

**The University
of
KANSAS**

**Intercampus Program in
Communicative Disorders**

AUDIOLOGY Au.D.

HANDBOOK



University of Kansas – Lawrence
University of Kansas Medical Center - Kansas City

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INTRODUCTION AND MISSION STATEMENT

The University of Kansas Intercampus Program in Communicative Disorders (IPCD) offers the M.A., Au.D. and Ph.D. Degrees in Audiology. The Au.D. program has been planned to meet the academic and clinical requirements of the American Speech-Language-Hearing Association (ASHA). The ASHA Council on Academic Accreditation in Audiology and Speech-Language Pathology accredits this program.

This set of guidelines includes the requirements for the Au.D. degree, and is supplementary to the University of Kansas Graduate Catalog. Guidelines for the Ph.D. degree are available in a separate handbook. In addition, the Graduate School has prepared special instructions for students who complete theses and dissertations.

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The mission of the KU IPCD is to provide exemplary education in communication sciences and disorders through excellence in teaching, research and clinical service. Undergraduate curricula provide students with an understanding of basic speech-language-hearing processes and an introduction to communicative disorders. The M.A. (SLP) and Au.D. curricula build on that base and prepare the student for application of knowledge by examining the nature, etiology, diagnosis, remediation and prevention of communicative disorders, and the basic techniques for scientific inquiry. These curricula also are designed to meet the academic and clinical requirements for the Certificate of Clinical Competency in SLP or Audiology. In the Ph.D. curricula, students develop research expertise and apply this knowledge to specific areas of speech, language and hearing.

I. INTERCAMPUS EXECUTIVE COMMITTEE

The Intercampus Executive Committee (IEC) is the coordinating body for the graduate programs. It includes all regular faculty in the Departments of Hearing and Speech (KUMC faculty/staff) and Speech-Language-Hearing: Sciences and Disorders (Lawrence faculty/staff) with the rank of instructor or higher. Co-directors from both departments head the Intercampus Program in Communicative Disorders. Much of the work of this committee is channeled to five standing committees: curriculum, clinical, advising, audiology admissions, and speech-language pathology admissions.

Student representation is included on appropriate IEC committees. Responsibilities of the student representatives include, but are not limited to: attendance at IEC meetings (except during student reviews and personnel discussions), and participation in the standing committees.

Faculty of the IPCD are listed on the following page.

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Laura Flowers	Timothy Steele
Douglas Girod	Roxann Storms
Rebecca Hanneman	James Wise

Emeritus Faculty

John Brandt
Betty Bunce
Mary Carpenter
Hugh W. Catts
Marc Fey
Diane Frome Loeb
Larry E. Marston
Shirley Salmon
Richard Scheiefelbusch
Judy Widen

*Audiology Faculty

II. Au.D. Program

A. Administration

The Department of Hearing and Speech at the University of Kansas Medical Center is administered by the School of Health Professions. The Department of Speech-Language-Hearing: Sciences and Disorders of the Lawrence campus is administered by the College of Liberal Arts and Sciences.

B. Location of Coursework

Coursework, clinical, and research practica for all graduate programs are offered on both campuses (KUMC and Lawrence). Students are encouraged to experience both campus sites as much as possible.

C. Length of Program

The Au.D. (Doctor of Audiology) degree is designed to be completed in four years (including summers and with a common entry point in the fall semester). Students who wish to earn both Au.D. and Ph.D. degrees should contact their advisor about the joint Au.D.-Ph.D. Program and should expect to be enrolled for a minimum of 6 years post-baccalaureate. Exceptions to these timelines may occur for the student who has a number of prerequisites to complete and/or who is conducting an extensive research project and/or who has extensive clinical hours to complete. Although it no longer meets the minimum educational requirement for the Certificate of Clinical Competence in Audiology, students may also earn the M.A. (Master of Arts) degree as they complete the majority of academic requirements for the Au.D. or Ph.D. degrees.

At times it has been necessary for a student to take a leave of absence. A student in good standing who has voluntarily not enrolled in graduate coursework for one or more semesters may continue in the program by requesting an enrollment card from the Office of Graduate Studies. The maximum time allowed for completion of the doctoral degree (Au.D. or Ph.D.) is nine years unless an extension is granted by the Graduate Council of the College or School.

D. Course Load

A full-time student usually enrolls in 10 to 14 credit hours each semester and 6 to 8 credit hours in the summer session (including clinical practicum or rotation). Minimum credit hour requirements for financial aid/medical insurance/etc. may differ from these numbers. The minimum number of credit hours needed to be considered a full-time student is 9 during the fall and spring semesters, and 6 in the summer.

E. Balancing Program Load and Outside Work

A number of graduate students have the opportunity to participate as a graduate research or teaching assistant while in the Au.D. program. Others find employment outside of the university because of financial need. The faculty recognizes that an assistantship, or other employment, may be a necessary and potentially positive experience for a graduate student, to the extent that the student's academic and clinical obligations are not negatively impacted. Students must carefully consider the total number of hours required for an assistantship or outside employment

and also the flexibility of the work schedule. As a general guideline, 10-16 hours per week of assistantship or outside work is typically compatible with an acceptable level of performance within the Au.D. program for most students. A heavier workload often places significant time restrictions and added stress that negatively impacts academic and clinical performance. If the student's performance within the program is suffering because of a heavy work load, the student should consider reducing the workload or reducing the academic/clinical load. Reducing the academic or clinical load will likely increase the total number of semesters needed to complete the program. Students are encouraged to discuss their work plans with their academic advisor for assistance in balancing program load and outside work.

F. Academic Standing

Students are expected to maintain the highest standards of academic and clinical performance and conduct. Minimal standards, sanctions, and probation information are included in Appendix A.

G. Student Accommodation

Students needing assistance are encouraged to inform the Program in sufficient time to allow for adequate accommodation (see Appendix B).

III. ADVISING

A. Initial Assignment

At the time of admission, the Student Admissions Committee appoints a regular member of the IEC as an initial program advisor. Occasionally, students choose to change advisors. A *Change of Advisor* form should be completed when students change advisors. A student may request a change in advising assignment by submitting the *Change of Advisor* form to the Student Advising Committee.

B. Academic Advisor

The advising process is a joint venture between student and advisor. The student's advisor will be responsible for acquainting the student with the policies and procedures of the University of Kansas and the IPCD; for helping the student plan an academic program; and, when necessary, for providing information about the student and the student's progress to other faculty members. The student's academic program may be influenced by the certification requirements established by ASHA, and the academic background of the student. The advisor will keep such information on the student as is necessary for the direction of the student's program. Examples of such information include grade reports, program plans, clinical reports, records of feedback from other faculty members, check lists, etc.

If an advisor is unable to perform advising duties for any reason (e.g., sabbatical leave, illness, absence from campus), a temporary or permanent reassignment will be made by the Student Advising Committee upon notification by either the student or advisor.

The student should work with his/her advisor and keep the advisor informed as to the student's program of study, and clinical and research activities. Although the advisor is not the sole counselor to the student, the advisor is the primary counselor. Communication between the

advisor and the student is necessary to make advising a meaningful and productive process. **Students are required to meet with their academic advisor at least once every semester in advance of the enrollment period for that semester.**

C. Research Project Advisor

Students choosing to complete a research project as part of their research skills training will complete the project under the direction of a project advisor. The selection of this individual is based on the mutual consent of the student and the advisor and may be made as early as the beginning of the second year of study. The project advisor and the academic advisor may be different individuals; however, it is recommended that the project advisor become the student's academic advisor. If the project advisor is a courtesy faculty member, he/she should consult regularly with the academic advisor about the student's academic program. Details about research skills training and the research project may be found in Section VIII.

D. Student Reviews

The IEC, which comprises the Intercampus faculty, conducts periodic reviews of student progress. The student progress review process is designed to identify students who: 1) are not performing satisfactorily in courses or practica, or 2) are not progressing as expected in their graduate program.

Student reviews are conducted during selected Intercampus meetings. Each faculty member is given an opportunity to present information regarding student progress in the coursework or practicum that he or she teaches or supervises. During the closed Intercampus meeting, student advisors obtain faculty input concerning the performance of their advisees in the program. If problems are noted during this review, the advisor schedules a meeting with the student to talk with her or him about the problems reported by the faculty. The advisor obtains input from the student concerning the course and practicum difficulties, and provides counseling to help remedy the problem(s). Advisors are asked to report back to the Intercampus Executive Committee at the next meeting concerning any unresolved problems requiring further consideration by the Intercampus faculty.

E. Student Grievance Procedures

A student grievance procedure is in place for students who have complaints about faculty and/or the program (Appendix C).

IV. ENTRANCE REQUIREMENTS

A. Academic Prerequisites

A baccalaureate degree is a prerequisite to enter the graduate programs in Audiology. It is expected that students will have obtained a broad general education to serve as a background prior to their graduate study. Undergraduate coursework in mathematics and in basic and applied sciences is strongly encouraged.

If the baccalaureate degree is not in the area of communication sciences and disorders, the completion of courses in the following content areas, or their equivalents, may be required for

admission to the graduate program. Specific course requirements will be determined by the Admissions committee.

Survey/Overview of Communication Disorders
Language Science/Development
Introductory Acoustics
Research Methods
Speech and Hearing Science
Phonetics/Phonological Development
Audiology (introductory level)
Speech-Language Pathology (introductory level)

Where only limited deficiencies exist, a student may be admitted with Regular status with the understanding that appropriate course work will be accomplished as a part of the student's graduate program and preferably during the first or second semesters. Credits for pre-requisite classes will be in addition to the graduate program requirements described in section V.

For courses taken at schools other than the University of Kansas, course syllabi should be included with the student's application materials. The student should also bring this information to the first advising conference. In some cases, separate courses may be combined to meet certain prerequisites.

V. ACADEMIC AND CLINICAL REQUIREMENTS

Didactic Courses and Seminars (57 credit hours)

AUD 810 Diagnostic Audiology (4)	AUD 823 Cochlear Implants and Hearing Assistance Technologies (2)
AUD 811 Hearing Disorders (3)	AUD 824 Central Auditory Processing (2)
AUD 813 Psychoacoustics & Theories of Hearing (3)	AUD 828 Genetics of Hearing Loss (2)
AUD 814 Hearing Conservation (2)	AUD 829 Anatomy & Physiology of the Hearing & Vestib. Mechanisms (3)
AUD 816 Speech Perception (2)	AUD 851 Auditory Evoked Potentials (3)
AUD 817 Pediatric Audiology (3)	AUD 853 Pharmacology for Audiology (2)
AUD 818 Vestibular Systems & Disorders (3)	AUD 858 Business Audiology (2)
AUD 819 Hearing Aids I (3)	AUD 941 Grand Rounds (1) (taken fall and spring of years 1-3, for total of 6 credits)
AUD 820 Rehabilitative Audiology & Counseling (3)	
AUD 821 Hearing Aids II (3)	PTRS 828 Medical Imaging (1)
AUD 822 Electroacoustics and Instrumentation (3)	SPLH 888 Multicultural Considerations (1)
AUD 823 Cochlear Implants and Hearing Assistance Technologies (2)	SPLH 889 Multicultural Considerations (1)

Clinic Courses (30 credit hours minimum)

Years 1 and 2:

AUD 843 Clinic Practicum. The first two semesters of AUD 843 are designed to provide the student with a variety of observation opportunities and beginning clinical experience. Direct patient contact will be minimal during the first semester and will increase second semester. Students begin earning contact hours during the second semester of the first year. When enrolled in AUD 843, 1 credit hour = ½ day per week in clinic during the fall and spring, 1 day per week in the summer.

Years 3 and 4:

AUD 944 Clinic Rotations. When enrolled in AUD 944, 1 credit hour = 1 day/week in clinic during fall and spring, 2 days/week in summer).

AUD 945 Clinic Externship. When enrolled in AUD 945, 40 hours per week in clinic = 6 credit hours during the fall and spring, 3 credit hours in the summer.

Statistics and Elective Courses (10 credit hours minimum)

The Au.D. curriculum requires a total of 10 credit hours of elective courses, a minimum of 4 credits must be in statistics.

For statistics, the recommended statistics course sequence is ESPY 710 (3 credits) and EPSY 711 (a 1 credit lab taken concurrently with ESPY 710). Depending on the student's background, it may be possible to substitute alternate statistics courses. Options include other courses offered by Educational Psychology (e.g. EPSY 810 General Linear Models), Biostatistics (e.g. BIOS 720 Analysis of Variance, BIOS 730 Applied Linear Regression), Nursing (e.g. NRSG 802 Qualitative Research). Substitution of alternate courses can only be made in consultation with an advisor and approval of the faculty.

Other electives may be chosen from allied disciplines such as Applied Behavior Sciences (ABSC), Entrepreneurship (ENTR), Health Policy and Management (HP&M), Neurosciences (NURO), Preventive Medicine and Public Health (PRVM), Psychology (PSYC), and Special Education (SPED).

Choice of statistics and elective courses will be determined in consultation with the Academic Advisor.

Additional Requirements (6 credit hours minimum)

Students must enroll in 1 credit hour of AUD 942 Investigation and Conference during the fall semester of year 3 for the purpose of preparing for their oral comprehensive exam (see section VII). Depending on the student's performance on the oral comprehensive exam, enrollment in AUD 942 may be repeated in the spring semester of year 3. Additional information is provided in section VII.

Additionally, all students must complete a minimum of 5 credit hours toward program requirements in research skills training (see section VIII). Two of the required 5 credit hours are obtained through enrollment in AUD 940 Seminar in Audiology: Scientific Reading during the fall and spring semesters of year 3 (1 credit per semester). The remaining 3 hours are obtained through enrollment in AUD 846 Independent Study and the completion of one of the two research options described in section VIII.

Certification Requirements

To obtain the Certificate of Clinical Competence (CCC) in Audiology, a minimum of **1820 clock hours** of supervised clinical experience must be completed while enrolled in an accredited educational program. The Au.D. program of the KU IPCD is designed to provide you with these experiences. Specific guidelines for certification are contained in the *ASHA Certification and Membership Handbook*, which will be made available to all students. This information also is available on the ASHA website: www.asha.org.

Successful completion of the PRAXIS examination is required for certification and licensure. It is recommended that students take the PRAXIS prior to beginning the 4th year externship.

Suggested Course Sequence for the Au.D. Degree See Next Page

Classes shaded in yellow are offered every other year. Electives are offered outside the IPCD. Although this is called a “suggested” sequence, please note that the Au.D. course sequence is fairly inflexible. Courses taken outside the IPCD are a bit more flexible, but any deviations from the sequence shown here should be discussed with an advisor prior to enrollment.

VI. MODIFICATION OF PROGRAM REQUIREMENTS

Requests for modification of *academic* course requirements should be directed, in writing, to the Advising Committee of the Intercampus Program.

Requests for modification of *clinical* requirements should be directed, in writing, to the Clinic Committee of the IPCD.

Suggested Au.D. Sequence for 2017 Class

<u>Fall, Year 1 (Fall 2017)</u>			<u>Spring, Year 1 (Sp 2018)</u>			<u>Summer, Year 1 (Sum 2018)</u>		
AUD 810	Diagnostic Audiology	4	AUD 811	Hearing Disorders	3	AUD 853	Pharmacology (even yrs; w/ 2016 class)	2
AUD 822	Electroacoustics & Instrumentaton	3	AUD 819	Hearing Aids I	3	AUD 843	Practicum	1
AUD 829	Anatomy & Physiology	3	AUD 851	Auditory Evoked Potentials	3	AUD 821	Hearing Aids II	3
AUD 843	Practicum	1	AUD 843	Practicum	1			
AUD 941	Grand Rounds	1	AUD 941	Grand Rounds	1			
SPLH 888	Multicultural Consid.	1	SPLH 889	Multicultural Consid	1			
<u>Fall, Year 2 (Fall 2018)</u>			<u>Spring, Year 2 (Sp 2019)</u>			<u>Summer, Year 2 (Sum 2019)</u>		
AUD 817	Pediatric Audiology	3	AUD 816	Speech Perception	2	AUD 828	Genetics of Hrg Loss (odd yrs; w/ 2018 class)	2
AUD 818	Vestibular Systems & Disorders	3	AUD 824	Central Aud Proc (odd yrs; w/ 2016 class)	2	PTRS 828	Medical Imaging	1
AUD 843	Practicum	2	AUD 814	Hearing Conservation (odd yrs; w/ 2016 class)	2	AUD 843	Practicum	2
AUD 941	Grand Rounds	1	AUD 843	Practicum	3	AUD 846	Indep. Study (Res. Option 1)	1
EPSY 710/711	Introduction to Stat. Analysis & Lab	4	AUD 941	Grand Rounds	1			
			TBD	Elective	3			
<u>Fall, Year 3 (Fall 2019)</u>			<u>Spring, Year 3 (Sp 2020)</u>			<u>Summer, Year 3 (2020)</u>		
AUD 820	Rehab. Aud. & Counseling	3	AUD 823	Cochlear Implants (even yrs; w/ 2018 class)	2	AUD 944	Clinic Rotation	2-3
AUD 813	Psychoacoustics	3	AUD 858	Business Audiology	2	OR	OR Clinical	OR
AUD 940	Seminar in Aud.: Scientific Reading	1	AUD 940	Seminar in Aud.: Scientific Reading	1	AUD 945	Externship	3
AUD 846	Independent Study (Research Option 1)	1	AUD 846	Independent Study (Research Option 1)	1	AUD 846	Indep. Study (Res. Option 2)	1
AUD 942	Investigation & Conf	1	AUD 944	Clinic Rotation	3			
AUD 944	Clinic Rotation	2	AUD 941	Grand Rounds	1			
AUD 941	Grand Rounds	1	TBD	Elective	3			
<u>Fall, Year 4 (2020)</u>			<u>Spring, Year 4 (2021)</u>			<u>Summer, Year 4 (2021)</u>		
AUD 945	Clinic Externship	6	AUD 945	Clinic Externship	6	AUD 945	Clinic Externship (if needed)	3
AUD 846	Independent Study (Research Option 2)	1	AUD 846	Independent Study (Research Option 2)	1			

While we call this a "suggested" sequence, please note the Au.D. course sequence is fairly inflexible. Outside courses are more flexible, but any deviations from the sequence shown here should be discussed with an advisor prior to enrollment. For example, options for when electives could be taken are noted, the timing of electives can be adjusted in consultation with your advisor.

VII. ORAL COMPREHENSIVE EXAM

Au.D. students are required to complete an oral comprehensive exam during year 3. The examination will comprise questions compiled and presented by the Audiology Faculty. The content of these questions will include both basic and applied (clinical) science concepts. In preparing for the examination, students are advised to review material covered in both coursework and clinical practica. The comprehensive exam will be scheduled during the fall semester of year 3. For the purpose of preparing for the exam, students should enroll in 1 hour of AUD 942 Investigation and Conference with their academic advisor.

The comprehensive exam will consist of a written examination for all students. Students who are judged by a majority vote of the faculty to have not passed the written exam will be given feedback on their areas of weakness and will be required to demonstrate mastery of the material in an oral defense scheduled before the start of the spring semester. Students not passing the oral defense will be required to repeat the written comprehensive exam during the spring semester of year 3 and must again enroll in 1 hour of AUD 942 with their academic advisor. Any student not passing the second written exam will again be provided feedback and will be required to participate in an oral defense during the spring semester. Failing to pass the second exam is grounds for dismissal from the program. The Progress to Degree (PTD) form will be used to convey the outcome (pass or fail) of the comprehensive exam to Graduate Studies.

VIII. RESEARCH SKILLS TRAINING

Au.D. students are required to complete research skills training as part of their degree requirements. During the fall and spring semesters of year 3, students will participate in AUD 940 Seminar in Audiology: Scientific Reading, during which current clinical research papers will be critically reviewed. Students will be responsible for leading the discussion of 1-2 papers each semester.

In addition to participation in the seminar during year 3, students must complete one (1) of the following options:

1. Research project.

The project should be undertaken during the third year of study; the student may do this by contacting a faculty member of the IPCD to serve as their project advisor. The project advisor and the student determine the specific goals and expectations of the research project. Note that the project does not have to address an “original” question. That is, a student may plug into an existing faculty project, collect new data for a former project, or analyze an existing dataset. The project may involve chart review. A review of literature alone does not constitute a project. The scope of the project should be such that it can be completed in a 3-semester (summer Year 2, fall and spring Year 3), 1 credit hour/semester enrollment.

Once a topic has been selected, the student and project advisor will invite one other faculty member to serve as a co-advisor on the research project committee. Thus, the research project committee will consist of the student, the project advisor and the co-advisor. At least one of the advisors shall be an IEC audiology faculty member; the other may be selected from the larger IEC faculty including audiology clinical faculty, speech-language pathology faculty, KU faculty from other departments (e.g. ENT, physiology, special education),

outside supervisors, or faculty from other universities, pending their agreement and Graduate School approval.

Students working on research projects must enroll in AUD 846 Independent Study for 1 hour in the summer semester of Year 2 and the fall and spring semesters of Year 3. The project must be completed no later than the spring semester of Year 3 and must be completed before the student can begin the 4th Year Externship. Failure to complete the project by that time will necessitate completion of the critical review described in Option 2.

The completed project will be presented at the Annual Au.D. Research Day, which is scheduled for a Friday near the end of the spring semester. The date for each year's Au.D. Research Day will be set well in advance to avoid conflicts with other conferences, Spring Break, and the KUMC Student Research Forum. On this day, students will give an oral presentation of their project to the Audiology faculty and students, and invited guests (e.g., local audiologists, external supervisors, related professionals, etc.). Each student will give a 20 minute talk, with appropriate visual aids (such as PowerPoint), followed by a 10 minute period for questions. There will be a celebratory party at the end of the day.

2. Critical review of a clinical problem or area of practice.

The critical review will be completed during the summer semester of Year 3 and the fall and spring semesters of Year 4. Students should enroll with their academic advisor for 1 hour of AUD 846 Independent Study each semester for a total of three (3) hours toward this requirement.

Students completing this option will identify a clinical problem or an area of practice to critically review. The review will be in the form of a paper that critiques the topic. The paper should include (1) review of the relevant literature on the topic, (2) discussion of current consensus regarding best practice in this area, and (3) discussion of any needs for additional evidence (research or clinical) on this topic.

A written statement describing the topic to be addressed is due no later than the end of summer semester. The deadlines for completing other written components will be determined in conjunction with the faculty committee convened to assess the critical review.

A committee of three faculty members will evaluate the written materials and will assign a grade to the materials. The committee may ask the student to revise the original submission in order to produce an acceptable document. The committee membership will be identified after the written topic is submitted and may not always include the academic advisor. Efforts will be made to distribute committee responsibilities equitably among the faculty and, to the extent possible, to match question content to area of expertise.

IX. HUMAN EXPERIMENTATION

The University requires that any research to be undertaken with human subjects must be approved first by the Human Subjects Committee (HSC) at KUMC, or the Human Subjects Committee – Lawrence Campus (HSCL). Students doing research under a faculty member on the Kansas City campus must file a request for approval with the KUMC Committee. Those working under a faculty member on the Lawrence campus must file a request for approval with the Lawrence Committee. No research can be started without HSC or HSCL approval. Forms should

be submitted several weeks prior to the planned initiation of the research. Your project advisor will help with these requirements.

X. ENROLLMENT POLICY

A student's enrollment in coursework, clinical practicum or research should reflect, as accurately as possible, the amount of faculty time and university facilities being used. Faculty time includes time spent in consultation and advising as well as classroom teaching and clinical or research supervision. University facilities include clinical and laboratory spaces, computers and other equipment.

XI. ACCESS TO RECORDS

Students can request their academic transcripts via KUMC Enrollment Services. See information at the following link regarding options for ordering electronically, by mail, or in person: <http://www.kumc.edu/student-services/enrollment-services/alumni-and-verifications/ordering-transcripts.html>

Requests for copies of clinical contact hour summaries can be made to your academic advisor.

APPENDIX A

EXPECTATIONS FOR STUDENT PERFORMANCE

The Intercampus Program in Communicative Disorders is committed to excellence in academic, clinic, and research activities. The following minimum standards for student performance are designed to reflect that commitment to excellence.

I. ACADEMIC PERFORMANCE

A. Expected Performance

1. Receipt of two or more grades of C or lower in Program courses is grounds for dismissal from the Intercampus Program.

B. Notification

1. Any faculty member assigning a final course grade of C or lower must notify the Chair of the Student Advising Committee of the student's name, course name and number, and grade at the time the grade is assigned.
2. Upon notification that a student will be receiving a mark of C or below, the Chair of the Student Advising Committee will examine the student's record to determine whether a total of two or more marks of C or below have been received. The Chair will also notify the student's academic advisor, and the Co-Directors of the Intercampus Program, of the student's grade and standing in the Department.
3. The Chair of the Student Advising Committee will notify by letter any student who has received two or more grades of C or lower. This notification will be sent as soon as possible. It will inform the student that the Student Advising Committee, in consultation with the student's academic advisor and the faculty member who assigned the grade(s) of C or below. The student will be invited to provide written materials in support of her/his continuation in the program. The student may also request an interview with the Student Advising Committee and other faculty to present her/his case.

C. Determination

1. The Student Advising Committee will decide whether the student should be dismissed from the program or whether she/he will be allowed to continue on probation. This decision will be based on the Committee's judgment of the student's prognosis for academic and clinical success in the program and profession. The student's academic record, the supportive materials provided by the student to the Committee, and the views of the student's academic advisor and the faculty member(s) issuing grades of C or below must be considered in making this judgment.
2. If the Committee decides that the student should be dismissed, written notification of this dismissal will be sent to the student and a copy sent to the Graduate School within one week after the Committee's deliberations.
3. A student who is allowed to continue in the program will be placed on probation and will be notified that receipt of one more grade of C may result in dismissal. At the discretion of the

Student Advising Committee, such students maybe required to repeat courses in which they received grades of C or lower.

II. STUDENT CONDUCT

A. Definition of Misconduct

1. Academic misconduct is defined in the School of Health Professions Student Handbook as follows: Academic misconduct includes, but is not limited to: giving, receiving, or utilizing unauthorized aid on examinations, assignments, preparation of notebooks, themes, reports, projects, and/or other assignments or undertakings; misrepresenting the source of academic work; copying from a textbook or class notes during a closed book exam; taking a test or writing a paper for another student; securing or supplying in advance a copy of an exam without the knowledge and consent of the instructor; using non-approved technology during an exam; falsifying clinical hours or student data; during clinical education, engaging in any unprofessional behavior, inappropriate acts or omissions which place the patient in jeopardy; during clinical education, concealing and not reporting an illegal, unethical, fraudulent, or incompetent act of others; during clinical education, committing any breach or violation of the confidence of a person being served; committing unethical practices in conducting and/or reporting research.
2. Clinical misconduct by a student shall include, but not be limited to, placing a client in jeopardy through inappropriate actions or performance, breaching client confidentiality, inappropriate alteration, elimination or inadequate documentation or reporting of client information, violations of the Code of Ethics of the American Speech-Language-Hearing Association or the Kansas Speech-Language-Hearing Association.

B. Sanctions

1. Nature

The School of Health Professions Student Handbook states that the following sanctions may be imposed for misconduct: warning, probation, suspension, and dismissal.

2. Implementation

An instructor may, with due notice to the student, treat as unsatisfactory any student work which is a product of academic, scientific or clinical misconduct.

If an instructor believes that additional action is appropriate, he/she should submit a written description to the Co-Directors. The Co-Directors will, in turn, notify both the student and the instructor in writing, of their recommended action. If both parties are satisfied with the recommendation, it will be forwarded to the Intercampus Executive Committee for final approval. Approval will require a majority vote of the IEC.

If either the student or the instructor is not satisfied with the Co-Directors' recommendation, she/he may file an appeal. The Advising Committee of the Intercampus Program will hear appeals of charges of misconduct. At the student's choosing, a neutral faculty member and/or a neutral student (from inside or outside of the Program) will be invited to attend the appeals hearing. At the appeal, both parties will be permitted to present their cases including written documentation and witnesses where appropriate. All proceedings will be audiotape recorded.

The Committee's recommendation will be forwarded to the IEC for approval. The IEC's decision will be determined by a majority vote.

If still not satisfied, either party may appeal the decision through the School of Health Professions, following the appeals process outlined in the Student Handbook:

<http://www.kumc.edu/school-of-health-professions/student-handbook.html#appealprocedure>

APPENDIX B

STUDENT ABILITIES AND STUDENT SUPPORT SERVICES

Technical standards for the Au.D. program are available at the following:

<http://www.kumc.edu/school-of-health-professions/ipcd/audiology/technical-standards.html>

A variety of student support services are available on both campuses.

Information regarding services available through Academic Accommodation Services at the University of Kansas Medical Center is available here:

<http://www.kumc.edu/student-services/academic-accommodation-services.html>.

Counseling and other support services are also available on the KUMC campus.

Information is available here: <http://www.kumc.edu/student-services/counseling-and-educational-support-services.html>.

Information regarding services available through the Academic Achievement and Access Center at the University of Kansas – Lawrence is available here:

<http://access.ku.edu/about>

Students should contact the office on the campus where coursework will be taken. For example, for accommodations for KUMC classes, contact Academic Accommodation Services; for accommodations for KU-Lawrence classes, contact Academic Achievement & Access Center.

APPENDIX C

STUDENT GRIEVANCE PROCEDURE

The following is a description of the protocol that should be followed by the student when he/she has a complaint regarding faculty or the program. If the issue cannot be resolved by the following means, the student may then seek the involvement of the Dean of the School Health Professions (KUMC) or the Dean of the College of Liberal Arts and Sciences (Lawrence campus).

1. To start the grievance process, the complainant must submit a written grievance to the Co-Directors of the KU Intercampus Program in Communicative Disorders (IPCD). The complaint shall contain a statement of the facts underlying the complaint and specify the provision(s) of the Faculty Code of Conduct, University Senate Code, the University Senate Rules and Regulations, the Code of Student Rights and Responsibilities, or other applicable rule, policy, regulation, or law allegedly violated. The complaint shall also indicate the witnesses or other evidence relied on by the complaining party, and copies of any documents relevant to the complaint shall be attached to the complaint.
2. At the time the complaint is submitted to the IPCD, the complaining party shall provide a copy of the complaint, with accompanying documents, to the respondent(s).
3. Upon receipt of the complaint, the IPCD shall contact the respondent to verify that the respondent has received a copy of the complaint and to provide the respondent with a copy of these procedures.
4. Pursuant to University Senate Code 14.2.d, a respondent has the privilege of remaining silent and refusing to give evidence in response to a complaint. The respondent also has the right to respond and give evidence in response to the complaint.
5. The respondent shall submit a written response to the IPCD within 14 calendar days of receiving the complaint. The response shall contain the respondent's statement of the facts underlying the dispute as well as any other defenses to the allegations in the complaint. The response shall also identify the witnesses or other evidence relied on by the respondent and shall include copies of any documents relevant to the response. The respondent shall provide a complete copy of the response to the complaining party.
6. Upon receipt of the response, the IPCD shall contact the complaining party to verify that a copy of the response has been provided.
7. Upon receiving the complaint and response, or if the respondent fails to respond within the 14-day time period, the IPCD Co-Directors shall appoint a faculty committee selected from the current members of the Intercampus Executive Committee to consider the complaint. The committee members shall be disinterested parties who have not had previous involvement in the specific situation forming the basis of the complaint.

8. Pursuant to USRR 6.8.4.2, the chair of the committee may contact other hearing bodies within the University to determine whether a grievance or complaint involving the underlying occurrence or events is currently pending before or has been decided by any other hearing body.
9. Time limits. To use this procedure, the complainant must file the written complaint with the IPCD within six months from the action or event that forms the basis of the complaint. The six-month time period shall be calculated using calendar days (including weekends and days during which classes are not in session).
10. Upon receiving the complaint, if the chair of the committee determines that any of the following grounds exist, he or she may recommend to the IPCD Co-Directors that the complaint be dismissed without further proceedings. The grounds for such dismissal are: (a) the grievance or another grievance involving substantially the same underlying occurrence or events has already been, or is being, adjudicated by proper University procedures; (b) the grievance has not been filed in a timely fashion; (c) the IPCD Co-Directors lack jurisdiction over the subject matter or any of the parties; (d) the grievance fails to allege a violation of a University rule; (e) the party filing the grievance lacks standing because he or she has not suffered a distinct injury as a result of the challenged conduct and has not been empowered to bring the complaint on behalf of the University; or (f) the party filing the grievance has been denied the right to file grievances pursuant to USRR 6.5.4.
11. If the chair of the committee determines that a grievance on its face properly should be heard by another body, the chair will recommend that the IPCD Co-Directors send the grievance to the appropriate hearing body without further proceedings in the IPCD. The Co-Directors will send a copy of the referral to the complainant(s) and any responding parties.
12. Prior to scheduling a hearing, the parties shall participate in mediation of the dispute unless either party waives mediation. Mediation shall be governed by USRR 6.2.3.
13. If mediation is successful, the mediator will forward to the IPCD Co-Directors, the committee chair, and all parties a letter describing the outcome of the mediation and the terms upon which the parties have agreed to resolve the dispute. This letter shall be a recommendation to the IPCD Co-Directors. The Co-Directors will notify the mediator, the committee chair, and the parties that the recommendation has been accepted, modified, or rejected.
14. If mediation is not successful, the mediator will notify the IPCD Co-Directors, the committee chair, and the parties that mediation has terminated. If mediation is not successful, or if it is waived by either party, the grievance committee will schedule a hearing no later than 30 calendar days from the written submission of the complaint. The 30-day period may be extended for good cause as determined by the chair of the committee. The 30-day period shall be suspended during the mediation process. The hearing will be closed unless all parties agree that it shall be public.

15. Each party may represent himself or herself or be represented by an advisor or counsel of his or her choice.
16. Each party has the right to introduce all relevant testimony and documents if the documents have been provided with the complaint or response.
17. Each party shall be entitled to question the other party's witnesses. The committee may question all witnesses.
18. Witnesses other than parties shall leave the hearing room when they are not testifying.
19. The chair of the committee shall have the right to place reasonable time limits on each party's presentation.
20. The chair of the committee shall have the authority and responsibility to keep order, rule on questions of evidence and relevance, and shall possess other reasonable powers necessary for a fair and orderly hearing.
21. The hearing shall not be governed by the rules of evidence, but the chair of the committee may exclude information he or she deems irrelevant, unnecessary, or duplicative. Statements or admissions made as part of the mediation process are not admissible.
22. The committee will make an audiotape of the hearing but not of the deliberations of the committee. The audiotape will be available to the parties, their authorized representatives, the committee and the IPCD Co-Directors. If a party desires a copy of the audiotape or a transcript of the tape, that party will pay for the cost of such copy or transcript. In the event of an appeal, the audiotape will be provided to the appellate body as part of the record of the case.
23. After the presentation of evidence and arguments, the committee will excuse the parties and deliberate. The committee's decision will be a written recommendation to the IPCD Co-Directors. The committee shall base its recommendations solely upon the information presented at the hearing.
24. The committee will send its written recommendation to the IPCD Co-Directors and the parties as soon as possible and no later than 14 calendar days after the end of the hearing.
25. Within 14 calendar days of receiving the committee, the IPCD Co-Directors will notify the parties of the acceptance, modification, or rejection of the recommendation. The Co-Directors will advise the parties of the procedure available to appeal the decision.

A complaint about any accredited program may be signed and submitted in writing by the student to the Chair of the Council on Academic Accreditation, American Speech-Language-Hearing Association, 2200 Research Blvd, Rockville MD 20850. The complaint must be given in detail and the relationship between the complainant and the accreditation standards should be described. Supporting data should accompany any letter of complaint to the CAA.

APPENDIX D

MISCELLANEOUS FORMS

The following are forms that you will likely need to use during your time at the University of Kansas. Copies to be filled out may be obtained in your respective campus departmental office.

- Independent Study Form
- Request for Change of Academic Advisor
- Clinical Practicum/Extern Student Evaluation Form
- Clinical Practicum Record
- Clinical Site Evaluation Form
- Do-all Form

The KUMC Registrar's website offers links to general KUMC information and forms for students: <http://www.kumc.edu/studentcenter/registrar.html>

APPENDIX E

INFORMATION ON STUDENT ORGANIZATIONS

The University of Kansas Intercampus Program in Communicative Disorders and the National Student Speech-Language-Hearing Association (NSSLHA) invite you to join your professional organization:

The Kansas University Student Speech-Language-Hearing Association (KUSSHA)

It is important in your new field to stay current with methodologies and research in order to have all of the tools that you need to assist your clients. Creating your own network of experts is essential for that time in the field when nothing seems to work. Professional organization membership, whether at a student level or post-graduate level, is one way to stay on top of events and problem solving in Speech-Language Pathology and in Audiology. KUSSHA sponsors seminars and guest speakers as well as field trips to assist in reaching the top.

Stop by the KUSSHA office in 3001 Dole and ask about membership. There is a \$5.00 fee to join.

Kansas Speech Language Hearing Association: 6001 Cherokee Drive Fairway, KS 66205 800-248-5743 www.ksha.org	A state association of speech-language pathologists and audiologists who advocate for people with communication disabilities.
American Speech Language Hearing Association: 2200 Research Blvd Rockville MD 20850 800-498-2071 www.ASHA.org	National Student Speech Language Hearing Association: 2200 Research Blvd Rockville MD 20850 800-498-2071 e-mail: nsslha@asha.org
American Academy of Audiology 11730 Plaza America Drive, Suite 300 Reston, VA 20190 800-AAA-2336 www.audiology.org	National Association of Future Doctors of Audiology: www.nafda.org

APPENDIX F

STATE LICENSURE INFORMATION – KANSAS KANSAS STATE & LEGISLATIVE INFORMATION

Important Contacts: <http://www.asha.org/advocacy/state/info/KS/licensure/>

State Licensing Agency:

Health Occupations Credentialing

612 S Kansas

Topeka, KS 66603-3404

(785) 296-1240

<https://www.kdads.ks.gov/commissions/scc/health-occupations-credentialing>

Regulatory Agency for Hearing Aid Dispensing:

Board of Examiners in the Fitting and Dispensing of Hearing Instruments

Zack Miller, AuD, CCC-A Executive Officer

P.O. Box 232

Garnett, KS 66032

(785) 448-2134 (phone)

(785) 448-2166 (fax)

Special Education Services

Kansas State Department of Education

120 SE 10th Avenue

Topeka, KS 66612-1102

<http://www.ksde.org/Agency/Division-of-Learning-Services/Early-Childhood-Special-Education-and-Title-Services/Special-Education>

Kansas State and Legislative Information:

<http://www.kslegislature.org/li/>



AMERICAN
SPEECH-LANGUAGE-
HEARING
ASSOCIATION

Code of Ethics

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Preamble

The preservation of the highest standards of integrity and ethical principles is vital to the responsible discharge of obligations by speech-language pathologists, audiologists, and speech, language, and hearing scientists. This Code of Ethics sets forth the fundamental principles and rules considered essential to this purpose.

Every individual who is (a) a member of the American Speech-Language-Hearing Association, whether certified or not, (b) a nonmember holding the Certificate of Clinical Competence from the Association, (c) an applicant for membership or certification, or (d) a Clinical Fellow seeking to fulfill standards for certification shall abide by this Code of Ethics.

Any violation of the spirit and purpose of this Code shall be considered unethical. Failure to specify any particular responsibility or practice in this Code of Ethics shall not be construed as denial of the existence of such responsibilities or practices.

The fundamentals of ethical conduct are described by Principles of Ethics and by Rules of Ethics as they relate to the responsibility to persons served, the public, speech-language pathologists, audiologists, and speech, language, and hearing scientists, and to the conduct of research and scholarly activities.

Principles of Ethics, aspirational and inspirational in nature, form the underlying moral basis for the Code of Ethics. Individuals shall observe these principles as affirmative obligations under all conditions of professional activity.

Rules of Ethics are specific statements of minimally acceptable professional conduct or of prohibitions and are applicable to all individuals.

Principle of Ethics I

Individuals shall honor their responsibility to hold paramount the welfare of persons they serve professionally or who are participants in research and scholarly activities, and they shall treat animals involved in research in a humane manner.

Rules of Ethics

- A. Individuals shall provide all services competently.
- B. Individuals shall use every resource, including referral when appropriate, to ensure that high-quality service is provided.
- C. Individuals shall not discriminate in the delivery of professional services or the conduct of research and scholarly activities on the basis of race or ethnicity, gender, gender identity/gender expression, age, religion, national origin, sexual orientation, or disability.
- D. Individuals shall not misrepresent the credentials of assistants, technicians, support personnel, students, Clinical Fellows, or any others under their supervision, and they shall inform those they serve professionally of the name and professional credentials of persons providing services.
- E. Individuals who hold the Certificate of Clinical Competence shall not delegate tasks that require the unique skills, knowledge, and judgment that are within the scope of their profession to assistants, technicians, support personnel, or any nonprofessionals over whom they have supervisory responsibility.

- F. Individuals who hold the Certificate of Clinical Competence may delegate tasks related to provision of clinical services to assistants, technicians, support personnel, or any other persons only if those services are appropriately supervised, realizing that the responsibility for client welfare remains with the certified individual.
- G. Individuals who hold the Certificate of Clinical Competence may delegate tasks related to provision of clinical services that require the unique skills, knowledge, and judgment that are within the scope of practice of their profession to students only if those services are appropriately supervised. The responsibility for client welfare remains with the certified individual.
- H. Individuals shall fully inform the persons they serve of the nature and possible effects of services rendered and products dispensed, and they shall inform participants in research about the possible effects of their participation in research conducted.
- I. Individuals shall evaluate the effectiveness of services rendered and of products dispensed, and they shall provide services or dispense products only when benefit can reasonably be expected.
- J. Individuals shall not guarantee the results of any treatment or procedure, directly or by implication; however, they may make a reasonable statement of prognosis.
- K. Individuals shall not provide clinical services solely by correspondence.
- L. Individuals may practice by telecommunication (e.g., telehealth/e-health), where not prohibited by law.
- M. Individuals shall adequately maintain and appropriately secure records of professional services rendered, research and scholarly activities conducted, and products dispensed, and they shall allow access to these records only when authorized or when required by law.
- N. Individuals shall not reveal, without authorization, any professional or personal information about identified persons served professionally or identified participants involved in research and scholarly activities unless doing so is necessary to protect the welfare of the person or of the community or is otherwise required by law.
- O. Individuals shall not charge for services not rendered, nor shall they misrepresent services rendered, products dispensed, or research and scholarly activities conducted.
- P. Individuals shall enroll and include persons as participants in research or teaching demonstrations only if their participation is voluntary, without coercion, and with their informed consent.
- Q. Individuals whose professional services are adversely affected by substance abuse or other health-related conditions shall seek professional assistance and, where appropriate, withdraw from the affected areas of practice.
- R. Individuals shall not discontinue service to those they are serving without providing reasonable notice.

Principle of Ethics II

Individuals shall honor their responsibility to achieve and maintain the highest level of professional competence and performance.

Rules of Ethics

- A. [Deleted effective June 1, 2014] ~~Individuals shall engage in the provision of clinical services only when they hold the appropriate Certificate of Clinical Competence or when they are in the certification process and are supervised by an individual who holds the appropriate Certificate of Clinical Competence.~~
- B. Individuals shall engage in only those aspects of the professions that are within the scope of their professional practice and competence, considering their level of education, training, and experience.
- C. Individuals shall engage in lifelong learning to maintain and enhance professional competence and performance.
- D. Individuals shall not require or permit their professional staff to provide services or conduct research activities that exceed the staff member's competence, level of education, training, and experience.
- E. Individuals shall ensure that all equipment used to provide services or to conduct research and scholarly activities is in proper working order and is properly calibrated.

**Principle of Ethics
III**

Individuals shall honor their responsibility to the public by promoting public understanding of the professions, by supporting the development of services designed to fulfill the unmet needs of the public, and by providing accurate information in all communications involving any aspect of the professions, including the dissemination of research findings and scholarly activities, and the promotion, marketing, and advertising of products and services.

Rules of Ethics

- A. Individuals shall not misrepresent their credentials, competence, education, training, experience, or scholarly or research contributions.
- B. Individuals shall not participate in professional activities that constitute a conflict of interest.
- C. Individuals shall refer those served professionally solely on the basis of the interest of those being referred and not on any personal interest, financial or otherwise.
- D. Individuals shall not misrepresent research, diagnostic information, services rendered, results of services rendered, products dispensed, or the effects of products dispensed.
- E. Individuals shall not defraud or engage in any scheme to defraud in connection with obtaining payment, reimbursement, or grants for services rendered, research conducted, or products dispensed.
- F. Individuals' statements to the public shall provide accurate information about the nature and management of communication disorders, about the professions, about professional services, about products for sale, and about research and scholarly activities.
- G. Individuals' statements to the public when advertising, announcing, and marketing their professional services; reporting research results; and promoting products shall adhere to professional standards and shall not contain misrepresentations.

Principle of Ethics IV

Individuals shall honor their responsibilities to the professions and their relationships with colleagues, students, and members of other professions and disciplines.

Rules of Ethics

- A. Individuals shall uphold the dignity and autonomy of the professions, maintain harmonious interprofessional and intraprofessional relationships, and accept the professions' self-imposed standards.
- B. Individuals shall prohibit anyone under their supervision from engaging in any practice that violates the Code of Ethics.
- C. Individuals shall not engage in dishonesty, fraud, deceit, or misrepresentation.
- D. Individuals shall not engage in any form of unlawful harassment, including sexual harassment or power abuse.
- E. Individuals shall not engage in any other form of conduct that adversely reflects on the professions or on the individual's fitness to serve persons professionally.
- F. Individuals shall not engage in sexual activities with clients, students, or research participants over whom they exercise professional authority or power.
- G. Individuals shall assign credit only to those who have contributed to a publication, presentation, or product. Credit shall be assigned in proportion to the contribution and only with the contributor's consent.
- H. Individuals shall reference the source when using other persons' ideas, research, presentations, or products in written, oral, or any other media presentation or summary.
- I. Individuals' statements to colleagues about professional services, research results, and products shall adhere to prevailing professional standards and shall contain no misrepresentations.
- J. Individuals shall not provide professional services without exercising independent professional judgment, regardless of referral source or prescription.
- K. Individuals shall not discriminate in their relationships with colleagues, students, and members of other professions and disciplines on the basis of race or ethnicity, gender, gender identity/gender expression, age, religion, national origin, sexual orientation, or disability.
- L. Individuals shall not file or encourage others to file complaints that disregard or ignore facts that would disprove the allegation, nor should the Code of Ethics be used for personal reprisal, as a means of addressing personal animosity, or as a vehicle for retaliation.
- M. Individuals who have reason to believe that the Code of Ethics has been violated shall inform the Board of Ethics.
- N. Individuals shall comply fully with the policies of the Board of Ethics in its consideration and adjudication of complaints of violations of the Code of Ethics.