

**ACADEMIC AND CLINICAL STANDARDS
FOR THE MASTER'S OF SPEECH-LANGUAGE PATHOLOGY
AND THE DOCTOR OF AUDIOLOGY**

**DEPARTMENT OF SPEECH AND HEARING SCIENCE
COLLEGE OF HEALTH SOLUTIONS**

1. Standards Committee

- 1.1 The Standards Committee will consist of two academic faculty (one representing the AuD and one representing the SLP program) and two clinical faculty (one representing the AuD and one representing the SLP program) in the Department of Speech and Hearing Science at Arizona State University. All decisions are reviewed by the Chair of the Department.
- 1.3 At least three of the four members of the committee must be present to proceed.
- 1.4 The Standards Committee will meet at the conclusion of the grading period each session or when a program committee chair requests a review.
- 1.5 The duties of the Standards Committee will include:
 - 1.5.1 Request the names of students receiving grades below B- for that term from the current clinical and academic instructors.
 - 1.5.2 Review the academic and clinical performance of each student. This may include consultation with the instructor and student advisor if necessary.
 - 1.5.3 Submit a report to the chair and to the department administrative assistant detailing the committee's course of action for each student (e.g., letter of warning, dismissal, etc.).
- 1.6 The duties of the Chair of the Standards Committee will be to:
 - 1.6.1 Call each meeting of the Standards Committee.
 - 1.6.2 Inform the Department Chair of the committee's decisions.
 - 1.6.3 Prepare a report of each meeting outlining the procedures and decision for each student reviewed at the meeting. This report shall be submitted to the department chair and to the administrative assistant.
- 1.7 The duties of the Chair of the Department will be:
 - 1.7.1 To give written notice to the student, Program Committee Chair, and Vice Provost for Graduate Education regarding the student's first warning of unsatisfactory performance.
 - 1.7.2 To give written notice to the student, Program Committee Chair, and Vice Provost for Graduate Education regarding the student's dismissal from the program.
 - 1.7.3 To give written notice to the student, Program Committee Chair, and Vice Provost for Graduate Education regarding the outcome of a student appeal.

2. Satisfactory Performance

- 2.1 To demonstrate satisfactory performance, graduate students pursuing the Masters of Speech-Language Pathology or the Doctor of Audiology degree will be expected to meet all of the following requirements:

- 2.1.1 Maintain a 3.0 grade point average each semester.
- 2.1.2 Earn no more than one unsatisfactory grade during their entire program [i.e., a grade worse than B- in an academic course or a clinical practicum, or a W/E (withdraw while failing)].
- 2.1.3 Have no grade worse than B- on their Program of Study. (Although a single instance of a grade worse than B- in an academic course may be permissible, that grade may not be included on the Program of Study. The student must retake the course during the regularly schedule course offering and earn a grade of B- or better.)
- 2.1.4 Receive no more than one Incomplete in a given semester.
 - 2.1.4.1 If a program of study must be interrupted for one semester, the student may apply for a leave of absence. However, this leave status cannot exceed one semester, not including summer. An application for leave status, endorsed by the student's graduate advisor and the Department Chair, must be approved by the Vice Provost for Graduate Education. This request must be filed and approved no later than the last day of registration in the semester of anticipated leave.

3. Consequences of Unsatisfactory Performance

- 3.1 Following the first, single instance of unsatisfactory performance in the Master's of Speech-Language Pathology or the Doctor of Audiology program (unsatisfactory grade or more than one Incomplete in a given semester):
 - 3.1.1 The student, Program Committee Chair, and Vice Provost for Graduate Education will be notified in writing of the unsatisfactory performance per 1.7.1.
 - 3.1.2 The student will need to meet with his/her program advisor to revise the Program of Study to include the repeated course and thereafter to review progress.
 - 3.1.3 If the student received an unsatisfactory grade or Incomplete in a practicum, the clinical supervisor and academic advisor will determine whether the student should:
 - 3.1.3.1 Return to the same practicum.
 - 3.1.3.2 Be placed at a comparable site.
 - 3.1.3.3 Repeat content coursework before repeating the practicum.
- 3.2 Following the first and only instance of unsatisfactory performance in the Master's of Speech-Language Pathology or the Doctor of Audiology (unsatisfactory grade or more than one Incomplete in a given semester) the student must meet all of the following requirements:
 - 3.2.1 Notify the advisor, in writing, of any changes he/she wishes to make to the Program of Study (including withdrawal of enrollment from a course).
 - 3.2.2 Earn a B- or better in the academic course in which an unsatisfactory grade was earned during the next regularly scheduled course offering.
 - 3.2.3 Earn a satisfactory grade in the practicum in which the unsatisfactory grade or incomplete was earned during the next regularly schedule offering of the practicum (but see 3.3 below).
 - 3.2.4 Earn a B- or better in the academic course in which the incomplete was obtained by the end of the following academic semester (not including summer). If the student

has not already earned an unsatisfactory grade in a course or practicum, then the grade for one of the courses may be worse than a B-.

3.3 Students who perform unsatisfactorily (earning a grade lower than B-) in two courses within the same semester may be dismissed immediately.

4. Dismissal from the SLP or AuD Program

4.1 The Standards Committee may dismiss a student for any of the following reasons:

- 4.1.1 Following two instances of unsatisfactory academic performance, regardless of the semester(s) in which the poor performance occurred.
 - 4.1.2 A single violation of academic integrity which includes, but is not limited to: cheating, fabrication, tampering, plagiarism, or aiding and/or facilitating such activities. At the graduate level, it is expected that students are familiar with these issues and each student must take personal responsibility for their work. In addition, graduate students are expected to follow university guidelines related to the Student Code of Conduct. University policies related to academic integrity and code of conduct are available in the Office of Student Life, or at <https://provost.asu.edu/academicintegrity>. Conduct prohibited by the Arizona Board of Regents Student Code of Conduct can be found at: (<http://azregents.asu.edu/rrc/Policy%20Manual/5-308-Student%20Code%20of%20Conduct.pdf>).
 - 4.1.3 Seriously compromising the relations of the Department with the public.
 - 4.1.4 Breaches of ethical judgment or professional responsibility.
 - 4.1.5 Serious instances of personality or character traits inappropriate for the professional roles for which the student is attempting to prepare.
 - 4.1.6 Periods of absence during a semester without the endorsement of the student's graduate advisor or committee. (See 3.2.1)
- 4.2 The student, Program Committee Chair, and Vice Provost for Graduate Education will be notified in writing regarding dismissal from the program.

5. Appeals

5.1 The Department of Speech and Hearing Science follows the ASU Policy for student appeal procedures, as outlined in the General Catalog (https://catalog.asu.edu/acad_pol_procedures). All appeals, except those in regard to dismissal from the Speech and Hearing Science Program [see section 6] are handled by the Department Chair. The chair may choose to proceed with an informal process followed, if needed, by a formal one.

- 5.1.1 If the appeal is in regard to a course or clinic grade, the student may submit a letter to the Department Chair within 10 business days of receiving the final course grade. The letter should state the reasons for seeking a change in grade and provide substantive evidence in support of the request.
 - 5.1.1.1 The Department Chair will meet with the student and the instructor before rendering a decision in writing to both parties.
 - 5.1.1.2 If a more formal process is required, the Chair may request that the appeal be handled by the Standards Committee. The committee will review the

appeal and submit their recommendation to the Chair. The decision will be provided to the student and instructor in writing.

5.1.1.3 If the request for grade change is denied, the student may appeal to the College of Health Solutions by contacting Alison Essary, Director of Students Affairs at alison.essary@asu.edu or to Kate Lehman at kate.lehman@asu.edu. The student has one calendar year from the date the grade was awarded to dispute the grade.

5.1.2 Students requesting exemption from specific requirements within their respective programs (not related to unsatisfactory performance described in Section 3) may submit a request to the Department Chair for consideration.

6. Appealing Dismissal from the Speech and Hearing Science Program

6.1 Students may appeal a decision for dismissal from the program by submitting a letter to the Department Chair. The letter must be received within 10 business days of the date of the letter of dismissal. The letter should state the reasons justifying a reversal of the original decision and provide substantive evidence in support of the request.

6.1.1 Letters received after the 10 business day interval will not be reviewed and the dismissal will be final. See

6.1.2 The Standards Committee will review all letters of appeal that are received within the 10 business day time frame. The committee will submit their decision to the Department Chair within 10 business days of receipt of the student's letter.

6.2 The Department Chair will notify the student, the Program Committee Chair, and the Vice Provost for Graduate Education of the Committee's decision in writing.

6.2.1 If the appeal is granted, the student will continue to be subject to the conditions described in Section 2 and to the requirements outlined in Section 3.

6.2.1.1 The student must retake all courses in which an unsatisfactory grade was received. The courses must be taken during the regularly scheduled course offering and the student must earn a grade of B- or better.

6.2.1.2 Earn no further unsatisfactory grades or incompletes for the remainder of the program of study. This includes both academic coursework and clinical practicum.

6.2.1.3 A further instance of unsatisfactory performance (i.e., grade lower than B- or incomplete) will result in immediate dismissal.

6.2.2 If a timely appeal is denied, or not reviewed, by the Standards Committee, the student may appeal to the College of Health Solutions by contacting Alison Essary, Director of Students Affairs at alison.essary@asu.edu or to Kate Lehman at kate.lehman@asu.edu. The student has 10 business days from the date of the final dismissal letter to submit an appeal.