



STUDENT HANDBOOK

Updated August 25, 2024

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HISTORY AND MISSION

History of the Communication Sciences and Disorders Program

Harding University has offered academic coursework in communication sciences and disorders (CSD) since 1953, when Richard Walker introduced "speech therapy services" to Searcy. The program continues to serve the academic and clinical needs of Harding University students and the community of Searcy and central Arkansas.

The Communication Sciences and Disorders (CSD) Program offers Bachelor of Arts degrees in CSD (Speech-Language Pathology/Audiology) and a Master of Science degree in Speech-Language Pathology. Specific degree requirements are specified elsewhere in this handbook.

In order to work as a speech-language pathologist or audiologist, students must continue their education at an American Speech-Language-Hearing Association's (ASHA) Council of Academic Accreditation (CAA) accredited graduate program upon completion of their undergraduate degree from Harding. Students may choose to use the undergraduate degree in Communication Sciences and Disorders as an entry point into graduate education in areas such as Speech-Language Pathology, Audiology, Deaf Education, Special Education, Reading, Second Language Acquisition, or to work as a Speech-Language Pathology Assistant. A student must apply for admission to the Harding graduate program, even if they earned their undergraduate degree from Harding. The application process and requirements are specified elsewhere in this handbook.

The Harding Program is a member of the Council of Academic Programs in Communication Sciences and Disorders. All professional faculty and supervisors hold ASHA's Certificates of Clinical Competence in Speech-Language Pathology or Audiology and Arkansas Licenses in Speech-Language Pathology or Audiology.

Mission

Our program excels in developing highly-skilled and professional graduates who are ready to impact their local and global communities by improving the lives of those they serve. Christian faculty and staff are invested in providing an unparalleled experience utilizing a comprehensive curriculum, contemporary technology, and state-of-the-art facilities to engage students in reaching their full potential, both educationally and spiritually. As a result, our students exemplify ethical leadership, critical thinking, and interprofessional collaboration to support top of the license practice.

Vision

Our vision is to provide an excellent Christian education through strong, positive connections with graduates who use their voices in their communities.

Accreditation Status

The master's (M.S.) education program in speech-language pathology (residential) at Harding University is accredited 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, telephone 800-498-2071 or 301-296-5700.

Specific CAA requirements (effective August 1, 2017 then modified in 2020) are available on the website of the American Speech-Language-Hearing Association ([Accreditation Standards for Graduate Programs](#)).

University Administration

Mike Williams, Ed.D., President, Harding University

Marty Spears, Ph.D., Provost

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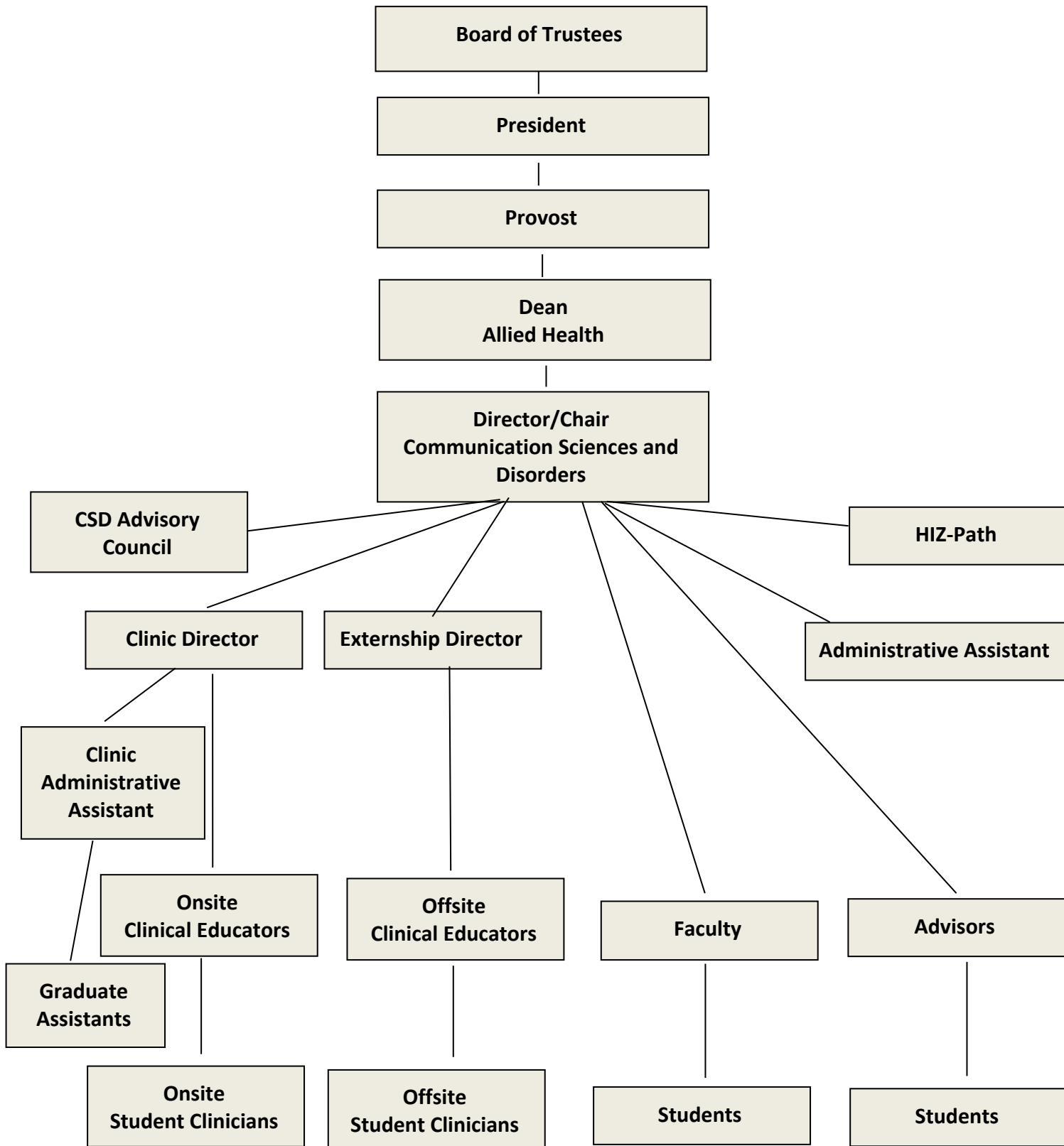
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ORGANIZATIONAL STRUCTURE
Harding University
Communication Sciences and Disorders Program



Degree Programs

Undergraduate degrees:

Communication Sciences & Disorders – Clinical

Communication Sciences & Disorders – Non-Clinical

Speech-Language Pathology Assistant

Accelerated Program

Communication Sciences & Disorders – Speech-Language Pathology

Minors

Speech Language Pathology

Communication Sciences & Disorders

Certificate

Speech-Language Pathology Assistant (available online)

Concentration

American Sign Language

Master of Science

Speech-Language Pathology

Please consult the most current version of the Academic Catalog for specifics on each academic program offered in the Department of Communication Sciences & Disorders

Please consult the department's website for information about admission to the Master of Science program in Speech-Language Pathology. The website, including student outcome measures, is updated at least annually. Student outcome measures are updated each summer.

Professional Knowledge and Skills Expectations

Upon completion of the M.S. degree program, graduates of the Harding University Communication Sciences and Disorders Program must demonstrate the knowledge and skills necessary for professional practice as speech-language pathologists. These requirements are listed in the current standards of the Council for Clinical Certification of the American Speech-Language-Hearing Association. The [current standards](#) are available here.

In addition to this handbook, graduate and professional students at Harding University are governed by the Graduate and Professional Student Handbook and are encouraged to be familiar with its contents. Students are also governed by the Academic Catalog in effect at the time of their matriculation into the program. This information is available online. Graduate students are also responsible for the Harding University Speech Clinic Handbook, available online.

In addition to this handbook, undergraduate students at Harding University are governed by the [Student Handbook](#) and are encouraged to be familiar with its contents. Students are also governed by the Academic Catalog in effect at the time of their matriculation into the

program. This information is available online. Undergraduate students are also responsible for the Harding University Speech Clinic Handbook, available online.

Academic School Policies

General Policy

Students at Harding are expected to be honorable and to observe standards of academic conduct appropriate to a community of Christian scholars. Harding and the CSD Department expect from its students a higher standard of conduct than the minimum required to avoid discipline. A student whose deportment or scholarship is unsatisfactory may be dismissed from the program. It is the policy of the CSD program, reflected in the attitude of each member of the faculty, to spare no effort in helping each student to attain his/her objective, a successful Christian professional career. Students are encouraged to refer to and follow the university policies as linked below. Specific information about Academic Policies can be found in the Catalog.

Registration

Students should be aware of and follow the University's policies regarding registration, including details about dropping and adding classes, withdrawing from courses. Please consult with the Registrar or Chair if you have questions about registration.

Fees and Financial Aid

Information about tuition, fees, refunds, and financial aid can be found on the University website, in the Catalog, and from the Office of Financial Aid, located in the Heritage building.

Course Load

Each semester, Communication Sciences and Disorders undergraduate students are expected to carry a full-time load of at least 12 semester hours of credit and graduate students are expected to carry the number of hours scheduled for that semester (at least 8). Graduate students may study in full-time or part-time status.

Special Registration Regulations

Course Overload

A course overload is defined as registration for any additional hours of credit above the number of credit hours outlined for each semester in the academic curriculum. See the University policy for course load online or consult the Academic Catalog.

Deferred Admission

Once a student has applied and been accepted into the graduate program, it be possible to defer entering for one year. Deferred admission could be granted based on extenuating circumstances such as a mission trip to Africa, a teaching experience in China, medical situation, etc. A student would need to send a letter requesting such a deferment to the Chair by the end of May. This deferred admission will be awarded for a single year only.

Leave of Absence

In the event that a student enrolled in the Communication Sciences and Disorders Department encounters a situation that requires a prolonged absence from the Program, the student may either request a one-year leave of absence or withdraw from the Program. A request for a one-year leave of absence must be submitted in writing to the CSD Chair with sufficient

information to explain the situation. In the event that the student is ill or otherwise indisposed, the written requirement may be waived, and the Chair may initiate the action independently.

If the request for leave is deemed reasonable and appropriate for the circumstance, and if the student is in good academic standing at the time, the Chair may grant the leave. Otherwise, the Chair may, at his/her discretion, deny the leave, recommend that the student withdraw from the Program, or may recommend that the student be dismissed from the Program, following University policy. Conditions will be determined individually according to the merits of each case. If a student is granted a one-year leave of absence, it is the student's responsibility to keep the CSD Department Chair informed of the current status. An update on the student's status and intention to return to the program is expected each semester, at a minimum. Failure to remain in contact with the Department Chair will result in a cancellation of the leave of absence and a change in status to dismiss.

Withdrawal –

- 1. Students should refer to the online procedures and consequences for course withdrawal**
2. Since withdrawal from a course affects a student's academic progress, the Chair and the faculty advisor will review such actions in consultation with the student.
- 3. A student may voluntarily withdraw from the Program at any time.**
4. Withdrawal from more than two graduate courses (not associated with a leave of absence) results in dismissal from the Program.
- 5. Any student who withdraws or is dismissed from the Program must follow the stated application procedures to be considered for re-admission. Applicants for re-admission are evaluated by the full faculty. No one is ever guaranteed an interview, admission, or re-admission to the Department of Communication Sciences and Disorders. Students who have been dismissed for academic reasons or ethical misconduct and the dismissal has been upheld after all administrative recourse, are not eligible for readmission to the Program.**

Withdrawal from Clinical Practicum Experiences

A student may not withdraw from a clinical practicum experience, without receiving a grade, once the experience has begun. If a student ends a practicum experience once it has begun, a grade of F will be recorded for that practice experience and will be computed in the GPA for that semester. After beginning a practicum experience, the grade of "W" can be recorded only in cases of illness or extreme circumstances that make it necessary for the student to completely withdraw from school. If a student withdraws from school for a medical cause, the retention of practicum hours earned will be determined on a case-by-case basis by the Clinical Director, in consultation with the student and Clinical Educator(s), based on proficiency at the time of withdrawal and duration and quality of clinical experience.

Suspension

If in the judgment of a member of the faculty of the Department of Communication Sciences and Disorders, a situation has or is about to occur that would jeopardize in some fashion the student, patients, other students, the Program or its affiliates, the Department Chair or his/her designee may immediately suspend a student from any Department course and initiate investigation within 2 business days following the suspension. The Department Chair may extend that suspension until appropriate investigation and resolution can be reached.

Department Grading Scheme

Grading policies for program courses (lecture and/or laboratory) will be determined by the faculty and noted on the course syllabi. The interpretation of the letter grades and their quality point values per graduate credit hour is as follows:

A	90%-100%
B	80%-89%
C	70%-79%
D	60%-69%
F	<59%

****A grade of “C” in a clinical practicum experience is considered both problematic and unsatisfactory. Undergraduate students earning a “C” in CSD 3850 and 3860 will not be allowed to count clinical practicum hours earned and must retake these classes. Students earning a “C” in CSD 3860 will not be allowed to enroll in CSD 4210 and participate in an off-campus practicum experience until they have successfully completed (earned a grade of “A” or “B”) CSD 3850 and 3860. Graduate students must earn a grade of at least a “B” in order to progress to the next clinical experience. As in the undergraduate experience, a “C” will be considered both problematic and unsatisfactory and clinical hours earned during that experience will not be entered into the clinical hour record. A grade of “C” in a practicum course is considered failing. Graduate students must earn an “A” or “B” in CSD 6190 and 6290 before they will be allowed to enroll in an off-campus clinical experience (CSD 6390, 6490, and 6590). A possible exception may be made for students applying for the Zambia practicum experience as a part of HIZ-Path.***

The grade of “I” (incomplete) may be assigned when students have not satisfactorily completed all required coursework and/or examinations for completion of a course. Students and faculty will follow the University policies for assigning a grade of Incomplete.

Standard of Performance

Each candidate for a M.S. degree in Speech-Language Pathology must secure acceptable credit in the approved courses of the CSD curriculum totaling 60 semester hours. In securing this credit each candidate must maintain a cumulative average of not less than 3.0 (B average). A student's scholastic standing is normally determined by calculating a point average. This average, which is calculated for each semester and for the entire period of residence, is determined as follows: the total number of hours for which a grade is received is multiplied by the numerical equivalent for that grade. The results are added, and the sum is divided by the total number of hours for which grades have been assigned. Should a graduate course be repeated due to a previous failing grade (considered to be a “D” in academic coursework and a “C” in clinical courses), the initial grade remains on the transcript but the grade earned when the course is repeated will be used when determining acceptable performance. (See notation under Academic Probation and Dismissal.) Should an undergraduate course be repeated for which a passing grade has been previously received, and the repeated grade is “F,” the final grade for the course is “F” and undergraduate students may need to repeat the course.

Transfer Students

A transfer student is any person who has ever been enrolled in a CSD graduate program at another college or university. The number of transfer students accepted is extremely limited. An individual who wishes to transfer into the CSD degree program from a Council for Academic Accreditation (CAA) accredited graduate program must comply with the normal application procedures. In addition, the Department Chair must receive a letter from the Department Chair at the other school granting approval of the transfer to Harding and stating that the student is in good standing and eligible to continue or return. Transfer students must satisfy Harding's prerequisite course requirements and meet current admission standards. When the required materials are received, the Department Chair will evaluate the individual's application to transfer. If qualified by current admission standards, the applicant must meet personally with the Department Chair. After the interview, the Chair will make a recommendation regarding admission to the Provost for final action. The number of transfer students accepted will depend upon space availability. The Chair will handle all correspondence.

Due to differences in the curricula of various graduate programs, some or all credit may not transfer at the same academic level. Equivalency will be determined on a case-by-case basis. No more than 6 hours of graduate credit may be accepted for degree requirement fulfillment.

Leveling courses

Students entering the MS-SLP program must have taken the required CSD courses within the five years immediately preceding entry to the program. The CSD courses are considered to be phonetics, language development, articulation/phonological disorders, speech science, anatomy & physiology, aural rehabilitation and audiology. Other required coursework (biological science, physics or chemistry, social science and statistics) are not required to have been taken during that timeframe.

Non-Degree Students

Students who have earned an undergraduate degree in communication sciences and disorders and/or who are enrolled in a graduate program in speech-language pathology may request permission to enroll in CSD 6390 – Clinical Practicum III, and/or CSD 6320 - Seminar: Multicultural Aspects of Communication and Disorders during the Summer I term. This will only apply to the HIZ-Path international practicum experience.

Students may not enroll in these courses unless they are accompanying the Harding University students and faculty to Zambia. Students must submit a completed CSD graduate program application (available from the CSD Program office), a HIZ-Path Transfer Student Registration Form, copies of all academic transcripts, and a letter of good standing from the Chair of the transferring student's permanent program. When all of this information has been received, the student's eligibility to enroll in CSD 6390 and CSD 6320 will be determined. This decision will then be forwarded to the HIZ-Path Selection Committee (including the Chair of Communication Sciences and Disorders, Clinic Director, and Externship Director) for a decision regarding participation in HIZ-Path.

All other CSD courses (both academic and clinical) must be considered on an individual basis. As a general rule, non-degree students will not be allowed to enroll in any CSD graduate course except CSD 6390 and/or CSD 6320.

International Students

An applicant who is not a citizen of the United States must follow the normal admissions procedure. This includes completing all prerequisite course requirements. If course work has been earned in a foreign country, several steps to proceed are required. In order for the CSD Department to determine whether the courses taken in a foreign country can be transferred for credit, the applicant must submit foreign transcripts to a degree evaluation service such as World Education Services (WES). The degree evaluation report must then be reviewed/evaluated by the Harding University Registrar's Office and the CSD Program Director. Transfer credit must be identified as courses equivalent to those required for advancement. In order to receive a transcript including the evaluation of transfer credit, the international student must be enrolled at an undergraduate American institution. This may be accomplished if the international student applies to an undergraduate program for completion of prerequisite course work. Until this procedure has been accomplished, an application for admission cannot be accepted.

Financial resources of the Department of Communication Sciences and Disorders are limited; therefore, financial assistance is not available for international students on an F-1 Visa. Federally funded financial aid is restricted for students who are citizens or permanent residents of the United States. It is important that the student have pre-determined financial support sufficient to meet educational and living expenses.

Academic Standing, Probation and Dismissal

A minimum cumulative GPA of 3.0 and successful completion of all semester academic course work (grade of "C" or better) and all semester clinical work (grade of "B" or better) is required for a student to remain in Good Academic Standing in the program. A student may repeat two classes but no student can remain in the program and repeat a third course.

A student is placed on Academic Probation with any of the following:

- ❖ his/her cumulative GPA falls below a 3.0,
- ❖ a semester GPA below a 3.0,
- ❖ a grade of "D" or "F" is earned in any academic course, or
- ❖ a grade of "C", "D", or "F" is earned in any clinical course.

When the student raises the cumulative GPA above a 3.0, achieves a semester GPA of at least 3.0 and earns no grade less than "C" s/he will be removed from Academic Probation, will return to Good Standing and will proceed through the program. Students will never be allowed to earn more than two failing grades in their graduate academic or clinical coursework and cannot repeat more than two classes or any single class more than once. Students earning a third failing grade (C in clinical courses or D/F in academic courses) will be dismissed from the program. Although students on Academic Probation will be allowed to retake a course in which a "D" or "F" was earned, the original grade will remain on the transcript, even if it is no longer used to determine the GPA. (Example A: A student earns a D in CSD 6110 then retakes the course the following year earning a B. If a student then earns a C in CSD 6490, that is considered a second failing grade. The student may remain in the program but will be dismissed if a third failing grade is earned. Example B: A student withdraws from both CSD 6110 and 6190 in the first semester. That same semester, the student earns a grade of F in 6170. The student is dismissed from the program at that time.)

Academic Integrity

The University considers breaches of integrity to be serious offenses. Any faculty member who is aware of student conduct consistent with an academic integrity violation is required to complete an Academic Integrity Misconduct Report to be submitted to the Department Chair. All acts of potential academic misconduct will be handled in accordance with the Code of Ethics of the American Speech-Language-Hearing Association and the disciplinary procedures outlined in the Harding University Catalog.

These include but are not necessarily limited to the following:

Cheating: Use or attempted use of unauthorized materials, information or study aids in any academic exercise. Such infractions include, but are not limited to, the following:

1. Using materials not authorized by the teacher, such as hidden notes, audio recordings, cell phones, cameras, text messages, wands, computers, or other electronic devices, for the completion of a quiz or test.
2. Copying from another student during a quiz or test
3. Copying another student's assignment or project.
4. Obtaining answers to online quizzes and tests.
5. Obtaining samples of completed work and/or quiz answers from students in prior cohorts

Plagiarism: Representing the words, ideas or data of another as one's own in any academic exercise. Plagiarism is a type of stealing, whether done deliberately or by mistake. Such violations include, but are not limited to, the following:

1. Purchasing a paper from an electronic source or other entity.
2. Downloading a partial paper or an entire paper from the internet and submitting it as one's own or allowing someone else (including tutors) to write, or significantly rewrite, a paper and then submitting it as one's own.
3. Using ideas, paraphrases, and/or direct quotes from a source without clear documentation of that source.
4. Recycling a paper from a concurrent class or a class that was previously taken in high school or college without the permission of the instructor to do so.
5. Copying verbatim from a source without using quotation marks, even if the source has been cited.
6. Copying, in part or in whole, from a print source, media broadcast or recording, or the Internet or other electronic media without proper acknowledgement of the source.
7. Copying another person's sentence style and structure, key words, organizational plan, or unique words or ideas without proper documentation.

Fabrication: Falsification or unauthorized invention of any information or citation in an academic exercise. Such misconduct includes, but is not limited to, the following:

1. Taking a course, test or quiz for another student.
2. Fabricating source information within an assigned paper and/or on the works cited page.
3. Fabricating lab or research information.
4. Submitting collaborative and/or group work as one's own, unless the instructor has given permission for students to do so.
5. Completing another student's class assignment for the student.
6. Collaborating on out-of-class assignments with students, professors, family members and/or friends when the instructor intended for students to work independently.

7. Claiming to have attended an assigned function, such as a service activity, a performance, a job interview, a home visit, a symposium, an observation, or a lecture without having attended the function or performed the actual service.
8. Lying to a University employee about assignments or attendance.
9. Making unauthorized use of University letterhead.
10. Forging a signature for academic purposes.
11. Attempting to change an assigned grade or other information on any official University document, data source or electronic item.

Aiding and abetting academic dishonesty: Intentionally helping or attempting to help another student commit an act of academic dishonesty. Such misconduct includes, but is not limited to, the following:

1. Allowing another student to copy one's work and to submit the work as his or her own.
2. Stealing an exam or quiz from an instructor or copying a test or quiz and/or sharing it with other students.
3. Sharing test questions with another student who has not taken the test.
4. Giving answers to online quizzes and tests.
5. Sharing test results in a non-proctored test environment in which an honor code is imposed.
6. Failing to challenge dishonest conduct witnessed in other students.

Conduct unbecoming a professional while participating in a practicum, internship, field experience, or any similar academic experience. Such academic misconduct includes, but is not limited to, the following:

1. Identifying oneself as a Harding student in off-campus locations for unauthorized academic, professional or personal gain (for example, using a student nursing ID badge to gain access to a hospital area for non-educational purposes).
2. Violating the legally protected privacy of employees or patients in learning environments.
3. Disregarding policies of work environments in which learning occurs.
4. Acting in a manner that violates course policies or policies of the academic division.

Theft, abuse, hoarding or concealment of academic property. Academic property includes, but is not limited to, the following:

1. Library resources and materials
2. Laboratory equipment and supplies
3. Departmental or class resources
4. Tests and quizzes

Unauthorized use of AI such as ChatGPT or similar resources is considered cheating. Each instructor will clarify the extent that AI may be used in their course. If a student is unclear about the expectation, the student should pursue clarification from the course instructor.

Sanctions for academic misconduct will be handled according to the policies and procedures outlined in the Academic Catalog.

Identity Verification

Due to the nature of the CSD clinical courses (6390, 6490, and 6590), the identities of students and supervisors will be verified to ensure integrity of the course and clinical experience. Students and clinical supervisors will be asked to complete a digital information form, which includes a photo ID, learning/teaching goals, and other pertinent information to guide the clinical experience. After completion, these forms will be uploaded into Calipso.

Other forms of course security utilized by the program include two-factor authentication which is mandatory for students to access course materials. Students must adhere to university and clinical policies on password sharing to safeguard private, personal, and client information. Finally, students are required to have cameras on and show their faces when joining course-related meetings in electronic platforms such as Google Meets or Zoom.

Graduate Readmission

A policy is in place to allow a student to appeal a dismissal from the Program. Those steps are as follows:

1. A dismissed student may appeal, in writing, to the Chair of Communication Sciences and Disorders, carefully presenting the extenuating circumstances involved in the appeal. This should be done within 5 business days of the student's dismissal.
2. The Chair will investigate the circumstances of the dismissal and convene a committee of faculty and staff if needed.
3. If the student is readmitted, there will be placed upon the readmitted student certain conditions and requirements (documented in writing and placed in the student's file) designed to aid the student in attaining/demonstrating good standing within the Department.
4. Breach of conditions or requirements will result in permanent dismissal of the student from the CSD Program.
5. Any re-admitted student who fails to raise the cumulative GPA to at least 3.0, or who fails to achieve a semester GPA of at least 3.0 for each remaining term will be permanently dismissed from the CSD Program.
6. A student who earns a grade of D at any point following readmission will be permanently dismissed from the CSD Program.
7. The decisions of the Chair may be appealed to the Dean of the College of Allied Health and the Provost.

Grade Appeal Procedure

A student has the right to file an appeal if there is disagreement with the final grade that has been awarded in a course. The procedure for bringing an academic appeal is as follows is found in the Academic Catalog.

Student Record Policy

Harding University and CSD adhere to FERPA and HIPAA guidelines in regards to the maintenance of student records. Students may access Calipso records for 8 years following enrollment in the platform and can access that record at any time. The department maintains physical and electronic academic records which a student may access at any time upon request. Physical records are maintained for five years after graduation, then shredded. Electronic student records are maintained indefinitely. The University indefinitely retains records of a student's transcript and degree conferral, as applicable.

Graduate Academic Advising

All students in the Department of Communication Sciences and Disorders will be assigned to faculty advisors. This program provides information for successful matriculation and professional development of our students and faculty members are utilized as resource personnel.

A. Faculty Members -The responsibilities of faculty advisors are to:

1. Schedule meetings with students at their request or as needed
2. Participate fully in Progression Conferences
3. Monitor student academic and clinical progress and assist the student in remediation or referral to support services when appropriate
4. Contribute to maintaining records of advisement for each student
5. Discuss any concerns about student performance in meeting program requirements and document such concerns appropriately
6. Assist the departmental faculty in creating and monitoring plans for remediation of knowledge/skill acquisition as appropriate

B. Student Advisees -It is the student's responsibility to be aware of all Department and University degree requirements as published in the academic catalog, and ensure that such requirements have been met or that appropriate waivers have been secured and filed in the Office of the Registrar.

School-Wide Assessment

As part of the ongoing assessment, evaluation, and review of the Department of Communication Sciences and Disorders curriculum, student information is used for evaluation and feedback to improve the educational program and to document student progress. Course evaluations, faculty evaluations, student progress assessment and feedback, surveys, videotaped encounters, and group work are included in this process. Data are primarily reported in the aggregate, and individual identification will be protected.

There will be some instances when videotape review will be used to teach interviewing skills and group dynamics. All persons being videotaped will give their consent prior to any use of the videotaped material in a classroom setting. When data are used for documenting and publishing about the curriculum and student outcomes, appropriate institutional review will occur and aggregate data will be used. If the use of identifying information is needed, appropriate student consent will be obtained.

On-Campus and Off-Campus Clinical Practicum Experiences

Students are required to complete a minimum of 400 supervised clinical practicum hours for completion of the graduate degree requirements. Specific requirements are specified in CFCC Standard IV-C (previously presented). The undergraduate student earning a clinical degree will generally accrue approximately 30 hours of clinical practicum at the Harding University Speech Clinic and approximately 50 hours of clinical practicum at one of several assigned off-campus practicum sites. During the third, fourth and fifth semesters of the student's graduate program, the student will be assigned a practicum location that may be some distance from the main Harding campus. These assignments are made by the Externship Director and will be determined by the student's need to demonstrate clinical competencies across the scope of practice, the lifespan, severity of disability and cultural/linguistic diversity. The student is responsible for transportation to and from the practicum site. There may be occasions in which the student can carpool with another clinician, but the student should plan on securing reliable

transportation for these semesters. Each off-site supervisor using the format described in the Clinic Manual will evaluate a student's clinical performance. Two evaluations will be completed during each off-site practicum. The Clinic Director will assign the final grade for the practicum experience with consideration given to each supervisor's recommendations.

The third semester practicum (CSD 6390) may be completed as a part of the HIZ-Path program or at a location of the student's choosing. If the student chooses to go to a location/facility, which is not typically used in the HU clinic assignments, it is the student's responsibility to secure the contact information so the Externship Director can make the necessary arrangements and secure a contractual agreement with the parties responsible. The Externship Director has the right to deny any placement, which does not appropriately support the student's acquisition of clinical knowledge and skills needed for graduation.

Class Attendance

Students are expected to attend class. Students are responsible for assignments and work missed because of any absence and prompt communication with the course instructor is expected.

Professional Meeting Attendance

The CSD Department acknowledges that viable professional organizations are essential to the well-being of the profession of speech-language pathology and audiology and contribute to the maintenance of high professional standards, thereby assisting in assuring that professionals offer their patients state-of-the-art health care. As a result, the Department will encourage its undergraduate students and require its graduate students to become actively involved in professional organizations and will provide them with the opportunity to do so. The Department also recognizes that the primary responsibility of students is to achieve academic excellence and that any activity which hinders their pursuit of academic excellence is not in the best interest of the students or profession. Faculty are also expected to remain active in professional organizations and will often participate in professional meetings. Students must obtain approval from the professors and Chair, to be excused from classes/examinations to attend such meetings. In such cases, students will be required to meet the requirements of the professor(s) whose examination(s) was (were) missed to satisfy the requirements for the course(s) involved.

Travel Policy

Students will make their own travel arrangements, and pay for their own food, housing and transportation unless specifically notified otherwise. CSD students who present, as part of the McNair Scholars project or any other project, should contact the McNair Program's representative or other appropriate representative and ask for funding when presenting off campus. Students should sign a travel waiver form that states they will assume full financial responsibility for all costs and expenses incurred for the activity. CSD faculty will communicate the behavioral expectations for every activity, model professional conduct for student participants and represent Harding University by character, example, and Christ-like spirit and respect for all of Harding University's policies. CSD faculty and staff participants should avoid sharing rooms with students.

Student Outside Employment

While enrolled in the M.S. Speech-Language Pathology degree program at Harding University, students are expected to devote their maximum efforts to successful completion of the professional curriculum. The Department discourages but does not prohibit part-time employment. Student employment schedules are not a consideration in the Department's scheduling of classes, laboratories, reviews, examinations, practicum experiences, experiential meetings, or other curricular activities. Students are expected to attend all class meetings and meet all expectations for academic advancement. Students not prepared to dedicate all energy to successful advancement should consider applying for the CSD program at a later time.

Policies for Course Examinations

CSD employs testing policies and procedures to preserve the integrity and fairness of all examinations.

- All students must turn off all electronic devices other than their laptop and remove all belongings from the testing area.
- Students must put their personal effects, including backpacks, in the designated areas. PDAs, iPods, smart watches, cell phones and similar devices, including “databank” watches, etc. are not allowed at any time. Use of ANY other electronic devices during an exam will be considered cheating. These devices must be placed in backpacks and placed in the designated area. If testing in the clinic, backpacks and personal belongings must be placed in the locked file room in the clinic.
- All pockets must be emptied prior to the exam and contents must be stored in backpacks. This also applies to non-religious head coverings, sunglasses and ball caps. Hoodies may be worn but with the hood down on the shoulders. If long sleeves are worn, students must roll up their sleeves prior to beginning the exam and once inspected, may lower the sleeves back down. No jackets or sweaters are allowed.
- Students may NOT bring personal water bottles with them to the examination. Bottled water will be provided to students at the discretion of the proctor.
- No personal noise cancellation/earbuds will be allowed. Ear plugs will be provided at the discretion of the proctor/instructor.
- Scratch paper will be distributed at the start of the examination. Scratch sheets should remain in the testing room, and cannot be ripped or removed. Students MUST turn in their scratch paper before they can leave the examination. Write your name on the sheet before turning it in.
- Students will be given the password to the exam and start the exam at the direction of the proctor. No talking or other communication is allowed once a testing session begins. Devices not previously mentioned that make noise, must be silenced or left outside the room unless approved by the proctor.
- Students should face their own screen at all times.
- Exemplify will provide a warning when 5 minutes remain in the exam.
- Once an exam session begins, conversations are not allowed. All personnel should refrain from conversing with examiners. This includes clarification or interpretation of exam questions. Students should use the provided scratch paper to make note of questions about the examination or errors in test questions and turn in after completing the exam. The proctor has the discretion to provide critical information to the class when necessary to ensure smooth exam administration.
- Bathroom breaks will not be allowed during the examination. Once a student is in the exam room, they will not be allowed to leave until they complete their exam.

- After the first student completes the exam and leaves the testing area, no other students will be admitted to the testing area.
- Students are NOT allowed to re-enter the testing room once they leave. The proctor has the discretion to allow reentry on a case by case basis for personal emergencies or illness. If a student does leave prematurely, they should turn off their computer before leaving.

Late Arrivals

Under normal circumstances, there is NO provision to give extra time to students who arrive late. If a student has completed the exam and left the testing area, entry will not be permitted to late students. Extensions or alternate testing times are possible for special situations. Contact your instructor.

It is the student's responsibility to download the exam prior to the exam time. If a student waits until the last minute to download the exam then enters the testing room with the exam not completely downloaded, extra time may NOT be allowed. Proctors and Examsoft administrators are able to view the time and date a student attempts to download exams. If a student has difficulty downloading the exam, they should contact one of the CSD Examsoft administrators.

Examinees are bound by the Harding University Honor code summarized by the following:

By taking this exam and submitting my answers for a grade, I affirm all of the following:

- *This is my own work*
- *If outside resources are allowed, I will use them within the set parameters only*
- *I will not share my work, or any portion of the content of this exam, with others*
- *I will not attempt to reproduce, in part or in whole, any part of this examination*
- *I will follow the professional standards and guidelines in the CSD Student Handbook and the Harding Code of Academic Conduct, realizing the consequences for failure to do so.*

Releasing Final Grades

The final scores will be released by the course instructor after reviewing the exam's item analysis and will be posted at their discretion.

Make-up Exams

Students who are unable to attend class the day of the exam for reasons consistent with an excused absence must not download the exam file prior to the scheduled exam date. Students must schedule an exam make-up date with the course director well in advance of the exam date. The CSD department will release the exam to the student on the day of the make-up for download and testing. Students who download the exam file prior to the exam day and then do not attend the exam due to illness or emergency must not attempt to access the exam. Students must contact the course instructor to schedule a make-up examination. The CSD department will release the exam to the student on the day of the make-up for download and testing.

Testing Accommodations in Examsoft

It is the responsibility of students who require testing accommodations to inform the course instructor of their need for testing accommodations and to provide information to the Office of Disabilities and Educational Access regarding the nature of these accommodations. The CSD Department, in consultation with the course instructor and the Office of Disabilities and Educational Access will arrange the dates and locations of these examinations. If

accommodations for a separate room or extra time are requested, the student will take the examination in the HU Speech Clinic. The student is responsible for communicating the need for extra time or a separate testing environment with the instructor at least 48 hours in advance of EACH scheduled assessment. Once arrangements have been made with the course instructor, the student is responsible for communicating with the clinic office concerning these arrangements. All tests that are taken in the HU speech clinic will be monitored and recorded via LearningSpace. All students that receive accommodations will sign an agreement form before each exam stating the accommodations that were received. This will be signed by both the student and the proctor.

Didactic Phase Proficiency

Each candidate for the M.S. degree in Speech-Language Pathology is required to achieve a passing score on each section of the Comprehensive Final Exam. This exam will be scheduled during the final semester of the student's program, typically in the Spring. Students who fail to achieve a passing score (70%) on each section of the comprehensive exam will be allowed to further prepare and retake the deficit section(s) one additional time during that spring semester. Failure to pass the deficit section(s) at that time will require an essay-style re-take and an oral component with at least two faculty members, depending on the deficit area.

Remediation

If a student is not achieving course learning objectives, not demonstrating essential skills, professional practice competencies, or meeting CFCC standards as determined by the course instructor the student will be notified. The student, instructor, clinical educator, and/or clinical director (as appropriate) will meet to develop a written individualized remediation plan that supports student progress toward achieving the needed outcomes. The remediation plan will include identified weaknesses supported by evidence (ie, exam results, presentation, clinical performance, quiz grades, etc.). In addition, the remediation plan will include specific tasks, outcomes, and a timeline for completion.

The written plan will be shared with the student's graduate advisor and department chair. A copy of the plan will be placed in the student's Calipso account and the course will be marked as "in remediation" on their KASA. Upon successful completion of the remediation plan the instructor, student, and advisor will sign the form acknowledging the completion of the remediation plan and then digitally file the form in the student's KASA in Calipso. The course and associated learning objectives can then be marked as completed. If the remediation of skills is not completed successfully, the student will repeat the course. If the remediation is ongoing at the end of the semester, the student will receive a grade of Incomplete for the course.

Students with Disabilities

Harding affords persons with disabilities equal opportunity and full participation in compliance with the Americans with Disabilities Act of 1990. Therefore, any student with a documented disability (e.g. physical, learning, psychological, vision, hearing, etc.) who needs to arrange reasonable accommodations must contact his or her instructors and the Office of Student Affairs and Admissions at the beginning of the semester. Students are referred to the Center for Disability Services and Academic Support in the Academic Services Center.

Application for Graduation

Graduate students who expect to qualify for graduation must file a "Request for Degree" form with the Registrar's Office in the fall semester of the second year.

Degree Requirements

1. Completion of the M.S. degree in Speech-Language Pathology curriculum (totaling 60 semester hours) with a 3.0 cumulative grade point average, no academic class grade less than a "C" and no clinical class grade less than a "B" (see Academic Progression, and Academic Probation and Dismissal sections for additional details).
2. Completion of 400 clinical clock hours (no more than 50 may be accepted from undergraduate clinical experiences) including 25 hours of observation with satisfactory ratings from all clinical supervisors.
3. Completion of the Knowledge and Skills Acquisition (KASA) form with each competency marked as acquired and certified by the program director.
4. Satisfactory evidence of good interpersonal relations and ethical professional conduct.
5. Passing score on the comprehensive examination.
6. Evidence of having taken the PRAXIS.

Graduation Exercises

A commencement ceremony is held annually at the end of the spring semester. Only students who have met all degree requirements are eligible to participate. The traditional cap and gown, with (graduate) or without (undergraduate) an academic hood, is considered formal academic attire for ceremonial events, and the addition of any ornamentation is quite limited by customary etiquette.

At commencement, Harding has provided cords and ribbons for graduates to wear indicating specific academic honors. Any other addition to the formal academic regalia must be similarly appropriate, must represent only recognized organizations within the University, and must be approved in advance of commencement by the CSD Chair. Honor graduates are distinguished by the wearing of honor cords. A single gold cord shows academic honor. Traditional hoods of academic regalia are bestowed upon the graduates before or during commencement. The hood is lined with the Harding University colors of gold and black and is trimmed in silver, denoting communication.

Attitude and Conduct

Harding expects its students to conduct themselves as responsible citizens in a Christian community. Enrollment at the University is viewed as a privilege that brings the attendant responsibilities and accountability. In order to encourage Christian living and growth, the University administers a student Code of Conduct. This code is provided to every student upon enrollment. Upon registration to the University, students acknowledge and agree to abide by this code. Harding University reserves the right to refuse admission or dismiss students whose lifestyle is not consistent with the Christian principles for which Harding stands; and when the general welfare of the institution requires such action. Students suspended for disciplinary reasons during a semester may receive a grade of "F" in all courses for that semester. Graduate and Professional students are referred to the Graduate and Professional Student Handbook.

Within the Harding University Department of Communication Sciences and Disorders, the Code of Ethics of the American Speech-Language-Hearing Association has been established as the governing principles of academic and professional practice.

A. Code of Professional Conduct

ASHA Code of Ethics

B. Harding University Code of Academic Conduct

I. Conduct in CSD-Related Activities in the Classroom and On Campus

The classroom and campus environment are primary settings for teaching and learning. As such, it is the responsibility of students and faculty to maintain an atmosphere that is conducive to teaching and learning. Behavior is expected to adhere to professional standards and to contribute in a positive way to the learning process. Behaviors that are rude, disruptive, or that infringe on the rights of faculty or other students to effectively engage in the teaching/learning process will not be tolerated.

II. Conduct in CSD-Related Activities Off Campus

The Codes of Professional and Academic Conduct extend beyond the classroom and campus to hospitals, community clinical facilities, public and private schools, and various other practicum settings and locations where our students and faculty may engage in professional activities. Patient confidentiality and sensitivity to the needs of all patients, including those with different cultural backgrounds, are critical in order to contribute maximally to patient care. In practicum settings, observers are also responsible for upholding the standards included in this Code.

III. Professional Appearance/Attire

Additional professional standards include appropriate dress and proper attention to personal hygiene. As students who are preparing for careers primarily in a health profession, objection is raised concerning students whose appearance is unkempt. Specific activities and settings require particular attire and appearance. Students must be aware of and adhere to these expectations and requirements. Specific requirements for the Harding University Speech Clinic are presented in the Speech Clinic Handbook and will be presented and discussed throughout clinical training. Failure to meet the professional appearance requirements (as specified in the Clinic Handbook or as requested by the externship placements) could result in a failing grade for that practicum experience, or a request to withdraw from the program.

IV. Academic Integrity

Mutual trust is a basic component of any community. Harding University expects students, as members of the academic community, to take seriously their position in that community. Students are expected to insure the continuance of trust among themselves and between them and the faculty by accepting responsibility for their own work. The University considers breaches of this trust and responsibility to be serious offenses.

V. Chemical Dependence / Impairment

The University's policies regarding personal wellness are published annually in the Harding University Graduate and Professional Student Handbook.

VI. Non-Academic Disciplinary Procedures

Any student who violates the Codes of Academic and Professional Conduct is subject to disciplinary action under the procedures specified by the ASHA Code of Ethics, presented earlier in this document. Any student who violates the University Code of Conduct is subject to disciplinary action as outlined in the most current version of the student handbook.

Non-Academic Judicial Procedures

1. Any member of the University community may file charges against any student for misconduct. Charges shall be prepared in writing and directed to the Chair of the Communication Sciences and Disorders Department. Any charge should be submitted as soon as possible after the event takes place.
2. The CSD Chair may conduct an investigation to determine if the charges have merit and/or if they can be disposed of administratively by mutual consent of the parties involved on a basis acceptable to the Chair. Any such administrative disposition shall be final, and there shall be no subsequent proceedings. If the charges cannot be disposed of by mutual consent, the Chair will convene a Non-Academic Disciplinary Committee to hear the matter and render a decision.
3. All charges shall be presented to the accused student in written form. A time shall be set for a hearing, no less than five days after the student has been notified.
4. Hearings shall be conducted by the Non-Academic Disciplinary Committee according to the following guidelines:
 - a. Hearings normally shall be conducted in private.
 - b. Admission of any person to the hearing shall be at the discretion of the Non-Academic Disciplinary Committee.
 - c. The complainant and the accused may present written evidence and witnesses, subject to cross-examination by the Non-Academic Disciplinary Committee.
 - d. Hearings shall be conducted under informal procedures. All procedural questions are subject to the final determination of the chair of the Non-Academic Disciplinary Committee.
 - e. After the hearing, the Non-Academic Disciplinary Committee shall determine by majority vote whether the student has violated the Codes of Conduct, and if so what sanction(s) should be imposed. The Non-Academic Disciplinary Committee's determination shall be made on the basis of whether it is more likely than not that the accused student violated the Code.
5. A single verbatim record, such as a tape recording, shall be made of all hearings before the Non-Academic Disciplinary Committee. The record shall be the property of the University.
6. The following sanctions may be imposed for violations of the Codes of Conduct:
 - a. Warning — a written notice that the student has violated institutional regulations.
 - b. Probation — a written reprimand for violation of specified regulations, with notice that further violations during the probationary period include the probability of more severe sanctions.
 - c. Loss of Privileges — denial of specific privileges.
 - d. Fines — not to exceed one hundred dollars.
 - e. Restitution — Compensation for loss, damage or injury. This may take the form of appropriate service or monetary or material replacement.

- f. Discretionary Sanctions — Work assignment, service to the University, other community service, or other creative sanctions.
 - g. Suspension — Temporary separation of the student from the University for a specified period of time. Conditions for readmission may be specified.
 - h. Expulsion — Permanent separation of the student from the University.
7. Non-Academic specific disciplinary sanctions shall not be made part of the student's permanent academic record, but shall become part of the student's confidential record. Upon graduation, the student's confidential record shall be expunged of disciplinary actions other than suspension or expulsion.

Suspension or expulsion shall be expunged from the student's confidential record five years after final disposition of the case.

Background Checks and Drug Screening

The Department of Communication Sciences and Disorders currently does not require a background check or drug screening as a part of the application process. Admission into the CSD program does not guarantee eligibility for licensure as a speech-language pathologist in any state as state regulations may require a criminal record search to verify suitability for licensure. Licensure is not required to work as a speech-language pathology student clinician because the supervising professional will be licensed and certified and any patients are the patients of the clinical supervisor. Most clinical practicum sites will require a criminal background check and drug screening procedure for participation in the provision of clinical services. As a part of the CSD initial student meeting (CSD Graduate Student Orientation Week), fingerprinting, background checks as well as basic TB tests will be conducted. The Externship Director or the Chair of the Communication Sciences and Disorders Department will notify students of any additional requirements well in advance of the beginning of the clinical practicum experience. Any required drug screening must be performed at the student's expense and the results reported directly to the clinical site and not to Harding University faculty or staff. Determination of student fitness for participation at a clinical site requiring such checks will be at the sole discretion of the clinical site.

Campus Health Care/Immunizations

The Health Services Center provides free health services and resources for enrolled students. Student Health Services, located at 115 Dr. Jimmy Carr Drive, is a walk-in clinic with no appointments necessary. More information is available [here](#).

Computer Accessibility

Every graduate student is expected to have his or her own laptop computer and printer upon entry into the program. The minimum requirements will include word processing and email access, ability to manage and manipulate graphics from the internet, standard font packages including access to the International Phonetic Alphabet (IPA), clear/neat printer with black ink and other standard operating hardware and software.

Student Life

Information on campus organizations, fundraising, mental wellness services, parking and transportation, airport shuttle and more can be found on Harding's website.

Communication Sciences and Disorders Student Organizations

Harding University recognizes the significant role of students in institutional decision-making. Students in the University's schools and colleges serve with faculty and staff on many committees. Various student government organizations serve as the voice of the students and are liaisons with the administration and faculty. Students at Harding University Communication Sciences and Disorders are expected to cultivate involvement in professional organizations and extracurricular activities while enrolled. A variety of student organizations are available:

National Student Speech-Language-Hearing Association (NSSLHA) The National Student Speech-Language-Hearing Association (NSSLHA) is a pre-professional membership association for students interested in the study of communication sciences and disorders. Membership in NSSLHA is available to undergraduate or graduate, students enrolled full-or part-time in a communication sciences program or related major. Additional information may be obtained at the NSSLHA website (<https://www.nsslha.org/>).

Harding University Student Speech and Hearing Association (HUSSHA) Students may join the campus Student Speech and Hearing Association. This organization provides the social interaction and the opportunity to participate in local professional oriented activities without the additional benefits of membership in the Harding University Chapter of the National Student Speech-Language-Hearing Association.

Inclement Weather Policy

If the President of the University closes the University due to inclement weather, an announcement will be made to the local news media. You may call 501-279-4000 or 5000 for current information or check the Harding University website (www.harding.edu). Arrangements for missed classes will be announced at the next scheduled class time or based on syllabus instructions. Closure of the University does not affect clinical practicum experience responsibilities if the clinical site is open. When on off-campus clinical assignments, check with the clinical site first and then proceed using sound judgment. More information on Inclement weather can be found here.

Campus Security

Harding University maintains a full-time Department of Public Safety located in the Heritage building across from Admissions Services. Harding Public Safety should be advised of all incidents involving breach of security. They should also be contacted in cases of accident, injury, or other related emergencies. The Department of Public Safety may be contacted for other needs, such as locked keys in a vehicle, jump starting a battery, emergency transportation to the hospital, and courtesy escorts after dark.

Public Safety officers are medical First Responders and certified in CPR. They have additional training in crime prevention, emergency response, and other public safety concerns. Any suspicious behavior, on-campus traffic accidents, on-campus emergencies, and all crimes occurring on campus should be reported immediately to the Department of Public Safety. Information on Emergency Management can be found here.

EMERGENCY TELEPHONE NUMBERS:
Searcy Police Department/Fire
Department: 911 Campus Health Services
Center: 279-4346
Poison Control Center: 1-800-222-1222

When clinical experience sites are selected, information is collected about possible safety or security issues that may exist. Students will not be scheduled in sites with significant safety and security concerns. Students who perceive their personal safety or security to be at risk will be allowed to leave a clinical practicum experience site with proper notice to the Program and to the clinical supervisor. If adequate remediation of the problem cannot be quickly obtained, an alternate clinical assignment will be made for that student.

Identification

Name badges will be provided for students at the beginning of the first semester. These name badges must be worn at all clinical practicum sites. Additional or replacement name badges will be provided as necessary and cost \$10.00. These may be obtained through the Department of Public Safety/Security Technology.

CSD students must be readily identifiable at all times. In all clinical practicum experience areas or places where other health professionals or patients are likely to be met, a CSD Program approved nametag identifying the wearer as a CSD student clinician must be properly worn and visible. When meeting another health professional or a patient, a CSD student must introduce him/herself as a student and do so with sufficient clarity to ensure that the other person understands. Some CSD practicum experience sites may require additional identification.

Appearance

All members of the Harding community are expected to maintain standards of modesty and decency in dress appropriate to the Christian lifestyle and consistent with professional employment expectations. For these reasons, students are expected to adhere to an established dress code. Violations of the dress code will be referred to the CSD Department Chair or Clinical Director(s) as appropriate. See the Harding University Speech Clinic Handbook for expectations.

During clinical practicum experiences, professional dress is expected. Specific dress must meet professional expectations as presented in the Speech Clinic Handbook. Students must always wear the Department-issued name badge. Check Speech Clinic and/or Externship Manual for additional details.

Background Checks

Students will be required to complete a background screening at the beginning of the program. Individuals found to have convictions including but not limited to violent crimes, sexual offenses, drug-related crimes, theft or fraud, white collar crimes (money laundering, embezzlement), crimes involving dishonesty (perjury, forgery), DUI/DWI, and weapons charges may not be allowed to participate in clinical experiences. Externship sites may have additional policies surrounding criminal background and client contact.

Non-Discriminatory Statement

Harding is committed to the policy of providing equal opportunity for all persons and does not discriminate in admissions, programs, or any other educational functions and services on the basis of race, color, creed, national origin, sex, age, veteran status, religion or disability to those who meet its admission criteria and are willing to uphold its values as stated in the Code of Conduct.

Based upon this commitment, Harding follows the principle of nondiscrimination and operates with applicable federal and state laws prohibiting discrimination. As a recipient of federal financial assistance, Harding is required by Title IX of the Educational Amendments of 1972, as amended, not to discriminate on the basis of gender in its admission policies, treatment of students, employment practices or educational programs except as required by religious tenets of the churches of Christ. Harding has a nondiscrimination policy available upon request in the offices of Student Services and Human Resources. Inquiries concerning the application of federal and state laws or regulations may be referred to the Office of Human Resources, Box 12257, 900 E. Center Ave., Searcy, AR 72149-0001; telephone (501) 279-4380. The person to ensure compliance with the nondiscrimination policy and discrimination laws and regulations is the chief financial officer of the University.

Transportation/Housing

Clinical practicum experiences throughout the graduate training are offered at off-campus sites. Students must provide their own transportation to practicum sites and classroom activities. It is therefore required that all graduate students have a means of transportation. This includes a valid driver's license and current auto liability insurance if transportation is to be provided through a personal vehicle.

Graduate students are responsible for their own housing during all phases of the professional curriculum. Information on available housing can be viewed on Pipeline.

Student Complaints

Harding University Communication Sciences and Disorders Department is committed to a policy of fair treatment of its students in their relationships with the administration, faculty, staff, and fellow students. The department follows the institutional Complaint Policy. See the Provost's website for information about filing a formal or informal complaint.

Consistent with the University's complaint policy, formal complaints can only be initiated when a matter cannot be resolved informally. Informal complaints should be directed to the Chair of the Communication Sciences and Disorders Department in writing. The Chair will respond in writing within seven business days. If the individual remains dissatisfied with the response the concern will be treated as a formal complaint and handled according to the institution's policies. Formal complaints should be submitted in writing according to the procedure outlined [here](#). Complaints against the accredited graduate program may be filed with the Council on Academic Accreditation according to their published policies which may be accessed online [here](#) or at <https://caa.asha.org/programs/complaints/>.

External Complaints

Complaints against the program must meet submission requirements (found online) and be mailed to:

**Chair, Council for Academic Accreditation in Audiology and Speech-Language Pathology
American Speech-Language-Hearing Association
2200 Research Boulevard #310
Rockville, MD 20850**