



**GRAND VALLEY
STATE UNIVERSITY**[®]

**COMMUNICATION
SCIENCES AND
DISORDERS**

**Graduate Student Handbook
Effective August 2022**

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Welcome to the Speech-Language Pathology Master's Program at GVSU

Welcome to the master's program in speech-language pathology at Grand Valley State University!

By your acceptance of the offer to attend this program, you automatically agree to comply with these attendant privileges and obligations. As a colleague-in-training, the privileges granted you include the opportunity

1. to learn
2. to learn from faculty members dedicated to best teaching practices,
3. to learn within a curriculum designed to prepare them for the profession,
4. to have access to resources necessary to succeed.

Taken from Cain et al. (2014).

The obligations that go with these privileges include

1. The obligation to maintain a professional demeanor, inside and outside the practice setting, whenever you may be considered a representative of the Communication Sciences and Disorders (CSD) Department, or the profession;
2. The obligation to know and accept the ASHA Code of Ethics and its application to you;
3. The obligation to maintain an attitude of compassion and respect and to place the welfare of the patient/client/student first, in all of your dealings with consumers of speech-language pathology services;
4. The obligation to commit yourself to be an active member of the community of practice, through which you will become a full-fledged professional, knowing that this commitment will require extra time, work, and sacrifice on your part, and the development of a new perspective on the learning process.

Mission Statements

GVSU

At Grand Valley State University, we **empower learners** in their **pursuits, professions, and purpose**. The university enriches society through excellent teaching, active scholarship, advancement of equity, and public service.

More about GVSU's mission, vision, and values can be found here:

<https://www.gvsu.edu/reachhigher2025/>.

College of Health Professions

To prepare exceptional professionals who will impact the health and well-being of the larger community.

Department of Communication Sciences and Disorders

The mission of the Department of Communication Sciences and Disorders is to prepare graduate students to become speech-language pathologists or audiologists who demonstrate excellence in clinical practice and who strive to be life-long learners. The undergraduate program provides students with a foundation in theoretical and applied aspects of the discipline to facilitate success in their future endeavors.

SLP Program Values

As a program, there are a number of values we seek to embody, commensurate with the values of the GVSU Reach Higher 2025 Strategic Plan, which can be found here: <https://www.gvsu.edu/reachhigher2025/>, and GVSU's liberal education values, which can be found here: <https://www.gvsu.edu/libed/>. Faculty strive to model these traits. Students accepted into the program were thought to embody these values, based on their admissions materials, and it is the hope of the program that students continue to demonstrate them. The values are listed below, with brief definitions.

- Confident humility - believing in oneself while recognizing the need to continually grow, develop, and learn. Simultaneously valuing the knowledge, skills, and experiences one brings to the table oneself AND by others.
- Flexibility - being able to adapt and adjust based on the dynamic nature of life
- Curiosity, ability to be a “self-starter” - going “above and beyond” to learn deeply, following one’s passion and seeking new knowledge beyond what is required
- Vulnerability - being able to “put oneself out there” and try new things, even if initial attempts may lack finesse
- Communication - communicating as a professional orally and in writing, adapting discourse styles based on audiences, demonstrating respect for all, regardless of identity
- Perspective-taking - recognizing that most issues can be viewed and experienced in multiple ways, being able to recognize how others’ lived experiences might influence their perception, and how others’ perceptions could differ from one’s own without judgment
- Critical thinking - thinking deeply about how to solve problems and apply new knowledge and skills to new situations, synthesizing new information with prior knowledge and beliefs

Code of Ethics

GVSU graduate students are responsible for being familiar with the Code of Ethics of the American Speech-Language-Hearing Association (ASHA), which can be accessed at <https://www.asha.org/Code-of-Ethics/>.

In addition, many states have their own ethics codes. Michigan does not have a code of ethics for speech-language pathology, but does have grounds for disciplinary action, which can be accessed here:

<http://www.legislature.mi.gov/%28S%28pp2mztavgdwtlz551ktw3l45%29%29/document/mcl/pdf/mcl-368-1978-15-161.pdf>

GVSU Student Code

Standards of conduct are established in order to foster a community and environment where the mission, vision and values of Grand Valley State University (hereafter “University”) can flourish. These standards are embodied within a set core of values that include integrity, community, inclusion & equity, respect, and responsibility. The University conduct process exists to protect the interests of the community and to challenge those whose behavior falls outside of these values and our policies. The GVSU Student Code can be accessed here:

<https://www.gvsu.edu/policies/category.htm?categoryId=2D0C8EF7-9959-9B01-959C403E725313F3>

Any question regarding the interpretation or application of the Student Code will be answered by the Dean of Students. All students and the institution will be bound by the Dean’s answer.

Accreditation

The Master of Science (M.S.) degree program in speech-language pathology at Grand Valley State University is accredited by the Council on Academic Accreditation in Audiology and Speech-Language Pathology (CAA) of the American Speech-Language-Hearing Association (ASHA).

Graduate Academic Policies and Regulations

Please refer to the 2022-23 GVSU Graduate Catalog <https://www.gvsu.edu/catalog/2022-2023/> and the Graduate Studies Policies and Procedures Manual <https://www.gvsu.edu/gs/policies-and-procedures-58.htm> for all current University policies. The website of the Graduate School offers a great deal of relevant information for graduate students, and can be accessed here: <https://www.gvsu.edu/gs> .

Department of Communication Sciences and Disorders Policies

Speech-Language Pathology Master’s Degree Program Requirements

Students must successfully complete all required coursework and other requirements of the speech-language pathology curriculum, including all practica and internships; successfully complete the summative evaluation; successfully complete responsible conduct of research training; and demonstrate acquisition of the knowledge and skills as required for ASHA

certification, in order to earn the Master of Science in speech-language pathology. All program requirements must be completed through Grand Valley State University.

General Program Policies

1. Classes begin on time, both at the beginning of class and after any breaks. Students are responsible for timeliness and for material missed.
2. Attendance at all classes is expected and anticipated absences must be approved by the course instructor in advance. If the absence was unplanned, it is the student's responsibility to contact the faculty member to explain why the absence occurred. In the event of an absence, it is the student's responsibility to obtain the missed material and complete any assignments at the discretion of the instructor.
3. Students are to make plans in advance for dependent and/or child care during class sessions. Emergency situations may be accommodated by the instructor, on a case-by-case basis.
4. The CSD Department faculty is readily accessible to students through the use of scheduled appointments and regular office hours. However, do not schedule an appointment or drop in to see an instructor during the times you are scheduled to be in class or clinic.
5. Students with disabilities requiring accommodation must register with the Office of Disability Support Resources at (616) 331-2490 to generate an official request for accommodation. The memorandum provided by DSR must be presented to the faculty within the first two weeks of the course, or within two weeks of receipt of the memo. The document must be presented to EACH instructor at the beginning of each semester.
6. Throughout their matriculation in the SLP Program, students are expected to demonstrate behaviors and attitudes consistent with that of the profession. Failure to meet standards for such behaviors and attitudes, as determined by the SLP Program Faculty, will affect academic performance and could be reflected in course grades. A list of professional behaviors and attitudes is found below.

Professional Behaviors and Attitudes

Professional behaviors and attitudes are attributes and characteristics that are not explicitly part of a profession's core of knowledge and technical skills, but are nevertheless required for success in the profession. Breaches of professional behavior in the classroom or in practicum, as determined by CSD Department faculty, may result in dismissal from the Program. Professional behaviors and attitudes include

1. Managing time effectively
2. Attending all course and practicum sessions

3. Being adaptable and flexible in order to function in new and challenging environments
4. Critically evaluating one's own performance
5. Being forthright about errors
6. Accepting constructive criticism
7. Showing respect for individuals of diverse backgrounds, including but not limited to different age, ethnic background, religion, disability status, sexual identity, and sexual orientation
8. Showing respect for colleagues, including faculty, preceptors, and peers
9. Using appropriate verbal and nonverbal communication
10. Behaving ethically and legally in all aspects of one's life, including situations outside of GVSU

Outside Employment and Activities

This is an accelerated program. Students are expected to be available for coursework and clinicals most days from roughly 7:00 am until 9:00 pm. Typically, 3 hours of work outside of class is expected per credit hour for both academic and clinical courses. It is *not* recommended that students work while attending this accelerated graduate program in speech-language pathology. However, it is understood that school is expensive, and students may need to work to support themselves and their families. Outside employment *must* be flexible enough for students to take advantage of short-notice learning opportunities that may become available. The Speech-Language Pathology Program expects that graduate education will take a reasonable priority in the lives of students, in order to ensure success in the program. Students will need to limit outside activities if they interfere with study time or other program commitments. Faculty will not accommodate work schedules.

Essential Functions

All students sign an essential functions document at the time of application. If any of the essential functions are not met, a remediation plan will be developed. If the student does not meet the criteria of the remediation plan within the specified time period (i.e., “by the end of Winter semester or by “insert date”) the student will be dismissed from the program.

Student/Faculty Communication

Confidentiality

The Department of Communication Sciences and Disorders adheres to federal law ensuring confidentiality of information regarding students. Accordingly, we do not release lists of names, grades, or status in the program to any individual other than the involved students. We also release NO INFORMATION OVER THE PHONE, since specific identification is not

possible. It is understood, however, that the faculty can and must discuss student performance among themselves in the privacy of faculty meetings. It is necessary for all faculty members to be apprised of any information that may affect academic performance, and it is in the best interest of students since not all faculty share the same perspective on student issues.

Students are responsible for maintaining confidentiality. Any information shared in the classroom under the auspices of confidentiality must *not* be shared elsewhere. **No patient/client/student/family names or other identifying information, such as the name of the site at which the patient/client/student was seen, should be used in written or oral communication, including class assignments.**

Confidentiality is required at all times during clinical practicum AND academic coursework and patients/client/student/family rights must be protected at all times. Always be aware of “hallway” conversations. Students must demonstrate application of all client protections set forth by the Health Insurance Portability and Accountability Act (HIPAA) and the Family Education Rights and Privacy Act (FERPA).

Additional information about HIPAA can be accessed here:

<http://www.hhs.gov/ocr/privacy/hipaa/understanding/coveridentities/index.html>.

Additional information about FERPA can be accessed here:

<https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

Specific patients/clients/students and clinical/personal interactions may be discussed with other health care or educational professionals who are involved with that patient/client/student as part of professional clinical duties and have an educational or medical right to know.

At no time will a student discuss specific patient/client/student/family information with a non-health care or non-education professional or via electronic means (e-mail, cell/smart phone, computer/tablet). This includes social media. Do not share any identifying information about a patient/client/student with any member of your cohort who is not directly working with that individual. Full names should not appear on reports given to your GVSU instructor or classmates.

Breaches of confidentiality, including violations of HIPAA or FERPA, are considered violations of ethics and professionalism and will be grounds for dismissal from the program.

Email Use and Social Media

Faculty will regularly check email during business hours. Similarly, students are expected to check and respond to email during business hours. When an email is sent after hours, do not expect an immediate reply. Students are expected to use GVSU email accounts in all university communication.

Students will comply with the GVSU Social Media Guidelines (<https://www.gvsu.edu/socialmedia/social-media-guidelines-33.htm>). HIPAA and FERPA rules apply to use of all social media. Even positive posts may inadvertently violate a patient/client/student/family’s or facility’s rights.

Faculty will not engage with students on social media (unless for a specific purpose with specific learning outcomes). Similarly, do not engage with community preceptors or patients/clients/students/families via social media.

Be aware that what you post about our program on social media has an impact on you. Posting negative comments about your future alma mater is not beneficial to you or your classmates.

The use of cell/smart phones is prohibited at practicum sites unless specifically authorized by the site. The use of site computers/tablets for personal use is prohibited unless specifically authorized by the practicum site.

Phone and Address Changes

Please provide any changes in your address and/or phone number to Danielle Armstrong at armstrdc@gvsu.edu.

Coursework Grade Policies and Dismissal from the Program

Coursework grade policies

Note: For Track 2 students, these policies apply to *all six* semesters of the graduate program.

1. Students must maintain a 3.0 GPA in order to graduate. Individual course grades of B- provide a numerical value of 2.7 (not 3.0) and must be offset by grades greater than B in other courses. If a student's cumulative GPA falls below a 3.0, the student will be dismissed from the program.
2. *All* courses must be passed with a course grade of C or better. There are no exceptions.
3. If a student earns a course grade below C, the student must *either* repeat the course and earn a C or better or complete a remediation plan prior to enrolling in SLP 684. The opportunity to complete a remediation plan will be determined on a case-by-case basis.
 - a. This may extend the student's program, as courses are offered once per academic year, and the student will need to wait until the following academic year to repeat the course.
 - b. If the student earns a course grade below a C when the course is repeated, the student will be dismissed from the program.
 - c. Each course may only be repeated once.
 - d. Students are highly encouraged to initiate meetings with instructors when having difficulty with coursework, as soon as possible.
 - i. If a course grade below C is earned, the student must initiate a meeting with the instructor within one week after the grade is posted to develop a remediation plan. Note: the meeting does not necessarily have to *occur* within one week; the *request* must be made within one week.

4. Students must earn a grade of B or above in all clinical coursework (SLP 681, 682, 683, 684). When students receive a B- or below in a clinical course
 - a. The clinical skills and clock hours acquired during that enrollment will *not* count toward the clinical skills acquisition required by the program nor the American Speech-Language- Hearing Association (ASHA) requirements for the Certificate of Clinical Competence (CCC).
 - i. Note: It is the student's responsibility to monitor and obtain clinical hours required for certification. If a student does not accrue clinical hours due to a poor clinical grade, there may be a need to add an additional semester to the student's program in order to complete the clinical course sequence.
 - ii. The student will repeat the course *the next time it is offered*. Note that this *will* result in extending the students' program. The course may only be repeated once. If a grade below B is earned when the course is repeated, the student will be dismissed from the program.
 - iii. Note that for SLP 681, each student will attend a pediatric and adult clinical site. *Each* portion of the course must be successfully passed in order to count the clinical hours and enroll in SLP 682. If the student must repeat SLP 681, they will repeat the entire course, and must pass *both* the pediatric and adult portions.
 - iv. The course grade is determined by the percentage of competencies passed on the SLP 681 scoring rubric.
5. It is the responsibility of the student to ensure that Health Compliance Requirements (HCR) have been met at all times. Students who are out of compliance with HCR at ANY point during the semester will move to a reduction of the grade in their clinical course grade. That is, a student who would have earned an A would earn an A-. A student who would have earned an A- would earn a B+. A student who would have earned a B+ will earn a B. Students who are out of compliance at ANY point during the semester will be suspended from clinical placements until compliant. Such suspensions may adversely impact clinical course grades further.

Criteria for dismissal from the program beyond grades

The following situations **will** result in dismissal from the program:

1. Evidence of felony conviction.
2. Evidence of a misdemeanor conviction that limits clinical placement opportunities.
3. A cumulative GPA below 3.0
4. A simple majority vote of the SLP Faculty following report, with documentation, of an egregious infraction of the GVSU Student Code, the University policy on academic integrity, HIPAA, FERPA, or the ASHA Code of Ethics.

Process for dismissal from the program

Students being dismissed due to grade policies will be notified by Dr. Karasinski, and a letter will be sent to the student, the department chair, the Dean of the College of Health Professions, and the Associate Vice Provost of the Graduate School.

Concerns from faculty about students who may have met criteria for dismissal based on the above list, excluding course grades, will be sent to the graduate program director, Dr. Karasinski. The full SLP faculty will meet to discuss and review data related to the concern. Dr. Karasinski will meet with the student to inform them of the concern and obtain additional information from the student. Dr. Karasinski will share the information obtained from the student with the faculty. The faculty will vote on dismissal or remediation. A simple majority vote of the SLP faculty is required for dismissal of a student. If a student is not to be dismissed, a remediation plan may be developed. If the student does not meet the criteria of the remediation plan within the time specified in the plan, the student will be dismissed and will be notified by Dr. Karasinski. A letter will be sent to the student, the department chair, the Dean of the College of Health Professions, and the Associate Vice Provost of the Graduate School.

Clinical Coursework: Practica and Internship

Fieldwork is integral to the curriculum structure and includes experiences designed to enrich didactic coursework through directed observation and participation in selected aspects of the speech-language pathology process. The focus of these experiences is not intended to be independent performance.

Students must successfully complete all practicum courses and demonstrate all competencies in order to meet the eligibility requirements to enter the internship during the final semester. Days and times of each practicum experience will be determined by the Clinical Education Coordinator and your off-site clinical preceptor. Students must be available for practicum weekly (Monday through Friday) at all times (7:00 a.m. to 9:00p.m.), with the exception of the time spent in academic coursework (in class and with scheduled experiences outside the classroom).

The program offers no guarantees that the practicum experiences or the internship will be at a “local” site in the Grand Rapids area or near an individual student’s residence while in the program. It is the student's responsibility to ensure reliable transportation to clinical placement sites, which *typically* will be not more than two hours from Raleigh J. Finkelstein Hall. Once the practicum placement decisions are made, *they will not be changed*. The assignment to many practicum sites is competitive and may require interviews at the site for approval. Students will be given opportunities to submit application materials to these competitive placements. Students are encouraged to take advantage of these opportunities. While students may apply for multiple placements, they are required to accept any placement they are offered. Students must not reach out to potential clinical preceptors without the express permission of the clinical education coordinator, Ms. Lorenz.

While students are engaged in off-site practicum, the policies of the facilities in use will apply, such as requirements for dress, professional behavior, health, safety, and hours of practice. Students are to make themselves aware of any such policies, and be prepared to comply, prior to the start of their practicum experiences. Students are expected to attend practicum during GVSU's Thanksgiving break, spring break, or other days when GVSU is not in session if the practicum site is open. The practicum calendar is a fluid document. Students **MUST** attend the dates assigned by the clinical coordinator. This may extend into "between-semester" breaks. ***Do not make travel plans during the 16 months you are enrolled in this program.***

Clinical course grades are determined by the whole SLP faculty upon review of documented student competencies and community preceptor feedback. Once the grade has been assigned, a student's concern about an assigned course grade should be taken to the assigned course instructor, who will bring the concerns to the rest of the faculty.

Health Compliance

University policy, state and federal statutory regulations, and accreditation standards for academic programs and affiliated organizations, require students enrolled in health/health related programs comply with certain health, safety, and legal requirements. GVSU is contractually required to ensure all students achieve full compliance prior to participation in experiential learning and until program completion.

Health compliance requirements are to be completed by the program's identified due date. Failure to complete these items on time will impact a student's ability to participate in experiential learning and will result in grade reduction.

GVSU utilizes CastleBranch, a third party vendor, for monitoring health compliance, as well as completion of background checks and drug screens, when required. Blackboard is used for training modules. The Health Compliance Office provides students with directions for creating a CastleBranch account and submitting documents, as well as with instructions to access the training modules.

All health compliance questions should be directed to the Health Compliance Office at 616-331-5812 or healthcompliance@gvsu.edu. Program faculty are unable to answer questions related to health compliance due to HIPAA and FERPA.

Requirements

Students are required to submit documentation of health compliance items prior to the due date communicated by the Health Compliance Office. A full description of each requirement can be found in the GVSU Health Compliance Policy at <https://www.gvsu.edu/healthcompliance/>. It is recommended that students begin submitting health compliance documents as soon as possible as some requirements may take several weeks, or months, to complete.

Requirements may include, but are not limited to

- Physical exam (required for most programs)

- Immunizations and/or titers (bloodwork) to check for immunity
- Tuberculosis screening
- Influenza vaccine (annually)
- Cardiopulmonary Resuscitation (CPR)
- Training Modules-completed online annually via Blackboard
- COVID-19 vaccination

Criminal Background Checks, Drug Tests and Fingerprinting:

- Students are notified by the Health Compliance Office when criminal background checks, drug tests and/or fingerprinting are required.
 - Criminal Background Check and Drug Tests must be completed through CastleBranch.
 - Criminal Background Check includes: Seven Year Residency History, County Criminal Records, Statewide Criminal Records, Nationwide Sex Offender Index, Nationwide Healthcare Fraud and Abuse Scan.
 - Drug tests are 10-panel including: Amphetamines, Barbiturates, Benzodiazepines, Cocaine Metabolites, *Marijuana/Cannabis Metabolites*, Methadone, Methaqualone, Opiates, Phencyclidine and Propoxyphene.
 - Some sites require background checks and/or drug tests within a specific timeframe (i.e. 30 days prior to placement date), which may require students to undergo an additional background check and/or drug test.
 - Fingerprinting must be completed through the Grand Rapids Community College (GRCC) Police Department. Students outside of West Michigan may contact the Health Compliance Office for other approved locations.
- Results of Criminal Background Checks and Fingerprinting are reviewed in accordance with state and federal regulations related to mandatory exclusions for placements at healthcare providers or schools. Conviction of a crime for which an exclusion applies, or presence of a substance on the drug test, may impact a student's ability to complete experiential learning as required for program progression.

Some services may be covered by health insurance. Students with limited or no insurance coverage, may find the GVSU Family Health Center or local health department cost effective options.

Health Insurance

While encouraged, GVSU does not require students to have health insurance. Some sites may require proof of insurance as a condition of placement at the site. Lack of insurance coverage could impact a student's ability to participate in experiential learning at sites with this requirement.

Students are not covered by a site's workers' compensation coverage during their experiential learning. All health care costs if exposed to a medical condition that requires assessment, monitoring or treatment, or if injured while working with a patient/client, are the student's responsibility.

For information about optional health plans students may purchase please use this link <https://www.gvsu.edu/studentwellness/student-health-insurance-30.htm>

Responsible Conduct of Research

As per the Graduate School policy on responsible conduct of research, all students will complete CITI modules, which are accessed here: <https://www.gvsu.edu/rcr/online-rcr-training-and-certification-29.htm> by the end of the second semester of the master's program. If you completed CITI training during your undergraduate studies, you can use that certificate to complete this requirement. Questions regarding this policy should be emailed to Dr. Karasinski at karasinc@gvsu.edu.

Summative Evaluation

The American Speech-Language-Hearing Association's Councils on Academic Accreditation in Audiology and Speech-Language Pathology (CAA) and Clinical Certification in Audiology and Speech-Language Pathology (CFCC) require graduate programs to conduct both formative and summative assessments of their graduate students. As the term suggests, formative assessments take place while the student's knowledge and skills are being "formed" over the course. All students are required to pass a summative evaluation. The purpose of this evaluation is to ensure readiness for the Clinical Fellowship (CF). CF-readiness includes confidence in applying and presenting the clinical process, the ability to explain and defend clinical decisions.

Content expectations. Students will

- Identify a client/patient/student that you are currently treating at a 50%+ independent level
 - If you are not treating at the 50% level, you will need to develop your case
- Based on your client/patient/student need(s) select one of the big 9 content areas on which to focus, with the other areas supported.
- Prepare a six-minute presentation that includes the following
 - Effective visual supports
 - Demonstration of your knowledge of your identified big 9 area
 - Application of EBP to include a written foreground questions using a PICO process
 - Oral/written application of the clinical process to your identified client/patient/student
 - Response to self-evaluation prompts

- Prepare a written report regarding the application of the clinical process to your client/patient/student that demonstrates efficient professional writing skills (maximum 2-pages double spaced 12-point Times New Roman font) to be submitted at the time of your presentation (3 copies) in the format of your choice

Process.

- Review rubric posted to Blackboard
- Students will be scheduled at the beginning of the fall semester for an individual six-minute presentation to a faculty jury
- Students will be given the time and room assignment or Zoom link the day before the presentation. Please plan to be available all day
- Students will participate in a brief oral defense
- Students will be notified of the outcome of their summative evaluation as either a pass or need for remediation within two business days after the presentation and defense
- Students needing remediation will repeat the assignment. The student will be assessed on the *entire* assignment, not just the areas needing remediation. The student must pass the *entire re-do*.
- Passing the summative evaluation meets the program accreditation requirements of the Council on Academic Accreditation of ASHA

Praxis Exam

A passing score on the praxis exam in speech-language pathology is required in order to apply for clinical certification from ASHA. Students are required to report Praxis scores to GVSU using the GVSU code (0153) at the time of the test. GVSU students are encouraged to take the Praxis during the summer semester, prior to beginning of the internship. Taking the Praxis sooner than the middle to end of the summer semester is not recommended. Once the Praxis has been passed, the student is still responsible for passing all coursework. **Taking the Praxis is required for graduation, obtaining a passing score on the Praxis is not required for graduation.**

Knowledge and Skills Acquisition

Students are responsible for maintaining their own records of clinical progress and documentation of clinical clock hours. This includes documentation of knowledge and skills acquisition. The current standards of the Council on Academic Accreditation (CAA) and the standards for the Council for Clinical Certification (CFCC) require that applicants demonstrate specific knowledge and skill outcomes that are based upon an extensive practice analysis. All knowledge areas are directly tied to program coursework and are verified as being achieved by appropriate course and program formative and summative assessments. All skill areas are tracked across the diverse clinical assignments throughout the student's program of study and are

verified as being achieved through direct observation and evaluation by internal and external practicum preceptors. The faculty will serve as an advisory committee should any issues arise during a student's tenure as a graduate student at GVSU that would be better addressed by a committee. Advising sessions will be confidential, documented, signed by both the committee members and the student, and kept in the student's file.

Council on Academic Accreditation

<https://caa.asha.org/siteassets/files/accreditation-standards-for-graduate-programs.pdf>

Council for Clinical Certification

www.asha.org/Certification/2020-SLP-Certification-Standards/

Graduation, Certification and Credentialing Requirements

Graduation requirements

1. All incomplete grades, deferred grades, and other academic restrictions must be converted or resolved. Students must have all fees completely paid in order to have the degree posted on the transcript.
2. RCR Training must be complete
3. The Praxis must be taken, and scores must be sent to GVSU
4. It is the responsibility of students to complete the Application for Degree the semester before graduation is expected. Degree candidates have 30 days from the last day of the semester to complete all course requirements and provide evidence of satisfactory completion to the Registrar. More details are provided in the University Catalog under Application for Degree.
5. The student must pass the summative evaluation
6. The student must have completed and documented 400 clinical practicum hours

Graduation Audits

Graduation audits are conducted by the faculty during the final semester. This ensures that you have met all requirements for graduation from the program.

Academic Advising

Your academic advisor is the Graduate Program Director, Dr. Karasinski. Please arrange to meet with Dr. Karasinski should you have any questions or concerns about the program or your ability to complete it.

Registration

Dr. Karasinski will provide registration information to you prior to the beginning of the semester. If you have difficulty registering for classes, please email Dr. Karasinski directly at karasinc@gvsu.edu, rather than submitting an override request via the Banner system. An

override request does nothing automatically, Dr. Karasinski still must manually enter all overrides. Your email must include your name, G#, the course CRN(s), and the error message(s) you receive when you attempt to register. Once Dr. Karasinski issues an override, enter the CRN directly into Add/Drop in Banner. Your admission to the program guarantees that you will get a seat in all required courses.

Felony Conviction Statement

A felony seriously jeopardizes one's ability to secure clinical placements during the program, obtain certification as a speech-language pathologist, and find employment. If a student is convicted of a felony or if a previous felony conviction is revealed, the student will be dismissed from the program.

Misdemeanor Conviction Statement

Students with misdemeanor convictions are likely to have difficulty obtaining clinical placements. A misdemeanor conviction may impede the ability of the Department of Communication Sciences and Disorders to effectively deliver the master's program. If the department is unable to deliver the program due to limited clinical opportunities for a student due to a misdemeanor conviction, the student will be dismissed from the program.

Leave of Absence

Students may be granted a leave of absence in cases of significant and verified illness or other extenuating circumstances. To request a leave of absence, the student must submit a letter of request to the Graduate Program Director, Dr. Karasinski, detailing the length of leave requested, and the reason for this request. The Graduate Program Director will then review the request with faculty and inform the student within 15 days of receipt of the request. If a leave of absence is granted, the student will be informed of the steps necessary to move the process forward. Leave of Absences will be determined on a case-by-case basis.

Readmission to the Program

The Department of Communication Sciences and Disorders will not support the readmission of a student to the M.S in speech-language pathology program if the student was dismissed from the program.

Michigan State Licensure

In most states, a professional license is required to practice speech-language pathology. Licensure in Michigan is awarded by the Department of Health Professions Board of Audiology and Speech Language Pathology. Regulations governing licensure are established by the Board. Students may contact the Board to obtain an application and a copy of the state regulations by writing:

Michigan Department of Licensing and Regulatory Affairs
Board of Speech Language Pathology
P.O. Box 30004
Lansing, MI 48909
(517) 373-1820

http://www.mi.gov/lara/0,4601,7-154-35299_63294_27529_53664---,00.html

For information regarding licensure in other states, consult ASHA's web page to obtain contact information for that state: <http://www.asha.org/advocacy/state/>

Michigan requires state licensure regardless of work setting; however, other states with licensure laws may not require licensure to work in a public school setting, or may require a separate license/teaching certificate. If you are considering school employment outside of the state of Michigan, contact the appropriate state Department of Education for information regarding their requirements. The following link may assist you in obtaining this information: <http://www.asha.org/uploadedFiles/State-Teacher-Requirements-Licensing-Trends-SLP.pdf>

Clinical Certification

Clinical certification is required in order to practice speech-language pathology in most settings. GVSU students should obtain clinical certification. Certification signals to the public and consumers of your services that you have met rigorous academic preparation and subscribe to high standards of ethical conduct and professionalism. Certification in SLP is available through the American Speech-Language-Hearing Association (ASHA). The M.S. program at GVSU prepares students to meet ASHA standards for the Certificate of Clinical Competence in speech-language pathology (CCC-SLP). Requirements for ASHA certification can be found at <https://www.asha.org/Certification/2020-SLP-Certification-Standards/>.

CSD Department Student Expenses

Tuition and Fees

Please see the Grand Valley State University Undergraduate and Graduate Catalog for a current outline of tuition costs.

Books

Expect that graduate level books will be costly. Your instructors will advise you as to what texts you need for your courses. In most cases, the newest edition of the text is required. Due to the continuous discovery of new evidence in our field, as well as shifting educational and healthcare trends, older editions of textbooks may contain outdated information. Be careful to not sell back texts that may be used for future courses. Many of these texts are considered appropriate for the development of a personal library, and selection is often based on the

potential for future use. Some instructors may use Open Educational Resources, which are free of charge, as course materials.

Software

Software may be required as part of a class in place of or in addition to purchase of a textbook.

Other Related Expenses that Students May Incur

1. Health Insurance - GVSU students may subscribe to a commercial health insurance company
2. CPR and additional compliance activities
3. Student membership in the national chapter of NSSLHA (includes association publications, and reduced fees for conference attendance)
4. Practicum housing and/or transportation
5. Training requirements for different practicum sites
6. Healthcare compliance. Some services may be covered by health insurance. Students with limited, or no insurance coverage, may find the GVSU Family Health Center or local health department cost effective options.

Financial Aid

There are a number of types of financial aid available for students, including student loans, grants and scholarships. Most of this information can be found in the GVSU Undergraduate and Graduate Catalog or obtained from the Office of Financial Aid.

Inclusion and Equitable Treatment

Members of the University community, including students, employees, faculty, staff, administrators, Board members, consultants, vendors, others engaged to do business with the University, candidates for employment or admissions, and visitors or guests have the right to be free from acts of harassment and discrimination, including sexual misconduct, as defined by this policy. In accordance with applicable federal and state law and this policy, acts of discrimination or harassment by members of the campus community are prohibited if they discriminate or harass on the basis of age, color, disability, familial status, height, marital status, national origin, political affiliation, race, religion, sex/gender (including gender identity and expression), sexual orientation, veteran or active duty military status or weight. This includes inappropriate limitation of, access to, or participation in educational, employment, athletic, social, cultural, or other university programs and activities. The University will provide reasonable accommodations to qualified individuals with disabilities. Limitations are lawful if they are: directly related to a legitimate university purpose, required by law, or lawfully required by a grant or contract between the university and the state or federal government. For the purposes of this policy, sex-/gender-based harassment includes sexual misconduct, sexual assault,

interpersonal or relationship violence, and stalking.
<https://www.gvsu.edu/affirmativeactionstatement.htm>

Complaint/Grievance Procedure

Complaint Procedure

Concerns about a course or faculty member should be handled with that faculty member whenever possible. If a faculty member does not address the concerns adequately, or if it is not reasonable to approach the faculty member, students are advised to take their concerns to the relevant Program Director (Dr. Karasinski for SLP; Dr. Smart for AUD). If the complaint is not adequately resolved with the Program Director, the complaint should be directed to the Department Chair (Dr. Halling).

Please refer to the Section 6 of the GVSU Student Code for grievance procedures. This information can be accessed here:
<https://www.gvsu.edu/policies/policy.htm?policyId=89004197-D426-2F19-45B12CC728F057DE&search=>

For assistance navigating the grievance process, students can contact the student ombuds at this link: <https://www.gvsu.edu/ombuds/>.

For concerns about matters that could affect compliance with standards of accreditation, students or other interested parties can contact the Council on Academic Accreditation in Audiology and Speech-Language Pathology (CAA) directly:

Council on Academic Accreditation in Audiology and Speech-Language Pathology

American Speech-Language-Hearing Association

2200 Research Boulevard #310

Rockville, Maryland 20850

Phone: 800-498-2071

Email: accreditation@asha.org

Caring for Students

Your health and your family's health should be your priority. If you are dealing with illness, sick family members, travel difficulties, a bad internet connection, increased anxiety, childcare challenges, or any other issues, please reach out and we will figure out accommodations.

During uncertain times, many people experience a wide range of emotions and behaviors secondary to many personal stressors that can negatively impact your mental and emotional well-being. If you need support and guidance, please contact the University Counseling Center (hyperlink:

<https://www.gvsu.edu/counsel/emergency-services-100.htm>). Other helpful resources will be found here: <https://www.gvsu.edu/lakerstogether/mentalhealth-index.htm#/>

Financial Hardships

GVSU remains committed to supporting you because of the impacts of the COVID-19 pandemic and is here to help you in times of financial need, including technology requirements. Financial hardship funds are available to help students meet their basic needs, and help cover educational costs (such as housing, food, and textbooks) that a student could not otherwise pay out of pocket. Please visit the GVSU [Special Circumstance & Financial Hardship Requests](#) web page for more information.

Speech-Language Pathology Faculty and Staff

Elizabeth Fausone, M.S., CCC-SLP
Clinical Affiliate Faculty

Josie Fowler, M.A., CCC-SLP
Clinical Affiliate Faculty and Admissions Coordinator

Dan C. Halling, Ph.D., CCC-A
Professor and Department Chair

Courtney Karasinski, Ph.D., CCC-SLP
Associate Professor and SLP Graduate Program Director

Danielle Armstrong
Department Coordinator - Professional Support Staff

Shannon Lorenz, M.A., CCC-SLP
Clinical Affiliate Faculty and Clinical Education Coordinator

Denise A. Ludwig, Ph.D., CCC-SLP, FNAP
Professor

Beth L. Macauley, Ph.D., CCC-SLP, HPCS, FNAP
Associate Professor

Wil Rankinen, Ph.D.

Associate Professor and CSD Undergraduate Program Director

Srihimaja Nandamudi, Ph.D., CCC-SLP

Assistant Professor

Cara Singer, Ph.D., CCC-SLP

Assistant Professor