Hardin-Simmons University

Speech-Language Pathology Graduate Program

Graduate Student Handbook



Updated 08/03/2023

**Table of Contents**

|  |  |
| --- | --- |
| History of Hardin-Simmons University  | 4 |
| Mission Statement  | 5 |
| Communication Sciences and Disorders History at HSU | 5 |
| Faculty  | 6 |
| Graduate Study at HSU | 7 |
| Strategic Plan and Goals  | 7 |
| Program Goals/Outcomes | 8 |
| Student Learning Goals/Outcomes | 8 |
| Administrative Flow Chart | 10 |
| Hardin-Simmons Master of SLP  | 11 |
| Hardin-Simmons University Admission Policy | 11 |
| Applying to SLP Program | 11 |
| Students with Disabilities  | 11 |
| Title IX Information  | 11 |
| Graduate Program Student Facilities  | 13 |
| Non CSD Majors  | 14 |
| Hardin-Simmons University & Departmental Policies  | 13 |
| Dress Code | 16 |
| NSSLHA | 16 |
| Professional Meetings Attendance | 16 |
| Departmental Facilities for Graduate Students  | 16 |
| Academic Advising | 17 |
| Graduate Curriculum | 18 |
| Academic Progress | 21 |
| Remediation Plans/Student Expectations  | 22 |
| Summative Assessment  | 22 |
| HSU Academic Integrity Policy  | 22 |
| Program Complaints  | 23 |
| Application for Graduation  | 24 |
| Total Cost of Program | 26 |
| Refund Policy  | 27 |
| Graduate Scholarships  | 28 |
| Veteran Benefit Coordinator  | 28 |
| Student Employment | 28 |
| Graduate Student University Resources  | 28 |
| Essential Function/Skills  | 30 |
| English with Accents and Non-Standard Dialects | 33 |
| Academic and Clinical Progress  | 33 |
| KASA  | 33 |
| Student Grievances  | 33 |
| CAA Complaint Address  | 34 |
| Texas State Licensure  | 35 |
| Certification in Speech-Language Pathology (ASHA) | 35 |
| Praxis Information  | 35 |
| Appendix | 36 |
| Acknowledgement Signature Page  | 37 |
| Essential Skills Acknowledgement  | 38 |
| Professionalism & Etiquette During Zoom Meetings  | 39 |

*The Master’s of Science (M.S.) education program in speech-language pathology at Hardin-Simmons University is a Candidate for Accreditation by the Council on Academic Accreditation in Audiology and Speech-Language Pathology (CAA) of the American Speech-Language-Hearing Association, 2200 Research Boulevard, #310, Rockville, MD 20850, 800-498-2071 or 301-296-5700. Candidacy is a “preaccreditation” status with the CAA, awarded to developing or emerging programs for a maximum period of 5 years.*



Welcome!

We are excited about your choosing Hardin-Simmons University Speech-Language Pathology Graduate Program to continue your academic journey. We look forward to you achieving your goal of becoming a Speech-Language Pathologist and consider it an honor to be a part of your journey.

*The mission of Hardin-Simmons University is to be a community dedicated to providing excellence in education enlightened by Christian faith and values.*

**History of Hardin-Simmons University**

Hardin-Simmons University (HSU) provides the opportunity for a quality education in a Christian environment for all qualified men and women. Hardin-Simmons offers 3 doctoral degrees and numerous masters and baccalaureate housed within four colleges: 1. College of Health Professions; 2. Holland School of Sciences and Mathematics; 3. Kelley College of Business & Professional Studies; and 4. Cynthia Ann Parker College of Liberal Arts. HSU is fully accredited and holds membership in good standing in the appropriate agencies as listed in the University catalog. Graduates have been singularly successful in being admitted to graduate and professional schools and have been readily employed in business, education, and professional fields.

Located in Abilene, Texas, Hardin-Simmons has contributed to the development of the West and helped establish a city and area where cultural, educational, and spiritual values are highly regarded. Two other church-related universities in the city share with Hardin-Simmons an interchange of courses, library facilities, and extracurricular activities. A city civic center, symphony orchestra, three museums, community theater groups, a county coliseum, and progressive leadership afford an active cultural environment in a metropolitan population of 123,000.

Founded in 1891 as Abilene Baptist College, renamed Simmons College in honor of the first major donor, Dr. James B. Simmons, a Baptist minister of New York City, and later named Hardin- Simmons University in recognition of gifts by Mr. and Mrs. John G. Hardin of Burkburnett, Texas, the university has become well established with a growing endowment and modern facilities.

The compact and beautiful campus is known as the Forty Acres. The Rupert and Pauline Richardson Library, the Frost Center for the Visual Arts, the Logsdon School of Theology Building and Chapel, the Johnson Building for the Kelley College of Business and Professional Studies, the Connally Missions Center, the Lee Hemphill Music Building, the Elwin L. Skiles Social Sciences Building, the Holland Health Sciences Academy Building, the new Physical Therapy Building and the newly remodeled Physician Assistant Program Building, Master of Athletic Training Building and Fletcher Fitness Center are among the latest additions to the campus.

Originally founded by the Sweetwater Baptist Association, the university has been affiliated with the Baptist General Convention of Texas since 1941.

The foundation agreement reads in part that the school’s purpose shall be “To bring young men and women to Christ; to teach them of Christ; to train them for Christ.”

*It is the vision of the College of Health Professions that the Hardin-Simmons University Graduate Program in Speech-Language Pathology will attract students who are committed to striving for excellence in the profession of speech-language pathology and Christian service throughout the world.*

**Communication Sciences and Disorders History at HSU**

The Communication Sciences and Disorders undergraduate program at Hardin-Simmons University has a long and distinguished history. For over fifty years, Hardin-Simmons University has offered a baccalaureate degree in Speech-Language Pathology (Communication Sciences and Disorders). Early in the 1960’s, the program was initiated by Dr. Verna Mae Crutchfield in consortium with Dr. Ima Clevenger (then) at Abilene Christian College and the West Texas Rehabilitation Center. During the early years of the program, an emphasis was placed on special education, and students in the bachelor’s program could earn a Texas Teaching Certificate in Speech & Hearing Therapy. The special education certification was eliminated when the Texas Licensure Law was enacted in 1978 under the Texas Department of Health. Since those early days, the profession has become an independent allied health profession with a master’s degree requirement for licensure in Speech-Language Pathology and a doctorate in Audiology.

Hardin-Simmons prepares to move toward the future by offering a Master of Science in Speech-Language Pathology. At this time, the HSU Graduate Program in Speech-Language Pathology is seeking candidacy from the *Council of Academic Accreditation (CAA).*

*This handbook is intended to provide information about the policies and procedures of the SLP graduate program and curriculum. Graduate students are encouraged to reference the handbook when needing information regarding policies, procedures, and expectations. Please consult with the program director if you have any question regarding the information contained in this handbook.*

**College of Health Professions**

**Speech-Language Pathology Graduate Program**

|  |  |
| --- | --- |
| **Dean**  | Dr. Janelle O’ConnellHolland 325-670-1339joconnell@hsutx.edu |
| **Program Director**  | Dr. Dee Ann SheltonHemphill 116325-670-1020deeann.shelton@hsutx.edu |
| **Assistant Program Director**  | Christine Sanchez Hemphill 113325-670-1841christine.sanchez@hsutx.edu  |
| **Clinical Director**  | Dee Kirby Hemphill 112 325-670-1030 Dlyla.kirby@hsutx.edu  |
| **HSU Speech and Language Clinic**  | 2426 CedarHemphill Music Complex Office: Hemphill 116325-670-1030 |

**Graduate Study at Hardin Simmons University**

Graduate study at Hardin-Simmons University was established in 1926 by action of the Board of Trustees. Graduate programs leading to the degrees of Master of Arts, Master of Athletic Training, Master of Business Administration, Master of Education, Doctor (Ed.D.) of Leadership, Master of Physician Assistant Studies, Doctor of Physical Therapy, Master of Science, Master of Science in Speech-Language Pathology and Master of Science in Nursing are available. The policies of the Graduate School are developed by the graduate faculty and administered by the graduate council.

Students in graduate programs at Hardin-Simmons University will:

1. Increase knowledge and competency in a field of specialization.
2. Develop a spirit of inquiry and the capacity for original and independent thought.
3. Become proficient with techniques of research.
4. Grow intellectually, professionally, and culturally.

Graduate study occurs at a level of complexity and specialization that extends the knowledge and intellectual maturity of the student. It requires students to analyze, explore, question, reconsider, and synthesize old and new knowledge and skills. The curriculum affords the depth of education, specialized skill, and sense of creative independence that will allow the graduate to practice in and contribute to a profession or field of scholarship.

**Vision**

*It is the vision of the College of Health Professions that the Hardin-Simmons University Graduate Program in Speech-Language Pathology will attract students who are committed to striving for excellence in the profession of speech-language pathology and Christian service throughout the world.*

**Strategic Plan**

To achieve our vision, our strategic plan focuses on 6 key areas:

1. Attracting students who are committed to striving for excellence in the profession of

 speech-language pathology and Christian service throughout the world.

1. Faculty, staff and the University will work together to provide accurate and up-to-date

 information regarding the graduate program to current and prospective students.

1. Cultivating a balanced and experienced faculty to accomplish the goals and mission of

 the program and university and meet ASHA standards.

1. Encouraging and promoting faculty research, presentations, and other opportunities for

 professional growth to create a balanced and experienced faculty.

1. Providing curriculum which vigorously meets the standards for accreditation, cultivates

 competency and reflects the diversity of the world in which we live.

1. Providing a robust Clinical Practicum experience.

**Program Goals/Outcomes include:**

1. Ninety-five percent of students who matriculate in the SLP graduate program will graduate

 within 3 years.

1. Ninety-five percent of the students will achieve clinical competency during their clinical

 practicum using the KASA as a benchmark for student success.

1. Ninety-five percent of students will receive a clinical practicum grade of B or higher in

 all clinical practicums demonstrating success in managing patients in the clinic.

1. During their clinical practicum, one hundred percent of students will understand and

 apply standards of ethical conduct within the field of Speech-Language Pathology in all

 settings, as graded on their clinical evaluation completed by their clinical supervisor.

1. Ninety percent of students completing the Departmental Comprehensive exam will pass

 on the first attempt and not require remediation.

1. Eighty percent of graduates will successfully complete the National Praxis exam on the

 first attempt.

1. Ninety percent of students in the graduate SLP program will rate the program as good to

 excellent on the exit survey.

1. Ninety percent of students in the SLP program will rate their instructor’s knowledge of

 course content as good to excellent on the exit survey.

1. Ninety percent of students in the SLP program will rate their clinical practicum

 experiences as good to excellent on the exit survey.

1. Ninety percent of students in the SLP program will rate their clinical supervisor’s overall

 clinical knowledge as good to excellent on the exit survey.

1. The employment rate of the students in the graduate program will be ninety percent

 within one year of graduation from the program.

**Student Learning Goals/Outcomes:**

Our Learning Outcomes will be consistent with the Knowledge and Skills Assessment (KASA) required by accreditation standards.

*Students will:*

1. demonstrate proficient oral and written skills and be able to apply the principles of the

 American Speech and Hearing Association (ASHA) code of Ethics.

1. demonstrate knowledge of the principles of biological sciences, physical sciences,

 mathematics and behavioral sciences necessary to engage in clinical practice.

1. integrate knowledge of human communication and swallowing processes, including their

 biological, neurological, acoustic, psychological, developmental and linguistic and

 cultural.

1. engage in evidence-based practices.
2. demonstrate knowledge of the nature of speech, language, hearing, communication

 disorders and differences and swallowing disorders, including their etiologies,

 characteristics, anatomical and physiological aspects, acoustic, psychological,

 developmental, linguistic and cultural correlates.

1. effectively communicate oral and/or written information to individuals, family

 members/caregivers and other professionals using appropriate terminology.

1. complete coursework and clinical experiences in order to demonstrate competencies in

 order to receive Certificate of Clinical Competency from ASHA and licensure from the

 state of Texas.

1. have opportunities to be engaged in community service with other departments within

 the College of Health Professions to strengthen and integrate their faith in the classroom

 and work setting.

**Administrative Flow Chart and Major Responsibilities**

**College of Health Professions**

All FT/PT/Adjunct Faculty & Staff

Curriculum

Budget

Evaluation

Assessment

Accreditation

Associate Program Director

Dr. Jacob Brewer

Doctor of Physical Therapy

Program Director

Dr. Janelle O’Connell

**Provost**

Dr. Christopher Mc Nair

Dean- College of Health Professions

Dr. Janelle O’Connell

Fitness Recreation and Sports Management

Department Head

Dr. Corrie Reed

M.S in Kinesiology,

Sport & Recreation

Department Head

Dr. Lindsay Spindler

Communication Sciences & Disorders

Department Head

Becky Saterbak

Master of Speech, Language, Pathology

Program Director

Dr. Dee Ann Shelton

Health Professions Post Baccalaureate

Graduate Certificate in Anatomy
Dr. Marsha Rutland

Master of Athletic Training

Program Director

David Stuckey

Doctor of Physical Therapy

Program Director

Dr. Jill Jumper

Master of Physician Assistant

Program Director

Dr. Jennifer Eames

All FT/PT/Adjunct Faculty & Staff

Curriculum

Budget

Evaluation

Assessment

Accreditation

All FT/PT/Adjunct Faculty & Staff

Curriculum

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Curriculum

Budget

Evaluation

Assessment

Accreditation

**Hardin-Simmons University Master of Speech-Language Pathology**

The master’s program at HSU is a full-time two-year (five semester) 57 credit hour (41 hours of course work and 16 hours of clinical practicum) non-thesis program designed to offer students a distinctive academic and clinical experience in the field of speech-language pathology. In addition, students are required to be enrolled in clinical practicum each semester to achieve a total of 400 clinical clock hours. SLP graduate students are not eligible for part-time enrollment. Students within the College of Health Professions (COHP) participate in interprofessional activities throughout the year. These experiences will provide graduates with the skills and competencies needed to attain a Certificate of Clinical Competence in speech-language pathology from the American Speech-Language-Hearing Association (ASHA).

**Hardin-Simmons University Admission Policy**

The graduate program will adhere to the admissions policies of Hardin-Simmons University. For example, *No student will be denied admission, suspended, or refused readmission by reason of race, age, physical or academic disability, color, sex, national origin or religion.*

HSU Admission Policy: <https://hsutx.smartcatalogiq.com/2022-2023/Graduate-Catalog>

Students will not be denied a clinical placement based on race, age, physical or academic disability, color, sex, national origin or religion.

HSU, as well as the SLP graduate program, will not require a score on the TOEFL, IETS or Duolingo for individuals who have graduated from an accredited university in the United States.

**Applying to the HSU SLP Program**

Applicants should complete an application and submit all requested paperwork to the Communication Sciences and Disorders Centralized Application Services (CSDCAS).

<https://csdcas.liaisoncas.com/applicant-ux/#/login>

**Students with Disabilities**

The Office of Disability Services recognizes disability as a valued aspect of diversity and embraces access as an opportunity for hospitality, equity, and social justice. We work to ensure inclusive and sustainable learning and engagement through universally designed environments and to facilitate access, discourse, collaboration, training, and innovative programming.

Hardin-Simmons University does not discriminate on the basis of race, color, sex, national origin, age, disability, veteran status, or genetic information in its programs and activities. In accordance with the Americans with Disabilities Act (ADA) of 1990, its amendments in 2008, and Section 504 of the Rehabilitation Act of 1973, no qualified person will be denied access to, participation in, or the benefits of any program or activity operated by the University because of a disability.

HSU recognizes a student with a disability as anyone who has:

* a physical or mental impairment that substantially limits a major life activity,
* a record or history of such an impairment, or
* is regarded as having such an impairment.

### Contact Disability Services Office

325-670-5842

<https://www.hsutx.edu/academics/academic-resources/disability-services/>

# Title IX Information

### **Introduction**

Hardin-Simmons University affirms that all members of our community are created in the image of God and therefore should be treated with dignity and respect. We do not unlawfully discriminate on the basis of any status or condition protected by applicable federal or state law. Further, we respect the inherent worth of each member of the community and do not tolerate conduct which fosters any form of harassment. We follow the profound truth found in the Golden Rule, “In everything do to others as you would have them do to you” (Matthew 7:12).

With a Biblical foundation of human dignity and worth, HSU approaches issues of sexual misconduct not only as acts that may be potential violations of the law, but as conduct that is antithetical to Christian scripture. Thus, sexual misconduct is harmful not only to the individuals involved but undermines the values of the entire community.

This policy will address some of the complexities of legal requirements under Title IX, and our policy expectations in the areas of sexual misconduct, sex discrimination, sexual harassment, sexual assault, domestic violence, dating violence, and stalking. We hold to the expectation that sexual misconduct does not fit within our mission of Christian education. Violations of this policy are regarded as serious offenses of trust and integrity and will result in disciplinary action. Sexual misconduct can be committed by men or women, and it can occur between people of the same or different gender. This policy will also provide resources and help for victims and their advocates.

Hardin-Simmons University expects students to abide by the Student Conduct and Regulations Statement (see Section 26).

## **Notice of Non-Discrimination**

In compliance with federal law, including provisions of Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973, Hardin-Simmons University does not illegally discriminate on the basis of race, sex, color, national or ethnic origin, age, disability, genetic information, or military service in employment. Under state and federal law, the University may discriminate on the basis of religion in order to fulfill its purpose.

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC §1092(f)) (“Clery Act”) which requires colleges and universities to disclose information about crime on and around their campuses. This includes recent amendments to the Clery Act under the Campus SaVE Act and Violence Against Women Act, which deals with incidents of sexual assault, domestic and dating violence, and stalking.

### **Counseling Services**

The HSU Counseling Department provides consultation, evaluation, and short-term counseling for students who are facing issues impacting their well-being. Our focus involves crisis intervention and stabilization, as well as traditional psychotherapy within a wide range of therapeutic approaches.

All full and part-time students are eligible to receive free, confidential, and voluntary counseling services at HSU, though not all students will qualify to see one of our University Counselors. Eligibility is determined by severity of need. Complete an intake form online to begin the process with our counseling services. If you do not qualify to receive counseling with the campus counselor, you will be referred to HSU Psychology and Counseling Center or other appropriate community resources.

If you have further questions, please email the Office of Counseling Services at counseling@hsutx.edu or visit our FAQ page.

***If you are in crisis or are concerned for the safety of yourself or someone else, call 9-1-1 or HSU Police at 325-670-1461 or go to the nearest emergency room.*Please do not leave a phone or email message.**

**HSU Graduate Program Requirements**

**Suggested Minimal Admission Requirements:**

The suggested minimal admission requirements for the Master of Science in Speech-Language Pathology are as follows:

* Bachelor's degree from a regionally accredited university in Communication Sciences and Disorders (CSD) or a bachelor’s degree in an area other than CSD and at least 24 credit hours of leveling coursework
* 3.0 cumulative GPA
* Three letters of recommendation written by individuals who can address your readiness to complete our graduate program, preferably from previous academic faculty and/or ASHA-certified speech-language pathologists
* Personal statement reflecting who you are and how you will contribute to our program and professional field
* GRE scores are not required this admissions cycle. However, if you have taken the GRE and you feel it represents your academic abilities, you are encouraged to include it in the application.
* TOFEL/ELTS scores (for international students)
	+ A student whose native language is not English must provide an official TOEFL score of 550 on the paper-based exam, a 213 on the computer-based exam or a 79 on the internet-based TOEFL (iBT) TOEFL scores must be sent directly from the testing agency. HSU school code: TOEFL - 6268

**Required prerequisite basic and physical science course requirements (minimum 3 credits each) for all applicants include:**

* Biological Sciences
* Physics or Chemistry
* Statistics (one 3-hour credit course)
* Social/Behavior Sciences (one 3-hour credit course)

*For a list of accepted courses* [*https://www.asha.org/Certification/Course-Content-Areas-for-SLP-Standards/*](https://www.asha.org/Certification/Course-Content-Areas-for-SLP-Standards/)

**All admission requirements are the same for all students regardless of their undergraduate degree.**

**Leveling Information for non CSD Majors**

Students whose undergraduate degree is in a different field will need to complete the following Communication Sciences and Disorders courses: Normal Speech and Language Development; Audiology; Hearing Rehabilitation, Articulation and Phonological Processes; Phonetics; Language Disorders; Anatomy, Physiology, and Neurology and Speech and Hearing Science. Students will need to have completed the required science courses.

**As well as the required prerequisite basic and physical science course requirements (minimum 3 credits each) for all applicants include:**

* Biological Sciences
* Physics or Chemistry
* Statistics
* Social/Behavior Sciences

*For a list of accepted courses* [*https://www.asha.org/Certification/Course-Content-Areas-for-SLP-Standards/*](https://www.asha.org/Certification/Course-Content-Areas-for-SLP-Standards/)

*All Applicants will need to submit their applications via Communication Sciences and Disorders Centralized Application System (CSDCAS).* [*https://mycsdcas.org/inquiryform*](https://mycsdcas.org/inquiryform)

**University and Departmental Policies**

**HSU Drug and Alcohol Policy**

In 2015 HSU became a tobacco-free, smoke free campus. HSU seeks to foster an alcohol, tobacco, and drug-free environment in which to work, live, learn, and grow. As a Christian university, alcohol, tobacco, and drug use is approached with a combination of compassion, encouragement, directness, and concerned firmness. HSU follows the 1 Corinthians 6:19-20 message that all were bought with a price, therefore all people should honor God with their bodies. An aspect of this caring approach is the consistent enforcement of the regulations regarding alcohol, tobacco, and other drugs contained within this policy. The purpose of this policy is to ensure a safe environment that is consistent with the mission of the university and its goal to foster a substance-free environment.

These policies were not created with a spirit of judgment as all students should be in a safe environment where they can learn about the personal and social consequences associated with the effects of alcohol, tobacco, and drugs. Educational programs are offered on an ongoing basis and are coordinated through the Student Life department. Prevention strategies also include efforts to change inappropriate community norms regarding alcohol and other drug use and to alter environmental factors that support inappropriate use. The university partners with the community and parents/guardians of students to help prevent abuse. Upon graduation from HSU, the hope is that all students’ time here offers a balanced and educated approach to making decisions about alcohol, tobacco, and drugs after university life.

*For more information on the university Drug and Alcohol Policy, review the HSU Student Handbook. https://www.hsutx.edu/academics/academic-resources/*

**Computer Accessibility**

Every graduate student is expected to have his/her computer/laptop and printer upon entry into the graduate program. Each student computer will need to have a word-processing software and email access. Students will need to check their email daily as well as Canvas. Assignments as well as other materials for class are frequently posted on Canvas.

*Students should review the HSU internet policy located in the university Student Handbook.* *https://www.hsutx.edu/academics/academic-resources/*

**Class Attendance, Participation and Professionalism**

Students are expected to attend class and be prepared to participate. Frequent tardiness can impact your course grade. Hardin-Simmons University provides an attendance policy each semester which will be in your syllabus. In addition, each professor may have additional attendance requirements. These policies will be distributed to the student and discussed at the beginning of each new semester. No cell phone use during class – please review the ***UNIVERSITY POLICY ON ELECTRONIC DEVICES IN CLASS****.* Please check with your instructor for additional information regarding cell phone use during class. No audio/video recordings of class may be made without the instructor’s consent. Everyone should always demonstrate common courtesy and respect to their peers and instructors.

**Dressing for class**

Students are expected to dress appropriately for class. Students are encouraged to wear casual clothing (e.g., slacks and shirts) to class each day. Jeans are acceptable for class as long as they are not faded and/or torn. Student may wear shorts to class; however, please remember to dress modestly.

**Professional Association Membership for Students**

Students enrolling in the Hardin-Simmons University Graduate program are encouraged to join the Graduate National Student Speech Language Hearing Association (NSSLHA). Each student is responsible for their own fees for this organization.

For more information about NSSLHA: <https://www.asha.org/students/>

**Professional Meeting**

Throughout each semester the Graduate SLP Program will provide an opportunity for professional development for the graduate students. Undergraduate students are welcome and encouraged to come and hear presentations by professionals in the field of Speech-Language Pathology as well as other related fields. ***Professional dress is required at all professional development sessions.***

**Inter-professional**

Each semester the College of Health Profession provides Inter-Professional Development opportunities for interprofessional activities for students within the COHP. All SLP graduate students are expected to participate in these activities.

Students are encouraged to attend the yearly conference of the Texas Speech-Language-Hearing Association (TSHA). Students will need to make their own travel arrangements and pay for their own registration, food, lodging and travel unless other arrangements are made. If a student is presenting at a conference, they may apply for funds to attend the conference.

**Departmental Facility for Students**

**Graduate Student Workroom**

A workroom has been designated for student and faculty use. This room is for preparation of therapy and/or class projects. The workroom has a large worktable, therapy supplies (e.g., glue, scissors, card stock, markers, paints...), and copy machine. Students are encouraged to use this room to work on therapy materials as well as study. Please remember to return supplies where they belong. Be professional and courteous and clean up your area – it is your responsibility.

Lamination is free of charge for all therapy materials. All lamination is completed on Friday afternoon. Please do not ask the student worker to cutout laminating for you.

**Augmentative and Alternative Communication (AAC) and Environmental Control (EC) Lab**

An AAC and EC lab is located on the first floor in Caldwell (room 103). This room is available for students to create and work on AAC and/or EC for therapy and/or class projects.

**Student Lockers**

A limited number of lockers are available on a first come basis for students to use. If you want a locker, please sign up with the student worker.

**Student Lounge**

Students may use room 118 in Caldwell to eat and drink as well as study. Again, be professional and courteous and clean up after yourself.

**Graduate Advising and Curriculum**

**Academic Advising**

Each semester students will meet with the Program Director and/or designee to verify that they are on schedule for graduation and completing all courses and clinical practicum with a “B” or higher. During the academic advising meeting, future courses will be discussed.

**Graduate Curriculum Sequence - Fall Admissions**

 **Cohort 2 - 2022-2024**

|  |
| --- |
| ***First Year Graduate – Fall Semester*** |
| *Course* | *Course Title* | *Hours* |
| CSD 6308 | Research Methods in Communication Disorders  | 3 |
| CSD 6310  | Pediatric Language Disorders Assessment and Intervention  | 3  |
| CSD 6315  | Aphasia and Related Disorders  | 3  |
| CSD 6301  | Clinical Practicum 1 | 3 |
| ***Total Semester Hours*** | **12** |
| ***First Year Graduate – Spring Semester*** |
| CSD 6325  | Phonological Disorders  | 3 |
| CSD 6332  | Dysphagia and Related Disorders  | 3  |
| CSD 6362 | Language & Literacy  | 3  |
| CSD 6320 | Counseling and Interviewing in CSD  | 3 |
| CSD 6302  | Clinical Practicum 2 | 3  |
|  | ***Total Semester Hours***  | **15** |
| ***May Short Course*** |
| CSD 6341 | Multi-Cultural Aspects  | 3 |
|  | ***Total Semester Hours*** | **3** |
| ***Summer*** |
| SLP 6403 | Clinical Practicum 3  | 4 |
|  | ***Total Semester Hours***  | **4**  |
| ***Second Year – Fall Semester*** |
| SLP 6338 | Voice and Fluency  | 3 |
| SLP 6354  | Motor Speech Disorders  | 3  |
| SLP 6368  | Graduate Seminar  | 3 |
| SLP 6304  | Clinical Practicum 4 | 3  |
| ***Total Semester Hours***  | **12**  |
| ***Second Year – Spring Semester*** |
| SLP 6358 | Special Populations and AAC  | 3  |
| SLP 6348  | Special Topics Seminar in Speech Pathology  | 3  |
| SLP 6305 | Clinical Practicum 5  | 3  |
| ***Total Semester Hours***  | **9** |
| ***Total Program Hours***  | ***55***  |
| ***Elective*** |
| SLP 6379  | Independent Study  | 3  |

**Graduate Curriculum Sequence - Fall Admissions**

**2023-2025**

**Cohort 3**

|  |
| --- |
| ***First Graduate – Fall Semester*** |
| *Course* | *Course Title* | *Hours* |
| SLP 6308 | Research Methods in Communication Disorders  | 3 |
| SLP 6310  | Pediatric Language Disorders Assessment and Intervention  | 3  |
| SLP 6315  | Aphasia and Related Disorders  | 3  |
| SLP 6212  | Clinical Assessment  | 2 |
| SLP 6301  | Clinical Practicum 1  | 3 |
| ***Total Semester Hours*** | **14** |
| ***First Graduate – Spring Semester*** |
| SLP 6325  | Phonological Disorders  | 3 |
| SLP 6332  | Dysphagia and Related Disorders  | 3  |
| SLP 6362  | Language and Literacy (School-Age Disorders)  | 3  |
| SLP  | Evidence-Based Practices  | 2 |
| SLP 6302 | Clinical Practicum 2 | 3  |
|  | ***Total Semester Hours***  | **14** |
| ***May Short Course*** |
| SLP 6241 | Multi-Cultural Aspects  | 2 |
|  |  |  |
|  | ***Total Semester Hours*** | **2** |
| ***Summer*** |
| SLP 6403 | Clinical Practicum 3  | 4 |
|  | ***Total Semester Hours***  | **4**  |
| ***Second – Fall Semester*** |
| SLP 6338  | Voice and Fluency  | 3 |
| SLP 6354  | Motor Speech Disorders  | 3  |
| SLP 6368  | Graduate Seminar  | 3 |
| SLP 6304  | Clinical Practicum 4 | 3  |
| ***Total Semester Hours***  | **12**  |
| ***Second – Spring Semester*** |
| SLP 6358 | Special Populations and AAC  | 3  |
| SLP 6348  | Special Topics in Speech Pathology  | 3  |
| SLP 6220  | Counseling and Interviewing in CSD  | 2 |
| SLP 6305 | Clinical Practicum 5  | 3  |
|  |  |  |
| ***Total Semester Hours***  | **11** |
| ***Total Program Hours***  | ***57***  |
| ***Elective*** |
| SLP 6379  | Independent Study  | 3  |

**Graduate Curriculum Sequence - Spring Admissions**

**2024-2025**

**Cohort 4**

|  |
| --- |
| ***First – Spring Semester*** |
| SLP 6325  | Phonological Disorders  | 3 |
| SLP 6332  | Dysphagia and Related Disorders  | 3  |
| SLP 6362  | Language and Literacy (School-Age Disorders)  | 3  |
| SLP  | Evidence-Based Practices  | 2 |
| SLP 6301 | Clinical Practicum | 3  |
|  | ***Total Semester Hours***  | **14** |
| ***May Short Course*** |
| SLP 6241 | Multi-Cultural Aspects  | 2 |
|  | ***Total Semester Hours*** | **2** |
|  |
| ***First – Fall Semester*** |
| *Course* | *Course Title* | *Hours* |
| SLP 6308 | Research Methods in Communication Disorders  | 3 |
| SLP 6310  | Pediatric Language Disorders Assessment and Intervention  | 3  |
| SLP 6315  | Aphasia and Related Disorders  | 3  |
| SLP 6212  | Clinical Assessment | 2 |
| SLP 6302 | Clinical Practicum | 3  |
| ***Total Semester Hours*** | **14** |
| ***Second – Spring Semester*** |
| SLP 6358 | Special Populations and AAC  | 3  |
| SLP 6348  | Special Topics in Speech Pathology  | 3  |
| SLP 6220  | Counseling and Interviewing in CSD  | 2 |
| SLP 6304 | Clinical Practicum  | 3  |
| ***Total Semester Hours***  | **11** |
| ***Summer*** |  |
| SLP 6403 | Clinical Practicum  | 4  |
|  | ***Total Semester Hours*** | **4** |
| ***Second - Fall Semester*** |
| SLP 6338  | Voice and Fluency  | 3 |
| SLP 6354  | Motor Speech Disorders  | 3  |
| SLP 6368  | Graduate Seminar  | 3 |
| SLP 6304  | Clinical Practicum 4 | 3  |
| ***Total Semester Hours***  | **11** |
|  | ***Total Program Hours***  | ***57*** |
| ***Elective*** |
| SLP 6379  | Independent Study  | 3  |
|  |  |  |

**Academic Progress**

The Speech-Language Pathology Graduate Program uses the following grading scale.
The final course/rotation grade will be recorded as “A”, “B”, “C”, or “F”.

A= 90% - 100%

B= 80% - 89%

C= 70% - 79%

F = <70%

All students are expected to make academic progress. If a student fails to make progress, the following guidelines will be implemented.

Graduate faculty will review the clinical and academic progress of students during faculty meetings each Fall and Spring semesters. A faculty member with a *concern and documented communication with a student* will have an opportunity to voice concerns regarding that student’s academic progress and/or performance. The following decision will be made during the meeting to:

* take no further action. The faculty mentor will monitor student’s progress across the

 curriculum

* continue communication between faculty mentor and student
* faculty may determine that a remediation plan is warranted for student success

**Remediation Plans**

* provide the student with a remediation program including anticipated progress and

 consequences if progress is not made

* develop, discuss, and have the student sign a remediation plan detailing anticipated

 progress, a timeline for completion and consequences for not meeting requirements of the

 remediation plan

* student will sign and acknowledges they are agreeing to the remediation plan
* student and Program Director will receive a copy of the remediation plan
* if the outlined expectations of the remediation plan are not met, the student may be

 dismissed from the Program or offered the opportunity to start the program again the next

 year (one-time option).

* student choosing the latter option will sign a letter of

 agreement of expectations and pay the new tuition rate and fees, if applicable

**Remediation Plans Course Content**

Students needing remediation may need to register for CSD 6379 Independent Study to cover the topic(s) needed for remediation. The instructor(s) who teaches the topic(s) along with the Program Director will design a remediation plan with the student. After the agreed upon remediation plan is implemented and completed, the student will complete another examination.

* The first remediation exam will be in a written format (another test and/or paper/literature

 review on the content not passed).

* If the student still does not make satisfactory progress, a second remediation exam will be

 completed in the form of an oral examination with the instructor, program director and/or

 other faculty members.

* If the student is not able to pass the remediation exam the second time, the student will not be able to graduate on time. They will extend their program and re-take the course content when offered.

**Student Expectations**

* Students are required to maintain a minimum cumulative GPA of 3.0 during their time in

 the program.

* No more than 2 grades of “C” may be earned while in the SLP Program. Obtaining a

 third “C” or a “D” in any course will result in the option for the student to withdraw from

 the program with no option to return in the future OR repeat the course where the third

 “C” or “D” was earned with the next cohort of students. This involves sitting out of program until the course is offered again and repeating the course, earning a grade of B or higher, then continuing in the program. If the student fails to achieve a B or higher, the student will immediately be dismissed from the program.

* This retainment option can only be used 1 time during the course of study. A student choosing the latter option will sign a letter of agreement of expectations and pay the new tuition rate and fees, if applicable, upon return.
* Students earning a grade of F in any academic or clinical course will immediately be

 dismissed from the program,

**Summative Assessment**

Each student will complete a comprehensive exam (summative assessment). The comprehensive exam will be completed during the Fall Semester of Year 2. This will allow students an opportunity to complete any remediation needed. The comprehensive exam will cover the Big 9 (ASHA), evidence-based practice, research and interprofessional collaboration as well as current topics in speech-language pathology.

*A student may be dismissed from the program at any time if his/her professional behavior is deemed to be out of accordance with the ASHA Code of Ethics or a threat to the safety of the patient or self.*

***Hardin-Simmons Academic Integrity Policy***

**Academic Violations will adhere to Hardin-Simmons University policies:**

<https://hsutx.smartcatalogiq.com/2022-2023/Graduate-Catalog/Academic-Policies/Graduate-Studies-Grievance-Committee>

**Procedures for Violation:**

1. At the point of discovery, the instructor shall inform the student of the alleged violation

 of academic integrity and hear his/her explanation of the circumstances. If the instructor

 determines there is no violation, the case is dropped. If the instructor decides the violation

 is unintentional or minor, the instructor may decide to require the student to rewrite the

 paper in question, take a modified exam, or take some similar action. If, in the judgment

 of the instructor, the alleged violation is deemed to be serious and intentional, the

 instructor will follow the procedure outlined below in steps 2–5.

1. Before imposing a penalty for a violation, the instructor shall consult with his/her

 immediate supervisor and together they will agree on a penalty. The instructor shall then

 make a written report outlining the incident and the recommended penalty. A copy of the

 report shall be given to the supervisor, the head of the department and the dean of the

 school or college in which the course is offered, the Office of the Provost, the student and

 the student’s advisor. The instructor shall inform the student, in writing, of the right to

 appeal the charge of violating academic integrity.

1. From the point of discovery, and within 10 working days, the instructor shall complete

 the process outlined above.

1. The Office of the Provost shall maintain files of all violations of academic integrity.

The student has the right to appeal the charge of violating academic integrity and/or the penalty assessed in accordance with the following appeals process.

**Procedure for Appeal**

1. A student appealing a charge of academic integrity violation and/or a penalty must

 deliver a letter to the chair of the Grade Appeal and Academic Misconduct Committee,

 specifying the basis for the appeal within 10 working days after receiving the instructor’s

 written report.

1. After receipt of the letter of appeal, the chair of the committee will schedule a meeting of

 the committee as soon as practical, preferably within 10 working days. The chair will

 notify the student and the instructor of the meeting date and time.

1. Copies of the instructor’s report and the student’s letter of appeal will be provided to all

 members of the committee at least two working days before the day of the meeting.

1. The committee will review the materials submitted by both the student and the instructor

 before the formal meeting and convene at a time convenient for all involved for the

 purpose of hearing the two individuals present their cases. The committee will then

 convene in an executive session to reach a decision in the matter. The chair of the

 committee will inform, in writing, the student, the student’s advisor, the instructor, the

 instructor’s immediate supervisor, the head of the department and the dean of the school

 or college in which the course is offered, and the Office of the Provost of the decision.

1. If the appeal is denied, then the charge and the penalty is upheld. If an appeal of a charge

 of violating academic integrity is upheld, the case is dismissed. If an appeal of a penalty

 is upheld, then the committee will determine an appropriate penalty. The ruling of the

 committee is final. Action, or failure to take action, by an instructor or the Appeals

 Committee does not preclude disciplinary action by the University when appropriate.

**PROGRAM COMPLAINTS**

An individual or organization that is unhappy with their experience or encounter with any student, faculty or staff member of the Speech-Language Graduate Program at Hardin-Simmons University is encouraged to file a written complaint against the department or program. The complaint must be in writing to be considered a bona fide complaint.  (Grade appeals are not considered in this section but are discussed in the HSU Graduate Bulletin and under Grades Appeal in this document.)   The complaint will be kept on file in the Program Director’s files under “Program Complaints” for a period of 5 years.

Complaints should be addressed to:

            Program Director

            Speech-Language Pathology Graduate Program

            HSU Box #16172

 2200 Hickory Street

            Abilene, TX  79698

The following outlines the process for handling a complaint against the Department:

1. When possible, the Program Director will discuss the complaint directly with the party

 involved within 14 business days. If possible, the matter is reconciled at this point. A

 letter from the Program Director acknowledging the resolution of the complaint will be

 filed with the complaint and a copy sent to the complainant.

1. If dissatisfied with the discussion with the Program Director, or if the complaint is against

 the Program Director, the involved party may submit a written complaint to the Dean of

 the College of Health Professions.  The Program Director will also forward a written

 summary of previous discussions where appropriate.  The Dean will meet with each party

 separately and may schedule a joint appointment with the two parties in order to attempt a

 solution.  A letter outlining the resolution by the Dean should be filed with the complaint

 in the Program Director’s office.

1. If the party feels that an additional complaint is necessary, the last line of complaint is to

 the Provost/Chief Academic Officer of the University.  A letter outlining the resolution by

 the Chief Academic Officer should be filed with the complaint in the Program Director’s

 office.

*Students may file a complaint with the Council on Academic Accreditation (CAA) by writing to:*

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

For more information regarding the CAA’s complaint procedures as well as a link to the complaint form, students may visit their website: <https://caa.asha.org/?s=filing+a+complaint>

**Application for Graduation**

**Student Responsibility (HSU Graduate Catalogue)**

The student is responsible for knowing the degree requirements and policies listed in this catalog. The student must be sure that all required documents, fees, and credentials are submitted by required deadlines to the Office of Admission. The student should consult this catalog, his/her graduate advisor, and the dean of the school or college that houses the academic program to ensure all degree requirements are being met.

**Office of Admission**

**HSU Box 16050**

**Abilene TX 79698**

**325-670-1298**

**admission@hsutx.edu**

**Office of Graduate Studies**

**HSU Box 16210**

**Abilene, Texas 79698**

**325-670-1833**

**gradoff@hsutx.edu**

**Program Degree Requirements**

**Student must**

1. complete the M.S. degree in Speech-Language Pathology curriculum (five semesters) 57

 credit hours (41 hours of course work and 16 hours of clinical practicum) with a 3.0

 cumulative grade point average.

1. complete 400 clinical clock hours (no more than 50 may be accepted from undergraduate

 clinical experiences) including 25 hours of observation with a satisfactory rating from all

 clinical supervisors.

1. complete the Knowledge and Skills Acquisition (KASA) form with each competency

 marked as acquired and certified by the program director.

1. achieve a passing score on the comprehensive examination.

**Diploma Card**

The deadline for filing Diploma Cards in the Registrar’s Office is listed in the Academic Calendar in the front of this catalog. Students filing a diploma card after this date will be charged a late fee. The student should inform the Program Director if his/her graduation date changes.

**Participation in Graduation Exercises**

All candidates for degrees are requested to participate in the commencement ceremony. Candidates must be enrolled in all courses required to complete the degree, including Thesis and Thesis Renewal (if applicable). Incomplete grades must be completed by the deadlines of April 15 (May graduation) and November 15 (December graduation). Students with any graduation requirements not completed by these dates will be excluded from walking at their respective graduation ceremony.

**Financial Obligations to the University**

Students are required to settle all accounts in a manner satisfactory to the university controller before a diploma will be awarded.

**Transcripts**

Students have access to their grades and transcripts:

<https://www.hsutx.edu/info-for/current-students/>

Additionally, the Registrar’s office has full-time personnel available to provide students assistance with transcripts and other educational needs. Their department information is found at: <https://www.hsutx.edu/academics/registrars-office/>

**TOTAL COST OF THE PROGRAM**

**Hardin-Simmons University Policies**

**Financial Information**

The SLP Graduate Program makes every effort to keep costs reasonable for students. However, because the Program runs continuously for 22 months, students should review their financial resources carefully and anticipate expenses realistically. During the clinical education phase, all students may be assigned to clinical sites outside of the immediate Abilene/Big Country area. The student is responsible for the costs related to out-of-area travel and housing, if applicable.

Please access the following HSU webpage for Tuition Cost & Fee:

<https://www.hsutx.edu/tuition-aid/tuition-costs-fees/>

<https://www.hsutx.edu/wp-content/uploads/2023/02/Grad-Fulltime-On-or-Off-Campus-22.23.pdf>

Please note that tuition is subject to change each year.

Student Insurance for clinical practicum will be included in your tuition.

**Tuition, Fees and Other Expenses**

The University reserves the right to change tuition and other charges at the beginning of any semester.

*The tuition cost for a full-time course load does not include expenses for such required items such as textbooks, therapy supplies, name tag, scrubs, clinic polo shirt, student clinical software software, (i.e., CALISPO, ClinicNote, Simucase…), background checks, and CPR.*

**Deposit**

There is a non-refundable $500 deposit (subject to change) for those applicants accepted into the Hardin-Simmons Speech-Language Pathology graduate program which is applied to the tuition for the first semester upon enrollment. If an applicant accepted into the Program encounters circumstances that prevent their matriculation, any amount paid by the applicant to the University that is over and above the non-refundable deposit of $500.00 will be refunded based on the tuition refund policy set forth by the University and outlined in the University Catalogue.

**REFUND POLICY**

**Tuition and Fees Refund Policy**

*Separation from HSU due to suspension or expulsion are not eligible for refund.*

**Individual Courses Dropped**

No tuition is refunded for individual courses dropped after the 8th day of a term (16 week Fall and Spring terms only).  If a student is only taking one class, that would be considered withdrawing, and the refund policy above would apply.

**Credit Balance**

Refunds will be processed automatically throughout the semester; however, a student may request a refund from the Business Office after aid has posted and his or her total account balance indicates a credit balance.

**Withdrawal from the University (Dropping All Classes)**

The following refunds will be made upon complete withdrawal from the University. (Does not apply to “Dropping Individual Classes.”) This refund policy applies to **tuition only**. Any institutional loans or grants will be pro-rated along with the charges as seen below. Institutional Money should not exceed charges at the time of the withdrawal. A refund is not warranted if the credit is caused by any amount of institutional money within that semester. **Fees will not be refunded.** “Day one” refers to the official start date for the term session.

**THE FOLLOWING SCHEDULES ARE REQUIRED BY THE FEDERAL GOVERNMENT**

Please review the HSU Refund policy:

 <https://www.hsutx.edu/tuition-aid/business-office/refund-policy/>

**Withdrawal:**

A student who desires to withdraw from the University must obtain and complete the proper forms and return to the Registrar’s Office. The student must request permission from the

**University Financial Aid Policies:**

Financial assistance is awarded for one year at a time. Separate financial aid applications (FAFSA) must be filed each year. Application materials are available in October for the coming academic year. Financial assistance is committed only to students who are accepted into a degree program. Students applying for graduate fellowships and/or graduate scholarships must hold provisional or full admission to a graduate program.

All institutional aid, including departmental awards, are HSU-tuition-specific. The University cooperates in making funds provided by both the federal and state government available to students for grants, employment, and loans. HSU must administer the federal and state programs within prescribed regulations. All government programs are dependent on funding by federal and state governments. Awards are subject to funding by legislation and are not binding on the University if such programs are not funded.

All applications and requests for information regarding federal and state assistance should be directed to the Office of Enrollment Services, HSU Box 16050, Abilene, TX 79698.

To review HSU Financial Aid Policies – please visit

<https://www.hsutx.edu/tuition-aid/financial-aid-checklist/financial-aid-policies/>

**Graduate Scholarships**

Graduate Students are encouraged to apply for graduate scholarships on HSU Central – Scholarship Central. For more information, please contact the Financial Aid office.

**Veterans Benefits**

**Veterans Affairs (VA):**

Students who qualify for VA benefits can submit their forms and questions to our VA representative in Registrar’s Office 325-670-1200 or HSUreg@hsutx.edu. Billing for the VA is sent the last day to register for classes in each semester.

**Student Employment**

The SLP graduate program is an intensive full-time two-year program. Students enrolled in the SLP graduate program at Hardin-Simmons University are not prohibited from obtaining outside employment during their course of study. However, student work schedules are not considered when the department schedules classes, reviews, examinations, practicum experiences and/or any other curricular activity. Students are expected to give their full attention to their graduate curriculum and practicum experiences in order to meet all expectation for academic and clinical success. Students who are not prepared to focus their time and energy to successful completion of the demands of the curriculum and clinical experiences should consider applying for the program at a later date.

**Graduate Student University Resources**

Students can access the university writing center which assists students who need support (i.e., academic, professional and creative). Information about the writing center can be found at: <https://www.hsutx.edu/academics/academic-resources/academic-support-tutoring/>

National Student Speech-Language Hearing Association (NSSLHA) – Currently, we have a NSSLHA organization on our campus with a faculty sponsor. [https://www.nsslha.org](https://www.nsslha.org/)

All full or part-time students are eligible to receive free, confidential, and voluntary counseling services at HSU. Services include consultation, evaluation, counseling, and crisis support services for students facing issues impacting their overall well-being. Information about counseling services can be found at: <https://www.hsutx.edu/student-life/student-services/counseling-services/>

Research/library support from the librarian liaison for the Communication Sciences & Disorders department is available to provide library instruction. The library information can be found website at: <https://library.hsutx.edu/>

Registrar’s office provides students assistance with transcripts and other educational needs. Their department information is found at: <https://www.hsutx.edu/academics/registrars-office/>

IT services and a Help Desk are available for student personal computer issues. IT services can be found at: <https://www.hsutx.edu/offices/technology-services/>

Students have ready access to the on-campus Dining Facilities with the option of purchasing a meal plan. Information at dining facilities can be found at[: https://hsutx.campusdish.com/en](https://hsutx.campusdish.com/en)

Hardin-Simmons University offers housing options for graduate students. Information concerning housing can be found at: <https://www.hsutx.edu/student-life/living-on-campus/residence-life/campus-houses/>

**Campus Housing**

The university owns approximately 60 homes in close proximity to the Hardin-Simmons campus. Many of these units came from Camp Barkley and were moved to campus after WWII. The units are primarily one-bedroom duplexes and two-bedroom houses. There are also limited three-bedroom houses available.

Residents at most homes are responsible for gas and electricity, with some homes also required to pay the water/sewer. Residents are also responsible for any other services they wish to provide (phone, internet, cable). Each unit has central heat, but select homes require residents to provide their own window air conditioners. All houses have washer/dryer hookups as well as fenced-in back yards.

University-owned homes have a no-pet policy. These homes are available to any graduate, family, or any other student who may require special accommodations. Family students include any married student or student with a dependent.

Please contact ResidenceLife@hsutx.edu if you are interested in living in the University Place Apartments or the HSU Houses.

For more housing information can be found at:

<https://www.hsutx.edu/student-life/living-on-campus/residence-life/>

An on-campus fitness center is available for all students. Fitness Center information can be found at: <https://www.hsutx.edu/student-life/wellness-recreation/>

The Student Life office at Hardin-Simmons University coordinates many services for students at both the undergraduate and graduate level. Some of their related services that are coordinated under their umbrella include academic coaching & enrichment, career services, campus clubs & organizations, student government, counseling, and health services. These services are described on the university website: https://www.hsutx.edu/student-life/

The Career Services department provides support for students and graduates at Hardin-Simmons University. Information about Career Services is available in the student handbook and includes career counseling and assessment, resume and CV reviewing services, virtual and live career fair hosting, and networking opportunity events. These services are also described on the university website at: <https://www.hsutx.edu/student-life/career-services/>

The Financial Aid office has full-time resources available to student in the graduate program and is familiar with both professional programs and graduate studies. They are available to assist graduate students as they are available to all University Students.

The department information: <http://hsutx.smartcatalogiq.com/2020-2021/Graduate-Catalog/Financial-Aid>

Cowboy Cash are funds students load onto their student ID to be used for residence hall laundry, the bookstore, or for food and drinks at any of our campus locations, including Gilbert’s Coffee Shop in the library. You can load any amount with a minimum of $10. These funds do carry forward as long as you are continuously enrolled at HSU. Any unused funds at the time of graduation or separation from HSU are forfeited.

**Essential Functions/Skills for the Graduate Speech-Language Pathology Program Education**

In order to acquire the knowledge and skills essential to practice as a speech-language pathologist and function in variety of clinical situations and to deliver a wide gamut of client care, students must have skills and attributes in the following five areas: communication, motor, intellectual-cognitive, sensory-observational, and behavioral-social. These five areas facilitate the student’s ability to meet the graduate and professional requirement as determined by state licensure and certification by the American Speech-Language and Hearing Association (ASHA).

The Hardin-Simmons University’s Disabilities Office and the Graduate Speech-Language Program will provide reasonable accommodations to otherwise qualified and eligible students. Reasonable accommodations should not fundamentally alter the academic or clinical requirements of the Graduate Speech-Language Program and/or pose a direct threat to the health and/or safety of the student or others. Students enrolled in the Master of Science in Speech-Language Pathology are required to meet the essential functions set forth herein with or without reasonable accommodations for disabilities. A student who has or believes that they have a disability for which they need to seek accommodations must contact the Hardin-Simmons University’s Disabilities Office. All accommodations will only be allowed through the Disabilities Office and are not retro-active. For more information about Hardin-Simmons Disabilities Service office, see:

<https://www.hsutx.edu/academics/academic-resources/disability-services/>

**COMMUNICATION**

A student must possess adequate communication skills to:

* Communicate proficiently in oral and written English.
* Communicate effectively whether in person, by phone and in written form while considering the communication needs as well as the cultural values of the listener.
* Read, write, and comprehend to meet graduate-level skills curricular and clinical demands.
* Perceive and effectively demonstrate appropriate verbal and non-verbal communication for cultural and context.
* Communicate professionally, effectively, and legibly on patient/client documentation, reports, and scholarly papers as a part of course work and professional practice.
* Convey information to patients accurately with relevance and cultural sensitivity

**MOTOR**

A student must possess adequate motor skills to:

* Sustain necessary physical activity level in required classroom and clinical activities (e.g., ambulate to access clients, lift, and manipulate clinical instruments, tests, and materials)
* Respond quickly to provide a safe environment for clients in emergency situations including fire, choking, or other medical emergencies, and in the application of universal precautions.
* Efficiently manipulate and manage testing and treatment environment and materials without violation of testing protocol and with best practice guidelines
* Access transportation to and from classroom and clinical practicum/externship settings Participate in classroom and clinical activities for the defined workday.
* Access technology for clinical management (i.e., billing, charting, therapy programs
* etc.).

**INTELLECTUAL / COGNITIVE**
A student must possess adequate intellectual and cognitive skills to:

* Comprehend, retain, integrate, synthesize, infer, evaluate, and apply written and verbal information sufficient to meet curricular and clinical demands.
* Read, comprehend, record, and interpret information accurately from diagnostic tests, equipment, and patient records to formulate accurately from diagnosis, develop a treatment plan, make independent clinical decisions, and ensure patient safety.
* Solve problems, reason, and make sound clinical judgments in patient assessment,
* diagnostic and therapeutic plans and implementation.
* Accurately identify and communicate limits of one’s own knowledge and skills to appropriate professional level and be able to identify and utilize resources in order to increase knowledge.
* Utilize detailed written and verbal instruction in order to make unique and dependent decisions.

**SENSORY/OBSERVATIONAL**

A student must possess adequate sensory skills of vision, hearing, tactile, and smell to:

* Visually and auditorily identify normal and disordered in the areas of semantics, pragmatics, syntax, morphology and phonology, hearing and balance disorders, swallowing, cognition, and social interaction related to communication.
* Visualize and identify anatomic structures and imaging findings.
* Observe patient’s activity and behavior accurately during assessment and treatment
* Identify the need for alternative modalities of communication.
* Discriminate text, numbers, tables, and graphs associated with diagnostic instruments and tests.
* Recognize when a client’s family does or does not understand the clinician’s written and or verbal communication.

**BEHAVIORAL/ SOCIAL**
A student must possess adequate behavioral and social attributes to:

* Display mature, empathetic and effective professional relationships by exhibiting compassion, integrity, and concern for others.
* Conduct oneself in an ethical and legal manner, upholding the ASHA Code of Ethics and university and federal privacy policies.
* Maintain general good physical and mental health and self-care in order not to jeopardize the health and safety of self and others in the academic and clinical setting.
* Demonstrate flexibility and the ability to adapt to changing and demanding situations and uncertainty in academic and clinical settings.
* Manage the use of time effectively to complete professional and technical tasks within realistic time constraints.
* Accept appropriate feedback (e.g., suggestions and constructive criticism) and respond by modification of behaviors.
* Dress appropriately and professionally for a variety clinical and academic environments/settings
* Recognize and show respect for individuals with disabilities and for individuals of different ages, genders, race, religions, sexual orientation, and cultural and socioeconomic backgrounds.

Eligible students seeking accommodations should contact the Disabilities Coordinator as soon as possible in the academic term in which they are seeking accommodations. The coordinator shall prepare letters to appropriate faculty concerning specific, reasonable academic adjustments for the student. The student is responsible for delivering accommodation letters and conferring with faculty members. The coordinator shall consult with the student and the HSU faculty and staff to ensure delivery of appropriate support services and shall serve as a liaison between the student and the faculty member as needed. This policy will be adhered to in the classroom setting, but, if the accommodations are not within the practice standards expected while on clinicals (for example, be able to evaluate and effectively treat within a given time frame), the student may be dismissed from the program.

Disability Services: <https://www.hsutx.edu/academics/academic-resources/disability-services/>

**Students who speak English with Accents and Non-Standard Dialects**

In order to comply with the ASHA Code of Ethics, Hardin-Simmons University Speech-Language Pathology Graduate Program does not discriminate against students who speak English with an accent or non-standard dialect. However, it is expected that students be able to provide modeling of target phonemes, grammatical features, and any other element of speech and language that is crucial in the treatment of clients. ASHA provides this guidance on the skill of report writing: “although clinical report writing skills and competencies are critical to effective documentation, standards need not be altered for students who speak with dialects or with accents.”

For more information regarding English with Accents and Non-Standard Dialects visit:

<https://www.asha.org/policy/tr1998-00154/>

**Academic and Clinical Progress**

In order to meet requirements for ASHA’s Certificate of Clinical Competence (CCC) and document the knowledge and skill assessment (KASA), student records are maintained on each graduate student. The KASA guidelines decree the knowledge and skills that the SLP program expects the students to master by the time of their graduation. The SLP program will monitor and document each student’s adequate progress in relation to the KASA guidelines.

<https://www.asha.org/Certification/2020-SLP-Certification-Standards/>

**KASA Standards**

Students not meeting departmental requirements for acquisition of knowledge and skills must complete remediation plans as defined by the program director in conjunction with the Clinical Director, faculty members, and/or clinical supervisors.  Failure to complete the remediation plan will result in dismissal from the program.

**Student Grievances**

Procedures for handling Student Grievances regarding grades can be found in the Graduate Catalog.

<http://hsutx.smartcatalogiq.com/2020-2021/Graduate-Catalog/Academic-Policies/Graduate-Studies-Grievance-Committee>

Procedures for handling student grievances (other than grades) with fellow students, faculty, or staff can be found on page 60 of the Hardin-Simmons University Student Handbook.

<https://3eroib1qr1f4ekdp93x2c2fv-wpengine.netdna-ssl.com/wp-content/uploads/2020/01/2019-20-Student-Handbook-1.10.20.pdf>

*Students may file a complaint with the Council on Academic Accreditation (CAA) by writing to:*

Chair, Council on Academic Accreditation in Audiology and Speech-Language Pathology

American Speech-Language-Hearing Association

2200 Research Boulevard, #310

Rockville, MD 20850

Council on Academic Accreditation Complaint Procedures:

For more information regarding the CAA’s complaint procedures please visit their website:

<https://caa.asha.org/?s=filing+a+complaint>

**Texas State Licensure**

# Texas Licensing Requirements for Audiologists and Speech-Language Pathologists

“The information below is collected from state licensure boards or regulatory agencies responsible for regulating the professions of speech-language pathology and/or audiology. The information is reviewed on an annual basis. Please be advised that laws, regulations, and policies may change at any time, so always check with your state for the most up-to-date information.

**Initial Licensure** (information provided by ASHA)

***Speech Language Pathology***

* Master's degree from a program accredited by a national accrediting organization

approved by the Board and recognized by the U.S. Secretary of Education in an

accredited college or university, if institution not CAA accredited must send letter from

ASHA stating the Council for Clinical Certification has accepted the course work and

clinical experience.

* 400 hours supervised clinical practicum
* 36 weeks of full-time or equivalent part-time supervised professional experience.
* Passage of an examination.
* All applicants must submit proof of successful completion of the jurisprudence

examination at the time of application. The jurisprudence examination must be complete

no more than six months prior to the date of licensure application.

The Board may waive the clinical and examination requirements and grant licensure to a CCC holder.

**NOTE:** *In Texas, it is against the law to practice as an audiologist or speech-language pathologist without a license.*

**HA – Texas Licensing Information:**

<https://www.asha.org/Advocacy/state/info/TX/licensure/>

**TDLR-SLP**

<https://www.tdlr.texas.gov/slpa/slp-license-apply.htm>

**State Licensure**

ASHA provides a state-by-state guide for licensure of each state.

<https://www.asha.org/advocacy/state/>

**Certification in Speech-Language Pathology** (information provided by ASHA)

### Applying for the CCC-SLP

“If you have graduated from a program accredited by the Council on Academic Accreditation in Audiology and Speech-Language Pathology (CAA) or from a program with CAA-candidacy status, you may submit your online application any time after completing the necessary coursework and graduate clinical practicum, and after receiving confirmation from your program director that the requirements in Standards I–V have been met...”

A completed application includes your [dues and fees payment](https://www.asha.org/certification/slpcertification/#Dues_Fees).

**Important! “**All academic coursework and clinical practicum must be completed before beginning the Clinical Fellowship (CF) experience. If any coursework or practicum is incomplete, which includes all prerequisite (i.e., basic biology, chemistry, or physics, etc.) and core coursework, the hours completed toward your CF experience will not count toward your minimum 1,260 hours.

## **Additional Required Documents**

To complete your online application for certification, you must also submit the following documents.

* Passing  [Praxis exam scores](https://www.asha.org/certification/praxis/praxis_scores/) (sent directly to ASHA from ETS).
* Official graduate transcript\* which verifies the date and degree awarded (may arrive directly from institution).
* Speech-Language Pathology Clinical Fellowship (SLPCF) Report and Rating Form report through your online application portal.
* Disclosure documents: If you checked yes to a disclosure question on the application, please review the  [requirements for certified copies of court or other legal documents](https://www.asha.org/Certification/Certification-Standards-for-SLP-Certification-Disclosure/).”

For more information: <https://www.asha.org/certification/slpcertification/>

# Praxis Scores and Score Reports(<https://www.asha.org/certification/praxis/praxis_scores/>*)*

## **Students**

### Passing Scores

<https://www.ets.org/praxis/asha/requirements/> for purposes of ASHA certification:

* Audiology (5343): **162\***
* Speech-Language Pathology (5331): **162**

Scoring the Exam\*ASHA will continue to accept a passing score on the Praxis test (both the 5342 and 0342 test codes) if this version is required by your state’s licensing agency. The passing score on this version of the test is 170.

* Only questions answered correctly count toward the exam score. It is better to guess than leave an answer blank.
* The raw points awarded are the number of correct answers. Your scaled score is computed from your total number of raw points in a way that adjusts for the difficulty of the questions.

*Understanding Your Praxis Scores:* [*https://www.ets.org/praxis/site.html*](https://www.ets.org/praxis/site.html)

APPENDIX

**Hardin-Simmons University**

**Speech-Language Pathology Graduate Program**

I have participated in the Fall Orientation and have read and reviewed the Hardin-Simmons University 2023-2024 SLP Graduate Student Handbook. I understand all the academic expectations, policies, and procedures.

I understand that failure to abide by the policies and procedures of the Student Handbook and meet academic expectations could result in one or all of the following:

* remediation
* dismissal from the program

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Hardin-Simmons University**

**Speech-Language Pathology Graduate Program**

**Essential Skills Acknowledgement**

*By signing this document, I certify that I have read and understand the “Essential Function the Speech-Language Pathology Graduate Program Education” and believe to the best of my knowledge that I am able to meet each of these essential functions.*

***\_\_\_\_\_\_\_\_\_ Without accommodation \_\_\_\_\_\_\_\_\_\_\_ With reasonable accommodations***

(If you have checked that you believe you will require a reasonable accommodation, by signing this document, you have acknowledged and understand you must coordinate with the Hardin-Simmons University Disability Services office within sufficient time to ensure any accommodations can be arranged before the start of any term. Accommodations will only be accorded through the HSU Disability Services Office and are not retro-active.)

By signing this document, I understand that should I fail to meet and/or maintain the essential functions with or without reasonable accommodation now or in the future, could impact your ability to continue or graduate from the program.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Print Name**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature of Student**

***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

**Date**

**PROFESSIONALISM & ETIQUETTE DURING ONLINE MEETINGS**

The Hardin-Simmons University Graduate Speech-Language Pathology prides itself on developing professionals. With the changing classroom delivery platforms, ensuring professional development and behavior is critical.

Below you will find some important guides to ensure you are developing and maintaining professional behavior during online lectures. Please remember that our esteemed guest lecturers (and core faculty) work very hard to provide you with an excellent education, and many of them sacrifice time away from their work and families to teach you.

Kindly follow these important guidelines:

**Please do not eat meals during Online Sessions**Eating can be very distracting to other students and lecturers. Please make sure you eat beforehand. Small bite-size snacks are allowed.

**Please sit in a chair, do not sit in bed**Please make sure that you are not laying down or in bed. Online sessions work best when everyone is upright and engaged.

**Be dressed as if you are going to class**Please dress as if you will be physically inside a classroom. Avoid wearing clothing that would be inappropriate for the classroom setting. While attending class in your pajama bottoms is a tempting option, you'll want to make sure that you are presenting yourself in the best possible light at least from the waist up.

**Keep your video on**Because of the nature of online interactions, we want to be able to engage as much as possible. This means that we want to see your face! Lecturers really enjoy engaging with students while being able to their faces. It is very challenging to lecture to blank screens.

**Scan your environment**Be sure you are aware of the view from your camera display. Avoid sitting in areas that are distracting. For privacy reasons, many people like using backgrounds. If you do use one, please make sure it is not overly distracting or inappropriate.

**Mute your microphone**Once you log in to the virtual classroom, be sure to mute your microphone (lower left- hand corner). This will help to eliminate background noise that could distract others. Remember to unmute if you have a question or comment (both of which are highly encouraged!)

**Be in the moment**

Make sure that you are fully present, engaged, and listening to the lecture. Others can easily tell if your attention is elsewhere.

**Limit distractions**Turn off notifications, close or minimize running apps, and mute your smartphone during the Online Meetings. Do not text or use your phone – this will infer that you are not engaged, and the behavior is distracting to others.

**Avoid multi-tasking**You will retain the discussion better if you refrain from replying to emails or text messages during the meeting. Do not complete other assignments or study for upcoming tests until after the Online session ends.

**Be prepared**Prepare for the upcoming class/discussion. Complete the required reading assignment and be ready to participate in the class with comments or questions. If you will be sharing content during the session, make sure you have the files and/or links ready to go before the meeting ends.

**Friendly reminders**If the Zoom session is to be recorded and the Course Director/Instructor has not started the recording, please help to remind them to start the recording before the lecture begins. We recommend you take notes in case the Online recording fails.

*Thank you for working with us to help create a positive environment for everyone!*

*The above has been adapted from the following sources:*

* *Sherwin B. Nuland Summer Institute in Bioethics. “Professionalism & Etiquette During Zoom Meetings”. Announcement posted by Lori Bruce. Accessed July 9, 2020.*
* *University of Pittsburgh. Information Technology. “Zoom Meetings: Etiquette and Best Practices”. Accessed July 9, 2020.*
* *DePaul College of Education. “5 Easy-to-Follow Etiquette Rules for the Zoom Classroom”. Accessed July 9, 2020.*