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**Appendices**

A. Technical Standards

B. Remediation Plan Form
The Department of Speech, Language, and Hearing Sciences

Mission Statement

The mission of the Department is to contribute to the scientific study of human communication and its disorders, and to educate students regarding the relevant knowledge and skills necessary for clinical and research endeavors in the field.

Academic Programs

The Department of Speech, Language, and Hearing Sciences offers coursework leading to the Bachelor of Science (BS), Master of Science (MS), Doctor of Audiology (AuD), and Doctor of Philosophy (PhD) degrees.

The Bachelor of Science degree includes coursework to develop understanding of basic principles of biological and physical sciences, mathematics and the social and behavioral sciences. The SLHS major provides a broad education regarding human communication and communication disorders across the lifespan. This degree is also preparatory for clinical degrees in speech-language pathology or audiology, as well as for advanced degrees in speech, language, and hearing sciences or related fields of study.

The Master of Science degree includes the two-year academic and clinical training to prepare students for a career in speech-language pathology. A nonclinical Master of Science degree is also available.

The Doctor of Audiology (AuD) program is a four-year course of study for a professional degree with a clinical emphasis in audiology.

The Doctor of Philosophy (PhD) program prepares students for academic and research careers through coursework and participation in research projects.

Accreditation

The Clinical MS and AuD programs are accredited by the Council on Academic Accreditation (CAA) in Audiology and Speech-Language Pathology of the American Speech-Language-Hearing Association (ASHA). For information on accreditation see https://caa.asha.org
Department of Speech, Language, and Hearing Sciences
Teaching Mission Statement

The teaching mission of the Department of Speech, Language, and Hearing Sciences at the University of Arizona is to provide excellent foundational and advanced education to students in the area of human communication and its disorders.

- For undergraduate students, our goals are
  – To promote critical thinking, writing skills, and problem-solving abilities
  – To provide high quality education in speech, language, and hearing sciences
  – To prepare students to continue their education with advanced degrees in audiology; speech-language pathology; speech, language, and hearing sciences; or related areas.

- For graduate students, our goals are
  – To train highly qualified audiologists and speech-language pathologists who are well-grounded in principles of evidence-based practice
  – To train the next generation of scientists in our professions

Coursework in the clinical degree programs is designed to support students to achieve the following knowledge outcomes and skills:

- Ability to demonstrate speech and language skills necessary for effective communication with clients/patients and their relevant others, and for composing well-written and substantive diagnostic and treatment reports, treatment plans, professional correspondence, and scientific and technical reports.

- Ability to analyze, synthesize and evaluate biological, acoustic, psychological, developmental, linguistic and cultural correlates of basic human communication processes and disorders including speech, receptive and expressive language in oral, written, and manual modalities, hearing, swallowing, and cognitive/social aspects of communication.

- Ability to analyze and evaluate information about prevention, assessment, and intervention over the range of communication disorders specified in the current ASHA scope of practice for audiology and speech-language pathology.

- Ability to analyze and synthesize relevant information regarding professional ethics and to interpret the principles of the ASHA Code of Ethics as they apply to the professional practice of audiology and speech-language pathology.

- Ability to comprehend the common principles of research and research design, both basic and applied, used in human communication sciences and disorders and to know sources of research information and how to access them.

- Have an understanding of issues currently having an impact on audiology or speech-language pathology as professions.
# RESEARCH AND CLINICAL FACULTY

<table>
<thead>
<tr>
<th>Name</th>
<th>Degree</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alt, Mary</td>
<td>Ph.D.</td>
<td>Associate Professor (SLP)</td>
</tr>
<tr>
<td>Baraket, Fadyeh</td>
<td>Au.D.</td>
<td>Clinical Assistant Professor (AUD)</td>
</tr>
<tr>
<td>Beeson, Pélagie M.</td>
<td>Ph.D.</td>
<td>Professor and Department Head (SLP)</td>
</tr>
<tr>
<td>Brown, Jessica</td>
<td>Ph.D.</td>
<td>Assistant Professor (SLP)</td>
</tr>
<tr>
<td>Bunton, Kate</td>
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<tr>
<td>Casteix, Jennifer</td>
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<td>Cazzato, Kathleen</td>
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<td>Cone, Barbara</td>
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<tr>
<td>DeRuiter, Mark</td>
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<td>Clinical Professor &amp; Associate Head (AUD/SLP)</td>
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<tr>
<td>Dai, Huanping</td>
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</tr>
<tr>
<td>Darling-White, Meghan</td>
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<tr>
<td>Fabiano-Smith, Leah</td>
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<td>Faux Muller, Cass</td>
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<tr>
<td>Hansen, Erica</td>
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<td>Hawley, Janet L.</td>
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<td>Hoit, Jeannette D.</td>
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<td>Velenovsky, David</td>
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<tr>
<td>Wymer, Carole</td>
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<td>Clinical Assistant Professor (SLP)</td>
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FACULTY RESEARCH AREAS

The Speech, Language, and Hearing Sciences building houses research laboratories that complement our on-campus clinical facilities. Students have the opportunity to enroll in independent studies, participate in ongoing investigations, and to conduct directed research in the context of thesis and dissertation projects. A wide range of research interests are represented by the faculty as highlighted below.

Mary Alt  Receptive language development with a particular emphasis on the learning mechanisms that contribute to developmental language disorders.

Pélagie Beeson  Neurogenic communication disorders, with particular emphasis on the nature and treatment of aphasia, acquired alexia and agraphia.

Jessica Brown  Development of ecologically-valid assessments, evaluation of augmentative supports and strategies, and examination of visual and cognitive abilities to improve functional outcomes for individuals with traumatic brain injury, concussion, and stroke across the lifespan.

Kate Bunton  Kinematic, aerodynamic, and acoustic characteristics of normal and disordered speech production, speech development, and correlates of speech intelligibility.

Barbara Cone  Human auditory system development and methods for assessing hearing in infants at risk for hearing loss or neurologic impairment.

Mark DeRuiter  Clinical education in Speech-Language Pathology and Audiology; Auditory processing and language correlates in children and adults

Huanping Dai  Basic science aspects of auditory perception, applied issues related to hearing, including the application of statistical and psychophysical principles and methods to the diagnoses of hearing disorders, and signal processing for amplification.

Leah Fabiano-Smith  Phonological development and disorders in bilingual Spanish-English speaking children and clinical issues related to culturally- and linguistically-diverse populations.

Jeannette Hoit  Normal and abnormal speech motor control, aging speech and hearing physiology, motor speech disorders, research ethics and practices.

Aneta Kielar  Integration of behavioral and neuroimaging measures of brain function with goal of understand changes in cognitive functioning associated with brain damage and recovery.

Nicole Marrone  Hearing loss and treatment in adults; aging and cognitive factors in auditory perception; improving speech understanding in competing noise and reverberation

Julie Miller  Neurogenetic mechanisms underlying birdsong as a model for understanding speech function and dysfunction
Frank Musiek  Central auditory processing disorders; auditory evoked potentials, neuroanatomy and neurophysiology of the central auditory system, neuroaudiology
Elena Plante  Brain-language relations in developmental language disorders and language assessment and treatment.
Robin Samlan  Production, perception, and measurement of the human voice
Brad Story  Speech acoustics/analysis/signal processing, synthesis/simulation of speech and voice, relation between articulation and acoustics, speech-to-speech transformation, perception of natural and synthetic speech.
David Velenovsky  Tinnitus management; study of cochlear mechanics and auditory processing; animal audiology.
Meghan Darling-White  Develop and validate interventions that have an impact on functional speech production skills in individuals with motor speech disorders.

**Research Professionals**

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Lab/Project</th>
</tr>
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<tbody>
<tr>
<td>Cecelia Figueroa, M.S., CCC-SLP</td>
<td>L4 Lab (Alt)</td>
<td></td>
</tr>
<tr>
<td>Dianne Patterson, Ph.D.</td>
<td>Plante Lab &amp; Aphasia Research Project (Beeson)</td>
<td></td>
</tr>
<tr>
<td>Kindle Rising, M.S., CCC-SLP</td>
<td>Aphasia Research Project (Beeson)</td>
<td></td>
</tr>
<tr>
<td>Rebecca Vance, M.S., CCC-SLP</td>
<td>Plante Lab</td>
<td></td>
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</table>
**MASTER OF SCIENCE in SPEECH, LANGUAGE, AND HEARING SCIENCES**

We have two Master of Science programs: one with a clinical emphasis in Speech-Language Pathology, and the other, a nonclinical degree in Speech, Language, and Hearing Sciences. This student handbook is designed to guide students through the program for either degree. We also maintain a website for matriculating students where complementary information is available at \[http://slhsfac.arizona.edu/content/ms-slp\].

The faculty members of the Department of Speech, Language, and Hearing Sciences are committed to providing the highest quality graduate education, both academic and clinical. All students are invited to attend the weekly **colloquium** series, which provides an excellent complementary learning experience for students. Presentations occur on Mondays (and occasionally on Wednesdays) over the noon hour. Speakers include members of the SLHS faculty, other UA faculty, visiting scholars, students, and local professionals. Student presentations regarding research or clinical work are prepared under the direction of supervising faculty. Attendance at the colloquia is particularly appropriate during the first year of graduate school as a means to learn more about the research and clinical activities in the department. To obtain academic credit for the colloquium, students register for SLHS 595a for 1 unit of credit.

**Master of Science in Speech, Language, and Hearing Sciences (without Clinical Training)**

The non-clinical Master’s degree is designed for students who elect to major in basic speech, language, and hearing sciences. This may be the terminal degree for a student or the first step toward a Ph.D. This degree is not applicable to the students who pursue the standard clinical curriculum in Audiology or Speech-Language Pathology.

As with all graduate programs, students develop a Plan of Study to meet the degree requirements. The Master’s degree requires a total of 36 units. The non-clinical MS requires successful completion of a master’s thesis, and up to 6 units of thesis credit can be counted toward the degree. Students will develop a thesis plan with the major advisor, and comprise a Program Committee with at least two other faculty members. Guidelines for the Thesis Committee and Thesis defense are detailed below. In exceptional cases, the thesis requirement may be replaced by a comprehensive examination, subject to approval by the SLHS Director of Graduate Studies (Dr. Bunton).

**Master of Science in Clinical Speech-Language Pathology**

Our clinical program in Speech-Language Pathology is designed to provide all of the academic and clinical training to fully prepare students for professional practice in the field. The program is accredited by the Council on Academic Accreditation (CAA) in Audiology and Speech-Language Pathology of the American Speech-Language-Hearing Association (ASHA). The required coursework and clinical training address all of the ASHA Standards to achieve the necessary knowledge and skills for speech-language pathology.

Applicants for admission to the MS with an emphasis in Speech-Language Pathology program must possess the capability to complete the entire clinical curriculum (in some cases with reasonable accommodations). The clinical curriculum requires certain demonstrated proficiencies that are distinct from academic requirements. To achieve these proficiencies, students must be able to meet the **Technical Standards** specified in Appendix A. Upon admission, each student is required to verify that they can meet the technical standards. Student competence relative to these standards will be re-evaluated each semester by the faculty.
Overview of Course Requirements for Clinical Master’s Degree in Speech-Language Pathology
The clinical Master of Science degree requires a minimum of 36 graduate credit hours distributed across a number of areas. This total does not include academic credit earned for clinical practicum, and includes no more than 6 hours of thesis credit for those who choose the thesis option. The academic preparation and clinical training are broadly based, including coursework across a range of communication disorders. Completion of a thesis is optional, but is highly recommended for students planning to pursue studies leading to a PhD degree.

Table 1 (page 9) provides the suggested course sequence for the MS in Speech-Language Pathology. Students are also expected to have a background that includes the coursework listed below as required for ASHA certification. Students who have not completed the background coursework are encouraged to do so as early as possible, and should inform their academic advisor of plans to do so.

- 1 course in Physical Science (Physics or Chemistry)
- 1 course in Biological Sciences (human or animal emphasis)
- 1 course in Behavioral/Social Sciences
- 1 course in Statistics (not research methods)

Overview of the First Year for Three-Year Students
Students admitted to the Master’s Degree Program with background in other fields will need to complete preliminary coursework during their first year. This first year (referred to as the leveling year) will include both undergraduate and graduate level coursework. Students must register for at least 9 units of graduate-level credit each semester. When a course is offered both on the 400- and 500-level, students should register for the 500-level course. The student’s academic advisor will review academic records and recommend coursework for the leveling year. (See page 14 for guidance for three-year student).

Overview of Practicum Requirements
Students completing the MS degree in clinical sciences must have coursework and practicum experiences meeting the certification requirements of the American Speech, Language, and Hearing Association (ASHA). The University of Arizona views the practicum courses as laboratory courses. As such, the University requires 45 hours of assigned experience for each unit of academic credit in practicum enrollment.

A minimum of 400 clock hours of supervised clinical practicum must be completed in the practice of speech-language pathology. This includes:
- 25 hours of clinical observation followed by 375 hours of direct contact
- Up to 75 hours of direct contact can be transferred from an undergraduate program
- At least 325 hours must be completed during graduate training in at least three distinct settings.
- ASHA allows for up to 75 hours to be obtained through alternative clinical education. These opportunities will be defined by the clinical faculty.
- A minimum of 10 hours of clinical practicum in audiology
Table 1. Suggested Sequence for Courses in Speech-Language Pathology (beginning Fall 2019)

<table>
<thead>
<tr>
<th>Course#</th>
<th>Fall - 1st year</th>
<th>Units</th>
<th>Course#</th>
<th>Spring - 1st year</th>
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<tr>
<td>555</td>
<td>Developmental Language Disorders</td>
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<td>552</td>
<td>Language Disorders School-Age Children</td>
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<tr>
<td>544</td>
<td>Adult Language Disorders I</td>
<td>3</td>
<td>543</td>
<td>Adult Language Disorders II</td>
<td>3</td>
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<td>566</td>
<td>Preclinical Speech Science</td>
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<td>557</td>
<td>Dysphagia</td>
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<td>511</td>
<td>Tool School (Clinical Preparation)</td>
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<td>512</td>
<td>Evaluation Process in Speech-Language Pathology</td>
<td>3</td>
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<tr>
<td>597</td>
<td>Workshop: Research Intro</td>
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<td>597</td>
<td>Workshop: Research Methods</td>
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<td>595A</td>
<td>Colloquium*</td>
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<td>Clinical Practicum</td>
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<td>571</td>
<td>Speech Sound Disorders (if needed)</td>
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<th>Course#</th>
<th>Summer Session - 1st year</th>
<th>Units</th>
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<td>558/658</td>
<td>Clinical Practicum</td>
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<table>
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<tr>
<th>Course#</th>
<th>Fall - 2nd year</th>
<th>Units</th>
<th>Course#</th>
<th>Spring - 2nd year</th>
<th>Units</th>
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<tr>
<td>572</td>
<td>Speech Disorders I</td>
<td>3</td>
<td>574</td>
<td>Speech Disorders II</td>
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<tr>
<td>575</td>
<td>Neuromotor Speech Disorders</td>
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<td>554</td>
<td>Auditory Rehabilitation (if needed)</td>
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<td>501</td>
<td>Professional Issues</td>
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<td>(1-3)</td>
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**BOLD = REQUIRED COURSES**

*Colloquium (SLHS 595A): Students should enroll in the colloquium for academic credit a minimum of one semester during their graduate program.

Electives available within the department of Speech, Language, and Hearing Science include:

- SLHS 510  Counseling (Fall, 1 unit; DeRuiter)
- SLHS 535  Bilingualism, Multiculturalism, & Nonmainstream Dialects (Spring, 3 units; Fabiano-Smith)
- SLHS 597  Augmentative and Alternative Communication (Workshop; Spring, 2 units; Brown)
- SLHS 597  Medical Speech-Language Pathology (Workshop; Spring, 1 unit; Cazzato)
- SLHS 597  Accent Modification (Workshop; Fall & Spring, 1 unit; Hawley)
- SLHS 597  Pediatric Feeding and Swallowing Workshop; (Fall, 1 unit; Casteix)
- SLHS 597  Computer Skills for the Research Lab (Workshop; Fall & Spring, 1 unit; Patterson)
- SLHS 597  Speech Skills for Professional Speaking (Workshop; Fall, 1 unit; Scholar & Samlan)
- SLHS 597  Language and Imaging (Workshop; Spring, 2 units; Kielar)
- SLHS 696a Topics in Speech and Language (Seminar; check for current offerings)

Excellent elective courses are also available outside of the department in relevant areas including neurodevelopmental disorders, child development, neuroanatomy, neural foundations of behavior, and coursework for the bilingual certificate. The last semester of your graduate program is the most likely time for you to be able to add an outside elective. Check with your advisor or review course listings in departments such as Psychology, Family and Consumer Sciences, and Linguistics.
Knowledge and Skills Acquisition and Standards for Clinical Competence

In addition to meeting the academic requirements for the Master’s Degree, all students in the clinical program will meet the current knowledge and skills standards for the certificate of clinical competence in Speech-Language Pathology. Specifically, these are the 2020 Standards for Certification in Speech-Language Pathology (revised in 2019) posted on the ASHA website: https://www.asha.org/Certification/2020-SLP-Certification-Standards/.

Students should become familiar with the standards and complete a record of Knowledge and Skills Acquisition with faculty guidance over the course of the program. The form is retained in your file and you will receive a copy of the ASHA Knowledge and Skills Verification when you graduate.

Students should become familiar with the standards for the Certificate of Clinical Competence in Speech-Language Pathology. These standards can be found on the ASHA website at: https://www.asha.org/Certification/2020-SLP-Certification-Standards/.

Clinical Practicum Sites

A variety of practicum opportunities are available in both on- and off-campus facilities. During the two-year program, graduate students will complete a minimum of two semesters of training in the University Clinic and usually participate in two semesters of off-campus practicum. Initial clinical experiences are gained in the University of Arizona Speech-Language Clinic under the supervision of University clinical instructors and teaching faculty. In subsequent semesters, students either continue on campus or rotate to a variety of off-campus facilities, including public schools, local medical centers, and children's agencies. Advanced clinical experiences are also available in the context of clinical research and specialty clinics. Assignments are based on satisfactory completion of prerequisite coursework, previous clinical experiences, student interest, and availability. Clinical activities are scheduled to assure that each student gains balanced experience in the evaluation and treatment of speech and language disorders in children and adults.

HIPAA Client/Patient Confidentiality Clinical Policy

HIPAA stands for the Health Insurance Portability and Accountability Act, a federal law regarding confidentiality of client/patient information. All students must complete HIPAA training to participate in any clinical endeavor, and are expected to adhere to HIPAA and Department policies at all times. HIPAA training involves two steps:

1. Students must complete the UA HIPAA training through the on-line UAccess Learning module. This training can be completed on campus or from an off-campus location using VPN to login to the university. On UAccess Learning site, click on Find Learning and locate the module named CERTHIPAA, click to register. Once registered, click on HIPAA 101 and complete the self-paced modules. Detailed instructions are available on the UAccess Learning site. When you have completed the module, print the certificate of completion to put in your department file.

2. Students must also review the department-specific HIPAA policies (available on https://www.slhsfac.arizona.edu) and sign the department confidentiality form. Annual updates regarding HIPAA and other security issues will be provided at the start of each academic year.

Direct questions regarding HIPAA to Janet Hawley, SLHS HIPAA Compliance Officer.

Clinical Training and Record Keeping

The software program EXXAT is used to track academic and clinical progression through the program. Each student will have an individual account and enter accrued clinical hours each semester; clinical instructors will enter clinical evaluation ratings and grades each semester.
The Bilingual Certificate in Speech-Language Pathology and Audiology

Graduate students have the opportunity to earn the Bilingual Certificate in Speech-Language Pathology. The program allows students to specialize in evidence-based methods of assessment, diagnosis, and treatment of bilingual children and adults with speech, language, and hearing impairments. Students who earn this certificate will demonstrate knowledge regarding how the structure of common languages spoken in the United States compare and contrast with English, how to appropriately assess and treat all languages in the bilingual or multilingual individual, how to train and implement the use of interpreters, and cultural awareness and sensitivity in the clinical setting.

In addition to the typical graduate curriculum, the certificate program requires the following graduate coursework (9 units):

1. SLHS 535 Bilingualism, Multiculturalism, and Nonmainstream Dialects (3 Units)
2. SLHS 597 Workshop: Topics in Service Delivery for Bilingual Populations (1 unit).
3. Clinical Practicum in Bilingual Context (2 units)
   • Clinical experiences with bilingual populations will occur during SLHS 558 Clinical Studies in Speech-Language Pathology or SLHS 559 Clinical Studies in Audiology
   • A minimum of 70 contact hours with bilingual populations, across multiple clinical placements (either on or off-campus), should be documented.
4. At least one additional appropriate elective course (3 units total). Examples include:
   AIS 545 A Structures of Non-Western Languages
   AIS 582 Hopi Language in Culture
   AIS 696J Topics in Native American Languages and Linguistics
   ANTH 530A Language and Society in the Middle East
   ANTH 536 Japanese Sociolinguistics
   CPH 520 Racial and Ethnic Health Disparities (3)
   HIST 552 American Ethnic History (3)
   HPS 533 Global Health (Ehir)
   HPS 535 Multicultural Health Beliefs
   HPS 581A Issues in Native American Health: An Introduction to Critical Thinking
   HPS 577 Sociocultural & Behavioral Aspects of Public Health (3)
   LING 500 Linguistics for Non-majors
   LING 502 Gender and Language in Japan
   LING 519 Linguistic Structure of Modern Chinese
   LING 511 Introduction to Japanese Linguistics
   LING 544 Typology and Universals
   TLS 504 Language and Culture in Education
   TLS 507 Education of Mexican Americans in the United States
   TLS 510 Foundations of Bilingual Education and Second Language Learning
   TLS 512 Educating Culturally Diverse Students in a Pluralistic Society
   TLS 514 Reading and Writing in Bilingual and Second Language Settings
   TLS 581 Multicultural Literature and Literacy
   TLS 641 Immigration and Education
   TLS 643 International Indigenous Culture-Based Education
   MAS 505 Traditional Indian Medicine: Health, Healing and Well Being
   MAS 508 The Mexican-American: A Cultural Perspective
   MAS 510 Socio-cultural determinants of health
   MAS 525 Latino Health Disparities
   MAS 535 Mexican Traditional Medicine: An Overview of Indigenous Curing Cultures
   MAS 575a Education of Latina/os
   SPAN 574A Language in the Mexican American Experience
   SERP 504 Cultural and Linguistic Diversity in Exceptional Learners

Other classes or independent study experiences may be identified to fulfill the elective requirement. For more information, talk with Dr. Leah Fabiano-Smith, Director, Bilingual Certificate Program.
Plan of Study Guidelines for all Students in Master of Science Program

Our program requirements are consistent with the guidelines and deadlines set by the UA Graduate College that are described here: https://grad.arizona.edu/gsas/degree-requirements.

Academic Advising
Each student will be assigned a faculty academic advisor to assist in the planning and successful completion of the program. Students should meet with their advisor during the graduate orientation or the first week of the semester, and then again mid-semester as plans are made for second-semester enrollment. Most students remain with their advisor throughout their program, but a student may elect to change to an advisor with better-aligned interests. This is particularly appropriate if the student chooses to complete a thesis with a different faculty member. To change advisors, the student should talk with both faculty members to assure agreement and then report the change in writing (email) to both advisors, and the SLHS Graduate Coordinator (Susan Bridgewater).

Graduate Plan of Study
Students should meet with their academic advisor to develop their plan of study for the Master’s degree during the first semester of graduate school. In conjunction with his/her academic advisor, each student is responsible for developing a Plan of Study as early as possible during the first few months in residence. The plan is to be submitted to the Graduate College no later than the second semester in residence. All deficiencies must be satisfied before the Plan of Study is approved. The Plan of Study identifies (1) courses the student intends to transfer from other institutions; (2) courses already completed at The University of Arizona which the student intends to apply toward the graduate degree; and (3) additional coursework to be completed to fulfill degree requirements.

In our department, we ask students to complete a working copy of the plan of study for advising. During the second year, the official plan will be entered into the electronic tracking program called GradPath that is accessible through UAccess student center (see GradPath description at http://grad.arizona.edu/GradPath.). GradPath ultimately provides a record of all completed coursework and grades. The procedures are highlighted below:

- First semester
  - Complete the fillable pdf form for the SLHS MS plan of study. List all undergraduate and graduate courses that have been taken (or will be taken) in speech, language and hearing, as well as pertinent courses from related areas. Combined, these courses should meet all of the requirements for the MS degree at the University of Arizona and for ASHA certification.
  - Download Plan of Study form from http://slhsfac.arizona.edu/content/ms-slp. Turn in hard copy of the plan of study with academic advisor signature to Susan Bridgewater.

- Fall semester, second year of study: Log into UA GradPath http://www.uaccess.arizona.edu. Complete the following in the Student Center section:
  - Responsible Conduct of Research Statement (all students do this)
  - Enter all completed and planned coursework into the Master's/Specialist Plan of Study. The form is due to the UA Graduate College by October 1 your second year of study. You will need to revise this form if your spring semester schedule changes.
  - Complete the Master’s Committee Appointment form. List your academic advisor as the chair, with Dr. Bunton and Dr. Alt as committee members. For students completing a thesis, list your thesis advisor as chair and the two members serving on your thesis committee.

- End of the program: Completion of Degree Requirements form will be completed by the Department.
Guidelines for Completing a Master’s Thesis

A Master's thesis is required for those students pursuing the nonclinical degree, and is encouraged (but not required) of students pursuing a clinical emphasis. Students contemplating future doctoral study should always complete a thesis. Students are encouraged to talk with various faculty members who conduct research in potential areas of interest. Once a faculty member agrees to be the primary thesis advisor, a student may request to change to that individual as their academic advisor. To do so, the previous advisor and the graduate coordinator (Susan Bridgewater) should be informed. A student electing to complete a thesis must follow the steps described in the University of Arizona's Manual for Thesis and Dissertations found at: https://grad.arizona.edu/gsas/dissertations-theses/sample-pages. After initial planning of a thesis, a student must present the proposed thesis to their committee to obtain approval. A department colloquium must be presented following completion of the project.

Thesis Committee

The thesis director must be a tenure-track SLHS faculty member. In addition, the UA graduate college policy is that Master's thesis committees must consist of three members; at least two must be tenure-track UA faculty members. If the third member is not a tenure-track UA faculty member, he or she must be approved by the Graduate College as a special member. A member who is not tenure-track will not be eligible to serve as the chair of the committee.

The following steps are recommended for timely completion of a thesis:

1. Choose a topic and committee as soon as possible, preferably by the end of the first year.
2. Formulate methodology to answer the research question and have it approved by all committee members. This includes a meeting/presentation with your committee members regarding the proposed research in order to solicit feedback and confirmation of the research plan. You will work with your Thesis Advisor regarding the timing and plan for this meeting.
3. Have the introduction, review of the literature, and methodology portions of the thesis written by the end of the first semester of the second year thereby allowing you time to finalize results and write the results and discussion sections.
4. A colloquium presentation to the department should be scheduled to present your findings (typically during the Spring of the second year).
5. The thesis must be defended by the last day of final examinations (see Graduate College deadlines: https://grad.arizona.edu/gsas/degree-requirements/important-degree-dates-and-deadlines). Students who defend after this deadline, but before the first day of Summer Session I, will not have to register for summer, but graduation date will be August. Students who defend after the first day of Summer Session I will have to register and pay fees.
6. Submit thesis to the Graduate College/UA Campus Repository for archiving. Instructions can be found here: https://grad.arizona.edu/gsas/dissertations-theses.
7. A hard copy must also be turned into your thesis advisor and (as desired) to your other committee members.

Note that if a student begins a thesis, but ultimately does not complete the thesis, it will be necessary to adjust their program of study.
Thesis Defense and Final Comprehensive Examination
The final comprehensive examination of a student completing a thesis consists of two parts: (1) an oral examination that will cover the thesis and (2) an oral examination that covers the general curriculum. These two examinations may be scheduled on the same day or may be scheduled separately. The student, thesis advisor, and committee members should discuss how the exam will be scheduled. The student’s thesis committee administers the thesis defense and the examination that covers broad aspects of the field. Note, however, that a thesis committee member from outside of the department may be replaced by an SLHS faculty member for the examination of the general curriculum, when appropriate. The full examination will last no less than one hour and no more than 3 hours. At least two-thirds of the committee members must vote PASS for the student to pass this examination.

In the event the student fails one or both parts of the oral examination (thesis defense or curriculum content), he or she may retake the failed portion of the oral examination, with permission of the Director of Graduate Studies (Dr. Bunton), after a lapse of time deemed appropriate by the student’s examination committee. The second examination will be in oral or written format, at the discretion of the committee. To pass the second examination, at least two-thirds of the committee members must vote PASS. Results of the second examination are final.

Human Subjects Protection Training and Institutional Review Board (IRB) Approval
All students who conduct research involving human subjects are required to complete the Human Subject Protection Program training (called CITI training). This can be done online at: https://rgw.arizona.edu/compliance/human-subjects-protection-program/HSPP-training. The graduate college does not require separate approval or IRB for a thesis project if the project is covered by an active, approved IRB protocol (typically under the name of the faculty mentor). The thesis advisor will be able to determine if work is covered under an existing approved protocol or if an additional project approval is needed. To obtain the forms and information about IRB approval, refer to the Human Subjects Office for guidance: https://rgw.arizona.edu/compliance/human-subjects-protection-program/HSPP-forms.

National Certification Examination (PRAXIS)
This examination is required for licensure in Arizona and most states and for certification by the American Speech-Language-Hearing Association. We recommend that it be taken during spring semester of your second year. Results should be sent directly to the U of A (RA 0002) and ASHA (R5031). You should also check with requirements for the state you plan to work in and have it sent directly to the licensing board if required. These requests are free if you make the request at the time of the exam, but there is a fee if you order later.

Student Concerns and Grievance Procedures
Our faculty and staff members are committed to serving the best interests of our students and are invested in facilitating student success. We aim to promote an environment where students feel free to raise issues of concern. Students are encouraged to maintain good communication with their academic advisor, and are also welcome to meet with other faculty members, including the Associate Heads and Department Head regarding any issues or concerns, or when seeking advice. The University of Arizona Graduate College also aims to ensure that student grievances are heard and appropriately addressed. The policy on grievance procedures can be found at the following website: http://grad.arizona.edu/academics/policies/academic-policies/grievance-policy. Students may also contact the Council on Academic Accreditation in Audiology and Speech-Language Pathology of the American Speech-Language-Hearing Association at 2200 Research Boulevard, Rockville, MD 20850-3289.
Evaluation of Student Performance in the MS Program in Speech-Language Pathology

Student performance is monitored throughout the program to assure that satisfactory progress is being made. Evaluation is primarily based upon grades, performance in clinical practicum, benchmark examinations (first-year examination and comprehensive examination during the last semester of study), and faculty input. Students should consult with their advisor (or another faculty member) whenever there are questions or concerns about academic achievement or the individual plan of study.

The following criteria relate to maintaining satisfactory progress:

1. Satisfactory academic performance
   - Within the SLHS department, graduate students are expected to achieve A or B levels of performance in coursework to assure mastery of the critical knowledge and skills in each course.
   - If a student receives a C in an academic course, he/she will need to successfully complete a remediation plan with the course instructor. Clinical practicum may be limited or stopped until satisfactory academic performance is achieved. See Appendix B for Remediation Plan for C Grade in SLHS Course form.
   - Following the Graduate College policy, students whose cumulative grade point average falls below 3.0 are placed on academic probation. Details about this policy can be found at the following website: [http://catalog.arizona.edu/policy/graduate-academic-standing-progress-and-probation](http://catalog.arizona.edu/policy/graduate-academic-standing-progress-and-probation).

2. Satisfactory performance in clinical practicum
   - Satisfactory performance in clinical practicum is defined as compliance with the technical standards and grades of A or B for practicum enrollment. Practicum grades are included in the student's cumulative grade point average.
   - A semester grade of C or lower will result in a repetition of a similar clinical experience to demonstrate mastery of clinical skills; and the accrued clinical hours might not be awarded.

3. Pass an SLHS faculty review of student progress each semester
   - The faculty meets each semester to review student progress in the program. Discussion focuses on academic record, performance in clinical practicum, as well as research/thesis efforts and contributions as a teaching assistant. The review provides an opportunity for individual faculty to share impressions of students' strengths and special talents, as well as areas that may need improvement. In addition, the faculty can be made aware of circumstances that may bear upon a student's performance.
   - As noted above, academic and clinical grades are monitored to affirm achievement of required knowledge and skills is documented. Remediation of any C grade must be documented using the form in Appendix B, which is ultimately filed with department records so that eligibility for ASHA certification can be endorsed.
   - If a C grade is earned in more than one course (academic or clinical), there is serious concern regarding whether a student can continue in the program, regardless of the overall grade point average. Faculty determination of probationary status or dismissal will be prompted and communicated to the student. Failure to achieve overall satisfactory performance in the program will block the department endorsement of academic and clinical competency with ASHA and state licensing agencies.

4. Pass the First Year Examination
   - An examination over the first year of coursework and clinical experiences will be given to all first year Master's students after the first academic year (typically, in May after the final exam period and before the beginning of summer clinic). The purpose of the examination is to confirm that students are making adequate progress with regard to mastery of content and clinical principles, and to confirm adequate writing skills necessary for successful performance in the profession. The examination is used for department purposes only; it may be used to guide the second year of graduate study and to help to assure successful completion of the graduate program. Information regarding the format, schedule, and timeframe for the exam will be provided during the spring semester.
The typical first year exam is as follows:

- **Exam format and content**: Students write essay answers to a number of questions in a fixed time period (typically 2 hours). The exam is scheduled in a computer lab, but students may request a hand-written option. Students are expected to select questions consistent with their plan of study. In other words, questions relevant to the coursework completed by the end of the first year of study.

- **Scoring**: The scoring rubric for the exam includes High Pass (HP), Pass (P), Needs Remediation (NR), Fail (F). Passing performance is a rating of High Pass or Pass on 80% of the questions answered.

- **Consequences**: Answers scored as “Needs Remediation” or “Fail” will prompt recommendations from faculty members for remedial work related to each question. The timeline for completing remediation will be detailed in the letter given to the students. The faculty will review the performance of any student who fails one or more questions OR who receive “needs remediation” on two or more questions, and recommendations for additional remediation will be made by their program committee and the Department Head. Failure to make satisfactory academic progress (for example, as evidenced by poor performance on the first-year exam and failure to successfully complete remedial work) will result in review of student status and recommendations, which could include oral examination and/or discontinuation in the program.

5. **Pass the Comprehensive Examination**

A written comprehensive examination is required of all master's students except those who successfully complete a thesis. The exam is scheduled during the last semester during which students take coursework required for graduation (typically, March). The comprehensive examination for students has two parts: written and oral. If a student completes the written portion of the examination in a satisfactory manner, the oral portion is waived. (The examination for the thesis student is an oral format as described in the Thesis section.)

- **Format**: The written portion of the Master's comprehensive examination is scheduled for a fixed time period (typically 4-hours). To pass this examination, students must receive a rating of Pass on 80% of the questions. Answers are evaluated in terms of the information content; the organization; quality and clarity of writing, and references cited.

- **Scoring**: Scoring rubric for the exam includes High Pass (HP), Pass (P), Low Pass (LP), Fail (F).

- **Consequences**: An oral examination is given when the written portion is failed. The exam is comprehensive and is administered by the student's major advisor along with two to three additional faculty representing topic areas that the student has failed. The oral examination is scheduled for a minimum of 1 hour and a maximum of 3 hours. At least two-thirds of the examining committee must vote PASS for the student to pass this examination.

  - If a student passes the oral portion, he or she will be considered to have passed the comprehensive examination, which is reported to the Graduate College on the "Completion of Degree Requirements" form.

  - If a student fails the oral portion, he or she may retake the oral examination, with permission of the Department Head, after a lapse deemed appropriate by the student’s major advisor in consultation with the SLHS faculty. To pass the second oral examination, at least two-thirds of the committee members must vote PASS. The results of the second oral examination are final.

Students who fail to meet the deadlines and requirements of their remediation plan may be dismissed from the program. Following notification of unsatisfactory academic progress, the student may submit an appeal in writing to the Department Head.
Timeline for Completion of Master of Science Degree (Speech-Language Pathology)

Prior to beginning the first semester:
- Read and sign Technical Standards Form to affirm the standards are met
- Complete Fingerprint application (instructions available from Program Coordinator office)
- Attend orientation program and receive Cactus Book and other associated forms
- Complete HIPAA training (UAcess Learning) http://www.uaccess.arizona.edu
- Complete Computer Lab training and receive password and code
- Complete Blood-Borne Pathogens test (online training through UAcess Learning: http://www.uaccess.arizona.edu)

Fall Semester Year 1
- Meet with your academic advisor
- Complete plan of study form, have signed by your advisor, and submit to department office. Forms can be found at http://slhsfac.arizona.edu/content/ms-slp
- Complete student clinical profile in the electronic tracking system for clinical education (EXXAT) and enter clinical contact hours as instructed by the clinical faculty.

Spring Semester Year 1
- Update EXXAT: Complete student clinical profile and enter clinical contact hours as instructed by the clinical faculty.

Summer Session
- Pass First Year Examination
- Update EXXAT: Complete student clinical profile and enter clinical contact hours as instructed by the clinical faculty.

Fall Semester Year 2
- Attend orientation
- Complete HIPAA retraining (at orientation)
- Update EXXAT: Complete student clinical profile and enter clinical contact hours as instructed by the clinical faculty.
- Complete Responsible Conduct of Research Statement through UAcess http://www.uaccess.arizona.edu
- Complete Plan of Study through UAcess http://www.uaccess.arizona.edu
- Complete Committee Form on UAcess http://www.uaccess.arizona.edu
- Complete Blood-Borne Pathogens test through UAcess Learning http://www.uaccess.arizona.edu

Spring Semester Year 2
- Pass Comprehensive Examination or Thesis Defense
- Take the National Examination (PRAXIS; send scores to ASHA R5031 and UA RA0002)
- Finalize all information in EXXAT
- Complete ASHA Membership and Certification Application Form and submit to SLHS Office.
- Completion of Master’s degree requirements form will be completed by the department.

Graduation
The Department of Speech, Language, and Hearing Science holds a graduation ceremony for all undergraduate and graduate students for the May graduation. In addition, commencement ceremonies are held for the College of Science and the University of Arizona Graduate Students.
Advice for Students Completing a Leveling Year for the MS in Speech-Language Pathology

All students will be assigned an academic advisor to help with the development of a plan of study. A fillable pdf form is provided to map out the plan of study (download Plan of Study form from http://slhsfac.arizona.edu/content/ms-slp). After coursework is planned, turn in hard copy of the plan of study with academic advisor signature to Susan Bridgewater, Room 224.

Clinical Recommendations
During the first semester of enrollment, complete 25 hours of supervised observation in any of the Departmental Clinics including Grunewald-Blitz Clinic (GBC), Adult Hearing Clinic (AHC), Clinic for Adult Communication Disorders (CAC). During the second semester, students should enroll in the Clinical Writing and Analysis Course and the Clinician Assistant Program (CAP). As a CAP student, you will be assigned to 1 or 2 cases, serving as an active assistant to the graduate student clinician. Activities will include monitoring and documenting key client behavior, interacting as a conversational partner, or demonstrating desired speech-language behaviors as a third person model. During the second semester, students are encouraged sit it on the weekly Clinical Studies meetings to learn more about clinic procedures and policies.

Students will initiate the managing aspect of clinical practicum in the Fall Semester of the first year as an MS student. In general, it is expected that students will participate in clinic during the final two years of their program to assure an appropriate range of clinical placements.

Academic Requirements

| Fall          | SLHS 261 Anatomy & Physiology of the Speech Mechanism (4) |
| SLHS 340 Language Science (3) |
| SLHS 477 Communication Disorders I (3) |
| SLHS 571 Speech Sound Disorders (3) |
| SLHS 583R/L Principles of Audiology (4) |
| SLHS 599 Phonetics independent study (2) |
| Elective (1-6) |
| Other deficiency (1-4) |

| Spring     | SLHS 473 Communication Disorders II (3) |
| SLHS 541 Language Acquisition (3) |
| SLHS 595a Colloquium (1) |
| SLHS 596a Clinical Observations and Analysis (1) |
| SLHS 558 Clinician Assistant Program (CAP) (2) |
| Elective SLHS 535 Bilingualism, Multiculturalism, and Nonmainstream Dialects (3) or other Graduate Elective (3 units) |

All deficiencies identified during admission, should also be taken during the leveling year. Please meet with your advisor early in your first semester to determine what courses need to be completed.
University Policies and Resources

The University of Arizona seeks to promote a safe environment where students and employees can participate in the educational process without compromising health, safety, or welfare. To that end, policies and guidelines are provided for student and faculty conduct, and excellent resources are available to support all members of the university community. We encourage students to seek guidance and assistance from SLHS faculty and staff as needed, including direct contact with the department head or associate heads. Anyone who experiences or is aware of discriminatory conduct or threatening behavior is urged to report the concern without delay. Concerns or needs can be communicated directly to the appropriate university offices, including the Dean of Students, Human Resources, and the Office of Institutional Equity.

Nondiscrimination and Anti-harassment Policy: The University is committed to creating and maintaining an environment free of discrimination; see http://policy.arizona.edu/human-resources/nondiscrimination-and-anti-harassment-policy

Threatening Behavior Policy: The UA Threatening Behavior by Students Policy prohibits threats of physical harm to any member of the University community, including to oneself. See http://policy.arizona.edu/education-and-student-affairs/threatening-behavior-students.

UA Office of Institutional Equity: http://equity.arizona.edu/

University of Arizona Graduate College Grievance Policy: https://grad.arizona.edu/policies/academic-policies/grievance-policy

Code of Academic Integrity: All members of the University of Arizona community have a responsibility to uphold and maintain an honest academic environment by following the UA Code of Academic Integrity. Students are encouraged to share intellectual views and discuss freely the principles and applications of course materials. However, graded work/exercises must be the product of independent effort unless otherwise instructed. Students are expected to adhere to the UA Code of Academic Integrity as described in the UA General Catalog. See https://grad.arizona.edu/policies/academic-policies/code-academic-integrity

Support Services and Resources for Students

Support Services: Student Assistance serves as a central support resource for all students. Help is available to support students and their families manage crises, life traumas, and other barriers that impede success. The staff works to address the needs of students who struggle in such areas as psychological health, physical health, victimization, relationship issues, social adjustment, and academics through a variety of interventions, referrals, and follow up services. We strive for a culture of caring on campus. Resources are available here: https://deanofstudents.arizona.edu/support/student-assistance

Disability Resources Center: The Disability Resource Center (DRC) leads the University in a progressive and proactive approach to campus accessibility. Our goal is to ensure that disabled students, employees and visitors, have a similar, if not identical, experience to that of their non-disabled counterparts. In addition to facilitating individual accommodations, DRC works proactively to impact the systemic design of our campus environments to be seamlessly accessible, reducing or eliminating the need for any individual accommodations or modifications. https://drc.arizona.edu/about
APPENDIX A

Technical Standards
Clinical Speech-Language Pathology Graduate Program, University of Arizona

Applicants for admission to The University of Arizona, Department of Speech and Hearing Sciences Clinical Speech-Language Pathology Graduate Program must possess the capability to complete, with or without reasonable accommodations, the entire clinical curriculum. The professional curriculum requires demonstrated proficiency in a variety of cognitive, problem solving, manipulative, communication and interpersonal skills. To achieve these proficiencies, the Clinical Speech-Language Pathology Graduate Program requires that each student be able to meet the following technical standards.

1. **Observation**
   Students must be able to accurately observe patients’ physical status including body type, posture, ability to ambulate, fine motor skills, response to sensory stimuli, and the structure and function of the oral, pharyngeal, and respiratory mechanisms. Additionally, students must be able to accurately observe clients’ behavior including verbal and nonverbal communication patterns. Finally, students also must be able to comprehend text, numbers, and graphs.

2. **Communication**
   Students must be able to communicate effectively, sensitively, and efficiently with clients and colleagues; comprehend technical, procedural and professional materials; and follow instructions. Students must possess the ability to readily communicate observations and findings, prepare progress notes, correspondence, and evaluation or treatment reports in a clear, logical and professional manner.

   Students must be able to perceive the speech of clients and accurately judge its quality. They must be able to readily comprehend language expressed in oral, graphic, and gestural forms. The speech and English language skills of a student must be such that colleagues and clients readily understand them. Moreover, students must be able to model desired exemplars of voice, fluency, articulation, and oral/nasal resonance, as well as features of English grammar and syntax, consistent with the objectives for clients in treatment. Finally, the students’ speech and language skills must be intelligible to allow for administration of speech and language assessment instruments in a reliable and valid manner.

3. **Motor Coordination**
   Students must be able to travel to various clinical practicum sites; access and control equipment (e.g., computers, Visipitch, Nasometer, etc.); safely and reliably perform an oral mechanism examination, and engage in oral manipulation (e.g., oral musculature palpation, laryngeal massage) as needed.

4. **Intellect**
   A student must be able to problem solve effectively, and analyze, integrate and synthesize data concurrently in a multi-task setting. In addition, students must be able to comprehend three-dimensional relationships and understand the spatial relationships of anatomical structures, physiology, pathology and equipment.

5. **Behavioral and Social Attributes**
   Students must possess the emotional health required to exercise good judgment, and timely and safely carry out responsibilities. They must be able to adapt to change, display flexibility and learn to function in stressful situations. The students must exhibit empathy for others and focus on the needs of clients. They must exhibit polite behavior, integrity, manage criticism, be reliable and punctual and be respectful in relations with colleagues, faculty and clients.
APPENDIX B

Remediation Plan for “C” Grade in SLHS Course

Student’s Name: ___________________________________________________________

Course Number and Title: ________________________________________________

The following remedial work should be completed to assure that the student meets the
standard(s) relevant to this course. Once the remedial work has been completed, mastery of
knowledge and skills for the course will be documented in CALIPSO.

Student must complete this remediation plan by: _____________________________ (date)

Date: ___________________ Instructor’s Signature: ____________________________

Date: ___________________ Student’s Signature: ______________________________

Failure to complete this plan by this date will result in:

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The Remediation plan has been completed.

Date: ___________________ Instructor’s Signature: ____________________________

Please submit this form to Graduate Coordinator, Susan Bridgewater (Room 224).