

Department Academic Standards Committee:

The Academic Standards Committee (ASC), through the Department faculty: 1. sets and maintains Department academic standards; 2. monitors students' academic standing; 3. determines students' Department academic probationary status; 4. tracks students' grades by semester; and 5. mediates and renders decisions regarding concerns students may have with the faculty, staff and Department.

Academic Standards:

The Department has developed a set of competencies which students are expected to achieve in order to advance through the program and graduate. These competencies are measured as a series of academic and practice outcomes assessed through successful completion of academic and clinical courses. Academic courses are generally evaluated using grade assignments. Clinical courses are evaluated according to practice outcomes, which are a combination of academic learning and practical application.

Department Academic Probation:

The ASC reviews all student grades in all Department courses at the end of each academic semester. The following may result from this review:

1. The student's CMD Department GPA for the current semester, overall Department (all semesters of matriculation) and overall non-Department GPAs are 3.0 or better. The student is in good standing and will not be contacted by the ASC.
2. The student's CMD Department GPA **for the current semester** falls below a 3.0 but the overall Department and overall non-Department GPAs are 3.0 or better. The ASC will contact the student by mail indicating:
 - (a) the student is on Department probation; (b) what must be done to be removed from probation; and (c) that engaging in clinical practicum is prohibited until probation has been removed.*

This status will be forwarded to the School of Graduate Studies. An overall CMD Department GPA of 3.0 or better must be achieved, taking into account the next regular semester's credits or the next nine credits, whichever is greater. Students who accomplish this will receive a letter from the Department indicating reinstatement and the School of Graduate Studies will be apprised of the student's status. Students who fail to do this will be removed from the program.

3. The student's overall GPA is 3.0 or better but the CMD Department overall GPA falls below 3.0. The ASC will contact the student by mail indicating:

(a) the student is on Department probation; (b) what must be done to be removed from Department probation; and (c) that engaging in clinical practicum is prohibited until probation has been removed.*

This status will be forwarded to the School of Graduate Studies. An overall CMD Department GPA of 3.0 or better must be achieved, taking into account the next regular semester's credits or the next nine credits, whichever is greater. Students who accomplish this will receive a letter from the Department indicating reinstatement and the School of Graduate Studies will be apprised of the student's status. Students who fail to do this will be removed from the program.

4. The student's overall GPA falls below 3.0. The ASC will contact the student by mail indicating:

(a) the student is on Department probation; (b) what must be done to be removed from Department probation; and (c) that engaging in clinical practicum is prohibited until probation has been removed.*

The student will also be placed on School of Graduate Studies probation and receive a letter from the Graduate School indicating this and describing what must be done to be removed from Graduate Studies probation. An overall GPA of 3.0 or better must be achieved, taking into account the next regular semester's credits or the next nine credits, whichever is greater. Students who accomplish this will receive a letter from the Department and from the School of Graduate Studies indicating reinstatement. Students who fail to do this will be removed from the program.

*If at the time the student is placed on Department academic probation one or more speech-language pathology or audiology practica have been completed, the student will be allowed to enroll for the next scheduled practicum experience while on academic probation. In addition, the clinical credits from the practicum will be counted towards the nine credit requirement for removing a student from probationary status.

Remediation

Each professor provides remediation for students in individual courses according to his/her specific criteria. Remediation may take the form of review of test material after administration, individual meetings with students, re-administration of tests, alternative assignments, alternative testing, etc.

At mid-term each semester, the Chair of the Department (who is also chair of the ASC) requests to be informed by faculty and adjunct faculty of any students who are experiencing academic difficulty. The Chair, in turn, notifies the Graduate Program Coordinator who contacts these students in order to discuss options with the student. These options may include modifying the student's academic planned program, i.e. lightening the academic load, facilitating academic support, i.e. assistance through the university's writing center or suggesting counseling through the university counseling services.

Students who receive or are in danger of receiving a grade below B minus in a clinical practicum course are referred to the Department [Clinical Support Panel](#) (CSP). The CSP provides support for the student in the form of a plan designed to aid the student in successful completion of clinical activities. An instructor/supervisor may engage the CSP for consultation regarding problematic student clinical performance. The purpose of the CSP is to provide support to instructors, supervisors and students in: (1) early identification of failing clinical performance; (2) development of plans for student improvement; and (3) making recommendations regarding program continuance or termination.

Grades in Academic Courses:

Students who receive a grade in an academic course below a C plus (C+) during a specific semester must repeat that course until the minimal grade of C+ has been achieved.

Incomplete Grades in Academic Courses:

The grade of "I" (Incomplete) is given for work that was passing but which could not be completed due to circumstances beyond the student's control. An "Incomplete" may not be given to enable a student to do additional work to raise a deficient grade. If the instructor deems the reason the student has requested an "Incomplete" is valid, the instructor will determine whether requirements for completing work will be accomplished by:

- A) Completing the work in a manner satisfactory to the instructor not more than 30 days into the next semester, in which case a grade of "I" is assigned.
- B) Reregistering for the course the next time it is offered, in which case the student is assigned a "Q."

Option A or B must be selected at the time the instructor agrees that circumstances warrant an "Incomplete." Once an option is selected it may not be changed. The instructor will record an "I" or a "Q" on the grade sheet. If a student fails in his or her responsibility to complete the work within the time period the grade will automatically be changed to an "F." A "Q" may not be changed at a later date. No credits are awarded for a grade of "Q." It is counted as an audit.

B Minus Letter

Students who receive a grade of B minus (B-) in a course will receive a letter reminding them that they must maintain a cumulative grade point average of 3.0 or better in all department courses. They are informed that failure to do so will result in the student being placed on academic probation.

Grades in Clinical Practica Courses:

Students who receive a clinical practicum grade below a B minus (B-) during a specific semester must repeat that clinical practicum during the next semester in which the clinical practicum is offered or at a time indicated by the clinical or graduate program director. Students who receive a

total of two speech-language pathology clinical practica grades below B minus will be dismissed from the program.

Mediation:

The ASC extends an "open door" policy to students regarding any matter of a personal, academic or clinical nature which the student feels requires mediation. There are, however, some minimal steps which must be followed before an approach to the ASC will be recognized:

1. The student must make every effort to resolve concerns with the faculty member, supervisor, student or staff member involved or with the Department chairperson or Program Director before approaching the ASC. The student should document these efforts;
2. The student must provide the ASC with a written statement of the concern and the steps which have already been taken towards its resolution. Further, this statement should include a presentation of the student's thoughts on how the concern might be satisfactorily resolved;
3. In all cases, the awarding of grades is the responsibility of the instructor. A student who believes that an instructor has made an error concerning a grade for a course must initiate a complaint by the end of the semester following the period in which the grade was awarded. The student should first contact the instructor involved and attempt to resolve the matter. If it is impossible for the student to contact the instructor or if a resolution cannot be reached, the student will need to discuss the complaint with the department chairperson. If the student, chairperson and instructor are unable to reach an agreement, the department chairperson may then decide to convene the ASC. The committee shall, in consultation with the instructor, student and appropriate counselor (consulted only in cases where a withdrawal is an issue) decide the merits of the complaint. If the department chairperson decides not to convene the committee, the student may appeal this decision to the appropriate academic dean. For additional information, students are advised to confer with the appropriate academic dean.

Procedures for Complaints about the Program to the ASHA Council on Academic Accreditation (CAA):

The CAA is ASHA's professional accrediting agency for the Department's academic program. For a complaint to be considered by the CAA, it must:

- A) be against an accredited education program or program in Candidacy status in speech-language pathology and/or audiology,
- B) relate to the Standards for Accreditation of Graduate Education Programs in Audiology and Speech-Language Pathology, and specify where possible the relevant standards, and
- C) include verification and documentation (e.g., copies of grievance processes, communications verifying completion of processes, etc.) if the complaint is from a student or faculty/instructional staff member at that institution, that the complainant exhausted all relevant institutional grievance and review mechanisms before submitting a complaint to the CAA, if relevant to the complaint.

The complaint must clearly describe the specific nature of the complaint and the relationship of the complaint to the accreditation standards, and provide supporting data for the charge. The burden of proof rests with the complainant. All written testimony must include the complainant's name, address, and telephone contact information and the complainant's relationship to the program in order for the Accreditation Office to verify and communicate with the source of the complaint.

Complaints against a program may be submitted even if separate action is pending against the program by another body, except as outlined above.

All complaints must be signed and submitted in writing to the Chair, Council on Academic Accreditation in Audiology and Speech-Language Pathology, American Speech Language-Hearing Association, 2200 Research Boulevard #310, Rockville, Maryland 20850. Complaints will not be accepted by e-mail or facsimile.

[CAA complaint procedures](#)

[CAA accreditation standards](#)

Academic Honesty:

The structure of academic and social life at the University and within the Department is built and maintained on individual academic and personal honesty. The Department and University are committed uncompromisingly to sustaining and perpetuating academic honesty. Individuals who violate academic honesty are subject to a failing grade and/or dismissal from the program.

According to the University, behaviors that may be considered in violation of academic honesty include the following:

1. use of any form of illicit aids during exams;
2. giving or receiving aid during exams;
3. copying from another student's examination, term paper, laboratory report, etc.;
4. falsification of work or records;
5. theft of course materials by any means;
6. [plagiarism](#) (click on this link for university resources and information on plagiarism); Students are responsible for understanding what constitutes plagiarism. "I didn't understand that I was plagiarizing," will not be accepted as an excuse! Papers may be checked for originality utilizing search engines.