

The University
of
KANSAS

**Intercampus Program in
Communicative Disorders**

AUDIOLOGY Au.D.

HANDBOOK



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

July 2024

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INTRODUCTION AND MISSION STATEMENT

The University of Kansas Intercampus Program in Communicative Disorders (IPCD) offers the 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.

Audiology Faculty of the IPCD are listed below. All faculty are listed on the website of the Intercampus Program/Hearing and Speech Department (<http://www.kumc.edu/school-of-health-professions/hearing-and-speech.html>)

Intercampus Executive Committee Audiology Faculty

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Diane Durham

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Leigh Ann Monthey

Hinrich Staecker

Emeritus Audiology Faculty

John Brandt

Mark Chertoff

John Ferraro

Larry E. Marston

Judy Widen

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.

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.

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.

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 encouraged to meet with their advisor once per semester and are required to meet with their academic advisor at least once every year in advance of the enrollment period.

C. Change in Advisor

The Program Co-Director or the IEC Advising Committee should be contacted if there are any problems with the advisor-student relationship. In some cases, the Co-Director may attempt to mediate the relationship. In other cases, a change in advisor may be recommended.

Students may request to change advisors for a variety of reasons. Typically, a change is requested due to differences in research interests, personality, etc. A change in advising is initiated by either the student or advisor completing the Change of Advisor form. A new advisor must be willing to assume responsibilities. Once approved by the Advising committee, the change is recorded on the Change of Advisor form.

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 Co-Director or the Advising Committee upon notification by either the student or advisor. The Co-Director may temporarily serve as an advisor until a new advisor is found.

D. Research Project Advisor

Students will complete a research project as part of their research skills training 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. If the project advisor is not an IPCD faculty member the student should consult regularly with the academic advisor about the student's project. Details about research skills training and the research project may be found in Section VIII.

E. 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.

F. Student Grievance Procedures

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

G. Leave of Absence

At times it has been necessary for a student to take a leave of absence. A student should consult with their academic advisor prior to making a decision to take a leave of absence and should consult [Graduate Studies Policy](#) on leaves of absence. 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.

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.

Language Science/Development
Introductory Acoustics
Neuroscience of Communication
Speech and Hearing Science
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

A. Program and Course Fees

Graduate students enrolled in the Au.D. program are assessed a course fee of \$1250/credit hour to be paid when enrolling in AUD 843 Clinical Practicum in Audiology. AUD 843 is taken for a total of 4 credit hours across 4 semesters in the first 2 years in the 4-year Au.D. program.

These fees are used to cover costs for the following items:

- Purchase and replacement of equipment and software used to train students and provide clinical services in the simulation lab.
- Recurring annual costs incurred from running the simulation clinic. These include the following:
 - Equipment repair costs
 - Required annual equipment calibration costs

- Consumable supplies to be used in the training clinic
- Access to the clinic's electronic health record
- Liability insurance
- Recurring annual costs incurred from running the simulation lab. These can include the following:
 - Standardized patient costs
 - Equipment repair and annual calibration costs
 - Consumable supplies
 - Wages for a student worker to oversee the lab
 - Minor renovations

For technology and student computer requirements for class and clinic please see **Appendix D**.

B. Didactic and Clinical Courses

Didactic Courses and Seminars (61 credit hours)

AUD 810 Diagnostic Audiology (4)

AUD 811 Hearing Disorders (3)

AUD 813 Psychoacoustics & Theories of Hearing (3)

AUD 814 Hearing Conservation (1)

AUD 816 Speech Perception (2)

AUD 817 Pediatric Audiology (3)

AUD 818 Vestibular Systems & Disorders (3)

AUD 819 Hearing Aids I (3)

AUD 820 Rehabilitative Audiology & Counseling (3)

AUD 821 Hearing Aids II (3)

AUD 822 Electroacoustics and Instrumentation (3)

AUD 823 Cochlear Implants and Hearing Assistance Technologies (2)

AUD 824 Central Auditory Processing (2)

AUD 829 Anatomy & Physiology of the Hearing & Vestib. Mechanisms (3)

AUD 826 Tinnitus Management (2)

AUD 851 Auditory Evoked Potentials (3)

AUD 853 Pharmacology for Audiology (2)

AUD 858 Business Audiology (2)

AUD 941 Grand Rounds (1) (taken fall and spring of years 1, 2)

AUD 946 Advanced Grand Rounds (1) (taken fall and spring of year 3, 4)

CLDP 854 Principles to Study Genetic Disorders (3)

PTRS 828 Medical Imaging (1)

SPLH 888 Multicultural Considerations (1)

SPLH 889 Multicultural Considerations (1)

GSMC 501 Foundations of Interprofessional Collaboration I: Introduction to Interprofessional Collaboration (0)

GSMC 502 Foundations of Interprofessional Collaboration II: Application Interprofessional Collaboration (0)

Clinic Courses (23 credit hours minimum)

The program begins with an emphasis on foundational courses; clinical experiences increase as the student progresses in the program. Students begin earning simulation hours during the second semester of the first year and direct patient contact the Summer of the first year. The following table outlines the course number, days and credit hours in each enrollment, and the minimum contact hours needed to complete the course. The minimum hours are based on seven available patient contact hours in an eight-hour workday and one hour allowed for administration time per day. Failure to complete the minimum hours will result in an ‘incomplete’ for the course. Students have one year to make up clinical time and clear the incomplete. If the incomplete is not cleared, it is logged as a failed course in the official transcript after one year. Additional clinical contact hours may be accumulated through GTA appointments, volunteer events/screenings, and additional clinic time between semesters. During the externship experience, it is common practice for sites to require a full calendar year commitment for paid positions, which is not a requirement of the program. It is at the student’s discretion when accepting a position and such arrangements are outside of the university’s affiliation with external sites. No externship experience may extend past the date of your graduation when your student status is termed.

AUD 843-Sp1	Spring Year 1 simulation 1 credit is 1 days	(80 hours)
AUD 843-Su1	Summer Year 1 Practicum 1 credit is 1 day	(48 contact hours)
AUD 842-Su1	Summer Year 1 IPE Observation 1 credit is 0.5 days	(32 observation hours)
AUD 843-Fa2	Fall Year 2 Practicum 1 credit is 1 day	(96 contact hours)
AUD 843-Sp2	Spring Year 2 Practicum 1 credit is 1 days	(96 contact hours)
AUD 944-Su2	Summer Year 2 Rotation 1 credit is 2 days	(96 contact hours)
AUD 944-Fa3	Fall Year 3 Rotation 2 credits is 2 days	(192 contact hours)
AUD 944-Sp3	Spring Year 3 Rotation 2 credits is 2 days	(192 contact hours)
AUD 945-Su3	Summer Year 3 Externship 3 credits is 5 days	(240 contact hours)
AUD 945-Fa4	Fall Year 4 Externship 5 credits is 5 days	(480 contact hours)
AUD 945-Sp4	Spring Year 4 Externship 5 credits is 5 days	(480 contact hours)

Required Minimum Contact Hours for degree completion = 1820

Required Minimum Observation Hours of IPE for degree completion = 32

Statistics and Elective Courses (8 credit hours minimum)

The Au.D. curriculum requires a total of 8 credit hours of elective courses, a minimum of 3 credits must be in statistics.

For statistics, the recommended statistics course is BIOS 704 (3 credits). 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. NRS 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 American Sign Language & Deaf Studies (ASLD), 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 summer semester of year 1 and the summer semester of year 2 for the purpose of preparing for their comprehensive exam (see section VII). Depending on the student's performance on the comprehensive exam, enrollment in AUD 942 may be repeated in the fall semester of year 3. Additional information is provided in section VII.

Additionally, all students must complete a minimum of 4 credit hours toward program requirements in research skills training (see section VIII). Two of the required 4 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 2 hours are obtained through enrollment in AUD 846 Independent Study described in section VIII.

Suggested Course Sequence for the Au.D. Degree

The suggested sequence of courses for the completion of the AuD degree is shown on the next page. Electives are offered outside the IPCD. Although this sequence is called "suggested," please note that it 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. For example, while options for when electives may be taken are noted, the timing can be adjusted in consultation with your advisor.

Suggested Au.D. Sequence for 2024 Class

<u>Fall, Year 1 (Fall 2024)</u>			<u>Spring, Year 1 (Sp 2025)</u>			<u>Summer, Year 1 (Sum 2025)</u>		
AUD 810	Diagnostic Audiology	4	AUD 811	Hearing Disorders	3	AUD 853	Pharmacology	2
AUD 819	Hearing Aids I	3	AUD 821	Hearing Aids II	3	AUD 843	Clinical Practicum	1
AUD 829	Anatomy & Physiology	3	AUD 851	Auditory Evoked Potentials	3	AUD 858	Business Audiology	2
AUD 941	Grand Rounds	1	AUD 843	Clinical Practicum	1	AUD 942	Investigation & Conf	1
SPLH 888	Multicultural Consid.	1	AUD 941	Grand Rounds	1			
			SPLH 889	Multicultural Consid.	1			
		12			12			6
<u>Fall, Year 2 (Fall 2025)</u>			<u>Spring, Year 2 (Sp 2026)</u>			<u>Summer, Year 2 (Sum 2026)</u>		
AUD 817	Pediatric Audiology	3	AUD 816	Speech Perception	2	PTRS 828	Medical Imaging	1
AUD 822	Electroacoustics & Instrumentation	3	AUD 823	Cochlear Implants & HAT	2	AUD 944	Clinical Rotation	1
AUD 843	Clinical Practicum	1	AUD 818	Vestibular Systems & Disorders	3	AUD 842	IPE Practicum	1
AUD 941	Grand Rounds	1	AUD 814	Hearing Conservation	1	AUD 942	Investigation & Conf	1
BIOS 704	Principles of Statistics in Public Health	3	AUD 843	Clinical Practicum	1	TBD	Elective	2
			AUD 941	Grand Rounds	1			
		11			10			6
<u>Fall, Year 3 (Fall 2026)</u>			<u>Spring, Year 3 (Sp 2027)</u>			<u>Summer, Year 3 (2027)</u>		
AUD 826	Tinnitus Management	2	AUD 824	Central Aud Processing	2	AUD 945	Clinical Externship	3
AUD 813	Psychoacoustics	3	AUD 820	Rehab. Aud. & Counseling	3			
AUD 940	Seminar in Aud.: Scientific Reading	1	AUD 940	Seminar in Aud.: Scientific Reading	1			
AUD 846	Independent Study (Research Project)	1	AUD 846	Independent Study (Research Project)	1			
AUD 944	Clinical Rotation	2	AUD 944	Clinical Rotation	2			
AUD 946	Advanced Grand Rounds	1	AUD 946	Advanced Grand Rounds	1			
*CLDP 854	Principles to Study Genetic Disorders	3	TBD	Elective	3			
		13			13			3
<u>Fall, Year 4 (2027)</u>			<u>Spring, Year 4 (2028)</u>			<u>Summer, Year 4 (2028)</u>		
AUD 945	Clinic Externship	5	AUD 945	Clinic Externship	5	AUD 945	Clinic Externship (if needed)	3
AUD 946	Advanced Grand Rounds	1	AUD 946	Advanced Grand Rounds	1			
		6			6			

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.

Certification Requirements

Passing the AUD Praxis Exam is required for ASHA Certification. Students are required to take the Praxis exam before beginning their clinical externship. When taking the Praxis exam students should mark Score Recipient Information for University of Kansas IPCD (R0097). Students should also send their scores to the State Board of licensure, ASHA credentialing, and the Department of Education, according to individual state requirements. See www.ets.org/praxis or more information.

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.

VII. COMPREHENSIVE EXAMS

Au.D. students are required to complete a formative and summative comprehensive exam during the summer of year 1 and summer of year 2, respectively. 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 summative comprehensive exam will be scheduled during the summer semester of year 2. For the purpose of preparing for the exam, students should enroll in 1 hour of AUD 942 Investigation and Conference with the program director.

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 fall semester. Students not passing the oral defense will be required to repeat the written comprehensive exam during the fall semester of following the exam and must again enroll in 1 hour of AUD 942 with the program director. 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 fall 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 the following research project.

Students will complete a research project as part of their research skills training under the direction of a project advisor.. A process for matching students and a research advisor will be made after the completion of the comprehensive examination at the end of the second year. If the project advisor is not an IPCD faculty member the student should consult regularly with the academic advisor about the student's 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 2 semesters (fall and spring year 3): 1 credit hour/semester.

Students working on research projects must enroll in AUD 846 Independent Study for 1 hour in 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.

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 presentation.

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: [Ordering Transcripts](#)

Requests for copies of clinical contact hour summaries can be made to the clinical education assistant.

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 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 can 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 may be 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. Social Media Policy

The University of Kansas Medical Center recognizes that social networking websites and applications are an important and timely means of communication. Students are reminded that they should have no expectation of privacy on social networking sites. Students must also be aware that posting certain information is illegal. Violation may expose the offender to criminal and civil liability. Offenses may be considered non-academic misconduct and be subject to the appropriate policies and procedures.

The following actions are strictly forbidden:

- You may not disclose the personal health information of other individuals. Removal of an individual's name alone does not constitute proper de-identification of protected health information. Inclusion of data such as age, gender, race, diagnosis, date of evaluation, or type of treatment or the use of a highly specific medical photograph (such as a before/after photograph of a patient or a photograph of a patient from a service learning site) may still allow recognition of the identity of a specific individual.
- You may not report private academic information of another student or trainee. Such information is covered by the Family Educational Rights and Privacy Act of 1974 (FERPA) and includes, but is not limited to course grades, narrative evaluations, examination scores, or adverse academic actions.

- You may not present yourself as an official representative or spokesperson for the University of Kansas, affiliate organizations, the OTE Department, or individual faculty or staff members when posting information on social networking sites. Although you have the right to express political or other views publicly, do not use an email or any other account that identifies you as a member of the KU Medical Center community.
- You may not represent yourself as another person, real or fictitious, or otherwise attempt to obscure your identity as a means to circumvent the prohibitions listed above and below.

In addition to the absolute prohibitions listed above, the actions listed below strongly are discouraged. Violations of these suggested guidelines may be considered unprofessional behavior and may form a basis for disciplinary action.

- Use of vulgar or profane language.
- Display of language or photographs that implies disrespect for any individual or group because of age, race, gender, ethnicity, or sexual orientation.
- Presentation of personal photographs or photographs of others that may reasonably be interpreted as condoning irresponsible use of alcohol, substance abuse, or sexual promiscuity.
- Presentation of personal engagement in illegal activities, including use of recreational drugs.
- Posting of potentially inflammatory or unflattering material on another individual's website or social media platform.

When using any social networking websites/applications, students are strongly encouraged to use a personal e-mail address, one that is separate from their KUMC email address, as their primary means of identification. Individuals also should make every effort to present themselves in a mature, responsible, and professional manner. Discourse should always be civil and respectful.

Detailed policies and procedures related to social media: [School of Health Professions](#) and [KU Policies & Procedures](#)

C. 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](#).

APPENDIX B

STUDENT ABILITIES AND STUDENT SUPPORT SERVICES

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

[https://www.kumc.edu/school-of-health-professions/academics/departments/hearing-and-speech/academics/audiology-degrees/clinical-doctor-in-audiology-\(aud\)/technical-standards.html](https://www.kumc.edu/school-of-health-professions/academics/departments/hearing-and-speech/academics/audiology-degrees/clinical-doctor-in-audiology-(aud)/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:

<https://www.kumc.edu/academic-and-student-affairs/departments/academic-accommodation-services.html>

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

Information is available here: <https://www.kumc.edu/academic-and-student-affairs/departments/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, 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 in Audiology and Speech-Language Pathology of the American Speech-Language-Hearing Association, 2200 Research Boulevard, #310, Rockville, MD 20850, 800-498-2071 or 301-296-5700 10801 Rockville Pike, Rockville, MD 20852. 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

STUDENT TECHNOLOGY & COMPUTER REQUIREMENTS

The following information can be found on our website in regards to technology and computer requirements: <https://www.kumc.edu/school-of-health-professions/academics/admissions-and-aid/student-computer-requirements.html>

The information on this page applies to all students in any academic program in the KU Department of Hearing and Speech.

Academic programs in the KU School of Health Professions utilize a technology-rich curriculum. The following recommendations are made with student success in mind.

All students are responsible for having a working device that meets the minimum requirements listed below. Please use this guide to help in making decisions regarding purchase of a computer and software for study. High speed broadband internet service is recommended.

Program curriculum incorporates the following tasks:

- Accessing and downloading course files (e.g., documents, presentations, videos, etc.).
- Uploading assignment files (e.g., documents, presentations, videos, etc.).
- Taking quizzes and exams.
- Posting to discussion boards.
- Accessing resources through different browsers.
- Taking notes/annotating resources.
- Presenting student-created files/media through a data projector. Lecture halls and classrooms on campus are equipped with Windows computers for use by presenters.
- Use of a functioning microphone and camera.
- Course- or program-related meetings using applications requiring audio and video.
- Live video conferencing sessions.
- Use of online learning resources outside of KU Medical Center.
- High speed access to the internet.
- Use of Microsoft Office 365 (see software section below).

It is the student's responsibility to maintain a backup of all work. Use of an online backup service (e.g., OneDrive included with Office 365) or, at a minimum, utilizing an external hard drive, is **strongly recommended**.

Students can receive support for basic computing issues related to their academic work from the Jayhawk Tech Clinic. Appointments are available in Taylor Building Room 3021. The support desk may also be reached by phone at 913-945-9999 option 2, or at [the Information Resources website](#) (711 TTY).

Students may explore possible options for financial support in purchasing a computer for learning by contacting the [Office of Student Financial Aid](#).

APPENDIX E

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: <https://www.kumc.edu/academic-and-student-affairs/departments/registrars-office.html>

APPENDIX F

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 to have all 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.
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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 <i>e-mail: nsslha@asha.org</i>
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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
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Student Academy of Audiology 11480 Commerce Park Drive Reston, VA 20191 703-790-8466 https://saa.audiology.org/	
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APPENDIX G

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:

Danielle Dorner, AuD, CCC-A

Executive Officer

Kansas Board of Examiners in the Fitting and Dispensing of Hearing Instruments

P.O. Box 860181

Shawnee, KS 66286

P: 833-335-2423

F: 833-411-1254

danielle.dorner@ks.gov

<https://kbhae.com>

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/>

APPENDIX H

ASHA CODE OF ETHICS