research Seminar. Prerequisite: CSD 340 Research Seminar.

SLP 645 Audiology Practicum

Course Description: This Audiology Practicum course will address aspects of audiology which are considered to be part of the role of a speech-language pathology. Students will gain knowledge and experience with various audiology evaluation and treatment protocols through participation in diagnostic evaluations, aural rehabilitation activities, didactic meetings, and simulation exercises.

Credit Hours: 1 credit

SLP 650 Clinical Practicum: On-Campus

Course Description: This course is designed to provide graduate students with supervised experience in assessment, diagnosis, treatment, and management of children and adults exhibiting a variety of speech, language, swallowing, and/or hearing disorders. Graduate students will be assigned client(s) per semester as appropriate. Clinical Instructors for this course are CUW faculty and may take place on-campus or at satellite locations. This course has a classroom portion that meets one hour per week. The purpose of these meetings is to discuss topics such as record keeping, data collection, specific therapy techniques, clinical technologies, research findings, etc. Furthermore, these meetings are designed to enhance professional growth in the field of speech language pathology. Attendance is mandatory and meetings are announced in advance.

SLP 651 Clinical Practicum: Level I

Course Description: This course focuses on developing the skill competencies required for ASHA certification in SLP. Students will be placed in a part-time external placement with an ASHA certified, state licensed and DPI licensed (as indicated) Speech-Language Pathologist as a CI. This clinical placement is typically comprised of 2 to 3 half days/week in a community setting. Schedule will depend on clinical site.

SLP 652 Clinical Externship: Level II

Course Description: This course continues to focus on developing the skills and competencies required for certification in Speech-Language Pathology. Students will complete external placements with an ASHA certified Speech-Language Pathologist as a preceptor. This clinical externship is comprised of 16 total weeks including both medical and school placements. Students are expected to follow the schedule of the placement site.

SLP 665 Special Topics in CSD

Course Description: Special Topics: (specific topic name) is an elective 2 credit class that focuses on current topics/issues in Speech-Language Pathology. This is a course that can be repeated with different course content to fulfill elective requirements of 6 credits. Special Topics covers topics that are part of the scope of practice of Speech-Language Pathologists, which are not addressed in the core curriculum.

SLP 665 Special Topics: Fundamentals of Audiology for the SLP

Credits: 2, Offered: Summer – Year Course Description: This course, intended for prospective speech-language pathologists, is intended to help students identify clients with an auditory disorder or who may be at risk for sustaining an auditory disorder. Knowledge obtained as part of this course will enable students to provide (within their scope of practice) appropriate prevention, assessment, referrals, accommodations, and modifications to the client's treatment plan and activities. Additional course coverage will include disorders of the auditory system and accompanying hearing loss, implications of the audiogram, and communication assessment and management of children and adults with hearing impairment.

SLP 670 Thesis Research

Course Description: This course is designed to enable students to conduct original research on a specific topic related to some aspect of speech-language pathology. Students will work closely with a faculty mentor to develop a project that includes a literature review, research question(s), procedures and methodologies, data analysis and interpretation with discussion of results and conclusions. The thesis culminates as a substantive piece of scholarship in strict APA style. Offered each semester. *1-3 credit hours.*

SATISFACTORY PROGRESS, PROBATION, DISMISSAL AND REMEDIATION**SLP Graduate Students- Academic Support and Performance Improvement Plans**

The graduate program in speech-language pathology at CUW is a full-time program comprised of 6 terms (Summer, Fall, Spring, Summer, Fall, Spring). Students are expected to meet all the requirements for each course in order to gain the knowledge and skills competencies needed.

For the purpose of this program, a GPA of 3.00 is required to be considered to be “in good standing.” Students who fall out of “good standing” will not be able to enroll in clinical practicum. Mechanisms are in place to support students at risk for academic failure, including Academic Support Plans (see below). If a student does not pass a course (i.e., earning grade below a B-), she/he will be required to complete a Performance Improvement Plan. Details regarding academic support plans are as follows:

PLANS TO SUPPORT ACADEMIC SUCCESS**Academic Support Plan (ASP)**

ASPs may be utilized to support a student’s academic growth by addressing specific counterproductive academic or behavioral trends as soon as identified. ASPs include specific goals to be addressed in a short-time frame. ASPs are initiated by the course instructor when a student appears at risk for academic probation, or when course performance is not sufficient. They are developed collaboratively between the academic instructor and the student as a means of articulating a path for a successful academic outcome before it is too late to recover. Once the ASP is finalized the course instructor and the student sign the document and submit it to the Department Chair. If the course instructor or student determine that additional support is required during the development of the ASP, the Department Chair and/or the student’s academic advisor can be involved in the process. The course instructor and the student review and monitor progress toward goals and academic achievement throughout the semester. If the goals are attained, the course instructor documents this on the ASP, the student and the instructor sign the completed document, and submit it to the Department Chair. If the goals are not attained, the ASP may carry over into the next semester of academic coursework. This is decided on a case-by-case basis via a collaborative process with the student, and faculty members who were involved in the initial ASP. It is possible that a graduate student might not be placed in an off-campus practicum experience if ASP goals are not met by the end of the semester, depending on the nature of the plan and its relationship to upcoming clinical placements. If a course is not passed, the student, Department Chair and Course Instructor will develop a Performance Improvement Plan to make up the missing course content.

Performance Improvement Plan (PIP)

A PIP is an ASHA required, formal process used to provide structure and strategies to assist a student clinician in improving performance in essential skills and modifying persistent counterproductive behaviors. A PIP can be implemented before an ASP, at the discretion of a course instructor, if it is clear that a student will not pass a course and will need to retake it.

PIPs are initiated and developed collaboratively between the student, course instructor, and Department Chair as well as the Clinic Director and Clinical Education Coordinator if clinical placements are impacted. The CUW Department of SLP uses “ASHA’s Steps in Developing and Implementing a Performance Improvement Plan” throughout this formal process. (see: https://www2.asha.org/PRPSpecificTopic.aspx?folderid=8589942113§ion=Key_Issues).

Once the PIP is finalized the document is signed by all parties and submitted to the Department Chair.

As with clinical PIPs, the Academic PIP is reviewed by the faculty and student and modified/adjusted as needed. If the goals are not attained and the course is not passed, the student’s academic and/or clinical standing in the program is in jeopardy.

All graduate students must earn a grade of B- or better in each course. If a student receives anything below a B-, it is considered a failing grade and the student will be placed on academic probation. The student may be required to retake the course and will not be enrolled in clinical practicum related to the academic material (e.g., C in Aphasia course may mean student may not enroll in aphasia clinic). No more than two graduate courses may be retaken. A third failing grade (below a B-) may result in dismissal from the program.

Students should be aware that most of the required coursework is offered only once a year. Students who do not maintain satisfactory progress, or who need remediation or probation will likely be out of sequence with the program. This may extend their program significantly. Students may appeal dismissal from the program (see appeal procedures).

If a graduate student does not maintain a cumulative GPA of 3.00 or greater (after taking at least 9 credits), he/she is placed on academic probation and will meet with the program chair and his/her advisor. He/she then has 9 credits to raise her/his GPA to greater than 3.00. If a student fails to meet this requirement, the program chair and Dean of the School of Health Professions will meet and review the case to determine if dismissal is appropriate.

CUW policy: In general, a graduate/professional student, admitted without condition, who does not maintain a cumulative GPA of at least 3.00 (after taking at least 9 credits) is placed on academic probation; s/he then has 9 credits to raise her/his GPA to 3.00 or better. If a student fails to achieve this goal, the appropriate Dean, in consultation with the Program Director, will review each case to determine if dismissal is appropriate. Some graduate and professional programs have established their own standards and procedures for academic probation and dismissal and for an appeal, which take precedence over the aforementioned general procedure.

Consequences of Academic Probation

Students placed on Academic Probation must demonstrate adequate progress toward all the requirements of their individual Performance Improvement plan. If a student does not make satisfactory progress, the department faculty will meet to determine what action should be taken. Decisions will be made by the faculty on a case-by-case basis. Students who have not made adequate

progress after a second semester will be dismissed from the program. The student must follow the same initial application process to request re-admission to the program. The admission committee will determine if the student may be re-admitted to the program. If re-admission is allowed, the student must repeat any courses identified by the faculty in addition to those courses not yet completed. The student is automatically on academic probation for the first semester after re-admission.

For Clinical Support Plan and Performance Improvement Plan information, see Clinical Handbook.

Petitioning for Course Waivers

Students may petition for a course waiver directly to the Program Director. The course may be waived if it is determined that the knowledge gained in that course has been obtained elsewhere. The student will need to provide transcripts and relevant course syllabi for review.

Change in Status

Although this is a full-time program, there may be special circumstances in which a student may request a change from full-time to part-time status. In such a case, a determination will be made by the Program Director with input from the faculty. Change in status only applies to students enrolled full-time in the program and who are “in good standing”. Part-time students are not admitted to this program.

Leave of Absence

Students may submit a written request for a leave-of-absence to the Program Director. Leave-of-absence will be considered for medical or personal reasons. The Program Director will review requests on a case-by-case basis.

Exit Interview

All SLP graduate students must complete an exit interview prior to graduation. This exit interview will include the completion of a survey and a face-to-face meeting with the Department Chair or his designee. The purpose of these activities is to gather input/information that will be used for program improvement and to complete all necessary paperwork for applying for ASHA’s clinical certification and State license(s). All graduate student exit interviews must be completed prior to issuing a diploma.

CERTIFICATION/LICENSURE REQUIREMENTS

Requirements listed in this section are current and accurate at the time of publication, however due to legislative and policy changes at the state and national level it is possible that requirements may change during the course of graduate study. It is the responsibility of the graduate student to ensure compliance with relevant ASHA, WI DPI, WI DSPS, or other state licensure requirements by seeking the most current information relevant to their target license/ certification.

ASHA <https://www.asha.org/certification/>

DPI <https://dpi.wi.gov/tepd/licensing/types/speech-language-pathology>

DSPS <https://dsps.wi.gov/Pages/Professions/SpeechLanguagePathologist/Default.aspx>

Standards and Implementation Procedures for CCC in SLP

Detailed information on the ASHA SLP certification standards is available on the ASHA website at <https://www.asha.org/Certification/>

National Praxis Examination

Praxis Speech-Language Pathology (SLP) test scores are reported on a 100–200 score scale in one-point increments. This *Praxis* Speech-Language Pathology test is a test using code 5331. **The required score for ASHA and the state boards of examiners on this scale is 162.**

Please see the ETS website for detailed information regarding the Praxis exam at <https://www.ets.org/praxis/asha>

Clinical Fellowship

The applicant must successfully complete a Speech-Language Pathology Clinical Fellowship (CF). Implementation: The CF experience may be initiated only after completion of all graduate credit hours, academic coursework, and clinical experiences required to meet the knowledge and skills delineated in Standards IV and V. The CF experience must be initiated within 24 months of the date on which the application for certification is received. Once the CF has been initiated, it must be completed within 48 months of the initiation date. At least 80% of the Clinical Fellow's major responsibilities during the CF experience must be in direct, in-person client/patient contact (e.g., assessment, diagnosis, evaluation, screening, treatment, clinical research activities, family/client consultations, recordkeeping, report writing, and/or counseling) related to the management process for individuals who exhibit communication and/or swallowing disabilities. Full-time professional experience is defined as 35 hours per week, culminating in a minimum of 1,260 hours. Part-time experience should be at least 5 hours per week; anything less than that will not meet the CF requirement and may not be counted toward completion of the experience. Similarly, work in excess of 35 hours per week cannot be used to shorten the CF to less than 36 weeks.

ASHA Certification

<https://www.asha.org/Certification/2020-SLP-Certification-Standards/>

STANDARDS FOR CCC-SLP: Applicants for entry-level practice in speech-language pathology must hold a Master's or Doctoral degree. The Speech-Language Pathologist standards stipulate:

- Academic Course Work: at least 36 hours must be completed at the graduate level (Standard III)
- Supervised Clinical Practicum: Students must earn 400 clock hours of clinical practicum in order to qualify for the MS degree. (Standard V-C)
- Clinical Observation: 25 hours must be completed prior to the SLP 650 clinical practicum.
- Students may receive credit for up to 50 clinical practicum hours earned under the supervision of an SLP professional with CCC-SLP from ASHA during their undergraduate or post baccalaureate education.
- At least 325 of 400 hours must be completed while engaged in graduate study in an accredited program (Standard V-D).

- Clinical Education / Practicum: Clinical clock hours must be sufficient in breadth and depth to achieve demonstrated skills outcomes in the areas of evaluation, intervention, and client interaction (Standard V-B). The scope of practice will include the following nine areas:

- Language
- Articulation/phonology
- Cognitive
- Voice/resonance
- Fluency
- Hearing
- Swallowing
- Social aspects
- Communication modalities

A detailed list of the requirements needed for ASHA Certificate of Clinical Competence (CCC) can be found at: <http://www.asha.org/certification/AboutCertificationGenInfo.htm>

Wisconsin DSPS Licensure (See page 12 of clinic handbook OR IS THIS JUST PULLED FROM ASHA 2020 SLP CERTIFICATION STANDARDS, and it should be left as is??)

<https://dsps.wi.gov/Pages/Professions/SpeechLanguagePathologist/Default.aspx>

- 1) Complete required education. Complete a supervised clinical practicum and receive a master's degree in speech-language pathology from a college or university approved by the examining board or complete education or training that the board determines is substantially equivalent to the completion of those requirements.
- 2) Complete appropriate Application for Speech-Language Pathology including all required documentation and fee.
- 3) Complete the postgraduate clinical fellowship in speech-language pathology. Note that a temporary license is required before starting a clinical fellowship.

Before commencing a postgraduate clinical fellowship, an applicant must obtain a temporary license under s. 459.24 (6), Stats. The applicant shall submit all of the following:

- (a) An application form provided by the board.
- (b) The fee specified in s. 440.05 (6), Stats.
- (c) Subject to ss. 111.321, 111.322 and 111.335, Stats. evidence satisfactory to the board that the applicant does not have a conviction record.
- (d) Evidence satisfactory to the board that the applicant has completed one of the following:
 1. A supervised clinical practicum and received a master's degree in speech-language pathology from a college or university approved by the board.
 2. Education or training that the board determines is substantially equivalent to the completion of the requirements under subd. 1.
- (e) If applying for a temporary license to practice speech-language pathology, an application to take the next available examination for licensure as a speech-language pathologist required under s. 459.26 (2) (a), Stats.

A temporary license is valid for a period designated by the board, not to exceed 18 months and may be renewed once for 18 months or longer, at the discretion of the board.

- 4) Pass the required examination
- 5) Board review of application to grant or deny credential

Wisconsin DPI Licensure

STATE OF WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION (DPI) REQUIREMENTS SPEECH AND LANGUAGE PATHOLOGY LICENSE

<https://dpi.wi.gov/tepd/licensing/types/speech-language-pathology>

The Wisconsin Department of Public Instruction (DPI) provides two options for licensure for someone to provide speech and language services to students in a Wisconsin public school.

Tier I 1-year License with stipulations- Candidate Profile

Holds a valid Wisconsin Department of Safety and Professional Services (DSPS) license; and

Has earned a master's degree in communication disorders that prepares one to provide speech and language services in a medical setting.

Has not yet completed a school speech and language teacher training program.

These candidates may be eligible for the 1-year license with stipulations as a school speech and language pathologist. This license can be renewed for a maximum of three school years during which time the candidate must complete either:

- 1) a state-approved program as a school speech and language pathologist and be eligible for endorsement; or
- 2) the statutory stipulations: minority group relations; conflict resolution; teacher responsibilities, including student teaching; children with disabilities; and professional ethics, including mandatory reporting requirements. For more information about the Wisconsin DPI approved programs, see the Approved Educator Preparation Programs page.

If you fit this pathway profile:

DETERMINE your eligibility.

PREPARE electronic copies of your valid Wisconsin DSPS license as a speech and language pathologist and your transcripts confirming your master's degree in communication disorders.

APPLY for a Wisconsin license using the ELO System.

Tier II Provisional License - Candidate Profile

Has earned a master's degree in communication disorders and completed a Wisconsin DPI approved program as a school speech and language pathologist; or

Has earned a master's degree in communication disorders and completed a state approved school speech and language pathology program in another state, which includes a clinical placement in the school setting; or

Has earned a master's degree in communication disorders and completed the requirements of Wis. Admin. Code sec. PI 34.047 (4). This the statutory requires of minority group relations; conflict resolution; teacher responsibilities, including student teaching; children with disabilities; and professional ethics, including mandatory reporting requirements. This process is still under development.

Educators who fit this candidate profile have typically completed what is considered a teacher training program for school speech and language, including a clinical placement in a school settings.

For more information about the Wisconsin DPI approved programs, see our Approved Educator Preparation Programs page.

If you fit this profile and were prepared at a Wisconsin DPI approved program:

DETERMINE your eligibility by contacting your Wisconsin DPI approved school speech and language pathology program. If you completed the approved program after August 31, 2004, the program should have already uploaded your endorsement in the ELO system so you can apply at any time. If you completed were prepared before August 31, 2004 and never applied for licensure, your Wisconsin DPI approved program will need to provide you a completed PI-1612 Institutional Endorsement form.

PREPARE electronic copies of your transcripts and PI-1612 Institutional Endorsement, if required.

APPLY for a Wisconsin License using the ELO System using the transaction – T001-1020 (for those who completed their program after August 31, 2004)

PI 34.01 Definitions.

"Portfolio" means a collection of documentary evidence to demonstrate proficiency that may include but is not limited to whole group and individual pupil performance as measured by state, local, formal and informal assessments; lesson plans; supervisor and mentor comments of classroom performance; journals documenting samples of pupil errors and analysis of teacher interpretations of errors; ongoing documentation of classroom management techniques and results; and curriculum adaptations for children with disabilities or other exceptionalities with related outcome measures.

"Student teaching" means classroom practice through observation, participation, and actual teaching practice under the direction of a college or university supervisor of student teachers and a cooperating teacher as a part of the professional education program offered by an institution.

PI 34.02 Teacher Standards.

To receive a license to teach in Wisconsin, an applicant shall complete an approved program and demonstrate proficient performance in the knowledge, skills and dispositions under all of the following standards:

- 1) The teacher understands the central concepts, tools of inquiry, and structures of the disciplines he or she teaches and can create learning experiences that make these aspects of subject matter meaningful for pupils.

- 2) The teacher understands how children with broad ranges of ability learn and provides instruction that supports their intellectual, social, and personal development.
- 3) The teacher understands how pupils differ in their approaches to learning and the barriers that impede learning and can adapt instruction to meet the diverse needs of pupils, including those with disabilities and exceptionalities.
- 4) The teacher understands and uses a variety of instructional strategies, including the use of technology to encourage children’s development of critical thinking, problem solving, and performance skills.
- 5) The teacher uses an understanding of individual and group motivation and behavior to create a learning environment that encourages positive social interaction, active engagement in learning, and self-motivation.
- 6) The teacher uses effective verbal and nonverbal communication techniques as well as instructional media and technology to foster active inquiry, collaboration, and supportive interaction in the classroom.
- 7) The teacher organizes and plans systematic instruction based upon knowledge of subject matter, pupils, the community, and curriculum goals.
- 8) The teacher understands and uses formal and informal assessment strategies to evaluate and ensure the continuous intellectual, social, and physical development of the pupil. 25
- 9) The teacher is a reflective practitioner who continually evaluates the effect of his or her choices and actions on pupils, parents, professionals in the learning community and others and who actively seeks out opportunities to grow professionally.
- 10) The teacher fosters relationships with school colleagues, parents, and agencies in the larger community to support pupil learning and well-being and who acts with integrity, fairness and in an ethical manner.

PI 34.13 Student services.

STUDENT SUPPORT SERVICES. The SCD shall insure all students, upon entry into and throughout the professional education program, will be provided with an advisor and written information describing the professional education program leading to licensure.

STUDENT RECORDS

- a) The institution shall maintain a cumulative record on each of its students enrolled in an approved program for license, and that record shall contain a transcript and written evaluations of field experiences completed during the clinical program.
- b) Each student shall have a portfolio of evidence that the standards in subchapter II have been met. Institutions do not need to maintain a file copy of the portfolio.
- c) The institution, in collaboration with the department, shall systematically evaluate and report to the public graduate performance in obtaining employment in Wisconsin schools or school districts as well as graduate performance in advancing from the initial to professional educator license and master educator license after the first five years of employment.

PI 34.15 Conceptual Framework

- a) Content knowledge shall be determined by passing scores on standardized tests approved by the state superintendent who shall include Wisconsin’s model academic standards.

- b) Provisions that meet the following requirements, including those that meet statutory requirements identified under s. 118.19, Stats., which enable all students completing teacher preparation programs to demonstrate knowledge and understanding of the following:
1. Minority group relations for all licenses including all of the following:
 - a. The history, culture, and tribal sovereignty of American Indian tribes and bands located in Wisconsin.
 - b. The history, culture and contributions of women and various racial, cultural, language and economic groups in the United States.
 - c. The philosophical and psychological bases of attitude development and change.
 - d. The psychological and social implications of discrimination, especially racism and sexism in the American society.
 - e. Evaluating and assessing the forces of discrimination, especially racism and sexism on faculty, students, curriculum, instruction, and assessment in the school program.
 - f. Minority group relations through direct involvement with various racial, cultural, language and economic groups in the United States.
 2. Conflict resolution for all licenses including all of the following:
 - a. Resolving conflicts between pupils and between pupils and school staff.
 - b. Assisting pupils in learning methods of resolving conflicts between pupils and between pupils and school staff, including training in the use of peer mediation to resolve conflicts between pupils.
 - c. Dealing with crises, including violent, disruptive, potentially violent or potentially disruptive situations that may arise in school or activities supervised by school staff as a result of conflicts between pupils or between pupils and other persons.
 3. Procedures used for assessing and providing education for children with disabilities, including the roles and responsibilities of regular and special education providers.
 4. Modifying the regular education curriculum when instructing pupils with disabilities.
- c) A clinical program including practicums for pupil services and administrative programs and for pre-student teaching, student teaching, and other supervised clinical experiences in prekindergarten through grade 12 school settings as follows:
1. Pre-student teaching.
 - a. The program shall require onsite supervised pre-student teaching clinical experiences which are developmental in scope and sequence and occur in a variety of school settings.
 - b. The pre-student teaching experiences shall result in students demonstrating knowledge and understanding of the standards in s. PI 34.02 through assessments identified in sub. (2) (a) 1. to 4.
 - c. Successful performance shall be measured using both of the following:
 - i. At least 2 written evaluations of each student based upon observations by the cooperating teacher or by the SCD supervisor.
 - ii. The student portfolio required under s. PI 34.13 (3) (b).
 2. Student teaching.

- a. The program shall require student teaching experiences that are developmental in scope and sequence, occur in school settings and meet the statutory requirements identified in s. 118.19 (3) (a), Stats. Student teaching experiences shall provide candidates opportunities to interact with and adapt instruction for children with disabilities or other exceptionalities. Beyond the primary student teaching assignment, duration and length of student teaching to gain the necessary clinical experience for additional licenses shall be determined by the SCD as part of the approved program.
- b. As a result of the student teaching experience, students shall demonstrate increased knowledge and understanding of the standards in s. PI 34.02 through the assessments identified in sub. (2) (a) 1. to 5.
- c. Successful performance shall be measured using all of the following:
 - i. A minimum of 4 classroom supervisory visits of at least one hour in length made to each student teacher by the SCD supervisor. Supervisors with teaching experience and expertise in the specialty subject matter area and at the grade level of pupils being taught by the student teacher shall participate in the classroom supervision.
 - ii. At least 4 written evaluations of each student based upon classroom observations by the cooperating teacher or by the SCD supervisor. At least one of the evaluations shall be written by the cooperating teacher. Evaluation procedures shall include conferences involving the student teacher, the cooperating teachers and the SCD supervisors. The cooperating teacher's evaluation of the student teacher shall become part of the student's portfolio. Other evaluations by prekindergarten through grade 12 professional school personnel which attest to the competency of the student as a prospective teacher may also be included in the portfolio. The student teacher shall determine the evaluations that may be available to prospective employers.
 - iii. A review of the student portfolio required under s. PI 34.13 (3) (b). (c) Practicum program.
- c. Programs for pupil services and administrative licenses shall include supervised practicums in the area of licensure that are developmental in scope and sequence.
- d. As a result of the practicum experience a license candidate shall demonstrate knowledge and understanding of the Wisconsin standards in PI 34.02.
- e. Successful performance shall be measured using all of the following:
 - i. At least 2 written evaluations based upon observations by the school-based supervisor and at least 2 written evaluations by the SCD supervisor shall be required during each student's practicum.
 - ii. The evaluation procedures under subpar shall include at least 2 conferences involving the school-based supervisor, the SCD supervisor and the practicum student. The school-based supervisor evaluation of the practicum shall become part of the student's portfolio.

PI 34.30 Teaching categories at the early childhood through adolescence level.

GENERAL

The state superintendent shall issue licenses based on pupil developmental levels upon successful completion of an approved program at that developmental level. In this section "early childhood through adolescence level" means a wide range of all ages in public schools. Licenses may be issued under this section to individuals who complete an approved initial educator program including evidence of meeting the standards in s. PI 34.02, the requirements under s. PI 34.15 (4), and the content knowledge test described under s. PI 34.15 (2) (a) 3. a. for the teaching category.

TEACHING CATEGORIES EARLY CHILDHOOD THROUGH ADOLESCENCE - REGULAR AND SPECIAL EDUCATION LICENSES

A license may be issued under this subsection to an individual who has completed an approved program in a license category with at least a major and has the institutional endorsement that an approved program in professional education has been successfully completed. An applicant who has completed an approved program and is issued a license under pars. (a) to (d), (f) to (k) or (m) to (n) may be issued an additional license at the early adolescence through adolescence level under s. PI 34.29 (2) (a) 1. a. - c., (b) 1. a. and b., (c) 1. a. - c., or (d) 1. a. - f., or under the categories in pars. (d), (g), (h), and (n) if the applicant completes coursework in the additional disciplines that equates to a college minor. Licenses are available in the following categories:

1. Speech and language pathology. In order to qualify for a speech and language pathology license, an applicant shall meet all of the following:
 - a. Has a master's degree in communicative disorders.
 - b. Training within the undergraduate and graduate program shall include a minimum of the following:
 - i. Speech disorders
 - ii. Language disorders
 - iii. Hearing disorders and hearing evaluation
 - iv. Hearing habilitative and rehabilitative procedures
 - c. Professional education and training to include course work in all of the following:
 - i. Methods or procedures in school speech and language programs.
 - ii. Understanding and use of augmentative and nonverbal communication modes and systems.
 - d. Three hundred fifty hours of supervised practicum with 100 hours in a school setting to include experiences with a wide range of communicative disorders.

Licensures in Other states

Required licensure varies state to state. Please visit <http://www.asha.org/advocacy/state/> to look up specific requirements needed to obtain licensure in other states.

APPENDIX



STUDENT ACKNOWLEDGEMENT OF RESPONSIBILITY

It is the student's responsibility to be informed related to all policies, procedures and information contained in this Speech-Language Pathology Graduate Program Handbook. All students are encouraged to refer to this document frequently and discuss any questions or concerns they may have with the content of this handbook with their Advisor or the Program Director. Additionally, all students are responsible for any updates to the Graduate Program Handbook which may be disseminated during their course of study. Lack of awareness or understanding of the information contained in this graduate program handbook will not be a valid reason to adapt or waive policies and/or procedures found within.

Students are responsible for all information contained and referred to in this handbook as well as current CUW student policies published electronically at cuw.edu. Concordia University Wisconsin has additional requirements, rights and responsibilities that are included in the Graduate & Professional Studies Catalog (<https://www.cuw.edu/academics/catalogs.html>). All students need to become familiar with these and CUW Student Code of Conduct as well.

Through attending the SLP Graduate Program Orientation and reviewing the SLP Graduate Program Handbook, I acknowledge, by signing this document, that it is my responsibility to understand and abide by the policies and procedures included in the Speech-Language Pathology Program Handbook that are directly applicable to my course of study at Concordia University Wisconsin.

Printed Name

Date

Student Signature



CONSENT TO RECORD PICTURE AND VOICE

I, the undersigned, hereby grant Concordia University the right to record my picture, and voice on any media and to edit such media and/or insert into broadcast programs or other audio-visual presentations as it may, in its sole and exclusive discretion, see fit. I acknowledge that Concordia University will be the owner of the aforementioned recordings and I waive any right of payment to which I might otherwise be entitled as a result of my consenting to Concordia University making any such recording. I further grant Concordia University the right, without making any payment to me, to use such recordings of my picture, and voice in any way it sees fit. This right to use such recordings shall include, although not by way of limitation, the following:

1. Reproduction and publication of such recording, either edited or unedited, in the form of photographs, advertisements, or other promotional media.
2. Sale to or unrestricted use by any person, firm, association, partnership or corporation.
3. Sale to or unrestricted use in any mass media (including, but not by way of limitation, newspapers, magazines, books, radio broadcasts and television broadcasts).
4. Use in any audio visual presentation or other program display or promotion.
5. Use for publicity, advertising, sales or other promotional effects.

Therefore, I hereby grant Concordia University permission to reprint my photo(s) in future publications.

Date: _____

Signature: _____

Name (please print): _____

Phone Number: _____



Speech, Language, and Hearing Clinic

Clinical or Academic Support Plan (C/ASP)

(See Handbook for description)

Circle one: Clinical or Academic

Student:

Faculty/Instructor:

Date:

Statement identifying area/s of concern:

Identify plan of action and who is responsible for the action. Provide a generalized timeline to achieve actions.

Action	Who is Responsible	Timeline

Failure to successfully remediate the above area/s of concern may result in an unsatisfactory grade and/or the end of the clinical practicum. The above remediation plan has been discussed with the student. The signatures below provide witness of such action.

(Student Name)

Date

(Faculty/Instructor Name)

Date

(Clinic Director/Department Chair Name)

Date

Speech, Language, and Hearing Clinic

Performance Improvement Plan (PIP)

(See Handbook for description)

Student:

Faculty/Instructor:

Date:

Statement identifying area/s of concern:

Identify plan of action and who is responsible for the action. Provide a generalized timeline to achieve actions.

Action	Who is Responsible	Timeline

Failure to successfully remediate the above area/s of concern may result in an unsatisfactory grade and/or the end of the clinical practicum. The above remediation plan has been discussed with the student. The signatures below provide witness of such action.

(Student Name)

Date

(Faculty/Instructor Name)

Date

(Clinic Director/Department Chair Name)

Date



Addendum to Handbook 11.23.21 (added by University)

Covid Vaccination Policy

While CUWAA does not require vaccinations, many of the university's clinical partners require that students who learn in their facilities are vaccinated against specific communicable diseases. Such policies are developed and administered by the clinical partners, and those facilities may in some cases grant exemptions to their own vaccine requirements. However, on the advice of legal counsel, CUWAA does not review or grant exemptions/waivers/exceptions to policies developed by other entities. Students who choose to enroll in a CUWAA health care program must adhere to all vaccine requirements of the clinical facilities to which they are assigned. Further, CUWAA is not obligated to reassign students to a different clinical experience or facility based on vaccination status, or for any other reason.

Addendum to Handbook for next time. We should state where we are holding academic PIP and ASP plans, whether that is in Calipso like clinic or in a filing cabinet or Aviso or ??? It should be somewhere and who is putting it there.