Department of Communication Sciences & Disorders

CSD Graduate Student Handbook

Master of Science
Clinical Speech-Language Pathology

April 1, 2016

All changes to the last revision are highlighted in yellow!
Students are responsible for following all policies and procedures associated with Northern Arizona University and the Department of Communication Sciences & Disorders.

Policies and procedures may be changed at the discretion of Northern Arizona University and/or the Department of Communication Sciences & Disorders.

CSD students are responsible to follow the most recent handbooks.

Students will be notified of any CSD changes with revisions to the CSD Graduate Student Handbook highlighted in yellow.

This CSD Graduate Student Handbook is a living document and is posted on the CSD website.

When students enter the CSD program, they sign a document attesting to having read the CSD Graduate Student Handbook and the CSD Website.
Equitable Treatment

Northern Arizona University is committed to creating and maintaining an environment free from unlawful discrimination, including harassment and retaliation. In support of this commitment, the Arizona Board of Regents and Northern Arizona University prohibit unlawful discrimination, harassment and retaliation based on race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity, and genetic information.


http://www.nau.edu/CHHS/CSD/Mission-and-Accreditation/
Contents

IMPORTANT NOTE: This Handbook does not have an Index. If you want to locate something really quickly, just click Cntrl F > Navigation > enter the topic. The page number will be displayed.

SECTION 1. INTRODUCTION ................................................................................................................. 10
SECTION 2. NORTHERN ARIZONA UNIVERSITY AND FLAGSTAFF ....................................................... 11
SECTION 3. COLLEGE OF HEALTH AND HUMAN SERVICES.............................................................. 12
SECTION 4. MISSION STATEMENTS ..................................................................................................... 13
SECTION 5. ACCREDITATION .............................................................................................................. 14
SECTION 6. CSD FACULTY AND STAFF ............................................................................................... 15
  Badges for all Students ...................................................................................................................... 15
SECTION 7. CSD DEPARTMENT ........................................................................................................... 16
  Home.................................................................................................................................................. 16
  Contact information (please include all lines of the address) .......................................................... 16
  Changes to Student Information required by NAU........................................................................... 17
  Facebook........................................................................................................................................... 17
  Program Overview – Courses Required to Enter and Complete the Program ............................... 17
  Forms ................................................................................................................................................. 18
  State licensure/certificate forms and ASHA forms ........................................................................... 18
  Speech-Language Hearing Clinic ....................................................................................................... 18
  Students Resources – Financial Aid, Assistantships, and Other Financial Opportunities ............ 18
  CSD Comprehensive Exam ............................................................................................................... 19
  CSD Complaint Process .................................................................................................................... 19
SECTION 8. NAU GRADUATE COLLEGE ............................................................................................ 20
  Graduate College Website .................................................................................................................. 20
  Graduation ........................................................................................................................................ 20
  Student Resources ............................................................................................................................. 22
http://nau.edu/Disability-Resources/ .......................................................... 28
Transfer Credit – Graduate Students ......................................................... 28
Requirements and Time Limits: Master’s degrees.................................... 29
SECTION 10. NAU GRADUATE COLLEGE STUDENT FORMS .................. 30
    Graduate College Student Forms Website ........................................... 30
    Commonly Used Graduate College Forms ........................................... 30
SECTION 11. NAU STUDENT HANDBOOK ............................................. 31
    NAU Student Handbook .................................................................. 31
SECTION 12. NAU ACADEMIC CATALOG ............................................. 32
    Academic Catalog Website ................................................................ 32
    Introduction, Services, and Policies .................................................. 32
SECTION 13. NAU REGISTRAR ............................................................... 37
    Registrar’s Website ........................................................................ 37
    Frequently Used Registrar Sites ...................................................... 37
    Registrar Forms ............................................................................ 37
    Frequently Used Registrar Forms .................................................... 37
SECTION 14: NAU STUDENT AND DEPARTMENTAL ACCOUNT SERVICES (BURSAR) .......... 38
    Student and Departmental Account Services’ Website ....................... 38
    Tuition Due Dates and Payment Methods ........................................... 38
    NAU Tuition and Fees .................................................................. 38
    CSD Program Fees ....................................................................... 39
SECTION 15. AMERICAN SPEECH-LANGUAGE-HEARING ASSOCIATION (ASHA) ............ 40
    ASHA’s Website ............................................................................ 40
    Scope of Practice SLP ........................................................................ 40
    Scope of Practice SLPA .................................................................... 40
    Clinical Fellowship Year ................................................................... 40
    Supervision During Clinical Fellowship Year .................................... 40
    Contact Information ....................................................................... 41
    Code of Ethics ................................................................................. 41
    ASHA Standards ............................................................................. 42
    Issues in Ethics Statement ................................................................. 42
    ASHA and Arizona Ethical and Regulatory Documents ....................... 42

6
Clarification about What you Need to Start Working after Receiving a Conferred Degree .......... 57
Documents requiring signature from the department ......................................................... 58

SECTION 17. CSD ADDITIONAL INFORMATION ...................................................................... 60
Professionalism and Professionalism Letters ................................................................. 60
Knowledge and Skills Acquisition (KASA) ................................................................. 62
Emails ............................................................................................................................. 62
Mailboxes ...................................................................................................................... 62
Lockers .......................................................................................................................... 62
Academic Remediation Plans .................................................................................. 62
Clinical Performance Plans .................................................................................. 62
Switching CSD Tracks ........................................................................................ 63
Forms that Require a CSD Signature ........................................................................ 63
Office of Curriculum Learning Design and Academic Assessment (OCLDAA) .... 63
Office of Regulatory Compliance ........................................................................... 64
Injuries ......................................................................................................................... 64
National Student Speech-Language-Hearing Association (NSSLHA) .................. 64
CSD Awards ............................................................................................................... 64
Individualized Study Contract ............................................................................. 65
Registration Problems ........................................................................................ 65
Electives ...................................................................................................................... 65
Dress Code .................................................................................................................. 65
Spa ................................................................................................................................ 66
Computers and Printers ............................................................................................. 66
Positive Behavioral Support Certificate ................................................................. 66
Assistive Technology Certificate Program ........................................................... 66
Autism Certificate ...................................................................................................... 66

SECTION 18. ADDITIONAL INFO FOR CSD PART-TIME SUMMERS-ONLY STUDENTS .......... 67
Required Documents for CSD ................................................................................. 67
Newsletter ...................................................................................................................... 67
Assessment Room ....................................................................................................... 67
Observations in the NAU Clinic ............................................................................. 67
Clinician Workroom ................................................................................................... 68
SECTION 1. INTRODUCTION

This handbook has been prepared to assist students in the Department of Communication Sciences and Disorders Master of Science degree program at Northern Arizona University in their professional education. The handbook provides the department’s policies, procedures, requirements and conditions that must be met in order to satisfactorily complete the Master of Science in Clinical Speech-Language Pathology degree program.

Each student is encouraged to become familiar with the contents of this handbook and to use it as a reference throughout your education in the graduate program in Communication Sciences and Disorders. You will be held responsible for adhering to the contents of this handbook. If there are points that are unclear, please obtain clarification from the department head, clinic director, or your academic advisor.

The Dept. of Communication Sciences & Disorders (CSD) is located in the College of Health and Human Services (CHHS). The Master of Science degree program in Clinical Speech-Language Pathology at Northern Arizona University is accredited by the Council on Academic Accreditation in Audiology and Speech-Language Pathology (CAA) of the American Speech-Language-Hearing Association, 2200 Research Boulevard #310, Rockville, Maryland 20850, 800-498-2071 or 301-296-5700.

Elise Lindstedt, PhD, CCC-SLP
Department Chair
SECTION 2. NORTHERN ARIZONA UNIVERSITY AND FLAGSTAFF

Northern Arizona University is regionally accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools. Its main campus is in Flagstaff, Arizona. NAU is governed by the Arizona Board of Regents.

http://nau.edu/about/who-we-are/facts/#Colleges

http://www4.nau.edu/pair/quickfact.asp

http://www.flagstaffchamber.com/

http://flagstaffaz.org

International students:

International applicants applying with F1 or J1 visa status may apply for the CSD Full-Time Regular track or the Full-Time Leveler track only. F1 or J1 students may not apply to the Part-time Summers-Only track. For detailed information, contact Karen.Cornelius@nau.edu. For more information, please refer to the following link: http://nau.edu/GradCol/Admissions/International/Application-Process/.

http://nau.edu/GradCol/Admissions/International/
SECTION 3. COLLEGE OF HEALTH AND HUMAN SERVICES

The Master of Science degree program in Clinical Speech-Language Pathology is one of several career paths in the College of Health and Human Services. It has three specialized tracks all leading to a Master’s degree in Clinical Speech-Language Pathology.

http://www.nau.edu/CHHS/Welcome/
SECTION 4. MISSION STATEMENTS

Mission Statement of the CSD Department

The Mission of the Department in Communication Sciences and Disorders at Northern Arizona University is to advance the knowledge and practice in human communication and its disorders, to prepare our students to lead in the professions of Speech Language Pathology and Audiology, and to enable all individuals to communicate, read, write, think, and learn, in order to succeed in a changing world.

To accomplish this mission, we intend to...

- acquire new knowledge through empirical research
- promote scholarship and other creative works
- contribute to the profession at local, regional, national and international levels
- foster critical thought in a learning-centered environment
- incorporate technology to enhance classroom and clinical teaching
- mentor students to achieve professional competence in serving individuals of all ages
- serve as a local and regional clinical resource for individuals with communication disorders
- foster interdisciplinary collaboration
- excel in professional service

The Program of Communication Sciences and Disorders is committed to enriching research, teaching, learning and the professional service environment by embracing the cultural and linguistic diversity of our region and nation.

Mission Statement of Northern Arizona University

https://nau.edu/president/mission-vision-values/

Mission Statement of the College of Health and Human Services at Northern Arizona University

https://nau.edu/chhs/deans-office/mission/
SECTION 5. ACCREDITATION

The Master of Science in Clinical Speech-Language Pathology program is accredited from November 1, 2015 – October 31, 2023.

The Master of Science degree program in Clinical Speech-Language Pathology at Northern Arizona University is accredited by the Council on Academic Accreditation in Audiology and Speech-Language Pathology (CAA) of the American Speech-Language-Hearing Association, 2200 Research Boulevard #310, Rockville, Maryland 20850, 800-498-2071 or 301-296-5700

The CAA Complaint Process Against a Graduate Education Program and/or the Council on Academic Accreditation is found at:


This information is, also, posted on the wall in Room 336 by the door.
SECTION 6. CSD FACULTY AND STAFF

The CSD department has twelve full-time academic and clinical faculty members and several part-time faculty members who are American Speech-Language-Hearing Association (ASHA)-certified.  

Badges for all Students

It is mandatory for all students to wear a Badge when in the CHHS Building. This helps faculty and staff to learn your name and provides a certain level of safety. NAU will provide the first badge. NAU Badges are worn during your Externship, unless your site requires you to wear their badge. (Specific information pertaining to Badges was provided to Part-time Summers-Only Students prior to coming to NAU.) Contact shclinic@nau.edu for your badge. Provide your name and highest earned degree letters, for example, Jane Doe, B.S. We would appreciate it if you would return the badge to the clinic when you no longer need it. A new badge is three times the cost of replacing the name portion only. If a badge needs to be replaced, the student must contact Avi.Verk, 1008gm5@follett.com, at the bookstore, to order a new one. The student is responsible for payment of replacement badges.
SECTION 7. CSD DEPARTMENT
(Additional CSD information in Section 16, Section 17, and Section 18)

Home
The CSD website provides a thorough composite overview of our program. Use it to achieve maximum success in this program.
http://www.nau.edu/CHHS/CSD/

Contact information (please include all lines of the address)

- CSD Office (general)
  (Official NAU Post Office address for our department. Writing Northern Arizona University is not necessary because the zip code 86011 is only used by NAU.)
  Communication Sciences and Disorders
  Attention: (individual's name if applicable)
  208 E. Pine Knoll Dr., #15045
  Flagstaff, AZ  86011
  speech@nau.edu
  Phone: 928-523-2969
  Fax: 928-523-0034
  Health Professions Building #66

- CSD Office (paperwork for CSD 602 and CSD 608 courses)
  Communication Sciences and Disorders
  208 E. Pine Knoll Dr., RM 301, #15045
  Flagstaff, AZ  86011
  speech@nau.edu
  Phone: 928-523-2969
  Fax: 928-523-0034
  Health Professions Building #66

  Needed work orders for non-clinic issues: contact speech@nau.edu

- CSD Speech-Language Hearing Clinic Office
  Communication Sciences and Disorders
  Room 327
  208 E. Pine Knoll Dr.
  PO Box:  15045
  Flagstaff, AZ  86011
Changes to Student Information required by NAU
If your name, address, residency status, or phone number changes, you need to inform the:
1) Registrar and make changes in LOUIE.
   Directions:
   a.) [https://nau.edu/Registrar/Forms-and-Policies/](https://nau.edu/Registrar/Forms-and-Policies/)
       Including: Name, Address, Residency status, or Phone number
   b.) Log onto LOUIE and navigate to Personal Portfolio > Addresses
2) CSD department
   a.) Program Coordinator, Joan.Bracefield@nau.edu
   b.) Your advisor – by email
   c.) CSD Office speech@nau.edu
3) Request the CSD Office to make any name change in CALIPSO.

Facebook
We encourage you to stay in touch with our department throughout your career! Connect with us through Facebook: [https://www.facebook.com/NAUCSD](https://www.facebook.com/NAUCSD) or through our CSD website: [http://www.nau.edu/CHHS/CSD/Welcome/](http://www.nau.edu/CHHS/CSD/Welcome/) (right side of page).

Program Overview – Courses Required to Enter and Complete the Program
There are three possible tracks provided to students that lead to the master’s degree in Clinical Speech-Language Pathology. Each link describes the Course Sequence for each track. Each track has specific required Foundational and Prerequisite coursework. Courses are taken in the order stated on the program, with the exception of some flexibility with elective courses.

[http://www.nau.edu/CHHS/CSD/Program/Foundational-and-Prerequisite-Courses/](http://www.nau.edu/CHHS/CSD/Program/Foundational-and-Prerequisite-Courses/)

Full-Time Track
This track is for students with an undergraduate degree in Speech-Language Pathology and is usually completed in 6 sessions.
[http://www.nau.edu/CHHS/CSD/Program/Full-Time-Track/](http://www.nau.edu/CHHS/CSD/Program/Full-Time-Track/)

Full-Time Leveler Track
This track is for students with an undergraduate degree in another field and is usually completed in 7 sessions.
[http://www.nau.edu/CHHS/CSD/Program/Leveler-Track/](http://www.nau.edu/CHHS/CSD/Program/Leveler-Track/)
Part-time Summers-Only Track
This track is for students employed in the field as Speech-Language Pathology Assistants (or at a minimum, its equivalent in each state) and is usually completed in 10 sessions.
http://www.nau.edu/CHHS/CSD/Program/Summers-Only/

Forms
All forms are found on the CSD website. http://www.nau.edu/CHHS/CSD/Student-Resources/Forms/. They are organized into three categories: Speech-Language-Hearing Clinic Forms, 602 and 608 Required Forms, and Other Forms.

State licensure/certificate forms and ASHA forms
All ASHA forms related to your CFY are to be sent directly to Dr. Lindstedt for her signature.

Speech-Language Hearing Clinic
The CSD department operates a full-range Speech-Language-Hearing Clinic operated by faculty members and students for conditions/disorders in major disorder areas. The Clinic has its own manual and students involved with the Clinic are responsible for the stated policies and procedures in the manual. http://www.nau.edu/CHHS/CSD/Clinic/

Students Resources – Financial Aid, Assistantships, and Other Financial Opportunities

Financial Aid Eligibility---
To receive financial aid, you must be a degree-seeking student enrolled in at least six units for undergraduate study or five units for graduate study. Most federal and state grants are awarded only to full-time students (12 credits for undergraduate; nine credits for graduate). You are allowed to add an elective to either Fall or Spring.

Assistantships---
NAU offers a variety of possibilities to students for financial assistance.

CSD offers a limited number of assistantships to first-year, full-time students only. Part-time Summers-Only students are not eligible for financial assistance from the CSD department.

The CSD Office is not able to address financial aid questions! Please contact Student Account Services, http://nau.edu/sdas/.

http://www.nau.edu/CHHS/CSD/Student-Resources/
CSD Comprehensive Exam
The CSD department requires all students to take a written CSD Comprehensive Exam. The student must receive a passing score on the exam in order to receive the Master of Science in Clinical Speech-Language Pathology degree. The CSD Comprehensive Exam is designed and administered by the CSD faculty to identify each students’ strengths and weaknesses in both academic and clinical areas. A student’s performance on subsections of the CSD Comprehensive Exam is used to provide feedback and guidance for preparing to take the ETS Praxis Exam in Speech-Language Pathology.

The students enrolled in the Full-time CSD track will take the CSD Comprehensive Exam in the spring semester of their second year. Students enrolled in the Full-time leveler CSD track will take the exam in the summer preceding their Externship. Students enrolled in the Part-time Summers-Only track will take the written comprehensive exam in the beginning of their CSD 602 course.

Students must pass the written comprehensive exam with a 70% passing rate. If a student fails the first administration of the CSD Comprehensive Exam, they will have a second opportunity to pass the exam within 30 days. Students who do not pass the second administration of the CSD Comprehensive Exam will receive a grade of incomplete in their current clinical practicum assignment. An individual academic/clinical remediation plan will be instituted at such time. Failure to make satisfactory academic or clinical progress based upon remediation plan goals may result in review of student status and recommendations for further remediation, including oral examination and/or discontinuation in the program.

This exam must be adequately passed before Externship.

CSD Complaint Process
The Communication Sciences & Disorders department encourages students to express their views. We encourage students to first discuss complaints with the course instructor or their advisor. If the situation is not resolved, we encourage the student to speak with the Department Chair. The Chair of the department has a variety of possible approaches to resolve the situation. These options are discussed with the student.

“If a student feels that their issue is not resolved at the Departmental level, they have a variety of mechanisms at their disposal at the university level. Please see the Academic Catalog: http://catalog.nau.edu for the appropriate process”.

The CSD Department keeps a log of Internal and External Complaints in a 3-ring in the lateral file cabinet in the CSD Office.
SECTION 8. NAU GRADUATE COLLEGE

Graduate College Website
The Graduate College website provides detailed information to our CSD students pertaining to all aspects of their involvement with the university while a graduate student.
http://www.nau.edu/gradcol/

Graduation
GRADUATION AND OBTAINING A CONFERRED DEGREE FROM THE UNIVERSITY ARE TWO DIFFERENT ENTITIES! REFER TO YOUR CSD 608 SYLLABUS FOR COMPLETE DETAILS.

The Graduate College has moved to an electronic graduation application and can no longer accept paper applications.

Deadlines to complete the Online Graduation Application:

Spring and Summer graduates - December 1st. The application is due in the CSD Office on November 1st. We need time to review and obtain signatures.

Fall and Winter graduates - May 1st. The application is due in the CSD Office on April 1st. We need time to review and obtain signatures.

“Commencement”
http://nau.edu/commencement

You will read about:

- Application forms and deadlines
- Changing an approved Program of Study for Graduation
- Academic recognition
- More on Graduation Requirements and Policy
- Cap and gown
- Posting of degrees
  - Degree posted to transcript
  - Rush requests for degree posting
  - Verification Letters before your degree is conferred
    With regard to Verification Letters, please understand that the Graduate College will not write any letters for students who receive a grade in CSD 608 on time. This option is ONLY for students who receive an “Incomplete” in CSD 608 and later have a change of grade. Once your new grade appears on your transcript, contact Megan.Ruiz@nau.edu
for a Verification Letter. This letter verifies that you have completed all program requirements. It does not state that your degree has been conferred.

Receiving your diploma

Some additional information from CSD:

- Your degree will be a **Master of Science** in Clinical Speech-Language Pathology.
- Regalia: Make sure you request for: College of Health & Human Services, Clinical Speech-Language Pathology, Master’s degree. Your gown will be black and your hood will be gold with a navy blue tassel. You are eligible for an “honor cord” if your GPA was a 3.9 or higher in the previous session of ordering the cord. Call the NAU bookstore to order everything. It is mailed to you. 928-523-4041.
- You must complete the entire process for the Graduate College to approve your completed Program of Study document. You need to submit the Program of Study even if you are not attending the graduation ceremony. Information pertaining to completing a Program of Study is discussed at: [www.nau.edu/chhs/csd > Student Resources > forms > first two sections. Both sections are extremely important! Some of the information differs from the Graduate College.]
- Paperwork requirements for completion of CSD 608: Externships generally end on the last day of instruction. This may vary depending upon when you start your Externship.
- (Part-time students) A sample Program of Study is emailed to students when entering the program. Continue to complete this POS as you progress through the program. Then, it will be ready for you to submit to the Graduate College.
- Refer to NAU calendar dates to make sure that you know your anticipated “conferred degree date”.
- “Walking” in a ceremony does not necessarily mean you are “graduating” or “being conferred” unless you have completed your entire Program of Study. Most of our students “walk” before being “conferred”. You are allowed to “walk” in the May NAU ceremony if you will be conferred in May, August, or December of that particular year.
- If you participate in the NAU ceremony prior to completing CSD 608, your name will not appear in the NAU Graduation Program. It will appear in the program that follows the completion of CSD 608.
- If you do not attend the NAU Graduation, a Graduation Program, which is distributed at the NAU Graduation ceremony, may be requested from your advisor or the Graduate College. The student is responsible for emailing their advisor or the Graduate College and informing them of the request to have an extra program obtained for them. Every effort to obtain the extra program will be made, however, there is no guarantee that a program can be obtained. Contact a friend to obtain an extra program.
- After your degree is conferred, a packet is sent to you from the CSD department. This packet includes a Letter, your KASA, your Logs, and your Observation hours. **Students in the CALIPSO system will be able to obtain information for eight years.** Please save everything in the packet, especially the Letter, because it provides you with important information that you will need to use when applying for your CFY. This occurs approximately 2-4 weeks after the next session begins because your transcript has to show that your degree has been conferred. It takes that much time to prepare the packets. Everything is updated on your KASA.
• The CSD Department frequently plans an additional ceremony, called the CSD Hooding Ceremony, only in May. Two students from the full-time track and two students from the part-time track are chosen to help organize the event. The Part-time students choose their two representatives. The Summers-Only Coordinator of the track sends out a request for nominations. The Full-time students are chosen by the faculty. When the four representatives are chosen, they are contacted by the Department Chair, in the Spring Session.

Student Resources
http://nau.edu/GradCol/Student-Resources/

Workshop Series
http://nau.edu/GradCol/Student-Resources/Events-Workshops/Workshop-Series/

Dates and Deadlines
http://nau.edu/GradCol/Deadlines/

Graduate Coordinator's Manual
Each department has a designated Graduate Coordinator and the following manual is used by all coordinators and serves as a useful resource for students, too.
http://nau.edu/GradCol/Faculty-and-Staff-Resources/Graduate-Coordinators/

University Graduate Committee
The CSD UGC member is Dr. Anna Sosa.
http://www.nau.edu/GradCol/University-Graduate-Committee/

About the Graduate College
This site gives further information about the Graduate College Newsletter, Mission, statistics, staff directory, alumni connect, and giving to the Graduate College.
http://www.nau.edu/GradCol/About/

Tuition Waivers and Graduate Assistantships
http://nau.edu/GradCol/Financing/Grad-Assistantships/

It is extremely important that you open all links!

Academic Contact Hour Policy
**Emergency Textbook Loan Program**

NAU has partnered with Follett to create the Emergency Textbook Loan program. The program is administered by the LEADS Center. The program assists students with unmet financial need in obtaining required textbook(s) and other materials for courses. Students must apply and meet eligibility criteria before textbooks are purchased on their behalf. Textbooks must be returned at the end of the term in which the textbooks were loaned. More information can be found online: [http://nau.edu/LEADS-Center/Textbook-Loan-Program/](http://nau.edu/LEADS-Center/Textbook-Loan-Program/)

**Verification of Student Identity in Distance Learning Classes**

LDAP (Lightweight Directory Access Protocol) is an industry-standard authentication program that is used by NAU students accessing Web course and other secure Internet information including e-mail.

All students agree to an acceptable use policy (attached - highlighted to indicate specific areas that apply to access restriction) that prohibits sharing login and password information. Penalties for academic dishonesty are clear and widely disseminated in syllabi and the Student Handbook.

[http://www4.nau.edu/stulife/handbookdishonesty.htm](http://www4.nau.edu/stulife/handbookdishonesty.htm)

SECTION 9. NAU GRADUATE COLLEGE POLICIES

Link to all Policies
http://nau.edu/GradCol/Policies-and-Forms/Policies/

Students are held responsible for following all policies.

Policies – some of the more frequently referred to policies

- Academic Appeal Policy
- Academic Continuation and Dismissal Policy
- Academic Integrity (Dishonesty Policy)
- Academic Recognition
- Class Attendance Requirements
- Continuous Enrollment Policy
- Course Load Policy
- Course Repeat Policy
- Enrolling in Graduate Courses
- Graduation, Applying for
- GPA Requirements
- Leave of Absence Policy
- Requirements for Master’s degrees
- Requirements for Concurrent Master’s degrees
- Requirements for Second Master's Degrees
- Term Withdrawal
- Transfer Credit Policy

Academic Appeal, Graduate

Academic Contact Hour Policy
Academic Continuation, Probation, Dismissal, and Readmission

Academic Integrity

Class Attendance

Additional requirements to the Graduate College policy are detailed in individual CSD course syllabi.

Classroom Disruption Policy
http://nau.edu/OCLDAAA/_Forms/UCC/SyllabusPolicyStmts2-2014/

Upholding Professional and Ethical Standards within a discipline (from Dr. John Masserini, Associate Dean of the Graduate College)

Students are required to adhere to certain professional behaviors as well as professional and/or ethical standards as defined by and observed within the discipline, program, and/or department in which they are enrolled: http://www.asha.org/Code-of-Ethics/ and http://www.asha.org/Certification/2014-Speech-Language-Pathology-Certification-Standards/ (particularly V-B). Failure to adhere to, and violations of established behaviors, professional, and/or ethical standards within a program and/or department may jeopardize a student's ability to successfully complete a program. Professional behaviors and the professional, and/or ethical standards of a program are a vital part of a student's academic training within a discipline. Violations of these standards may limit a student's ability to perform in a class, clinic, or laboratory, thus, preventing a student from making good academic progress.

If infractions of professional behavior or any professional and/or ethical standards observed by program representatives occur, the program/department will intervene and give feedback to the student via verbal and/or written notification. This will be documented saved in the student's departmental file. Barring life-threatening or egregious violations of standards, persistent infractions or more serious violations of professional behavior and/or professional and ethical standards may result in academic probation for the student.

Students who are on academic probation are required to meet with their advisor to discuss the steps necessary to remediate problems that led to probation and to devise a written action plan. This written action plan must be submitted to the department chair/director and the Graduate College for final approval.

Students are required to follow the NAU Student Code of Conduct adopted by the Arizona Board of Regents and policies outlined in the NAU Student Handbook. Violations of these policies will begin with processes outlined by the Office of Student Life, in cooperation with the program and/or department and the Graduate College.
Concurrent Master’s Degrees

CSD does not allow the pursuit of a concurrent second master’s degree.

Course Load


Graduate students are expected to pursue graduate degrees with a minimum of interruption and maintain continuous enrollment. Students who are in a Master’s degree program and who do not enroll for three consecutive semesters (not including Summer), will be considered withdrawn from the university and must reapply for admission to resume their degree program.

Course Repeat

If you wish to repeat a course, you must submit the Graduate Course Repeat Enrollment Form, available on the Registrar’s Office website.

Additional CSD Course Repeat policy:
A student not meeting course learner outcomes or clinical competencies at any time during their Course Sequence may have a documented “Academic Remediation Plan” or be placed on a “Clinical Performance Plan”. These actions are designed to help a student acquire the knowledge, skills and clinical competencies expected from the academic or clinical course. The focus is to meet each student’s needs and delineate how the student will demonstrate mastery of learner outcomes. Academic remediation may include (a) supplemental oral or written tests or quizzes, (b) written assignments (c) special projects, (d) demonstration of a clinical competency or (e) repeat of the course or clinical rotation. The course instructor sets the conditions and is responsible for verifying that the learner outcomes or clinical competencies have been met. The Academic Remediation Plan documentation is used to document interaction with the student. Clinical Performance Plans specifically target ASHA’s Learner Outcomes and the items on the Clinical Competency Evaluation form.

A student who has not adequately met course learner outcomes by the end of the session and receives a grade of “C” in a CSD course is required to repeat the course. Policies regarding course repeats are set by each course instructor and stated in each course syllabus. See each course syllabus for the instructor’s policies regarding demonstration of learner outcomes and course retake requirements.
A student receiving a grade of “C” in a clinical rotation must repeat the course, unless this is the
student’s third grade of “C”. At this time the department may recommend the student’s
dismissal from the program to the Graduate College.

Grade of “D” or “F”: Possible “Academic Remediation Plan” or “Clinical Performance Plan”.
Repeat of course. Next grade must be an “A” or “B” or the Department Chair may recommend
the student’s dismissal from the program to the Graduate College.

If a graduate course is repeated at another university, the grade from that course must be
submitted on an official transcript from that university, with the Graduate Course Repeat
Enrollment form, found on the Graduate College website. Provide the information to your
advisor. If the course is repeated at NAU, an official transcript is not necessary, but the form
must be given to your advisor. All graduate college policies pertaining to grades of “C” or below
apply to the course. Your Program of Study is increased by the number of repeated courses that
you are requested to take.

GPA Requirements

Grades of Incomplete
A student, who, for reasons beyond the student’s control, is unable to complete course requirements
during the instructional period, may petition the instructor for a grade of Incomplete. The student must be
passing the course and must have completed a majority of the course. Non-attendance, poor performance,
or intentions to repeat the course do not justify issuance of an Incomplete grade. Instructors cannot
assign an Incomplete grade unless agreed upon before the course ends.

Graduate Certificates

Leave of Absence

Master’s Degree Requirements

Research Integrity
http://nau.edu/Research/Compliance/Human-Subjects/IRB-Approval/x
Safe Working and Learning Environment
http://nau.edu/affirmative-action/

Second Master’s Degree

With the approval of the student’s advisor or committee, the student can use up to 9 units of course work from a previous master’s degree (earned at Northern Arizona University or another university) to satisfy the requirements for a second master’s degree at Northern Arizona University. The student must meet all program requirements for the second master’s degree and all but the 9 units must be earned at Northern Arizona University. The six-year time limit does not apply to courses from a previous master’s degree.

Sensitive Course Materials
https://nau.edu/OCLDAA/_Forms/UCC/SyllabusPolicyStmts2-2014/

Student Complaint Collection and Retention Policy

Students with Disabilities
http://nau.edu/Disability-Resources/

Transfer Credit – Graduate Students

To be considered for transfer credit, the student’s courses must:

- demonstrate that the course meets and/or contains equivalent core learning competencies for the requested transfer, shown through a course syllabus and/or other official course material
- have been earned at an accredited or recognized institution;
- have been earned with a grade of "A" or "B." (The Graduate College will accept a "Pass" grade if the course is graded only on a pass-fail basis.);
- be applicable to a graduate degree at the institution where the credit was earned;
- meet the Arizona Board of Regents’ requirement for credit. A minimum of 45 hours of work is required for each unit of credit. (Note: An hour of work is equivalent to 50 minutes of class time,
often called a “contact hour,” or 60 minutes of independent study work. NAU requires at least 45 contact hours for each 3-unit course, and assumes at least 90 hours of student homework for that course.);

• have been earned within the six-year period required for completing the Master's degree or Graduate Certificate at Northern Arizona University.

and

• The number of units that may be transferred from other institutions cannot exceed twenty-five percent of the total minimum units of credit required for the Master’s Degree and not exceed a total of three, 3-credit courses.

Master’s and Graduate Certificate students must complete the Petition for Transfer Credit form on the Graduate College website. https://policy.nau.edu/policy/policy.aspx?num=100336

Other parameters of course acceptance:

• Continuing education classes are not transferable
• Courses taken after entering NAU are not eligible for transfer (exception for courses repeated)
• Number of hours you transfer from other institutions cannot exceed twenty-five percent of the total minimum credit hours required for your master’s degree (usually 3 courses)
• Separate form must be used for each university
• NAU course transfers do not require a petition
• Dates will be looked at carefully and a course taken while an undergraduate will usually be denied unless you can present an undergraduate Program of Study showing that the course was not on the undergraduate POS
• Need to provide an original transcript to your adviser, unless you submitted the transcript to NAU during the admission process
• May need to attach a syllabus or course catalog description if the title is not adequately descriptive
• When Petition is approved/denied by Grad College, they notify the student/department at the same time
• Transferred course grades are not figured in to your GPA
• Allowed to transfer two, 400-level classes, if within NAU, but still follows the 6 year limit; proof required that wasn’t on undergraduate program of study; petition not required

Requirements and Time Limits: Master’s degrees
http://www4.nau.edu/academiccatalog/2011/Introduction/Important_Policies/Graduate/GradDegreeReq/ReqMasterDegrees.htm

“You must complete all requirements for your master’s degree within a six-year period. If you take courses from other institutions and transfer them to your program at Northern Arizona University, they must also be taken within the six-year period.”
SECTION 10. NAU GRADUATE COLLEGE STUDENT FORMS

Graduate College Student Forms Website
http://www.nau.edu/GradCol/Policies-and-Forms/Policies/

Commonly Used Graduate College Forms
Extension of Time Limit (master’s degree), Petition for
Graduate Assistantship Forms and Handbook
Graduate Course Repeat Enrollment Form - Graduation Applications and Addendums
Leave of Absence, Petition for
Override Authorization
Transfer Credit, Petition for
Unit Load Override Approval
Residency
SECTION 11. NAU STUDENT HANDBOOK

NAU Student Handbook
http://nau.edu/Student-Life/Student-Handbook/

Students are responsible for following all policies.

Table of Contents

- History and Traditions
- Academic Policies
- Support Services
- Student Activities
- Student Government
- Student Organizations
- Housing and Residence Life
- Rules and Regulations

Appendices

- Family Educational Rights and Privacy Act (FERPA)
- Policy on Off-Campus Speakers
- Student Code of Conduct
- State Law on Campus Disorder
- Classroom Disruption Policy
- Academic Integrity (Dishonesty)
- Policy for Grade Appeal
- Standards of Residence - Residence Life Judiciary Handbook
- Fraternity and Sorority Organizational Sanctions
- Hazing Policy
- Statement Regarding Assembly
- Safe Working and Learning Environment Project
- Drug Free Schools
- Residency and Financial Assistance Eligibility Policy
- Institutional Excuse Form
- Appeal Policy for Program Dismissal for Undergraduate Students
SECTION 12. NAU ACADEMIC CATALOG

Academic Catalog Website
http://www4.nau.edu/academiccatalog/2011/academiccatalog.htm
Students are held responsible for following all policies. Many policies have already been discussed in previous sections of this handbook. Some policies not previously discussed are delineated.

Introduction, Services, and Policies

- Why come to NAU
- Introduction to the academic catalog
- Accessing and viewing previous catalogs
- For more information
- Admissions
  - Conditional Admissions
- Financial information
- Residency requirements
- Enrollment, grading, and academic policies
  - Grades of “Incomplete” – see Graduate College section in this Handbook
- General degree and graduation requirements
- Support services

Bookstore

Campus Police

Police emergencies
- Emergency call: 911
- Non-emergency call: 928-523-3000
- Fire Evacuation Plans and Emergency Procedures are displayed at the end of all hallways. Know where they are posted!
- Do not use elevators

Police Department:
http://www4.nau.edu/police/
o NAU Emergency Information:
   https://www5.nau.edu/emergencyinformation/

o http://www.nau.edu/its/learn/NAU_alerts/
   Alert to your phone: Absolutely sign up!

o Active Shooter: 911
   - Corners of windows are easiest to break
   - Keep hands up and fingers spread when police are present
   - Designate one person to call 911
   - Do not pull the fire alarm
   - Spread out and take cover
   - Be prepared to take down the shooter, in group, if the shooter enters the room
   - Keep phone on silent

o Police Department Safety Videos:
   https://www4.nau.edu/police/Safety_Tips.htm (choose the option to continue opening the site)

o Active Shooter:
   https://www.youtube.com/watch?v=5VcSwejU2D0

Fire emergencies
Reminder to everyone about fire drills---
- Everyone out of the building
- Go to quad (big grassy area)! Not to parking lot.
- Close all office, classroom, and lab doors as you exit.

Weather emergencies
www.wrh.noaa.gov/fgz.

Presentations from Police Department
http://www4.nau.edu/police/Presentations.htm.
The Police Department presents yearly to the department about Emergencies.

Escort service is provided
928-523-3611.

Child Abuse and Child Neglect
It is your responsibility to report child abuse and/or child neglect to Child Protective Services or to the Police. Both organizations share information.

This link provides important information related to reporting child abuse and/or child neglect in the state of Arizona.
This is the number to call in Arizona: 1-888-767-2445.

If you do not live in Arizona, you will need to obtain your state’s Child Protective Services’ website and hotline. You will need to obtain your state’s Police Department’s number.

In case of an emergency, always call 911.

Law enforcement, only, receives the report about abuse/neglect if the alleged person does not live in the home with the child!

Child abuse and child neglect may include:
- Physical abuse (i.e. nonaccidental physical injuries)
- Sexual abuse (i.e. sexual conduct or contact with child, using child in pornography, prostitution, or other types of sexual activity)
- Emotional abuse or neglect (i.e. child suffers severe anxiety, withdrawal, depression, or other severe emotional disturbance due to acts or omissions by the parent or caretaker)
- Neglect when child is placed at substantial risk of harm (i.e. food, clothing, shelter, supervision, medical care)
- Some important features about reporting include:
  - CPS works on behalf of children and families of Arizona.
  - CPS works to ensure the safety of children while maintaining the integrity of the family.
  - Any individual may call CPS.
  - AZ law requires doctors and psychologists to report to CPS.
  - The name of the person making the report or providing information is confidential.
  - The person making a report to CPS is immune from civil or criminal liability, UNLESS the person acted with malice or, UNLESS such person has been charged with, or is suspected of, the abuse or neglect in question.
  - CPS may talk to alleged victims and their siblings without parental permission. The talk often takes place at the school.
  - All records are confidential.

Weapons, Explosives, and Fireworks
http://www4.nau.edu/police/WeaponsPolicywRequest.pdf

- Any object or substance designed to (or which would be reasonably expected to) inflict a wound, cause injury, incapacitate, or cause death, including, without limitation, all firearms (loaded and unloaded, simulated and real), devices designed to expel a projectile (such as BB guns, air guns, and pellet guns), electronic control devices (such as Tasers or stun guns), chemicals such as Mace, tear gas, or oleoresin capiscum, (This does not prohibit normally available over-the-counter, self-defense chemical
repellents; the general public may not possess chemical repellents labeled “for police use only” or “for law enforcement use only.”) swords, knives with blades five inches or longer, martial arts weapons, bows and arrows, and similar devices.

- Students are allowed to have a gun in their car on the NAU campus.

Cline Library

Counseling Center
http://www4.nau.edu/counseling/

Disability Resources
http://www4.nau.edu/dr/

Health Services
http://nau.edu/campus-health-services/

Housing

Information Technology Services
http://www.nau.edu/its/

South campus lab: behind Du Bois
North campus lab: in Student Union
Student Technology Center: 928-523-9294
Information Technology Fee

International Student Services

Learning Assistance Centers

LOUIE Information System Education

Postal and Shipping Services
http://www.nau.edu/postal/.
Sites are available at Du Bois and the lower level of the bookstore.

Multicultural Student Center

Native American Student Services

Office of Student Life
Parking Services

Student Government

Student Support Services
o Alumni
o Transcripts
o Bookstore
o NAU Foundation
o Alumni of NAU

• NAU’s Academic Plans

• NAU Yavapai

• NAU Yuma

• Extended Campuses

• Courses

• Directory
SECTION 13. NAU REGISTRAR

Registrar’s Website
http://nau.edu/registrar/

Frequently Used Registrar Sites

Calendars
- Registrar calendar: http://nau.edu/Registrar/Important-Dates/
- Graduate College calendar: http://nau.edu/GradCol/Deadlines/
- Extended Campus calendar: http://extended.nau.edu/Calendar.aspx

FERPA
http://nau.edu/registrar/ferpa/info/

Registrar Forms
http://nau.edu/Registrar/Student-Resources/
All forms are located on this website. Frequently used forms follow.

Frequently Used Registrar Forms
Change to Residency Status
Changes to Student Information Forms: Address Change, Name Change
Enrollment and Petition Forms
Administrative Drop/Add Form
Enrollment (Add)/Drop Request
Override Authorization
Petition to Drop a Class After the Deadline
Transcript Request Form
Graduation forms: Change of Expected Graduation Date, Graduation Application Packet
SECTION 14: NAU STUDENT AND DEPARTMENTAL ACCOUNT SERVICES (BURSAR)

Student and Departmental Account Services’ Website
http://nau.edu/sdas/

Tuition Due Dates and Payment Methods
http://nau.edu/Registrar/Important-Dates/

NAU Tuition and Fees
http://nau.edu/sdas/

Full-Time students and tuition:
• Pay either in-state or out-of-state tuition
• Billed for campus fees
• Must be registered for 9 credits during one session to receive financial aid

Part-time Summers-Only students and tuition:
• Classified as Part-Time students
• On the Bursar’s web page
  ➢ Summer Session – all students pay Resident rate in the summer
    Graduate > Flagstaff Campus > Flagstaff Mountain Campus
  ➢ Fall or Spring Session
    Resident – pay Resident rate
    Graduate > Flagstaff Campus > Resident
    Non-resident – pay WWU rate
    Graduate > World Wide University > Graduate

More World Wide University (WWU) Graduate information
http://extended.nau.edu/TaxBreaksSpecialPlans.aspx

For detailed information, refer to the WWU information document which was emailed to you after you were admitted.

• Fees
  ➢ All fees are applicable to Summers-Only students.
  ➢ Must be registered for 5-6 credits to receive financial aid.
    🚨 You are not allowed to exceed 6 credits in either Session I or Session II of the summer sessions.
You are allowed to take both electives at the same time in the Fall or Spring sessions.

You are allowed to take an extra course (trying to obtain a Certificate in another area at NAU) with either the Clinical Methods course or the Neurobiology course.

- **Courtesy Exceptions:**
  1. Fall & Spring: Qualifying students (e.g. taking only on-line classes) may request waivers of Health & Recreation fee, Activity fee, and Transportation fee.
  2. While taking CSD 608: If completing Externship more than 50 miles from Flagstaff, student is eligible to apply for the same waivers as listed above.

For detailed information and deadlines, refer to the “University Fees” document which was emailed to you after you were admitted.

- To receive financial aid, SO students must be registered for 6 credits during one session. Some students prefer to register for two electives in one session to receive financial aid, but this situation will only occur one time during the Course Sequence. CSD does not recommend taking two electives at the same time.

**CSD Program Fees**
To be determined.
SECTION 15. AMERICAN SPEECH-LANGUAGE-HEARING ASSOCIATION (ASHA)

ASHA’s Website
www.asha.org

Scope of Practice SLP
http://www.asha.org/policy/SP2016-00343/

Scope of Practice SLPA
http://www.asha.org/policy/SP2013-00337/

Clinical Fellowship Year
- You are allowed to start your Clinical Fellowship Year before your conferred degree shows on your transcript. This will require the Graduate College to provide you with a Letter of Verification. This letter is only provided to students who did not complete the program on time and received an “Incomplete” in CSD 608, as indicated on their transcript. The Letter may not be requested until the final grade for CSD 608 shows on the transcript. Contact Shannon.Henley@nau.edu.
- How to apply: http://www.asha.org/Certification/SLPCertification/

Supervision During Clinical Fellowship Year
- Standard VII.
- No specific number of years required to supervise a CFY individual
• ASHA recommends two years as an SLP-CCC

• States may have different regulations than ASHA

• There are several new possibilities for different types of “direct contact” that includes standardized patients, simulations, and computer-based interactive software. These alternative forms of "direct contact" can make up to 25% or 75 hours of the 400 total required for certification.

Contact Information

Websites:
• www.asha.org > in the search bar, enter “ASHA Standards” > 2014.
• www.asha.org/certification > For Speech-Language Pathology applicants > Frequently asked questions .
• www.asha.org /advocacy/state

Phone number:
• 1-800-498-2071 (ASHA)

Remember that there are three governing bodies shaping the number of direct contact clinical hours that you need:
• CSD
• ASHA
• Your State

Code of Ethics
ASHA and Arizona Ethical and Regulatory Documents
These documents are located in a 3-ring binder in Room 336 by the door.

Proficiency in English

International students applying to the program must follow the Graduate College policies and procedures to demonstrate proficiency in spoken and written English. This information can be found using the following link.

http://nau.edu/gradcol/admissions/international/application-process/

NAU CSD acknowledges and agrees with the statement in the ASHA Technical Report, *Students and Professionals Who Speak English with Accents and Nonstandard Dialects: Issues and Recommendations*, that, “There is no research to support the belief that audiologists and speech-language pathologists who speak a nonstandard dialect or who speak with an accent are unable to make appropriate diagnostic decisions or achieve appropriate treatment outcomes.” It is our policy that all students must demonstrate that they have sufficient competence in English or other languages of service delivery to provide an adequate model of the target phoneme, grammatical structure, or other linguistic feature that is the target of treatment. See the following ASHA Technical Report for additional information.

http://www.asha.org/policy/TR1998-00154.htm#sec1.6
Some ASHA Facts and Figures

- Credit hours required
  - All course work and clinical practicum must be initiated and completed at a Council of Academic Accreditation in Audiology and Speech-Language Pathology (CAA) approved institution.

- CSD requires different number of credit hours for a conferred degree depending on the particular track that the student is in. (See each individual Course Sequence.)

- Prerequisite knowledge of the biological sciences, physical sciences, statistics, and the social/behavior sciences is required (one course in each area; passing grade; complete course description on CSD website)

- Required experience is 400 hours
  - 375 direct client/patient contact hours; Evaluation, Treatment, and Feedback meetings count towards this. Report writing does not count.
  - 25 hours observation; not a prerequisite by ASHA to begin clinical rotations but is a prerequisite by NAU; we do not facilitate or sign off on more than 25 observation hours; no opportunity to be done at NAU by Summers-Only students
  - 325 of the 400 clock hours must be completed at graduate level
    - At the discretion of NAU’s CSD department, up to 50 undergraduate CSD university hours may be considered toward accrued hours. This requires that undergraduate paperwork be on university letterhead, show the date, disorder category, adult/child, # hours, supervisor signature, and supervisor’s ASHA #.
    - The advisor must approve the paperwork and submit it to the CSD Office for final approval.
    - If approved, the hours are included on the student’s first Daily Log completed by the student.
  - Never less than 25% of total contact must be observed by an ASHA-certified SLP
  - When our Department Chair signs off on your ASHA paperwork, our department is stating that you have competency for any disorder, any age group, and treatment/evaluation. That is why we require you to have some experience in each area. Individual states may have different requirements. They may be more detailed. They may be less detailed. If they are less detailed, remember what our department requires. You need to have at least one hour in each area, of course, preferably more. You will need, at least, a total of 400 hours for ASHA: 375 direct contact + 25 observation = 400 hours.

- On-site hours are not the same as direct client/patient contact hours. On-site hours refers to the number of hours you need to devote to the Externship experience, which is usually 12 weeks, which allows you to get 12 credit hours. This is not logged. It is on the honor system.

- Evaluation, Intervention, and Interaction/Personal Qualities are the major learner outcome areas of the ASHA Standards and are listed on the CSD Clinical Competency Evaluation form.

- Competencies must be acquired in all 9 major content areas, for child/adult, and for evaluation/treatment
  - Adult = 14 years of age or older
  - Content areas are delineated in the Daily Logs form
Auditory Processing Hours and Aural Rehabilitation Hours vs. Hearing Screening Hours and Audiological Assessment Assistance Hours

- Direct contact client/patient hours are accepted by ASHA if they are Auditory Processing, Aural Rehabilitation or hearing screening hours/audiological assessment assistance hours.

New implementation language from the CFCC regarding the CCC application and the CFY application.
It expands the possibilities for different types of "direct contact" that includes standardized patients, simulations and computer-based interactive software. These alternative forms of "direct contact" can make up to 25% or 75 hours of the 400 total required for certification.


Observation Hours
http://nau.edu/CHHS/CSD/Student-Resources/Forms/

Students may use video recordings of client services for observation purposes. The following forms pertain to observations. http://nau.edu/CHHS/CSD/Student-Resources/Forms/

- Observation Hours in the NAU Clinic and Summers-Only Students (first section)
- Observation of an Evaluation Session – NAU Clinic (first section)
- Observation of a Treatment Session – NAU Clinic (first section)
- Observation Sign-up log NAU Clinic (in 3-ring notebook in Assessment Room)
- Observation at a non-NAU site (third section)
- Observations at the NAU Clinic (first section)

- It is a requirement for ASHA certification to have a total of 25 observation hours as part of your clinical training in speech-language pathology. NAU requires that these 25 observation hours must be documented and submitted to the CSD office before you are able to register for your first practicum. These hours should represent a variety of clinical disorders and client ages.
- The CSD department endorses only 25 required observation hours.
- We do not facilitate the acquisition or approval of additional hours to meet other licensing/certifying organizations.
- You need to complete your 25 observation hours before you start Practicum 1. Turn in your signed forms to the CSD office, Room 301.
- Full-Time students use the 3-ring in the Assessment Room.
- Part-Time Summers-Only students must acquire observations hours at a non-NAU Clinic site. Use the following form to document hours: http://www.nau.edu/CHHS/CSD/Student-Resources/Forms/ > Other section > Observations at a non-NAU site.
If you already have your 25 required observation hours, please submit them to the CSD Office. The paperwork must include the:
- site location (preferably on their letterhead)
- date (exact or approximately)
- Big 9 area (articulation, fluency, voice and resonance, receptive/expressive language, hearing, swallowing, cognitive aspects of communication, social aspects of communication, and/or augmentative and alternative communication modalities)
- supervisor’s signature
- supervisor’s ASHA ID#
- total number of hours

Science Courses and Statistics Course Requirements
As stated in the ASHA 2014 Standards, IVA, “The applicant must have demonstrated knowledge of the biological sciences, physical sciences, statistics, and the social/behavioral sciences.”

You must have at least one 3-credit course in each of the following areas. Classes from the Communication Sciences & Disorders discipline cannot be used to meet these foundational requirements.

- Biological Sciences (human anatomy & physiology, neuroanatomy & neurophysiology, human genetics, veterinary science)
- Physical Sciences (recommended: physics, chemistry) (accepted: astronomy, archaeology, forestry, geology, earth or environmental science)
- Statistics (Standalone statistics course; research methodology not accepted; Generally a course with the word "statistics" in the title from any department meets this requirement)
- Social/Behavioral Sciences (psychology, sociology, anthropology, public health)

Full-time and Full-time Leveler students:
We recommend that these courses be taken prior to enrollment; however, if they are not taken prior to enrollment they will be integrated into your Course Sequence which may result in extending your program. These courses are a requirement to receive the M.S. degree from this department.

Part-time Summers-Only students:
Starting with the Summer 2015 graduate students, these courses must be taken prior to applying to the CSD program. These courses are a requirement to receive the M.S. degree from this department. Different schedules for completion follow in the next section.

Deficiencies in Foundational Science Courses and Statistics Course
CSD/ASHA will only accept a course that has been passed to meet the requirement of foundational courses in biological Sciences, physical sciences, social/behavioral sciences and statistics.

Full-time and Full-time Leveler students:
- Provide a copy of the unofficial transcript with your grade to your advisor as soon as you finish the course. Order the official transcript to be sent to your advisor, also. The information needs
to be added and signed off for KASA! This course grade is not acknowledged by NAU and is never integrated into your GPA. You need to have completed all four foundational courses before registering for CSD 608 Externship. Registration opens in the month of February for Summer.

Part-time Summers-Only students:
- Provide a copy of the unofficial transcript with your grade to your advisor as soon as you finish the course. Provide an unofficial transcript to your advisor, also. The information needs to be added and signed off on KASA. This course grade is not acknowledged by NAU and is never integrated into your GPA. You need to have completed all four foundational courses before registering for CSD 608 Externship. Registration opens in the month of February for Summer, therefore, the Fall before your Clinical Practicum 2 is your last opportunity to take any deficiency. This allows time for your unofficial transcript with your course grade to be acknowledged by your advisor.
- The four foundational courses are pre-requisites to applying to the program.

Praxis Exam

All graduate students in the Communication Sciences and Disorders department pursing a Master of Science degree in Clinical Speech-Language Pathology must take the ETS Praxis examination to complete CSD 608: Externship in Speech-Language Pathology. The student does not need to pass the exam. The score must appear on the ETS Praxis site that the department is able to access.

Full-time students:
Full-time students take the exam in April prior to Externship.

Full-time Leveler students:
Full-time Leveler students must take the exam before November of their Externship.

Part-time Summers-Only students:
Part-time Summers-Only students are required to take the Praxis exam in October or November following the third summer. This makes it possible for CSD to see your score on the ETS site and allow you to register for CSD 608 when registration opens in February. Finally, it allows enough time for your course instructor to register you at your site, if required by your site.

The Praxis score ranges from 100-200. The passing score is 162. http://www.ets.org/praxis/asha/requirements/

The Educational Testing Service (ETS) has changed their reporting procedure of the Praxis scores. It is all electronic. It will not be necessary for you to send a hard copy of your test to the department.

You are allowed to identify up to four recipients to receive your test score.
Many of our students choose the AZ Department of Health Services (7005).

1. NAU SLP/AUD (code 0012)
2. ASHA (code 5031)
3. Your choice
4. Your choice

Designate your recipients at the time of registering or you will be charged if, at a later date, if you request a different recipient.

If you take the Praxis but use the wrong code for NAU SLP/AUD, you will need to contact ETS and inform them that you need to identify a new recipient. This time, give them the correct **NAU SLP/AUD code which is 0012**. There is a fee for re-ordering. We absolutely need your test score to be associated with our department. CSD needs to be able to view your score on the ETS website, with the correct institution code 0012, before submitting your final 608 grade. If you do not correct an incorrect school code, you will receive a grade of “Incomplete”. You will be contacted by email when we access your Praxis report. At that time, we will start the change of grade process.

Part-time students only: This score needs to be able to be viewed on the ETS website before starting your Externship.

If you do not receive a passing score on the exam, rigorously prepare, again, and take the exam ASAP—especially within the same academic year. This is an important exam to pass!

Plan ahead! A preferred time to take the exam is after completing all academic coursework. The sooner, the better!

Success begins with effective test preparation. When it comes time for students to take The Praxis Series™ Tests, effective test preparation can go a long way. Take advantage of the sample tests and study guides! Students have recommended the following book for review: *An Advanced Review of Speech-Language Pathology: Preparation for Praxis and Comprehensive Examination-Third Edition (Book & Flash Drive)*. Most students who pass the exam report devoting a minimum of 30 hours of study time prior to the exam.

For information about the Praxis Exam, on the ASHA website: [www.asha.org](http://www.asha.org) > put “Praxis” in the search box. Open all of the links!

For information about the Praxis Exam, on the ETS website: [www.ets.org/praxis](http://www.ets.org/praxis). Open all of the links!

For more information about receiving extra time (time and one-half) to take the test if you are a Primary Language Non-English (PLNE) individual: http://www.ets.org/praxis/about/bulletin.

2. On page 23, there is a section titled “Certification of Documentation”. Complete question #2.
3. Make a copy of the page and mail (no email or fax) it to our department. Dr. Lindstedt will sign it and return it to you.
4. Take the page to a Notary to get stamped.
5. Mail your entire application, all originals, to ETS. Do not send via email or fax.

Praxis Test Code (not to be confused with the NAU SLP/AUD Code)
The electronic code is 5331.

Membership and Clinical Fellowship Year
http://www.asha.org/certification/Clinical-Fellowship/

- Can start your CFY before passing Praxis.
SECTION 16. CSD CLINICAL ROTATIONS

CALIPSO
“CALIPSO is a web-based application that manages key aspects of academic and clinical education designed specifically and exclusively for speech-language pathology training programs. It was created by a Communication Sciences and Disorders University Clinical Director and offers the unique feature of interactive and customized data dashboards that enable knowledge management between the clinical administrator, supervisor, and student. The CSD Department uses this web-based system. Complete instructions will be provided to you at the correct time. We have entered a specific number of hours to complete in each category, however, these are suggested hours only. Program fees are utilized to waive the student’s cost for registering with CALIPSO.

Dr. Sandy Stewart, Sandra.L.Stewart@nau.edu can be contacted if you are having any difficulties using CALIPSO. The CALIPSO company may be contacted, too. Support@calipsoclient.com. Dr. Stewart is a visiting professor during Summer Session II. She teaches Q & Q. She, also, works at Northland and teaches SST courses. We are very lucky to have her!

Program Learning Outcomes

Communication Science and Disorders Learning Outcomes

Our outcomes align with the accreditation standards of the Council on Academic Accreditation in Audiology and Speech-Language Pathology (CAA) on behalf of the American Speech-Language Hearing Association (ASHA). http://catalog.nau.edu/learningoutcomes/details?plan=CLSPMS&catalogYear=1516

Northern Arizona University Learning Outcomes

http://nau.edu/student-learning-outcomes/university-learning-outcomes/

Registering for CSD 602 and CSD 608
You must register for your next clinical rotation by the “Instruction ends” date for each session. Registration will not take place over the NAU break.

Clinical Rotation Documents
There are two different types of documents the office needs. The first set of documents are those required “before” a clinical experience can be started. This includes items on the registration checklist. It is recommended that all these items are submitted at one time to the CSD Office. They are accompanied by the Clinical Practicum Information form or the Externship Information form.
Please submit documents:
“All together! All originals!”

**Paperwork Overview**

If preparing for a clinical rotation—

To the CSD office: Mail or hand deliver to the office.
- Clinical Practicum/Externship Information form with the Registration Checklist. Original not required.
- **Mid-session or End-of-session performance evaluations are entered in CALIPSO.**

When anything related to your clinical rotation changes, you are required to resubmit:
Either the Clinical Practicum Information form or the Externship Information form:
[http://nau.edu/CHHS/CSD/Student-Resources/Forms/](http://nau.edu/CHHS/CSD/Student-Resources/Forms/) > Other forms > Clinical Practicum Information form or Externship Information form. Mail or hand deliver to the CSD office.

**Number of Clinical Rotations, Sites, and Prerequisite Coursework**

Academic coursework and Clinical Rotations are both considered to be “coursework”.

Full-Time and Full-Time Levelers students:
- Full-Time and Full-Time Levelers students complete three Clinical Practica and one Externship.
- Practicum 1, Practicum 2, and Practicum 3 are all completed in the Flagstaff area.
- Full-Time students follow their Course Sequence and are assigned clients consistent with completion of appropriate coursework.

- Full-time and Full-time Leveler students only – Pre-Practicum: If a student participates with a CSD professor in a pre-practicum clinical rotation, the professor must be sure that the student has completed all items on the Registration Checklist prior to working with any clients. The procedure to be followed is:
  - Student submits the Registration Checklist with all required documents to the CSD Office with the Professor’s name: Dr. Farinella
  - The CSD Office reviews the paperwork
  - If not complete, the student will be notified
  - The CSD Office will provide the professor with the Registration Checklist to be signed
  - The professor returns the Registration Checklist to the CSD Office
  - If complete and signed, the student will be notified
  - The student is allowed to start working with clients only after the CSD Office notifies the student that the signed Registration Checklist has been received in the CSD Office.

Part-time Summers-Only students:
Part-time Summers-Only students complete two Clinical Practica and one Externship. The two Clinical Practica are completed at the student’s place of employment. The Externship is completed at a medical/non-school setting and is different than the employment site.

Part-time Summers-Only students follow their Course Sequence and must complete all academic/non-clinical coursework prior to the start of clinical rotations.

NAU SST students:

- NAU SST students are subject to the same policies as Full-time students.

Specific Information Pertaining to Clinical Rotations

**CSD 602: Clinical Practicum**

Submit all paperwork to the CSD Office: speech@nau.edu
Submit all documents together.
Do not submit documents over any NAU break.

[http://nau.edu/CHHS/CSD/Student-Resources/Forms/](http://nau.edu/CHHS/CSD/Student-Resources/Forms/) > 602 & 608 forms > CSD 602 Guidelines

All four foundational science courses are recorded in KASA.

The CSD 602 Guidelines and course syllabus provide additional information.

Part-time Summers-Only students only:

- “Reduced clinical rotation length Petition”:
  - If a student is unable to have a 12 week clinical practicum rotation length due to conflicts with their work schedule and/or documented medical reasons, it is possible to reduce the clinical rotation length down to as few as 8 weeks. Less than 8 weeks is not possible. Please submit the above form located on the CSD website, 602 & 608 section. Requesting reduced lengths may impact your achievement of the required 375 direct contact hours.

**CSD 608: Externship**

Submit all paperwork to the CSD Office: speech@nau.edu
Submit all documents together.
Do not submit documents over any NAU break.

[http://nau.edu/CHHS/CSD/Student-Resources/Forms/](http://nau.edu/CHHS/CSD/Student-Resources/Forms/) > 602 & 608 forms > CSD 608 Guidelines

Externship is a full-time commitment and follows your Course Sequence. Be prepared to perform duties at times not originally agreed upon with the site. This happens! You will have to either comply or request another Externship during another session.

- Students must pre-approve, with the course instructor, the site/s they intend to contact for
possible Externship. The course instructor must approve the site. The student needs to send the course instructor an email. This is especially important if the site is not a hospital/rehabilitation/nursing home setting. Even if a site is approved, there may be circumstances that indicate that the site is not an appropriate placement for the student. At that time, it may be necessary for the student to choose an alternative site that is pre-approved by the course instructor. The course instructor may make the decision that the student needs to find a different, pre-approved site, at any time prior to the Externship.

- ‘On-site hours’ is simply a way of identifying the number of hours you need to devote to the Externship experience, which is usually 12 weeks, which allows you to get 12 credit hours. The math is: 45 hours per week (lunch hour is included) times 12 weeks = 540 on-site hours. This is not logged. It is on the honor system.

- If a student does not get their needed hours, the student will receive an “Incomplete” in the course. This will require that the student obtain the hours either by extending the externship length (if possible at the externship site) or by completing the hours at another site. If the student needs to complete hours at a site other than the externship site, try to find one that already has an established affiliation agreement with NAU. The student, also, still has the option to start the process of getting an agreement with a new site. (See continued information in the ASHA section---Membership and Clinical Fellowship Year)

- Part-time Summers-Only students only:
  - “Reduced clinical rotation length Petition”:
    If a student is unable to have a 12 week clinical practicum rotation length due to conflicts with their work schedule and/or documented medical reasons, it is possible to reduce the clinical rotation length down to as few as 8 weeks. Less than 8 weeks is not possible. Please submit the above form located on the CSD website, 602 & 608 section. Requesting reduced lengths may impact your achievement of the required 375 direct contact hours. Requesting reduced externship lengths of 8 & 9 weeks will probably not make you eligible for a hospital site. Remember, hospital sites generally take students who complete 12 week externship lengths.

  - Grades of “B” in Aphasia, Swallowing, and TBI will probably reduce your chances of being accepted at a hospital site. You will, also, probably find the placement to be difficult. Please consider contacting a rehabilitation facility, nursing home, private practice, and/or company.

  - Holding a license/certificate in the externship state is not required.

  - The CSD 608 Guidelines and course syllabus provide additional information.
**Paperwork Necessary to Start an Externship**

All paperwork associated with an Externship must be **entirely** completed by the “Instruction Ends” date of the preceding NAU session to the Externship! Your name must appear on the CSD 608 class roster and your transcript. If all externship paperwork is not submitted by this deadline and your name is not on the CSD 608 class roster and your transcript, the externship will absolutely be postponed to a subsequent session.

This includes:

- submission of the Externship Information form to the CSD office
- submission of the Registration Checklist to the CSD office
- registering for CSD 608: Externship

**Externship Site Concerns**

It is extremely important to choose a site that provides you with experiences that meet CSD/ASHA and your individual state’s requirements. Be aware that state requirements vary from state to state. Specific information may be obtained at: [http://www.asha.org/advocacy/state/](http://www.asha.org/advocacy/state/). NAU aligns with ASHA’s requirements to obtain competencies in all nine major areas of disorders, with children/adults, and in evaluation/treatment. Your hours are **summarized in CALIPSO**.

There are two things you need to be concerned about with regard to accumulating hours for graduating from the CSD Program:

1. CSD/ASHA requirements: 375 total direct contact hours plus the 25 observations equals 400 hours.
2. Your own state’s requirements.

**If you Receive an “Incomplete” in CSD 608**

If you receive an “Incomplete” in CSD 608, paperwork for a grade change will be initiated when the next term starts, assuming you have submitted all paperwork, and the paperwork has been approved by the CSD office. It will probably take 2-3 weeks before you see your grade on your transcript. At that time, not sooner, contact the Graduate College ([Megan.Ruiz@nau.edu](mailto:Megan.Ruiz@nau.edu)) and request a letter stating that you have completed all CSD program requirements. Follow the information given at this site: [http://nau.edu/GradCol/Student-Resources/Graduation/](http://nau.edu/GradCol/Student-Resources/Graduation/) > Verification Letters. This will make it possible for you to start your CFY. Letters are provided only to students who have received an “Incomplete” grade on their transcript and have then had a grade change that shows on their transcript. Students who receive a grade need to wait for their grade and conferred degree date to show on their transcript. If you do not finish your CSD 608 course on time, your conferred degree date will most likely show at the next scheduled NAU conferred degree date.

**Supervision – ASHA Standard V-E and V-F**

• Standard V-E. The amount of supervision must be commensurate with the student’s knowledge, skills, and experience, must not be less than 25% of the student’s total contact with each client/patient, and must take place periodically throughout the practicum. Supervision must be sufficient to ensure the welfare of the client/patient.

• Standard V-F. Supervised practicum must include experience with client/patient populations across the life span and from culturally/linguistically diverse backgrounds. Practicum must include experience with client/patient populations with various types and severities of communication and/or related disorders, differences, and disabilities.

• The 25% required supervision is the minimum. Specific aspects of this Standard are delineated on the link.

• No specific number of years needed by SLP-CCC supervisor to supervise a graduate student

• ASHA recommends two years as an SLP-CCC

• States may have different regulations than ASHA

Part-time students only: Estimating the amount of time that a supervisor will have to supervise (at a minimum):

• First, follow the information given in Standard V-E and V-F.

• Second, estimate the time your supervisor needs to devote, at a minimum.

For example, you work 40 hours per week (8 hours per day), but you only have direct contact hours 32 hours per week.

25% of 32 hours per week is 8 hours per week. This is how much time your supervisor must supervise you, at a minimum. This is just one way that you might arrange with your supervisor. Everyone will have a different estimate.

You will include the un-supervised hours in [CALIPSO](https://www.cals.edu/calipsosupport/).

**Affiliation Agreements**

• Affiliation Agreements with sites are required by our legal department for all Externships.

• All Externship sites must be approved by the course instructor before contacting the site. CSD recommends securing an externship site 9 months-1 year before the rotation.
If the site has an “Indemnification Clause”, our legal department will do everything possible to work with the site’s legal department to alter the language until it is acceptable to both parties. Sometimes no agreement is possible.

If the site has a “Workman’s Compensation Clause” the affiliation agreement might not be possible.

The College of Health and Human Services has a database with all currently established sites with Affiliation Agreements. Email your course instructor, Dr. Farinella for Full-time students, or Cindy Doyen, for Part-time Summers-Only students, to obtain information about sites. The student must request the state/s of interest. Only sections of the database are possible to email to students.

The CSD deadline for receiving information pertaining to establishing new Affiliation Agreements is six months prior to the beginning of whichever rotation requires the Affiliation Agreement. The process sometimes takes up to one year. In addition, even after working diligently on acquiring an agreement, the affiliation agreement is sometimes never signed by both parties. Have back-up choices.

Interviewing and Affiliation Agreements: Student Information
http://nau.edu/CHHS/CSD/Student-Resources/Forms/ > 602 & 608 forms > Interviewing and Affiliation Agreement – Student Information

This document details the procedure that the student must follow.

Affiliation Agreements - Information Needed from the Site
http://nau.edu/CHHS/CSD/Student-Resources/Forms/ > 602 & 608 forms > Affiliation Agreements - Information Needed from the Site.

This document details the procedure that a site must follow to initiate an Affiliation Agreement.

Forms to be Completed Prior to the Rotation – Registration Checklist for Clinical Experience

http://www.nau.edu/CHHS/CSD/Student-Resources/Forms/ > Student Resources > 602 & 608 forms > Registration Checklist for FT & FTL students OR Registration Checklist for Part-time Summers-Only students

Registration Checklist – basic information (there is one for full-time and full-time leveler students and one for part-time summers-only students)
• Read the specific information provided on page 2 and 3 of the Registration Checklist.
• All items on this checklist must be completed before registration.
• NAU guarantees each site that the items on this form are current.
• This form is required prior to each clinical rotation.
• A student may not participate in the clinical rotation unless all items on the checklist are current.
• Some sites request additional requirements. Students must comply with these requirements.
• It is the responsibility of the student to be aware of expiration dates and renew items in a timely manner. The CSD office will no longer be responsible for notifying students of impending expiration dates.

• Waiver eligible items: See Registration Checklist for details. NAU does not have any “waiver” form. It will be your responsibility to get a letter from your site on their letterhead.

• The following procedure will be strictly enforced with regard to expiration dates:
  o 1st: If an item expires, the supervisor at the site will be notified by the course instructor. The student will receive a cc of the email. The student may not be at the site (unless this is the employment site of the Summers-Only students). The student must cease accumulating hours. As soon as the item/s are received by our CSD office, the course instructor will email the student and supervisor of the update. The student may continue accruing hours. If this is a 608 clinical rotation, the student may not be at the site during the time period when an item is expired.
  o 2nd: If a response is not given to our office in a timely manner, the student may become administratively dropped from the course.

Extra Requirements Required by Sites

Many sites require additional requirements that are not on our Registration Checklist document. It is the student’s responsibility to read their site’s manual and comply with the requested additional requirements. It is not the responsibility of the course instructor. These extra requirements must be completed and a copy must be submitted to the course instructor. Comply with all of their requests. If a site supervisor provides you with different information than the site manual, have the site supervisor send the course instructor the information in an email. It is the responsibility of the student to complete any “extra requirements” on time.

Forms to be Completed Following a Clinical Rotation (end-of-session) (specific forms designated in syllabus)
Your course instructor will review your performance in CALIPSO.

Refer to your syllabus for complete information!

Filling in Forms

If you encounter difficulty filling in forms, contact the CSD office: speech@nau.edu.

Withdrawing from a clinical rotation and/or requesting to switch sites

If a student requests to withdraw from a clinical rotation and/or requests to switch sites:
  • The student does not have to continue at the site.
  • The student may not switch to another site during that session.
  • The student may “withdraw” from the course if within the NAU deadline dates. If not within the NAU deadline dates, the site supervisor submits a CCE on the student’s performance to date.
  • The course instructor may not raise a suggested CCE grade from the site supervisor, however, if the course instructor deems that the student has not achieved expected competencies, the course instructor may submit a lower grade.
• A student must wait until another session to begin the course again, if eligible.
• Students are allowed to “withdraw” from a CSD 602 only one time during their program.
• Students are allowed to “withdraw” from CSD 608 only one time during their program.

Dismissal from a Clinical Rotation
If the supervisor/course instructor deems that a student does not fulfill the “essential tasks of the job” and/or is not meeting the “standard of care” required to provide services, then the supervisor/course instructor may dismiss the student from the clinical rotation.

• It is recommended, but not required, that efforts are made to improve the student’s performance prior to the mid-session evaluation.
• Dismissal may take place at any time during the clinical rotation at the discretion of the supervisor and/or course instructor.
• The earned grade at the time of dismissal will be submitted as the final grade.
• The student must comply with all other CSD policies, as designated in the CSD Graduate Student Handbook.

International Externships
International Externships require significant planning and time to execute. Refer to ASHA’s website for detailed information: http://www.asha.org/careers/ > Working Abroad. Consider countries who have signed the Multilateral Mutual Recognition Agreement: Canada, United Kingdom, Australia, Ireland, and New Zealand. The NAU resource is: http://international.nau.edu/education_abroad/index.html. Before starting any Externship, all International students must have a special Clinical Practice Training (CPT) clearance as part of their visa paperwork. International students must talk with their International Advisor when they first come into the CSD program for information regarding CPT requirements and how long it takes to get the clearance.

Clarification about What you Need to Start Working after Receiving a Conferred Degree

Transcripts
http://nau.edu/Registrar/Transcripts-and-Verifications/

AZ Department of Health
http://www.azdhs.gov/

This only applies if you are in Arizona.

http://www.azdhs.gov/licensing/special/

This is all you need to submit:

• Your official transcript showing your conferred date
• A copy of your Praxis exam score from ETS (original is not required)
Logs are **not** required (grade shows on your transcript)!

The Graduate College is extremely rapid in getting conferred dates on the transcript after your CSD 608 grade posts. They generally show before the start of the Fall session.

In the case that the start of school date is before the transcript shows the conferred date, you are still allowed to keep your job, but you do not do full SLP services until the Licensing department is given the above two items. The AZ Department of Health has simplified the process and is extremely cooperative.

Our department is not able to do anything to make the process faster.

**AZ Department of Education**

Application ---

[http://www.azdhs.gov/als/forms/special.htm](http://www.azdhs.gov/als/forms/special.htm)

You are responsible and able to submit everything that they need.

In addition to the other requirements listed on their website,

“ A minimum of 250 clinical clock hours supervised by a university or a speech-language pathologist with a certificate of clinical competence. Please submit a letter signed by a university department head or designee OR signed by a speech-language pathologist with a certificate of clinical competence to verify clinical clock hours.”

AZ DOE wants:

- **Copies of your signed Logs** by the supervising SLP-CCC. You already have these. The course instructor’s signature is not what they want! They do not have to be originals that you submit to AZ DOE. They accept copies.

**Received an “Incomplete” in CSD 608**

Refer to your Syllabus for **complete** details. (Final point---You will probably be able to start your CFY before the conferred degree shows on the transcript with the Letter of Verification from the Graduate College.)

**Documents requiring signature from the department**

Please submit these directly to Dr. Lindstedt, Elise.Lindstedt@nau.edu for processing. This may include:

- Letters for graduates indicating that all practica experiences have been met (California frequently requests this one)
• Letters indicating that a student is continuing and in good standing in the CSD department
• Special state licensing forms
• ASHA forms
SECTION 17. CSD ADDITIONAL INFORMATION

Professionalism and Professionalism Letters

**Upholding Professional and Ethical Standards within a discipline**

Students are required to adhere to certain established professional behaviors as well as professional and/or ethical standards as defined by and observed within the discipline, program, and/or department in which they are enrolled: Communication Sciences & Disorders, leading to Master’s degree in Clinical Speech-Language Pathology. Failure to adhere to, and violations of, established professional behaviors or professional and/or ethical standards within a program and/or department may jeopardize a student’s ability to successfully complete a program. Professional behaviors, professional, and/or ethical standards of a program are a vital part of a student’s academic training within a discipline. Violations of these standards may limit a student’s ability to perform in a class, clinic, or laboratory, and may therefore prevent a student from making good academic progress.

If any infraction of the above-referenced established professional behaviors or professional and/or ethical standards observed by the discipline, program, and/or department occurs, the program and/or department will notify the student of the infraction through verbal and/or written feedback. All such notifications, including verbal, should be documented and saved in the student’s departmental file. Feedback for the student may include, but is not limited to: instructions for corrective behavior, a review of the discipline’s professional and ethical standards of behavior, or written instructions outlining resources for the student to prevent future infractions.

Persistent infractions or more serious violations of established professional behaviors and/or professional and ethical standards may result in academic probation for the student (see “Academic Continuation and Dismissal Policy” for the definition of “academic probation”).

Students who are on academic probation are required to meet with their advisor to discuss the steps necessary to remediate problems that led to probation and to devise a written action plan. This written action plan must be submitted to the department chair/director and the Graduate College for final approval. If a student does not meet the terms of the approved action plan, one or both of the following actions may be taken:

- The academic unit may initiate academic dismissal by notifying the student and the Graduate College in writing of the program’s intent to recommend dismissal.
- The student will be blocked from future enrollment.
Severe, egregious, and/or consistent violations of established professional behaviors or professional and/or ethical standards within a discipline, program, and/or department may result in a recommendation to the Graduate College requesting the student’s immediate dismissal from an academic program. These violations might include, but are not limited to actions that are: life-threatening, illegal, substantially neglectful, substantially impairing the individual’s fulfillment of properly assigned duties and responsibilities, or proven violation of ABOR or University rules and regulations (including the code of conduct or any other disciplinary rules); depending upon the gravity of the offense, its repetition, or its negative consequences upon others.

**Addressing Student Behavior (General)**

Students are required to follow the NAU Student Code of Conduct adopted by the Arizona Board of Regents and policies outlined in the NAU Student Handbook. Violations of these policies will begin with processes outlined by the Office of Student Life, in cooperation with the program and/or department and the Graduate College.

**Additional information from the CSD Department**

- Professional interactions, with faculty, staff, student workers, peers, fellow students, clinical rotation site individuals, and third parties is expected of all persons associated with the Communication Sciences and Disorders Department. This includes communication that is face-to-face, by phone, emails, texts, letters, and other forms of communication.

- Clinical Competency Evaluation form: [www.nau.edu/chhs/csd > Student Resources > forms > Clinical Competency Evaluation form](http://www.nau.edu/chhs/csd > Student Resources > forms > Clinical Competency Evaluation form).


If a student is out of compliance from the established professional standards of the discipline, the advisor will notify the student and department chair. A “Professionalism Letter” will be emailed to the student. The “Professionalism Letter” will copy this section from the CSD Graduate Student Handbook and will include a brief statement outlining the situation. The “Professionalism Letter” will be discussed at the next scheduled faculty meeting.
Academic Integrity Reporting form

http://nau.edu/UploadedFiles/Administrative/Provost/University_Policies/_Forms/Academic%20Dishonesty%20form.pdf

- To be completed by course instructor.
- Individuals to be at meeting: Department Chair, course instructor, advisor, and student
- Additional instructions are provided on the form.

Knowledge and Skills Acquisition (KASA)
Your KASA document is embedded in CALIPSO and updated by your advisor after each session.

Emails
All email correspondence must be via the student’s NAU email address. Due to student privacy laws, we are legally obligated to use only your NAU student email account.

Mailboxes
Most mailboxes are located in Room 301. Some mailboxes are located in Room 327: Dr. Skelton, Sara Eby, Terri Linhart, and Clinic supervisors.

Lockers
Please contact the CSD Office if you are interested in obtaining a locker. Lockers are located on the third floor near the “Spa”.

Academic Remediation Plans
Students not meeting academic course expectations as identified in the syllabus and in the Knowledge and Skills Acquisition document will receive additional assistance from the course instructor prior to the completion of the course. The course instructor sets the conditions of the needed assistance and is responsible for verifying that learner outcomes, established by the American Speech-Language-Hearing Association, have been met. This assistance may include, among other suggestions (1) supplemental oral or written tests or quizzes, (b) written assignments, (c) special projects, (d) individualized instruction, or (e) a recommendation to repeat the course. An “Academic Remediation Plan”, which is a log of interaction, is utilized.

Clinical Performance Plans
Students not meeting clinical competencies, at any time during their clinical rotations, may be placed on a Clinical Performance Plan. The plan is designed to help students identify and acquire the clinical knowledge and skills established by the American Speech-Language-Hearing Association, as delineated in the syllabus and on the Clinical Competency Evaluation document. The plan is customized to the needs of the student. The course instructor and/or clinical supervisor sets the conditions of the plan.
and is responsible for verifying that the required skills have been acquired. Unmet expectations on a plan may result in the need to repeat the clinical rotation. All supervisors are given a copy of a student’s current Clinical Performance Plan.

Switching CSD Tracks

- Switching from Full-Time and Full-Time Levelers to Summers-Only Track:
  - You must be in good standing in the Full-Time or Full-Time Levelers track.
  - Submit your request in writing to your advisor.
  - The advisor will submit the request to the Department Chair and Summers-Only Coordinator.
  - There will be a Departmental decision.
- Switching from Summers-Only to Full-Time Track:
  At the time of your acceptance, there was a document titled, “Acknowledgement of Employment Status Information”. Number 5 of this document reads as follows: “If you desire to change your program track from Summers-Only to Full-Time, you must submit another application for admission, during the normal application period, this time specifying your desire to switch to the Full-Time track. Your admission as a Summers-Only student does not guarantee admission into the Full-Time track program.” It is advisable that you, also, look at the current Full-Time Program of Study, and superimpose your coursework on to the Program to gain a better perspective as to your required courses/time frame. All of the same policies/procedures apply in the Full-Time program, especially with regard to course sequence and available sections. Please contact your advisor if you have questions.

Forms that Require a CSD Signature

Only the Graduate College writes letters for “Continuing Student” and “Completion of Program Requirements”. Your advisor or Department Chair is responsible for verifying any other forms that may require a signature.

Office of Curriculum Learning Design and Academic Assessment (OCLDAA)

http://nau.edu/OCLDAA/

The mission of the OCLDAA is to collaborate with faculty to advance intentional curriculum, strategic learning design and meaningful assessment. The office provides tailored consultations, assistance, and support for the enrichment of student learning and academic excellence at Northern Arizona University. We aspire to create a motivating, fulfilling culture of continual improvement and innovation.

The purpose of the annual assessment reporting process is to ensure that meaningful assessment occurs on an annual basis at NAU and our culture of assessment continues to expand and evolve.

The CSD department received the Seal of Achievement in Assessment in 2011-2012 and the Letter of Commendation for Student Learning Outcomes in 2012-2013. http://nau.edu/OCLDAA/Assessment-Awards/
Link to our report: http://nau.edu/OCLDA/Assessment-Process/Report-Archives/

The CSD department’s is emailed to all faculty, students, and staff.

Office of Regulatory Compliance
http://nau.edu/research/compliance/environmental-health-and-safety/

The Office of Regulatory Compliance (ORC) was formed in 2006 to coordinate the oversight of all matters of Biological, Chemical, Radiation, and Environmental Programs as well as components of the Loss Prevention Program for NAU. The ORC provides leadership in working with the campus community to ensure a safe and healthful working learning environment.

- Blood Borne Pathogens presentations are required to be completed by all faculty, staff, and students exposed to potential pathogens. These presentations take place yearly during student orientations.
- The CSD department has an annual on-site evaluation.

Injuries

Faculty, staff, students, and other individuals on this floor, should report all injuries, immediately, to Joan Brakefield, Program Coordinator, 928-523-7444, Joan.Brakefield@nau.edu, in the CSD office. The injury must be reported to a Registered Nurse at the State of Arizona Workers’ Compensation’s Employee Injury Call Center, 800-685-2877.

If the injury is serious, call Campus Police, 928-523-3000.

If a student is injured, during a clinical rotation, whether at NAU or at another site, the student is financially responsible for associated costs. The site is not responsible (Student Responsibility Statement).

National Student Speech-Language-Hearing Association (NSSLHA)
www.nau.edu/chhs/csd > blue menu bar > National Student Speech-Language-Hearing Association (NSSLHA)

NSSLHA is a pre-professional membership association for students interested in the study of communication sciences and disorders. www.nsslha.org. See the bulletin board in the CSD hall for upcoming events. The NSSLHA advisor is Dr. Mary Towle Harmon.

CSD Awards
The CSD Department honors outstanding students each May. The awards include:

- CSD Outstanding Full-time/Full-time Leveler Graduate Clinician
- CSD Outstanding Part-time Summers-Only Graduate Clinician
- Outstanding Full-Time Graduate Student
- Outstanding Part-time Summers-Only Graduate Student
- Outstanding College of Health & Human Services, CSD Graduate student
James Case Outstanding Full-time Leveler Student Clinical Award
James Case Summers-Only Part-time Student Clinical Award
Clifford E. White Outstanding Graduate Student

**Individualized Study Contract**
These contracts are individually established between the student and professor.
[http://www.nau.edu/CHHS/CSD/Student-Resources/Forms/](http://www.nau.edu/CHHS/CSD/Student-Resources/Forms/) > Other forms > Individualized Study Contract

**Registration Problems**
If registration problems are experienced, refer to:
[http://www.nau.edu/CHHS/CSD/Student-Resources/Forms/](http://www.nau.edu/CHHS/CSD/Student-Resources/Forms/) > Registration Problems or contact the CSD Office.

**Electives**
All electives must be pre-approved by the advisor.

[http://www.nau.edu/CHHS/CSD/Student-Resources/Forms/](http://www.nau.edu/CHHS/CSD/Student-Resources/Forms/) > Other forms > Request for Pre-Approval to Take an Elective.

Students are encouraged to choose courses that present new information to their knowledge base. Courses must have relevancy to Speech-Language Pathology, be taken at NAU, and be a graduate level course (500 level or greater).

Frequent course prefixes of commonly chosen electives include:

- **BME** Bilingual Multicultural Education
- **DIS** Disabilities Studies
- **ECI** Education Curriculum and Instruction
- **EDF** Educational Foundations
- **EDL** Educational Leadership
- **EPS** Educational Psychology
- **ESE** Fundamentals of Special Education
- **ETC** Educational Technology Curriculum

**Dress Code**
The third floor has an operational Speech-Language-Hearing Clinic five days a week. Students are expected to dress appropriately at all times.
*Spa*
This is the nickname for the Graduate Student Room. Computers, printers, a microwave, and refrigerator are available to all graduate students. Please mark your name on food placed in the refrigerator and remember to remove it when it is expired.

**Computers and Printers**
There are computers and printers available to students in the Spa. Printing is set up as “pay to print”. Printing/copying is available at the south campus computer lab behind Du Bois Center.

**Positive Behavioral Support Certificate**
If you are interested in learning about the NAU Graduate Certificate in Positive Behavior Support, please go to the following website:
http://nau.edu/uploadedFiles/Academic/SBS/IHD/060513_PBS%20Brochure%20PRESS.pdf
This certificate is administered by the Institute for Human Development.
The courses are not “IHD”. The courses have either ESE or DIS prefixes.
Some of the offered classes are only available to students accepted into the graduate certificate in positive behavior support.

**Assistive Technology Certificate Program**
If you are interested in learning about the NAU Graduate Certificate in Assistive Technology, please go to the following website:
http://nau.edu/SBS/IHD/Programs/Assistive-Technology-Certificate/ and scroll down until you see the contact information for Janis Nicol.
DIS 525 will only be offered in the Fall session. The courses have either ESE or DIS prefixes.

**Autism Certificate**
If you are interested in learning about the NAU Graduate Certificate in Autism Spectrum Disorders (ASD), please go to the following website:
http://www7.nau.edu/academiccatalog/2011/Educational_Programs/College_of_Education/Educational_Specialties/Special_Gifted_Ed/GradCert_Autism-Spectrum_Disorders.htm
The courses have either ESE or DIS prefixes
Required Documents for CSD

Student responsibility
- The student is responsible and required for providing updated information. When any information changes, you are required to resubmit your information.
- Do not include any information in the body of the email.
- If your information changes while doing a clinical rotation, fill out the Clinical Information form or Externship Information form (on website) and submit it to spech@nau.edu.
- If your information changes, but you are not doing a clinical rotation, you need to submit the following items to Cindy.Doyen@nau.edu.

1. A copy of your employment contract as an SLPA at a minimum, or its equivalent in your state; at least 20 hours/week; continuously while in the CSD Summers-Only track
2. A copy of your supervisor’s ASHA membership card (not their state license)
3. A copy of your personal license/certificate

Failure to comply with any of these requirements may serve as basis for dismissal from the Summers-Only Track.

Newsletter
The Summers-Only Coordinator emails a newsletter during the entire year. It is extremely important that this newsletter is read! There are frequent attachments to the newsletter. Even if a student is on a Leave of Absence, the newsletter should be read. There are specific sections in the newsletter pertaining to part-time summers-only students in first summer (SO 1), second summer (SO 2), third summer (SO 3), and externship. If a student takes time off from the program, and subsequently falls into a different group, make sure to read the section that applies to the new enrollment group.

Assessment Room
This room is located in the side room of the Spa. Summers-Only students are encouraged to review tests and protocols in the room. There is no check-out available to Part-time Summers-Only students.

Observations in the NAU Clinic
Although you may not accrue observation hours at the NAU Clinic, you may observe particular clients of interest. You will need to obtain pre-approval from the supervisor. If the supervisor approves, follow the information in the 3-ring Observation binder in the Assessment Room. Because these observations
are not counted towards your observation hours, you are not required to complete the additional forms that generally accompany observations done by Full-Time and Full-Time Leveler students. The supervisor is not required to complete any documentation.

Clinician Workroom
This room and its printers are available to only Full-Time and Full-Time Leveler students who have an assigned client in the NAU Clinic.

Updating Individual Pictures for the CSD Hall Bulletin Board
If you want to update your picture on the hall bulletin boards, please put your new picture in Cindy Doyen’s mailbox or mail it to the CSD office. Write your name and year of entry on the back or the picture.

Celebrating Accomplishments - Pictures for the Newsletter
- If you receive an acknowledgement for a special accomplishment, please let Cindy Doyen (Cindy.Doyen@nau.edu) know about it! Email a small write-up with your picture to be used in the Newsletter.
- Don’t forget to submit pictures of:
  - Weddings
  - Births
  - New Pets
  - “CSD Graduate Students on the Weekend” (must be in Nature)

Coursework
The following policies apply to the courses listed on your CSD Course Sequence:
- With the exception of the two NAU online electives and the one CSD online course, all courses are taken during the summer at the Flagstaff campus, in the order listed on the Course Sequence.
- The only exception to this policy is when a student needs to repeat a course prior to the next summer courses. The student is allowed to take the course, with the same title, at another university, with approval of the advisor. This makes it possible for the student to maintain the expected time-line of the Course Sequence.
- Part-time Summers-Only students are not allowed to register for Full-Time courses.

Holds on Accounts
If during your conference, you did not turn in all of the items that were needed, an email was sent to you indicating the specific items. Please get these items to your advisor ASAP. A hold is placed on your account, one week before open enrollment, if the items are not received. The hold is lifted when the items are received. Holds are placed when other items are not received by your advisor prior to a designated session.

Badges
All CSD SO graduate students are required to wear an NAU Name Badge when in the College of Health & Human Services (CHHS) building. This is mandatory!
SLPA

  - Two years of practice as an SLP-CCC to supervise an SLPA
  - No specific number of years as an SLP-CCC to supervise a graduate student
  - SLP-CCC should only supervise maximum of 2 Full-time students or 3 Part-time students
- State regulations may be different than ASHA

**Availability of Summers-Only Coordinator**

The Summers-Only Coordinator is employed all year but is not available on NAU holidays and when on vacation.

Please avoid emails during these times unless there is an extreme emergency. If you email because of an emergency, please use the “high importance” symbol with your email.

Questions may be answered by the CSD office with regard to submitted course requirements, however, they are not able to answer advising questions, initiate any special paperwork, or sign any documents.

The preferred method to reach the Summers-Only Coordinator is by email, not by phone. Please call only if it is an extremely personal issue or an extremely detailed issue.