

SLP Master's Program

Handbook

2017-2018

**Department of
Communication
Sciences and Disorders**



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General Information

CSD Mission Statement:

The mission of the Department of Communication Sciences and Disorders is to prepare highly competent and caring Audiologists and Speech-Language Pathologists and to provide pre-professional undergraduate students with a strong background in the basic processes underlying speech, language, and hearing. As a preeminent research and teaching department with national and global reach, we are committed to providing an academic environment in which the highest standards of scholarship and clinical service are practiced.

CSD Goals:

1. To advance knowledge through innovative basic and clinical research and scholarship,
2. To provide outstanding pre-professional training in speech and hearing science,
3. To train competent and caring speech-language pathologists, audiologists, educators, and research scientists,
4. To provide compassionate, comprehensive, state-of-the-art clinical services to the community, and
5. To raise awareness of the professions of audiology and speech-language pathology and to recruit exceptional students to our programs.

Faculty and Staff

Audiology Faculty:

- Sarah Hargus Ferguson, Ph.D., CCC-A, Associate Professor
- Skyler Jennings, Au.D., Ph.D., CCC-A, Assistant Professor
- Julie Jeong, Ph.D, CCC-A, Assistant Professor
- Anne Lobdell, M.S., CCC-A, Assistant Professor (Clinical)
- Mary E. Lytle, Au.D., CCC-A, Assistant Professor (Clinical)
- Susan Naidu, Ph.D. CCC-A, Professor (Clinical), Assistant Chair, Director, Au.D. Program

Speech-Language Faculty:

- Andrea Ash, Ph.D. Assistant Professor (Research)
- Michael Blomgren, Ph.D. CCC-SLP, Professor and Department Chair
- Rosalea Cameron, M.S., MCISc, CCC-SLP, Assistant Professor (Lecturer)
- Mark Cantor, M.S., CCC-SLP, Assistant Professor (Clinical)
- Kathy Chapman, Ph.D. CCC-SLP, Professor, Director of Graduate Studies
- Mary Foye, M.S. CCC-SLP, Clinical Instructor
- Laurie Fue, M.S., CCC-SLP, Assistant Professor (Clinical)
- Kimberly Hales, CCC-SLP, Assistant Professor (Clinical)
- Robert Kraemer, Ph.D., CCC-SLP, Associate Professor (Clinical)
- Julia Lidgard, M.S., CCC-SLP, Associate Professor (Clinical)
- Jenny Pierce, M.S., CCC-SLP, Assistant Professor (Clinical)
- Stacy Shumway Manwaring, Ph.D., CCC-SLP, Assistant Professor
- Pamela Mathy, Ph.D., CCC-SLP Associate Professor (Clinical), Director, Speech-Language-Hearing Clinic
- Sean Redmond, Ph.D., CCC-SLP, Professor
- Nelson Roy, Ph.D. CCC-SLP, Professor
- Hilary Silberman, M.S., CCC-SLP, Assistant Professor (Clinical)
- Julie Wambaugh, Ph.D. CCC-SLP, Professor

Professional Staff:

- Sharon Benavides, Administrative Officer
- Leigh Ann Yocom, Academic Coordinator
- Brittany Tanzie, Clinic Administrative Assistant
- Ellen Carter, Billing Supervisor
- Kristine Wells, Clinic Reception
- Nancy Nielsen, Office Assistant

Research Labs

- Audiology Laboratory – Dr. Skyler Jennings
- Autism and ACC Laboratory – Dr. Stacy Manwaring
- Child Language Laboratory - Dr. Sean Redmond
- English Learner Lab (ELL) – Dr. Robert Kraemer
- Motor Speech Laboratory (Salt Lake City VA Hospital) - Dr. Julie Wambaugh
- Phonology and Cleft Palate Laboratory - Dr. Kathy Chapman
- Speech Acoustics Laboratory - Dr. Bruce Smith
- Speech Fluency Laboratory - Dr. Michael Blomgren
- Speech Perception Laboratory – Dr. Sarah Ferguson
- Voice Production Laboratory - Dr. Nelson Roy

ADMISSIONS OFFICE

<http://admissions.utah.edu/> Manages Undergraduate, International, Transfer, and Graduate Admissions. Phone: 801-581-7281. Located in the Student Services Building Room 250 S.

After the Admissions Office evaluates transcripts, they will post accepted credit from other accredited institutions to an admitted student's record.

REGISTRATION

The course sequence for the speech-language pathology graduate program is posted on the department website. Students should consult the course sequence prior to registering for classes each semester.

Prior to registering for classes in the first semester in the program, students will meet with academic their academic advisor to review their undergraduate preparatory courses, determine the need to complete any prerequisite courses and plan when these will be taken during the graduate program.

Students are expected to register for classes prior to the beginning of the subsequent semester. Students should consult their academic advisor or the Graduate Program Director (Dr. Robert Kraemer) if there are any questions regarding registration.

You may register online through the Campus Information System or CIS, using your student ID number and a password. The default password is usually set to your birthday (mmddyy).

Contact Leigh Ann Yocum, the Academic Coordinator, by email for a permission code into courses, if needed. (LeighAnn.yocum@hsc.utah.edu)

REGISTRAR'S OFFICE

<http://registrar.utah.edu/> Phone: 801-581-8969. For additional questions about registration, please call or visit the website.

STUDENT ID NUMBER OR U-NUMBER

Your user ID is "u" + the last seven digits of your student number (i.e. student number is 00123456, so your ID is u0123456.)

TUITION/INCOME ACCOUNTING OFFICE

This office is where students pay their tuition. Phone: 801-581-7344. Tuition rates may be found on this website: <http://fbs.admin.utah.edu/income/tuition/college-of-health/>

ACADEMIC CALENDAR

<http://registrar.utah.edu/academic-calendars/index.php> This contains important deadlines to follow with the general University schedule for each class taught at the University of Utah.

UMAIL

The official form of communication at the University of Utah. You ***must*** use this email to stay informed about important information from the Department and University.

uCARD/STUDENT ID

<http://www.ucard.utah.edu/> Phone: 801-581-CARD. U-Card Office, room 225 of the Union Building. Bring photo ID and your student number.

FINANCIAL AID OFFICE

<http://financialaid.utah.edu/> Phone: 801-581-6211
This office helps students with receiving financial aid and/or scholarships.

RESIDENCY OFFICE

<http://admissions.utah.edu/residency/index.php>
This office is also part of the Admissions Office. They declare a student's residency for tuition purposes. (All students pay In-State Tuition costs during the summer.) For questions about Residency requirements, please consult their website.

DEPARTMENT OFFICE

Behavioral Science Building, 12th Floor, room 1201. Phone: 801-581-6725

COMPUTER LABS

Behavioral Science Building, 13th floor has a student work room. The Speech, Language, and Hearing Clinic also houses a student workroom with laser printer (fee).

TESTING CENTER

<http://testingcenter.utah.edu/>
(For the Praxis exam and the GRE) is located in the Student Services Building. Phone: 801-581-8733.

J WILLARD MARRIOTT LIBRARY

<http://www.lib.utah.edu/>

Interlibrary Loan: <http://www.lib.utah.edu/ill/>

CAMPUS BOOKSTORE

<http://www.bookstore.utah.edu/utah/home.aspx>
Address: 270 S. 1500 E. (next to Marriott Library) Phone: 801-581-6326
Rent, buy, and sell textbooks
United States Postal Service Office.
Collegiate apparel

ASSOCIATED STUDENTS OF THE UNIVERSITY OF UTAH (ASUU)

<http://www.asuu.utah.edu/>

All the student organizations on campus Info about daycare center for student parents. Info about Crimson Nights.

National Student Speech Language Hearing Association chapter

Student Academy of Audiology chapter

ON CAMPUS HOUSING

<http://www.housing.utah.edu/>

Phone: 801-587-2002

Undergraduate, graduate living and learning communities

*Note: There is often a VERY long waiting list for graduate student housing. If you are interested in this option you will want to get on the waiting list immediately. However, you should have a back-up plan as graduate student housing is very limited.

There are student apartments that also provide living arrangements for married students and/or student families. Website: <http://www.apartments.utah.edu/>

CAMPUS SECURITY

Information can be found at this website: <http://dps.utah.edu/>

PARKING PERMIT

Go to Commuter Services (see map) to buy parking permits.

See map for where you can park with each permit.

Make sure you bring your license and registration when you go to get a permit. Go to

<http://www.parking.utah.edu/> for additional info.

CAMPUS SHUTTLE SYSTEM

<http://www.parking.utah.edu/>

You can use the Purple Shuttle to get back and forth from Behavioral Science Building to Clinic on Wakara Way. Go to website for times and schedules/map of shuttles.

PUBLIC TRANSIT/LIGHT RAIL

Your U-Card works as a UTA pass for transportation on UTA: Trax, Busses, and Frontrunner. This is free for registered, full time U of U students

Go to <http://www.rideuta.com/> for additional information.

STUDENT CODE OF CONDUCT AND ACADEMIC INTEGRITY

The current policies governing academic integrity and the student code of conduct, as well as grievance procedures, is available at <http://www.admin.utah.edu/ppmanual/8/8-10.html>
Please take the time to visit this webpage and familiarize yourself with this important University policy.

Statement from the University of Utah Center for Disability Services

(<http://www.sa.utah.edu/ds/>)

The University of Utah is committed to providing reasonable accommodations to students whose disabilities may limit their ability to function in the academic setting. In order to meet the needs of students, and to make University activities, programs, and facilities accessible, the Center for Disability Services can provide the following services to students who provide documentation of a disability. Reasonable accommodation will be made to qualified individuals who disclose a disability, request accommodation, and provide appropriate documentation to the Center for Disability Services.

Students who are experiencing academic difficulties may want to investigate the possibility that these difficulties may be disability-based by speaking to a Disabilities Advisor.

DISABILITY SERVICES

<http://disability.utah.edu/>

Phone: 801-581-5020 (V/TDD)

162 Olpin Union Bldg

To make arrangements for accommodations. This information is available in alternative format with prior notification.

PROOF OF IMMUNITY REQUIREMENT (PIR) STUDENT IMMUNIZATION OFFICE

Student Health Service
Madsen Health Center, Level 1
555 Foothill Blvd., Salt Lake City, UT 84112
Phone: 801-585-6009

“The University requires all new, transfer, and readmitted students to provide proof of immunity for measles, mumps, and rubella. As recommended by the American College Health Association, the Federal Centers for Disease Control and Prevention (CDC), and the Utah State Health Department, students fulfill the requirement by providing evidence of immunity or the dates of having been vaccinated against the diseases. Appropriate vaccinations include two MMR vaccinations or two doses measles, one dose mumps, and one dose rubella vaccine.

All new, transfers, and readmitted students born after December 31, 1956, are required to submit proof of immunity to the Student Health Service. Instructions and forms will be mailed to new, transfer, and readmitted students after admission to the University and must be returned to the Student Health

Service by the second Friday of their first semester (Madsen Health Center, Level 1, 555 Foothill Blvd., Salt Lake City, UT 84112).

Questions regarding compliance requirements may be directed to the Student Immunization Office, 801-585-6009, between 7:30 a.m. – 5:00 p.m., Monday through Friday.”

- Graduate Catalog at the University of Utah. <http://gradschool.utah.edu/graduate-catalog/>

SPEECH-LANGUAGE-HEARING CLINIC INFORMATION

Address: 417 Wakara Way, Suite 1112

- Free parking in the lower lot, by building 421; then walk upstairs to get to 417.
- Student computer work room
- Student lockers
- Due to a large number of students, and limited number of computers, please give priority to students needing to prepare for clinic.
- Clinical Supervisor’s offices.
- Student Mail
- Knickerbockers Deli is in the building complex; great for lunch.

Observation requirements

All students must complete a minimum of 25 hours of observation, prior to being scheduled with patients in the Speech, Language and Hearing Clinic as part of the graduate programs at the University of Utah.

Documentation of the observation hours must be submitted in writing with the supervising clinician’s ASHA certification number and original signature.

MEDIA SECURITY POLICY

All employees and students in the Department of Communication Sciences and Disorders are under mandatory compliance for encryption and/or security of mobile devices that are used for University purposes (business, therapy, education). 100% compliance is required by a Federal mandate. The potential ramifications of noncompliance are severe and could be debilitating.

This policy applies to:

- “Employees” includes tenure track and auxiliary (career-line) faculty, staff, contract instructors (even if only teaching one course), graduate teaching/research assistants, students and affiliates (including visiting professors or community members who serve on graduate committees). While not employees, this also includes students who are providing patient/client services as part of a class or assignment.
- “Mobile devices” includes laptop and notebook computers, tablets (iPads, Android, Kindle, etc.) USB drives, smart-phones (email and internet capable), and external

hard drives that are University-owned or personally-owned (if used for University business, see below).

- Non-mobile devices include desktop computers and work-stations.
- “University business” includes e-mail, class presentations, PowerPoint presentations, all clinic documentation and communication, student coursework, patient billings, departmental office work including student and patient files, etc.

All employees and students in the Department of Communication Sciences are under mandatory compliance for password protection of non-mobile devices.

HIPAA regulations and penalties apply to security failures, which may include punishments up to and including termination of employment (or student status) and monetary fines as set by the U.S. Federal Government and the University of Utah.

Security Requirements

- University owned laptops – place a trouble ticket with ITS to encrypt.
- Personally owned laptops – Personal laptops (and notebooks) being used for University use will need to be encrypted with “Full Disk Encryption.” More information about full disk encryption can be found at https://en.wikipedia.org/wiki/Disk_encryption. Current acceptable full disk encryption options include:
 - File Vault 2 - <http://support.apple.com/kb/ht4790> (Available for Mac OS X 10.7 and up – included in operating system if you have 10.7 and up).
 - Bit Locker - <http://windows.microsoft.com/en-us/windows7/products/features/bitlocker> (included in Windows 7 Ultimate or Enterprise editions or Windows 8 Pro or Enterprise editions only).
- Apple products whether personally owned or university owned (iPads, iPods, iPhones and other devices) must be password protected with at least 6 digits.
- All portable USB (flash, thumb or jump) drives must be full-disk encryption, and they must be purchased this way (cannot be reformatted). For the sake of simplicity the department will provide each employee and student with 1 approved drive.
- External hard-drives for research laboratories or faculty offices must be encrypted with hardware encryption not software encryption, university owned hard-drives must be purchased through ITS and/or Asset Management.
- Mobile devices that do not have encryption software available (i.e. some tablet computers and smart phones, Android, Kindle, etc.) must be password protected.
- Desktops and workstations (whether personal or university owned) must be password protected.

Policy for use of DVDs containing PHI in the Speech-Language-Hearing Clinic

The Speech-Language-Hearing Clinic (SLHC) uses DVDs to archive videos of selected treatment and assessment sessions. These DVDs are stored in a locked, password protected area in the clinic. Graduate students and Clinical Faculty check out DVDs to view patient sessions for treatment planning training purposes. Treatment planning purposes include reviewing videos to become familiar with the patient’s progress over the course of

treatment in the clinic and/or to assist in treatment planning when patients are transferred to a new clinician from semester to semester. Training purposes include reviewing videos to conduct self-evaluations and reviewing videos with clinical faculty during supervision meetings. All patients (or their guardian) sign an authorization to video and audiotape treatment and diagnostic sessions to be used for treatment, training and instructional purposes. DVDs must not be taken out of the building.

All DVDs containing Protected Health Information (PHI) are stored in the locked, password protected area of the clinic along with the patient charts and are considered part of patients' medical record. All DVDs must be labeled with the chart number, patient initials and the date of the recorded session(s), a spreadsheet cataloging all DVDs is maintained as well as a check-out log that is reviewed daily to ensure all DVDs are returned prior to the end of the business day at 5:30 p.m.

- To check out a DVD, sign it out on the DVD Daily Checkout Log (example attached):
 - Name of person checking out DVD and university ID number
 - Date
 - Chart number
 - Patient initials
 - Date of session to review
- DVDs must not be removed from the clinic; they can be reviewed in the faculty offices, therapy rooms, student computing lab, classroom or conference room.
- All DVDs must be checked in by close of clinic day (5:30).
- The clinic front desk personnel will initial the checkout sheet to indicate when DVDs are returned.

The checkout sheet will be reviewed by the Clinic Director at the end of each day to assure that all DVDs have been returned to the secured records area.

DEPARTMENTAL GRADUATE POLICIES AND REGULATIONS

Admission Requirements

Competitively based on the pool of applicants for any given year.

Deadline for application: January 15th

The following materials must be submitted:

- Graduate Application Form
- GRE scores
- Three Letters of Recommendation (it is recommend that two are from academic faculty)

If English is not the applicant's native language, the Test of English as a Foreign Language (TOEFL) exam will be required. The entire application is weighed to determine the ability of the student to complete the program successfully.

GRADUATE STUDENT ADVISEMENT

Each student will be assigned a supervisory committee chair and two additional committee members. The committee chair will meet with each student at least once a semester to review academic coursework, plan future courses, plan and review clinical experiences, decide upon the research project or comprehensive exams, and fill out necessary paperwork.

DIFFERENTIAL TUITIONS IN GRADUATE PROGRAMS

- A tuition surcharge is levied on students in the following graduate programs: clinical dietetic, **communication sciences and disorders**, medicine, occupational therapy, pharmacy, and physical therapy. A total of approximately 1000 students will pay the surcharge for clinical programs.
- The surcharge is administered on a flat-rate basis to resident and non-resident students alike.
- All of the programs that assess the additional tuition are high demand programs and are unique in the state.
- The additional tuition charge will qualify for Federal Student Loan programs. In addition, program directors have expressed an intention to use a portion of the revenue for financial aid. The University has adequate room within Title 53 provisions to make tuition waivers available.

STUDENT COMPLAINT PROCEDURE

Suggestions for addressing concerns regarding a course or a clinical practica.

1. Talk with the course instructor or clinic supervisor. S/he needs to be aware of any concerns in order to attempt to address them.
2. If the instructor/supervisor is not responsive and there are continued concerns, speak with your advisor, the Director of Graduate Studies, the Clinic Director, and/or the Department Chair.
3. If there continues to be an issue needing attention, the Dean of the College of Health or the Dean of the Graduate School would be the next level of administration within the University.
4. Outside the University level (e.g., if there are concerns about policies or practices at the level of the Department), one can contact the Council on Academic Accreditation of the American Speech-Language-Hearing Association. Should the need arise, the contact information is:

Council on Academic Accreditation
ASHA National Office
10801 Rockville Pike
Rockville, MD 20852
Phone: (301) 897-5700

CSD GRADE POLICY FOR SLP GRADUATE STUDENTS

Academic Probation

If a student receives a grade of C+ or lower in more than one academic course, s/he is put on “academic probation” by the Department. The graduate program probation and dismissal policy also applies to any required undergraduate courses taken by graduate students.

Following a grade of C+ or lower, the instructor will contact the student’s Committee and/or the Clinic Director to determine an appropriate plan for remediation, if necessary.

For example, the Committee and/or the Clinic Director may require the student to repeat any or all of the problem courses (and obtain a grade of B or higher) prior to the student beginning his/her externships.

Remediation of the courses must be completed within a timeline designed by the instructor(s). The student is given one opportunity to remediate the course. For the clinically related courses, remediation must occur prior to the student working clinically in that area.

Clinic Probation

If a student receives a grade of C+ or lower as an overall grade for a clinic course, s/he is put on “clinic probation” by the Department. The Clinic Director and Clinic Instructors will determine an appropriate plan of action to remediate the relevant deficiencies. The remediation plan will be developed and carried out in the semester immediately following the semester the student was placed on probation.

The student must obtain a grade of B or higher in the subsequent clinic practicum and meet all requirements of the remediation contract/plan that were established.

Both of these requirements must be met in the semester immediately following the semester that resulted in the student being placed on probation.

A student will not be able to begin his/her externships until the remediation plan has been satisfactorily completed.

Dismissal from the Program

Dismissal from the clinical graduate programs in CSD will be effective beginning the semester immediately following the occurrence of any one of the following:

1. An overall GPA of less than 3.0 for two consecutive semesters.
2. Three grades of C+ or lower in any academic or clinic courses.
3. An overall grade of D or F in any academic or clinical course and either:
 - a) A grade of C+ or lower earned in any other class, or

- b) An overall GPA or less than 3.0.
- 4. A clinical practicum (e.g., CSD 6710, 6820, 7700) grade of C+ or lower for two semesters
- 5. Failure to complete any applicable remediation plans.

Notes:

- 1. Retaking a course to improve the grade will not change the Dismissal Policy.
- 2. The Graduate School requires that students maintain an overall GPA of 3.0 in order to graduate. A cumulative GPA below 3.0 will place a student on probation with the Graduate School.
- 3. A grade below C- is not accepted for credit toward a graduate degree.

Course Remediation Policy

Students in clinical professional degree programs that lead to ASHA certification must demonstrate competency in each of ASHA's Knowledge and Skills Acquisition (KASA) Standards. Graduate Program Directors cannot approve a student's KASAs as being met until a student demonstrates competency in each KASA standard.

In order to fulfill requirements for the ASHA Certificate of Clinical Competence (CCC), KASA "tracking records" are maintained for each graduate student (MS, MA, and AuD). The KASA guidelines dictate the knowledge and skills that the CSD program expects students to master by the time of their graduation. Assessments are conducted each semester to determine if students have demonstrated adequate progress relative to the KASA guidelines. In addition to receiving an overall course grade for a class, students are also evaluated by the course instructor for specific knowledge and skills. If a student's knowledge and skills in a particular area are lacking, the student will be required to undertake remediation activities to demonstrate that they have achieved competency.

If a student receives a grade of C+ or lower in an academic or clinical course, s/he must remediate that portion failed or the entire class (depending upon the discretion of the instructor) to demonstrate required KASA competency. Completion of these remediation activities does not result in changes to a student's overall grade in a course. Only one opportunity for course remediation is allowed. If a student fails to remediate a course they will be required to retake the course (with a grade of B- or better) to demonstrate KASA competency. If a student receives a single grade of D+ or lower as an overall course grade in any academic or clinical course, he or she will be required to repeat that course and obtain a grade of B or higher. The student may not begin his/her externship until the problem course is repeated successfully. The student must complete the remediation by the end of the following semester.

Graduate Studies Information from the Graduate Student Catalog at the University of Utah

<http://gradschool.utah.edu/graduate-catalog/>

GRADUATE ADMISSIONS

Prospective graduate students, including University of Utah seniors, apply for admission through The University of Utah Apply Yourself online application system. Each department or program determines its own application process. Visit the department's website for a link to the Graduate Admissions application, along with instructions and requirements.

Admissions Office

250 Student Services Building

Mailing address:

University of Utah

Admissions Office

201 S. 1460 E. Room 250S

Salt Lake City, UT 84112-9057

Phone: 801.581.7283

Fax: 801.585.7864

URL: <http://admissions.utah.edu/>

Email: graduate@sa.utah.edu

Admission Requirements

An applicant for admission to The Graduate School must meet the following minimum requirements:

1. An undergraduate GPA of at least 3.0, based on all undergraduate work. If the undergraduate GPA is below 3.0, a GPA will be calculated on the last 60 semester hours (90 quarter hours) of the undergraduate work for admission consideration;
2. A bachelor's degree from a regionally accredited college or university;
3. Meeting the academic department's admission standards, and receiving a recommendation for admission to their graduate program.

Departments and colleges may establish additional criteria for admission in accordance with the general guidelines established by The Graduate School. Please see Departmental graduate policies and regulations at the beginning of the Graduate section of this handbook.

More information, including deadlines, the steps to begin an application, and international requirements, is available at the University's Office of Admissions website: <http://admissions.utah.edu/apply/graduate>

The University of Utah is committed to a policy of nondiscrimination and equal opportunity in all programs, activities, and employment. Moreover, students may not be denied admission to graduate work solely because they obtained a prior degree at the University of Utah.

REGISTRATION

Thesis candidates must register for a minimum of six credit hours of Thesis Research (course number 6970) and at least one course per semester from the time of formal admission to a graduate program until all requirements for the degree, including the final oral examination (thesis defense), are completed.

Non-thesis candidates must be registered for at least one course per semester from the time of formal admission to a graduate degree program until all requirements for the degree, including the defense of the final project, paper, or final examination, are completed. Thesis and non-thesis candidates must meet this registration requirement unless they have an official leave of absence.

Continuous Registration

A student must maintain continuous registration throughout the graduate programs until all clinical/course work requirements have been completed. Application for re-admission to the program will be required if a student is unable to meet this requirement.

ATTENDANCE

The University expects regular attendance at all class meetings. Students are responsible for satisfying the entire range of academic objectives and requirements as defined by the instructor. Students absent from class to participate in officially sanctioned University activities (e.g., band, debate, student government, intercollegiate athletics) or religious obligations, or with instructor's approval, shall be permitted to make up both assignments and examinations.

LEAVES OF ABSENCE

Students who wish to discontinue their studies for one or more semesters (other than summer term) must complete a Request for Leave of Absence Form. The form must be approved and signed by the supervisory committee chair and department chair and then forwarded to the dean of The Graduate School for approval.

Requests for leaves of absence may be granted for up to one year for circumstances related to:

- A serious health condition of the student or family member,
- Parental leave to care for a newborn or newly adopted child,
- A call to serve in military service, or

- Other compelling reasons that the student's department believes is in the best interests of both the student and the University.

The form requesting a leave of absence for a current semester must be completed and received in The Office of the Registrar by the last day of classes of that semester. Leaves of absence are not granted retroactively. Students must officially withdraw from classes in any semester for which a leave is granted; failure to formally withdraw results in the reporting of E or EU grades for all classes.

The period during which a leave of absence is granted does not count toward the period allowed to complete the degree. Leaves are granted for a maximum of one year at a time, and may be renewed by submitting a new form to The Office of the Registrar. The leave of absence is void if a student registers for classes in a semester for which a leave was granted.

SUPERVISORY COMMITTEE

The department chair or director of the SLP graduate program, depending on departmental policy, appoints the chair and committee members. The supervisory committee is usually formed in the first year of graduate work.

Master's supervisory committees consist of three faculty members, the majority of whom must be regular (tenured or tenure track) faculty in the student's major department.

The supervisory committee is responsible for approving the student's academic program, preparing and judging the qualifying examinations subject to departmental policy, approving the thesis or dissertation subject, reading and approving the thesis or dissertation, and administering and judging the final oral examination (thesis or dissertation defense). The chair of the supervisory committee directs the student's research and writing of the thesis or dissertation. The final oral examination may be chaired by any member of the supervisory committee consistent with departmental policy. If a graduate student's preliminary work is deficient, the supervisory committee may require supplementary undergraduate courses for which no graduate credit is granted. Decisions concerning program requirements, examinations, and the thesis or dissertation are made by majority vote of the supervisory committee.

All University of Utah faculty members including regular (tenured or tenure track) research, clinical, emeritus, visiting, auxiliary, and adjunct are eligible to serve as supervisory committee members. The faculty member must hold an academic or professional doctorate, the terminal degree in the relevant field, and/or must have demonstrated competence to do research and scholarly or artistic work in the members upon approval of the dean of The Graduate School (a vita for the proposed committee members should accompany the request). Committee chairs must be selected from regular faculty (tenured or tenure track). Immediate family members are not eligible to serve on a student's supervisory committee.

APPROVAL OF PROGRAM OF STUDY

One semester prior to graduation, a complete program of study should be entered into the Graduate Records Tracking System by the department graduate coordinator and then approved by the student's supervisory committee and the director of graduate studies. Once the student is

admitted to candidacy for the master's degree, this program of study is reviewed by The Graduate School.

LANGUAGE REQUIREMENTS

Candidates for the MA degree must be certified by the Department of Languages and Literature as having demonstrated "standard proficiency" in at least one foreign language. However, departments may establish additional language requirements for the MA degree.

There is no University-wide-foreign-language requirement for the MS degree, but departments may establish their own language requirement. The major department determines the foreign language in which each candidate is required to demonstrate competence. The Language Verification form for certification is available in the Department of Languages and Literature.

Departments may require "standard proficiency" or "advanced proficiency" in language competence in one or more foreign languages for graduate degrees.

The Department of Communication Sciences and Disorders requires a "standard proficiency" of a language to fulfill the requirements for the MA degree.

Standard proficiency assumes a reading-comprehension level expected of a student who has completed one year of college foreign-language instruction or the equivalent.

Students may verify standard proficiency in one of the following ways:

1. Complete a second-semester language course (1020), or the equivalent at another institution, with at least a B grade (3.0). Submit a grade report or transcript to the Department of Languages and Literature, 1400 Language and Communication Building, for verification. Courses must have been taken not more than six years prior to the date of application for language verification.
2. Pass the MLA (Modern Language Assessment) for French, German, Italian, Russian, or Spanish in the Testing Center with a score indicating standard proficiency. Testing for most other common languages is available through Brigham Young University. Students interested in taking the MLA should first contact the Department of Languages and Literature for instructions and authorization.
3. Pass a foreign language examination designed by the major department in consultation with the Department of Languages and Literature.

MINIMUM ACCEPTABLE GRADES

Candidates for graduate degrees are required to maintain a 3.0 or higher GPA in course work counted toward the degree. A grade below C- is not accepted for credit toward a

graduate degree. Some departments further restrict C grades.

EXAMINATIONS: NON-THESIS OPTION

Alternatives to the thesis are permitted by some departments. These alternatives may consist of course work only or involve an independent project. In either case, a final exam that covers breadth and integration of material in the field is required. The examination may be written, oral, or both, and is conducted by the supervisory committee or the department.

For project-oriented master's degrees, a public oral defense of the project may serve as the final examination. At its discretion, the supervisory committee may elect to excuse the public from the defense in order to pursue additional questions related to the student's project and field of study. The supervisory committee of the student completing a non-thesis master's degree must sign and submit the Report of the Final Project for the Master's Degree or the Report of the Final Examination or Certification of Completion for the non-thesis Master's Degree form to their department, to be entered into the student's online file.

THESIS REGULATIONS

The thesis must represent from 6 to 10 credit hours of the work completed for the degree. The master's thesis is expected to be available to other scholars and to the general public. It is the responsibility of all master's candidates to arrange for the publication of their theses.

The University accepts two alternatives for complying with the publication requirements:

1. The entire thesis is submitted to UMI Dissertation Publishing, ProQuest Information and Learning.
2. The abstract only is published if the entire thesis has been previously published and distributed, exclusive of vanity publishing. The thesis candidate may elect to submit the entire previously published work for publication with UMI Dissertation Publishing, ProQuest Information and Learning.

Thesis and Dissertation Editor

Mailing Address:

201 S. President's Circle, Room 302

Salt Lake City, UT 84112

Phone: 801.581.8893 or 801.581.5076

URL: <http://www.gradschool.utah.edu/thesis/>

Thesis Handbook

A Handbook for Theses and Dissertations contains information on The Graduate School's policies and procedures for preparing a thesis or dissertation, having it edited

by the Thesis Editor, and filling it as the final step in graduation. The Handbook includes an explanation of the University of Utah format, examples of forms and essential pages for the thesis, a list of departmentally-approved style guides, and a discussion of copyright issues. A copy of the Handbook is available on The Graduate School website at: <http://gradschool.utah.edu/thesis/handbook/>

Contract Research

According to the standard research agreement for sponsored, contract work, the University of Utah, as a state institution of higher education, engages only in research that is compatible, consistent, and beneficial to its academic role and mission, and therefore significant results of research activities must be reasonably available for publication. The University agrees, however, for a period not to exceed six months following completion of the project, which it will obtain sponsor approval prior to publication, which approval will not be unreasonably withheld by sponsor. The University agrees to keep confidential any sponsor proprietary information supplied to it by sponsor during the course of research performed by the University, and such information will not be included in any published material without prior approval by the sponsor (Office of the University of Utah Vice President for Research).

Inventions and Patents

The University of Utah has a proactive approach to licensing University research to industry that has led to the commercialization of devices, drugs, and drug delivery systems and many other parallel technologies. The first step in this process is the disclosure to the Technology Transfer Office (TTO) of the invention and the subsequent evaluation of the invention for patent protection and commercial appeal. All University faculty, staff, and students participating in research have an obligation to disclose to the TTO any potential inventions. Details of the University's patent policy can be obtained from Section 6-4 of the University's Regulations Library. Any questions should be addressed to the TTO.

THESIS ALTERNATIVES

Alternatives to the thesis are permitted in some departments. The supervisory committee of the student completing a non-thesis master's degree must sign and submit the Report of the Final Project for the Master's Degree or the Report of the Final Examination or Certification of Completion for the non-thesis Master's Degree form to the Graduate Records Office. This form is due by the last day of the semester in which the student expects to graduate.

TIME LIMIT

All work for the master's degree must be completed within four consecutive calendar years. On recommendation of the student's supervisory committee, the dean of The Graduate School can modify or waive this requirement. If the student exceeds the time

limit and is not granted a modification or waiver, the department has the option to discontinue the student.

EXCEPTIONS

Individual student exceptions to the general requirements for the master's degree stated above must be approved by the dean of The Graduate School upon recommendation of the student's supervisory committee and the director of graduate studies or department chair.

EXAMINATIONS: THESIS OPTION

Final Thesis Defense: The required final examination for the MS or MA thesis option is an oral defense of the thesis. The defense date is set by the supervisory committee and is open to the public. At least three weeks before this final oral examination, the student should submit an acceptable thesis draft to the committee chair; committee members should receive copies at least two weeks before the examination date. After the oral presentation, a question and answer period must be allowed. At the conclusion of the public participation, the committee may excuse the public and conduct further questioning on the thesis and related topics. The outcome of the thesis defense is reported on the Report of the Final Oral Exam and Thesis for the Master's Degree form.

Comprehensive Examination: In addition to the required thesis defense, departments may or may not require a comprehensive examination of MS and MA candidates in the thesis option. Each department establishes its own policy on the structure of the examination (i.e., written, oral, or both; conducted by supervisory committee or uniform departmental exam). The exam may be taken early in the program as a comprehensive qualifying exam, or late in the program as a final comprehensive exam separate from the thesis defense.

GRADUATE RECORDS OFFICE The Graduate School

Mailing address:

Graduate Records Office
201 S. Presidents Circle, Room 302
Salt Lake City, UT 84112-9016

Phone: 801.581.7642

Fax: 801.585.6749

URL: <http://www.gradschool.utah.edu>

The Graduate Records Office maintains a permanent record of all activities relating to progress toward a graduate degree for each student who has an approved supervisory committee. Records are kept in accordance with policies and regulations established by the Graduate Council and the dean of The Graduate School.

The office does not keep records of students who register for graduate courses but are not formally admitted to a graduate program. For the following professional degree programs, student records are retained in their respective college: M.Arch., MBA, ME,

MEA, MFA (except MFA in creative writing, M.Mus., M.Acc., MSW, Pharm.D., JD, LLM, and MD.

The Graduate Records Office verifies that students have completed all academic requirements for their degrees. In matters pertaining to the satisfaction of degree requirements, students and faculty deal directly with the Graduate Records Office, which maintains a close liaison with the dean of The Graduate School, the Admissions Office, the Registrar's Office and the departmental graduate student secretaries.

Student records held in the Graduate Records Office include required forms and information signed by department chairs, graduate directors, and members of supervisory committees.

The file includes the required forms as well as records of changes made in a supervisory committee or program of study and miscellaneous data, reports, and memoranda relating to a student's degree or program.

It is students' responsibility to verify with their departments that all forms and information are filed in the Graduate Records Office in a timely manner.

LOANS AND FEDERAL WORK-STUDY

Financial Aid and Scholarships Office

105 Student Services Building

Mailing Address:

201 S. 1460 E., Room 105

Salt Lake City, UT 84112-9055

Phone: 801.581.6211

URL: <http://www.sa.utah.edu/finance>

Graduate Assistantships, Fellowships, and Awards

Graduate Fellowships and Benefits Office

The Graduate School

201 S. Presidents Circle, Room 302

Salt Lake City, UT 84112-9016

Phone: 801.581.6020

Fax: 801.585-6749

URL: <http://www.gradschool.utah.edu/tbp>

You have graduated – now what?

1. Apply for ASHA Certification in Speech-Language Pathology

- a. Go to the ASHA web page: www.asha.org/certification/SLPcertification
- b. Once you have officially graduated, fill out the “Application for Speech-Language Pathology Certification.” The student fills out pages 1-3. Page 4 is completed by the department chair.
- c. The Speech-Language Pathology Clinical Fellowship (SLPCF) Report and Rating Form is completed after you complete your CFY.

2. Apply for Utah Department of Education School License

- a. You can apply for school licensure if you have completed a school externship and after the Clinic Director has met with you to enter your externship hours and cleared you for graduation.
- b. Amy Collard will assist you in the recommendation process. if you have completed a school externship.
- c. Go to web site: www.utah.gov/teachers
- d. Select “*University Recommendations.*”
- e. Enter credit card information.
- f. Go back to the site once you have been recommended and you will be able to download your certification.
- g. Scan a copy of the certification and send it to amy.collard@hsc.utah.edu. This copy is for your academic file.

3. Apply for your Utah State Professional License (temporary and permanent)

- a. Go to the web site www.dopl.utah.gov.
- b. Choose Application- SLP, Choose Temporary SLP (p7 of form)
- c. You can apply for your permanent license after you complete your CFY and have your ASHACCs.