

# 2015-16 GRADUATE STUDENT MANUAL

UVM DEPARTMENT OF COMMUNICATION SCIENCES AND DISORDERS

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## CHAIRPERSON'S WELCOME

*Dear Communication Sciences and Disorders Graduate Students,*

*Welcome to the Department of Communication Sciences and Disorders at the University of Vermont. You have chosen a highly dynamic, rigorous, and supportive place to pursue your educational interests.*

*Our department is part of the College of Nursing and Health Sciences (CNHS) and comprises highly-qualified academic and clinical faculty who teach in both the undergraduate and graduate programs. As a member of our department, you will join a committed group of faculty, staff, and students who share a vision of professional learning, excellence in teaching and scholarship, and service and leadership in our profession.*

*Consistent with our vision and mission, our department provides an environment that is conducive to learning and professional growth. Faculty serve as mentors and role models, and students cooperate with each other to pursue their learning. The curriculum is designed to educate you to become an excellent practitioner who is capable of leadership in your profession. That excellence will be demonstrated by the capacity to 1) utilize theoretical and research knowledge for evidence-based practice, 2) solve clinical problems that have critical outcomes for yourself and others, 3) provide high-quality care in an ethical context, 4) develop effective professional relationships, and 5) engage in activities leading to improvement in quality of care.*

*These are vital outcomes for professionals providing health-related services in our society and we trust you will be an active partner in achieving those outcomes.*

*This manual will spell out the specific student-related policies that provide a foundation for the functions of our department and assist all of us in creating a vital learning community.*

*Shelley Velleman, Ph.D., CCC-SLP*

*Professor and Chair, Department of Communication Sciences and Disorders*

## DEPARTMENT OF COMMUNICATION SCIENCES AND DISORDERS OVERVIEW

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### VISION

To be a premier Department of Communication Sciences and Disorders in a small public research university, providing undergraduate students with opportunities to learn about normal communication, preparing graduate students to be exemplary practitioners in the field of speech language pathology, creating new knowledge and advocating for accessible health care and education as a human right.

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### MISSION

To serve society at state, national, and global levels through education of communication sciences and disorders professionals, development of new knowledge, and healthcare/education advocacy that transforms lives by preventing communication disorders, providing community outreach, promoting the ability of all people to communicate, and assuring evidence-based clinical interventions in the management of communication disorders.

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### DEPARTMENT DESCRIPTION

The Department of Communication Sciences and Disorders (CSD) is one of four academic departments in the College of Nursing and Health Sciences (CNHS). The other departments are Medical, Laboratory and Radiation Sciences; Nursing; and Rehabilitation and Movement Science. The CNHS supports the department through the leadership of its academic dean, associate dean, and assistant dean; its Office of Student Services; and several staff members.

CSD is housed in Pomeroy Hall, a building with state-of-the-art research labs and clinical facilities. The department has both undergraduate and graduate degree programs. The graduate program is the only one in the state of Vermont that prepares students to become speech-language pathologists (SLPs). In support of those students, the department comprises tenure-track faculty, lecturers, clinical faculty, and staff to support both the academic and clinical endeavors. The undergraduate program in CSD educates students in normal communication processes. Special emphasis is placed on linguistics and the scientific study of speech, language, and hearing. Many introductory courses have a sizeable number of students from other majors, such as English, Education, and Psychology. The department offers a master's degree program that is accredited by the Council on Academic Accreditation (CAA) through the American Speech-Language-Hearing Association (ASHA).

The Eleanor M. Luse Center for Communication: Speech, Language, and Hearing, is an integral part of the department and a primary practicum site for first year graduate students. Additionally, many community partners provide clinical experiences for the graduate students. In the 2014-15 academic year, the department had 28 residential

graduate students, approximately 101 undergraduate majors, several students in the College of Education and Social Services (CESS) whose concentration was in CSD, and several students in the College of Arts and Sciences who had a minor in CSD.

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## EDUCATION OF STUDENTS

Faculty are responsible for promoting a learning environment that:

- " is collaborative and supportive;
- " Promotes expression of a variety of opinions and perspectives;
- " Supports inter---professional interactions;
- " Facilitates students' capacity to utilize theoretical and research---based knowledge in their professional practices;
- " Enhances students' capacity to solve clinical problems that have critical outcomes for patients and clients;
- " Facilitates students' ability to integrate their understanding of legal, ethical, cultural, and policy issues in decision---making;
- " encourages flexible, creative, and innovative thinking so that students graduate with the ability to manage the complex systems in which they will practice;
- " Provides access to, and teaches assessment and application of, the expanding body of health---related knowledge;
- " Enhances students' capacity for sensitive and empathetic communication when interacting with individuals of a variety of backgrounds;
- " Encourages faculty to serve as mentors and role models for professional excellence and service;
- " Enhances enthusiasm for life---long learning and on---going professional development that is supported by self---assessment;
- " optimizes the use of technology to enhance the learning experiences.

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## RESEARCH AND SCHOLARSHIP

The department places a high value on scholarship. The department expects and encourages faculty to contribute to the body of knowledge by disseminating work in the basic, applied, and clinical sciences that has value to society. Extra---mural funding provides a strong foundation for research in the department. To this end, the scholarly environment

- " promotes the application of evidence to teaching and professional practice;
- " Provides intellectual stimulation and sharing among colleagues locally, nationally, and internationally;
- " encourages the inclusion of students in the research process in a manner that assists in completion of projects and dissemination of knowledge;
- " Provides opportunity and freedom to pursue ideas;
- " recognizes the quality of scholarship as well as the quantity;
- " Mentors students in the development of their research careers.

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## SERVICE

Members of the department are responsible to one another and for the smooth functioning of the department, college, and university. Faculty and staff work together toward a shared vision of the future and the application of best practice to teaching, research, student services, and practice. Members of the department are advocates for their respective professions and serve their professional associations in leadership roles at the community, state, national, and international levels.

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## PRACTICE

Working with clients and students in the Eleanor M. Luse Center, faculty strive to improve the health of individuals and communities through promotion of best practice in their professions and specialty areas. They serve as role models to professional colleagues and students for their high standards of professional behavior, accountability, integrity, advocacy, and caring.

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## DEPARTMENTAL GOALS

1. CSD will be known as a department that is welcoming and diverse in all its meanings.
2. CSD will be recognized for its promotion of a scientific approach to practice & leadership.
3. CSD will have a national reputation for excellence in niche areas of study.
4. CSD will engage in a fully functioning and successful interdisciplinary PhD program.
5. CSD faculty and students will create and disseminate new knowledge in their areas of expertise.
6. CSD will serve to meet community needs for increased access to speech/language and audiology services.

## MASTER'S IN COMMUNICATION SCIENCES AND DISORDERS

The graduate program includes coursework related to the science and art of diagnosis and treatment of communication disorders, including basic, clinical, and applied sciences and basic concepts of patient management, practice management, ethics, and quality in health care. This program combines classroom and clinic learning experiences that allow students to integrate clinical, theoretical, and professional practice concepts.

The curriculum includes five to six clinical education courses that comprise two years of clinical practicum experiences. Students practice in a variety of settings under the supervision of clinical instructors who are licensed and clinically certified speech---language pathologists. Clinical placements are assigned in our on---campus center, The Eleanor M. Luse Center for Speech Language and Hearing, and throughout the northeastern United States. Some off--- campus clinical experiences are offered in other parts of the country and Canada. There are some special responsibilities associated with clinical education. **Students should expect to have to travel. They are responsible for**

**their own transportation to and from clinical sites and, where relevant, for the costs of housing for clinical experiences.** Students are also required to demonstrate adequate immunization against certain specified diseases and must obtain health clearance and CPR certification prior to enrolling in the clinical experience.

Upon successful completion of the program, graduates earn a Master of Science degree in speech-language pathology and are eligible to sit for the national professional examination (PRAXIS-2 SLP) administered through Educational Testing Services (ETS.org).

**Accreditation:** The master's degree educational program in speech-language pathology at the University of Vermont has been re-accredited for the period 2012-2020 by the Council on Academic Accreditation in Audiology and Speech-Language Pathology of the American Speech-Language-Hearing Association, 2200 Research Boulevard #310, Rockville, MD, 20850; Phone: (800) 498-2071 or (301) 296-5700. The CAA website is: [http://www.asha.org/academic/accreditation/CAA\\_overview.htm](http://www.asha.org/academic/accreditation/CAA_overview.htm).

The full curriculum outline can be found on the CSD website: <http://www.uvm.edu/~cnhs/csd/?Page=ms.html>

GRADUATE OUTCOMES

<b>Knowledge of the nature of speech, language, hearing, and communication disorders and differences, as well as swallowing disorders, including etiologies, characteristics, and anatomical/physiological, acoustic, psychological, developmental, linguistic, and cultural correlates.</b>
articulation
fluency
voice and resonance, including respiration and phonation
receptive and expressive language (phonology, morphology, syntax, semantics, and pragmatics) in speaking, listening, reading, writing, and manual modalities
hearing, including the impact on speech and language
swallowing (oral, pharyngeal, esophageal, and related functions, including oral function for feeding; orofacial myofunction)
cognitive aspects of communication (e.g., attention, memory, sequencing, problem solving, executive functioning)
social aspects of communication (e.g., behavioral and social skills affecting communication)
communication modalities (e.g., oral, manual, and augmentative and alternative communication techniques and assistive technologies)
<b>Knowledge of the principles and methods of prevention, assessment, and intervention for people with communication and swallowing disorders across the life span, including consideration of anatomical/physiological, psychological, developmental, linguistic, and cultural correlates of the disorders</b>
standards of ethical conduct
interaction and interdependence of speech, language, and hearing in the discipline of human communication sciences and disorders
processes used in research and the integration of research principles into evidence-based clinical practice
contemporary professional issues
certification, specialty recognition, licensure, and other relevant professional credentials
<b>Skills in the following areas:</b>
oral and written or other forms of communication
prevention, evaluation, and intervention of communication disorders and swallowing disorders
interaction and personal qualities, including counseling, collaboration, ethical practice, and professional behavior
effective interaction with patients, families, professionals, and other individuals, as appropriate
delivery of services to culturally and linguistically diverse populations
application of the principles of evidence-based practice
self-evaluation of effectiveness of practice

STANDARDS FOR THE TEACHER-LEARNER RELATIONSHIP

The Department of Communication Science and Disorders is committed to maintaining an environment in which faculty, students and staff work together to further education and research to advance the health care of society. The educational environment is designed to educate professionals to practice in an environment where patient/client-centered care is valued. We are committed to creating and maintaining a community that supports and encourages respect for every individual. In this community, individuals are treated fairly and civilly regardless of their race, color, religion, gender, sexual orientation,

national or ethnic origin, employment status, educational level, age, learning skills, or physical ability. The environment also supports rational discourse, diverse views, and free inquiry and expression among teachers and students. The department operates using the following premises and guidelines.

- Honesty and integrity must be practiced by both teachers and students during all aspects of the educational process. Teachers must foster a respectful environment that supports open and honest communication as well as constructive criticism. Students must follow suit. Comments or actions that belittle another or demonstrate lack of sensitivity to differences are inappropriate.
- Teachers and students must be familiar with and compliant with the University policies on harassment (of any sort) and equal opportunity in educational programs, which are available on the UVM website.

The university adheres to Vermont State and federal laws that ensure equal opportunity in educational programs and activities and non-harassment. There are numerous relevant policies accessible through the UVM website.

Equal opportunity in educational programs and activities and non-harassment:

<http://www.uvm.edu/policies/student/equaledu.pdf>

Student harassment: <http://www.uvm.edu/policies/student/studentharas.pdf>

Sexual harassment: [http://www.uvm.edu/policies/general\\_html/sexharass.pdf](http://www.uvm.edu/policies/general_html/sexharass.pdf)

Procedures for investigating and resolving discrimination complaints:

<http://www.uvm.edu/policies/student/equaledu.pdf>

Every course has a syllabus in which course objectives, requirements for purchase of books or other materials, assignments, evaluation procedures, remediation policies, and other important information is contained. Faculty may have policies related to use of laptop computers, cell phones, plagiarism, collaborations, etc.

- Teachers must fulfill the commitments made at the beginning of a course. Syllabi, assignments, grading principles, and class and office hour schedules involve promises that are made to students and must be adhered to under normal circumstances. Learning activities should be tied to the course.
- Students are responsible for regular attendance and participation, for completion of assignments, and for thorough preparation for examinations.
- Teachers and students must foster an atmosphere of mutual respect, demonstrating common courtesy during interpersonal interactions. Teachers are expected to respond promptly to students' need for guidance and feedback and provide reasonable amounts of help outside of classroom time.
- Teachers should ensure that their grading practices are as objective as possible by creating and adhering to clear and specific criteria that are shared with students.

Teachers are responsible for ensuring that the assessments of a students' performance are valid, open, fair, reasonable in number, and congruent with the course objectives.

- Teachers must maintain a high level of subject matter knowledge and assure that the content of the educational experience is current, accurate, representative, and appropriate to the students' program of study. Course content should fit reasonably within the time provided for the course to allow appropriate pacing. Teachers must approach each student with a commitment to meeting his or her educational needs.
- Teachers must communicate course objectives to students and select instructional methods or strategies that are effective in helping students to achieve those objectives.
- Students are responsible for remembering and respecting all information, policies, and guidelines provided on each course syllabus, including deadlines and stipulations concerning completion of work individually versus collaboratively. Plagiarism, collusion, and other unethical behaviors will not be tolerated. Further information is provided at the UVM Academic Integrity website:  
<http://www.uvm.edu/~cses/?Page=ah.html&SM=ahmenu.html>
- Student grades, letters of evaluation, attendance records, and private communications are treated as confidential materials in accordance with the requirements of the federal student records law known as FERPA.

### BASIC REQUIREMENTS

In order to acquire the knowledge and skills requisite to the practice of speech-language pathology in a broad variety of clinical situations and to render a wide spectrum of patient care, individuals must have skills and attributes in five areas: communication, motor, intellectual-cognitive, sensory-observational, and behavioral-social. These skills enable a student to meet graduate and professional requirements as measured by state licensure and national certification. Many of these skills can be learned and developed during the course of the graduate program through coursework and clinical experience. The starred (\*) items, however, are skills that are more inherent and should be present when a student begins the program.

If a student cannot perform each function in the manner described below, she or he will not necessarily be precluded from participating in the program, but will need to be able to perform all essential functions with or without reasonable accommodation. Efforts will be made by the program in which the student is enrolled to arrange clinical experiences in environments where appropriate accommodations can be made; however, the availability of certain accommodations in specific clinical environments may be beyond the University's control.

### ELIGIBILITY REQUIREMENTS & ESSENTIAL FUNCTIONS

*Adapted from Council of Academic Programs in Communication Sciences and Disorders (2007).*

#### COMMUNICATION

A student must possess adequate communication skills to:

- Communicate proficiently in both oral and written English language.\*
- Possess reading and writing skills sufficient to meet curricular and clinical demands.\*
- Perceive and demonstrate appropriate non-verbal communication for culture and context.\*
- Modify communication style to meet the communication needs of clients, caregivers, and other persons served.
- Communicate professionally and intelligibly with patients, colleagues, other healthcare professionals, and community or professional groups.
- Communicate professionally, effectively, and legibly on patient documentation, reports, and scholarly papers required as a part of course work and professional practice.
- Convey information accurately with relevance and cultural sensitivity.
- Use information from other sources (personal comment, printed matter, electronic resources) in a manner that preserves accuracy while giving full proper credit to the original source and clearly designating non-original material.

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## MOTOR

A student must possess adequate motor skills to:

- Sustain necessary physical activity level in required classroom and clinical activities.\*
- Respond quickly to provide a safe environment for clients in emergency situations including fire, choking, etc.\*
- Access transportation to clinical and academic placements.\*
- Participate in classroom and clinical activities for the defined workday.\*
- Efficiently manipulate testing and treatment environments and materials without violation of testing protocol and with best therapeutic practice.
- Manipulate patient--utilized equipment (e.g., durable medical equipment to include AAC devices, hearing aids, etc.) in a safe manner.
- Access technology for clinical management (e.g., billing, charting, therapy programs).

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## INTELLECTUAL/COGNITIVE

A student must possess adequate intellectual and cognitive skills to:

- Comprehend, retain, integrate, synthesize, infer, evaluate, and apply written and verbal information sufficiently to meet curricular and clinical demands.\*
- Identify significant findings from history, evaluation, and data to formulate a diagnosis and develop a treatment plan.
- Solve problems, reason, and make sound clinical judgments in patient assessment, diagnostic and therapeutic plans, and implementation.
- Self-evaluate, identify, and communicate the limits of one's own knowledge and skills to appropriate professional levels and be able to identify and utilize resources in order to increase knowledge.
- Use detailed written and verbal instruction in order to make unique and dependent decisions.

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## SENSORY/OBSERVATIONAL

A student must possess adequate sensory skills of vision, hearing, touch, and smell to:

- Visually and auditorily identify normal and disordered communication (including disorders impacting fluency, articulation, voice, resonance, respiration, oral and written language communication in the areas of semantics, pragmatics, syntax, morphology and phonology, hearing and balance, swallowing, cognition, and social interaction related to communication).
- Identify the need for alternative modalities of communication.
- Visualize and identify anatomic structures.
- Identify and discriminate findings on imaging studies.
- Discriminate text, numbers, tables, and graphs associated with diagnostic instruments and tests.
- Recognize when a client's family does or does not understand the clinician's written and/or oral

communication.

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## BEHAVIORAL/SOCIAL

A student must possess adequate behavioral and social attributes to:

- Display mature empathetic and effective professional relationships by exhibiting compassion, integrity, and concern for others.\*
- Recognize and show respect for individuals with disabilities and for individuals of different ages, genders, races, religions, sexual orientations, and cultural or socioeconomic backgrounds.\*
- Conduct oneself in an ethical and legal manner, upholding the ASHA Code of Ethics and university and federal privacy policies.\*
- Maintain general good physical and mental health and self-care in order not to jeopardize the health and safety of self and others in the academic and clinical setting.\*
- Adapt to changing and demanding environments (which includes maintaining both professional demeanor and emotional health).
- Manage time effectively to complete professional and technical tasks within realistic time constraints.
- Accept appropriate suggestions and constructive criticism and respond by modification of behaviors.
- Dress appropriately and professionally.

## ACCOMMODATIONS

The University of Vermont is committed to a policy of equal educational opportunity and welcomes individuals with diverse backgrounds and abilities. The University therefore prohibits discrimination, including discrimination on the basis of disability. At the same time, all students in the College of Nursing and Health Sciences (CNHS) must be able to perform the essential clinical as well as academic requirements, as the overall curricular objectives are to prepare students to actually practice in their chosen fields.

Services and accommodations for students with disabilities are coordinated by three University offices: ACCESS certifies and coordinates services for students with physical disabilities (visual, hearing, mobility, and/or manual dexterity impairments), learning disabilities, and attention deficit disorders; the Counseling Center of the Center for Health and Well-being certifies and coordinates services for students with psychological disabilities; and the Student Health Center of the Center for Health and Well-being certifies and coordinates services for students with ongoing medical conditions. Services to equalize opportunities in the classroom and other course accommodations are arranged through these offices. Current and comprehensive documentation of disability or condition will be required. Students are encouraged to inform the staff of the appropriate certifying office of any desired services or accommodations in advance of each semester. Early disclosure and consultation enable students to have the benefit of expertise from the certifying office and the student's academic program and generally make for more effective accommodations. More about these services and contact information can be found through the UVM website. It is the responsibility of all students seeking disability accommodations to self-identify by contacting the appropriate Certifying Office (ACCESS, The Center for Health and Wellbeing: Counseling Center, or The Center for Health and Wellbeing: The Student Health/Medical Clinic) and supplying adequate and comprehensive documentation of the disability. Students are strongly encouraged to self-identify as

early as possible. Accommodations cannot be made retroactively. It is the responsibility of the staff of the Certifying Office to certify student disabilities and to recommend reasonable and appropriate accommodations in light of the nature of a student’s disability and academic program requirements. Once accommodations have been agreed upon by the student and the Certifying Office, the faculty for whom the accommodation is relevant will be notified, in writing. A student’s specific disability will not be revealed to faculty unless communicated directly by the student or as necessary to facilitate provision of the accommodation/s. Once the faculty member has been notified of the need for accommodations, she/he may meet and/or communicate in other ways with the student and/or the disability specialists to discuss the recommended accommodations and work in a collaborative manner to determine their feasibility and to identify effective ways of meeting the student’s needs. If accommodations are required in the clinical setting, the faculty responsible for the clinical course will attempt to find a placement site willing to make the requested accommodations. The student is not guaranteed that any specific site will be available. The student must adhere to the procedures for medical clearance required of all students participating in clinical education experiences.

Any student not requesting accommodation at the time of admission may not be granted accommodation after beginning the program until the student has contacted the appropriate Certifying Office, that office has certified that a disability exists, and that office has recommended reasonable accommodations, in writing, to the faculty involved. If a student develops a health condition, has a worsening of an existing health condition, or is diagnosed with a disability while a student and requests accommodations, s/he must provide documentation of the condition from a recognized professional capable of identifying such a condition to the appropriate Certifying Office (ACCESS, The Center for Health and Wellbeing: Counseling Center, or The Center for Health and Wellbeing: The Student Health/Medical Clinic).

For detailed explanation of policies on disabilities, please see the Accommodation, Consultation, Collaboration & Educational Support Services (ACCESS) website: <http://www.uvm.edu/~access/>.

## STUDENT SERVICES

A wide variety of services for students exists at the University, within the CNHS and in the Department of Communication Sciences and Disorders. Most of these services provide information and support to both undergraduate and graduate students. In addition, the CNHS Office of Student Services provides a variety of assistance for students. Please use the web links below for further information and details.

### Some Relevant Websites:

Academic calendars	<a href="http://www.uvm.edu/~rgweb/?Page=importantdates/i_academiccalendars.html&amp;SM=i_menu.html">http://www.uvm.edu/~rgweb/?Page=importantdates/i_academiccalendars.html&amp;SM=i_menu.html</a>
ACCESS Office	<a href="http://www.uvm.edu/access/">http://www.uvm.edu/access/</a>
ALANA Student Center	<a href="http://www.uvm.edu/~asc/">http://www.uvm.edu/~asc/</a>
Career Services Office	<a href="http://www.uvm.edu/~career/">http://www.uvm.edu/~career/</a>
Center for Health and Wellbeing	<a href="http://www.uvm.edu/~chwb">http://www.uvm.edu/~chwb</a>

CNHS Student Services	<a href="http://www.uvm.edu/~cnhs/?Page=student_services/current.html">http://www.uvm.edu/~cnhs/?Page=student_services/current.html</a>
Graduate College Homepage	<a href="http://www.uvm.edu/~gradcoll/">http://www.uvm.edu/~gradcoll/</a>
Graduate Student Senate	<a href="http://www.uvm.edu/~gss/">http://www.uvm.edu/~gss/</a>
Information on CSD Faculty	<a href="http://www.uvm.edu/cnhs/?Page=csdfaculty.html&amp;SM=facultysubmenu.html">http://www.uvm.edu/cnhs/?Page=csdfaculty.html&amp;SM=facultysubmenu.html</a>
The Learning Cooperative (Students helping students)	<a href="http://www.uvm.edu/~learnco/">http://www.uvm.edu/~learnco/</a>
Office of International Education	<a href="http://www.uvm.edu/~oies/">http://www.uvm.edu/~oies/</a>
Registrar's Office	<a href="http://www.uvm.edu/~rgweb/">http://www.uvm.edu/~rgweb/</a>
CSD Department Website	<a href="http://www.uvm.edu/~cnhs/csd/">http://www.uvm.edu/~cnhs/csd/</a>
University Catalog	<a href="http://catalogue.uvm.edu/graduate/">http://catalogue.uvm.edu/graduate/</a>
University Policies relevant to Students	<a href="http://www.uvm.edu/~uvmppg/ppg/?Page=alphalist.php">http://www.uvm.edu/~uvmppg/ppg/?Page=alphalist.php</a>
University Student Support Services	<a href="http://www.uvm.edu/students/">http://www.uvm.edu/students/</a>

## NATIONAL STUDENT SPEECH-LANGUAGE-HEARING ASSOCIATION (NSSLHA)

Graduate students are encouraged to join the National Student Speech--Language Hearing Association (NSSLHA) and the local group of the NSSLHA. For a small fee, members receive ASHA journals, are eligible for scholarships and fellowships, and receive ASHA certification reduced rate after graduation. Through membership in the local chapter of NSSLHA, students have a forum for communicating their needs and wishes to the faculty. Because two years of continuous NSSLHA enrollment are required in order for students to take full advantage of all the ASHA benefits upon graduation, students are encouraged to join NSSLHA during their first semester of graduate study.

## PROFESSIONALISM

Students are expected to adhere to professional standards in both their appearance and actions in the classroom and clinical settings. Students' professionalism begins when they start the program; not when they graduate. In general, codes for appearance and actions are established and adhered to in order to convey one's dedication to excellence, commitment to meeting obligations, and respect for peers, colleagues, professors, clinical instructors and/or patients and clients. Although the standards for appearance and actions may differ between the academic and clinical settings, students are expected to adhere to the policies set forth within each setting.

First and foremost, **students must adhere** to the Standards for Academic Integrity outlined in University policy (<http://www.uvm.edu/~dledford/academicintegrity.pdf>), and the ASHA Code of Ethics: <http://www.asha.org/Code-of-Ethics/>

Faculty also expect students to show respect to peers and professors at all times. Approach professors with courtesy and respect for their position:

1. Set up advance appointments and use office hours to discuss issues with faculty;
2. Attend all required classes and enter on time;
3. Avoid getting up and leaving the room during lectures unless there is an emergency. (We will try not keep you sitting longer than 1 ½ hours at a time.)
4. Turn off cell phones prior to coming to class, clinic, or meetings with professors or peers.

## HEALTH REQUIREMENTS

Students in the department's clinical programs must realize there is always an element of risk of exposure to infectious disease. Faculty and clinical staff make every effort to educate all students in appropriate modes of infection control in order to minimize these risks. Students are required to demonstrate immunity to certain diseases and participate in special health safety training workshops such as HIPAA, OSHA, and CPR training. The University is not responsible for medical costs resulting from injury or illness during clinical education experiences, or during any other curricular activity, unless this injury is due to negligence by the University.

## STUDENTS' RIGHTS AND RESPONSIBILITIES

As a student member of the University, CNHS, and the CSD Department communities, you have a variety of rights and responsibilities. Students studying in clinical programs may have additional responsibilities associated with their individual programs. Most of the information students need to understand concerning their rights and responsibilities is contained in the University Policies and Procedures websites:

<http://www.uvm.edu/policies/student/studentcode.pdf>

<http://www.uvm.edu/~uvmppg/ppg/?Page=alphalist.php>

The CSD graduate program advisor, Professor Mike Cannizzaro, is also a good resource to help you find and review all policies.

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## ADVISING

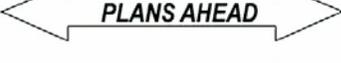
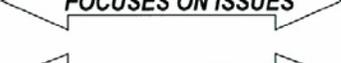
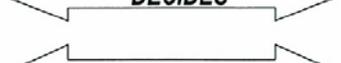
All students in the department have an academic advisor. The advisor is your own personal link to the department, college, and university and can help the student navigate and understand their rights and responsibilities, the requirements of their program and university, and the services available. (Refer to diagram below.) Although the ultimate responsibility for making decisions about educational plans and life goals rests with the individual student, the academic advisor assists by helping to identify and assess alternatives and the consequences of decisions. Advisors assist students in the development of educational plans; clarification of career and life goals; selection of appropriate courses and other educational experiences; interpretation of institutional requirements; evaluation of student progress toward established goals; and referral to and use of institutional and community support services.

Students provide evaluations of their faculty advisors and such evaluations are considered in reviews for reappointment, promotion, and tenure. The CNHS Office of Student Services assumes responsibility for the evaluation process.

*Good advising has the same attributes as any good relationship:  
Openness, Compassion, Trust, Continuity and Commitment.  
All of these qualities grow over time.*

**THE ADVISOR:**

**THE STUDENT:**

<p>Makes time for regular meetings. Requests conferences when necessary.</p>		<p>Initiates meetings early in the school year. Responds to requests for conferences.</p>
<p>Keeps advising records and reviews them before advising sessions.</p>		<p>Keeps an advising file and comes to meetings with prepared questions.</p>
<p>Knows and shares information about academic requirements and how the system works. Can identify a variety of options.</p>		<p>Is open to a variety of options.</p>
<p>Helps identify short, mid- and long-range needs.</p>		<p>Thinks about short, mid- and long-range plans.</p>
<p>Listens and reacts to overall academic, social and personal needs of the student.</p>		<p>Shares aspirations and progress in overall program and listens actively and critically to reactions and recommendations.</p>
<p>Moves discussions to conclusions.</p>		<p>Identifies specific concerns.</p>
<p>Supports the student in becoming a responsible, autonomous decision maker.</p>		<p>Takes an active part in making decisions and accepts responsibility for them.</p>
<p>Monitors student's progress toward desired goals. Refers student to appropriate people or places when necessary.</p>		<p>Actively carries out agreed upon course of action and responsibilities.</p>

**ALCOHOL AND DRUG USE**

The University of Vermont provides services and programs for all students, faculty, and staff who need assistance confronting drug and/or alcohol abuse. Free and confidential assessments, referrals to on--- and off---campus programs, and a variety of support groups are available. A student who needs assistance for a personal problem concerning his/her own use, or use by friends, family or associates, may approach any faculty or staff person at the university to seek help and information. All information will be held in the strictest of confidence. The UVM Alcohol and Drug Policy can be found at the following website: <http://www.uvm.edu/~uvmppg/ppg/student/drugandalco.pdf>

**CONFIDENTIALITY OF CLIENT/PATIENT INFORMATION**

The Department of Communication Sciences and Disorders is committed to the maintenance of confidentiality based on ethical, legal, and moral responsibilities to protect the rights of individuals. As a student engaged in academic and clinical education experiences, there are many opportunities to access client /patient information both orally and through written and/or electronic records, on a need-to-know basis. This is termed a *clinical privilege*. Inherent in this privilege is a responsibility to maintain the confidentiality of this information and prevent disclosure of this information to others who do not need to

know, nor should know, this information.

HIPAA (The Health Insurance Portability and Accountability Act) represents national legislation enacted in an effort to protect individuals' rights to privacy and confidentiality. CSD students must engage in training in HIPAA regulations.

From time to time, clients/patients may participate in classroom activities. These individuals must be afforded all the rights of confidentiality inherent in HIPAA. Additionally, all patient information used for case studies, case presentations, or other teaching and learning purposes must be devoid of any other information that might allow the individual to be identified.

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#### FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Student grades, letters of evaluation, attendance records, and private communications are treated as confidential materials in accordance with the requirements of the federal student records law known as FERPA. In general, the faculty follow the guidelines listed below:

1. Only those individual student records necessary for the fulfillment of teaching and advising responsibilities are kept by the faculty.
2. Student scores or grades are not displayed publicly.
3. Papers, graded exams, books, or lab reports containing student names and grades are not placed in publicly accessible places.
4. Student educational record information, including grades or grade point averages, are not shared with other faculty or staff members of the University unless their official responsibilities identify their "legitimate educational interest" in that information for that student.
5. Information from student educational records, including grades or grade point averages, are not shared with parents or others outside the institution, including in letters of recommendation, without written permission from the student.

The University of Vermont FERPA Rights Disclosure can be found at:

<http://www.uvm.edu/~uvmppg/ppg/student/ferpa.pdf>

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#### STUDENT CONCERNS

Students with a grievance about a course grade should follow the instructions outlined in the UVM Grade Appeals Policy found at: <http://www.uvm.edu/~uvmppg/ppg/student/gradeappeals.pdf>

Students with a concern or grievance regarding any aspect of the program may refer to the CNHS Student Concern Policy on p. 8 of the CNHS Student Handbook:

<http://www.uvm.edu/~cnhs/?Page=services/forms/default.html>. Several avenues of communication about concerns are available, as described below.

Students and student representatives are encouraged to provide programmatic feedback on a regular basis

by attending meetings scheduled for that purpose. These are intended to bring up issues that are of ongoing concern or to provide constructive feedback on program improvement for the graduate program. Students in this program have the benefit of being educated in a department in which the faculty and staff care deeply about them and their progress. As such, the faculty and staff are all eager to help maximize the student's learning while helping them to maintain a healthy mental, emotional, and physical lifestyle despite the inevitable stresses of a graduate program in our field. One of our goals is to be good listeners, to hear student concerns as well as their insights, and to celebrate their successes. However, it may not always be clear to students what the avenues of communication are or which of them to use under specific circumstances. Below are some details on avenues of communication students may take:

1. If the student has a problem relating to interactions with a particular person, the obvious first course is to address the issue directly with that person – the sooner the better. We are happy to discuss policies and decisions that we make in our multiple roles as teachers, preceptors, administrators, and support staff with the student. We may not be aware of the ways in which certain policies, procedures, strategies, or even subconscious habits may affect our individual students. We appreciate the student assisting us in our own lifelong learning processes. Discussions of this sort are most likely to go well if they occur at a time and place where both people involved can devote their full attention to the discussion.
2. If the student would like to discuss progress through the program, including personal events or conditions that might affect progress, the CSD Graduate Program Advisor, Professor Mike Cannizzaro, is the one to see. The Graduate Advisor can serve as the “middle man”, passing on questions or information to other academic and clinical faculty about any special considerations or modifications that might need to be made in a particular case. Again, the most productive discussions will occur at times and places that are selected by both people for this purpose, rather than “on the fly”.
3. If the student has a problem or suggestion that relates to the program in a more general sense (e.g., an issue that affects multiple or all graduate students), the departmental student representatives should be the first people that the student turns to. Graduate representatives from each class will be meeting with faculty Mike Cannizzaro and Sharon Cote twice per semester to listen and respond to student concerns of this sort. The CSD student representative to the Dean's Graduate Leadership Council can also take any concerns that relate to graduate education within the College of Nursing and Health Sciences to that level.
4. For first year students, the second year students will often be a very useful source of general information about “how things work around here” as well as of strategies for maintaining the delicate work---life balance that will get the student through. However, if the above approaches are not successful or special circumstances make the student feel that they are inappropriate, the student is welcome to request an appointment with Shelley Velleman, the department chair, at

any time.

Serious concerns or complaints about perceived systemic problems in the department affecting students' ability to obtain a satisfactory education may be brought to the attention of the relevant accrediting body:

American Speech-Language-Hearing Association's Council of Academic Accreditation (CAA): 1-800-498-2071 or 301-897-5700 or by email at [accreditation@asha.org](mailto:accreditation@asha.org). Concerns or complaints on this level should relate to the Standards for Accreditation of Entry-Level Graduate Education Programs in Audiology and Speech Language Pathology and include verification, if the complaint is from a student or faculty/instructional staff member, that the complainant exhausted all pertinent institutional grievance and review mechanisms before submitting a complaint to the CAA. Please see the complete CAA policy statements regarding these actions at: <http://www.asha.org/academic/accreditation/accredmanual/section8.htm>

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## PROGRAM EVALUATION PROCESSES

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### COURSE EVALUATIONS

All faculty will provide information about how to access and complete course evaluations and the expectations for completion. Students are expected to complete the course evaluations as a demonstration of professional responsibility.

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### EVALUATION OF CLINICAL FACULTY

At the end of the semester the student clinician is asked to complete the Clinical Teaching Evaluation for each clinical faculty/instructor with whom they have worked at the Luse Center or off-campus. This feedback is used to improve the clinical practicum experience and to help clinical faculty continue to develop supervisory skills.

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### EXIT FEEDBACK

At the end of the program, the department chairperson or designee convenes focus groups to solicit feedback from students who are about to graduate. Feedback about the program in general is sought in the spirit of continuous quality improvement. The feedback is summarized by themes and discussed by faculty after all grades are submitted. The feedback is attributed to the group of students and no individual names are attached to statements.

## ACADEMIC POLICIES

There are many policies relevant to graduate students that can be found on the Graduate College Policy website: <http://catalogue.uvm.edu/graduate/academicenrollment/>

## ACADEMIC STANDARDS

Each course syllabus indicates the prerequisites for enrollment in the course. Students must pass any prerequisite courses in order to gain entrance to a course. In order to enroll in clinical education courses, students must be in good academic standing and have passed all prerequisite courses.

All courses except clinical courses and thesis credits must be taken for a letter grade. Clinical courses and thesis credits are graded on a satisfactory/not satisfactory basis. Under special circumstances other grades may be given. The University outlines these grade options and their definitions in the Graduate College:

<http://catalogue.uvm.edu/graduate/academicenrollment/gradingpolicies/>

## COURSE GRADING SCALE

A+	97 – 100	B+	87 – 89	C+	77-79
A	93 – 96	B	83 – 86	C	73-76
A-	90 – 92	B-	82 – 80	C-	70-72
D	less than 70				

Clinical education courses may have additional expectations for performance. The policies related to clinical education can be found in the clinical manual.

## THESIS VS. NON-THESIS OPTIONS

	Thesis Option	Non-thesis Options	
		Research Project	Systematic Review
Requirements	Students choosing this option will complete all required credit hours of graduate level courses, including six credits ( <b>CSD 362</b> ) for conducting research leading to an M.S. thesis.	Students choosing this option will complete the all required credit hours required for the degree. They must register for 3 credits of <b>CSD 363 Non-thesis Research</b>	Students choosing this option will complete all required credit hours for the degree. They must take <b>CSD 361 Research Methods 2</b> (for 1 credit, fall semester) and <b>CSD 363 Non-thesis Research</b> (for 2 credits, spring semester)
Purpose of the project	Demonstration of highly developed problem-solving, critical-thinking skills, and communication skills associated with a research study	Demonstration of highly developed problem-solving, critical-thinking skills, and communication skills associated with a research study	Demonstration of highly developed problem-solving, critical-thinking skills, and communication skills associated with a small group systematic literature review

FacultySupport	2 Faculty: 1 Thesis advisor who must be a member of the CSD tenure---track faculty and 1 Faculty member from a different department (Committee Chair). The Committee Chair is nominated by the student's Thesis Advisor and approved by the Graduate College Dean; two members of the Committee must be members of the Graduate Faculty	1 Faculty advisor who must be a tenure---track faculty member in CSD or a CSD faculty member who has a doctoral degree	Course instructor for CSD 361/363. Option to informally consult with other faculty members who have expertise in chosen topic area
Number and content of presentations	2 (Thesis Proposal Hearing and Defense)	Poster or Oral Presentation	Poster Presentation
Nature of written Documentation	Thesis: Please see UVM's Graduate College Guidelines regarding timelines, formatting, and expectations. (Also see examples of previous theses available in Pomeroy403)	Oral presentation or poster (Examples of scientific posters in CSD are available at the ASHA website, at the Zeigler Research Forum, and throughout the department.)	Final paper and poster presentation containing prescribed elements. (Examples of scientific posters in CSD are available at the ASHA website, at the Zeigler Research Forum and throughout the department.)
Formatting of written products	The thesis must coincide with "Guidelines for Writing a Thesis or dissertation" available from Grad. College; 2 forms are allowed: Traditional thesis and journal article manuscript formats.	APA format of references	APA format of references
Evaluation	Satisfactory/Unsatisfactory	Pass, Fail, Pass with Qualification	As determined by the instructor
Deadlines	Format check by Grad. College required 3 weeks before defense; manuscript due to committee members 2 weeks before defense. (Missed deadline will result in postponement of the Defense to the following semester).  <i>Final hearings must be completed by the mid---March deadline set annually by the Graduate College.</i>	Presentation format and arena to be determined in advance by consultation with faculty advisor.	As determined by the course instructor for CSD 361/363. In general, students learn about systematic reviews during the fall semester (361) and then work within small groups during the spring semester (363).

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## PORTFOLIO EXPECTATIONS

Individual portfolios are used by students to share evidence of their growth in skills and knowledge over the course of their training. This evidence includes a set of four reflective essays—an introductory essay written during orientation at the beginning of a student’s participation in the M.S. program, then one essay written in each of three semesters in which both academic and clinical work are undertaken. Each essay should discuss goals developed based on the student’s reflections. Evidence also consists of artifacts selected by the student to reflect growth in specific areas of academic and clinical knowledge and skills required by the American Speech--Language--Hearing Association and the Vermont Department of Education.

Other aspects of growth to be demonstrated include increasing rigor in critical thinking and methods of inquiry for research and its application. The portfolio is used by this department as an alternative form of Comprehensive Examination; thus it is meant to provide a rich demonstration of the students’ achievements in their course of study.

More detailed information about the portfolio can be found here:

[http://www.uvm.edu/~cnhs/resources/2015\\_csd\\_grad\\_portfolio.pdf](http://www.uvm.edu/~cnhs/resources/2015_csd_grad_portfolio.pdf)

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## RECORDING/VERIFYING CLINICAL HOURS

Students are responsible for recording all clinical hours throughout their degree program. All hours must be obtained in accordance with the guidelines set forth by the American Speech--Language Hearing Association (ASHA) under appropriate supervision from a Speech--Language Pathologist who holds the Certificate of Clinical Competence from ASHA. Hours are reviewed and verified each semester by the clinic director.

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## CLINICAL/ACADEMIC REVIEW

The purpose of the Clinical/Academic Review (CAR) meeting is to provide a forum for discussion of faculty concerns regarding the academic and/or clinical performance of a particular student as well as non--academic issues that may be relevant to a student’s progress in the program. Any faculty member with relevant concerns may request a CAR meeting about any student. Following a period of open discussion, the graduate advisor (or designated faculty member) summarizes the issues presented, and suggests an appropriate plan of action (e.g., follow--up meetings of the graduate advisor and other faculty with the student to set remediation goals). A written summary of the recommendations, action plan, and appropriate follow--up are documented in the student’s file. The student’s advisor is responsible for monitoring compliance with the CAR meeting recommendations.

All graduate students’ clinic and academic progress will be discussed at least once per semester even if a CAR is not requested.

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## LOW SCHOLARSHIP

Students are encouraged to seek help from instructors early in a term when it appears that their performance in a course may not be satisfactory. If health or family issues are the cause of the poor performance, students are encouraged to be proactive and to work with their faculty and academic advisor to make a plan for delaying assignments, making up work, or receiving incomplete grades.

Graduate students whose academic progress is deemed unsatisfactory at any time may be dismissed from the Graduate College by the Dean, upon consultation with the student's department or program. In addition, students may be dismissed if (a) they receive two grades or more below a B (3.00), or (b) they receive a U (Unsatisfactory) in Thesis or Dissertation Research or Seminar.

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## PRACTICUM EVALUATIONS AND GRADING POLICY

Students are given written feedback following observation of clinical sessions and are evaluated on their clinical performance at midterm and the end of each fall and spring semester and at the end of the shorter summer term. A conference between the supervisor and student clinician is arranged to discuss the evaluation. Clinic grades are computed by averaging all evaluations for a given student and the grade for the Clinic Study class at the end of the semester. Clinic grades will be determined on the basis of performance during the semester and completing all aspects of practicum responsibilities, including submitting final copies of progress reports or other required paperwork. Students' ability to meet required timelines for clinical reports and other paperwork will influence the evaluation of their clinical performance at the mid-term and end-of-term. Clinic grade is also impacted by professional behaviors including communication with faculty, families, and peers.

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## SUPERVISORY CONFERENCES

Each clinical faculty and student clinician will schedule a weekly conference. These may be individual or in groups. These meetings are an opportunity for the student to provide self-evaluation and also to request more in-depth information or resources. It is important that the student be an active participant and take the responsibility of adding to the agenda and being prepared for the meeting. Meetings may include review of the student's therapy or diagnostic performance for areas of strengths and challenges, discussion of proposed plans, communication about upcoming responsibilities, or professional goals established by the clinician. The student should plan to use this contact effectively; it is a weekly opportunity to have access to clinical faculty as a resource person. The student should bring questions to those meetings about upcoming matters so time is used constructively. The student's clinical faculty/instructor may be unavailable at other times during the week due to other departmental duties.

The student clinician is regularly observed when conducting treatment and diagnostic sessions. The clinical faculty will provide written feedback on a regular basis and will discuss the

treatment and the student's observations in the weekly conference. The written notes, feedback, and evaluation forms are maintained by the clinical faculty to provide a record of the clinician's growth during the practicum experience. Student Performance Evaluations on Diagnostic Evaluations will be done within ten days of the completion of the diagnostic report.

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#### CLINICAL PRACTICUM EVALUATION FOR MID-TERM AND END-OF-SEMESTER

At mid-term and at the end of each semester in clinical practicum, the clinical faculty/instructors and the student clinician complete a Clinical Evaluation Form. The student is also asked to complete a "self-evaluation" to bring to the evaluation. This process is a time for the student to engage in self-reflection on their learning process and the goals they have for future learning. In addition it is an opportunity for the clinical faculty to help the student identify areas of growth and areas where continued focus on learning is expected. The evaluation form is discussed with the supervisor during a scheduled conference and goals are identified to promote professional and clinical growth.

At the end of the semester the student clinician is asked to complete the Clinical Teaching Evaluation for each clinical faculty/instructor with whom they have worked at the Luse Center and off-campus. This feedback is used to improve the clinical practicum experience and to help clinical faculty continue to develop supervisory skills.

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#### POLICY FOR REVIEW OF STUDENT'S CLINICAL PERFORMANCE

1. A student's clinical performance is evaluated formally in a written evaluation by each clinical faculty/instructor at mid-semester, except during the summer session, and again at the end of the semester of each term he/she is involved in clinical practicum. During summer sessions the student and clinical faculty will develop clinician goals that will help to focus feedback throughout the summer practicum. A conference is scheduled between the student and clinical faculty to discuss the written evaluation. Students are encouraged to discuss any concerns they may have about clinical policies and/or supervision with their clinical faculty and/or clinic director.
2. Midway through the fall and spring semesters, a joint meeting of all faculty is held to review students' clinical and academic performance specific to the clinical and academic competencies required for the Knowledge and Skills Assessment (KASA) used by CSD.
3. Students who demonstrate insufficient progress (Average grade of C+ or below or repeated demonstration of challenges in specific clinical areas) in meeting clinical competencies at the midterm evaluation for either their on-campus or off-campus practicum will meet with clinical faculty to identify problems and develop a remediation plan. Students who do not demonstrate improved skills in the

specified time period will be removed from their practicum placements and clock hours accrued will not be counted. This decision will be made jointly by the clinical instructor/faculty and the off-campus liaison (when relevant), along with the academic advisor and Clinic Director. On occasion, an off-campus supervisor may insist that a student's placement be discontinued without an opportunity for a remediation plan.

4. Students who complete a semester with an unsatisfactory rating for progress in meeting clinical competencies (i.e., who have not met goals in a remediation plan or have a mean grade of C or below) are considered to be on Clinical Probation and are not eligible for an off-campus placement with an affiliating supervisor in the subsequent semester. Instead, they would remain in an on-campus practicum.

The procedure that will be followed when a student is placed on Clinical Probation is explained in the next section.

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## CLINICAL PROBATION PROCESS

The intent of this process is to provide the student with intensive clinical instruction and observation to provide increased support in addressing their clinical performance goals. This policy is designed to assist the student in developing professional competency and to protect clients and affiliations with off-campus practicum sites.

When an on-campus or off-campus clinical faculty/instructor develops concern about a student's decisions and/or behavior regarding appropriate ethical conduct at any time during a semester, a student earns a grade of C in practicum at the midterm or at the end of a semester, or a student repeatedly presents with challenges meeting goals outlined with their clinical instructor/faculty, a Planning Team will be convened, including the student (and advocate if desired), the clinical instructor (or off-campus liaison), Clinic Director, and Academic Advisor. A remediation plan will be developed that includes reviewing the circumstances of concern, needs identified, and behavioral goals. The action plans will be designed to support the student's professional and clinical growth in the area(s) of concern. Target dates for accomplishing the goals will be established and monthly meetings of the Planning Team will be convened with the student to review progress and revisit goals and target dates.

A written Action Plan will be completed at the close of each Planning Team meeting and a copy distributed to all parties.

When a student receives a grade of C+ or lower from a clinical faculty/instructor for a complete practicum, the clock hours completed with that clinical faculty/instructor during that semester will not be counted toward ASHA certification.

If the student is in his/her last semester of the graduate program and ends the semester with an unsatisfactory grade (C+ or below) in practicum, (s) he may find it necessary to extend his/her graduate program to meet all the clinical requirements.

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#### APPEALING DISMISSAL

Please refer to the Appeal procedures in the CNHS Low Scholarship Policy on page 14 of the CNHS Student Handbook: <http://www.uvm.edu/~cnhs/?Page=services/forms/default.html>

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#### WITHDRAWAL, LEAVE OF ABSENCE AND FALLING OUT-OF-SEQUENCE

Students who may be out of sequence in their course of study, or are considering withdrawal or leave of absence from the University, should discuss and develop plans with their advisor.

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#### WITHDRAWAL

Students who wish to withdraw from the University must notify their chair in writing. Students who have left the University for one semester or more must write to their chair to request readmission. Graduate students must also notify the Graduate Dean's Office in writing. Students who, prior to completing enrollment for all credit requirements, do not enroll for one or more credits for a period of one calendar year and are not on an approved leave of absence are deactivated from the college.

Reactivation into a program requires the approval of the program and the Graduate College. Students are reactivated to their program only as space is available. The reactivation process and procedures are outlined on the Graduate College website.

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#### LEAVE OF ABSENCE

Officially registered and matriculated students may apply for a leave of absence if they are in good academic standing according to the policies on student standards in the department and CNHS. Students are encouraged to seek a leave rather than withdraw to keep options open for returning. Leaves are for professional, academic, or personal circumstances, and are subject to approval by the department chair and, in the case of graduate students, the Graduate College Dean. A leave of absence may be awarded for a period of up to one year. The leave suspends the time limit for master's students for the duration of the leave. It does not suspend the time limit for the completion of individual courses. The time limit for Master's degree completion is 5 years.

Students who successfully petition for a leave of absence are expected to understand the relationship between their leave and program of study. Therefore, a petition for a leave is sought only by students who, after consultation with their academic advisor, have carefully planned a sequence of courses, understand when particular courses are normally offered, and know the date by which degree requirements must be completed. Students who take a leave

of absence without a plan are not guaranteed a position in a class upon their return. When students plan to return from leave or to repeat required classes, they must notify the department chair in writing one month prior to the scheduled date of return. Students who do not enroll at the end of a leave of absence period will be considered withdrawn.

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## OUT-OF-SEQUENCE

Students who fall out of sequence with their original class cohort due to academic difficulty may return to repeat classes needed for progression in their program. As curricula change, returning students may need to take courses that were not required when the leave of absence was granted or when they were required to step out of sequence to repeat courses.

## COURSE TRANSFER CREDITS, WAIVERS, AND SUBSTITUTIONS

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### MINIMUM REQUIREMENTS

All students are required to complete mandatory coursework in pursuit of the M.S. in Communication Sciences and Disorders. This coursework includes content areas met by the following CSD courses:

- CSD 271 - Introduction to Audiology
- CSD 272 - Hearing Rehabilitation
- CSD 313 - Augmentative Communication
- CSD 320 - Clinical Preparation and Management
- CSD 321 - 326 Clinical Study
- CSD 330 & 331 - Stuttering Assessment & Treatment
- CSD 340 - Speech Sound Disorders
- CSD 341 - Language Disorders
- CSD 342 - Seminar in Language/Learning Disabilities
- CSD 350 - Swallowing Disorders
- CSD 352 - Voice Disorders
- CSD 351 - Aphasia
- CSD 353 - Adult Neuropathologies
- CSD 360 - Research Methods in Communication Sciences and Disorders I
- A thesis or a non-thesis sequence of courses in Systematic Reviews in Communication Sciences and Disorders (i.e., CSD 361 & CSD 363)

Comparable courses taken at the UG level through Continuing Education or at another institution **may** not need to be repeated and **may** make room for elective courses with faculty permission. Equivalent graduate level coursework, up to nine credits, may be waived if approved by the graduate program coordinator, reducing the total number of in-residence credits needed for completion of the program. Students are required to take one to three credits of Clinical Study, CSD 321-326, for each semester they are active in the program. See the course schedules for the total number of credits required for the non-thesis track versus thesis track.

- For students entering the program in the fall of 2015:  
[http://www.uvm.edu/~cnhs/csd/2015\\_masters\\_course\\_sequence.pdf](http://www.uvm.edu/~cnhs/csd/2015_masters_course_sequence.pdf)
- For student entering the program in the fall of 2014:  
[http://www.uvm.edu/~cnhs/csd/2014\\_masters\\_course\\_sequence.pdf](http://www.uvm.edu/~cnhs/csd/2014_masters_course_sequence.pdf)

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### COURSE TRANSFER CREDITS

Formal academic courses completed at another accredited institution may be considered for course transfer credit. If approved, only the credits are transferred onto the transcript, not the grade. Students are allowed to transfer a maximum of 9 total credits with approval of the CSD Department. Thesis or dissertation credits may not be transferred. Undergraduate courses are not accepted as transfer credits into the graduate program. In order to be considered for transfer credit, courses should meet all of the following:

- Approval by UVM CSD course instructor (*Complete form on last page of this document and submit to instructor with course syllabus attached.*)
- Grade of B or better
- Completed within 3 years of the time of transfer into the program

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### COURSE WAIVERS

Course waivers may be granted to students who have completed previous coursework and/or research comparable to certain required courses in the graduate program of study. In such cases, a student may petition the CSD Department in advance and submit evidence of prior, comparable knowledge in order to waive the relevant course requirement(s). (*Complete form on last page of this document and submit to instructor with course syllabus attached.*)

If approved, the student need not take the relevant course(s). The waived course will not appear on the transcript.

### STUDENT AWARDS

NAME	MECHANISM	CATEGORY	PURPOSE	NOTES
<b>CNHS</b>				
Student Diversity Award (CNHS)	Nominated by Faculty in February	CNHS Undergraduate or Graduate Student	Recognizes an undergraduate or graduate ALANA student who has made a major contribution(s) to create an environment of social justice, inclusion and equity at the department and/or college and/or university and/or community levels	Awarded at Spring Awards Ceremony

Dean's Award (CNHS)	Nominated by Faculty in February	Graduating Graduate and Undergraduate Students	Recognizes a graduating CNHS graduate and undergraduate student who, in the opinion of their faculty, has demonstrated exemplary professional growth and contributions during their tenure at UVM.	Awarded at Spring Awards Ceremony
<b>Department</b>				
Eleanor M. Luse Award	Elected by faculty	Outstanding clinical, academic, and professional performance	Award for outstanding achievement	Awarded at Spring Awards Ceremony

## SAFETY/EMERGENCIES

Students are responsible for following faculty instructions. If there is an accident or illness, students should report immediately to faculty who will assist them in completing an incident report. If students believe a hazard exists, they should report the hazard to their instructor. If the instructor takes no action to correct the situation, students should notify Risk Management directly (x63242 or [risk.management@uvm.edu](mailto:risk.management@uvm.edu)).

## CAMPUS SAFETY

The University uses the **911** phone number for campus emergencies. Dialing 911 from an on-campus phone will connect you to a UVM Police dispatcher. The UVM Police dispatcher can contact the necessary emergency personnel for the particular situation. If using an off-campus phone or a cell phone, dial UVM Police Services at 656-3473. (From an off-campus phone or a cell phone, dialing 911 will contact the regional 911 emergency service.)

In the event of a **life-threatening emergency**:

1. Activate the emergency medical system by dialing **911**
2. Provide first aid or cardiopulmonary resuscitation (CPR) immediately if appropriate, and if qualified;
3. As soon as feasible, contact the department chairperson.
4. Within 72 hours of any incident, complete and submit an incident report form (available in Pomeroy Room 305).

In the event of a **fire**:

1. Pull the fire alarm.
2. If it is safe to do so, close any door that could contain the fire.
3. Exit the building.
4. Find the nearest campus phone in a safe location and call 911. Give the UVM emergency dispatcher the exact location, nature of the fire, and your name.
5. If the post-stroke communication group is in session, please see the fire procedures that are posted in the classroom where the group meets. These procedures differ from the customary procedure for the building occupants.

COURSE CREDIT TRANSFER, WAIVER OR SUBSTITUTION FORM

Due first day of classes for semester. Please attach **official transcript** and **course syllabus/description** or supporting documents.

Student Name \_\_\_\_\_ ID# \_\_\_\_\_ Date \_\_\_\_\_

Local Address \_\_\_\_\_

E---Mail Address \_\_\_\_\_ Local Phone \_\_\_\_\_

CSD Advisor \_\_\_\_\_

UVM Course # and Title \_\_\_\_\_ to be \_\_ waived  
to be \_\_ substituted  
to be \_\_ transferred

Suggested Course Title meeting requirements \_\_\_\_\_

Institution \_\_\_\_\_

Year of Completion \_\_\_\_\_

Please submit a brief explanation of your request with justification that includes a comparison of the course content of the required course and your suggested course (e.g., from course description or syllabus) or work experience. (Please use reverse side if necessary.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**Program Decision (To be granted/communicated by end of first week of classes)**

- APPROVE       DENY       NEED MORE INFORMATION  
 TRANSFER       WAIVER       SUBSTITUTION

Reviewer \_\_\_\_\_ Date \_\_\_\_\_

Comments: